

Faculty Assembly Meeting
March 28th, 2012
1:30-3:00 LRC 101C

In attendance: Melanie Sanchez-Dinwiddie, Danizete Martinez, Elaine Clark, Alice Lawson, Patricia Gillikin, Dubra Karnes-Padilla, Julie Dupree, Barbara Lovato, Miriam Gustafson, LeAnn Weller, Najib Manea, Alexa Wheeler, Richard Sax, John Anderson, Tina Newby, Alice Letteney, Cindy Chavez, Eva Rivera, Tom Whittaker,

- 1. Call to order:** Elaine Clark called the meeting to order at 1:35pm.
- 2. Acceptance of agenda:** there was an addition to the agenda. Faculty Senate needs to be added, Dubra Karnes-Padilla has a report. Cindy Chavez made a motion to approve the agenda as amended with Tina Newby as a second.
- 3. Approval of minutes:** Cindy Chavez made a motion to approve the minutes from the November meeting with Miriam Gustafson as a second; all were in favor.
- 4. Executive Director's Report:** (Dr. Letteney was not in attendance. Dr. Sax said a few words on her behalf)
 - Dr. Letteney will be Washington DC this week and one of the main concerns will be Pell Grants. She will be arguing their importance and asking that the funds not be cut.
- 5. Dean of Instruction Report:**
 - Summer and fall schedules are currently being worked on and will soon be completed.
 - Some of the number of adjunct instructors and the number of course sections need to be cut because of budget.
 - i. \$161,663 for summer budget and we are currently \$18,000 over
 - ii. This is approximately 7 or 8 courses, we need to cut 3 or 4 sections
 - The Strategic Planning Committee will be meeting April 3rd to finalize the plan for the next 3 years.
 - New Mexico Centennial events were a success. The next event is April 4th. Three local poets will present, 6-7pm Wednesday in the SCC:
 - i. Damien Flores
 - ii. Olivia Gatwood
 - iii. Hakim Bellamy
 - Dr. Sax described the Express Lane for registration of returning students that will be available for summer and fall registration.
- 6. Treasurer's Report**

The amount of money in the account for Faculty Assembly is \$212.

7. Committee Reports:

- Faculty Senate (Dubra Karnes-Padilla)—in the grading policies grades of WP, WF, and WNC will be removed and only W will be given. We will be evaluating our Executive Director, Alice Letteney, through electronic evaluations. This will be available April 2nd through 16th. The addition of an Honors College was approved and will move forward.
- Curriculum Committee (Alexa Wheeler)—if any faculty have forms A, B, or C please start working on those.
- Core Course Assessment (Thomas Whittaker for Claudia Barreto)—please sign up for a Friday session to complete core course reports. For these Friday sessions bring the draft of your core course report on a flash drive.
- Faculty Handbook (Dani Martinez)—items within the handbook require votes to change:

1. Instructional Divisions

Currently	Proposed Change
<p>All Divisions are considered “Instructional” divisions.</p> <p>The Business, Technology, and Fine Arts Division; Communications, Humanities, Education, and Social Studies Division; the Science and Mathematics Division; and the Nursing and Health Sciences Division are classified as “Academic” divisions.</p> <p>Transitional Studies and Community Education Divisions are classified as “Other Instructional Divisions and Educational Services”</p>	<p>We would keep all divisions classified as “Instructional” divisions. All of these divisions do provide instruction to students.</p> <p>A. We would eliminate the designations of “Academic” divisions and “Other...”.</p> <p>B. We would add the word “Division” to the title for each division.</p> <p>C. And we would reword the Community Ed. Division to say “Community Education and Education Services”</p>

- A. Miriam Gustafson made a motion to approve item “A,” with Rosa Auletta as a second. All were in favor.
- B. Julie Dupree made a motion to approve item “B,” with Tina Newby as a second. All were in favor.
- C. Rosa Auletta made a motion to consider item “C,” with Dubra Karnes-Padilla as a second. Discussion ensued and this item was tabled.

2. Faculty Administration

Currently	Proposed Change
<p>In the current catalog we had added a description for “Department Chair” that wasn’t originally there:</p> <p>Department Chair: Within some divisions are also departments, for example the English Department or Mathematics and Statistics Department. The department chair reports to his/her division chair. In all other respects the job description, duties, term of office, and responsibilities are detailed in the UNM Faculty Handbook</p>	<p>It appears we don’t really have “Department Chairs” per se so would take out this wording.</p> <p>Remove. Would also need to remove this designation elsewhere in the handbook.</p>

- Cindy Chavez made a motion to approve the changes to remove “Department Chairs” designation in the handbook. Julie Dupree was a second to the motion and all were in favor.

3. Faculty Assembly Membership

Currently	Proposed Change
<p>All full-time and adjunct faculty who are teaching at the Valencia Campus are voting members of the Faculty Assembly (see http://www.unm.edu/~vfec/constitution.html).</p>	<p>As described in the UNM-Valencia Faculty constitution, voting members of the Faculty Assembly are:</p> <ul style="list-style-type: none"> • All full-time and contract faculty. • All instructors currently teaching credit-bearing and Adult Basic Education courses at the Valencia Campus. <p>The Director, Chief Instructional Officer (unless a faculty member), Director of Student Services, Librarian(s), Business Manager, Staff Association President, and Student Body President are non-voting, ex-officio members of the Assembly. (See http://www.unm.edu/~vfec/constitution.html).</p>

- This item was tabled.

4. Curriculum Committee

Currently	Proposed Change
i. One (or two) member of this committee will serve on the UNM Main Campus Curriculum Committee and on the UNM Main Campus Undergraduate Committee.	a. One member of this committee will serve on the UNM Main Campus Curriculum Committee and one member shall serve on the UNM Main Campus Undergraduate Committee. The same person may serve on both the main campus Curriculum Committee and the Undergraduate Committee.

- LeAnn Weller made a motion to approve the changes to the wording in the Curriculum Committee. Julie Dupree was a second to the motion and all were in favor.

5. Conflict Resolution Committee

Currently	Proposed Change
i. The committee shall consist entirely of volunteers recruited from full- and part-time faculty. ii. Upon notification of a faculty-involved dispute – by a department or division chair/coordinator, other campus administrator, Faculty Assembly President, or a faculty member involved in the dispute – the FCRC chair shall initiate the Process described below	i. The committee shall consist entirely of volunteers recruited from full- and part-time faculty. ii. All members of the committee shall have completed mediation training focused on methods of conflict resolution. iii. Upon notification of a faculty-involved dispute – by a department or division chair/coordinator, other campus administrator, Faculty Assembly President, or a faculty member involved in the dispute – the FCRC chair shall initiate the Process described below.

- Rosa Auletta made a motion to approve changes to the conflict resolution committee. Dubra Karnes-Padilla was a second to this motion and all were in favor.

8. President’s Report:

- Mediation training will be available in September.
- At April’s meeting there will be elections for the Faculty Executive Committee members. Please submit any nominations to Elaine.

9. Announcements

- UNM Chorus will perform April 14th.
- National Library Week is April 8th-14th. Our library’s theme will be “You Belong At Your Library,” so please drop by the library that week.

10. Adjourn: 2:50pm.

Respectfully submitted, Melanie Sanchez-Dinwiddie