

# Faculty Assembly Meeting Minutes

## 1:30pm Wednesday, February 18, 2015

### In Attendance

Alice Letteney	Dianna Johnston	Barbara Lovato	Dustin Shafer
Laura Musselwhite	Mary Moser Gautreaux	LeAnn Weller	Julia So
Heather Wood	Joe Barbour	Patricia Gillikin	Annette Hatch
Tracy Terry	Elaine Clark	Michael Carriere	Alfonso Heras
Alice Lawson	Danizete Martinez	Khaled Kassem	Eva Rivera
Melanie Sanchez-Dinwiddie	Miriam Chavez	Rosa Auletta	Sarah Garde
Michael Ceschiati	Claudia Barreto	John Abrams	
Julie Huntsinger	Julie DePree	Teresa Goodhue	

### 1. Call to order (1:34)

### 2. Acceptance of agenda

Motion to accept – Caudia B

Second – Laura M

None opposed

The agenda was accepted.

### 3. Approval of minutes from November 2014

Motion to accept – Miriam Chavez

Second – Elaine C

None opposed

The agenda was accepted.

### 4. Executive Director Report (Alice Letteney)

- The budget: We got a due passed through the senate education committee on the west side campus. A senator from Los Cruces was the only nay vote. Senator Clemente Sanchez worked very hard on getting votes. The two-year colleges agreed to service districts and we are well within our district. We still have to go through the Senate Finance Committee.
- We are anticipating an increase in health care costs and no increase in compensation. The low cost of oil is affecting how much money is available on the state level. We are relatively stable, but the institution is going to have to use reserves to cover health care and energy costs. You will likely have an increase in health care costs. This will not be confirmed until late spring.
- Laura – will this affect the possibility of adjunct faculty compensation increases?
- Alice – Yes. But if adjunct compensation is the number one priority on your list, make it clear. I don't see any changes for this year, but it is a possibility for next year.
- We are talking to the board about an 8% or more increase in tuition. We are looking at every hire and every replacement hire very carefully now to minimize our costs.

### 5. Dean of Instruction Report (Laura Musselwhite)

- Our tuition revenue is down, so we are taking more out of reserves for that reason. We have faculty positions that are being left unfilled and Alice and I discuss this regularly.

- People are leaving their copy materials in the copy room and some of them are sensitive items. Please remember to take up the materials. (Heather – I'll send out a reminder email to faculty and adjuncts.)
- I'm very excited about the NMHEAR conference and the number of our faculty who are attending and presenting.
- Strategic Planning committee met to update the 5-year plan. We will have a town hall after a month to go over the 5-year plan and budget items. I'd like context and feedback on the section for 'insuring quality areas of teaching and learning'. My questions on this section are: Why is this in here the way it is? And how do we measure this?

"We want to create a feedback loop from the assessment committee to division chairs to be shared by the chairs with the faculty....."

Elaine – I think it came up because there was concern that we assessment without communicating the results with faculty.

Laura – should the statement be stronger? Or should we reword it. At my previous institution, we had 'assessment day' where we shared our results from the assessment process. Let's not lose our results because we do a lot of work, the committee does a lot of work.

Suggestions included:

- Sharing assessment summaries and changes incorporated into the classroom during TTT.
- Take about 15 minutes during convocation to communicate assessment results and classroom changes.

#### **6. Treasurer Report - Heather stand in**

- \$38.61 in the meeting budget
- \$185 was expended last semester, mostly travel to main campus for our fac rep to main campus.

#### **7. Faculty Committee Reports**

##### **a. Teaching & Learning Assessment—Claudia Barreto**

- It is core course assessment time. I will send all the forms electronically that I am passing around today.
- Make a draft of your report on your electronic report form and save it to a thumb drive. The committee will meet with you and usually makes a few recommendations and puts the information into TK20 that day. Sign up on the empty slots for a time: one half hour per course needing assessment.

##### **b. Handbook & Communications—Elaine Clark**

- We would like to make changes to the preface to our handbook. We wanted to clarify in the preface to our handbook what its purpose is to distinguish it from the Instructional Council Policy and Procedures Manual. The two documents need to have different purposes. We followed/borrowed some of the wording from the Main Campus Faculty Handbook. The main campus handbook takes precedence over our handbook.

Are there any comments or questions?

Heather – The faculty senate approved of these changes last fall and supports them.

Joseph B – I motion we approve

Rosa A – Second

None opposed

Changes to the preface were approved.

- The second change we would like to make is to clarify the procedure for changing the handbook – combine faculty and administration processes. Anybody has to send in a request to the FHC and then to the FAC before it is brought to the entire faculty assembly for discussion and a vote. From the faculty assembly it goes through the administration to the provost. The changes do not become official until the provost approves it.

Melanie – motion to approve

LeAnn – second

None opposed

Changes to the handbook procedures area were approved.

- Please come to the March meeting because we have more to discuss. I will send it out over email in the next few weeks.

#### **c. Program Development—Eva Rivera**

- Last month we had Julia, Khaled and Melanie do our TTT. They were a great success.
- This month Heather is doing a web page design workshop on 2/25.
- In March we have Elaine, Annette and Tracy.
- We need a volunteer for April. Please contact me if you would like to present.

#### **d. Conflict Resolution—Julia So**

- Thanks to all for helping and supporting my transition into the chair of this committee and welcome to Joe Barbour, our new psychology professor who will present today.
- Joe – Thanks to all the campus for the warm welcome. I offer you four ideas to keep in your pocket when mediating a conflict.
  1. Decide if you are an observer or a participant in the conflict – if you are a participant, you should not mediate.
  2. The more openly hostile the conflict, the more important it is that the mediation should be done while the parties are sitting next to each other. If participants are sit facing each other, they are more vocal and less open to listening.
  3. Anger is a cover for a known fear, anxiety is over an undefined fear – Ask a person experiencing anxiety ‘what do you think will happen if you do not remain strong?’ This question helps to define the source of the anxiety
  4. Birth order affects how people approach the conflict.

#### **e. Curriculum—Tom Whittaker (read by Heather)**

- The committee met on February 4th and will meet again later today (February 18th) to continue working with faculty on submission of forms to Curriculum Workflow and to continue the work of conducting periodic review of all campus programs – be warned those of you that administer programs, we will be asking for a review in the not-too-distant future. The committee is also working toward developing defined policies and procedures to aid in the functioning of the committee.
- Last semester faculty submitted a large of volume of Forms B and C into the Curriculum Workflow process. These were processed by the Curriculum Committee here on campus ahead of a November 1st deadline. These forms are now navigating a series of committees at Main Campus. Our representative at the UNM Main Campus Faculty Senate Curricula Committee (FSCC) has seen the following forms make successful jumps through this ‘hoop’ at the December, January and February meetings:

- \* Form C1405 – AA Liberal Arts program revisions approved
- \* Form C1469 – AA Elementary Education program revisions approved
- \* Form C1470 – Certificate Elementary Education revisions approved
- \* Form C1471 – AS Health IT program creation approved
- \* Form C1473 – Certificate Secondary Education deletion approved
- \* Form C1474 – AS Health Education program revisions approved

- Forms generated at UNM Main and other branch campuses that may be of interest to our campus include the following (form numbers are provided so you may check them out in Curriculum Workflow ([curric.unm.edu](http://curric.unm.edu)) if you are interested):

- \* Forms B1426 & C1565 – New core course MATH 153 (Form B approved by FSCC 01/09)
- \* Form C1371 –ME 217 to become a core course (approved by FSCC 12/05)
- \* Form B1452 – Creation of preparatory course CHEM 115

**f. Faculty Professional Development Committee— Danizete Martinez**

- We are out of money. (-\$14.98)
- Richard Sax suggested we write reports after attending a conference. We do not require that, but we do suggest and encourage you to write a blurb for the faculty newsletter.

**g. Cultural Enrichment— Michael Ceschiat**

- Our current show is up for the rest of the week and we have a Santo show coming up.
- Valencia Speaks – tomorrow in A101 from 1:30 – 2:30.

**h. Faculty Senate Representative— Eva Rivera Lebron**

- My report is on the newsletter pg 17-18.

**i. Student of the Month— Sarah Garde**

- We will be soliciting new nominations. The form will be in the email soon and you should reply by Feb 27<sup>th</sup>. We would like to make 3 awardees this spring.

**8. Computer Use Committee Report— Barbara Lovato**

- We have not met, so there is no report.
- We have a new Libros search system. It is really glitchy right now, so if you have assignments for students, please give us a heads up so that we can find the best way to use the system for your assignment.
- The state is offering a new tutoring system. The details are in the newsletter.

**9. Teaching and Learning Center Report— Michael Brown**

- We finished the refresh of the binders for the technology available in each classroom. We will be upgrading classroom capture in the summer and perform training at the beginning of next semester.
- We are starting an online training system as well. If there is a specific training that you would like, please ask us.

**10. President's Report (Heather Wood)**

- Thank you for the donations. Thank you to Melanie for the snacks this week. I invite everyone to respond to the assessment sessions.

**11. Announcements/New Business**

- Pi Day – 3/17 Tuesday – 11:30-1:30 – please plan on sending your students to participate and enjoy the free pie.
- Spring BBQ and Blood Drive - 3/18 Wednesday – 11:30-1:30
- Faculty/Staff open house in Nursing - 4/7 - 1-3 pm
- Anthony Armijo – student bookstore workstudy has volunteered his time to role-play for the nursing students
- There is an opening in the Student of the Month Committee if you would like to volunteer, please contact Sarah Garde.
- Julia thanks Michael Brown's office on how polite and professional their staff is in responding to requests for help.

**12. Adjournment**

2:41

(Total Minutes= 67)

