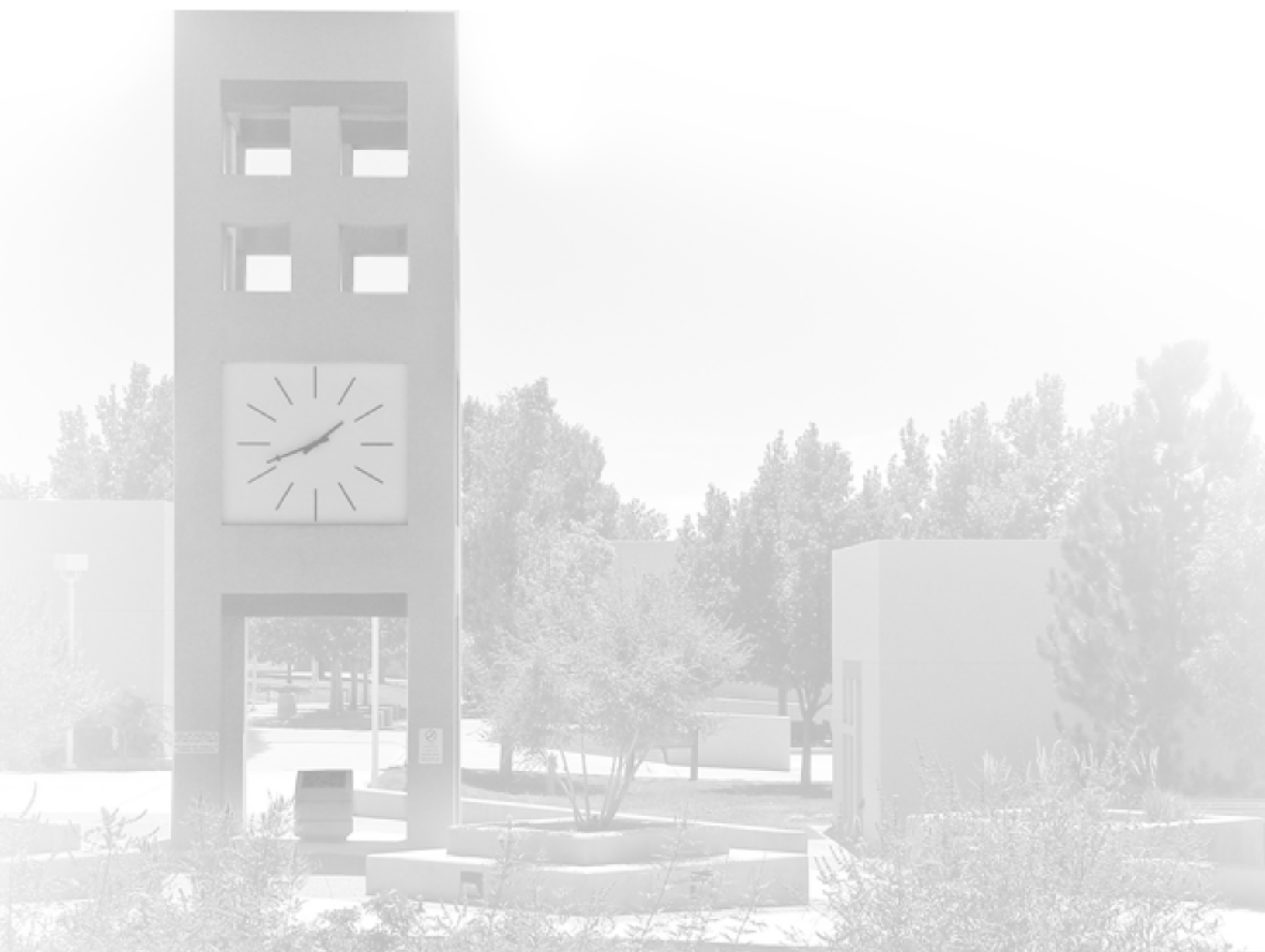


# Faculty Assembly Newsletter | 11.2018

**November 2018**



# Contents



## Chief Executive Officer

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## The President's Report

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## Teaching & Learning Center

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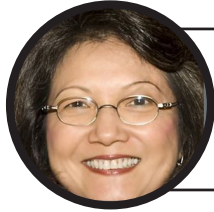
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## Business & Industrial Technologies Division

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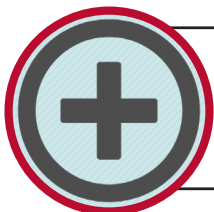


## Mathematics, Engineering, Computer Science Division

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...

PLUS



EDUC 293  
Title V  
Minutes & Agenda

ELAINE CLARK  
ROSA AULETTA  
STEPHEN TAKACH

20  
21  
22

\_\_\_\_\_



\_\_\_\_\_

Sincerely,

Sincerely,

Dr. Alice V. Letteney, CEO  
UNM-Valencia

**4/FACULTYASSEMBLYNEWSLETTER|11.2018**

Letteney

## te

**Dr. Laura Musselwhite**



Since this is the last newsletter of the calendar year, I want to thank everyone for their hard work in leading student learning here at Valencia this semester! In addition to your excellent teaching, you have been accomplishing much in committee work, assessment, and curricular revision. I know that some of you have been having conversations about teaching and learning, and the various ways to accomplish our goals. One way we can link some of these conversations is through a Community of Practice. Julia So has been working on this project as a result of her participation in the UNM Teaching Fellows program. Please see her for more information.

This has been the first semester of our revised divisional structure, and I want to thank the chairs for their dedication. Any time there is change, there are questions to resolve and bumps in the road to navigate. We are lucky to have a wonderful group of chairs, and I am proud to work with them! Thank you Marji Campbell, Elaine Clark, Melanie Sanchez-Dinwiddie, Julia So, Alexa Wheeler, and Heather Wood!

As we wind down, think about how you can relax over the winter break. Get together with the people you love, and think about all the positives that we have in our lives. Think especially about the valuable role you play in the lives of so many students and colleagues. I certainly value you and your work, and I am always here to listen, collaborate, and provide support.

# The President's Report

**Kevin Hobbs**  
Faculty President

**Thanks to  
all of you  
for your  
hard work.**

The semester is coming to a close in three weeks, and the Thanksgiving Break is in the rear view mirror. I hope it was restful and allowed you to enter the home stretch with renewed commitment. Final exams start on 10 December, and final grades are due no later than 48 hours after your class's final exam.

Student course evaluations are now open. Please encourage your students to complete these evaluations. For those of you (like me) up for tenure or mid-tenure review, remember that your completed dossier must be submitted for review by 9 January 2019.

UNM-Valencia students, staff, and faculty have been very busy in this semester, and I thank each of you for your hard work. Its most apparent manifestation is the success of our students. As another semester draws to a close, let us keep those students and their successes in mind.

I look forward to seeing you in the final faculty meeting of the semester on Wednesday, 28 November, at 1:30 P.M. in LRC101.

With kind regards,  
Kevin

# Hobbs

# Teaching & Learning Center

Soledad Garcia-King

TLC

**TRAINING  
&  
WORKSHOPS**

**Questions? Contact?  
Suggestions for training?**

**Soledad Garcia-King**

**sgking@unm.edu**

## Upcoming Workshops



## December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Flipped Active Learning 2:30-3:30	5	6 Zoom 1:30-2:30	7	8
9	10	11	12 Making Accessible Documents 1:30-2:30	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## EVENTS

### Heading

To get started right away, just click any placeholder text (such as this) and start typing to replace it with your own.

### Heading

Want to insert a picture from your files or add a shape, text box, or table? You got it! On the Insert tab of the ribbon, just tap the option you need.

### Heading

View and edit this document in Word on your computer, tablet, or phone.

**Times are still tentative...**

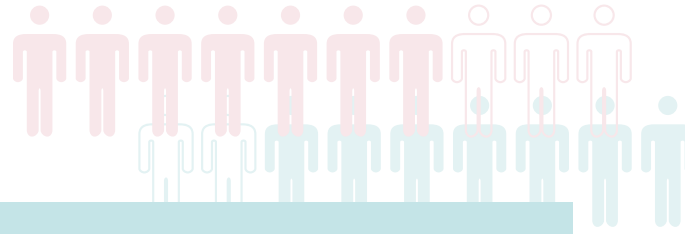
Garcia-King



# The Writing Center

**Patricia Gillikin**

The Writing Center Director



## Hiring & Portfolios & Pizza

### Hiring new consultants!

The Writing Center will need at least two new Writing Consultants for the spring. Do you have any students you would recommend? I am looking for reliable, adaptable, and kind individuals. They do not always need to be your very best writers, but should be savvy about writing; if they have overcome struggles in their writing, that is especially helpful. Even if you are not familiar with their writing, I am happy to have the names of your best, most dependable, and most respectful students.

Send me names at [gillikin@unm.edu](mailto:gillikin@unm.edu), and I will write them and invite them to apply. Even if they cannot or do not wish to apply (other jobs/obligations) they always appreciate knowing that a faculty member recommended them.

### Portfolios and Pizza!

Tell your students! On Thursday, November 29, 12 noon until the pizza runs out (we close that day at 6) and Friday, November 30 (11 to 1, our salad day) students working on portfolios and end of semester projects are welcome to come to the Writing Center for support and food!

## The Writing Center on the Road

### Conference:

Allie Hefner and I presented at the New Mexico Council of English Teacher's annual conference. Our session included several improv activities that Allie and I took turns leading, and then we broke participants into pairs to role-play setting boundaries. Allie did a fantastic job at her first conference presentation; her explanation of the role improv has played in her own growth was especially effective. The conference itself was marvelous: Allie and I enjoyed Lee Francis' key note about being a nerd and about indigenous representation (he is a major force behind Red Planet, a comic shop in ABQ focused on indigenous comics and other works, and Albuquerque's yearly Indigenous Comic Con), and Allie attended several other sessions that she got a lot out of.

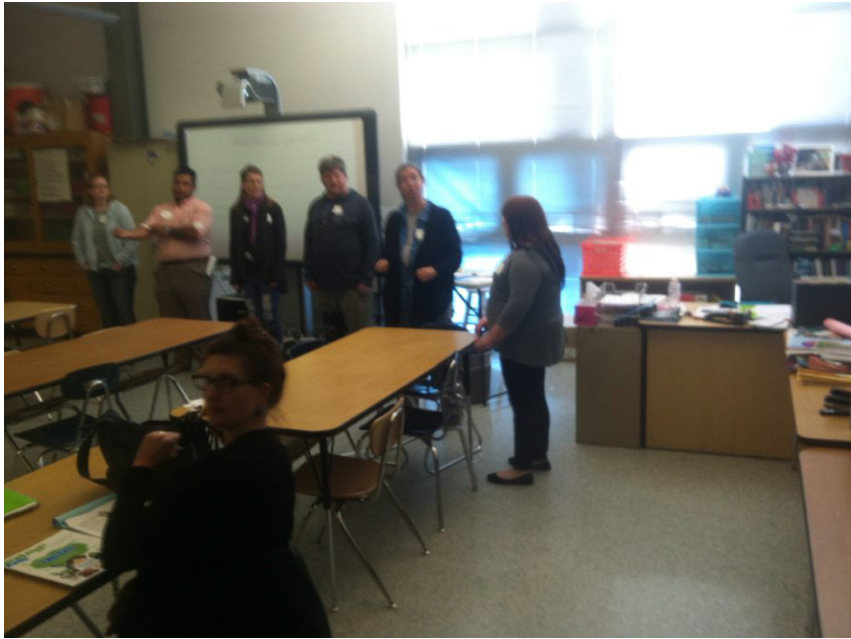


Allie and Patricia at the New Mexico Council of English Teachers annual conference.





# The Writing Center



## **Main Campus Writing and Language Center shenanigans:**

Consultants Rae Silva, Felina Martinez, and Ector Hernandez attended tutor professional development at the Writing and Language Center at Main Campus on Nov. 2. The topic was “Language Bias and Prescriptivism” and two of my consultants in particular, Rae and Felina, said that it really got them thinking. Rae pondered the concepts the session introduced all the following weekend, and Felina commented that she had never considered previously just how much people judge others based on language.

Two weeks later on November 16, I joined Katie Denton and Ryan Smith’s session on “Giving Meaningful Feedback” with half an hour of improv activities designed to hone tutor’s skills of listening, being aware and in the moment, and being ready for whatever a learner might bring.



**Portfolios & Pizza! November 29 and 30!**

## **Hours for the Rest of the Semester**

9 to 4 Mondays and Tuesdays  
9 to 6 Wednesdays and Thursdays  
11 to 1 on Fridays

Our last day open for the semester will be Thursday,  
November 6th.

# likin

# Library

Barbara Lovato

**WINTER BREAK  
LIBRARY HOURS**

**DECEMBER 21, 2018 to  
JANUARY 1, 2019  
CLOSED**

## Halloween Decorating Contest

The library and technical support collaboratively won first place in this year's Halloween contest with their Harry Potter themed costumes and decorations.



# Business & Industrial Technologies

# BIT

**Next Level Navigator  
Presentations on December 6  
from 9 - 10:15 am in VAAS 101!**

**Alexa Wheeler, Chair**

We are excited to be sending 4 faculty to the National Association of Career and Technical Education's annual "Visions" Conference this week in San Antonio, Texas! James Hart, Stephen Takach, Jonathan Morrison and Anthony Chavez will be heading out Wednesday to learn about all things CTE.

On Thursday, December 6 in VAAS 101 from 9am to 10:15 am, Stephen Takach's Management 113 students will be presenting 3 minute of their entrepreneurial endeavor. This will be an exciting event! See the flyer on the next pages.

Thanks to all faculty and Staff in BIT who have been working so hard this semester! I hope you enjoy your winter break. Thank you!

# Wheeler

## // THE NEXT LEVEL NAVIGATOR™ // PUPOSE // PASSION // PROMISE //

Who you are? Where you are going? How you will get there? Three humbling questions that you may not have the answers to now, but after reading *Dear Mr. A* and engaging the exercises within, you will.

How can cohesively defining who you are enable you to clearly depict where you are going and confidently delineate how you will get there? You may not have the answers to these questions now, but by the end of this semester with *Dear Mr. A* you will.

An old business adage states, “*under promise and over-deliver*”. So why do I make such bold claims to my students to begin the semester? Because consistent with the adage, what is answered during the semester is just the beginning of what will be delivered.



My ambition in life; to help individuals go from who they are to who they are intended to be, to transcend, this is my purpose. My medium of choice; connecting with others by fostering a community where knowledge, abilities, skills, and experiences flow amongst members, this is my passion. My words to match with my deeds; *Comfort Through Trust; Transcendence Through Community*, this is my promise.

What is your **purpose**; what do you provide? What is your **passion**; what stirs your heart? What is your **promise**; what words must you match with your deeds? The Management 113 students may not have the answers to these humbling questions at the beginning of the semester but after reading *Dear Mr. A* and engaging the exercises within by the end of the semester they will.

By attending this Management 113 Student Presentation **YOU** (i.e., the audience member), will get a sense of what it is like to be enabled to answer the questions posed above, and the big question you will have to ask yourself is this; ***How long do I want to continue before knowing these answers for myself?***



## // PREPARATION // PRESENTATION // POST-PROFESSIONAL //

**Preparation:**

Students will have completed twenty (20) exercises prior to the Student Presentations:

**Thursday, December 6<sup>th</sup>, 2018**

**VAAS 101**

**[9:00AM – 10:15AM]**

Students will have read and fully engaged the exercises within the course supplemental text authored by George Black:

***Dear Mr. A ~ Letters Revealing the Secrets of an Entrepreneur***

**Presentation:**

This will be a one-hour and fifteen-minute Student Presentation session open to all Faculty and Staff Members. Through the vigilant use of their allotted three (3) minutes, Students will present **The Next Level Navigator™** for their entrepreneurial endeavor; detailing who they are, where they are going, and how they will get there.

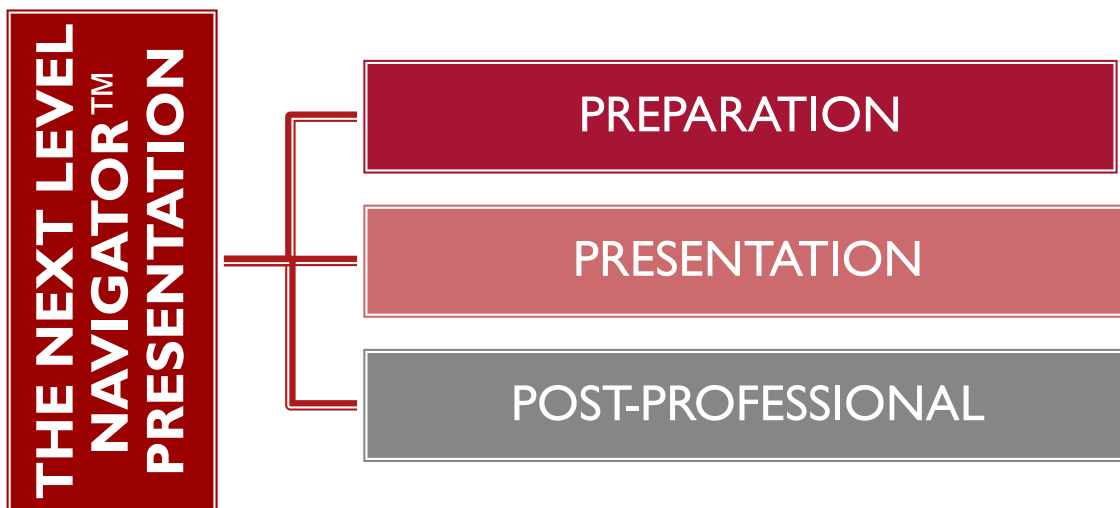
*\*\*Faculty and Staff Members in attendance will not only be provided with the opportunity to engage with students but will also be offered personalized handouts and individualized support from Stephen Takach to aid the creation of their very own **The Next Level Navigator™**.\*\**

[9:00AM-10:00AM]: Instructor, Faculty, and Staff Members provide feedback to individual Student after each presentation

[10:00AM-10:15AM]: Students, Faculty and Staff Members, and Instructor engage in Large Group Q&A/Discussion Session

**Post-Professional-Development:**

Stephen Takach will work with all attending Faculty and Staff Members after the Student Presentation to support these individuals to go from who they are today, to who they are intended to become, to transcend. These individuals will be provided with personalized handouts to enable this transcendence to occur over the 2018-2019 winter break.





# Social Sciences

Julia So, Chair

Commitment  
Connection  
Camaraderie

The Division of Social Sciences held our end-of-the-semester ZOOM meeting on November 16. In addition to other administrative items, the focus of the meeting was to continue the discourse started by Dean Musselwhite on “What do you want your students to remember 20 years from now?” Below are a few highlights of our faculty’s reflections on what they want their students to remember:

- to read, think, analyze, and support their arguments with evidence,
- to apply the knowledge to their daily life,
- to better understand why people think and do what they do, and
- to be able to make more informed and therefore better choices

During our discussion, the common theme of critical thinking emerged. The group decided to discuss the important topic of critical thinking at our Spring meeting. Specifically, we will share our definition of critical thinking; but more importantly, how we use our individual discipline to help students cultivate the specific skills pertaining to critical thinking.

With the Winter Holiday Season around the corner, on behalf of the Division of Social Sciences, I would like to wish everyone a peaceful and enjoyable holidays!

## ***Congratulations to Dr. Melzer!***

His most recent work, *Captain Maximiliano Luna: A New Mexico Rough Rider*, won the Arizona-New Mexico Book Award for the best New Mexico biography.



## **A Candlelight Vigil: Each One of Us Defines All of Us**

Juliette Cunico and Julia So participated in the Candlelight Vigil for Peace, Inclusion, Compassion & Healing at Main Campus on November 8. Representing Valencia Campus, the two stood in solidarity with other fellow UNM Community members at the Smith Plaza in front of Zimmerman Library. About 80 people were present, including President Garnett Stokes, Interim Provost & Executive Vice President for Academic Affairs Richard Wood, and Interim Associate Provost for Curriculum & Assessment Pamela Cheek. The Vigil was organized by the Social Justice CoP of the 2018-2020 Academic Office Core Curriculum Faculty Fellows which Julia is a member of. Valencia’s Equity and Inclusion Resource Group was one of the many sponsors of the Vigil.



# Social Sciences

## Social Sciences - On the Road Professor Nancy Cairnes-Pietrangelo

Professor Nancy Cairnes-Pietrangelo, instructor of ***Introduction to Women Studies***, will be a guest at the United Nations (UN) on November 25, 2018 to participate in the UNiTE to End Violence against Women campaign, led by UN Women. It will be carried out during the civil society-driven 16 Days of Activism against Gender-Based Violence, which run from 25 November, the [International Day for the Elimination of Violence against Women](#), until 10 December, Human Rights Day. This year's "Orange the World" initiative will focus on the theme of preventing violence against women and girls, in the specific context of the adoption of the 2030 Sustainable Development Agenda, which includes targets on ending violence against women and girls.



"Violence against women and girls remains one of the most serious – and the most tolerated – human rights violations. It is both a cause and a consequence of gender inequality and discrimination. Its continued presence is one of the clearest markers of societies out of balance and we are determined to change that", said UN Under- Secretary-General and UN Women Executive Director Ms. Phumzile Mlambo-Ngcuka. "The focus must now be on prevention, and although there is no single solution to such a complex problem, there is growing evidence of the range of actions that can stop violence before it happens. This comprehensive approach forms the core of the new framework developed by UN Women and our partner agencies."

***Please Join Nancy Cairns-Pietrangelo!*** Share your photos, messages and videos showing how you are participating in the campaign at [facebook.com/SayNO.UNiTE](https://facebook.com/SayNO.UNiTE) and [twitter.com/SayNO\\_UNiTE](https://twitter.com/SayNO_UNiTE) using #orangetheworld and #HearMeToo. For more information about Orange the World: #HearMeToo, see [this year's Concept Note](#).

# So



# Science & Wellness

Melanie Sanchez-Dinwiddie, Chair

Article submitted by Tracy Terry



Danayara packing up bacteria to bring to UNM-Valencia.

## R2S2 Research on the Road

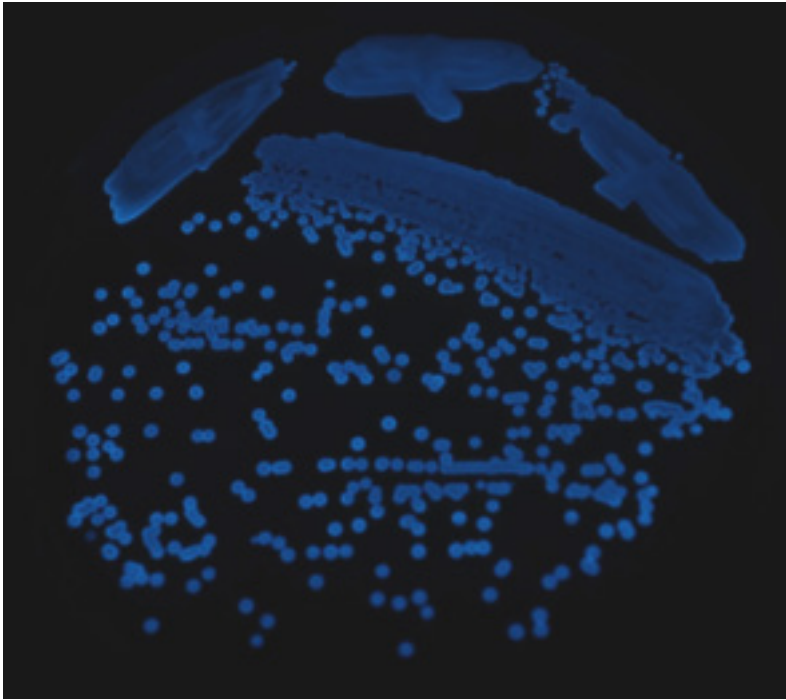
New Mexico Academy of Sciences  
Research Symposium  
Albuquerque, October 27

Tracy Terry

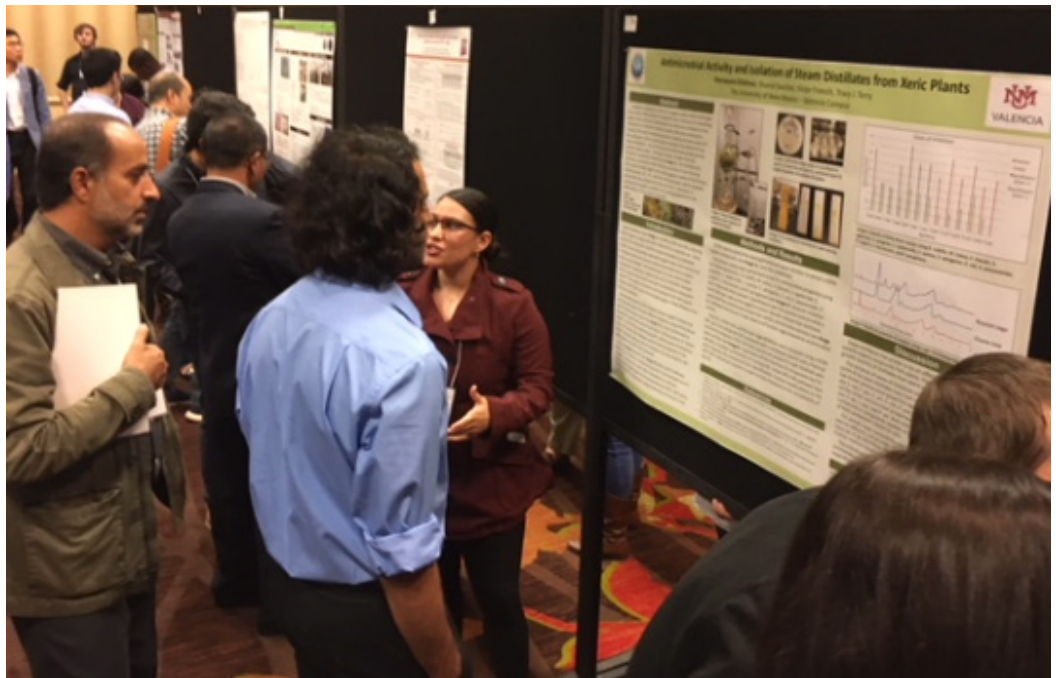
Danayara Childress and Tracy Terry have taken their research on the road this month. Danayara presented her work at the New Mexico Academy of Sciences Research Symposium in Albuquerque on October 27th. While at the conference, Danayara met several other undergraduates presenting research in a variety of fields including environmental sciences and biology.

Danayara and Tracy also visited the lab of Jim Becvar at the University of Texas in El Paso. Dr. Becvar shared several strains of luminescent marine bacteria with Danayara and Tracy. The bacteria will be used in conjunction with chemical isolation techniques to identify the active components in the antibacterial chamisa oil that Danayara and Tracy are studying as part of the R2S2 Title III STEM grant. While at UTEP, Danayara met with neuroscience faculty to discuss undergraduate summer research possibilities and explored the clinical laboratory science program.

# Science & Wellness



One of the four strains of bioluminescent bacteria that are now growing in the undergraduate research laboratory.



Danayara presenting at NMAAS

# Terry



# Humanities Division

## Manzano Mountain Review

Heather Wood, Chair

**Manzano Mountain Review  
is online! Check it out at  
[manzanomountainreview.com](http://manzanomountainreview.com)**

**Article submitted by Justin Bendell**

Reading New Mexico was a success!

Over 70 students, faculty, and staff turned out for Reading New Mexico on November 1. Thanks to all who attended or encouraged their students to attend. In other English news, *Manzano Mountain Review* released its 3rd issue on November 1. When you get a chance, check it out at [manzanomountainreview.com](http://manzanomountainreview.com).

# Wood



# GALLERY REPORT

Julia Lambright

## Bruce Warren Davis' Exhibition





## Online Curriculum Design and Instruction EDUC 293 S. 502 CRN 48396



### Are you thinking about teaching an online or blended course?

- Surveys show learners are requesting more evening, weekend, and online courses!
- Teaching online allows you flexibility with your schedule and can reduce commute times.
- It is fun to learn how to do something different!

### We cover online instruction strategies & course design in EDUC 293!

At the end of this 3-credit course you will have one complete module/unit built for your online or blended course. You will learn how to

- create instructional videos
- write course-level and module-level objectives
- develop course policies and integrate institutional policies into your course
- design an alignment map
- integrate tools and resources into your course
- apply Universal Design strategies in your course
- employ online teaching best practices throughout your course

### And so much more!

### How to join the fun!

1. Apply for admittance to UNM-Valencia as a student. Please talk to Frances Duran – she will give you the correct form OR you can apply online.
2. Register for the course once you are listed as a student in Banner.
3. **Full-time faculty** go to [hr.unm.edu/benefits/tuition-remission](http://hr.unm.edu/benefits/tuition-remission) for the tuition remission form for faculty. Print it out, fill it out, and submit it to the Cashiers. **Adjunct faculty** apply for funds through the UNM-Valencia Faculty Professional Development Committee. Completed forms go to Debra Venable.



# Title V Next Generation Project Report

**Rosa Auletta**

On October 1 we started the fourth year of the project with the full amount of the award requested for this year. UNM Valencia is already integrating the grant projects into our normal operating systems.

## **Distance Learning**

Congratulations to Elaine Clark, Cheryl Bryan, Soledad Garcia-King, Eileen Davis and the Faculty Online Teaching and Review Committee for all their work in organizing a successful Online Teaching Extravaganza on Friday, November 9th. It was a great learning experience and opportunity to share ideas for those present as well as Zoom participants.

## **Integrated Information Technology**

On the same day as the Extravaganza, James Hart hosted 43 middle school students from Los Lunas Middle School. James and our IT tutor James Beauford, introduced the students to 3D printing and drones. The students learned how information technology is integrated into their daily lives and future



**Distance Learning**  
**Integrated Information Technology**  
**Writing Center**  
**Math Center**



## **Writing Center**

In addition to supporting students with their writing assignments, the Writing Center is hosting an ongoing Creative Writing group and an English Language Learner Conversation workshop. These expansions to the goal of improving pass rates in English classes serve a wider range of language exploration opportunities to UNMV students. The Writing Center's welcoming atmosphere provides a comfortable, friendly and non-threatening service to our students. Please direct your students to the Writing Center in the Learning Resources Center for support in any kind of writing.

## **Math Center**

Ariel Ramirez and Elaine Clark continue to lead the effort to improve learning in developmental math. This month they met with our grant External Evaluator to discuss how to collect and analyze data to evaluate the changes happening in developmental math. The goal is not only to improve pass rates, but improve learning so students are prepared for college level classes. Thank you both and our other developmental math instructors for your efforts.

Respectfully submitted,  
Rosa Auletta



Faculty Assembly Meeting Draft Minutes  
Wednesday October 17, 2018 (1:30 – 3:00 PM)  
LRC 101

In Attendance:

John Abrams  
Justin Bendell  
Cheyrl Bryan  
Marji Campbell  
Miriam Chavez  
Elaine Clark  
Patricia Gillikin

Kevin Hobbs  
Alice Letteney  
Barbara Lovato  
Jonathan Morrison  
Laura Musselwhite  
Ariel Ramirez

Mychael Smith  
Julia So  
Stephen Takach  
Tracy Terry  
Heather Wood  
Alexa Wheeler

Guests: None

1. Call to Order (1 minute)
  - a. Meeting was commenced at: 1:32PM
2. Acceptance of Agenda (1 minute)
  - a. Amended agenda, talk about Ariel Ramirez/Mychael Smith Election last meeting later in the meeting
3. Approval of Minutes (1 minute)
  - a. Elaine Moves
  - b. Margie Seconds
4. Chief Executive Officer Report—Alice Letteney (10 minutes)
  - a. Internships – to Patricia Gillikin “If our students could write resumes and scholarships/internships”
    - i. HAACU – Week in Washington DC, wonderful if our students can get these scholarships
    - ii. Patricia replies – We can find time to ensure that students
    - iii. Cheo Torres was impressed by the chemistry conference that was held at UNM-Valencia
    - iv. Searches at the University
      1. Provost Search
      2. VP for Admin – Rich Goshorn
      3. Enrollment Task Force Committee – Alice Letteney
        - a. Closed our section last year without telling UNM-Valencia
          - i. Wants to stay close to Terry Babbitt
          - ii. Acknowledge transfer students as a potential source of enrollment for them





- iii. Terry Babbitt didn't measure transfer
- iv. We need to make an effort to raise awareness about transfers
- b. STEM chemistry teacher
  - i. Need main to support our students more as they transfer
- c. Terry Babbitt is now in charge of analytics
  - i. Alice wants to learn more about the data because it could be useful
- d. Regents meeting (finance and Facilities)
  - i. UNM-Valencia reserves are higher than what Higher Ed recommends (3-5%)
  - ii. Working hard on the workforce center
    - 1. High employment = low CC enrollment
      - a. We should be training the workers that are working in Valencia County
    - 2. "I would not recommend another site, but UNM-Valencia has a special situation because of the economic development going on in the area"
      - a. We have a case study happening, presenting to the regents, and then go to the legislature (we are not asking them for money, just to lift the moratorium on having an off-campus site)
    - 3. Question: Elaine, Westside center would be workforce?
    - 4. Answer: Alice says it is best to sell it as a "workforce" center, best to go through the legislature, and will be the center of this initiative
    - 5. One thing that we have thought about for years is to get more money for dual credit enrollment
      - a. 33% of our enrollment is Dual-Enrollment
        - i. For the past several years we have talked to the legislature
        - ii. We don't get tuition funding for this dual-enrollment
      - b. Special project for all of the branches to ask for additional funds to supplement the Dual-Enrollment Program



- 5. Dean of Instruction Report—Laura Musselwhite (10 minutes)
  - a. Newsletter, look at events
  - b. Thank Tracy, and Jerry and volunteers for the chemistry conference
    - i. Got nationwide academics on this rural campus
      - 1. They seemed to be very impressed
  - c. Curriculum work
    - i. Reaching a fever pitch for NOVEMBER 1<sup>st</sup>, 2018 Deadline
      - 1. Dean has been working with the chairs, the forms are going to the curriculum committee
  - d. APR
    - i. Some in, some not in, that's fine as long as you can get them in by Friday, October 19<sup>th</sup>, 2018
      - 1. Question: Will you be sending back the APRs if there are errors
      - 2. Answer: Not unless there are "serious" errors
      - 3. You will get one copy back
  - e. December 2018
    - i. UNM Annual trainings that are due (December 1<sup>st</sup>, 2018)
      - 1. 1.5 months to get them done
        - a. Go to "Learning Central" to find the three (3) trainings
  - f. Dean is Out of Town
    - i. Wednesday, October 24<sup>th</sup>– Friday, October 27<sup>th</sup>, 2018
      - 1. Trustees Conference (Dean will be attending with some of the Board Members)
- 6. Treasurer's Report—Justin Bendell (1 minute)
  - a. \$491.11 in the stock pile (\$9 got spent on curriculum committee since September 2018)
  - b. \$48 and change in the "Snack Fund"
- 7. Faculty Assembly Standing Committee Reports
  - a. Adjunct Faculty—\_\_\_\_\_ (2 minutes)
    - a. *No Members Present*
  - b. Communications—Alexa Wheeler (2 minutes)
    - a. All things are good
      - i. The newsletter is out
      - ii. The website server space was expanded
    - b. Still looking for someone to take over the newsletter
  - c. Conflict Resolution—\_\_\_\_\_ (2 minutes)
    - a. Laura Musselwhite
      - i. Policy and protocol is in place, no need to meet
      - ii. Question: Elaine – Ombudsman office is doing their spring training
      - iii. Answer: All people can go through the conflict mediation training
  - d. Curriculum— Barbara Lovato (2 minutes)

- a. We are meeting to go over the program forms to submit based on the changes that have been made
- b. Main campus is doing the same (looking at grad and undergrad programs)
- c. Hope to get all those forms in on time
- e. Faculty Handbook—\_\_\_\_\_ (2 minutes)
  - a. *No Members Present*
- f. Faculty Professional Development—Ariel Ramirez (2 minutes)
  - a. We have only half of the money we had last month
    - i. \$3862 left at this point
- g. Faculty Program Development—Jami Huntsinger (2 minutes)
  - a. Julia reported that the committee will meet on Monday, October 22<sup>nd</sup>, 2018
- h. Online Teaching—Elaine Clark (3 minutes)
  - a. Online Teaching Extravaganza
    - i. Tomorrow (October 18<sup>th</sup>, 2018) is the deadline for submissions
    - ii. You do not have to currently teach online
    - iii. Providing lunch for those who attend in person
- i. Faculty Senate Representative—Cheryl Bryan (2 minutes)
  - a. Sent out an email regarding the retirement fund
    - i. Information is out there
  - b. Provost Report
    - i. \$10 million down (7% down in enrollment versus projected 2% decrease)
      - 1. Laura States: Main campus accepted enough students, but then students did not matriculate
    - ii. They require main campus students to live on campus
      - 1. ABQ crime
      - 2. New native American hiring to get some more diversity
      - 3. Target opportunities for top candidates to have some “face value” to bring students in
      - 4. Turbulence issue on campus
        - a. More anger
        - b. More resentment
        - c. Seeing and feeling this on main campus
      - 5. Want to try to correct this downturn in enrollment
    - iii. Approved the Tenure Academic Calendar
    - iv. Ongoing issues between the Faculty and Board of Regents
    - v. Protecting the Classroom Learning Environment Task Force
      - 1. Female faculty of color are not feeling as safe in the classroom as they have felt in previous years

- a. Addressing how to handle these types of situations
- b. Cheryl asked if there is going to be mediation available
  - i. They looked at her dumbfounded

8. Other Committee Reports

- a. Student of the Month—\_\_\_\_\_ (2 minutes)
  - a. No Members Present.
  - b. Alexa says the forms are on the faculty website if you would like to download them
- b. Section F —Elaine Clark (3 minutes)
  - a. All Fac email went out
    - i. Says UNM Faculty – Faculty Policy Available for Review
      - 1. Section F that has gone out for comment to All Faculty
        - a. Red is the new stuff
        - b. Crossed out the old stuff
          - i. Changed the wording to “stop apologizing for ourselves”
        - c. Approval of Credentialing
      - ii. If you want to look through it again, it has been a while
      - iii. This has been delayed because of the common course numbering changes
        - 1. This is the first policy that mentions the common course numbering
      - iv. Credentialing
        - 1. Got down many paragraphs of words, to two (2) sentences
          - a. Laura Says: Makes us sound like normal faculty members, not community college faculty members

9. President’s Report—Kevin Hobbs (3 minutes)

- a. See his report in the newsletter

10. New Business / Announcements

- Discussion of At Large Representatives
  - Miriam Chavez voiced a concern for too much math representation
  - Laura says it would be fine to have too much math
  - Mychal says that he and Ariel are very different people
  - The issue is that the two at large reps would be from the Math area
  - Tracy states there are too many beards
  - Kevin asks if there is agreement to have Mychal serve?
    - Elaine says, considering the number of faculty members that are in attendance at this meeting, and how there was only 1 vote

difference between the two, accepting Kevin's suggestion would be the easiest thing to do

- Elaine also says, there may need to be a Faculty Adjunct Member representative
- Kevin brings the discussion back
  - Elaine moves to accept
  - Barbara seconds
  - Mychael is approved as the second At Large Representative
- Barbara Lovato
  - There are several general obligation bonds
    - Please vote, and support the Library by voting for these bonds
      - Early Voting starts \_\_\_\_\_
- Elaine Clark
  - Tag onto internships
    - Sandia Labs has opened thirty (30) new internships at SNL
  - Tracy Terry says that one of the conference speakers works at SNL
    - The gentleman said that they like to get interns in freshman year so that SNL has longer to train and retain the intern/employee
  - Cheryl asks if we have a "career center" here
    - Laura Musselwhite says, yes: Sarah Clawson has access to lots of resources

#### **11. Adjournment**

- a. The meeting adjourned at 2:07PM
  - i. Length of meeting: ~35 minutes



**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)
    - 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.



