



**Faculty Assembly Meeting Minutes
Wednesday October 19, 2016 (1:30 – 3:00 PM)
LRC 101**

In Attendance:

Sandra Alden
Rosa Auletta
Justin Blendell
Marji Campbell
Michael Carriere
Miriam Chavez
Elaine Clark
Sarah Garde

Katherine Grand
Alfonso Heras-Llanos
Annette Hatch
Tina Hite
Ben Johnsen
Kassem, Khaled
Alice Letteney
Barbara Lovato

Danizette Martinez
Laura Musselwhite
Melanie Sanchez-Dinwiddie
Julia So
Richard Sylvestre
Tracy Terry
Alexa Wheeler
Heather Wood

1. Call to order (1 minute)

President Hatch called the meeting to order at 1:32 PM.

2. Acceptance of Agenda (1 minute)

The agenda was unanimously approved with a motion by Melanie Sanchez-Dinwiddie and a second by Miriam Chavez.

3. Approval of Minutes (3 minute)

President Hatch called to amend April's meeting minutes which did not record the election of Heather Wood to represent Valencia Campus at Main Campus' Faculty Senate. Melanie Sanchez-Dinwiddie motioned to amend the minutes and Sarah Garde seconded. Julia So was to add an addendum to the April meeting minutes.

President Hatch called to approve the meeting minutes of the September meeting. It was approved as presented on a motion by Marji Campbell and seconded by Elaine Clark.

4. Chief Executive Officer Report (10 minutes)

- Dr. Letteney recognized Dean Musselwhite, Rosa Auletta, and Miriam Chavez for their effort in the application of the STEM Grant. As a result, Valencia Campus will create an undergraduate research lab and will hire several positions including a licensed counselor and an outreach coordinator to coordinate with both K-12 and industry.

- The State Legislators have decided to not have any further cuts in K-12 funding. This may result in another budget cut for higher education next year.
- The income of branch campuses comes from tuition & fee, legislature's allocation, and local tax levies. Dr. Letteney reminded everyone of Bond C that will be on the ballot at the presidential election.
- Valencia Campus will be a voting site for the presidential election on 11/8/2017. It will be held at SCC.
- Valencia Campus has about 300 students transferred to Main annually. Dr. Letteney also commended everyone's effort on the 83% retention rate of first-time, full-time, Fall to Spring enrollment.
- The Regents have decided against an interim president. Dr. Letteney encouraged everyone to submit his/her nomination to be part of the Advisory Search Committee.
- Valencia Campus will be celebrating its 35th anniversary on November 10th. Aside from the dedication at 11:30 AM, we will also celebrate Veteran Day and demonstrate games at SCC. T-shirts will be ordered for everyone.
- Dr. Letteney closed by congratulating everyone for the success of Mole Day and NM Read.

5. Dean of Instruction Report (10 minutes)

- The HLC will host its site visit from 3/4 and 3/5 in 2019. This allows several cycles of reports.
- The Nursing Division will have its site visit in March 2017. The outcome will be announced in Fall 2017.
- Last Spring, the Faculty Assembly approved the annual performance review of lecturer track. The review mirrors the time-line and the process of tenured-track professors.

6. Treasurer's Report (1 minute)

Tracy Terry announced that the Assembly's budget has not been spent yet. She asked faculty members to submit their request for travels.

7. Faculty Assembly Standing Committee Reports

a. Adjunct Faculty—Sandra Alden (3 minutes)

Sandi announced that the Adjunct Committee had its first meeting on October 19th at which they discussed the kind of training that Adjunct Instructors need. She also asked division chairs to send the info to all adjunct instructors. Finally, Adjunct instructors were very appreciative of the "meet and greet" outreach effort.

b. Communications—(3 minutes)

Melanie Sanchez-Dinwiddie was elected as Committee Chair. The Committee plans to digitize the newsletters which will function like a blog, with an ability to post links and videos. The Committee is waiting for Jon Lechel's update on which URL to use.

c. Conflict Resolution—(3 minutes)

Joe Barbour announced that the Committee is exploring the possibility of offering service to faculty/staff when conflict emerges.

d. Curriculum—Annette Hatch (3 minutes)

Annette announced that the Health information Technology is in the process of modifying its total course hours to 60. Other program changes pertain to Certificates in Welding, IT, and Game. Anyone interested are asked to inquire Annette for updates.

e. Faculty Handbook—Julia So (3 minutes)

Julia announced the Committee has nothing to report as there were no requests made.

f. Faculty Professional Development—Heather Wood (3 minutes)

Heather Wood asked faculty members to complete the PD form in detail, especially the part on reasons for attending PD or conferences. She concluded that all funds have been depleted.

g. Faculty Program Development—(3 minutes)

Sarah Garde summarized the last TTT meeting. LeAnn will lead the next meeting discussion on scaffolding. She also announced that future TTTs might include a brown bag lunch as well as the possibility of an online posting of future TTT meetings summaries.

h. Online Teaching—Elaine Clark (5 minutes)

- Elaine announced that the current online review team is unable to hold internal review due to a lack of subject matter expert that is required by QM. Currently, the QM review is not part of the annual review; although it will be part of the dossier. She also announced that Doña Ana Community College is in the process of creating a rubric to evaluate online courses. It is scheduled to be piloted in Spring 2017.
- Ed 293 that Valencia Campus started initially is a 16-week course. It will be changed to three one-credit-hour-course (modules 1,2, and 3) in Spring 2017. Elaine also emphasized the importance of completing the entire training if one wishes to teach a blended or online course.
- The Committee is in the process of working on a student module that will eventually be available for students who register for a blended or online course.
- The Committee's goal is to prepare Valencia Campus for its accreditation.

i. Faculty Senate Representative—Heather Wood (3 minutes)

Heather Wood attended the Faculty Senate meeting on 9/29/2016. Some of the topics discussed were: (1) the number of faculty search was cut; (2) some offices' functions were

merged to save money; and (3) departments were encouraged to develop more online courses because they are money generator.

8. Other Committee Reports

a. Section F Task Force—Elaine Clark (15 minutes)

- Elaine reported that three faculty members had sent comments to her on the Section F proposal. Also, Dr. Letteney read it and gave two comments.
- Section F80 of the Main Campus' Faculty Handbook is currently being revised. It relates to all branch campuses. One topic that has been discussed pertains to a locally shared governance body of branch campuses.

b. Student of the Month:

Khaled announced that Hannah Dillie was September's Student of the Month. He also reminded everyone that the nomination form for October is on page 14 of the Newsletter. The nomination deadline is 10/27/2016.

9. President's Report (3 minutes)

- Annette thanked everyone for purchasing snacks for the meeting.
- She also announced that on 10/28/2016, 280 students are scheduled to visit the Campus to learn about Arduino programming. She asked for volunteers to help with proofreading the programs that students write.

10. New Business / Announcements

- Patricia - October 20th is National Day on Writing. The Writing Center will host a reception from noon to 4 PM with a creative writing jeopardy game from 3 to 4 PM.
- Elaine - National Distance Learning Week will be from November 7 to 11. On November 8th, the Campus will host a demonstration on "technology in the classroom" at the alcove outside the cafeteria.
- Julia - May Sagbakken, the former president of the Rape Crisis Center of Central New Mexico will be on campus to speak on sexual assault. It will be held at A101 from 1:30 to 2:30 PM.
- Dani – NM Read had about 70 people attended. The English Department will host its annual tour at downtown Albuquerque on Friday 10/28/2016.
- Tracy - thanked everyone's donation for the snacks.

11. Adjournment

The meeting was adjourned at 2:37 pm. The next Faculty Assembly meeting will be held on Wednesday November 16, 2016.