

**Faculty Assembly Minutes  
Wednesday, Sept. 23, 2015**

Heather Wood (FEC President)  
Eva Rivera (FEC VPRES)  
Tracy Terry (FEC Sec)  
Melanie Sanchez-Dinwiddie  
(MES Rep)  
Laura Musselwhite (Dean of  
Instruction)  
Alice Letteney (CEO of UNMV)  
Alice Lawson (Adjunct Rep)  
Michael Brown (B&T Rep)

Michael Ceschiat  
Claudia Barreto  
Miriam Chavez  
Julie Depree  
Thomas Whittaker  
Julia So  
John Abrams  
Elaine Clark  
Dani Martinez  
Khaled Kaseem

Sarah Garde  
Rosa Auletta  
Patricia Gillikan  
Diana Johnston  
Tina Newby  
Ben Flicker  
Alfonso Heras Llanos  
Margie Campbell

1. Call to order (1:34)
  
2. Acceptance of agenda  
Motion to accept: Michael B  
Second: Julie Depree
  
3. Approval of minutes from April 2015  
Motion to accept: Tina N.  
Second: Eva R.
  
4. Executive Director Report (Alice Letteney)

I have a new title: Chief Executive Officer!

We got our Title V DOE grant (unofficially)! Cindy Shue worked very hard on authoring the proposal with Rosa A., Michael C., John Abrams and Elaine Clark. We are looking at creating a Writing Center within our Learning Center and reorganizing our IT program with respect to Cyber Security. We will pilot some game theory methodology in entry-level courses. We will introduce 5 new online/hybrid programs by 2020 and a summer math camp. We will also have QM Training for certifying instructors of online/hybrid courses. Accreditors are looking very carefully at online/hybrid training of faculty.

If you think of anything we need to do for our students and we don't currently have the money for it, please tell us what we need to do to bring our students more success. We are writing more grants and would like to include your ideas.

5. Dean of Instruction Report (10)

We have some guests coming from the Provost's Office to discuss Program Review and Assessment. This visit has to do with upcoming reaffirmation of accreditation.

Laura Encinias is leaving the Academic Affairs Office. We are interviewing over the next week for her replacement. Her farewell potluck is Oct 2.

We have an ad hoc committee on Diversity. Please let us know if there are any issues or successes you would like us to consider. It was inspired by the diversity course requirements on main campus and safe zone trainings that several of us attended.

Congratulations, Michael C., for the successful Perkins Grant audit.

[Michael C.] We had about 25 people working on this audit. With the support teams we have here, we were very well prepared. Our campus outshined the other institutions by far.

Rosa had a successful audit for the Title V program.

On Oct 14-15, we are going to have institutional assessment days (IADs). These will be surveys for the students. Main campus feels like the students are suffering from survey burnout. So all student surveys will occur over those two days only this semester. If students take three surveys, they can earn a t-shirt. We are concentrating on four surveys here: Campus Climate, Work Keys, ACT Cap Test for reading and math (core course assessment for students who have almost finished their core). Please encourage students to take the surveys, but not during class time.

FEDI's should be submitted to their chairs by now. Send me your Peer and Supervisor evaluations from last year. We have until the beginning of Oct for you and your chair to sit down and discuss your FEDI.

## 6. Treasurer Report (Eva Rivera)

We have \$10.26 of petty cash for purchasing snacks. Please donate.

We currently have \$500 for Faculty Assembly Budget.

## 7. Committee Reports

### a. Communications—Elaine Clark

On Friday, Oct 30<sup>th</sup> from 10am-3pm we will have a workshop for faculty who teach online/hybrid courses. This will be supported by the Title V DOE grant. We will cover the basics of the QM training. We will have visitors from other campus who have implemented these trainings. This is for ALL faculty.

Please check that all your adjunct faculty are receiving emails from the vfac list.

According to the computer use agreement, we cannot use vfac for non-work related emails:

<https://policy.unm.edu/university-policies/2000/2500.html>

Should we point to this policy in our faculty handbook? I will make a blurb to give to the handbook committee that does.

Should we create a group in outlook for personal stuff? You would need to opt-in.

Link to the computer use agreement

b. Teaching & Learning Assessment—Claudia Barreto

Program Assessment occurs this semester. We have A LOT of programs that need assessing this semester. Make sure you have space in TK-20 for all your programs. If not, please contact me and I will add it.

We have an updated rubric for program assessment. I will send these updates out with the sign-up schedule by email.

c. Handbook—Tom Whittaker

We met to elect a chair and you should anticipate things to vote on concerning online instruction at the next faculty meeting.

d. Program Development—Eva Rivera

We met to elect a chair and we will continue to do our TTT's this year. They will be the fourth [some discussion on which Wed] Wednesday of each month at 1:30 pm. Please volunteer!

e. Conflict Resolution—Julia So

We would like to know what you would like our committee to do, perhaps professional development on conflict resolution or de-escalation. We will launch a survey at the next faculty meeting.

f. Curriculum—Tom Whittaker

Please submit any course or program changes you would like to do before Nov 1<sup>st</sup>. Please submit your Forms A, B, and C as soon as possible. We meet every Wed at 3 pm. Our next meeting is on the 30<sup>th</sup>.

We have a special meeting this afternoon concerning accreditation.

Also, the main campus curriculum committee meeting discussed diversity in the courses.

g. Cultural Enrichment— Michael Ceschiat

I need someone to be the chair of this committee.

The faculty/staff show opens in a few weeks. Everyone should submit a piece. It is not HIGH art.

Also, please attend the NAPE STEM Equity Pipeline training. There is free lunch. You can participate in whatever part of the training you are available for.

[Laura Musselwhite] At the end of last spring we pulled cultural enrichment under the instructional umbrella. We are still trying to develop a calendar to distribute even information.

h. Professional Development—Heather Wood (3)

We are accepting applications now for your professional development activities. We meet next week to approve those requests.

i. Faculty Senate Representative— Eva Rivera Lebron

The senate met yesterday. Nothing they discussed affects us. They want to talk about branding of the university. There is a new president.

Last year they discussed granting the last semester tuition free if they complete in 4 years. This year they are seeing that students are using up their credits to be full-time on fluff courses and this is causing them to lose money.

j. Student of the Month— Sarah Garde

Please nominate students for Student of the Month. The first nomination is due next Wednesday. The timeline for submissions is in the newsletter. Student Government awarded us money to purchase frames and gift certificates for the student winners in addition to their parking pass.

k. Adjunct Faculty – Ben Flicker

We have not yet met this term due to time conflicts.

## 8. Teaching and Learning Center Report— Michael Brown

Upgrades of Mediasite are complete. We now have many faculty who are recording and editing their own material. We also have a big BlackBoardLearn training portal that will go live in October.

We will also send out a physical training schedule in October.

[Tom W.] Is there a way to document our professional development in the online training portal?

Yes, there is both a certificate and a stipend with each course.

## 9. President's Report

Welcome back. Please attend some of the great events that are occurring this semester.

## 10. Announcements/New Business (10)

Rosa A. – The staff association president has put together a tailgate event for this Saturday. It is open to the community

Laura M. – Oct 23<sup>rd</sup> we have Title IX training from 9:30-noon. If you do this training in person with the OEO office from Main, you don't have to do the long training online. I will find out the times and dates for completing this training on main campus if you live in Albuquerque. Adjunct faculty are not REQUIRED to do it, but it is beneficial and encouraged.

Julia So – Valencia Speaks will be Oct 5<sup>th</sup> and will be led by Adrien Lawyer who will speak on the transgender experience...noon -1:30.

Tom W. – BioBlitz yesterday and today putting together a catalog of the living organisms on campus.

Tracy T. – Oct 20<sup>th</sup> is Mole Day in the SCC from 11:30-1:30. We will have student chemical demonstrations and lots of games and prizes.

Patricia G. – Oct 22<sup>nd</sup> 1:30-3pm is Reading New Mexico. We have five poets on campus that day giving talks.

Diana – The visitor parking pass process seems cumbersome on our visitors. Is there some way to print out parking passes for visitors? Visitors, guests we have invited to campus, are getting tickets, not warnings.

Claudia – The bookstore is not ordering enough books. It is six weeks into the semester and the students still do not have books. [much faculty agreement on issues with bookstore ordering too few supplies, or ordering them late into the semester]

Alice Lawson – Why are my students still having problems logging in to the campus network?

John Abrams – It is the student's responsibility to come to us if they have issues. We need to know what the error message is so that we can fix it. BCT108 is a particularly problematic classroom. The number of problems is tapering off as we move forward, so it is becoming more smooth.

Dani M. – Students are losing class time, 15-20 min, trying to get these issues resolved. It is very stressful for the students to lose this time.

Julia So – There was recently a shoot-out in Valencia County between two gangs. I just want you to be aware that your students may be affected by this.

**11. Adjournment- 2:49 (Total Minutes = 75 min)**