Please look at the changes listed below before the April 16 FAC meeting so that we can expedite the Handbook Committee presentation. They are also posted on the Faculty Web Site in situ as well as in this list. Action items are indicated below.

II. Instructional Divisions and Faculty Administration

ACADEMIC DIVISIONS

D. Nursing and Health Sciences Division
   1. Certified Nursing Assistant
   2. Certified Medication Aid
   3. Health Career Health Sciences
   4. Nursing (NURS 110-234)
   5. Personal Care Attendant
   6. Phlebotomy

OTHER INSTRUCTIONAL DIVISIONS AND EDUCATIONAL SERVICES:

E. Transitional Studies
   1. Developmental Studies
   2. Adult Education
   3. The Learning Center

F. Community Education and Educational Services
   1. Dual Credit
   2. Bachelor and Graduate Programs through UNM's Extended University Learning
   3. American Heart Association Training Center
   4. Allied Health
      a. Certified Nursing Assistant
      b. Personal Care Attendant
      c. Phlebotomy
   5. Workforce Training
   6. Emergency Medical Services
   7. Cultural Enrichment
   8. Off-Campus Instruction
   9. Facility Master Scheduling

**changes to reflect fact; no vote needed**
III. Faculty Rights and Responsibilities

C. Requirements and Expectations of Faculty

Regardless of appointment type, faculty members are expected to:

5. Take attendance, keep attendance records, and **electronically submit attendance data in the approved/required program.**

**minor change no vote needed**

N. UNM-Valencia Campus Faculty Representation on UNM-Valencia Campus and Main Campus Committees and Advisory Groups

2. Most committee appointments are for two years and are made based on petition for membership. The appointments are to be staggered so that the committee always has at least one member who served the previous year. – Approved by FAC February, 2014

At the end of each academic year the dean and the faculty president will review the current committee appointments to determine which faculty should bid for committee membership the next academic year. Only those members who have served their two-year term, have resigned from a committee before their term expired, or are new faculty will bid in any given year. Bids for committee membership will occur in August.

**please be ready to vote for this wording**

4. If a committee member or Faculty Assembly representative must resign before the end of his/her term, the Faculty President will appoint a replacement to finish out that term.

**presented first time for discussion; no vote yet**

IV. Teaching at UNM-Valencia Campus

J. Class Lists, Student Attendance, and Class Drops

Class lists will be available via UNM LoboWeb at the beginning of each semester.

Students on class rosters are expected to attend all class sessions, unless otherwise excused by their instructors. Instructors are therefore urged to take attendance at each class meeting. This is especially important for students receiving government funding from the Veterans Administration and JTPA. Attendance should **regularly be electronically submitted in the approved/required program.**

**minor change, no vote needed**
W. Student Retention
UNM-Valencia instructors are expected to be actively involved in the retention of our students each semester (to prevent drops) and from semester to semester (to prevent drop-outs). The following is a partial list of the ways in which instructors can assist in retention efforts:

1. Use Loboachieve (Starfish) or the currently approved electronic submission reporting system to report the names of students who have poor attendance records to Student Services so that advisors can contact these students.

**minor change, no vote needed**

VI. Procedural Amendments, Additions, and Changes to the UNM-Valencia Constitution

A. Archival of minutes of the Faculty Assembly
In Article II, Section A.3.c the Secretary shall…
(4) Act as custodian of official Assembly documents.

In keeping with this charge, after each meeting of the Faculty Assembly, the Secretary shall send a complete copy of the minutes to the Faculty Communications Committee for publication in the next UNM-Valencia Faculty Newsletter for review and approval. Any changes, additions, or corrections to the minutes should be conveyed to the Faculty Newsletter editor for inclusion in the archived copy. The UNM-Valencia Library will keep an archived hard copy of the approved newsletter and the approved minutes will be archived on the faculty website.

**Please be ready to vote on the wording highlighted.***