

**Faculty Assembly Meeting  
October 15, 2014  
1:30-2:35 LRC 101C**

**In attendance:**

Rosa Auletta	Laura Musselwhite	Alice Lawson	Julia So
Claudia Barreto	Patricia Gillikin	Barbara Lovato	Tracy Terry
Michael Brown	Annette Hatch	John Abrams	Helen Walton
Michael Ceschiat	Alfonso Heraras	Danizete Martinez	Heather Wood
Miriam Chavez	Alice Letteney	Eva Rivera	Melanie Sanchez-Dinwiddie
Elaine Clark	Alexa Wheeler	Dianna Johnston	Cindy Chavez
Julie Depree	Donna Ketcheson	Bob Culver	Ryan Baltunis
Mary Moser-Gautreaux			

**1. Call to Order**

- Heather Wood called the meeting to order at 1:35 pm.

**2. Acceptance of agenda**

- A motion was offered to accept the agenda by Rosa Auletta, the motion was seconded by Elaine Clark.
- The agenda was accepted.

**3. Approval of minutes**

- A motion was offered to accept the minutes from April 2014 by Miriam Chavez, the motion was seconded by Tracy Terry.
- The minutes were accepted.

**4. Executive Director's Report (Alice Letteney)**

- Life is good!
- The General Obligation Bond, Bond C, and the Library Bond, Bond B, are part of this November's election. In fact, early voting begins on October 18. Bond C and Bond B often fail in Valencia County, so PLEASE get out and vote.
- The funding formula has not been approved yet, but there are meetings taking place over the next several weeks.
- Lovato – What is the time frame for the west side campus?
- Letteney – Main campus has had our plans for a while, but there are still votes that need to take place get through the red tape. The time table is uncertain.
- We were delighted to hear last month that UNM-Valencia is one of eleven colleges in a consortium led by Santa Fe Community College to receive a Trade Adjustment Act Grant from the US Department of Labor. Our part of the grant, \$788,029 over a four year period, will fund a new Health IT Program, help fund our I-Best Program which trains GED students in allied health programs, and improve our on-line programs. Rita Logan, Tina Newby, Najib Manea, and Cindy Shue were key players in collaborating on this grant.

**5. Dean of Instruction's Report (Laura Musselwhite)**

- Hank Vigil – We are creating focus groups with the students on the following topics: Wellness Center, Learning Center, Guest Speakers, Tours of Other Campuses, Serving Evening Students. We need you to nominate students to be a part of the focus groups (one good student, one mediocre student, one struggling student). There will be surveys on each topic that will be hand written, less than 20 questions, that take

place during your class. Please allow us to give the surveys during your class time. They should not take too long.

- Hank – We will have evening advising available when registration opens through the end of the semester.
- Dean - We will wrap up FEDI forms soon. Be aware of the relevant deadlines.
- The Curriculum Committee is working hard and a lot of changes are in the pipeline.
- The scholarship banquet last week was very nice. In the future, we will try to get the invitations out sooner. I encourage faculty to attend.
- The search for a Psychology instructor is underway.
- There is a Dean's Retreat in Albuquerque this Friday. I will pass on any interesting information from that retreat.

#### **6. Treasurer's Report (given by Tracy Terry on behalf of Tom Whittaker)**

The only expenditures this month have come from the In-State travel line item. That item has \$32.80 remaining. The total still available in the Faculty Assembly budget is \$432.13.

Petty cash=\$2.81.

Please donate-we need more cash! (The basket was passed and approximately \$15 was collected.)

If anyone wants to bring snacks to the next meeting, let us know!

#### **7. Committee Reports:**

- **Teaching and Learning Assessment (Claudia Barreto)**

All degree and certificate programs must go through assessment this fall. Please sign up for a mentoring session. The begin October 31<sup>st</sup>.

- **Handbook and Communications (Elaine Clark)**

Alexa Wheeler – The entire faculty website has been taken down by Main Campus because it was still under Black's name even though we had submitted paperwork to change it to my name. The faculty website should be back up in a week with plenty of space for all the documents.

Elaine – On p. 34 we are adding rules we have edited from the Instructional Council Policies Manual (ICPM) on Online, Hybrid, and Web-Enhanced Course Teaching Policies.

Miriam – It should verbatim from the ICPM.

Rosa Auletta – It was 10 pages long in the ICPM and we just made it more concise.

Miriam Chavez – We cannot change ICPM here, but we can approve what is here. I suggest we approve it as is, but the IC (Instructional Council) should look over the ICPM to make any changes.

Heather Wood – Is there a motion to approve putting the new language into the Handbook? Rosa Auletta. Second? Melanie Sanchez Dinwiddie. Discussion?

Julia So – Thank you for working so hard on this.

Elaine – I thank everyone else who helped.

Michael Brown – Please respond to the email requests to make video testimonials for teaching online courses.

Rosa – We should look over who is evaluating online courses. Someone who is good with online courses can evaluate the use of online techniques while someone subject specific should evaluate the content covered.

[More discussion on changing the ICPM first, then adding ICPM language directly to the Faculty Handbook without further editing]

Heather – All those in favor say ‘Aye’. (none) All those opposed say ‘Nay’. (NAY!) The motion does not pass to accept the new language.

▪ **Program Development (Richard Melzer/Eva Rivera)**

Eva – Ten Minute Teaching Talks begin next Wednesday in this room with Melzer, Gillikan, and Gardea. Please donate your time for future meetings.

▪ **Conflict Resolution (Patricia Gillikan)**

Reframing is about changing the verbal presentation of an idea, concern, proposal, or question so that the essential interest is expressed but emotional language is removed. Convert polarizing language into neutral terms. Refocus on the positive whenever possible and refocus onto affecting the future for a better outcome.

Applied to teaching – help students think about what went wrong and help them learn from a situation and apply what they learned to their future assignments/tests/courses.

▪ **Faculty and Professional Development (Danizete Martinez)**

Our balance is \$1054. That includes everyone who has submitted a form to me to date.

▪ **Cultural Enrichment (Michael Ceschiat)**

We have a reception on the 23<sup>rd</sup> 5:30 – 7:30 pm and Reading New Mexico is at 1:30 that day.

▪ **Faculty Senate (Helen Walton)**

The UNM Faculty Senate want to get opinions through a survey on how the insurance change from last year has impacted your life. I will talk to Michael about sending out the survey online. There was no discussion about adjunct insurance, but there was discussion about a retroactive changes to retirees insurance.

▪ **Computer Use Committee (Barbara Lovato)**

I met with John Abrams, Michael Ceschiat and Richard Sylvester. We need to decide where we get our charge.

Miriam – It is Andy.

Barbara – We will go through business and report on what we are doing in the future. We just need to find out what our charge is. Our recommended charge is: ??????

▪ **Curriculum Committee (Tracy Terry on behalf of Tom Whittaker)**

Report submitted by the Curriculum Committee chair to Faculty Assembly

The Curriculum Committee met on September 23<sup>rd</sup>, September 30<sup>th</sup> and October 14<sup>th</sup> to discuss a wide variety of course and program amendments as well as course and program creation. The committee also reviewed the Health Education Associates program and the General Studies Associates program.

The following is a summary of specific courses and programs that were brought before the UNM-Valencia curriculum committee in the event that anyone is interested:

- In Progress: Secondary Education certificate – form C to delete program
- In Progress: Elementary Education certificate – form C to rename it (Education certificate) and realign with succeeding degree programs
- In Progress: Elementary Education associates – form C to realign with Main Campus
- In Progress: Health Education associates – form C in progress to revamp and align with Main Campus BS degree

- Approved: new course (Form B) - CAD 170 Introduction to 3D Printing
- Approved: new course (Form B) - CAD 190 Modeling for 3D Printing
- Approved: new course (Form B) – CAD 294 3D Printing Project
- Approved: new program (Form C) – 3D Printer certificate
- Approved: changes to program (Form C) – Early Childhood Multicultural Education (ECME) Associates of Arts was realigned with Main Campus to improve transferability of credits
- Program Reviewed: Health Education Associates
  - Recommendations: supported Dustin Shafer’s ideas to improve the program and increase student enrollment and graduation. Dustin encouraged to submit a Form C with these changes through Curriculum Workflow
- Program Reviewed: General Studies
  - Recommendations: supported Jami Huntsinger’s ideas to improve the program by better aligning core content with Main Campus programs and reducing the number of unguided electives in favor of encouraging students to have a focus. Jami will create a Form C to begin the process of implementing these changes.

The Main Campus Curricula Committee met on Friday October 3<sup>rd</sup>. Thomas Whittaker attended the meeting on behalf of the UNM-Valencia Campus. Form Bs and Cs relating to graduate courses were presented and discussed. It was also brought up that the path all forms take through the Curriculum Workflow system will be changing slightly in the near future and that new flowcharts depicting these changes will be made available on the Registrar’s Office webpages.

#### **9. President’s Report (Heather Wood)**

- Reminder: Have your peer and advisor evaluations completed soon if you are coming up for evaluation in January.
- Thanks for the brownies Alice and thanks for the donations to the snack fund, thanks to the Curriculum Committee for their hard work.

#### **10. New Business/Announcements**

- Our 3<sup>rd</sup> annual Mole Day celebration will be held on Thursday, October 23<sup>rd</sup> from 11:30-1:30. We will have lots of games and prizes. As part of Mole Day, we are having a ‘Chemistry on Campus Photo Competition’. Digital photos need to be submitted to me via email by Oct 17<sup>th</sup>. The top photos will appear on the campus Facebook page and prizes will be given during Mole Day.

**Adjournment:** 2:35 pm

Respectfully submitted, Tracy Terry