Faculty Assembly Meeting Draft Agenda
Wednesday November 28, 2018 (1:30 – 3:00 PM)
LRC 101

1. Call to Order (1 minute)
2. Acceptance of Agenda (1 minute)
3. Approval of Minutes (1 minute)
4. Chief Executive Officer Report—Alice Letteney (10 minutes)
5. Dean of Instruction Report—Laura Musselwhite (10 minutes)
6. Treasurer’s Report—Justin Bendell (1 minute)
7. Faculty Assembly Standing Committee Reports
   a. Adjunct Faculty—________________________ (2 minutes)
   b. Communications—Alexa Wheeler (2 minutes)
   c. Conflict Resolution—______________________ (2 minutes)
   d. Curriculum—Barbara Lovato (2 minutes)
   e. Faculty Handbook—______________________ (2 minutes)
   f. Faculty Professional Development—Ben Flicker & Ariel Ramirez (2 minutes)
   g. Faculty Program Development—________________________ (2 minutes)
   h. Online Teaching—Soledad Garcia-King (2 minutes)
   i. Faculty Senate Representative—Cheryl Bryan (2 minutes)
8. Other Committee Reports
   a. Student of the Month—________________________ (2 minutes)
9. President’s Report—Kevin Hobbs (3 minutes)
10. New Business / Announcements
   • Faculty Office Hours —Laura Musselwhite (2 minutes)
     o Please See Attached
11. Adjournment
Faculty Office Hours

Full-time faculty will post and hold six (6) office hours per week with the following provisions:

1. Faculty are encouraged to make every effort to meet with their students.
2. Whenever feasible, faculty will schedule office hours directly before and after classes and always endeavor to set office hours most convenient for students; faculty are also encouraged to meet with students outside of posted office hours, by appointment.
3. It is not permissible to have “by appointment” as the only stated office hours.
4. All posted office hours should be followed by the phrase "or by appointment.”
5. All office hours will be clear and well-defined, with day and time specified, on the syllabus and posted.
6. If a faculty member must be away from her/his office during posted office hours, should any student call or drop by her/his office the faculty member should arrange for student messages to be recorded, and must promptly respond to the student.
7. Faculty should post the schedule of their office hours on their office doors, prominently in their online courses, and in their syllabi by the second week of the semester. [Please see page 14 (Requirements and Expectations of Faculty) of the UNM Valencia Faculty Handbook for more information on preparing a syllabus.] Alongside posting office hours, the office hours schedule should be submitted to his/her supervisor and the Academic Affairs Office.
8. Full-time faculty
   a. Full-time faculty should hold a minimum of 6 office hours per week, regardless of teaching load.
   b. Some portion of the office hours may be held virtually, but should not constitute more than 50% of the total required office hours.
9. Adjunct faculty
   a. Adjunct faculty should hold one (1) office hour per three-credit course per week, or a comparable amount for other teaching loads.
   b. Adjunct faculty who teach solely online may hold office hours virtually.
   c. Adjunct faculty who teach face-to-face or a combination of face-to-face and online may hold some portion of the office hours virtually, provided that virtual office hours do not constitute more than 50% of the total required office hours.