

**Faculty Assembly Meeting**  
**Wednesday, November 17, 2010**  
**1:30 pm – 3:00 pm – LRC 101C**

**Attendance:** Julie DePree, Barbara Bailey, Lucille Farrington, Mike Ceschiat, Alexa Wheeler, Najib Manea, Cynthia Fillmore, Miriam Gustafson, Melanie Sanchez-Dinwiddie, Patricia Gillikin, Claudia Barreto, Elaine Clark, Dubra Karnes-Padilla, Leann Weller, John Anderson, Toni Black, Barbara Lovato-Gossman, Danizete Martinez, Tina Newby, Susan Grohman, Miriam Chavez, Cindy Chavez, Erin Joseph, Jami Huntsinger, Khaled Kassem, Jon Conescu, Andy Sanchez

1. **Call to Order:** Meeting was called to order at 1:32pm. Chocolate was the theme of the day for refreshments.
2. **Acceptance of Agenda:** Barbara Bailey made a motion to approve the agenda for November 17, 2010 and Lucille Farrington seconded the motion. All agreed unanimously.
3. **Approval of Minutes from October 20, 2010:** Toni Black made a motion to approve these minutes and Barbara Lovato-Gossman seconded motion. All agreed unanimously.
4. **Executive Director's Report:**
  - a. Richard Ross comes here once a week from main campus to help students with career information. He handed out a brochure describing what they provide students at main campus. We can have some or all of these things here as well, if there is demand: Career Fairs, workshops on writing resumes and cover letters, training in dining etiquette, etc. We can email him to be put on the listserv for upcoming events at main campus. He can work with instructors to come give presentations in classes. He provides two main inventories for students to help them map out a potential career: the Myers-Briggs Personality Inventory and the Strongs Interest Inventory. These can be administered to students or faculty, but there is a fee involved. If give in groups the fee can be discounted.
  - b. Dr. Letteney pointed out Lucky Varela's column in the NM Legislative Finance Committee newsletter. They will have better numbers in January. If the state legislature doesn't touch public education or Medicaid, Higher Ed can expect an additional 22% cut. People from here are only taking trips that are funded by grants. Also, the HED is recommending going to a 2-year rolling average for calculating funding so increases based on enrollment won't show up until 2 years after the increase in students. Right now we are looking at \$15,000 less in our budget.
  - c. Miriam Chavez gave a report on the Dean Search. Andy, Michael C. and Jon Conescu are also on the committee. After phone interviews the committee has narrowed the choices down to three candidates. These candidates will be on campus Dec. 7, 8, and 9 (individually on each day, not as a group). The schedule for each candidate will go something like this:  
11:00 campus tour and lunch  
1:00 to 2:00 Interviews with committee

2:00 to 3:30 Open forum with all faculty invited.

3:30 meet with Dr. Letteney

Najib will make sure the open forums are recorded, but won't be able to watch live stream just recording after.

Jon Conescu will collect questions from people who cannot attend the forum.

- d. Andy and Alice both talked about our emergency plan. Rather than sending texts on phones, alerts will be sent through email. Soon campus security officers will be able to detain unruly people. They are training now for this. After some discussion it was decided to post the name and contact info for each building's coordinator next to the phone and will put stickers on all public phones with the security number on it. If an instructor feels threatened, tell someone! Discipline problems should go to the dean's office or to Hank. Print on syllabi what the consequences will be for unacceptable behavior. Bullying is an issue.
- e. Alice will be on vacation for about a week around Thanksgiving.

#### **5. Co-Deans of Instruction Report:**

Postponed

#### **6. Treasurer's Report:**

- a. We have \$40.55 left in that open account. Once this money is spent it will be gone. The people over in the business office want us to spend this money.
- b. Faculty Assembly has a Recurring budget account. Each year (so far) we are given \$500. \$5 goes to main campus for some sort of Banner Tax. This academic year \$180 is already set aside to pay travel for Dubra to attend Faculty Senate meetings at main campus. The remaining amount can be spent on copies, supplies, and other operating expenses. This does not include food.

#### **7. Registrar's office presentation on assigning grades:**

Deferred.

#### **8. Committee Reports:**

- A. Teaching and Learning Assessment Committee: Program assessment reports have been excellent so far. Another meeting this week (Nov. 19) and will take more reports.
- B. Curriculum committee: Jami Huntsinger  
We need to review all programs this year. Michael Ceschiat has agreed to start with the ones he coordinates. Need others to volunteer to put together a program review. Can use the information already contained in the assessment for the TLA committee. Jami will send form out, it has been redone. Once volunteers come in Jami will set up a schedule for the spring to review ALL programs.
- C. Assessment of Online classes: We need to put in place ways to evaluate/assess online classes. Claudia made a motion to use IDEA forms for students to evaluate online classes. Elaine seconded. Passed without opposition. Najib will look into getting IDEA forms and find out procedure.
- D. FEDI for needs revision: Christina made a motion to form an ad hoc committee to revise the FEDI form. Michael seconded. Passed without opposition. Jami

and Toni will be on this committee so contact one of them if you would like to serve.

#### **9. Teaching Enrichment:**

Barbara Bailey gave a presentation on “jigsawing” – a way to break up complex material into smaller pieces. This technique can be used when there is extensive information for students to learn or complex information. Divide the material among groups of students, each group focuses on their part and then presents it to the whole group.

- i. do this only with material you know well
- ii. don't jigsaw things that need to be learned sequentially
- iii. this is a beginning activity, each student then needs to put together the pieces
- iv. need a follow up activity
- v. use sparingly, once or twice a semester.

#### **10. Continuing Business:**

Faculty Colloquia Series – We are done with these for the fall semester. Will have three in the spring:

January 26 Dubra Karnes-Padilla will give an extensive report on her work with the Resiliency Corp and other health (physical, mental, emotional) issues our students face.

March 30 John Anderson will give a presentation about all his cool archeology stuff. He has promised to bring skulls.

April 27 John Byram from UNM Press will come and talk about what sorts of publications they consider and all about what they do, and can do for us!

#### **11. New Business:**

a. Trends in Tutoring: Lucille Farrington gave a report on what's been happening over in the tutoring center. Number of tutoring hours has been increasing, SI and Walk-in tutoring. Seeing over 30% of students in tutoring, either in SI sessions or Walk-in tutoring. They provide workshops for students:

- i. College learning strategies
- ii. notetaking
- iii. calculator workshop
- iv. math for chemistry
- v. orientation for online courses

Lucille will take requests for other types of workshops.

b. Survey: Dubra Karnes-Padilla talked about the sorts of issues our students face outside the classroom. Asked people to complete a survey about some of these issues.

#### **12. Presidents Report:**

John and others are off to Austin for an NSF Undergraduate research conference.

\*\*\*\*Please let me know what else happened. I had to leave at 2:55.

#### **13. Announcements:**

#### **14. Adjournment:** .

Respectfully submitted by Elaine Clark.