



**Faculty Assembly Meeting Minutes**  
**Wednesday September 21, 2016 (1:30 – 3:00 PM)**  
**LRC 101**

**In Attendance**

Sandra Alden	Patricia Gillikin	Laura Musselwhite
Rosa Auletta	Annette Hatch	Melanie Sanchez-Dinwiddie
Joe Barbour	Tina Hite	Julia So
Justin Blendell	Kevin M. Hobbs	Tracy Terry
Marji Campbell	Ben Johnsen	LeAnn Weller
Virginia Chang	Kassem, Khaled	Alexa Wheeler
Miriam Chavez	Alice Letteney	Heather Wood
Elaine Clark	Barbara Lovato	JinXia Xie
Ben Flicker	Danizette Martinez	
Sarah Garde	Mary Louise Moser-Gautreaux	

**1. Call to order (1 minute)**

President Hatch called the meeting to order at 1:34 PM.

**2. Acceptance of Agenda (1 minute)**

President Hatch called to change the official title of Dr. Letteney from Executive Director to Chief Executive Officer on the agenda. The agenda was approved with the suggested change on a motion by Melanie Sanchez-Dinwiddie and a second by Marji Campbell.

**3. Approval of Minutes (1 minute)**

President Hatch called to approve the meeting minutes of the April meeting. It was approved as presented on a motion by Miriam Chavez and seconded by Elaine Clark.

**4. Chief Executive Officer Report (10 minutes)**

Announcement from Dr. Letteney:

- The Regents met three times in the last two weeks.
- Under the new Fair Labor Standard Act changes, UNM has reclassified a number of its staff, including a few from the Valencia campus, from their exempt status to non-exempt status. UNM is one of the 21 states that filed a law suit against the Department of Labor with respect to its new overtime rule that will take effect December 1, 2016.
- The enrollment headcount of Valencia this Fall is down 2.6%
- Valencia campus will be notified of its STEM Grant approval in the near future.
- Laura will be attending the second annual gathering of minority-serving community colleges in Washington, DC on November 1<sup>st</sup> and 2<sup>nd</sup>, 2016. This year's focus will be on career and technical education at minority-serving community colleges.

- To celebrate the 30<sup>th</sup> anniversary of UNM-Valencia, the Campus will host an Open House on 11/10/2016 to showcase its students, faculty and staff. Laura Musselwhite and Rosa Auletta are on the planning committee.
- November's ballot will include a Bond B for funding the Valencia Library and a Bond C for updating the IT infrastructure of the campus.
- Dr. Letteney ended her comments by welcoming the new faculty members.

## 5. Dean of Instruction Report (10 minutes)

Announcements from Dr. Musselwhite:

- Report in the newsletter of some HE Summit with the Governor in ABQ on Friday – about the initiatives pertaining to HE such as core curriculum using the competency model—quantitative, writing, critical thinking skills.
- Common core numbering of courses – HE has requested sample syllabi.
- On 10/18 and 10/19 we will administer assessment to students. Laura will announce the times and slots when they are available,
- Faculty annual review is currently underway. Laura asked all faculty to use the new forms.
- The next Faculty Academy will be held on 10/7/2016. It will focus on student services, Lobo Achieve, and topics that are designed for new faculty members.
- The Valencia website has moved to fall under the pathway of Main Campus website. Those who have editing rights will regain their rights back very soon.

## 6. Treasurer's Report (1 minute)

Tracy Terry announced that the Assembly has \$495 in travel budget and \$5 on coffee. She called for donation to the food budget that currently has \$25.00.

## 7. Election of Members of the Executive Team (3 minutes)

- President Hatch called for the nomination for a representative from BFTA. Heather Wood nominated Ben Johnson and Elaine Clark seconded the motion. Ben Johnson was elected as the BFTA representative for the Executive Team.
- President Hatch called for nomination for a representative from the Nursing Division. Marji Campbell nominated Mary Louise Moser-Gautreaux to be the representative. Khaled Kasseem seconded the motion. Mary was elected as the Nursing representative.
- President Hatch called for a nomination of Heather Wood to be Valencia's representative at the Faculty Senate at Main. The Assembly agreed that Heather Wood was elected at the April meeting, although it was not recorded in the April meeting minutes.

## 8. Faculty Assembly Standing Committee Reports

### a. Adjunct Faculty—Sandra Alden (5 minutes)

Sandy announced that the Adjunct Faculty will hold a series of get-together throughout this academic year. The first one was on Tuesday 9/20.

Rosa Auletta mentioned the services provided by the Teaching & Learning Center to assist instructors' teaching in the classroom.

b. Communications—(3 minutes)

The committee will meet and report at the next Assembly meeting.

c. Conflict Resolution—(3 minutes)

Laura announced that Joe Barbour was elected as the committee chair for this year. They are planning some training for the faculty. Mary Louise Moser-Gautreaux mentioned a conflict resolution seminar sometimes this fall.

d. Curriculum—Annette Hatch (3 minutes)

President Annette announced that she was elected the chair. The committee has met once and will meet again on 9/27/2016 at 8 AM.

e. Faculty Handbook—Julia So (5 minutes)

Julia So started the report by apologizing to the Assembly. She explained that last year the Committee did not present the proposed changes to the Executive Team of the Assembly prior to presenting them to the Assembly (a process stipulated by the Handbook). She said the Committee will make sure that the procedure will be followed this year.

Julia So also announced that the Assembly's approved change in the T&P process from last year was not approved by Senior Provost Carol Parker at Main Campus. Dr. Parker asked Valencia to revise the proposed change and to ensure her guideline as well as Main Campus' Handbook are followed. Such tasks are now in the hands of Jami Huntsinger who chairs the T&P Committee and the Section F Campus Committee at Valencia.

f. Faculty Professional Development—Heather Wood (3 minutes)

Heather Wood announced that the Faculty Professional Development Committee is now accepting application for travels. Full-timers will be allocated \$750.00 and Adjunct Instructors will receive a maximum of \$300.00. The budget has a total of \$12,300.00. Alexa Wheeler said the updated form is online; but it is not live yet. Upon LeAnn Weller's request, Heather Wood agreed to send the new form to everyone.

g. Faculty Program Development—(3 minutes)

Sarah Garde announced that the committee met on 9/15/2016. She was elected to the chairship. She said the Committee agreed to keep the name "TTT" but changed its meaning from "Ten Minutes Teaching Tips" to "Teaching Tips and Tools." The Committee also decided to move its meeting dates to coincide with the Dean's Faculty Academy, and it will be the second part of the Academy. It will be video captured. The first TTT will be on 10/7. Using the format of a discussion format, it will focus on best teaching strategies to engage learners. Future topics include teaching techniques in class, teaching tips, MLA format, smart board, equity and inclusion, etc.

h. Online Teaching—(3 minutes)

Elaine announced that the Committee has not met because of the recent campus closure. They will meet after the Faculty Assembly meeting that afternoon and she will report back to the Assembly at the October meeting.

Elaine announced that Valencia Campus currently has enough certified reviewers of online courses. The one challenge that Valencia faces is a need for content experts with respect to reviewers. The Committee is in conversation with CNM to discuss potential collaboration. Finally, she also mentioned that the Next Gen Grant requires Valencia to produce five online programs by the end of Grant funding period. Currently, Valencia has not had produced one online program yet.

i. Faculty Senate Representative—Heather Wood (3 minutes)

Heather Wood announced that:

- The Senate President will be meeting with a couple of legislators.
- An effort is under way to have faculty senators meet with legislators.
- President Frank announced a university-wide budget cut.
- President Frank has also scheduled a few town hall meetings.
- Main campus has issued a moratorium on hiring.
- Main Campus has implemented a new initiative on requiring first-year college students to board on campus.

9. Other Committee Reports

a. Section F Committee—Elaine Clark (10 minutes)

Elaine Clarke announced that Section F of Main Campus' Handbook is in the process of being updated. She emphasized that Valencia's Handbook needs to align with the one from Main Campus. Elaine urged all faculty to review the file that she sent to us prior to today's meeting (it is also attached to this set of meeting minutes) with respect to following sections of Main Campus' Handbook: F10 (information on the state's stature about the legal status of Branch Campuses), F70 (on hiring, course load, and classes), F80 (on joint governance), and F90 (on T&P process). She also asked faculty to send her suggestions no later than the next faculty meeting which is October 19.

Aside from clarifying that Branch Campuses have the authority to hire Adjunct Faculty, Elaine reiterated that the goal of the Section F Committee is to streamline the retention, promotion and tenure process as much as possible among the four branch campuses.

b. Teaching & Learning Assessment—Tracy Terry (3 minutes)

Tracy Terry announced that Main Campus has issued a new assessment form that she will send out sometime this week. While the new form is simpler, it also aligns the student learning outcomes with their measurements.

c. President Hatch asked for other Committees' report

Kahled Kasseem reported that Joshua Owen was elected to serve as the chair. The Committee's charge is to elect a student of the month for SEP, OCT, NOV and DEC. The awarded student receives a \$25 gift-card and a one-month preferred parking space. Besides being

recognized in the class where the student is enrolled in, the student also receives public recognition. For the month of September, 9/29 is the deadline to submit the nomination (nomination form is attached at the end of this set of minutes).

#### **10. President's Report (3)**

President Annette thanked everyone for their patience. She also announced that a training on personal webpage will be scheduled.

#### **11. New Business / Announcements**

- Ben Johnsen of the Fine Arts Gallery called for faculty's participation in the Gallery's annual faculty art show. A reception will be held to coincide with the campus' 30<sup>th</sup> anniversary celebration on 11/10/2016.
- Barbara Lovato announced that the National Banned Book Week (9/25 – 10/1).
- Sarah Garde thanked everyone for attending the Open House of the Learning Commons.
- Tracy Terry announced that Mole day will be on 10/19 before *Reading New Mexico*. She will report back to the Assembly about the new chair once the person is elected.
- Justin Blendell announced that he is on the Scholarship Committee with Annette Hatch and Joe Barbour.
- Heather Wood announced that *Reading New Mexico* will be held on 10/19 at noon at SCC.
- Mary Louise Moser-Gautreaux announced that the Nursing Division will be hosting a Health Fair in Belen on 9/24 from 10 AM to 5 PM.

The meeting was adjourned at 2:43 pm