



Faculty Assembly Meeting Approved Minutes
Wednesday, April 15, 2020 (1:30 – 3:00 PM)
Zoom Meeting URL: <https://unm.zoom.us/j/414697641>

27 attendees (quorum)

In Attendance:

Jerry Godbout	Julia So	Scott Kamen
Justin Bendell	Alexa Wheeler	Greg Barnett
Stephen Takach	Heather Wood	Patricia Gillikin
Laura Musselwhite	Kat Gullahorn	Alice Letteney
Cheryl Bryan	Elaine Clark	Melanie Sanchez-Dinwiddie
Tina Hite	Benjamin Flicker	John Bollweg
Soledad Garcia-King	Juliette Cunico	Barbara Lovato
Andisheh Dadashi	Marjorie Campbell	Victor French
J. Anthony Chavez	Nancy Engler	Ariel Ramirez



1. Call to Order (1 minute)
 - 1:35 PM
2. Acceptance of Agenda (1 minute)
 - Motioned = Juliette
 - Seconded = Justin
3. Approval of Minutes (1 minute)
 - Motioned = Elaine
 - Seconded = Juliette
4. Chancellor's Report – Alice Letteney (10 minutes)
 - Enrollment numbers for summer are down, but not as much as they could be
 - Independent community colleges created advertising campaign starting April 22
 - General kind of promotion
 - Joined all together
 - Saying that now that everyone is at home, it's a good time to take classes online
 - Will air for three weeks
 - Will do our own local promotion as well
 - Graduation
 - Some are hoping to do face to face graduation still
 - Some are just doing webpages honoring the graduates
 - If you have ideas about that then email Alice or Laura or Hank
 - Some are doing virtual graduations
 - Alice is in favor of maybe doing something on the website
 - Special assistant to the governor on higher education
 - Cathy Winegrand, former president of CNM
 - Secretary of higher education resigned about a month ago
 - Cathy stepped in as special assistant
 - Anticipating that compensation increases will be reduced or cut
 - Sanding
 - Could be as high as 15%
 - Capital projects are on the table as well, but we don't have any at the moment
 - Talked about the possibility of going into the fund balance, which hasn't been discussed in a long time. Alice doesn't think this will happen this year.
 - Worst cuts will probably be January of 2021 because that year's budget stands to take the worst hit
 - State budget down by 1.5 to 3 billion dollars (expected)
 - What does it mean to go into the fund balance?
 - About 60% of our budget comes from the state
 - State can go in and take money from reserves
 - We have several million dollars in reserves

- Colleges that have saved money over time can lose some of that money
 - Alice doesn't think it will happen this year, but should consider the possibility that it could happen next year
 - Heather and Elaine bring up not using Chrome books, because they are limited, but other laptops would be good to have
 - Jerry says students are more concerned about access than hardware. Having trouble with their internet connection.
 - Elaine says chrome books aren't good for CS classes either because they can't run any of the environments needed for coding.
 - John points out that pretty good laptops are often not much more expensive than chrome books.
 - Alice asks if Alexa thinks we need two different platforms. Alexa says her students would be more comfortable on a mac, but it's a small population so she doesn't know.
 - Soledad thinks it is important for students to have experience with mac and pc products.
 - Stephen talking about UNM Re-app
 - Low prices
 - Wondering about maybe using assembly funds to buy technology
 - Elaine talks about new processors coming out soon. Good time to buy because of that.
 - Alice says any thoughts you have about computers and technology should be sent to her.
5. Dean of Instruction Report – Laura Musselwhite (10 minutes)
- Memos related to course evals and promotion and tenure clock
 - Perfectly free to not do your course evals this semester
 - Need to send a message to opt out
 - Even if you do the evals, there will be a memo in the files reminding people that these evals are going to be different than usual
 - Don't forget that this has happened
 - Jerry asks if you choose to not extend it, then will there be an adjustment to what is expected? Laura says yes.
 - Elaine asks about supervisor observations in person that couldn't take place
 - Laura says almost any strange situation is going to be acceptable this semester
 - Or when we come back in the fall, you could have someone do two to make up for the one that was missed
 - Julia So asks if the tenure and promotion question needs to be decided now, or not. Laura says you need to decide the May prior to the review year.
 - Elaine asks about full professor process. That one you don't have to do, but you can if you want to after eleven years.
 - Approaching fall as normal, although it might not end up working out that way
 - Unionization



- Going through some of the non-monetary issues first until there is a better idea of the budget, before talking about things like raises
6. Treasurer's Report – Stephen Takach (1 minute)
- \$433.80 remaining of our \$500
 - Elaine is going to email Stephen what we have done in MECS for exams
7. Faculty Executive Committee – Voting (5 minutes)
- 27 people responded to the email poll
 - None of the positions were contested
 - President Elect: Jerry
 - Cheryl Bryan: Vice President Elect
 - Greg Barnett: Secretary
 - Juliette Cunico: At Large
 - Teresa Goodhue: At Large
 - Nominations for Faculty Senate representative
 - Stephen Takach nominated. Cannot accept because of his teaching schedule.
 - Barbara Lovato nominated. She accepts.
 - Cheryl discusses some of the responsibilities and activities when you are a faculty senate representative
 - Jerry asks for volunteers for the two alternate positions.
 - Julia So volunteers (alternate for Alexa). None oppose.
 - Nancy Engler volunteers (alternate for Barbara). None oppose.
8. Faculty Senate Information – Cheryl Bryan (10 minutes)
- Really making an effort to more fully include branch campuses
 - Trying to call it the ABQ campus instead of the main campus
 - Had a conversation about why branch campuses might be looked down upon
 - Want to work on changing that attitude
 - Alexa said Finney didn't know we are not *really* allowed to take sabbaticals
9. Changes to the FOTRC part of the Handbook – Elaine Clark (15 minutes)
- Got pre-meeting input from only one person, Julia
 - Not a lot of substantive change to the first part
 - Motion to accept the changes to the one-page part of the handbook
 - Motioned = Justin



- Seconded = Juliette and Soledad
- Second part that changed is longer
- What we do as due process once the review of a course is done
- Initial reviews are just looking at the course making sure there are the correct learning objectives
- Have had a couple of issues recently with ABQ campus not accepting transfer credit because they said the objectives listed in the syllabus were not correct
- Meeting the initial review is easy
- Template being created for those initial reviews
 - Helping our faculty learn how to write objectives
 - Appendix in the handbook
- Peer review workshops
 - Mentors from the committee who work with the faculty and give them pointers
 - Julia said can we give people two semesters to address those changes instead of just one semester, if those corrections are substantive
 - Julia says sometimes it is unreasonable to ask the faculty member to address the issue in just one semester. Recommends instead addressing half in the first semester, and rest in second semester.
 - Juliette suggests that she likes the idea of the full year revisions in some cases, but help faculty who have not designed unit level objectives first because that is important before worrying about the rest of the possible issues.
 - Elaine mentions accountability. In the past, decided that peer review should not be included in tenure and promotion considerations. Wary about sharing reports with division chairs.
 - Cheryl thinks even in the peer review process changes should be addressed within one semester rather than one year. Nancy agrees and mentions that you only need to bring it up to 85% of what is expected, not the full 100. She thinks one semester should be enough to accomplish that.
 - John Bollweg suggests that a flow chart would make it easier to understand this whole process that Elaine is describing.
 - Julia suggests that any faculty member who requests to have a course review, they must already have student learning outcomes aligned with course outcomes.



- Soledad says that should already be a part of the initial review. Also mentions that a course that needs an overhaul might need more than one semester to correct.
- Juliette says if a class needs substantial changes, then during the first semester there is a minimal list of what must happen in the first semester, then maybe more in the second semester.
- Elaine says she wants to go back to the handbook committee and firm up the changes they are making. Then she wants to do an electronic vote to confirm the changes they settle on.

10. New Business / Announcements

- John Bollweg wants to re-iterate invitation of faculty to the staff virtual lunch on Wednesdays. Inside Higher Ed article from earlier today. Recommends taking a look at it. insidehighered.com
- Elaine mentions Soledad, Justin, and her are working on totally revamping the training class. Changing it to a non-banner class so you won't have to go through Francis to register and through Debra to pay for it. Will have a flyer to share on April 24th regarding this subject.

11. Adjournment

- 3:05 PM