



UNM-VALENCIA FACULTY NEWSLETTER

March 2020



CHANCELLOR REPORT

Dr. Alice Letteney



Message from Dr. Letteney

To My Faculty Colleagues:

First, I want to thank you for all the work you are doing to bring classes to our students through online and related modalities. This is a trying time for all of us, and we are working hard to serve our students in every way we can.

As you know, we currently have a few staff on campus in Student Services, IT, Campus Police, Maintenance, etc. At least one Chief Officer is scheduled to be on campus every day except Fridays, when we will be shutting down completely. We will continue with this arrangement until further notice from the University or the State of New Mexico.

We will update you and our staff and students of any changes to our current operations,

My hope is that you take care of yourselves and your families in the days ahead. Finally, again, many thanks for the excellent instruction you are providing our students. --Alice

DEAN OF INSTRUCTION REPORT

Dr. Laura Musselwhite



Message from Dr. Musselwhite

Well, everyone, if there was ever a time to be a team (and we are a great team, I believe), now is the time. When I say I believe we are a great team, I say it through evidence, for example:

- A faculty workshop designed to help people ramp up, which was full (but not too full) of hardworking people doing their very best in a difficult situation
- A yoga teacher who spent two and a half days pretty much alone with me in the office putting materials online for her students
- Tech Support and TLC folks doing all that they can to get people the equipment and tools they need to work successfully
- Search committees regrouping to do things remotely in their quest to get the best people for us that they can

I have to tell you that I have been incredibly impressed with each and every one of you. You have all rebounded, made difficult and unusual choices, and pivoted, with barely a complaint. The only real concern you seem to have is how to best serve the students under these circumstances. That is something valuable, and I admire you for your work.

As of this moment, the campus is operating with a skeleton crew, carrying out most functions remotely. These next two weeks of instruction are designed to be a time to get people integrated into this new online environment, with lower stakes assignments and preferably no testing. But, instruction and the semester will continue and will end on time.

In terms of the future, all campus events have been canceled. I am going to hold our end-of-the-year faculty meeting virtually for all who can join in. More on that to come. Graduation as a public gathering is looking less and less likely, but we are trying to think of other ways to commemorate the accomplishment. There has been no announcement from the governor of a shelter in place order, but I suppose that is possible. Again, I am proud of you. The situation is tough, and I hope that this is the only time in my career I will need to write this type of missive. Your strength will give the students the strength and flexibility they need to stay in the game. Thank you again for everything you do. I am privileged to be able to work with such a fine group of educators.

President's Report

By Jerry Godbut

This is not the message that I or any of the newsletter contributors thought we would be writing for the March issue. The difference five weeks, (and really only three?), has made is still difficult to fully process. With the decision to transition to online-only instruction for the remainder of the Spring 2020 semester, we are all scrambling to adjust and give our students the best educational experience possible under these difficult and ever-changing circumstances. The efforts I have seen so far are inspiring to say the least. We are all in this together, and we will get through it together.

During this time our greatest resource and support system will be each other. To that end, I would like to thank Elaine Clark, Soledad Garcia-King, Kat Gullahorn, the IT folks, and all others involved for putting together an informative program in the middle of spring break to help us through this online transition. Going forward, a new ListServ has been created for the Valencia community (VFAC_OnlineTrans-L) for us to share information about our successes and challenges. Both are helpful, so please sign up and share. To subscribe, send an email to listserv@list.unm.edu subscribe with the text "subscribe VFAC_OnlineTrans-L Firstname Lastname" in the body. Also, please do not hesitate to contact me or any member of the executive committee (Stephen Takach, Greg Barnett, Kat Gullahorn, and Juliette Cunico) if there is anything we can do to help.

While you are all working to meet the needs of your students, don't forget to take care of yourself as well. Take a deep breath. Take advantage of the fact that social distancing is easy in New Mexico's wide-open spaces. Schedule some self-care activities, whatever that is for you. Please keep in your thoughts those who are not fortunate enough to carry on their jobs in any capacity, which I am sure includes many Valencia students. The March faculty meeting will be held electronically via Zoom at the regular time (Wednesday 1:30 pm MT), albeit with a minimal agenda. I hope to "see" you there. Primarily, I want to see as many of you as possible, and to identify and work the kinks out of the system before the next time.

¡Somos Valencia! ¡Somos Lobos! ¡Somos Unidos!



Humanities News

By Justin Bendell

Hi All –

Well, this is certainly not how I anticipated the semester would go, but here we are. The coronavirus quarantine has changed the way we teach our students and the way we interact with each other. It will take some time to adjust, and the transition will not always be easy. Isolation can be, in a word, isolating. But remember that you are not alone. Patricia Gillikin, Julia Lambright and I are here to offer support & guidance, as are our veteran full-time faculty members Dr. Heather Wood, Dr. Jami Huntsinger, & Alexa Wheeler. While there is no denying the fear and frustration that this situation provokes, times like this are also opportunities to create community, to build relationships, to re-think the way we live. Take time to slow down, to find joy in the little things. Take care of yourself, and each other, and be mindful that our students are going through as much stress as we are. Be flexible, communicate with them often, and reach out when you need it. My number is 305-717-8187.



Emily Trovillion's Exhibition/ March 9 - April 2, 2020

POSTPONED

AKI EXHIBITION

April 13th - May 7th

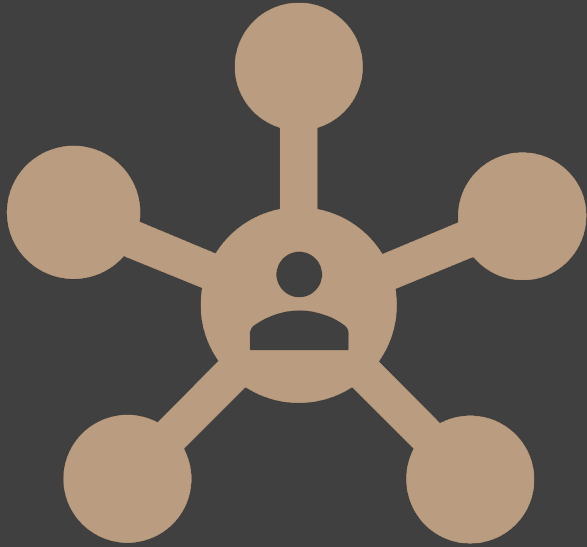
At
UNM-Valencia
Fine Arts Center

POSTPONED

Drop Off & Pickup:

April 6-8, 10-3 pm

FINE ARTS DEPARTMENT NEWS



THE DIVISION OF SOCIAL SCIENCES: COMMITMENT, CONNECTION, CAMARADERIE.

Message from Dr. Julia So

This is a special report by the TP Task Force of the Division of Social Sciences

We are the TP Task Force. Our mission is to search for TP. We travelled from Albuquerque to Los Lunas, even to Socorro and Mountainair. We went to Dollar General, Walmart, Walgreen, Whole Foods, CVS, Albertson's, Smith's, Costco, and Sam's. We even tried Amazon.com; but all in vain—*no TP in sight!*—Between our TP-hunting trips, we joined the Social Sciences Reading Club briefly on Friday 3/13/2020. Club members discussed a book chapter titled “Six Steps to Critical Thinking.” Next month, they will discuss backward design and assessment on Friday 4/10/2020.

As our search continued, our frustration and disappointment also rose. *Dxxx!* We were ordered to not gather in groups of 10. We were advised to physically self-isolate during this trying time. *Reaaalllly?*

What? Stay at home and forget about TP?

Wait! We are essential service staff because we are on a mission looking for TP.

We need to vent.

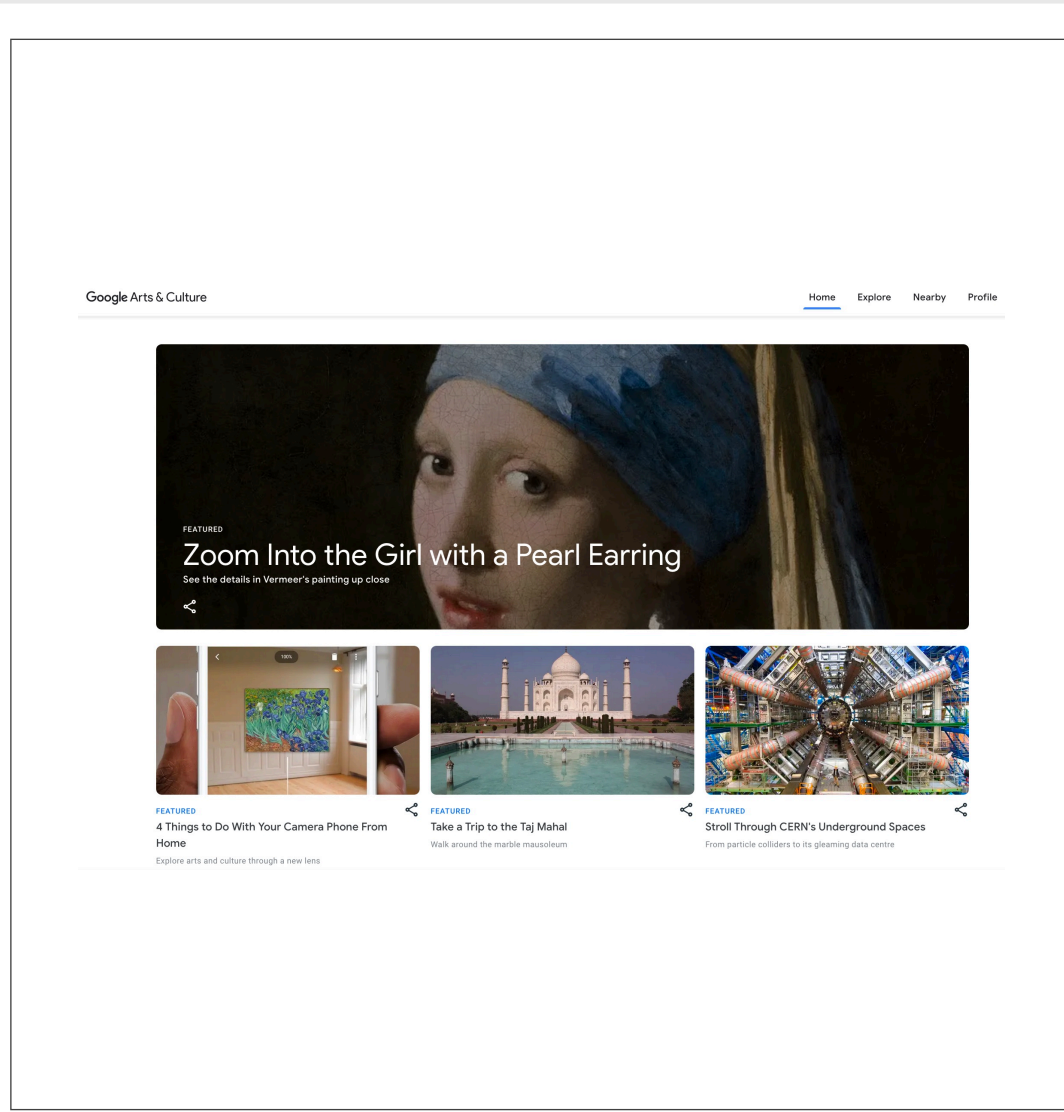
Google Arts and Culture Online

We were invited to connect virtually with others at the Division's Monday Morning Meet every Monday at 10 AM via zoom. We were encouraged to share, rant, query, and support each other. *Ah...sweet!*

But we were also told, no gossip! And worse. Self-isolate and still no TP!

Thanks to sociologist Barb Thompson! She gave us the following cool info so we can chill in our own living room or snuggle in our own bed while self-isolating:

Google Arts and Culture online—*can we find TP there? But virtual TP won't work!*



Notes from the TP Task Force (Con't)

Virtual museum tours from around the world, including the Guggenheim Museum in NYC—*maybe we can find TP there.*

Are you kidding us? NYC has 2/3 of the Covid-19 cases in the state which has more than half of the cases in the entire country. We might get infected virtually!



While the **Guggenheim Museum is closed** in response to coronavirus (COVID-19), we invite you

Notes from the TP Task Force (Con't)

Opera performances by the [Metropolitan Opera](#). The free digital shows are from March 16 to March 22.

Wait! Do you mean to tell us that the free performances will end before this newsletter is to be released?

Oh well. We might as well continue our search for TP—hopefully we will be able to find one or two before NM gets locked down.

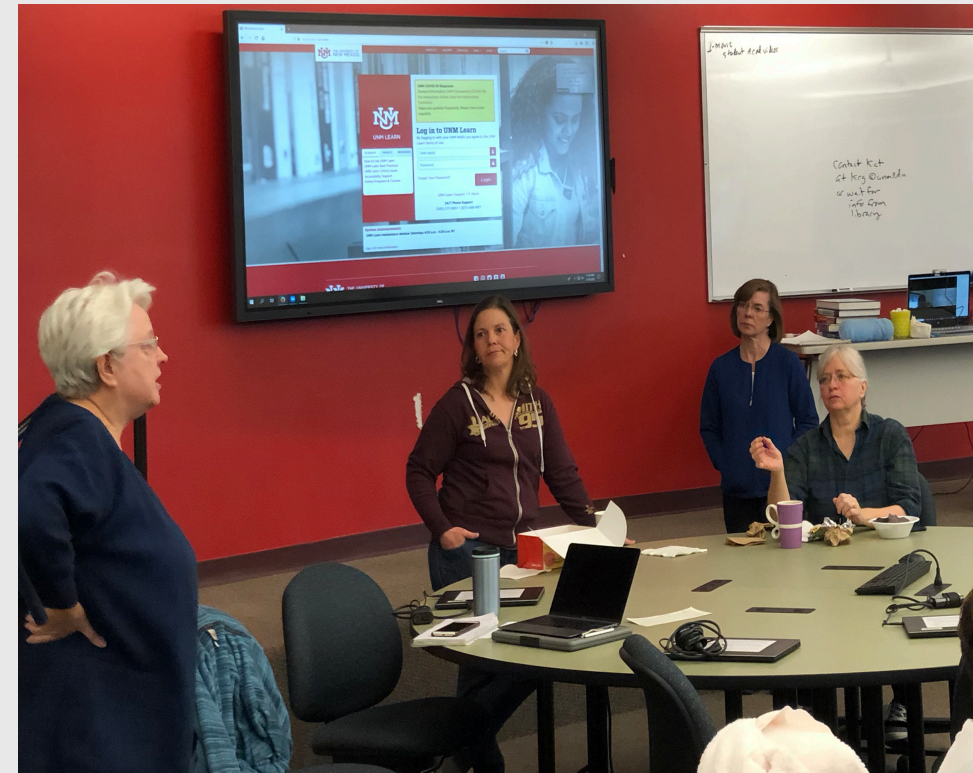
Oh no! The aliens took them!

From the soon to-be dismantled TP Task Force of the Division of Social Sciences.

At Right: Lise Davidsen and Yusif Eyvazov performed at a Metropolitan Opera production of 'The Queen of Spades' at Lincoln Center's Metropolitan Opera House on November 26, 2019



Online Teacher Training-COVID 19





Reports from the Road

By Andisheh Dadashi

From Seattle Washington, to Washington DC: UNM couple invited to participate in ASEE-NSF conference

Andisheh Dadashi and Derek Martinez are back at it again. After participating in the 2019 Data Science Training and Collaboration in Seattle Washington, this power couple recently participated in the American Society for Engineering Education's (ASEE) conference on Increasing Participation of Minority Serving Institutions in the National Science Foundation's Computer and Information Science and Engineering programs (NSF CISE).

Since marrying in 2016, they've dedicated a lot of time improving the education of students from minority serving institutions (MSIs). Dadashi and Martinez are both faculty members at UNM-Valencia and before moving to Albuquerque, Dadashi taught undergraduate math, and Martinez taught high school and middle school science in Gallup, NM.

ASEE-NSF Conference (Con't)

“Being a teacher is much more than showing students how to solve equations, it’s about connecting with them and helping students fulfil their career goals,” Dadashi said. Since teaching in Gallup, Dadashi actively recruits students to participate in undergraduate research and community programs, and she helps students earn scholarships. However, Dadashi said, “the biggest obstacle is the available funding for student development and undergraduate research; “I wish there was enough funding to support all of my outstanding students.”

Derek said, “Andisheh was especially excited for me to accompany her in D.C. because she asked me to team-up to help her attain NSF grants because she wishes to expand computer science education at Valencia campus.”

Both Dadashi and Martinez were asked to lead break-out groups at the conference; “we work well as a team because she’s not only my wife, she’s also my personal calculator and I’m not just her hubby, I’m also her personal scientist.”

Andisheh is an assistant professor at UNM-Valencia where she teaches math, statistics and computer science, and is completing a PhD in computer science. Derek teaches anatomy and physiology and chemistry and is a biomedical engineering graduate student.



Reports from the Road-Learning Commons Edition

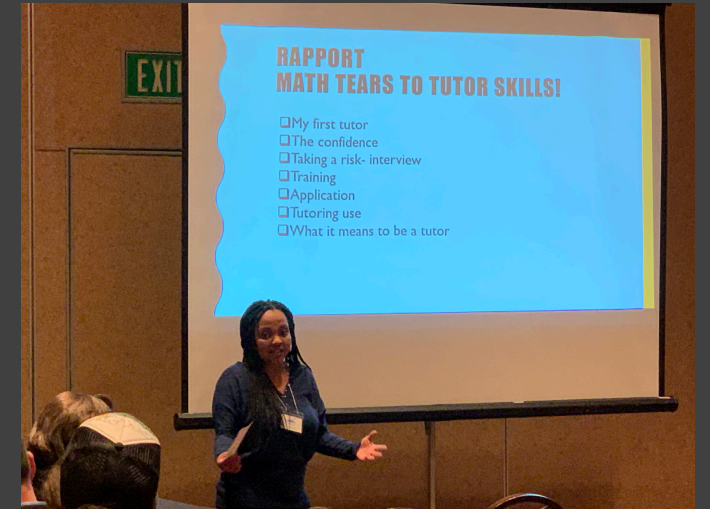
At NMHEAR this year, Shalaine Buck, Education Specialist for the Learning Commons, John Bollweg, Institutional Researcher, and Patricia Gillikin, Director of the Writing Center, presented on **"The Role of Tutoring in Students' Achievement of Their Goals"**

John explained data he collected and analyzed. According to his research, tutoring proves to be especially effective for students in the 1.5 to 2.5 GPA range. This is the group for which we consistently found a statistically significant relationship between tutoring use/frequency and passing grades.

Shalaine and Patricia talked a bit about tutor education, and Angelica and Madalyn stole the show as they talked about what they do as tutors and why. For more information or a copy of our ppt, email Patricia at gillikin@unm.edu.

At right: Angelica Ulibarri, Madalyn Everett, Patricia Gillikin, Shalaine Buck, and John Bollweg





LEARNING COMMONS PRESENTATION (CON'T)

From left: Madylin, John, Angelica

Writing Center Report

By Dr. Patricia Gillikin, Writing Center Director

Tutoring at UNM-Valencia is going completely online for the rest of the semester. Students will be able to make online appointments with Learning Commons tutors—including those from the STEM Center, the Learning Center, and the Writing Center—by sending an email message. Details will be available soon.

I would like to offer you writing tutors to be embedded in your online classes--added as "Builders." (Note: I am still reaching out to my tutors about this; at the moment, I know of three who will be able to do this, and two who may not.)



Writing Center Report (Con't)

Embedded tutors will:

- ☐ read and become familiar with assignments and course materials
- ☐ support students who are new to Learn or to other structures we are using as we go online (help figuring out Zoom if you are adding Zoom to your ways of reaching students, for instance)
- ☐ at your discretion, be a presence in Learn--for instance, post on the introduction thread, have a thread where students can ask them questions, have information available about how to reach them (and when--tutors will be have a variety of available hours from their homes, with evenings and weekends a possibility)
- ☐ meet with writers via phone, Zoom, WordOnline, or anything else that works with students to discuss their writing

Next Generation Grant Report by Rosa Auletta

The Next Generation Project is researching options to provide some workshops in the summer to piggyback on the Facebook Community Action Grant kids' camps. We are considering a robotics workshop that would include coding. These workshops would be targeted to students in middle or high school. The intent is to peak students' interest in the field of information technology. If you have interest or ideas for these workshops, please contact Carolina Aguirre at caguirre@unm.edu and Rosa Auletta at rauletta@unm.edu.

The Next Generation Project is in its final year of a five-year grant. We are working to achieve our goal of 75% of full-time faculty trained in distance learning (currently at 73%) and five online/hybrid academic programs (currently four online programs). We thank Elaine Clark for her leadership in this goal. We continue to work to improve success in developmental math under Ariel Ramirez' tutelage. Finally, we have been extending outreach to middle and high school students to interest them in Information Technology led by James Hart.

Our objectives are aligned with the campus Strategic Plan. The Freshman Composition goal has been achieved. We thank Patricia Gillikin for her work with the Writing Center. Another achievement is the creation of the faculty distance-learning committee, *Faculty Online Teaching and Review Committee* (FOTRC). This committee is responsible for the updated policies for online classes and helped to increase the number of high quality online classes which is another already achieved objective of the grant.

Stay well as we work to overcome our current challenges,

Rosa Auletta

Library Report by Barbara Lovato

Valencia Campus Library is committed to continuing to provide services and resources to our Students, Faculty and Staff during this challenging time.

The Library will be closed for in-person study and computer use until further notice.

On Campus Hours:

Library faculty and staff will be on campus:

- Monday 10:00 am - 2:00 pm
- Tuesday 10:00 am - 2:00 pm
- Thursday 10:00 am - 2:00 pm
- As needed by appointment

Please call 925-8990 before heading to the Library during these times, as the doors will most likely be locked.

Email Assistance

unmvclib@unm.edu or any of the library staff directly

- Barbara bllovato@unm.edu
- Kat krge@unm.edu
- Cory cjmeyer@unm.edu

Library Report (Con't)

Chat Services

Facebook chat is also available from our Facebook page <https://www.facebook.com/UNM-Valencia-Campus-Library-124102654273510/>

Zoom Reference hours open everyday from 10-4 until April 30

UNM-Valencia Campus Library Virtual Reference Desk <https://unm.zoom.us/j/527080943>

This link connects you with a live Librarian for help with research and finding answers to questions. You will need to enter your UNM NetID and password to enter the room.

Electronic Resources

You can access electronic content via our website <http://valencia.unm.edu/library/>

Print Resources

Check out print books, journals, magazines, videos during library staffed hours. Please check our online catalog before coming in to the library. <https://vclibrary.on.worldcat.org/advancedsearch>

Services available during library staffed hours:

- Scanner

- Lobo card ID card / proximity card creation

- Print job release

- Check out of print materials

- In-person reference

If you would like your students to have access to the Library Reserve materials, please contact us with your specific request. If you would like to embed Barbara or Kat into your online or hybrid classes please let us know and we are happy to assist. Please contact Kat to learn about Blackboard content for you to include in your Learn courses.



Faculty Assembly Meeting Draft Agenda
Wednesday, March 25, 2020 (1:30 – 3:00 PM)
Zoom Meeting ID: 414 697 641

1. Call to Order (1 minute)
2. Acceptance of Agenda (1 minute)
3. Approval of Minutes (1 minute)
4. Chancellor's Report – Alice Letteney (10 minutes)
5. Questions for Chancellor Letteney (10 minutes)
6. Dean of Instruction Report – Laura Musselwhite (10 minutes)
7. Treasurer's Report – Stephen Takach (1 minute)
8. FAIT – Justin Bendell (5 minutes)
9. Faculty Senate Amendment – Cheryl Bryan (10 minutes)
10. Discussion of Online Voting Method for Future Meetings (30 minutes)
11. New Business / Announcements
12. Adjournment



**Faculty Assembly Meeting Draft Minutes
Wednesday, February 19, 2020 (1:30 – 3:00 PM)
LRC 101**

22 attendees (quorum)

In Attendance:

Jerry Godbout	Julia So	Greg Barnett
Justin Bendell	Alexa Wheeler	Scott Kamen
Stephen Takach	Heather Wood	Kevin Hobbs
Laura Musselwhite	Kat Gullahorn	Nancy Engler
Cheryl Bryan	Juliette Cunico	Patricia Gillikin
Marjorie Campbell	Elaine Clark	Alice Letteney
Soledad Garcia-King	John Bollweg	Melanie Sanchez-Dinwiddie
	James Farslow	



1. Call to Order (1 minute)
 - **Meeting commenced at 1:32**
2. Acceptance of Agenda (1 minute)
 - Elaine = motioned
 - Nancy = seconded
3. Approval of Minutes (1 minute)
 - Marjorie = motioned
 - Justin = seconded
4. Chancellor's Report – Alice Letteney (25 minutes)
 - Question about Adobe
 - UNM deal to buy Adobe for everybody on campus
 - Would have had to buy it for every single student
 - Would have had to raise fees \$25 per student including dual credit
 - If you need it, it costs about \$170 per machine, which gives you one download to one machine
 - Julia asks if the money comes from the division's budget. Not sure.
 - Legislative session ends Thursday at noon. Been there since December.
 - Opportunity scholarship was changed during the session. Has to go through both the senate and the house.
 - 4% compensation increase for everybody except policemen, firemen, who get higher increase.
 - \$3 million for dual credit
 - Opportunity scholarship is now at \$17 million
 - It is for everybody, not just two year students
 - It is need-based, so students will have to complete the FAFSA
 - Was changed from what is called a middle dollar scholarship.
 - If the house and senate cannot agree, it will go to a committee to be negotiated.
 - Thanks to John Arthur Smith
 - Juliette asks when they will make a final determination on lottery percentage. Alice answers Thursday at noon (tomorrow).
 - Part of a bill to cut 22 questions from the FAFSA
 - Very happy about the future act. \$4.9 million.
 - \$6500 raised from souper bowl.
 - Gala is pretty much sold out. March 7 at 6 PM.
 - STEM advisory board heard a presentation from Facebook last week about their co-op program
 - Three students who are going there
 - Final application is due Feb 28.
 - Five students going to Bozeman, MT to present undergraduate research.
5. Dean of Instruction Report – Laura Musselwhite (10 minutes)
 - Read what is in the newsletter



- Wednesday, May 13, 14, 15 are events for graduation.
 - Hank hired someone to replace Yolanda, and her name is Cheryl Dilger
 - No email yet
 - Came from college of nursing
 - On March 5, there is a regional meeting for the new Perkins grant
 - Technical funds used for various purposes
 - Consortium of colleges, high schools, and businesses in your area
 - Everything except the west side is included in our region
 - Instructional technology survey coming out next week
 - Campus technology committee has come back together, discussing the survey
 - Computer lab configuration
 - Provost's office has been working on our core course certification forms that have to go to the state
 - We are the last batch to go through
 - These forms indicate for every core course what skills are important
 - Julia So asks a question about Perkins grant. Laura answers.
6. Student Success Specialist with Information regarding the Early Alert System – Tina Zuniga (3 minutes)
- Does not exist yet
 - Using online referral form that links directly to her
 - Send kudos to her so she can send them out to students
 - Soledad says there is a system already available from within Blackboard
7. Guest of Stephen Takach: Susan Cornelius – Lobo Rainforest/STC.UNM (10 minutes)
- Cecilia Pacheco as well
 - Susan is not an employee of UNM
 - Volunteer and consultant
 - Startups at various universities, now at UNM
 - Things that they are working on
 - Injectable alzheimer's cure
 - Increasing efficiency at airports
 - Site mentors visit various UNM sites
 - 12 free seminars that can be completed for credit by students
 - e-Commerce class
 - Create Cell Bank, title of another class
 - Mentions CANVA, an alternative to adobe products
 - 30-minute mentoring sessions
 - Go to the link that they gave us to learn more
8. Treasurer's Report – Stephen Takach (1 minute)
- \$438.20 left in faculty budget
 - Spent 12.4% since beginning of the year
9. Discussion of Improvement Taskforce Proposal and vote on meeting time – Justin Bendell (30 minutes)
- What are the strongest concerns to us collectively?



- Detailed report with recommendations has been circulated
- “Who we are and why” pamphlet has also been created and distributed
- Juliette says they are planning a larger printing to go out to all faculty members, but have not done that yet
- Something that needs to be decided on today: Faculty Assembly Meeting Time
 - 3:00 to 4:30 on Wednesdays, then cancel all classes during this time
 - FAIT decided ultimately that most would prefer a meeting on Friday, which is current recommendation of FAIT starting next semester
 - If so, then make it same day as faculty academy, so we don't all have to come on two different Fridays
- Vote on other things in March or April at the latest, so changes can be implemented next semester
- Discussion takes place regarding the various pros and cons of different times that we could hold the faculty assembly meetings
- Justin points out that FAIT spent a lot of time going through this same discussion and settled on Friday
- Jerry points out it could have a positive community aspect if it was on Friday, because it could be a potluck and not sandwiched between regular class periods
- Juliette yields her scheduled adjunct faculty slot scheduled for later in the meeting, and reports here instead.
 - Talking about the adjunct faculty survey results
- Justin asks if we want to vote on the meeting time. John says there are two things to vote on: should we change the current scheme, and if so, what should we change it to?
- Motion to change the time and/or day of faculty assembly
 - 13 for
 - 3 against
 - 4 abstain

10. Faculty Assembly Standing Committee Reports

- Adjunct Faculty – Juliette Cunico (0 minutes, yielded)
- Communications – Alexa Wheeler (5 minutes)
 - Faculty website information
 - Reminds us what is on there and what we can use it for
 - Early alert form is on there
 - Final exam schedule
 - Minutes from previous faculty assembly meetings
 - Newsletters
- Conflict Resolution (2 minutes)
 - None to report
- Curriculum (2 minutes)
 - Laura reports in place of Barbara Lovato



- To be reviewed this semester: automotive tech, art studio, liberal arts
- e. Student of the Month – Melanie (2 minutes)
 - November has been awarded
 - Should be able to see Jen Gibson this Friday to give her the award
 - February nominations are open, so please send in nominations
- f. Faculty Professional Development – Scott Kamen (1 minute)
 - No money left
 - Stephen had a question about an unanswered request for PD funds that was sent to Ariel in November
- g. Faculty Program Development – Julia So (0 minutes)
 - Nothing to Report
- h. Faculty Senate Representative – Cheryl Bryan (0 minutes)
 - Nothing reported since Cheryl has class at 3:00
- i. Online Teaching – Elaine Clark (5 minutes)
 - Blackboard Learn jumpstart opt-in rather than opt-out strategy, which has worked well so far
 - Heather asks if there could be an open lab to discuss online best practices
- 11. New Business / Announcements
 - Kat Gullahorn recommends incorporating library resources and information literacy in our courses
- 12. Adjournment at 3:02.
- 13. Future Meeting Dates:
 - March 25, 2020
 - April 15, 2020

Section II. N. V. 10. Faculty Online Teaching and Review Committee

- a. The Faculty Online Teaching and Review Committee (FOTRC), in consultation with the Dean, is charged with the responsibility to:
 - Provide and coordinate quality assurance peer reviews of all online courses based on a quality assurance instrument and review process as approved by the FOTRC and Faculty Assembly.
 - Consult with Division Chairs to review certification of faculty who plan to teach online courses.
 - Provide in-house training and workshops or coordinate professional development opportunities for faculty teaching or who plan to teach online or hybrid courses.
 - Maintain and monitor an introductory orientation module/course/workshop for students and faculty to become familiar with the current UNM-supported Learning Management System.
- b. Committee membership shall consist of :
 - Seven faculty members. These seven members will come from at least three different divisions and include at least one adjunct faculty member.
 - Four *ex officio* members. One Teaching and Learning Center representative, one Library representative, one campus Quality Assurance Coordinator, and the Dean of Instruction. An *ex officio* member shall not serve as the chair of the committee.
- c. Qualifications and term of service for committee members:
 - Members of the committee will be trained (or prior training will be confirmed) to conduct peer reviews of online and hybrid courses, and to provide training for other faculty.
 - Term of service for this committee will be three years. Duties of the committee members over the three years of membership will, in general, be as described below:
 - i. First Year: Complete appropriate training needed to conduct quality assurance reviews of online classes. Help with other duties of the committee not having to do with review of courses
 - ii. Second and Third Years: Participate in at least two initial quality assurance course reviews during the academic year. Other committee work as appropriate.
 - iii. Third Year: Participate in at least one quality assurance peer review workshop as appropriate during the academic year. Other committee work as appropriate.
 - The chair of this committee shall also serve as the UNM-Valencia Distance Learning Coordinator (DLC) and shall receive one course release each semester while serving as chair and DLC.
 - A chair-elect will be selected by the committee members to serve in coordination with the chair for at least one year before the chair steps down from that position, with the understanding that the chair-elect will then serve as chair of the FOTRC for the next three years. The chair-elect will have served as a regular member of the FOTRC for at least two years before being selected as chair-elect.

III. G. Online, Hybrid, and Web-Enhanced Course Teaching Policies

For the purposes of these policies and procedures, the following definitions for online, hybrid, and web-enhanced courses will be used (from UNM Course Type Glossary).

- **Online:** An online course is one in which learners access primary content and instruction using a variety of tools from UNM’s official learning management system, including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Depending on the teaching style of the instructor and the course content, instruction can take place synchronously (all participants in the course log in at the same time) or asynchronously (participants log in and participate as their schedule permits), or some combination of the above. Synchronous meetings held online or in person must have meeting time(s) clearly stated in the schedule of classes and should not constitute a major portion of the instructional time. According to New Mexico Higher Education Department (HED) requirements, at least 75% of the course occurs online, while 25% or less employs other delivery methods, including face-to-face contact. UNM faculty have the discretion to require face-to-face exams as needed (see proctoring methods for some choices to use). UNM’s accrediting agency, the Higher Learning Commission of NCA, stresses the importance of a dynamic and interactive learning environment—between students and between students and faculty—regardless of the setting in which it occurs. Email, telephone office hours, chat rooms, and web-based threaded discussions are some of the technologies that help facilitate interaction. UNM online courses are not open-ended and have set start and end dates. Most follow 8- and 16-week formats with learning activities scheduled on a weekly basis.
- **Hybrid:** A hybrid course is a blend of face-to-face instruction with online learning using UNM’s official learning management system. Hybrid courses move about half of course learning online and, as a result, reduce the amount of classroom seat time. The online portion of the instruction is delivered to the learner using a variety of tools including email, chat, discussion boards, web pages, and multimedia technologies. Specific technologies employed will vary by course and instructor. Class meeting time is reduced but the material covered is equivalent to a normal full-time class delivery for the same number of credits. The course is expected to meet at regular times in a face-to-face classroom as clearly stated in the schedule of classes. A hybrid course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another. The online component should not be an “add-on” or duplicate of what is taught face-to-face, and the face-to-face component should be an integral part of the course.
- **Web-Enhanced:** A web-enhanced course is a traditional face-to-face course that uses UNM’s official Learning Management System or another online platform for communication, posting assignments, and other teaching materials. The usage of these tools is used to supplement instruction and does not reduce seat time.

For programs and courses UNM-Valencia will adhere to the standards set forth and published by the Higher Learning Commission and will be cognizant of the distinction between correspondence course and distance education as provided by the United States Department of Education as presented below:

- Best Practices for Electronically Offered Degree and Certificate Programs (at <http://www.aaup.org/NR/rdonlyres/BBA85B72-20E9-4F62-B8B5-CDFF03CD8A53/0/WICHEDOC.PDF>),
- Guidelines for the Evaluation of Distance Education (On-line Learning) (at http://download.hlcommission.org/C-RAC_Distance_Ed_Guidelines_7_31_2009.pdf), and
- https://www.ecfr.gov/cgi-bin/text-idx?SID=1d8c582fe989495e97b550073c775896&mc=true&node=se34.3.600_12&rgn=div8

Provided herein are the policies concerning qualifications of faculty teaching courses; policies and procedures faculty should follow when creating new courses for the online environment; and processes used for periodic and continual review of online courses and programs.

Faculty Qualifications, Support and Certification:

- The UNM-Valencia Faculty Online Teaching and Review Committee (FOTRC) will consult with the Dean, Division Chair, and/or Program Coordinator to review and approve online teaching qualifications of all faculty teaching online courses. This will preferably be done *before* a faculty member is regularly scheduled to teach a course. In the case of extenuating circumstances, such as emergency hires or last-minute changes in schedule, a faculty member not yet approved by the FOTRC may be assigned to an online course but will need to be approved before being regularly scheduled to teach the course online.
- The minimum qualifications for faculty to teach online courses is the completion of the equivalent of at least 3 credit hours in a training program that includes best practices in design and delivery in the online environment, as well as information on conducting a course in the UNM approved learning management system. The new faculty member must submit a verifiable description of the course/program (syllabus and/or catalog description) if it is not already a program/course known and approved by the FOTRC.
- The FOTRC will offer a fully online 3-credit-hour course through UNM-Valencia during in appropriate semesters/sessions that will meet this training requirement.
- The FOTRC in coordination with the Teaching and Learning Center (T&LC) will provide ongoing training and mentorship for faculty in the use of online tools and best practices for teaching in the online environment.

Course Development:

Any course offered at UNM Valencia may be designed as an online or hybrid course, as deemed appropriate by the Division Chair and Dean of Instruction. A Valencia Campus certified online instructor may submit the appropriate application to create a master online course with signatures

to their chair who, in consultation with the FOTRC, may approve compensation to the faculty member for creating the master course. All Master courses will be archived by the FOTRC and available for use by any faculty member teaching that course online.

Online courses are expected to be designed using an appropriate quality assurance instrument as a guide in quality online course design.

- Faculty who design a new online course may work with a member of the FOTRC to ensure quality design of the course. If the faculty member has never before designed a course for the online environment, the faculty member is strongly urged to complete the in-house training course for faculty new to online teaching.
- After completion of the newly developed course it can be archived with the FOTRC for future use by other faculty.

Course Review:

- The FOTRC will conduct 2 types of quality assurance course design reviews for online courses:
 - Initial Review: An initial review may be conducted within the first year a course is run as a fully online course. All master courses will go through an initial review during the application process. This initial review will be conducted by 2 individuals from the FOTRC.
 - Peer Review Workshops: Periodic review of online courses will take place via a Peer Review Workshop after the course has been taught 4 times. At least two members of the FOTRC will serve as mentors during the Peer Review Workshop. All master courses will go through a Peer Review Workshop during the application process.
- The *results* of quality assurance course design peer reviews should serve as guidance to faculty for course improvement and never as evaluation of faculty for continuation, merit, or promotion. An instructor serving as the Course Representative, however, should receive recognition in their overall evaluation for participating as a Course Representative in a quality assurance review.

Due Process for Courses Not Meeting Standards During Quality Assurance Course Design Reviews

Condition	Action and Timeline	Additional Actions
Initial Review: Course does not meet standards expected for establishing aligned objectives in the course	Instructor works with Division Chair to establish appropriate course-level student learning outcomes. Additional assistance regarding creation of appropriate unit-level objectives may be requested from T&LC and FOTRC Revisions must be completed within one semester from the review	After revision, course will be reviewed again by a FOTRC representative.

Peer Review Workshop: Course reviewed does not meet 85% of quality assurance review standards	Instructor revises aspects of course for standards not met. Instructor may work with a mentor from the FOTRC and/or the division chair, and submit revisions for a final review. . Revisions must be completed within one semester from the review	FOTRC, Dean, Division chair notified of successful review after changes have been made.
Course reviewed meets standards	No changes required, but instructor is encouraged to follow up on any comments made or issues discovered during the review process	FOTRC, Dean, Division chair notified of successful review.

Evaluation and Assessment of Online Courses:

Online courses are subject to the same evaluation procedures and criteria as face-to-face courses in terms of core course assessments, program assessment, supervisor or peer observations, and student course evaluations.

- Online courses should be included in course/program reviews conducted by the UNM-Valencia Curriculum Committee and core course/program assessments required by the Teaching and Learning Assessment Committee. Online instructors are expected to follow the same procedures, conduct data collection, and meet other criteria required for these reviews and reports as would be expected of those teaching a face-to-face section of the course
- Online instructors should be observed by supervisors, and possibly peers, for effectiveness of course delivery just as any instructor teaching an in-person course is observed. Upon request, the FOTRC can provide a rubric for evaluating course delivery .
- Students evaluating online courses will use the currently approved student evaluation instrument.

Student Assessment and Authentication: Faculty members are expected to exercise due diligence in authenticating that the student receiving a grade for a course is in fact the person who completed the work for the course. At the very least, the instructor, in concert with university provided tools, must have in place authentication procedures for major exams or other assignments that count a major portion of the course grade. For example, the instructor may require students to take final exams in person in an officially proctored setting, or an instructor may require a student to download a program on their home computer that will authenticate who is taking an online exam or assignment.

Other strategies to address student authentication issues may include the following:

- Multiple, varied assessments changed each semester rather than one single exam
- Greater weight on written discussion and assignments
- Unique timed tests for each student drawn from test banks
- Increasing student awareness of appropriate conduct
- Plagiarism detection software (SafeAssign)

- Browser lock-downs (may require software/equipment purchase)
- Proctors - real-time monitoring or face to face at a designated location (remote proctoring may require equipment purchase)
- Student Affirmation Statement in Course

Students in online and hybrid classes are expected to follow the same policies on cheating as students in face-to-face classes. Unacceptable behavior includes academic dishonesty which is defined as including, but is not limited to, dishonesty in quizzes, tests, or assignments: claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the university; and nondisclosure or misrepresentation in filling out applications or other university records.

The instructor may also need to specifically address policies regarding language, service agreements regarding use and access to software, proper netiquette, and specific examples of disruptive online behavior. Helpful links may be found on the Valencia Online Learning page for Faculty:

Accessibility: During the design of an online or hybrid/blended course attention will be given to student accessibility issues. The course design should follow Sections 504 and 508 of the Federal Electronic and Information Technology Accessibility and Compliance Act and state guidelines (see <http://www.dol.gov/oasam/regs/statutes/sec504.htm>, <http://www.section508.gov/>, and <https://webnew.ped.state.nm.us/wp-content/uploads/2018/03/Section504.pdf>).

Copyright Law: Faculty teaching online and hybrid classes are expected to provide course materials following U.S. copyright law, fair use guidelines, or the Teach Act. Materials that are open educational materials should be indicated as such in the syllabus. Informational links on these issues are found below.

- UNM Copyright Matters
- U.S. Copyright Office
- “Fair Use”
- Essential Copyright
- Copyright Terms and Public Domain