



Faculty Assembly Meeting Minutes
Wednesday March 22, 2016 (1:30 – 3:00 PM)
LRC 101

In Attendance:

| | | |
|----------------------|--------------------|---------------------------|
| John Abrams | Sarah Garde | Laura Musselwhite |
| Rosa Auletta | Patricia Gillikin | Melanie Sanchez-Dinwiddie |
| Joseph Barbour | Annette Hatch | Mychael Smith |
| Justin Bendell | Tina Hite | Julia So |
| Marji Campbell | Kevin Hobbs | Stephen Takach |
| Miriam Chavez | Ben Johnsen | Tracy Terry |
| Elaine Clark | Kassem, Khaled | Alexa Wheeler |
| Amanda Curry (guest) | Alice Letteney | Heather Wood |
| Benjamin Flicker | Barbara Lovato | Jinxia Xie |
| Victor French | Danizette Martinez | |

1. Call to order (1 minute)
President Annette Hatch called the meeting at 1:33 PM.
2. Acceptance of Agenda (1 minute)
The agenda was unanimously approved with a motion by Elaine Clark and a second by Heather Wood.
3. Approval of Minutes (1 minute)
 - President Hatch called to amend the November 2016 minutes to include a complete list of attendees. The set of minutes from the November 2016 meeting was unanimously approved with a motion by Heather Wood and a second by Elaine Clark.
 - The set of minutes from the February meeting was unanimously approved with a motion by Heather Wood and a second by Sarah Garde.
4. Chief Executive Officer Report (10 minutes)
 - The NM Legislature will hold a special session to discuss the budget of higher education. At this point, it is difficult to predict the outcome.
 - The State Legislature did not hold a hearing to confirm the two Governor-nominated candidates for the UNM Regents, John Ryan and Alex Romero. Thus Jack Fortner and Bradley Hosmer will remain on the Board until next year's legislative session despite their expired terms.
 - The selection of UNM's new president might be delayed until next academic year.

- Ann Swancer, Associate Director of IT Customer Service at Main Campus visited Valencia's IT area and toured our operation. She had also met with our IT staff. There was a discussion about an organization move of Valencia's IT service to Main Campus; although nothing is confirmed.
- UNM might implement a 5% increase in health care premium. We will know by 4/7.
- Rosa Auletta will be retiring this semester; but will stay and work at a 25% capacity as a grant manager to help with the transition of the new grant manager. Cindy Shue will work at a 50% capacity as the grant manager.
- Dr. Letteney thanked Miriam Chavez's work as the Co-PI of the Stem Grant.
- Stephanie Bourgeois is the recipient of the 2017 Coca Cola Foundation Scholarship in the category of Community College Academic Team Silver Scholar.
- The Daniels Fund has allocated \$15,000 to Valencia's scholarship fund. It is designated specifically for students who are working and are not qualified for PELL Grant.
- Dr. Letteney asked everyone to not worry about budget cuts. She further reassured everyone that Valencia is financially stable because the grants that were brought in will help the Campus in the next few years.

4. Dean of Instruction Report (10 minutes)

- Dr. Musselwhite called for an applause for Marj. The site visit by a team of three from the Accreditation Commission for Education in Nursing (ACEN) was a success. Upon their departure, the Team notified us that the Nursing Program will be recommended to the NM Board of Nursing for approval. It will be official by August.
- Rosa introduced Amanda Curry, campus' new counselor. Currently housed in the Learning Center, Amanda is working with Main campus' SHAC on the referring process and policy. Her main focus is to ensure the graduation of STEM students at Valencia.
- Dr. Musselwhite announced several upcoming campus events. They are Pie Day on March 23. Reading for Women's History Month on March 30. Annual Town Hall on April 5 at 11 AM. End-of-semester Faculty meeting on April 7 from 9 to 11 AM. Finally, Earth Day will be held on April 20. Everyone is encouraged to bring a liter of tap water for a free water testing.
- On April 10, a team from the SunPath Grant will be visiting our campus. The Grant expires SEP 2017.
- Dr. Musselwhite presented the Annual Performance Review Form and the Tenure & Promotion form that faculty currently use. She said the two forms ought to mirror each other. She will work with division chairs. She asked for a vote to change the Annual Review to excellence, effective, and ineffective. However, the T&P Committee have already voted to adopt the criteria.

5. Treasurer's Report (1 minute)

Tracy Terry reported a balance of \$474.02 in the Assembly budget.

6. Faculty Assembly Standing Committee Reports

a. Adjunct Faculty—Sandra Alden (3 minutes)

Ben Flicker reported for Sandie. The Adjunct Committee held a get-together about two weeks ago. About eight adjunct instructors attended. Their next meeting is March 23.

- b. Communications—Melanie Sanchez-Dinwiddie (3 minutes)
The Valencia's Faculty website is live. The assessment webpage is also up.
- c. Conflict Resolution—Joe Barbour (3 minutes)
Joe Barbour announced that Conflict Resolution Committee will meet with HR to determine how best to set up referrals for mediation. Mediators interested in being part of the process will be identified and invited to join the process. He will provide more updates
- d. Curriculum—Annette Hatch (3 minutes)
The Business Program, all Education Programs, and the General Science Program are currently under reviewed.
- e. Faculty Handbook—Julia So (3 minutes)
The committee are working on updating some terminologies of the Handbook and will present to the Assembly at the next meeting
- f. Faculty Professional Development—Heather Wood (3 minutes)
The Faculty Professional Development fund has been exhausted. However, request for educational remission for adjuncts are still being accepted.
- g. Faculty Program Development—Sarah Garde & Virginia Chang (10 minutes)
- At next week's TTT, Elaine Clark and Heather Wood will present "Best Practices for Teaching in the Online Environment."
 - Sarah Garde presented an assessment tool called "Zip Grade"
- h. Online Teaching—Elaine Clark (3 minutes)
- Next summer, an online course, EDUC 293 (Online Curriculum, Design, and Instruction) and a workshop, "Improving Online Courses" will be offered. Detail information will be sent to all faculty.
 - The Committee will soon begin reviewing online courses. Each semester, the committee will pick three courses to review. Division Chairs will be notified shortly.
 - Anyone who wants to start a brand new online course needs to contact Elaine to complete a form.
 - Faculty needs to revise a course if it does not meet the criteria of *Quality Matters*
- i. Faculty Senate Representative—Heather Wood (3 minutes)
- At the FEB Faculty Senate meeting, it was announced that no budget was agreed at the legislature. A special session will be held.
 - HB108 was passed. The Bill addresses the transfer of college courses between institutions. It also pertains to lottery scholarship.
 - The Presidential Search Committee have narrowed down to five finalists.
 - The final UNM seal has yet to be approved. There has been a discussion about a need for an interim seal before the official seal is finalized.

- The Faculty Senate approved the proposal to establish the Master's program on Native American Studies. If approved by the Regents, the Program will begin accepting students Fall 2018.

7. Other Committee Reports

a. Section F Committee—Elaine Clark (3 minutes)

Sections F10, F70, and 100 have gone to the Faculty Senate secretary and the Faculty Operations Committee. F80 has some minor changes and is being held back. It will move forward at the beginning of Fall semester. The Section F Task Force members have been discussing F90. Branch Campuses are asked to replace the term "professional development" with "scholar work" and to decide how to evaluate the three criteria: excellent, effective, and ineffective. The Task Force will meet next FRI to work out F90.

b. Assessment Committee—Tracy Terry (3 minutes)

Tracy passed out the Core Course List and the Assessment Guidance (both attached). All core course reports are to be submitted to Tracy by May 19. All campus reports are due to Main Campus by early June. Information on assessment can be viewed at:

<http://valencia.unm.edu/academics/faculty-resources/assessment/index.html>

c. Student of the Month – Khaled Kassem (3 minutes)

Genaro Duran was selected as Student of the Month for March.

8. President's Report (3 minutes)

- President Hatch announced the Assembly election will be held in April's meeting. She is currently taking nominations and encourages faculty to run for office.
- She wished everyone luck for the rest of the semester.

9. New Business / Announcements

- Sarah Garde collected 22 forms from the "Zip Grade" assessment and presented the results.
- Marj thanked everyone for helping with the ACEN site visit.
- John Abrams announced that his office has several upcoming projects to be implemented in the summer.
 - ❖ The first one is a print project which is to replace and consolidates all the printers on campus. When the project is completed, students will have a stipend for printing in the classroom using their LoboCards.
 - ❖ The second project involves upgrading all the wiring and fiber-optic lines for the computers. He hopes there will be no or the least amount of interruption.
 - ❖ The third project is to upgrade the classroom equipment. BCT 113 and 111 have upgraded equipment if you wish to have a preview. This project will

benefit all students, especially online students. This project will begin to deploy new equipment after this semester ends and will be complete by Summer 2018.

- ❖ Anyone who desires to have a specific software, please let John know ASAP.
- ❖ The Campus solar system will go live in the next few weeks. Andy will provide additional information at the Town Hall meeting,
- Barbara Lovato announced National Library Week will be from 4/9 to 4/15. The theme is Library Transformed.
- Dr. Musselwhite announced the Student Film Festival will be from 4/19 – 4/20. She will send out additional information in the next several days.
- Justin Bendell spoke on the campus-based *Mozano Mountain Review*. Its first issue will be released next November.
- John Abrams announced that any faculty member who wants to have their BIO published on the Valencia website needs to submit his/her BIO to Jon Lechel.
- Heather Wood asked faculty to volunteer to perform a reading for the Women's History Month.

10. Adjournment.

The meeting was adjourned at 2:57 PM. The next Faculty Assembly meeting will be held on Wednesday April 19, 2017 at 1:30 PM.



Scantrol Score™ FORM NO. SC982-E
100 ITEMS

FOR USE ON THE SCANTROL SCORE™
TEST SCORING MACHINE

Order online at
www.ScantrolStore.com or call 1-800-722-6876.

Patent Pending

| | |
|-----------|----------|
| NAME: | AI Smith |
| SUBJECT: | |
| DATE: | |
| PERIOD: | |
| TEST NO.: | |

| STUDENT ID | | | | | | | | | |
|------------|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |

VER
A
B
C
D

| SUBJECTIVE SCORE | | | | |
|-------------------------|----|----|----|----|
| FOR INSTRUCTOR USE ONLY | | | | |
| 100 | 90 | 80 | 70 | 60 |
| 50 | 40 | 30 | 20 | 10 |
| 9 | 8 | 7 | 6 | 5 |
| 4 | 3 | 2 | 1 | 0 |

IMPORTANT

MARKING INSTRUCTIONS



- MAKE DARK MARKS
- ERASE COMPLETELY TO CHANGE
- EXAMPLE:
A B C D E

TO USE SUBJECTIVE SCORE FEATURE:

- Mark total possible subjective points
- Only one mark per line on key
- 163 points maximum

EXAMPLE OF STUDENT SCORE:

| FOR INSTRUCTOR USE ONLY | | | | |
|-------------------------|----|----|----|----|
| 100 | 90 | 80 | 70 | 60 |
| 50 | 40 | 30 | 20 | 10 |
| 9 | 8 | 7 | 6 | 5 |
| 4 | 3 | 2 | 1 | 0 |

(T) (F)

| | | | | | |
|-----|---|---|---|---|---|
| 51 | A | B | C | D | E |
| 52 | A | B | C | D | E |
| 53 | A | B | C | D | E |
| 54 | A | B | C | D | E |
| 55 | A | B | C | D | E |
| 56 | A | B | C | D | E |
| 57 | A | B | C | D | E |
| 58 | A | B | C | D | E |
| 59 | A | B | C | D | E |
| 60 | A | B | C | D | E |
| 61 | A | B | C | D | E |
| 62 | A | B | C | D | E |
| 63 | A | B | C | D | E |
| 64 | A | B | C | D | E |
| 65 | A | B | C | D | E |
| 66 | A | B | C | D | E |
| 67 | A | B | C | D | E |
| 68 | A | B | C | D | E |
| 69 | A | B | C | D | E |
| 70 | A | B | C | D | E |
| 71 | A | B | C | D | E |
| 72 | A | B | C | D | E |
| 73 | A | B | C | D | E |
| 74 | A | B | C | D | E |
| 75 | A | B | C | D | E |
| 76 | A | B | C | D | E |
| 77 | A | B | C | D | E |
| 78 | A | B | C | D | E |
| 79 | A | B | C | D | E |
| 80 | A | B | C | D | E |
| 81 | A | B | C | D | E |
| 82 | A | B | C | D | E |
| 83 | A | B | C | D | E |
| 84 | A | B | C | D | E |
| 85 | A | B | C | D | E |
| 86 | A | B | C | D | E |
| 87 | A | B | C | D | E |
| 88 | A | B | C | D | E |
| 89 | A | B | C | D | E |
| 90 | A | B | C | D | E |
| 91 | A | B | C | D | E |
| 92 | A | B | C | D | E |
| 93 | A | B | C | D | E |
| 94 | A | B | C | D | E |
| 95 | A | B | C | D | E |
| 96 | A | B | C | D | E |
| 97 | A | B | C | D | E |
| 98 | A | B | C | D | E |
| 99 | A | B | C | D | E |
| 100 | A | B | C | D | E |

101

[illegible]

PASS 2

QUESTIONS 26-50

Number of wrong responses

SCANTRON®

FORM NO. 9700

Reorder Form No. 9700
www.ScantronStore.com
800-722-6876

CLASS

TEST

DATE _____

ITEM ANALYSIS - QUESTIONS 1-25

Number of wrong responses

PASS 1

