



**Faculty Assembly Meeting Draft Minutes  
Wednesday September 18, 2019 (1:30 – 3:00 PM)  
LRC 101**

**In Attendance:**

1. Jerry Godbout	9. Tina Hite	18. Juliette Conico
2. Justin Bendell	10. Ben Flicker	19. Victor French
3. Stephen Takach	11. Ariel Ramirez	20. Greg Barnett
4. Cheryl Bryan	13. Julia So	21. Scott Kamen
5. Marji Campbell	14. Alexa Wheeler	22. Teresa Goodhue
6. Soledad Garcia-King	15. Heather Wood	23. Nancy Engler
7. Patricia Gilliken	16. Kat Gullahon	24. Melanie Sanchez- Dinwiddie
8. Elaine Clark	17. Michael Carrier	



1. Call to Order (1 minute)
  - **Meeting Commenced at 1:30PM**
2. Acceptance of Agenda (1 minute)
  - Melanie = Motioned
  - Alexa = Seconded
3. Approval of Minutes (1 minute)
  - Mary = Motioned
  - Elaine = Seconded
4. Dean of Instruction Report—Laura Musselwhite (0 Minutes)
  - Dean Musselwhite was not present due to conference attendance
5. Treasurer's Report—Stephen Takach (1 minute)
  - \$500 in the Faculty Assembly Budget
  - \$31.66 in the snack fund
6. AY2019-20 Officer—Election of Faculty Assembly *everything* (10 minutes)
  - President:
    - i. Melanie nominates Jerry
      1. No Actively Opposed
        - a. Jerry is elected Faculty Assembly President (AY2019-2020)
  - Vice-President
    - i. Stephen Takach remains Faculty Assembly Vice President (AY2019-2020\_
  - Secretary
    - i. Elaine Nominates Greg Bernette
      1. No Actively Opposed
        - a. Greg is elected Faculty Assembly Secretary (AY2019-2020)
  - Members-At-Large
    - i. Elaine nominates Kat
      1. No Actively Opposed
        - a. Kat is elected Faculty Assembly Member-at-Large (AY2019-2020)
    - ii. Elaine nominates Juliette Cunico
      1. Soledad Garcia-King seconds the nomination, no actively opposd
        - a. Juliette is elected Faculty Assembly Member-at-Large (AY2019-2020)

**7. Faculty Assembly Standing Committee Reports**

- a. Adjunct Faculty (2 minutes)
  - a. No report
- b. Communications (2 minutes)
  - a. Alexa = chair
  - b. Heather = newsletter
  - c. Jerry = LISTSERV
  - d. Please send any missing information from the website to Alexa
- c. Conflict Resolution (2 minutes)
  - a. No conflict to report
  - b. Please send requests if you need any assistance
  - c. 4-day training (Ombudsman training)
- d. Curriculum (1 minutes)
  - a. Kat reports there is nothing to report (Barbara Lovato was absent)
- e. Faculty Handbook (2 minutes)
  - a. Online = Nancy is chair
  - b. Julia says handbook online is not updated for “office hours”
  - c. Alexa says let her know if not correct
- f. Faculty Professional Development—Ben Flicker & Ariel Ramirez (2 minutes)
  - a. Form is online
  - b. Printed versions next to faculty mailboxes
  - c. Have \$11,208 through June 2020 (\$3,000 has been requested)
  - d. \$750 full-time
  - e. \$300 adjunct
  - f. Julia asks about turnaround time
  - g. Ariel responds 3-4 business days
  - h. Dean Laura Musselwhite is on the committee
- g. Faculty Program Development (2 minutes)
  - a. Professional Development Calendar is online and can be added to “Google Calendar”
  - b. Justin says “I signed up for the calendar and it is awesome”



- h. Online Teaching—Elaine Clark (10 minutes)
    - a. OLC is the current // Sloan C = Not as structured
    - b. Elaine shows how to create an account on OLC
      - i. Membership/affiliation = UNM-Valencia
        - 1. Once affiliated = full access to all content
      - ii. Consult tab = Scorecard (OSCAR = Course Design Scorecard)
    - c. This Fall = Soledad to go to OLC conference
    - d. This Spring = Trainings on How Online Committee will review Online Course Design
    - e. Elaine has been meeting with other campus's "Online Teaching" and trying to generate a consistent expectation of online courses
  - i. Faculty Senate Representative—Cheryl Bryan (2 minutes)
    - a. "Faculty Governance Retreat"
      - i. Cheryl wants them to strengthen with branch
      - ii. President of Faculty Senate wants to come down and meet with new Faculty Executive Committee
    - b. Unionization
      - i. Must vote on UNM-Valencia Campus
      - ii. Juila asks "Can a chair legally send information about the vote"
      - iii. Jerry says "Provost sent out a message stating 'I cannot vote, but if I could, I would vote NO'"
      - iv. Floor discussion about managers sending their opinion/information
      - v. No six month probation
      - vi. Alexa says Request absentee ballots by October 1<sup>st</sup> and they need to be received by October 17<sup>th</sup>
      - vii. Ben adds "you have to be 'Absent' for 'absentee ballot'"
- 8. Other Committee Reports**
- a. Student of the Month (2 minutes)
    - a. Encourages nominations
    - b. Gives reasons to nominate
    - c. Provides updated information on faculty website
    - d. Kim/Josh/Melanie/Heidi are the individuals to email with nominations
    - e. Student of the Month for September has October 3<sup>rd</sup>, 2019 deadline



- b. Teaching and Learning – Ben Flicker (5 minutes)
  - a. Program assessment by October 31 (Gen Ed Core Courses need to remember the new program)
  - b. Ben says “Division chairs of Gen Ed need to send which section/courses they will be assessing (i.e., send the plan to Ben)”
  - c. Ben says “contact me with questions about assessment”
  - d. Julia asks “when do you want the Plan”
  - e. Ben responds “by November 1<sup>st</sup>”
  - f. Julia requests “please send assessment form out two weeks out, not one week out”

9. President’s Report—Justin Bendell (5 minutes)

- “reformist” how can Faculty Assembly be better...that is the goal of tenure
- Please complete Survey by October 15<sup>th</sup>, 2019 (Justin will tabulate the results and report)
- Cheryl asks if anonymous
- Justin says “should be”
- Justin reminds about Union Vote on October 16<sup>th</sup>/17<sup>th</sup>
- Chairs cannot vote
- Visiting cannot vote

10. New Business / Announcements

- Cheryl = “Be Kind Week” → forming a committee
  - Justin = Mansion Players → Wednesday, September 25<sup>th</sup>, 2019 @1:30PM [“Spirits of Valencia County”]
- Kat = Banned Books Week and “Social Censorship of Women” by Julia So and “ASL Community in the Library” and “Information Session Requests” and “Lobo Card Badges”
- Elaine = Soledad and Elaine to present “Course Template” for online courses
  - Julia asks “are we required to use”
  - Elaine responds “No, just trying to reduce student cognitive load
  - Cheryl adds “gives new faculty the QM basis without the work”
- Tina = Wellness Expo/Job Fair/Bio Blitz → Wednesday, September 25<sup>th</sup>, 2019
- Alexa = A.) Union Meetup → October 3<sup>rd</sup>, 2019 (2 drinks plus appetizers at Ribs in Los Lunas and B.) Union Meetup → September 20<sup>th</sup>, 2019 (2 drinks plus appetizers at Kelly’s Brew Pub in Albuquerque)
- Faculty Art Show → Julia is the contact and the reception is mid-October

11. Adjournment

- **Meeting Adjourned at 3:30PM**