

# Instructional Council Minutes

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**Wednesday, September 1, 2010  
1.30p to 3:00p, Deans Office**

**Present:** Debra Venable, Cindy Chavez, Rita Logan, Lucille Farrington, Patricia Gillikin, Najib Manea, Cindy Shue, Jami Huntsinger, Tina Newby, John Conescu, Helen Walton, Julie DePree, Barbara Lovato-Gassman, John Austin, Dubra K. Padilla, Khaled Kassem, and John Anderson

**Absent:** Martin Castillo, Michael Ceschiat, Della Willis, Rosa Auletta and Miriam Chavez

Call to Order: Meeting was called to order at 1:35pm.

- 1. Adoption of the minutes of Thursday, June 24, 2010.** Lucille Farrington moved to change #3 in the Instructional Council Policies & Procedures Manual 2010-2011 Academic Year to read “comprehensively discussed” instead of “briefly discussed.” Barbara Lovato-Gassman seconded the motion. The motion passed unanimously.
- 2. News and Information:** The overcrowding parking situation due to the MWF and MW classes, with Wednesday being the worst day, was discussed. Jami Huntsinger suggested having the hybrid classes on Fridays instead of Wednesdays so they are not overlapping, which was done with the English courses. Najib Manea stated that classroom capture would also be a helpful tool. Rita Logan announced that there will be a Chamber installation luncheon on campus and spaces will be reserved for that event. It was stated that developmental classes can be looked at also and with innovative scheduling should help the parking situation. Julie DePree stated that the timeline for the Spring 2011 schedule have been sent out to the Chairs and Coordinators and the schedule that was sent in during the spring semester will be tweaked so that information will be in on time.
- 3. Department Updates;** Rita Logan, Manager, Community Education stated that there are 200 students this semester for dual credit and are still imputing students. Rita also stated that it has been difficult getting into the schools this fall and we will probably have 700 to 800 students for the spring semester.

Najib Manea, Manager, Teaching & Learning Center will be capturing Jon Conescu’s class as a guest speaker. Jon stated that his presentation will be on Ellie Wiesel memoirs about the Nazis during World War II. Najib encouraged all faculty to sign up for training or the TLC can design a specific workshop to fit their needs.

Barbara Lovato-Glassman, Manager, Library stated that since their friendly reminder concerning syllabi, the library has 200 out of 300 syllabi. Barbara also stated that the library has been having problems opening up attachments. There are also a lot of items on reserve and students are using these resources; however, there is a need for more resources for the Nursing Program. The workshop that was held on copyright information is a class capture if anyone is interested in viewing it. Barbara also encouraged faculty to

get their new Lobo Cards at Students Services in order to check out materials at the Library. Val Garoza's art work is now being displayed in the Library and includes some UNM-Valencia employees.

Lucille Farrington, Senior tutor, The Learning Center announced that they have lost half of their tutors because of the Stem Grant, and the number of hours was cut for the fall semester is causing issues for students. Lucille stated that they have solutions, but the students are not satisfied. Study groups and Si's are posted on the website and updated every day and will be finalized next week. Lucille stated that they do not offer individual tutoring, like in the past, but are offering drop in tutoring which are blocks of time when students can drop in so there might be more than one student with a tutor. The tutor circulates among the students. It is also the same with study groups and Si's, you don't have the individual attention but share with other students and they are not big groups.

Khaled Kassem, Assistant Professor, Science & Mathematics Division stated that the bookstore had no books for the students in his Math 180 class and have been waiting for a week to buy them. He suggested to the students that they use the book on reserve in the library or go online and try to buy the book.

Jami Huntsinger, Program Coordinator, English announced a new community project for English this year in which Jamie, Patricia Gillikin and Mary Clark will present one novel a month at the Belen Public Library in order to get Belen residents interested in reading books. She also announced that Chuck Paine from main campus who is the editor of the book used in English 101 classes will give a presentation and there will be a luncheon at the Luna Manson. Due to lack of funding lunch will be provided for the presenter only. Further information will be available.

Helen Walton, Program Manager, Health Education Programs announced that this is the first semester the medical aide class is filled to capacity. They have also added on an extra CNA course. They are also starting an advanced CNA nursing tech class on campus.

John Austin, Program Manager, Nursing Program announced that the Board of Nursing has approved the Nursing Program at UNM-VC. He also welcomed Donna Ketcheson, Lecturer II to the Nursing Program. She could not attend due to prior obligations.

Patricia Gillikin, Program Coordinator, Developmental commented on how well the copyright class was. The developmental English program will be meeting to discuss scheduling issues. Patricia will also be presenting information on how to help students read difficult text including math and different strategies used in developmental English classes.

Cindy Shue, Program Director, Title V Stem announced that the grant ends September 30<sup>th</sup> and has been approved for a one year extension in order to retain two math instructors and one science instructor. Writing a new grant is in the process and will be out this fall and we will have funding as soon as the spring semester. The Title V grant transfer advisor has set up fall transfer to UNM main and is open to any students on Friday, October 29<sup>th</sup> at main campus and is usually held from 8:00am to noon. A speaker series will be set up soon to discuss various careers.

Tina Newby, Program Manager, Adult Education Center announced that Miriam Gregio, award winning author, spoke to literacy students and it was a successful turnout. She has also agreed to be the commencement speaker for the GED graduation. She also suggested that we get some of the books in the library. Moriarty and Torrance County had record enrollment. Mountainair and Socorro enrollment increased by word of mouth when they were allowed to use the space in the same facility used for the last 15 years. It was also stated that Teen court has lost its funding and work on getting personnel hired for the newly formed Juvenile Justice Committee is in progress. Tutoring is still provided for Drug Court even though they are not GED students.

Dubra Karnes Padilla, Program Manager, Fitness & Wellness Education Center announced that both of the Introduction to Fitness classes are filled. There will be some changes for the Wellness Fair this year. Presbyterian and Loveless will be the health assessment providers for the community. If you are a member services will be free including mammograms, bone density test and blood and glucose testing. There will be presentations and message therapies. Dubra is in contact with the health department to try to set up a resiliency course. Dubra stressed that she would like to see a grant that will provide behavioral health counseling for different issues here on campus for students.

Cindy Chavez, Division Chair, Business, Technology & Fine Arts Division announced that they had two new instructors for economics classes. The Perkins Grant was along with upcoming presentations. Information obtained at a conference that Wayne Abraham, Director, Small Business Development Center, attended and information relayed to Alex Sanchez resulted in several students obtaining good paying CAD jobs. The students are receiving training in Taos which is not interfering with their classes and are able to do work at home.

Jon Conescu, Chair, CHESS Division & Assistant Interim Dean of Instruction stated that there are a lot of students enrolled and new instructors in history and religious studies. Marie Clevenger, Sociology, Dr. George Sieg, Religious Studies, and Lowell Tollefson Philosophy each have 92 students. Through the Extended University, Rita Logan, Manager and Eileen Davis, Program Coordinator, upper level graduate courses are offered in Master of Arts Degree with a Major in Elementary Education or Secondary Education and a concentration in Math, Science and Educational Technology (MSET 593) being taught by Jon Conescu and Jonathan Brinkerhoff. All students enrolled are teachers.

John Anderson, President, Faculty Assembly stated that a plaque will be given to Reinaldo Garcia and they will be accepting contributions. The Game and Fish department is looking for volunteers to be site watchers. Training will be held on campus and out in the field. There will be a Faculty Assembly meeting on Wednesday, September 15<sup>th</sup> from 1:30pm to 3:00pm in LRC101C.

Rita Logan, Manager, Community Education stated that the National Children Study along with one staff person has moved into the building. They will meet with the faculty and Instructional Council to assimilate into the campus and will go around and introduce themselves. It is a health study following pregnant women until the child is age 18.

Bid forms were discussed and standing committee assignments have been sent to Mary Ann Castillo to be on the on the web.

Meeting adjourned at 2:30pm.

Respectfully submitted by Debra Venable.