



**Faculty Assembly Meeting Approved Minutes
Wednesday October 16, 2019 (1:30 – 3:00 PM)
LRC 101**

22 attendees (quorum)

In Attendance:

Jerry Godbout	Ariel Ramirez	Victor French
Justin Bendell	Julia So	Greg Barnett
Stephen Takach	Alexa Wheeler	Scott Kamen
Laura Musselwhite	Heather Wood	Teresa Goodhue
Cheryl Bryan	Kat Gullahorn	Nancy Engler
Marjorie Campbell	Juliette Cunico	Melanie Sanchez-Dinwiddie
Heather Wood	John Bollweg	Barbara Lovato
	Elaine Clark	



1. Call to Order (1 minute)
 - **Meeting Commenced at 1:30PM**
2. Acceptance of Agenda (1 minute)
 - Elaine = Motioned
 - Justin = Seconded
3. Approval of Minutes (1 minute)
 - Motioned
 - Seconded
4. Dean of Instruction Report—Laura Musselwhite (10 Minutes)
 - Laura introduces some people who speak
 - Tina Zuniga (3 minutes)
 - Veronica Salado (3 minutes)
 - Laura talks about pathways conference in Denver. Mentions Carolina and John Bollweg, talking about new grant for next year.
 - Explains what pathways means
 - Re-vamp of how we think of student services
 - Would take at least a year of planning
 - Mentions that to our students, some form of completion is important
 - Funding shifting from “butts-in-seats” to completion
 - Alexa talks about it too. Thinks it would be good.
 - Melanie talks about it also. Eye-opening and disheartening data. In the U.S., data shows that it is becoming more difficult to rise out of poverty, and this has very little to do with your skill.
 - Laura talks about pragmatic concerns student should consider when choosing their major
 - Elaine asks a question
 - Stephen gives his input
5. Treasurer’s Report—Stephen Takach (1 minute)
 - \$500 in the Faculty Assembly Budget
 - Jerry bought snacks for today
 - Beginning amount = \$9.80
 - Ending amount = \$25.80



6. Faculty Assembly Standing Committee Reports

- i. Adjunct Faculty (2 minutes)
 - Juliette Cunico speaks about sending out a survey to adjunct faculty, asking what they would like to see to encourage more participation in FA.
- ii. Communications (2 minutes)
 - Alexa is making sure things are all up to date
 - Julia says the constitution is not up to date
- iii. Conflict Resolution (2 minutes)
 - No conflict to report
- iv. Curriculum (1 minutes)
 - Barbara reports on changes for GAME, sunsetting HIT Associate's
 - Next is to look at Pre-Engineering, IT and welding
 - Also Digital Media Arts
- v. Faculty Handbook (2 minutes)
 - Nancy reports that they have not met yet
 - Needs to go back and make sure no obvious changes need to be made before meeting
- vi. Faculty Professional Development—Ariel Ramirez (10 minutes)
 - Ariel says \$2749 remaining
 - Laura mentions faculty endowment fund, how there might be something in there that can be used, if professional development funds run out
 - Julia asks a question about what can be done with the left-over money, if there is any
 - Ariel is not sure how that would play out in a fair way
 - This goes by the fiscal year, not the calendar year
 - Discussion about changing or adding to the handbook to address this
- vii. Faculty Program Development - Kat Gullahorn (4 minutes)
 - Talks about a new link on the faculty web site
 - Calendar for events that you want other faculty to know about
 - Gives examples of upcoming events that can be seen on this calendar

viii. Online Teaching—Elaine Clark (15 minutes)

- Blackboard Learn Orientation (now called Jumpstart instead)
- CNM has a similar thing also called a Jumpstart
- Was putting all students enrolled in online or hybrid courses in the Jumpstart, but many students were ignoring it
- Changing from opt-out method to opt-in method to sign up for this
- If you are teaching an online or hybrid course, and want your students to do the Jumpstart, you will need to let Elaine know about it, as soon as you know what your online or hybrid classes are for the spring
- John asks whether we have always been doing web-enhanced
- Elaine opens it in Blackboard to show what it looks like
 - Course Tour
 - Start Here
 - Four Units
- Talks about folder vs. Module format in Learn
- The CNM one is fully automated, where you just watch videos
- Ours is more interactive, where you actually have to do a quiz, discussion post, upload something to a drop-box, and send a course message.
- Exit exam to see if the information was absorbed
- Give students experience using the Learn tools before they have to take the class
- Has had positive feedback, even from students who are veterans of online courses
- Tina asks if we can access it now, Elaine says to send her an email if you want to
- Discussion about how it can be surprisingly difficult
- Learned that students do not know how to do a lot of things that are sometimes required in online courses, like make pdfs, or take screenshots
- Talk about how CNM used to require their online jumpstart, which they still do, but the organization is different than here, with individual teachers having less control over how their online course looks
- There is an embedded “Easter egg” in the course, which is an orange octopus, so if a student mentions it then they found it in the instructions.

ix. Faculty Senate Representative—Cheryl Bryan (5 minutes)

- New provost talking about enrollment down
- Budget down 6.5%
- Faculty feedback biased against females, people of color
 - Lower scores on student evaluations
- Take a closer look at how the student evaluations are written
- Putting together a community of practice

- Julia mentions a link from Rice University about studies of these biases
 - Recommends that we consider these biases when people are up for tenure review
 - Laura asks if they want to write new evaluation questions, and Cheryl says that wasn't very clear, they just want to discuss it
7. Faculty Assembly Survey Results – Justin Bendell (10 minutes)
- Sent to everybody for transparency
 - Bar graph showing that about half of respondents said FA is effective, while about half said they didn't know
 - Addressing concerns, such as the FA lacking power
 - Mixed feedback regarding positive or negative comments regarding the FA
 - Goes through some examples of what people said in their responses
 - Elaine talks about how the faculty assembly has changed over the years
 - Used to be more heated debates and involved discussions
 - Laura asks if meeting would be better if she left after the first ten minutes
 - People respond no, this would not make the meetings better
 - Heather says committees aren't meeting as often as they used to, with committee chairs often not showing up
 - Laura asks what can be done about committees
 - Heather recommends slashing the number of committees in half
 - Juliette gives the adjunct perspective, saying that even just six years ago the adjunct faculty's concerns and participation more noticeable than now
 - Thinks it might be because adjuncts feel like they are not listened to
 - Justin recommends making a subcommittee to continue discussing the topics that were addressed in the survey
 - Elaine suggests that faculty executive committee might already be a place where this could be discussed and addressed
 - Heather says since Jerry is such a new president this might not work
 - Elaine makes another suggestion. Says standing committees are there because they are constitutionally constructed. Need a constitution committee to re-do the constitution. Has met fear in the past when bringing up this idea. Section F of the handbook.
 - Laura recommends everyone read the constitution on the faculty resources page
8. Faculty Assembly – Julia So (20 minutes)
- Discussing last 7 years, whether FA has been effective in making improvements
 - Are we doing our part?
 - How are we admitting students? Do we play a role? Letting student services run the show. Thinks this is very inappropriate.
 - What is faculty welfare? Faculty governance, faculty evaluations, academic freedom. Need to think bigger picture in terms of betterment on campus. Are we ensuring our faculty are living up to our standards?



- Calling on faculty to put our heads together to determine what we can do to better this assembly. If not we will keep taking orders from above, and we can complain all we want but nothing will happen.
- Talks about dual credit, and how it might not be fair to HS students who have to get through the material in 14, or even 12 weeks, rather than 16
- More people chime in and point out the weaknesses of the current dual credit scheme
- Laura points out, after so many people talk about dual credit, that there are still things that we are passionate about and what to see change

9. Mental Health Task Force – Kat Gullahorn (10 minutes)

- Someone from main campus coming to talk about dangerous or disturbing students
- Veterans who have triggers, moving into a safe space, green zone training.
- Sgt. Brian Killinger will talk about de-escalation tactics
- Presentations being scheduled to help staff and faculty understand mental health issues better
- Hank has been negotiating with SHAC to get a half-time counselor on Valencia campus. Someone here, maybe as soon as December. Individual will still report to main campus, but will provide services here.
- Website tool for asking for help. “I need help” survey. Talking about the failings of the current tool for reporting. Hoping to improve this.
- Hank wants to do a CCSSE with 20 custom questions, which are being developed now. Email Alexa, Kat, Julia, if you have ideas for questions to include.
- Cheryl asks a question about the credentials of the person who is going to be on our campus to do counseling. Job description is not out yet, Alexa says.
- Kat says the standards of who they will hire will be high, and says masters degree and a practicing license should be a minimum requirement.

10. Short Announcements

- Cheryl speaks briefly about “Be Kind” subcommittee
- Jerry mentions Mole Day, which is coming up
- Elaine talks about online teaching extravaganza

11. Adjournment

- **Meeting Adjourned at 3:00PM**