

## UNM-VC Instructional Council Minutes

MINUTES

SEPTEMBER 3,  
2014

1:30PM

DEANS CONFERENCE  
TABLE

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

### Agenda topics

<b>DISCUSSION</b>	
Meeting called to order by Dr. Miriam Chavez at 1:30pm.	
<p><b>Approval of Minutes dated 4-2-14:</b> Minutes were not distributed for review. Agenda items were passed out for review. Michael Ceschiat motioned to approve the agenda items, Michael Brown seconded the motion, and agreed unanimously to approve the agenda items of April 2, 2014.</p>	
<p><b>Introductions &amp; Reports:</b> Dr. Chavez requested committee members introduce themselves, and a report of changes in their area.</p>	
<p><b>Dr. Heather Wood, Faculty Assembly President:</b> The Faculty Assembly meeting will be in two weeks. Information will be sent to Melanie Dinwiddie-Sanchez, Editor of the Faculty Newsletter. Dr. Wood will also send out an email reminder of the meeting dates and deadline for agenda items. New English curriculum was implemented to improve retention.</p>	
<p><b>Dr. Patricia Gillikin, Coordinator of Developmental English-</b> no new developments to report.</p>	
<p><b>Kristina Martinez, Program Director, Title V STEM Grant</b> – Transfer workshops to Main Campus will be held September 26, 2014. Also, two field trips are scheduled to NM Tech and NM State. The STEM Speaker Series will be Monday, October 27<sup>th</sup>. There will be two career fairs scheduled at Main Campus. A career advisement workshop is scheduled for September 8<sup>th</sup> and 9<sup>th</sup>. Resume, cover letter applications and preparation will be discussed. The focus more on the STEM side, but workshops are open to everyone. Plans are in progress for Mole Day on October 23<sup>rd</sup> along with a Chemistry on Campus Photo Contest. More information will be sent out on upcoming events. The Geology Lab, H108, will be fully upgraded in October. Attendance at the STEM center is up.</p>	

**Dr. Julia So, Program Coordinator, Social Sciences:** Julia stated she is in her 3<sup>rd</sup> week as a Coordinator and is learning the process. Dr. So is taking 20+ students to tour the FBI Headquarter. Along with Dr. Terry, several students who major in Chemistry will join the tour because they are interested in the forensic investigation aspect of the tour." Rebecca Avitia, Executive Director, National Hispanic Cultural Center will present at Valencia Speaks, Thursday, September 25<sup>th</sup>, 1:30p to 2:30p. The location has changed to A101 instead of the SCC. There will be a trip to the Hispanic Cultural Center in October.

**Dr. Claudia Barreto, Program Coordinator, Biology:** Maribel Baez, a new Adjunct Lecturer of Biology was hired this semester.

**Michael Ceschiat, Division Chair, Business Technology & Fine Arts:** Staff and Faculty showings and upcoming Art shows will be held. All faculty and staff are encouraged to show their display ready work. More information will be sent out via email by the end of the week. Nontraditional training programs was discussed. Michael stated that the Perkins Grant monitors UNM-VC's TV commercials, and he received a call from stating how excellent the commercial was depicting nontraditional and traditional gender role models. Michael also expressed his concern about add/drops into the third week of classes.

**Dustin Shafer, Program Manager, Fitness & Wellness Education Center:** Dusting stated that the credit hours are very good, updated brochures are out, and they had 9 majors which is now up to 29 majors. The Wellness Expo and Employee Health Screening will be Wednesday, September 24<sup>th</sup> from 8:00am to 2:00pm, and the two were combined to have a better turn out. Types of screenings and flu shots was discussed.

**Michael Brown, Instructional Technologist & Manager, Teaching & Learning Center.** Michael is also the Instructor for GAME 120, Game Testing. Companies are giving them games for students to test, get credit, and will show on their degrees. Michael stated that they now have an entire video on Blackboard Learn to answer any questions faculty might have. Also, a full video on all different AV setups in the classrooms. They are also switching out hardware to newer simpler hardware.

**Barbara Lavoto, Manager, Library:** Gate count for the Library 2300 per week. Books on reserve in the library are not the same editions that the students are using, and the problem needs to be corrected. Students are having problems using Blackboard Learn such as opening up attachments, logging in and statistical tracking, but Barbara was able to work around the problems. Students printing large PDF files and PowerPoint was discussed. Julia So made a suggestion on PDF files, if you save them you can save again, optimize it and cut the file size in half when uploading it into Blackboard Learn. Processing ID cards and Nursing badges are working well this semester at the Library.

**Tina Newby, Program Manager, Adult Education Center:** GED instruction was discussed. Under the new Workforce Act it is called College and Career Readiness and there will be major changes in the next few years. Tina stated that they will be working closer with Workforce Solutions. ABE will also be adding math skills to help learn English. Special grant funding for the I-Best Program will last until the spring and with a new grant it will continue for the next five years. Most of the funding is geared towards the health career pathway. ECME is doing well but is not the focus of the grant and will have to search for funding to continue. Reading skills are not as high as hoped, but will be working closely with students to improve their skills. There has been much improvement since the I-Best Program. Tina has statistical data and will send out upon request. ABE has been

selected to do the professional development for distant learning for the State and will expand on this in the Faculty Newsletter.

**Dr. Jami Huntsinger, Chair, CHES:** Jamie stated that CHES is now Communications, Humanities, English and Social Sciences. Education had been assigned under Transitional Studies and Education Division Manager, Rosa Auletta. Jamie is in the process of making sure all of the core courses use the same textbooks.

**Dr. Danizete Martinez, Program Coordinator of English:** There have been changes in the English curriculum. Five sections of English 111 is offered this semester and will offer English 112 next semester. English 100 is now English 111, English 101 is now English 110, and English 102 is now English 120. There will be a Reading New Mexico Speaker Series, Thursday, October 23<sup>rd</sup> Dr. Heather Wood, Dr. Richard Melzer and Emeritus, Dr. Greg Candela will present and will be open to students and faculty. Friday, November 7<sup>th</sup> will be the regional field trip on the Railrunner to visit the State Capital, New Mexico History Museum and the Palace of the Governors. This will count as extra credit for students. Professional Development Committee will meet Thursday, September 4<sup>th</sup> and will be reviewing stipend request forms for approval, and return them Thursday afternoon.

**Lucille Farrington, Program Coordinator, The Learning Center:** will be running a series of workshops on Fridays. Also, Cindy Stock in Trio will be running workshops in math, writing and science. Information will be posted on the websites, the Marquee, and signs will be posted. Lucille also discussed first semester students not seeing the need for tutoring, so they don't see the ones they would like to see until they take their first test, whereas returning students are there on the first day. The Learning Center would like to see first semester students sooner and asked faculty to encourage them to visit. Tutor ~~Tract-Trac~~ software has been purchased to [process data for all tutoring centers](#) and is in the process of being installed. All faculty can receive one report using the same software which makes reporting easier. Lucille will schedule training and include the Wellness Center. Permission from the student is required to share information, but the data can be sent out without names upon request. Lucille discussed a security issue she had with a student at the Learning Center trying to do their customer service training, logged into their account and got access to someone else's account. Lucille followed up on the issue and called the person's account that was accessed to let them know. Main Campus was informed but didn't seem to concern about the issue.

**Rosa Auletta, Division Manager, Transitional Studies and Education:** Transitional Studies is smaller in size with the recent curriculum changes. Rosa is now the PI on the Title V Grant that was previously handled by Najib Manea. Rosa would like to promote the fact that they have an online advisor students can now call. Flyers will be out and posted on the website. They also have an online tutor for a year. Education is now a part of her Division and have been revising degree programs including Health Education.

**Diana Johnston, Program Manager, Nursing Program:** The Nursing Program is moving towards accreditation not as rapidly due to the student pass rates. The Nursing Program is now fully staffed with a full time Administrative Assistant and a full time Lab Assistant. Nursing will be implementing their own immediate student success program. Students will fill it out and meet with their instructors to try to identify students early who need help. Eight students are now in the program. The Nursing Program has 16 new Cohorts and 12 continuing from the last Cohort that will graduate in May. There will be a meeting the Board of Nursing next spring.

**Dr. Miriam Chavez, Interim Dean & Division Chair for Mathematics, Engineering and Science Division:** Training and security through Learning Central at Main Campus is for faculty and staff and includes Chairs, not program coordinators, and for anyone that oversees any student organizations. Miriam announced the Valencia Campus Police wanted everyone to be careful with offices being left open.

**Dr. Julie DePree, Interim Dean & Division Chair for Mathematics, Engineering and Science Division.** Committee assignments are completed but waiting for some staff assignments before being posted. The Scholarship Committee deadline is Friday, September 5<sup>th</sup>. Curriculum Committee transition was discussed. The Instructional Council Manual is almost complete. If any other items need to be submitted, please submit them this week in order to complete it before the new Dean arrives. The Tenure and Promotion process will be discussed at the Chairs Council meeting along with FEDIs and students adding and dropping classes. Program Coordinators do not attend Chairs Council meetings.

<b>OPEN DISCUSSION</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Email reminder of Faculty Assembly meeting and deadline for agenda items to Melanie Dinwiddie – Sanchez, Editor of Faculty Newsletter. Email reminder to faculty of upcoming meeting.	Heather Wood	ASAP
2. Send email by the end of the week about upcoming events in Fine Arts.	Michael Ceschiat	ASAP
3. Send out statistical data on I-Best Program.	Tina Newby	As requested.
4. Professional Development forms returned.	Dani Martinez	Thursday afternoon
5. Setup training for software for faculty at the Learning Center.	Lucille Farrington	ASAP
6. Items for the Instructional Council Manual	All Faculty	9-5-2014
7. More information will be sent out on upcoming events concerning the Title V STEM Grant.	Kristina Martinez	ASAP
Meeting Adjourned at 2:30pm.		
Respectfully submitted by Debra Venable.	Debra Venable	9-4-2014

