

Faculty Assembly Meeting
February 27, 2013
1:30-3:00 LRC 101C

In attendance:

John Y. Anderson	Elaine Clark	Khaled Kassem	Eva Rivera
Claudia Barreto	Julie Depree	Alice Letteney Barbara	Melanie Sanchez-Dinwiddie
Angelica Boyle	Miriam Gustafson	Lovato	Richard Sax
Michael Ceschiat	Annette Hatch	Najib Manea	Julia So
Miriam Chavez	Jami Huntsinger	Danizete Martinez	Alexa Wheeler
			Thomas Whittaker

1. Call to order: Elaine Clark called the meeting to order at 1:30pm.

2. Acceptance of agenda

The following change was made:

- Continuing Business was added before New Business.
 - Michael Ceschiat moved to accept the agenda as amended / Claudia Barreto seconded
 - Agenda was accepted as amended

3. Approval of minutes

- Minutes stand as submitted
 - Julie Depree moved to approve the minutes as submitted / Miriam Chavez seconded
 - Minutes were approved as submitted

4. Executive Director's Report: Dr. Letteney's report stands as submitted.

- The Certificate policy is slated to make it through Academic Council by the end of March. Wynn Goering is pushing this. The hope is for greater cooperation between UNM and its branches.
- Dr. Richard Sax, Najib Manea and Hank Vigil presented the GAME degree and certificate and the AUTT certificate to the Board of Regents AA subcommittee meeting at which they were approved.
- The ERB solvency bill HB64 was just passed by the house. It will be raising employee's contribution and setting a new minimum retirement age.
- The Legislative Finance Committee had 48% of new money for course completion. The Senate Finance Committee decreased that to 5%. Hopefully 25% will be the compromise.
 - We are still hoping for a transfer measure to be implemented
- A data set of VC students by major had the following results
 - ≈1,800 students
 - Over 500 UNM Main Campus Students
 - 29 pre-engineering majors
 - Order of majors General Services Studies, Liberal Arts, Business.
 - UNM-VC Gala and Foundation Fundraiser
 - Big success
 - Endowment reached \$1 million

5. Dean of Instruction Report:

- FTE is down

- Currently ≈ \$18,000 in the red for summer allotment
- Dean expects budget to fall more in line as registrations for Summer Semester increase
- Branch campus faculty meeting set for April 19, 2013
 - Set for April 19, 2013 at Main Campus SUB 10:00am to 1:00pm
 - Tentative topics are Developmental Studies and Freshman Math
 - Hope is for faculty to make connections with others in their field
- Dean is on the UNM Search Committee for the Vice Provost for Extended University.
- President Frank would like each branch campus to offer at least 5 Baccalaureate degrees
- The Task Force for Strategic Planning will have a Town Hall event on March 20, 2013.
- Academic office is currently working on a first draft of the Summer and Fall schedules.

6. Treasurer's Report

Khaled reported that the budget balance is still the same. broken down as follows:

\$155.00 Materials

\$240.00 In-State Travel

\$100.00 Copying

7. Committee Reports:

- Assessment (Claudia Barreto)—Claudia demonstrated a template for core course assessment on the UNM Assessment website.
 - Links from the form go directly to State competencies.
 - You can cut and paste from the website on to the form.
 - You must use at least one competency.
 - There is link to common core course numbers from the form.
 - One form must be done per course. You don't need to do one for each section.
 - There will be three mentoring sessions with the CARC to use the rubric and "spiff up" the courses.
- Faculty Senate (Danizete Martinez):
 - ERB was discussed
 - Discussion about revising UNM Regents selection process
 - Motion to move forward with University Honors College Curricula
 - Provost's report: 1% raise still being considered; nothing finalized, Provost wants to find ways to take advantage of electronic media to cut down costs for students (i.e. OpenStax online textbooks for Chemistry, Physics)
- Program Development (Najib Manea) - The Committee will meet next week to talk about the faculty mentoring program.
- Professional Development (Khaled Kassem) Report was sent for publication in the newsletter.
 - New Adjunct Faculty committee member is Nanci Nielson
 - \$10,000.00 per year is allocated for Professional Development
 - Full-Time Faculty are eligible for \$750/year and Adjuncts are eligible for \$300/year.
 - Funds are not guaranteed and must be applied for in a timely manner
 - The committee considered the suggestion that some funds be set aside for Spring, but there was no support from the committee for this idea.

- The committee intends to publish twice a year in the faculty newsletter a list of faculty members that have received stipends and the specifics of their professional development.
- The committee will ask for volunteers to report back to Faculty Assembly after receiving Professional Development funds.
- The idea of a cancellation/waiting list for Professional Development funds will be discussed by the committee.
- Dean Sax shared that he intends to ask for an additional \$2,250.00 budget allocation for this committee for FY '14

- Faculty Communications Committee (Elaine Clark): Adjunct faculty requested their own listserv and Faculty Assembly voted to move forward with this.

Proposal:

- VCFULL-L will be just for Full-Time Faculty
- VCPART-L will be just for Part-Time Faculty
- Lists will be open for anyone to post to
- VFAC will go away at the end of this semester

Suggestion from Faculty Assembly:

- Keep VFAC the way it is
- Create new Listserv for Adjunct Faculty

This item was tabled and will be re-visited at the next meeting

- Faculty Handbook Committee (Melanie Sanchez-Dinwiddie): – Proposed changes are online at: http://www.unm.edu/~vfec/assets/text/new_handbook/newHandPkg.pdf
 - Faculty Communications Committee – change wording from “on a regular basis” to “as needed”. Wording will be revised and re-presented for vote at a later meeting.
 - Instructional Council Manual – was created without review from Faculty Assembly on items that pertain to delivery of Instruction. These sections are being reviewed to present at the March meeting.
 - Faculty Conflict Resolution Committee (FCRC)

Discussion:

 - Take out “grievance” and replace with “conflict resolution” wherever it appears.
 - Strike out process of how complaint is handled. This is consistent with UNM Main.
 - Take out names of Committee members and move to website.
 - If this section is exactly the same as it is on Main Campus, then why not refer to Main Campus. (This will go back to the committee to discuss).
 - Faculty Academic Freedom Grievance Procedures
 - Strike out this whole section. Faculty Conflict Resolution Committee should not legally be dealing with grievances.
 - Faculty Representation on UNM-Valencia Campus and Main Campus Committees and Advisory Groups
 - Appointments staggered
 - Committee Chair responsible for monitoring staggered membership

Discussion:

 - Is there a provision to maintain staggering if someone leaves the committee?

- Sentence that says “Most committee appointments are for two years...” should cover appointment longer or short than this to maintain stagger.
- Recommendation to strike sentence “The committee chair will be responsible for maintaining staggered membership”

This will be discussed more at the March meeting.

○ Procedures

Adopt Main Campus language to create a more “living” document.

- Julie DePree moved to adopt Main Campus language / Michael Ceschiat seconded
- Motion was accepted.

Discussion:

- Question about number of discussion required prior to a vote. Traditionally items are discussed at two meeting (2 times) before a vote. Handbook language says items must be discussed at least once.
- Recommendation: If only discussed once before vote; Faculty Assembly Agenda for next meeting should indicate the item is due to be voted on.

8. President’s Report:

- a. Room set aside for group work – there has been a recommendation to set aside a classroom for about 30 student that is set up for group work. Possibly A124 and A140. Elaine will do a survey to gauge interest. Intent is to pilot one room first and when division chairs are making schedules they can offer this room to faculty who might want this configuration.
- b. Faculty concerns about contracts –
 - Overloads had to sign a PT/Temp contract which caused their classifications, etc to be messed up.
 - Main has reviewed all FT contract for the VC and only found five (5) that had been affected.
 - All faculty should check pay stubs to make sure they have not been affected.
 - If faculty have questions about years of service for retirement, they can contact Main Campus Benefits Office and/or ERB.
 - Elaine will follow-up on this issue and report back.
- c. Margaret Meade from Main Campus OED will talk about Conflict Resolution during the Faculty Assembly March meeting.

9. Continuing Business

White boards – new surface has mixed reviews. Other options are being investigated.

10. New Business:

11. Announcements

- IDEA forms are expected Tuesday of next week (March 5, 2013) for face-to-face courses.

Adjourn: 3:02 pm

Respectfully submitted, Barbara Lovato