

# UNM-VC Instructional Council Minutes

MINUTES

OCTOBER 1, 2014

1:30PM

DEANS CONFERENCE TABLE

<b>MEETING CALLED BY</b>	Dr. Laura Musselwhite, Dean of Instruction
<b>TYPE OF MEETING</b>	Instructional Council Meeting
<b>FACILITATOR</b>	Dr. Laura Musselwhite
<b>NOTE TAKER</b>	Debra Venable, Administrative Assistant III
<b>TIMEKEEPER</b>	None
<b>ATTENDEES</b>	Laura Musselwhite, Michael Ceschiat, Kristina Martinez, Jami Huntsinger, Miriam Chavez, Dustin Shafer, Lucille Farrington, Tina Newby, Rosa Auletta, Barbara Lovato, Rita Logan, Danizette Martinez, Julie DePree, Michael Brown, Patricia Gillikin, John Abrams, Heather Wood, Julia So, Khaled Kassem, Cindy Chavez and Claudia Baretto.
<b>ABSENT</b>	Dianna Johnston and Margaret Anaya

## Agenda topics:

DISCUSSION	
	Meeting called to order by Dr. Laura Musselwhite at 1:30pm.
I.	Approval of Minutes dated 9-3-14: Julie DePree made a motion to approve the minutes of September 3, 2014 and Miriam Chavez seconded the motion. All agreed unanimously. Michael Ceschiat made a motion to approve the agenda items for October 1, 2014 and Michael Brown seconded the motion. All agreed unanimously.
II.	Introductions and IC Context: Dr. Musselwhite asked each member to state briefly how they believe their role fits into Instructional Council.
III.	Progress on FEDIs: FEDIs are due to Dr. Musselwhite by Friday, October 3 <sup>rd</sup> .
IV.	Progress on Assessment Work: Dr. Letteney, Claudia Baretto, LeAnne Weller, Rosa Auletta and David Farris attended a meeting with Neke Mitchell, Director of Assessment, to discuss program assessment. Claudia has three sessions set up to gather information and Dr. Musselwhite asked members to sign up for one of the sessions. Dr. Musselwhite stated that the system at UNM-VC is set up very well, and thanked everyone for their years of hard work. Dr. Musselwhite stated that the Higher Learning Commission does not require administrative units to do assessment, but it might in the next year or two, so it would be good practice to start and we be ahead of the game and it will be extremely helpful to go in that direction. Also, to start thinking now about the tasks in your office.
V.	Enrollment Update: Dr. Musselwhite distributed enrollment data. The headcount is up for the fall 2014 semester. A representative from Financial Aid will attend IC meetings from time to time to report on recruitment strategies. If anyone has any suggestions concerning recruitment please feel free to submit them to her.

VI. Annual Report: The Annual Report is due October 17<sup>th</sup>. Updates are due to Dr. Musselwhite by October 16<sup>th</sup> to compile into one document. Enrollment statistics at branch campuses and other institutions was discussed. Class loads taken by students and Hank Vigil recruiting students back to college who are close to completing their degree programs was discussed. Students in certificate programs and obtaining some kind of credentials was discussed. Julia So lead a discussion on UNM-VC's reputation and invited council members to attend the parent's conferences at the high schools so UNM-VC can have representation and inform parents what UNM-VC has to offer.

**ANNOUNCEMENTS**

Michael Ceschiat announced the UNM Valencia Faculty/Staff Art Exhibition is October 7- November 4<sup>th</sup>. Rita Logan announced the Scholarship Banquet is October 9<sup>th</sup> from 6pm to 8pm and they are expecting approximately 250 people. Invitations will be sent out with RSVP. Miriam Chavez announced Mole Day on October 23<sup>rd</sup> 11:30am-1:30pm in LRC 101A. Dani Martinez announced Reading New Mexico October 23<sup>rd</sup>, Dr. Richard Melzer, Dr. Heather Wood and Emeritus, Dr. Greg Candela will present. Kristina Martinez announced STEM speaker, Jeannie Allen on October 27<sup>th</sup> 10:30am-11:30am. Publicity at these events was discussed.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Updates to the Annual Report sent to Dr.Musselwhite.	IC members	October 16, 2014
FEDIs due to Dr. Musselwhite	Chairs	October 3, 2014.
Meeting Adjourned at 2:17pm		
Respectfully submitted by Debra Venable.		