

Faculty Assembly Meeting
September 19, 2012
1:30-3:00 LRC 101C

In attendance:

Mary Alden-Allard	Miriam Chavez	Khaled Kassem	Melanie Sanchez-Dinwiddie
Rosa Auletta,	Elaine Clark	Donna Ketcheson	LeAnn Weller
Claudia Barreto	Julie DePree	Barbara Lovato	Alexa Wheeler
Angelica Boyle	Patricia Gillikin	Najib Manea	Thomas Whittaker
Brenda Broers	Miriam Gustafson	Danizete Martinez	Heather Wood
Michael Ceschiat	Annette Hatch	Bill Nevins	
Cindy Chavez	Jami Huntsinger	Eva Rivera	

1. Call to order: Elaine Clark called the meeting to order at 1:35pm.

2. Acceptance of agenda

The following changes were requested:

- Separate announcements from New Business
- Change Core Course Assessment to Program Assessment

Cindy Chavez moved to accept the agenda as amended / Donna Ketcheson seconded
Agenda was accepted as amended

3. Approval of minutes

- Rosa Auletta needs to be added to the attendance

Heather Ward moved to approve the minutes as amended / LeAnn Weller seconded
Minutes were approved as amended

4. Executive Director's Report:

- Main Campus is implementing a First Year Experience Program. Several administrators and faculty from the VC have attended meetings regarding this program. Rosa Auletta reported that there is a website for Foundations of Excellence and that the program does not look at transfer and dual credit or students coming in with credits. Some of the VC students may be getting a survey from this program in mid-October.
- National Hispanic Serving Institutions week is September 16 through September 22, 2012. John Taylor's lecture yesterday was about Adobe Churches along the Rio Abajo.
- Bond B for Libraries and Bond C for Higher Education; both of which will benefit the VC will be on the ballot in November.
- November 14, 2012 will be a Luncheon meeting for old and new faculty and Student Services. The Complete College America CCA Report will be presented. IPEDs are not a good indicator for the VC; Scott Schermer will present numbers for the VC.
- There has been a change in the funding formula. We will no longer be funded for students who do not complete a course.

5. Dean of Instruction Report:

Dr. Sax's report is in the Faculty Newsletter.

6. Treasurer's Report

Khaled reported that the budget is approximately \$500, broken down as follows:

\$155.00 Materials

\$240.00 In-State Travel

\$100.00 Copying

7. Committee Reports:

(some reports were left out of the Newsletter; John will send out an addenda)

- Program Assessment (Claudia Barreto)—the committee is using a new system where they are putting information directly into the computer. The Assessment Committee will be available every Friday in October from 1:00-3:00pm to meet with faculty. One class that addresses Program objectives is due to Dr. Sax by November 1, 2012.
- Conflict Resolution(Rosa Auletta) – The committee consists of Rosa Auletta, Patricia Gillikin, and Alice Lawson, but need more members from different divisions. The committee drafted a new process and sent it to Main Campus. The will send it to the Handbook Committee. UNM Training for Conflict Resolution is the second and fourth weekends in February.
- Curriculum (Jami Hunstinger and Najib Manea) – The committee is working on one program. Forms for changes in curricula are due to Main Campus by October 24, 2012. Program take two years for approval. Courses can be approved as needed.
- Faculty Senate (Danizete Martinez)—Danizete attended the first meeting of the semester which was essentially an orientation for new senators. There is nothing new to report. The Faculty Senate at Main campus meets every 4th Tuesday of the Month.
- Faculty Handbook (Melanie Sanchez-Dinwiddie)—Conflict Resolution Procedures will be coming up for a vote next Spring.
 - The section titled “Other Instructional Divisions and Academic Services” does not need to be reworded.
 - Sections G. Library and H. Teaching and Learning Center will be added to the Handbook and will be voted on in October.
 - Under Section R. Faculty Development and Wellness Opportunities: FWEC will no longer be used.
 - Faculty Homepage is not current (Melanie will email changes and the current version) Current / correct information can be found at <http://www.unm.edu/~vfec>
- Professional Development (Khaled Kassem) – Members of this committee are Lucille Farrington, Clifton Murray, Marie Clevenger and Khaled Kassem. There was a budget addition of \$2,500.00; making the budget about \$10,000.00. The max amount for Full-time faculty is \$750.00 and the max amount for Adjuncts is \$300.00. The procedure is the same as before to request funds. The event must be related to the faculty's teaching area. The committee will be meeting on Thursday, October 25, 2012 to make decisions about funding. Khaled will find out about funding for Community Education. Khaled will send out the Stipend Request form to V-FAC as an attachment.
- Program Development Elaine Clark – The committee hasn't met this semester.
 - A mentoring program is part of the VC Strategic Plan. Would like this committee to submit a proposal for a mentoring program.

- Questions about TLC Open Lab Times and Course Release for mentoring.
- Suggestion by Jami Huntsinger to do 5 minute trainings at Faculty Meetings. Jami volunteered to do one at the Faculty Assembly meeting in October on Shared Governance.
- Suggestion to have training on FEDI (Revised FEDI will be voted on this semester)

8. President's Report:

- Last semester Main Campus added the ranks of Senior Lecturer and Principal Lecturer to their Handbook. Alexa will lead an ad hoc committee to figure out what Lecturer means to us here at the VC.
- Committees – Elaine would like to investigate how to get some committee assignments off-sync.
 - This will have to go through the process of approval of the Faculty Senate
 - Some assignments would be for just one year to start
- Elaine would like to implement a Faculty Communications Committee. This committee will be responsible for the website, Listserv, and Newsletter.
 - Next meeting Elaine will send out the wording to create an official committee
 - Next meeting will be suggestions and more discussion for the committee

9. New Business

10. Announcements

- Newsletter errors
- Jami Huntsinger lecture/movie at Belen Public Library on Milagro Beanfield War
- Michael Ceschiat-FEDI committee met
 - Will send out proposed changes in three separate sections
 - Will be Beta testing and is looking for volunteers to run parallel to regular FEDI)
 - Will present at next Faculty Assembly meeting.
 - Will call for a vote this year
- There is an Artist Reception tonight (Wednesday, September 19, 2012) in the Gallery
- Miriam Chavez – October 14, 2012 Rosemary's Roadrunner's will participate in the Race for the Cure in honor of the spouse of a faculty member. Those interested in participating or contributing should contact Miriam.

11. Adjourn: 3:06 pm

Respectfully submitted, Barbara Lovato