



**Faculty Assembly Meeting Draft Minutes
Wednesday April 17, 2019 (1:30 – 3:00 PM)
LRC 101**

In Attendance:

(NOTE: 24 Faculty Members = Yes Quorum)

- | | | | |
|------------------------|-------------------------------|-----------------------|-------------------|
| 1. Kevin Hobbs | 9. Tina Hite | 17. Benjamin Flicker | Alice Letteney |
| 2. Justin Bendell | 10. Barbara Lovato | 18. Victor French | Laura Musselwhite |
| 3. Stephen Takach | 11. Ariel Ramirez | 19. Jerry Godbout | Guests: None |
| 4. Cheyrl Bryan | 12. Melanie Sanchez-Dinwiddie | 20. Theresa Goodhue | |
| 5. Marji Campbell | 13. Julia So | 21. Jami Huntsinger | |
| 6. Soledad Garcia-King | 14. Alexa Wheeler | 22. Jonathan Morrison | |
| 7. Patricia Gillikin | 15. Heather Wood | 23. Mychael Smith | |
| 8. Elaine Clark | 16. Miriam Chavez | 24. Ana June | |

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|-------------------------|------------|
| 1. Call to Order | (1 minute) |
| 2. Acceptance of Agenda | (1 minute) |
| a) Justin moved | |
| b) Elaine seconded | |
| 3. Approval of Minutes | (1 minute) |



4. Chief Executive Officer Report—Alice Letteney (10 minutes)

- a) VP of Diversity and Inclusion discussion
- b) Budget not yet resolved for main campus
 - a. President and Provost came and talked to Alice
 - i. They did pass our budget at 4%
 - 1. Shireen comes back from HR meeting and told have to do 2% and then an additional 2%
 - a. House Bill 2 changed the language to state that everyone across the board will get 4%
- c) \$105,000 for dual credit
 - a. legislature went up for everybody
 - b. At least one retirement on the administrative side (not going to fill)
 - i. Bumps us up another 100,000
 - 1. We did have to go into reserves once we included the adjuncts
 - a. \$133,000 from our reserves
 - i. 4% across the board (the Regents have approved this (i.e., have approved the Branch budgets)
 - 2. **Elaine – says 2% + 2% is actually a little more than a straight 4%
 - ii. We are only funded 40% of the increase from the state
 - 1. Grants/Contracts
 - 2. County
 - 3. We have more from grants than UNM-Main (so they had to come up with more)
 - iii. Off-campus site bill passed (the governor signed it)
 - iv. Title III grant is sun setting this year
 - 1. We spoke to all the congressional staff
 - a. Ben Ray Lujan is very supportive of HACCU (SPELLING**)
 - v. Huning Land Donation
 - 1. Beautiful land (they are not giving us frontage anymore)
 - 2. Has a view of the Los Lunas hills
 - 3. Working on this off-campus site
 - 4. Question from the floor:
 - a. How much Land?...
 - i. Answer: 9 acres now, 9 acres later
 - 1. Nobody in this area wants anyone to “build up” and block any vistas
 - b. Where is the land?...
 - i. It is where the new traffic light is (Huning Rd East), come all the way down to the end
 - 1. La Vita Felicidad building is there (the land is on the opposite side with a beautiful view of the Los Lunas hills

CEO Report ends at 1:44PM



5. Dean of Instruction Report—Laura Musselwhite (10 minutes)
- a) Next Friday:
 - i. End of the year Faculty meeting
 - b) Accessibility Office Presentation
 - i. Breakfast will be provided
 - c) Professional Development Committee
 - i. Event of their own in addition to the end of year Faculty Meeting
 - d) Graduation
 - i. Wed = Adult Ed
 - ii. Thurs = Nurses Pinning
 - iii. Friday = Commencement (robes are in the Academic Office)
 - 1. Meet at 5:30 to robe up
 - 2. Ceremony is at 6:00
 - e) Cultural Event
 - i. Piano concert, there is going to be a short version with some voice students
 - 1. Monday, May 6th, 2019 at Noon
 - a. Brief “staged version” of the opera
 - i. Concert will be in the SEC
- Deans Report Ends at 1:47PM**
6. Treasurer’s Report—Justin Bendell (1 minute)
- a) \$468.72 (Faculty Assembly Budget)
 - b) \$32.00 (snack funds)
7. Election of New Faculty Assembly Officers (10 minutes)
- a) Call for Nominations
 - i. Faculty Assembly President
 - 1. Julia nominates Justin Bendell
 - a. Justin accepts
 - 2. Ask floor: “is there any opposition”
 - a. Justin elected by acclamation
 - 3. President Hobbs: “on a serious note
 - ii. Faculty Assembly Vice President
 - 1. Alexa nominates Stephen Takach
 - a. Stephen accepts
 - iii. Faculty Assembly Secretary
 - 1. Elaine nominates Mychal Smith
 - a. Mychal accepts
 - iv. Faculty Executive Assembly at Large Member #1
 - 1. Melissa nominates Jerry Godbout
 - a. Jerry accepts
 - i. Elected by acclamation
 - v. Faculty Executive Assembly at Large Member #2
 - 1. Julia nominates Teresa Goodhue
 - a. Teresa accepts
 - i. Elected by acclamation
 - b) **Elaine mentions that we should have “Adjunct” member
 - c) **Kevin thanks the FA



8. Faculty Assembly Standing Committee Reports
- a) Adjunct Faculty—Jerry Godbout (2 minutes)
 - a. Nothing to report
 - b) Communications—Alexa Wheeler (2 minutes)
 - a. Send reports to Tina Hite if you have Professional Development events
 - b. Alexa Wheeler will keep FA Newsletter for now
 - c) Conflict Resolution—Teresa (2 minutes)
 - a. Nothing to report
 - d) Curriculum—Barbara Lovato (2 minutes)
 - a. Reviewed and it all looks good
 - b. Kevin commends Barbara on being chair at a very busy time
 - e) Faculty Handbook—Tina, Elaine, Laura (10 minutes)
 - a. Elaine Clark - FOTRC draft for comment
 - 1. Comments received from the floor
 - a. No Comments
 - 2. Part C
 - a. Duties of the committee members
 - i. Delineating duties so clearly
 - 1. What are the consequences if a member does not meet the duties
 - 2. Julia states without consequences duties just look good on paper
 - b. There were no other remarks to Part C
 - 3. Chair will receive a “course release”
 - a. Distance Learning Coordinator (DLC)
 - 4. Elaine calls for comments from the floor
 - a. Julia asks for clarification on Chair/DLC
 - 1. Elaine: The chair will also serve as the DLC
 - a. DLC will receive a course release
 - 5. Motion to accept changes
 - a. Melissa moves
 - b. Cheryl seconds
 - c. Motion passes
 - b. Elaine Clark – Policies for Handbook (Online, Hybrid, and Web-Enhanced)
 - i. Type of Classes
 - 1. This comes from UNM-Main campus description
 - a. Elaine does not want to change ours so that it does not match UNM-Main
 - 2. Web-Enhanced



- a. Same amount of work with same amount of seat time
 - 3. Hybrid
 - a. Same amount of work with reduced seat time
 - ii. Roles:
 - 1. Training is sufficient or non-sufficient
 - a. Track whether chairs are stating sufficiency or not
 - 2. Instructors
 - a. Should be trained "PRIOR" to being regularly scheduled to teach the "online class"
 - iii. Training
 - 1. In-House and EDUC 293
 - iv. Review Process
 - 1. Collegial review to help instructors get a better course
 - a. NOT part of the instructors APR
 - i. We do say that "you should get credit" for having your course "go through the review"
 - 1. The information is to help instructors build a better review
 - b. Three Stages:
 - i. Initial Review
 - ii. Internal Review
 - iii. QM Certification
 - v. Standards 2.1 and 2.2
 - 1. Need to have your learning objectives "clearly stated"
 - a. If not, then the course will have to be reviewed to ensure this "requirement" is met
 - vi. Authentication of Students
 - 1. Faculty members are expected to exercise due diligence with "reasonable measures" taken to ensure the student that is enrolled is the student that is doing the work
 - vii. Instrument (to evaluate the instructor for the APR)
 - 1. Concerns two things: Interaction and Delivery
 - a. Interaction with student
 - b. Delivery of materials to the student
 - viii. Kevin calls for motion to accept changes
 - 1. Heather Moves to accept changes
 - 2. Justin Bendell seconds
 - 3. Motion carries
- c. Laura Musselwhite – Office Hours Policy
 - i. Kevin Hobbs calls for motion



- ii. Justin moves
- iii. Melanie seconds
- iv. Motion carries
- f) Faculty Professional Development—Ariel (2 minutes)
 - a. \$394 dollars remain
- g) Faculty Program Development— (Jami Huntsinger) (2 minutes)
 - a. Next Friday = Roundtable discussions
 - i. Coaching in the classroom
 - ii. Assessment using mobile Devices
 - iii. Engagement and Fluidity
 - iv. Reducing Lecture Notes to a Post-It
 - v. Teaching from the Back of the Room
 - b. Will send out an email that has a summary of the roundtable topics
 - c. There will be snacks
- h) Online Teaching—Elaine Clark (2 minutes)
 - a. Online Teaching Course will be changing course number
 - i. From 293
 - ii. To 1996
 - iii. Need to be admitted as a student at UNM-Valencia
 - iv. Then you will be added to the course (Frances Duran is in the loop)
 - v. Applying the QM Rubric
 - 1. Spring 2019 – not enough
 - 2. Summer 2019 – we will be offering it again and this is a good workshop that will be ran by LeAnne Weller
- i) Faculty Senate Representative—Cheyrl Bryant (2 minutes)
 - a. Approved Curriculum
 - b. Provost Report
 - i. Adobe Products (Full-Suite) for \$20 for the year (\$10 per semester) and FREE for Faculty and Staff
 - 1. Branch campuses need to:
 - a. Opt-in or Opt-out
 - c. Upcoming Unionization Process
 - i. Big Conversation can be boiled down
 - 1. Faculty Senate President put together a forum
 - a. Everyone on the forum was against unionization
 - b. Pushing to at least get to a VOTE
 - 2. Note: Notice that staff and parts of staff are pushing for “parental leave” type program



- ii. Justin Bendell – Event is educational and no vote is required...they have not “greenlit” the vote so ensure that you know there is “no vote required” and this is a “sham”

9. Other Committee Reports

- a) Student of the Month—Mel (5 minutes)
 - i. One applicant
 - 1. Not sure if it will be “awarded” or “not”
 - ii. Will send out email for
- b) Faculty Development Committee—Jamie Huntsinger (5 minutes)
 - i. Already covered above

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

- a) Please see President Report in Newsletter
- b) Thanks the FA one last time

DRAFT



11. New Business / Announcements

- a) Revised Faculty Office Hours —Laura Musselwhite (10 minutes)
 - a. Already covered above
- b) Town Hall Follow-Up – Julia So (10 minutes)
 - a. Two (2) Questions
 - i. Q1: Worth our effort to request changing the Town Hall from a Wednesday to a Friday?
 - ii. Q2: We spent almost one hour discussing the importance of having a mental health professional on campus...it is worth our effort to request formally to have a mental health professional “on-site”
 - 1. Student stress affects progress and achievement
 - 2. Director of Student Services (Hank Vigil) said he would contact “SHAC”
 - a. Julia’s goal is to really continue the conversation
 - i. We in the capacity of teaching can only do so much
 - 1. Julia feels strongly that Student Services is facing an opportunity to offer this vital service to our students
 - a. One big way to help our students succeed
 - i. Where can a student go after their 4 sessions at \$15 per session...then what?
 - 3. As Faculty members...what is the process so that we can make something happen
 - b. Justin:
 - i. Comments on Importance of Town Hall
 - ii. Mental health issue is an important one
 - 1. We need to figure out how to formally voice our concerns directly concerning things that we believe affect our students
 - c. Julia:
 - i. When is the last time that the campus performed a “campus climate assessment” ...all this is coming from a position of co-governance
 - 1. As Faculty we need to step up and do something and to be an agent of change
 - ii. I have spoken to members of Student Government and they agree that they will do a “mental health week” in the Fall 2019 modeled after what is done at UNM-Main campus
 - iii. If we come together it is to the betterment of the campus
 - d. Elaine – Comment on Julia’s Town Hall
 - i. When I was Faculty Assembly President
 - 1. The Strategic Plan has devolved into a stating of metrics from the Grants that we are awarded
 - a. We should set a “Strategic Plan” and apply to grants that map to our co-created “strategic plan”
 - i. Maybe that is why Faculty do not show up, it is just a statement of Grant Objectives

1. Most of the people in the room were staff
- e. Kevin – I teach all day on Wednesdays
- f. Laura – We put it on Wednesday because of an analysis of “opening” and Wednesday was the best, if we move it to Friday, then faculty need to show up
- g. Justin – If the motive shifts, then there may be better attendance
- h. Julia – recognize what Justin says, but if we don’t do something then nothing will change...
 - i. Some faculty have said, “if administration wants us to show up, then why do the schedule it on a Wednesday”
- i. Tina – if the motivation changes, then maybe the attendance will change
- j. Laura – have to show important enough to be on the plan, and need to ensure we are meeting the grant objectives, it is just front loaded so the way it is structured it makes it look false in a way
- k. Tina – what about bringing in an “outside moderator” to do a “strategic planning session”
- l. Laura – that is the kind of thing that we need to do to start a new cycle
 - i. this plan is 5-year (2017 to 2021)
 1. We could start working on the new one
 - a. The other wildcard
 - i. If a new CEO comes before 2021, they will likely want to create a new plan
- m. LeAnne – it is a good time to set the stage (since the plan ends year 2021) ...
- n. Elaine – our mission statement is completely useless
- o. Laura – the mission statement needs to be tweaked because it is not truly a statement currently
- p. Elaine – it is just a phrase to put on a bumper sticker...we need a real mission statement
- q. Laura – Strategic Plan needs to be addressed (agreeing with Julia)
- r. Julia – what are the next steps that we need to take (one step at a time)
- s. Alexa – which one; Town Hall or Mental Health
- t. Julia – Both
- u. Theresa – How was last position funded
 - i. ANSWER – grant
- v. Alexa – there was no “over-head”
- w. Elaine – if we are going to have someone in that “position” they have to be there long enough to build the trust with the students
- x. Jami – 16-24 years, suicide rates have increased by 70%...the data is clear that this is an issue
 - i. What do we as faculty do when someone walks up to you and says “I want to kill myself”
 - ii. We used to be able to walk the student to the “office of the counselor”
- y. Laura – how long did that last
- z. Jami – there were some long periods of time that the two (2) counselors were here
- aa. Tina – having the professional doing something
- bb. Kevin – in the interest of time, we all think this is a good time, and Heather’s plan to make a petition is good
- cc. Heather says that she will do the position for the Mental Health



- dd. Julia – UNM-Main Vets movement, we can use similar logic in our petition
 - c) Active Learning Space—Soledad Garcia-King (3 minutes)
 - a. Its open, go in and check it out
 - d) Faculty Connections Conference—Soledad Garcia-King (3 minutes)
 - a. There is still room for a few more proposals (deadline is May 3rd, 2019)
 - e) Blackboard Basics Course—Soledad Garcia-King
 - a. Online this summer, if you know someone or you want it, enroll
 - f) Student/Faculty/Staff Field Trip—Stephen Takach (1 minute)
 - g) The Next Level Navigator Presentations—Stephen Takach (1 minute)
 - h) The 2019 Tech Navigator Challenge—Stephen Takach (1 minute)
 - i) Earth Day—Kevin Hobbs (1 minute)
 - a. Come on out
 - b. There will also be a “Vegetable Sale”
 - c. There will be tours of the on-campus “Greenhouse” [Cash Only]
 - j) Undergraduate Research Presentations (Monday, April 29th, 2019 [1:30-2:30])
 - a. See what the students have done
- C) Stephen Takach – Announces will be running for FA President for Fall 2020 to Spring 2021 Term and makes three (3) additional announcements
- a. 2019 Tech Navigator Challenge
 - b. Spring 2019 MGMT 113 Dear Mr. A Presentations
 - i. Thursday, May 2nd, 2019 at 9:00AM in A101)
 - c. Field Trip Announcement
 - i. Tuesday, April 30th, 2019 (three time slots)
 - 1. 9:00AM
 - 2. 11:00AM
 - 3. 1:00PM

11. Adjournment

- a. **Meeting Adjourned at 2:52PM**