



**Faculty Assembly Meeting Approved Minutes
Wednesday, November 20, 2019 (1:30 – 3:00 PM)
LRC 101**

22 attendees (quorum)

In Attendance:

Jerry Godbout	Ariel Ramirez	Greg Barnett
Justin Bendell	Julia So	Scott Kamen
Stephen Takach	Alexa Wheeler	Rosa Auletta
Laura Musselwhite	Heather Wood	Nancy Engler
Cheryl Bryan	Kat Gullahorn	Barbara Lovato
Marjorie Campbell	Juliette Cunico	Patricia Gillikin
Heather Wood	John Bollweg	Alice Letteney
	Elaine Clark	



1. Call to Order (1 minute)
 - **Meeting Commenced at 1:33PM**
2. Acceptance of Agenda (1 minute)
 - Stephen = Motioned
 - Elaine = Seconded
3. Approval of Minutes (1 minute)
 - Stephen = Motioned
 - Juliette = Seconded
4. Chancellor's Report – Alice Letteney (20 minutes)
 - Exciting Newsletter
 - Congresswoman coming to campus on a Friday afternoon
 - Will talk about Title 3, part F, which was discontinued
 - Student government president will be there, and will talk a little bit about DACA
 - Dean will lead them on a tour, go directly to the ceramics lab to meet students
 - Then they will go to the undergraduate research lab
 - Tell Laura if you want to meet her, or have her come to your area
 - Facebook Data Center offering student opportunity, 8-10 weeks
 - Spend a week in California
 - Then spend 7+ weeks at 40hrs per week at the Data Center
 - For any major, not just IT majors
 - Want to get student at least six credits for participating
 - In February, but no exact date yet
 - If you have students who you think might be interested in this, tell Sarah Clawson
 - Laura says there will be an informational meeting this Monday at 1:00
 - Alexa asked how we can get more information about it
 - Rosa says she thinks students will need to apply through the Facebook webpage
 - Will be paid 18 or 19 dollars per hour
 - Budget leadership team, branch chancellors
 - Mid-year cut for main campus
 - Estimated deficit for main campus is \$16 million +
 - From higher ed: May get six percent increase in formula funding
 - Cost re-allocation team
 - Several proposals, two in IT
 - Proposal for main campus to handle our IT, but Alice doesn't like this idea
 - Only two techs on the Gallup campus
 - Current strategy is to give all power over budget to the deans



- Might be time to look at the bigger picture
 - Co-chair of the branch subcommittee of the budget leadership team
 - Other co-chair is Dean Peceny
 - We pay 3.6% of everything that comes in to UNM Main for services
 - About 1.5 million for all the branches together
 - Dean wants to deal with online courses in a way that we are not competing but collaborating, which really means they will tell us what we can offer
 - Main chancellor wants branch campuses to have a meeting about new software, to determine if we will help pay for it
 - Provost intends significant tuition increases on main campus
 - Alice is the only branch chancellor to support the Opportunity Scholarship
 - Proposing a change in the way that compensation is given, which mostly affects UNM main, since they have a lot of employees who end up not being covered by the new compensation
 - Talked about Richard Melzer's retirement party, which was fun
5. Dean of Instruction Report – Laura Musselwhite (15 minutes)
- Branch campuses having real opportunity for taking a sabbatical
 - Can't have more than one seventh of faculty on sabbatical at one time
 - This gives us half a person who can be on sabbatical
 - Really intended for research
 - Must have tenure and must have been here for at least six years
 - It is a substantial application
 - Alice suggests that this is something we should work on, so that it becomes more fair for small branches like ours
 - Elaine mentions someone from Western who is currently on sabbatical
 - Nancy mentioned that NM Tech has sabbatical policy where you can take one semester of full pay, but after that you have to find your own funding
 - John talks about a four hour event about professional development on Thursday, December 12, with breakfast at 9:00 and lunch at 11:30
 - Faculty are invited
 - Not sure what the topic is yet
 - Last year was problem-solving
 - Will involve team-building
 - He will circulate more information to faculty
 - Laura: Trio Grant will be applied for
 - Will also apply for another grant that we did not get last year
 - Would help us pay for our pathways project
 - Elaine asks how we can know which kind of grants are available for the type of things we want to pursue
 - Laura recommends Carolina Aguirre as a contact for such things, to get the ball rolling



6. Treasurer's Report—Stephen Takach (1 minute)

- Snack Fund: Starting \$25.80, then reimbursed Jerry Godbout for 22.65 leaving \$3.15 for next meeting; Received \$24.00 of contributions so there is a total of \$27.15 in the Snack Fund for the February 2020 FA Meeting.
- \$459.85 left in faculty assembly funding

7. Faculty Senate Representative Election – Jerry Godbout (10 minutes)

- Additional seat allocated for UNM-Valencia on Faculty Senate
- July 1st, 2020 through June 1st, 2022
- Able to run for an additional year
- Take advantage of the additional representation
- Cheryl says meetings are on fourth Tuesday of the month, from 3-5
 - Explains what she normally does on faculty senate
 - Topics don't usually involve us, but sometimes
 - Making an effort to have more of an impact on branch campuses
 - New president coming down Friday to meet with a few of us
- Justin asks what kind of faculty are eligible
 - Cheryl says she doesn't think adjuncts are eligible
 - Julia says it is only for full-timers
 - Seems like we need to figure out exactly who can serve on the senate
 - Full-time faculty, Laura says
- Alexa Wheeler is nominated by Julia So to be a faculty senate representative, and no one else is nominated. No one opposes. Congratulations.
- Elaine suggests Alexa should be an alternate member until her term starts
- Jerry nominates Alexa as a faculty senate alternate member. None oppose.
- Note: Get a regular alternate for the senate, to be there whenever one of the two regular members is not available to attend a meeting.

8. Faculty Assembly Standing Committee Reports

i. Adjunct Faculty – Juliette Cunico (15 minutes)

- Adjunct Faculty Survey Results and Report
 - Document: Summary of the responses
 - Almost half of all adjunct faculty responded
 - Survey was completely anonymous
 - Improved communication is one of the most consistent requests from people who took the survey
 - Overall positive results regarding relationship with division coordinator
 - Some concerns about student privacy in common office area



- Justin asks to use the survey responses for the faculty assembly task-force, and Juliette responds in the affirmative.
- ii. Communications – Alexa Wheeler (1 minute)
 - No updates
- iii. Conflict Resolution – Laura Musselwhite (1 minute)
 - No conflicts to report, says Laura
- iv. Curriculum – Barbara Lovato (2 minutes)
 - Met on Oct 30
 - Went over welding, DMA, approved adding new old geology class that had ben sunset.
 - Course Title: Geological Disasters
- v. Faculty Handbook – Nancy Engler (1 minute)
 - Have not met
- vi. Faculty Professional Development – Ariel Ramirez (5 minutes)
 - Down to \$2465
 - Elaine and Cheryl talk about how funds are allocated in fall and spring
 - Cheryl would like to split it out between spring and fall, and between full and part time
 - Justin asks if there is a place where this distinction is clearly delineated
 - Heather says it's on the form
- vii. Faculty Program Development – Julia So (0 minutes)
 - Not instructed to report
- viii. Online Teaching—Elaine Clark (10 minutes)
 - Rosa says if you took the online training a while ago, you might want to take it again, since it has been updated
 - John asks if the change from Quality Matters has changed anything significantly, and Elaine says no, best practices for online teaching remain the same.
 - Elaine describes how the QM team would go through courses and evaluate them in the past
 - Says the OLC model is more “collegial”
 - Are going to do workshops, where we all meet to decide (5-8 people) how we rank using the OLC scorecard, then make their own game plan on what they need to fix, and fix it.
 - Juliette asks about the group meetings. Asks about the makeup of the groups, whether some of the people in there will already have online teaching experience, and Elaine's answer is yes.



- Online courses should be reviewed periodically, so trying to build a cycle of review
 - The idea is a Friday workshop for about four hours in a judgment-free zone
 - Trying to make the process more friendly and less dictatorial
 - Heather asks about Quality Matters certification, and how those certifications seem to no longer be worth the time that was spent
 - Elaine says OLC scorecard is still based on the QM rubric, so training was not wasted
 - Elaine says the switch from QM to OLC was discussed for about 3 months
 - Elaine shows an example of the online course template, what it looks like to the students
 - When a student goes into a UNM-VC online course, the interface can be similar if we all use the template
- ix. Faculty Senate Representative – Alexa Wheeler (3 minutes)
- Be Kind initiative
 - Cheryl is heading a committee that Alexa is sitting on
 - Week of Valentine’s Day
 - Monday, Tuesday, Wednesday, Thursday, each day there will be events
 - Will be a carnival inside the SCC
 - Tuesday, Feb 12 is Faculty sponsored day, asking if there are any ideas that people have
 - Nothing is set in stone

9. New Business / Announcements

- Be Kind Week – Cheryl Bryan (0 minutes)
 - Faculty Options for Kindness
 - Already addressed by Alexa Wheeler above
- Statement of Appreciation to Miriam Chavez – Jerry Godbout
 - On this 20th day of November 2019, the Faculty Assembly extends its heartfelt gratitude to Miriam Chavez for her distinguished and tireless service to the UNM Valencia Community.
- Stephen makes an announcement about something on December 3rd
 - Book coming out
 - eBook also
 - Opportunity for students to get \$3000 with no strings attached.
- Justin thanks Juliette for taking the lead regarding Adjunct faculty issues

10. Adjournment

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

11. Future meeting dates



- February 19, 2020
- March 18, 2020
- April 15, 2020