

Instructional Council Minutes

Wednesday, April 2, 2008

1.30p - 3.00p, Administrative Conference Room

Present: Debra Venable, Dubra K. Padilla, Esther Shir, Cindy Chavez, Julie DePree, Rita Logan, Miriam Chavez, Tina Newby, Michael Ceschiat, Reinaldo Garcia, Rosa, Auletta, Lucille Farrington, Felicitas Coates, Jon Conescu, David Coker, Kevin Begley and Najib Manea

Absent: Mary Robinson, Toni Black, Michelle LeBeau, Della Willis and Patricia Gillikin

1. **Adoption of the minutes of Wednesday, February 13, 2008 and Wednesday, March 5:**
Rita Logan made the motion to approve the meeting minutes of Wednesday, February 13, 2008 and Wednesday, March 5, 2008. Jon Conescu seconded the motion. The motion passed unanimously.
2. **Report and discussion on items & processes which need to be wrapped up before the end of the semester:**
 - a. **Budget process:** The budget has not been approved by the Board of Regents and they will not meet for another week. All items listed off the top will be funded. The adjunct faculty budget is over spent by \$100,000 due to the high enrollment of students and dual credit classes.
 - b. **Evaluation of faculty and faculty administrators:** Evaluations are ongoing up until next week.
 - c. **Teaching & Learning Assessment:** Teaching assessment is going well and has to be completed by May 31, 2008 and up to main campus to the Provost June 15, 2008. There will be another meeting to go over assessment before the due date. If anyone needs assistance, please contact Kevin Begley or Claudia Barreto.
 - d. **Catalog for 2008-2010:** All information has been turned in to Chad Perry for the catalog, and it will be available for commencement. The Pharmacy Tech program is being discontinued due to low enrollment. It was a good program and UNM-VC was encouraged to start it, but the State of New Mexico does not require training at a college for licensing; therefore, other pharmacies can train students such as Walgreens, etc., and students do not see the need to enroll in college in order to get trained. This program is funded by the Perkins grant and cannot be funded by institutional funds. The program has not been deleted from the catalog and Student Services will not advise anyone into that program. UNM-VC will try to reinstate the program at a later date.
 - e. **Strategic Planning Town Hall Meeting:** There will be a Town Hall meeting on April 18th. All full time faculty should attend this meeting. The plan will be discussed and adjusted accordingly. Refreshments will be served at 9:30am and the meeting will begin at 10:00am and lunch will be served.

- f. Selection of New Division Chairs:** The document is on the web with information concerning compensation and web pages are set up to vote. Voting will end on Friday, April 11th. The process of selecting division chairs will have to be expedited in order to be processed into the catalog. It is very important to have the division chairs listed in the catalog so students will know who to contact. Those serving as division chairs will have to prepare a short statement on division goals and vision. The new division chairs will serve beginning the fall 2008 semester. There will be a retreat for division chairs in the near future and later on with coordinators. Jared McDonald, Student Government President, is working on the teaching and excellence awards.

- g. New Business:** David Coker announced the faculty and staff art exhibit and reception to be held April 18th in the Fine Arts gallery.

David Coker motioned to adjourn his last IC meeting and all voted unanimously.

Meeting adjourned at 2:00pm

Respectfully submitted by Debra Venable.