

Faculty Assembly Meeting
April 25th, 2012
1:30-3:00 LRC 101C

In attendance: Melanie Sanchez-Dinwiddie, Danizete Martinez, Elaine Clark, Alice Lawson, Khaled Kassem, Stephen Klinksiek, Claudia Barreto, Dubra Karnes-Padilla, Julie Dupree, Barbara Lovato, LeAnn Weller, Najib Manea, Richard Sax, John Anderson, Alice Letteney, Cindy Chavez, Michael Ceschiat, Eva Rivera.

- 1. Call to order:** Elaine Clark called the meeting to order at 1:33pm.
- 2. Acceptance of agenda:** there was an addition to the agenda. Faculty Senate needs to be added, Dubra Karnes-Padilla has a report. Conflict Resolution Committee needs to be added. Rosa Auletta made a motion to approve the agenda as amended with Najib Manea as a second.
- 3. Approval of minutes:** Rosa Auletta needs to be added to the attendance. Tina Newby made a motion to approve the minutes as amended from the March meeting with Julie DePree as a second.
- 4. Executive Director's Report:**
 - There are three graduation ceremonies the week of May 7-11. The Nursing Program has their Pinning Ceremony. Adult Education will have their ceremony and commencement will be on Friday.
 - We are working on finalizing an automatic graduation process.
 - Thanks for Val Garoza.
- 5. Dean of Instruction Report:**
 - Registration for Summer and Fall semesters is ongoing.
 - The Strategic Plan Committee will meet in early May to incorporate recommendations that came from the April 18th Strategic Plan Town Hall meeting.
 - In the next version of the statewide funding formula there needs to be a transfer measure added.
 - Miriam Chavez is serving on the tenure and promotion committee for main campus.
 - There are only two Fall 2012 Centennial Events: Sharing Words and Winter Concert.
 - The new Express Lane for registration is going well from the reports he had received. Miriam Chavez mentions that the reports she had received from students was that the Express Lane was not efficient.
 - Alice Lawson asks of the Faculty Assembly is adjunct able to evaluate Dean Sax? Yes adjunct are able to evaluate. They will need a code from Ronnie McComb. This is a new procedure for Ronnie and it is underway.

6. Treasurer's Report

The amount of money in the account for Faculty Assembly is \$207.

Material & Services	\$131
In State Travel	\$58
Copying	\$18

7. Committee Reports:

- Core Course Assessment (Claudia Barreto)—On April 13th 10 reports were completed, April 20th had 14 completed, April 27th has 7 to be done, and 3 will be done online because those individuals are not able to meet on Fridays. Chairs please get faculty to complete. Michael Ceschiat requested that adjunct contribute on this effort. For some faculty these reports are overwhelming. Cindy Chavez mentions that in her department she is going to start requiring faculty submit data to her.
- Conflict Resolution Committee—(Rosa Auletta) The committee will be meeting today to work on handbook and make sure it matches with main campus.
- Faculty Senate (Dubra Karnes-Padilla)—C110-voting on faculty workload was tabled. The proposal is 40% teaching, 40% research, and 20% campus and community service. Dubra's advice to Dani and Melanie is that you have to speak up for the branch campuses because we get forgotten.
- Faculty Handbook (Dani Martinez)—"Community Education Services" this terminology was confirmed with Rita Logan. The terminology "Other Instructional Divisions and Educational Services" will be discussed further in the Fall semester. The descriptions of the various lecturer ranks were added.
 - i. Michael Ceschiat made a motion to add VFAC description to the handbook with Rosa Auletta as a second.
 - ii. Barbara Lovato made a motion to add "does not conflict with other regularly scheduled classes" to class meeting times and places, with Cindy Chavez as a second.

8. Summer Training Camp:

- There is website training tomorrow 1-4pm.
- Najib handed a schedule out for the training camp. He picked the first week of classes because he was told not many would attend during intersession.
- 9 month employees need pre-approval of the time and money. They will be paid \$20/hour. 12 month employees are not eligible for the \$20/hour.
- By Summer 2013 WebCt will close and we will move to Blackboard.

9. President's Report:

- Members of student senate had approached Elaine about disruptive students in the classroom. Faculty are responsible for maintaining a positive learning environment for all students so in some manner address the situation.
- There is no food or drink allowed in classrooms or computer labs. Rosa suggests to periodically change the warning signage and this may help alleviate some of this problem.

10. Elections

- President:
 - Julie DePree nominates Elaine Clark as president with Rosa Auletta as a second to the nomination.
 - Elaine accepts the nomination.
 - Miram Chavez nominates Melanie Sanchez-Dinwiddie as president with John Austin as a second.
 - Melanie declines the nomination.
 - Jami Huntsinger makes a motion to accept Elaine as the president by acclimation with Michael Ceschiat as a second.
- Vice President:
 - Julie DePree nominates Khaled Kassem as vice president with Najib Manea as a second.
 - Khaled accepts the nomination.
 - Michael Ceschiat nominates Melanie Sanchez-Dinwiddie as vice president with Miriam Chavez as a second.
 - Melanie accepts the nomination.
 - Ballot vote:
 - ❖ Khaled 12
 - ❖ Melanie 11
 - Khaled Kassem is faculty assembly vice president.
- Secretary:
 - Cindy Chavez nominates Melanie Sanchez-Dinwiddie as secretary with Michael Ceschiat as a second.
 - Melanie accepts the nomination.
 - Miriam Chavez nominates Barbara Lovato as secrecatry with Tina Newby as a second.
 - Barbara accepts the nomination.
 - Ballot vote:
 - ❖ Melanie 8
 - ❖ Barbara 14
- Business & Technology representative:
 - Michael Ceschiat nominates Alexa Wheeler with Cindy Chavez as a second.
 - Alexa accepts nomination.
 - Voted by acclimation.
- CHESS representative:
 - Jami Huntsinger nominates Dani Martinez with Eva Rivera as a second.
 - Danie accepts nomination.
 - Voted by acclimation.
- Adjunct Faculty representative:
 - Alice Lawson nominates Stephen Klinksiek with Julie DePree as a second.
 - Stephen accepts nomination.
 - Voted by acclimation.

11. Announcements

- Retirement party for Dubra Karnes-Padilla will be this summer.
- Barbara Lovato-for snapshot day the library had over 700 people come in.
- Michael Ceschiat-Faculty/Staff Show is 5-7 tomorrow.
- Dubra Karnes-Padilla-June 22nd there will be a film “Misrepresentation: Women in the Media,” immediately following there will be a panel discussion.
- Cindy Chavez-Cindy has done the newsletter for many years and is looking for someone to take over.

12. Adjourn: 3:11 pm

Respectfully submitted, Melanie Sanchez-Dinwiddie