

Faculty Assembly Meeting
September 28, 2011
1:30-3:00 LRC 101C

In attendance: Claudia Barreto, Richard Palmer, Lucille Farrington, John Anderson, Michael Ceschiat, Celestyn Brozek, Miriam Chavez, Dubra Karnes-Padilla, Cindy Chavez, Jami Huntsinger, Miriam Gustafson, Barbara Lovato-Gassman, Patricia Gilikin, Alexa Wheeler, Khaled Kaseem, Helen Walton, Julie Dupree, Rosa Auletta, Alice Letteney, Richard Sax, Andy Sanchez, Frances Duran, Randall Gann, Najib Manea, Barbara Rousseau

1. **Call to order:** Elaine Clark called the meeting to order at 1:34pm.
2. **Change to agenda:** there was a proposal to amend the original agenda to reflect the absence of Rob Paixao and Ann-Mary. Also, the constitution committee was deemed unnecessary so it was to be taken off the agenda.
Dubra Karnes-Padilla motions to accept the amended agenda with Julie Dupree as a second; all were in favor.
3. **Approval of minutes:** Michael Ceschiat made a motion to approve the minutes from the April meeting with Jami Huntsinger as a second; all were in favor.
4. **Executive Director's Report:** Dr. Letteney reported the result of the most recent meeting of the CEOs in higher education is that the current formula will move forward. Nothing is going to be changed and what is done now will go to the legislature. The remediation budget did not change and dual credit will be abolished or limited.
Dr. Letteney also made the announcement of the STEM grant that will fund 5 faculty members for 5 years and that will pay 50% of salary. There will be the creation of a STEM center at the former law library. The grant does not pay for additional tutors so the STEM faculty will be obligated to spend hours in the STEM center.
Dr. Letteney's final announcement was of Najib Manea's grant along with NMSU that will fund a principal investigator and a program administrator.
5. **Discussion of parking issues with Andy Sanchez:** there were some concerns and questions about parking permits and ticketing. Andy was present to address these concerns and questions.
6. **Dean of Instruction Report:**
 - i. The academic affairs report is due Friday 9/30/2011 and is completed.
 - ii. After October 15th there will be a need for revision to the Strategic Plan.
 - iii. Dr. Sax wanted to thank IT for getting online evaluations in order.
 - iv. Program reviews will be due.
 - v. The New Mexico Centennial approaches and it gives UNM-VC an opportunity to connect with people in the state. There is funding available from different sources. The question of concern is how to get an audience on campus?

- vi. Dr. Sax will be visiting Belen and Los Lunas High Schools.
- vii. This is a catalog year and so he requested that faculty mull over course descriptions.

7. **President's Report:** No report at this time.

8. **Treasurer's Report:** Khaled reported that there is \$255 in the account until June 2012. The snacks for this meeting were provided by FEC, however future snacks will be provided with funds from donations that are made.

9. **Committee Reports:**

- i. Teaching and Learning (Claudia Barreto)—core course reports are due in the spring. In the fall semester program reviews are due. This year the committee would like individuals to come with a draft of the report on October 7th or October 28th so that the process can be completed in one day.
- ii. Tenure and Promotion (Jami Huntsinger)—there are six individuals going for tenure or promotion this year. The committee is working on revising the method for reviewing and evaluating tenure and promotion.
- iii. Curriculum (Jami Huntsinger)—this committee will be meeting on October 5th. The main objective of that meeting will be to choose a leader of the committee. This committee will be more active this year because of the upcoming new catalog.
- iv. Professional Development(Lucille Farrington)—the budget for 2011/2012 is \$8500, and all of these funds have been spoken for. This committee considers the budget to be insufficient for the demand. Lucille wanted to know if the faculty assembly agreed that a new budget request be made.
Claudia Barreto made a motion that the Professional Development committee should put forth a request for more money to their budget. This was given a second by Patricia Gilikin and all were in favor.
- v. FE/DI(Michael Ceschiat)—there is a revised edition of the FE/DI evaluations. This will be sent out by Clifton Murray for review by the faculty. The committee's aim is to make evaluations be more merit-based. There will be a full discussion at the next faculty meeting (October 19th) and a possible vote on the revisions.
- vi. Faculty Handbook(Dani Martinez)—the previous work has been reviewed. Currently sections 3, 4, and 5 are being addressed by contacting program chairs. Any changes should be sent to Dani for formatting. This committee wants the handbook to be current.
- vii. Faculty Senate(Dubra Karnes-Padilla)—the new funding formula passed. The provost report on tenure and promotion is that there are proposals to change the final review of dossiers. There will be a new football coach to hire. Concealed weapons will be allowed on campus. Long-term care changes need to be made by Friday September 30th.

10. IDEA for computer based classes: Najib reported that IDEA will be done for online or computer lab classes.

11. Teaching tip: Jami Huntsinger provided a handout "Email Netiquette."

12. New Business: Elaine Clark suggested that a review of the divisions is due. Faculty Assembly cannot change but can review and recommend to the Chairs Council. The Faculty Assembly requests that reports be made at each faculty assembly meeting from the Chairs Council.

13. Los Lunas Reads: Tome Elementary needs volunteers for one day a week.

14. Adjourn: Jami made a motion to adjourn the meeting at 2:58pm with a second from Dubra. All were in favor.

Respectfully submitted by Melanie Sanchez-Dinwiddie.