

Faculty Assembly Meeting Minutes

1:30pm November 19th 2014

In Attendance

Miriam Chavez	Donna Ketcheson	Sarah Garde	Eva Rivera
Claudia Barreto	Helen Walton	Tina Newby	Alfonso Heras-Llano
Elaine Clark	Teresa Goodhue	Richard Sylvestre	Annette Hatch
Alexa Wheeler	Barbara Lovato	Michael Carriere	Dianna Johnston
Julia So	LeAnn Weller	Rosa Auletta	Laura Musselwhite
Deirdre Williams	Khaled Kassem	Michael Brown	Heather Wood
Danizete Martinez	Cindy Chavez	Lucille Farrington	Alice Lawson
Julie DePree	Dustin Shafer	Patricia Gillikin	Thomas Whittaker
Alice Letteney			Melanie Sanchez-Dinwiddie

Agenda

1. Meeting called to order 1:33pm
2. H Walton moves to approve agenda – seconded – Approved
3. Minutes - move to approve E. Clark & H Walton – motion passes
4. Executive Director Report – Alice Letteney
 - a. Funding formula – always up in the air. Every meeting yields a different formula. \$84k at the moment (in the black). “We do better than the average bear”
 - b. Valencia County politicians are moving into more prominent positions of power in Santa Fe with the electoral changes this fall.
 - c. Bonds B & C passed so we can look forward to funding for the Library and a new HVAC system on the campus.
 - d. Holiday concert on Dec. 10th
 - e. Feb 21st Gala honoring Julie Depree.
5. Dean Report – Laura Musselwhite
 - a. Candidates for the new Psychology position have been interviewing on campus. The search is in progress. The position has a January start date.
 - b. The School of Dreams Academy (SODA), in partnership with UNM Valencia, has received a grant to be designated an Early College High School. As a result of this grant, SODA will provide stipend funds for seven to eight Valencia faculty members to work with faculty members at SODA. Over the course of this academic year, the two sets of faculty members will work together to ensure that the two curriculums are compatible, in order to provide a smooth transition and appropriate preparation for SODA students who want to enroll at Valencia, through dual enrollment or after high school graduation. Contact Rita Logan for more information.
 - c. Loryn in the Academic Affairs Office is leaving.
 - d. A retirement party for Miriam Gustafson will be held on Dec 4th from 3-5 pm in the Administrative Conference room.
6. Hank Vigil - Student Services is trying to help students maintain financial aid.

- a. Starting in the Spring 2015 students on financial aid will have to complete progress reports every month. These will require instructor signatures and tutoring. Those at 150% time must meet with a tutor.
 - b. For the first time in 8 years we have more than 50% at risk of losing aid.
 - c. There is usually a 24% default rate.
 - d. Lucille Farrington: Students appear not to be aware of Lobotrax, Can we make a better job of telling students what it is and what it does? Hank: we are not pushing it right now as it has issues. However, over break there will be updates and Student Services will push it harder in the Spring.
7. Treasurer's Report – Tom Whittaker
- a. Faculty Assembly budget is unchanged from the October Faculty Assembly meeting with a total balance of \$423.24 and the following breakdown:
 - i. \$295.00 Materials & Services
 - ii. \$24.00 In-State Travel
 - iii. \$100.00 Copying
 - iv. \$4.24 Banner Tax
 - b. The Faculty Assembly snack budget currently stands at \$27.81 after we took in over \$45 of donations at (and after) the last meeting and spent \$23 on the snacks for this meeting
8. Committees
- a. Claudia Barreto – Teaching and Learning Assessment
 - i. Teaching and learning assessment is going well. All the program reports have been submitted for assessment. Most were exemplary. TK20 is helping track our programs as we go through the years.
 - ii. D. Ketcheson – There is a pancake breakfast fundraiser at the Luna Mansion sponsored by the Student Nursing Association Sat Dec 13th - \$8.
 - b. Elaine Clark – Communications
 - i. Proposed changes to the preface were sent out via email, please review by Feb Fac Assembly meeting.
 - ii. Everything in yellow is up for review. Please look it over.
 - iii. In fuschia are minor changes on which there will not be a vote. Still you should review these in case you have any comments.
 - c. Eva Rivera – Program Development
 - i. Jan 28th 1:30-2:30pm TTT with Khaled Kassem, Melanie Sanchez and Julia So
 - ii. Talk to Eva if you would like to volunteer for a TTT.
 - d. Helen Walton – Conflict Resolution
 - i. No report
 - e. Tom Whittaker – Curriculum Committee
 - i. Thanks to committee members for a busy semester where we met as many times as needed to get a slew of forms submitted.
 - ii. The committee met Oct 21st, Oct 28th, and Oct 30th following the last Faculty Assembly and ahead of the November 1st deadline for submission of

Course/Program Forms (A, B or C). We were able to help the following forms make their way up to Main Campus:

1. Manufacturing Operator (course) – Form B
 2. AAS General Studies – Form C
 3. AS Health Education – Form C
 4. DMA 120, 125, 130, 135, 140, 145, 150, 155 (courses) – Form Bs
 5. DMA Film Tech Certificate – Form C
 6. AAS Health IT – Form C
 7. Medical Assistant Certificate – Form C
- iii. Main Campus Curricula Committee – A representative attended the Friday, November 7th meeting. Of the 31 Forms B/C reviewed, 2 came from our campus. The Liberal Arts Associate's degree program change to include concentrations (Form C1405) was approved pending a minor revision. The Elementary Education certificate program changes (Form C1413) were also approved.
- f. Dani Martinez – Faculty Professional Development Committee
 - i. Down to \$14.10. No funds left.
 - g. Michael Ceschiat – Cultural Enrichment Committee
 - i. Not in attendance-no report.
 - h. Helen Walton – Faculty Senate Representative
 - i. Main Campus is looking at changing metrics for evaluation (IDEA forms). It will be coming to us eventually so we will be keeping a close eye on any developments.
 - i. Sarah Garde – Student of Month Committee
 - i. October award was presented yesterday (11/18) to Jill Schaaf, sponsored by J. So and Deidre Williams
 - ii. The November awardee is Cynthia Marrufo and will be awarded 11/24. This student was also team nominated.
 - iii. Looking for nominations for Dec student of the month. Please submit recommendations by 11/16 5:00 pm.
 - j. Deirdre Williams – Adjunct Faculty Committee
 - i. Pay for adjunct faculty - Since 1998, the adjunct faculty has received a raise of \$50 per salary/credit hour every 4 years. This most recent raise was just \$20. MAs get \$770 per credit hour, whereas the equivalent instructors on Main Campus get a \$4k flat fee. There are 85 adjunct faculty instructors on this campus. We are looking to Faculty Assembly for support for petition for a raise.
 - ii. Laura Musselwhite - This is already on the radar of the higher-ups. During budget discussions this issue has been raised.
9. President's Report – Heather Wood
 - a. Thank you everyone for your hard work this Fall 2014 semester. Be sure to encourage students to fill IDEA forms--online and in hard copy. Have a great Thanksgiving and holiday season.
10. Announcements

- a. Dani Martinez – There is a card available to sign for Miriam Gustafsen’s Reception. Debra Venable is taking donations for a gift.
- b. Cindy Chavez – Wow! The attendance at Faculty Assembly is so high. This is great.
- c. Michael Brown – There will be a massive upgrade over Christmas. We are switching classroom capture equipment. There will be new software to link BB Learn, classroom capture and files together. New cameras will be installed in the classrooms.
- d. Rosa Auletta – There are now 8 intersession classes available. Start Dec. 12th. They are technically part of the Fall semester, so can benefit students who need credits.

11. Meeting adjourned 2:44pm