

FAQs and Information for New Faculty at UNM-Los Alamos and Satellite Locations

Version 3.0

1-13-10

This compilation of FAQs is intended to cover many of the questions that new faculty have when they begin teaching at UNM-LA. It is not intended to be a comprehensive statement of UNM-LA policy, and indeed, where contradictions exist, official UNM publications and web sites will prevail. Its intent is to help new faculty get a jump-start.

This FAQ focuses primarily on the Los Alamos Campus and its lower division courses. Although most of the information applies to all faculty, more information that is specific to satellite locations such as Sandoval County (Bernalillo Education Center, Rio Rancho, Jemez Springs, Cuba, Sandia Pueblo) and Dual Enrollment courses at Los Alamos and Pojoaque Valley High Schools, and to the Extended University is needed.

Please report errors, omissions, changes, and suggestions to Carol Furchner at furchner@unm.edu.

Recent Changes:

Version	Date	Reasons for update
V1.01	1/16/08	Course cancellation rule: cancel Friday if 0 or 1 enrolled and class first meets before main cancellation meeting
V2.0	8/20/08	Add information about Classroom Assessment Add ADA and Class Cancellation boilerplate for Syllabus Add Sexual Harassment Training requirement Add Consequences of not reporting grades Add IDEA and delete ICES course evaluation information Delete LAMIS information Various minor updates
V3.0	1/13/10	Numerous changes in personnel and policies

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Who do I see about...?

The directory of core faculty and staff, listing job functions, can be found on the UNM-LA website, here:
http://www.la.unm.edu/PR/alpha_directory.html

▪ <i>Executive Director</i>	Cedric Page - Rm. 105, 661-4689, 470-8587 (cell)
▪ <i>Dean of Instruction</i>	Kate Massengale - Rm. 604, 662-5919 x606, 660-0215 (cell)
▪ <i>Associate Dean of Instruction</i>	Kay Willerton - Rm 623D, 661-4697
▪ <i>UNM-Los Alamos Main Number</i>	505-662-5919 or 1-800-894-5919
▪ <i>Office supplies, markers, chalk, erasers, transparencies, etc.</i> ▪ <i>Office space, phone number, mailbox</i> ▪ <i>Business cards</i>	Office of Instruction - Rm 602, 661-4693
▪ <i>Computer Accounts</i> ▪ <i>Email mailing lists for UNM-LA</i> ▪ <i>Computer problems</i> ▪ <i>Media station problems (classrooms)</i>	Alex Han - Rm 311, 662-0339, 470-0378 (cell) Gilbert Gallegos - Rm 503A, 662-5919 x405 Bill Gilson - Rm 624, 662-5919 x624, 920-4332 (cell) Phil Garcia for assistance in the computer lab after 5p.m. - 662-5919 x308
▪ <i>Textbook orders</i>	Bookstore - Bldg. 2 upper level, Steve Ciddio - 662-0337 Online Bookstore - http://bookstore.mbsdirect.net/unm.htm
▪ <i>Library Questions</i> ▪ <i>Course Reserves</i> ▪ <i>Bibliographic Instruction for Classes</i>	Library - Bldg. 1, upper level Dennis Davies-Wilson - 661-4685 Emily Veenstra-Ott - 662-0343 Richard Norton - 662-5919 x718
▪ <i>Keys for science storerooms or cabinets</i>	Betsy Suazo - Rm 103 662-0333 or your Science Curriculum Coordinator
▪ <i>Classroom Media Stations & Smartboards and Training</i> ▪ <i>Instructional Technology Support and Training</i> ▪ <i>Overhead projectors, old-style slide projectors, tape recorders</i>	ITC - Rm 624 - 661-4699 Bill Gilson - 661-4699, 920-4332 (cell) Carol Furchner - 662-5919 x699, 412-3379 (cell - best)
▪ <i>Student Enrollment / Grade Issues</i> ▪ <i>Enrolling in a Class</i>	Registrar's Office - Bldg 2 lower level Kathryn Vigil - 661-4688, Irene Martinez - 661-4687
▪ <i>Student Advisors</i>	Student Services - Bldg 2, lower level, 662-0332 Pat Boyer - 661-4692 Jackie La New - 663-3402, Elizabeth Rademacher, 661-4690
▪ <i>Publicity for your courses</i>	Public Relations - Rm 109 Bonnie Gordon, 661-4691
▪ <i>Tutoring for students</i> ▪ <i>Proctoring make-up exams</i>	Tutor Center: - Building 1, lower level Karen Meier- 661-4683
▪ <i>Satellite Location questions</i> <i>Bernalillo Education Center (Sandoval County, Rio Rancho, Cuba, Sandia Pueblo)</i>	Site Coordinators: Bernalillo Education Center Leonard Prairie - 771-4071 Joseph Moreno - 867-4884
▪ <i>Extended University questions</i>	Cindy Leyba - Rm 113, 661-4686

Where are classrooms, offices and facilities located? How are rooms numbered?

In Los Alamos, rooms are numbered according to building. For example, the Office of Instruction, Room 602, is located in Building 6.

A map of the Los Alamos campus, showing building and facility locations, can be found here:

<http://www.la.unm.edu/pdfs/map.pdf> (but note that the map will change after construction during Spring Semester 2010 has completed).

Where do I find information and answers to questions?

→ Consult the UNM-LA web site: <http://www.la.unm.edu> or the web site for satellite locations (Sandoval County) at <http://www.la.unm.edu/instruction/bernalillo/bernalillo.html>. Notice especially:

- You should read the Faculty Handbook at http://www.la.unm.edu/instruction/faculty_handbook/contents.htm
- The Faculty/Staff section of the web site for links to faculty-specific information: http://www.la.unm.edu/administration/faculty_staff.html
- The current semester's schedules of classes are available (Los Alamos and Sandoval County) at http://www.la.unm.edu/PR/class_schedule.html
- Directories of Core Faculty and Staff: <http://www.la.unm.edu/PR/directory.html>
- Directories of Departments: <http://www.la.unm.edu/administration/departments.html>
- Organization Chart for UNM-LA: <http://www.la.unm.edu/administration/administration.html>
- The UNM-LA Catalog: <http://www.la.unm.edu/PR/catalog.html>
- The UNM Main Campus Catalog: <http://registrar.unm.edu/catalog.htm>
- The Faculty Library Guide: http://www.la.unm.edu/~lalib/faculty_handout.pdf

→ UNM Fast Info is a searchable database of questions and answers about many aspects of UNM and its policies: <http://fastinfo.unm.edu/>.

→ Search UNM-LA Website: a search box is located at the top of the UNM-LA home page: <http://www.la.unm.edu>.

→ See the Faculty To-Do List that is handed out at the beginning of each semester by the Office of Instruction. It contains a check-list of items that you must complete prior to the start of your class. This list is usually mailed out along with the Faculty Orientation invitation, but if you did not receive one, it may be obtained from the Office of Instruction or found on the UNM-LA website, Faculty and Staff page.

→ Consult the Registrar Reference Booklet, compiled by the Branch Registrar and available from that office in Student Services (Bldg 2, lower level).

→ Ask your Curriculum Coordinator (CC) or the Office of Instruction staff; one of these folks will help you (<http://www.la.unm.edu/instruction/instruction.html>). For assistance at the Bernalillo Education Center, contact Leonard Prairie at 505-771-4071 or lprairie@unm.edu. For assistance regarding courses in Cuba and Jemez Springs, contact Joseph Moreno at 505-867-4884 or jmoreno@unm.edu.

How do I obtain a UNM NetID?

You must have a UNM NetID (all locations) in order to get your UNM email, access your class lists, post grades, look at your pay stubs, etc. As soon as you are notified that you have been entered into Banner and have your UNM ID NUMBER, create your UNM NetID as follows:

Obtain the UNM NetID: from a web browser, go to <http://my.unm.edu>, and scroll down to **How do I get my UNM NetID and password?** in the left column. Click on **Create a UNM NetID** and follow the instructions on the screen. Once you have created your NetID, go back to <http://my.unm.edu> and log in.

NOTE: Your password expires every 180 days, and you must enter a new one - not one that you have ever used previously. You will receive an emailed reminder. See <https://netid.unm.edu/> for instructions.

Use your UNM NetID and password to login to any computer on campus that requires you to login (computer classroom, computer lab, and office computers).

What is my email address?

Your **email address** will be *your_NetId@unm.edu*, e.g., *furchner@unm.edu* . You may forward your UNM email to another email account if you like. For instructions, go to <http://fastinfo.unm.edu>, click on the "Go To Fast Info" button, and then search for "forward email."

What training am I required to take, as a new faculty member?

New faculty members are required to take several training workshops (most very short and online). These are:

- American Disabilities Act Compliance (face to face, presented just before Faculty Orientation).
- LoboWeb for Faculty (take first - required in order to access LoboWeb, class lists, etc.)
- Securing Private Data - (take second - required to access class lists and enter grades)
- Preventing Sexual Harassment (must be taken annually by all faculty)
- Basic Annual Safety Training (must be taken annually by all faculty)

To access your learning plan, you must have a UNM NetID. Login at <http://my.unm.edu>, click on the Faculty Life Tab, and then, in the Banner Training box in the lower right, click on Learning Central.

Books and the Bookstore

Beginning in Spring of 2010, the Bookstore at UNM-LA no longer carries textbooks. Students must order their textbooks online, from MBS Direct Order at <http://bookstore.mbsdirect.net/unm.htm> .

How do I obtain examination or desk copies of textbooks?

Most publishers provide examination copies of textbooks free of charge. The campus bookstore has listings of the major publishers and their web sites. Contact the publisher's sales representative to make a request; many publishers allow you to do this by filling out a form on their web site. If you need a desk copy or examination copy of a textbook, you should request this yourself from the publisher.

How do I request textbooks for my classes?

The UNM-LA bookstore manages textbook orders. You will receive an email from the bookstore manager requesting a list of your textbooks about three months before the beginning of the semester.

Following consultation with your CC and/or Main Campus, it is your responsibility to choose and order a textbook for your course as early as possible, by the deadline given by the bookstore manager. Your late orders may end up costing the students more money, and the bookstore is less likely to be able to obtain used copies of the textbooks.

NOTE: Because students must order their textbooks online, it is especially important that you place your textbook order by the deadline given you by the bookstore manager; otherwise, this will result in delays in your students receiving their textbook by the beginning of the semester.

See "Do I need to use the same textbook...?" below, regarding the selection of your textbook.

Communications

How is official information communicated to faculty?

By email, primarily, to your UNM email id. A few announcements may be placed in your campus mailbox in the workroom in building 1, and official documents will be mailed to you at the address you designated in your hiring documents .

You should make sure that your name is on the UNM-LA faculty mailing list. If you have received email that is addressed to UNMLA_FACULTY-L@LIST.UNM.EDU , you are on the list. If you are not on this mailing list, see http://www.la.unm.edu/pdfs/listserve_instr.pdf for instructions to add your email address. If, after you have added your name to the list, you have not received email addressed to this list, check with Bill Gilson (662-5919 x624) and ask him to add you to the list.

You can have your UNM email forwarded to another account that you check regularly, if you like. Search FastInfo (<http://fastinfo.unm.edu>) for "forward email" for instructions.

You should check your email and empty your campus mailbox at least once a week. You can access your UNM email on <http://my.unm.edu>, on the UNM E-Mail Tab. See **UNM NetID**, below.

Computer and Network Environments

What computer accounts do I need at UNM-LA?

Your main account will be your UNM NetID (see above). If you want to access one of the SECURE wireless networks on campus from your laptop, you must also have a UNM-LA computer account. See Bill Gilson to request such an account, and see <http://www.la.unm.edu/Wireless/> for information about setting up your computer on a wireless network.

How do I report a problem or obtain assistance with campus computers or networks?

Submit a trouble ticket here: <http://lamis.la.unm.edu/helpdesk> . Note that you must be using a computer on the campus network to submit a trouble ticket with this system. If you've forgotten your password, go here:

<http://lamis.la.unm.edu/helpdesk/forgotpass.asp>

If you are having difficulty accessing or using a main campus web site (<http://my.unm.edu> or <http://unm.edu>), report the problem to main campus IT support at 505-277-5757 or via FastInfo (<http://fastinfo.unm.edu> - click Go To Fast Info, then click on Ask A Question or Chat tab)

My Courses

What needs to be included in my course syllabus?

Each instructor is required to prepare a syllabus for his or her course. The syllabus is your "contract" with your students about what the course will contain, objectives, requirements of students, and what the students can expect of you. A template for a syllabus can be found in the Faculty Handbook, here:

face-to-face classes: http://www.la.unm.edu/instruction/faculty_handbook/syllabus_template.pdf

online classes:

http://www.la.unm.edu/instruction/faculty_handbook/eLearning_Syllabus_Template_v1.1.pdf

Make sure you include all the parts of the template in this syllabus (although you do not have to follow the exact format). You may also include things not mentioned in the template, such as the textbook(s).

Contact your Curriculum Coordinator or the Office of Instruction to see copies of syllabi that have been used by previous instructors for your courses.

NOTE: *You are required to turn in a copy of your syllabus (electronic) to your Curriculum Coordinator no later than the end of the second week of classes. This is important, because the syllabi are evaluated during the UNM accreditation process. Your CC may request that you revise your syllabus if critical pieces are missing.*

Is my course comparable with its main campus counterpart?

As faculty at a branch campus, we are responsible for assuring that our courses are comparable with those offered on main campus, so that the credits can transfer. You are not required to follow main campus syllabi or use the same textbooks, but you should take steps to insure that your course is equivalent in coverage. Many main campus instructors post their syllabi on line; look at the syllabi or contact the instructors for copies in order to see what they are teaching. In addition, you can browse the UNM bookstore at <http://bookstore.unm.edu> to see what textbooks instructors on main campus are using.

To find out who is teaching your course on Main Campus, log in to <http://my.unm.edu>, click on the **Faculty Life** tab, then click on **LoboWeb**, then **Search Class Schedule**, then select the Semester, then Subject and Albuquerque Main Campus.

Some faculty have gone to main campus to see the lab facilities and equipment, and to chat with instructors directly.

Do I need to use the same textbooks as are used for Main Campus Classes?

It is helpful for students who are transferring to Main Campus to have the same textbooks, especially for classes that are part of a series that uses a single textbook. But it is not required. Check out the textbooks that are used on Main Campus, and if you don't like them, you can choose another.

How do I publicize my course?

You may have seen posters around campus describing some courses. If you want to publicize your course, contact Bonnie Gordon (661-4691 - Los Alamos) in the Marketing and Communications Office for help.

You can also request that information about your course be put on the "Cool Classes" page of the UNM-LA web site, here: <http://www.la.unm.edu/PR/cool.html>

Prepare the information that you'd like to post, and then email it to your CC and Bonnie Gordon at bgordon@unm.edu - 661-4699.

How do I obtain my class list?

To obtain a list of the students in your classes,

- log in to <http://my.unm.edu> using your UNM NetID
- Click on the Faculty Life tab, and then click on **LoboWeb**
- You will see the Faculty and Advisors Menu. Scroll down to "Class Section Functions" and click on View Summary Class List. Select the term and your classes from the drop-down lists that appear on subsequent screens.
- To **print out or export your class list to a spreadsheet**, click on "Click Here" in top quarter of screen.
- To **email** all of the students on your class list, click on the **email class list** button. Your message will go to the UNM Email Addresses assigned to your students. (Be aware that some students don't check their UNM Email, despite requirements that they do so. It's a good idea to encourage them to forward their UNM Email to their preferred email address, and for you to obtain their preferred email addresses.)

Do I need to keep track of attendance?

Yes. It is standard practice at UNM-LA to take and keep records of attendance.

How do I drop students from my course?

It is highly recommended that you drop students who have not attended class before the tuition refund date. See the academic calendar for that date each semester. Also see the faculty handbook for policies on dropping: http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm (scroll down)

- In your summary class list in LoboWeb there is a drop check-box to the right of the student's name.
- Click the box for the student(s) you intend to drop and scroll to the bottom.
- Click on button titled, "Drop Selected Students from Course" and SAVE.

How do I report students who are having academic difficulty?

UNM-LA has a stake in the success of each student and offers support and counseling to students who are identified as having difficulty during the first half of the semester. You will receive email early in the semester from Student Services requesting that you identify students in difficulty. The procedure and forms are described here:

http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm#intervention .

The earlier the intervention, the better. If you notice that a student is having difficulties even before you give an exam, notify Student Services using the Early Alert Form.

Try to let the student know that you are reporting a difficulty to Student Services before you actually do it - students understandably may resent getting an unexpected phone call from an Advisor. Sometimes you just can't contact the student, in which case go ahead and make the report to Student Services.

How do I arrange for make-up exams for students who miss an exam?

You have several options. The Tutor Center in the lower level of Building 1 is usually staffed during the day M-Th. Talk with Karen Meier (661-4683) to see if either she or one of the volunteer tutors can administer the exam for you. You can also proctor it yourself, in your office or a site of your choosing, or you can arrange with another instructor to administer it. If none of these options are working for you, discuss the problem with your CC.

How do I report final grades?

In order to report final grades, you must have completed the required training, "Securing Private Data."

You are required to report the final grades for each class that you teach **within 48 hours** after the final examination is scheduled. You report your grades via LoboWeb, which you access from <http://my.unm.edu> . Please try to do this well before the end of the semester. If you don't enter them within 48 hours, you will have to use a paper-based method (and you really don't want that hassle!)

- Log in using your UNM NetID.
- click on the **Faculty Life Tab**, and then click on **LoboWeb**.
- scroll to the bottom of the Faculty and Advisors menu and click on **Enter Final Grades**. Select the course section that you want to assign grades for.
- click on the **bubble corresponding** with the correct grade.

NOTE: for some grades, you are required to enter the date of last attendance:

Enter the last date of attendance for the following grades in MO-DA-YEAR format (e.g., 04-08-2008):

- F, I, WP, WF, WNC - actual last date student attended
 - W - day before or first day the semester started
- Grades that have been submitted will become "official" at 7 PM on the day that you enter them. You may enter grades for a class on more than one day.

The UNM grading scale is explained in the Faculty Handbook (Academic Information) at

http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm .

What happens if I don't report final grades?

The grades are reported as "NR", and that has dire consequences for the students:

- Prevents student from receiving financial aid
- Prevents students from receiving scholarships
- Students are not allowed to graduate from UNM with an Incomplete or NR grade anywhere on their transcript
- Grade Replacements cannot be processed
- The student is not eligible for Academic Renewal
- Petitions cannot be reviewed
- ...just to mention a few.

What is the university policy on grading? On dropping or withdrawing from classes?

These policies are too long to describe here. See the Faculty Handbook, here: http://www.la.unm.edu/instruction/faculty_handbook/academicinfo.htm

Also, consult the Registrar Reference Booklet, obtainable from the Branch Campus Registrar (Kathryn Vigil).

Is a C- just a low C ?

Strange question, isn't it? The answer is, "not necessarily." Some programs and majors require that a student obtain a minimum grade of C in certain courses in order for those courses to count; some courses have a requirement that prerequisites must be passed with a grade of C or better. For a UNM Core Course to count towards fulfilling the "core course requirement" for graduation, a C or better is required. In other cases, a C- is adequate for the course to 'count.' In other words, even though a student technically passes a course with a C-, that grade may not be sufficient for the course to count towards a major or a program or satisfying a prerequisite. Consult the UNM-LA Catalog or the UNM Catalog, or discuss the issue with Student Services staff if you have a question about this issue for any of your students.

Can I post my students' grades or email students their grades?

NO. Students can access their grades on LoboWeb within 24 hours after you post them. FERPA requirements pertain here (See "Securing Private Data" training). Some of the pertinent items regarding student privacy include:

- You cannot post student grades anywhere in public.
- You cannot post a student's social security number anywhere, including email.
- You may use a sealed envelope addressed to the student to transmit private information via US mail.

What course-related materials am I required to turn in?

1. **Syllabus:** You are required to turn in a copy of the syllabus for each class you teach each semester, by the end of the second week of classes. You should turn this in to your Curriculum Coordinator, in electronic form, e.g., email him or her a copy of your syllabus.
2. **Grade book:** You are required to turn in a photocopy (or scan or other electronic format, such as a spreadsheet) of your grade book, showing how you calculated the final grades, for each class. You should turn this in to your Curriculum Coordinator before the beginning of the next semester.
3. **Student Learning Outcome Assessment:** All faculty are **required** to perform a Student Learning Outcome Assessment for each course at the end of each semester, and turn in a report. See the main topic, Student Learning Outcome Assessment, below.

I'm sick or can't meet my class for some other reason - what do I do?

Instructors are expected to make every attempt to meet their classes, but sometimes this is impossible. For planned absences, if at all possible, find a substitute (check with your CC for suggestions) or schedule a make-up session. If these are not possible, assign an equivalent independent activity, such as a library research project. It is the instructor's responsibility to see that all class hours are covered. It is common practice for you to pay your replacement at your pay rate, or exchange teaching hours.

If your absence is due to illness or emergency, it is important that you try to get that information to your students before they leave for campus - especially for those who don't live in town. There is no guaranteed way of doing this, but the one that you have in your control is to use email. It is strongly recommended that you collect phone and email contact information from your students during the first week of class and create

an email alias that could be used to contact students in the event of an emergency. Send email to your class as soon as you know that you will be absent, or phone the students. Recommend that they check their email each day before leaving for class, especially if they have a long drive or the weather is bad.

1. If you know at least one class in advance that you will be absent, announce it in class.
2. Send email to your class notifying the students that the class has been canceled.
3. You are required to contact the Office of Instruction or your Site Coordinator as soon as you know that you will have a problem meeting your class. The Absence Policy and procedure for reporting absences are described here, in the Faculty Handbook:

http://www.la.unm.edu/instruction/faculty_handbook/unmlpolicies.htm#absences

For UNM-Los Alamos: Also call 662-5919 or 1-800-894-5919 to inform the front desk (Los Alamos campus). **Cancellation notices are NOT posted in the classrooms.** Inform your students of the policy in advance in the syllabus (See Syllabus section for boilerplate).

For Bernalillo: When an illness or emergency arises, teachers should call 505-771-4071 to leave a message for the Site Coordinator, and contact their Curriculum Coordinator or Division Head. Use the same student policy as above.

For other satellite locations: call your school contact to inform the class. For instance, at Pojoaque, call the switchboard for the school to let them know the class is canceled. They will inform students. Get a contact phone number for the site where you teach, if possible.

4. Notify your Curriculum Coordinator that you will be absent.

Are classes ever canceled due to inclement weather?

Yes. To find out if the University has been closed, or if its opening has been delayed, you can call 1-800-894-5919 or 662-5919 (Los Alamos). The information is also given to local TV and radio stations. You can also get this information on local TV station web sites, e.g., <http://www.krqe.com> (Channel 13) and <http://www.koat.com> (Channel 7). (Channel 4's reports are not updated as frequently as the others.) If you do not hear UNM-LA *specifically* mentioned, the campus will remain open. Read the complete policy here: http://www.la.unm.edu/SSC/snow_day.html . For Sandoval County sites, call 505-771-4071.

Am I required to participate in course and instructor evaluations (IDEA)?

All faculty members are required to solicit feedback from students regarding their class, near the end of the semester. The University provides forms for the faculty member to use and a protocol to follow to ensure student anonymity. IDEA is a new (to UNM) evaluation system that attempts to connect student learning outcomes, which YOU select, with students' assessment of how well they "got" those outcomes. It's quite different from the usual questions (overall quality of class, quality of teacher, quality of textbook, etc.), and it assigns heavier weights to those questions concerning learning outcomes that YOU think are important.

At the beginning of the semester, you should familiarize yourself with the IDEA system, for which you can find information here: <http://idea.unm.edu/> .

- The Office of Instruction will distribute the forms and instructions near the end of the semester. You will be given the results several weeks after the semester ends. For more information, see "Student Survey Evaluations" in the Faculty Handbook:
http://www.la.unm.edu/instruction/faculty_handbook/facrights.htm#evals .

Your performance will also be evaluated by your Division Head, CC or Dean of Instruction, as described in the above link.

If you teach an ONLINE course, you won't be able to participate in IDEA, which is paper-based. UNM-LA has developed an alternative online form for you to use to obtain student feedback. You will be emailed

instructions and a link to the form a few weeks before the end of the semester.

Student Learning Outcomes Assessment

Most instructors (both Core and Invited Faculty) are required to participate in Student Learning Outcome Assessment, and to turn in an assessment report just after the end of the Semester. Procedures vary between Divisions and Curricula, so check with your Curriculum Coordinator for the procedures that you need to follow. UNM has a website with more information: <http://www.unm.edu/~assess/>, and UNM-LA provides more information here: <http://www.la.unm.edu/administration/assessment.html> and http://www.la.unm.edu/administration/assessment_tools.html. You are required to fill out a Student Learning Outcome Assessment for your courses and an NMHED report for NMHED Core Courses.

Course Cancellations

What happens if not enough students enroll for my course?

A course may be canceled for insufficient enrollment. Normally we require an enrollment of at least 10-12 students in order to hold a course, but sometimes there are exceptions, and this minimum may change as the budget dictates. Check with your CC shortly before your first class to find out the minimum number for the current semester..

Procedures may vary somewhat, but they look something like this:

If a course has [10-12] or more students enrolled, it will "make", that is, it will be offered.

On the Friday before classes begin, course enrollments are reviewed. If a course has 0-1 or 2 students enrolled, and it meets before the main cancellation meeting (see below), it is canceled at that time. If it has 3-9 students, the instructor is asked to meet with the class at its regular time, and to be prepared to teach it if the enrollment is 5 or more and to gather information about student needs and their contact information. Instructors are notified regarding cancellations and if their classes have 3-9 students. Courses whose first meeting is **after** the main cancellation meeting will be canceled at that meeting if they have 0-2 students enrolled (the number may be larger, and this does not apply to late-starting courses), and instructors and students will be notified. If the course has fewer than [10-12] students, the instructor should meet the first class, as above. Normally, your CC will let you know what to do if your class has fewer than 10-12 students, since there are exceptions for some courses. Also note that students sometimes add courses after the beginning of the semester, so it is hard to state hard and fast cancellation rules that apply to all courses.

If the enrollment during that first class meeting is insufficient or borderline, the instructor should find out if there are students who must have the course in order to graduate *that current semester* or if there are any other extenuating circumstances, such as the course being a prerequisite to another required course, that would support the continuation of the course. The instructor should also obtain phone numbers and email addresses for each of the students so that they may be contacted during the next 24 hours about whether or not the course will continue. Instructors should encourage students to try to recruit other students for courses with insufficient enrollment, especially if only one or two students are needed.

The instructor should report attendance and special circumstances to the Curriculum Coordinator as soon as possible (same day) after the class meets, and the CC will consult with the Division Head and Student Services to determine whether or not the course will be offered. The Office of Instruction will notify the students if the course has been canceled, and will recommend that they meet with an advisor to find an alternate course.

The **main cancellation meeting** to review enrollments and decide which courses will be canceled is held during the first week of classes, normally Tuesday or Wednesday afternoon. The Dean of Instruction and administrative staff, Division Heads, Curriculum Coordinators and representatives of Student Services decide for most courses whether or not the course will be held. For courses that meet for the first time after this meeting, the decision is made by CCs in consultation with the other interested parties. In Los Alamos, cancellations and room changes are posted on the website, in the Student Center, in Student Services, and in Building 6.

Courses may be offered with fewer than [10] students under specific circumstances, but we try to avoid this situation.

The instructor will be paid \$25 for teaching one session of the class, if the course is subsequently canceled.

If the course starts after the first week of the semester, the CC will review enrollment during the week before the course is scheduled to begin, notify the instructor if it is less than [10], and either decide to cancel the course or have the instructor meet with the class at least one time, as above.

If you have a question about whether or not your course will be canceled or whether or not you should meet it, call your CC.

Instructional Support

How do I use the photocopy machines?

Los Alamos: Contact the Office of Instruction or your Curriculum Coordinator for the access code to the copy machines. Copy machines used by faculty are located in the Work Room in Building 1, next to the reception desk, and in the Staff lounge in Building 6, next to the restrooms on the main corridor. Other sites: See your site coordinator.

You may use these copy machines to make photocopies of materials that you use for your courses. Please try to conserve paper as much as possible, and make 2-sided copies whenever feasible.

Report problems with the copy machines at the main reception desk in Building 1 [Los Alamos].

Note: It is important to avoid extravagant copy costs. If you know prior to the start of the semester that you will have a large body of copying for your course, then you may want to consider creating a booklet of copied pages for students to purchase from the UNM-LA Bookstore along with their textbook. See the Bookstore manager, Steve Ciddio (662-0337) for more information about this option.

Another, "green" option is to **post your course material online or on campus servers** for your students to access rather than photocopying and handing them out. You may use the photocopier in Building 6 to scan in course materials to a file that you can post online. Contact the ITC (**661-4699, room 624**) for information about how to post course materials online.

What are classroom Media Stations and how do I use them?

Many of the classrooms contain media stations, which consist of a PC, a VCR and a DVD player. The station is connected to an LCD projector, which allows you to display what is shown on the PC screen to the class. The same projector is used to display videos. You can bring in your own presentations and load them on the PC, using a thumb drive, CD or DVD. Most of these PCs also have an internet connection, so that you can connect to remote web sites from your classroom. PCs are loaded with software that displays PowerPoint presentations and some other data formats. Contact the ITC (**661-4699, room 624**) for more information about using Media Stations and to obtain the combination to the lock on the station in your classroom.

It is a good idea to check out the media station in your classroom before you need to use it, to make sure that your presentations and media are compatible. If you run into difficulties, contact ITC for help. They can sometimes install additional software on the station.

Can I get training on how to use instructional media and instructional technology?

The ITC presents frequent short classes about numerous topics in Instructional Technology, including WebCT for online teaching, using free internet tools such as blogs, wikis, and other "Web2.0" tools, classroom capture, videography, scanning, digital photography, MS Office programs, Dreamweaver, etc. Email ITC - itc@unm.edu - for details, and check out this link for schedules: <http://www.unm.edu/~itc/>. And if you have a special request for training, email ITC; they can often accommodate you.

How do I obtain classroom supplies?

Los Alamos: you can obtain classroom supplies such as markers, chalk, erasers, colored paper, transparencies and grade books from the Office of Instruction. Please discuss any other classroom supply needs with your CC - our budget is extremely limited!

How do I obtain supplies for science labs or art studio work?

If your course has a lab or studio component, meet with your CC to learn what supplies are on hand and what supplies need to be ordered. You should place your order at least 2-3 weeks before supplies are needed.

Your CC can help you with Internal Purchase Requests for lab supplies. Oliva Lopez in Building 1 (662-0340) places the orders and handles payment. Please give her the yellow sheet of the IPR and any packing slips as soon as your materials arrive.

Any petty cash purchases from local merchants or the bookstore must be approved by your CC in advance.

Will I have an office, and am I required to hold office hours?

Core Faculty are required to hold office hours. Although an Invited Faculty member is not required to hold office hours, it is still strongly encouraged. We recommended that faculty make themselves accessible to their students either by phone, e-mail, office hours, or all of the above! Any faculty member may ask to be assigned to an office for purposes of meeting regularly with students outside the normally scheduled class time. Check with the Office of Instruction to request office space.

Miscellaneous Topics

If I take a class, will the University pay my tuition?

The policy at UNM-LA has recently changed.

To be in compliance with UNM's tuition remission policy (see the UNM Faculty Handbook policy #3700), UNM-Los Alamos will discontinue the policy of offering tuition remission to Invited Faculty and will follow University policy. See <http://www.unm.edu/%7Eubppm/ubppmanual/3700.htm> . Briefly,

1. You must be 0.50 FTE, regular staff or faculty to use the tuition remission benefit.
2. Your Spouse or Domestic Partner must take the class for credit. The employee can audit.
3. Community Education tuition remission is for employees only, no spouses or children.
4. Your Spouse or DP can only take one class, not to exceed 4 credit hours.
5. Only tuition and student fees are covered. Course fees are not.

Are there faculty meetings that I am required to attend?

Meetings are rare at UNM-LA, especially for Invited Faculty.

Just before the beginning of Fall and Spring semesters, usually on the Wednesdays preceding them, a Faculty Orientation is held. Training for compliance with the Americans with Disabilities Act is held for all new faculty starting at 4:30 PM. At 5, the meeting begins with dinner, followed by discussions and presentations of topics of current importance to the faculty. The meeting is followed by break-out sessions with the Curriculum Coordinators, and it usually ends about 8:30. You will be mailed a notice about this meeting, and Invited Faculty will be paid an honorarium, currently \$50, for attending.

The Faculty Assembly meets once a month, and both Core Faculty and Invited Faculty are welcome. Meetings are announced via email.

Core Faculty are required to attend additional meetings on occasion, also announced by email.

I would like to attend a workshop or conference related to the courses I teach. Will the University pay some or all of the costs?

Sometimes this can be arranged - discuss your specific requests with your CC. In order to be reimbursed for any expenses for a workshop or conference, your request must be approved in advance in writing.

Where do I get a Faculty UNM ID card (also called a Lobo Card)?

This card will identify an individual as a faculty member and allows various discounts and privileges on main campus. Make arrangements with Steve Ciddio in the UNM Bookstore to obtain your ID card.

Contributors:

Thanks are due to several people who contributed to this collection of information; any errors are mine - Carol Furchner.

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