

**Faculty Assembly Meeting
September 17, 2014
1:45-3:00 LRC 101C**

In attendance:

Rosa Auletta	Laura Musselwhite	Alice Lawson	Dustin Shafer
Claudia Barreto	Patricia Gillikin	Barbara Lovato	Julia So
Michael Brown	Annette Hatch	John Abrams	Tracy Terry
Michael Ceschiat	Alfonso Heras	Dianna Johnston	Helen Walton
Cindy Chavez	Khaled Kassem	Danizete Martinez	Leann Weller
Miriam Chavez	Alice Letteney	Richard Palmer	Thomas Whittaker
Elaine Clark	Alexa Wheeler	Eva Rivera	Heather Wood
Julie Depree	Donna Ketcheson	Jeanne Lujan	Melanie Sanchez-Dinwiddie
Lucille Farrington	Frances Duran	Margaret Anaya	Sarah Garde
		Tina Newby	Richard Sylvestre

Welcome Reception for Dr. Laura Musselwhite (1:30-1:50)

1. Call to Order

- Heather Wood called the meeting to order at 1:50 PM.
- Welcome gift extended to Dr. Musselwhite from Faculty Senate. Thank you gifts extended to Julie Depree, Miriam Chavez, and Alice Letteney for their service during the selection of the new Dean of Instruction.

2. Acceptance of agenda

- A motion was offered to accept the agenda.
- The agenda was accepted.

3. Approval of minutes

- A motion was offered to accept the minutes from April 2014.
- The minutes were accepted.

4. Executive Director's Report (Alice Letteney)

- The School of Dreams has received a large grant to work with us to offer a high school diploma and associates degree concurrently.
- Our enrollment has increased by 3% in headcount, but decreased by 6% in FTE. Over 400 dual credit high school students are taking college classes with us. Every 2-yr institution besides Los Alamos is down in both headcount and FTE this semester. Our numbers are good in comparison.
- The formula for higher education funding from the state will change. The Formula Committee adopted a new set of funding formulas they called 'hybrid' last week. This hybrid allows the 3 research universities to move toward having a funding formula that is independent from the formula used at the teaching institutions. There is a meeting in Santa Fe on the 24th to discuss these changes. I will report new information at the next meeting.

5. Dean of Instruction's Report (Laura Musselwhite)

- Thank you all for your hospitality. Thank you, Miriam and Julie, for all your hard work.
- We will wrap up FEDI forms soon. Be aware of the relevant deadlines.
- I will meet with faculty in the coming weeks to learn more about the campus.

6. Treasurer's Report (Tom Whittaker)

- We have \$472.27 for copying, in state travel, and office supplies.
 - Mileage for attending faculty senate meeting on Main Campus as UNM-VC representative is covered through these funds.
 - Parking permits and mileage for other Main Campus committee meetings will be addressed in our faculty handbook soon and should be covered whenever faculty are representing our campus.
- We had \$38 that rolled over from last year in the 'snacks' budget, of that \$23 is remaining. Please donate if you can.

7. Student Services (Hank Vigil)

- Thank you for putting class attendance into Loboachieve. Please put class feedback into Loboachieve as well: pat them on the back or give them recommendations for changes so that they can succeed. You know your students, please help us know them as well.
- If you use the gradebook in Learn, the student advisors can automatically access the students' grades to inform their advising. Please do this.
- Reminder: you CANNOT tell a student they need to get assessed for equal access. If someone self-discloses a disability, however, you can send that student to us.
- If you have questions or concerns about how to implement the suggested accommodations for equal access students, please work with me.
 - TLC is in the process of changing the classroom capture equipment. This will include digital HD cameras and better microphones in the classrooms where classroom capture is regularly requested.

8. Committee Reports:

Program Development (Julie Depree)

- Eva – Dr. Melzer is the new committee chair. We are planning a panel/seminar for teaching development on either the 2nd or 4th Wed of each month at 1:30...occurring regularly on the calendar. We are looking for volunteers for Oct 22nd to present on effective teaching strategies. Contact Eva Rivera, Melzer or Depree to volunteer. We would like someone from TLC to advise us on using the classroom technology during one of the seminars.

Faculty Handbook & Communications Committee (Elaine Clark)–

- Let Elaine know if the vfac email distribution list is incomplete.
- Alexa Wheeler - The faculty website's links are currently inactive due to a lack of space, this should be resolved soon.
- Some handbook changes were made to clarify that the UNM-VC handbook is solely for our faculty and that the main campus handbook has precedence over our campus faculty handbook.
- Some of the academic divisions have been modified.

- o MES needs to be updated, social sciences need to be updated – send updates to Elaine.
- Online course information has been heavily modified (begins on p. 33). Please look over it and send any questions or comments to Elaine. **WE WILL VOTE ON THIS.**

Conflict Resolution (Helen Walton)

- Communication Tip – Give people direct attention when talking to them. Do not look at email or your phone.

Curriculum Committee (Thomas Whittaker)—

- The committee met three times since the last faculty meeting. Liberal arts associates degrees were reviewed on April 20th. Several concentrations were added to the program to provide students with direction after completing their associates degree. Form C was generated and is awaiting approval.
- Sept 9 – Tom Whittaker was reelected as Chair and replaces Julie Depree as the Main Campus Curriculum Committee representative. The committee will be meeting weekly for a few months.
- Sept 16 – Reviewed and approved OBT-293 Form A to change the # credits for this topics class. Performed preliminary reviews of forms for Manufacturing Operator class and ECME certificate.
- Nov 1 is the deadline for making changes to courses/classes or creating new courses.

Faculty Professional Development (Dani Martinez)—

- \$12k in the funds at beginning of the semester, \$5k remaining. Get your requests in soon.

Cultural Enrichment (Michael Ceschiat)

- We will meet after this faculty meeting.
- There is a gallery reception tomorrow night.

Faculty Senate (Helen Walton)

- Nothing to report

Assessment Committee

- Khalid - Program assessments are coming up. Pay attention to the dates on the email from Claudia Barreto and get ready if you have a program that will be assessed.

9. President's Report (Heather Wood)

- Welcome back to campus.
- Committee assignments have been announced.
- Have your peer and advisor evaluations completed soon if you are coming up for evaluation in January.

10. New Business/Announcements

- Tracy Terry: Our 3rd annual Mole Day celebration will be held on Thursday, October 23rd from 11:30-1:30. We will have lots of games and prizes. As part of Mole Day, we

are having a 'Chemistry on Campus Photo Competition'. Digital photos need to be submitted to me via email by Oct 17th. The top photos will appear on the campus Facebook page and prizes will be given during Mole Day.

- Dustin – The Wellness Expo will be held Sept 24th 8am-2pm. Employee health screenings will be from 8-10 am and vendor booths will be from 10am -2 pm.
- Diane – Point of clarification on our nursing program – The nursing program is accredited and fully approved by the state and we are in the process of obtaining national accreditation which is not required until 2018.
- Julia So – I would like us to find a way to increase the participation of the adjunct faculty. They comprise 61% of our faculty and I would like to have a genuine conversation about increasing their participation in the future.
- Tom Whittaker – The Adjunct Committee met and elected Mary Clark as the chair.
- Barbara Lovato – The library is celebrating Banned Books Week next week.

Adjournment: 3:10

Respectfully submitted, Tracy Terry