

9-28-2010

Faculty Senate Summarized Minutes, 9/28/2010

UNM Faculty Senate

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FACULTY SENATE SUMMARIZED MINUTES

2010-2011 Faculty Senate
SEPTEMBER 28, 2010

The Faculty Senate meeting for September 28 was called to order at 3:05 p.m. in the Roberts Room of Scholes Hall. Senate President Richard Wood presided.

1. ATTENDANCE

Guests Present: Director of Applications Duane Arruti (Information Technologies), Vice President Carmen Alvarez Brown (Enrollment Management), Associate Vice President Terry Babbitt (Enrollment Management), Post-Doctoral Fellow Charles Becknell (Language, Literature and Sociocultural Studies), Director PC System and Support Mike Campbell, Vice President Jozie De Leon (Equity and Inclusion), Chelsea Erven (Student Publications), Deputy CIO Moira Gerety (Information Technologies), Interim Registrar Alex Gonzales (Office of the Registrar), Director Debby Knotts (New Media and Extended Learning), Editor Patrick Lohmann (UNM Daily Lobo), Post-Doctoral Fellow Jessica Metcalfe (Equity and Inclusion), Post-Doctoral Fellow Olivia C. Navarro-Farr (Anthropology), Manager Laura Olszewski (IT Applications), and Provost Suzanne Ortega.

2. APPROVAL OF THE AGENDA

The agenda was approved as written.

3. APPROVAL OF SUMMARIZED MINUTES FOR AUGUST 24, 2010 MEETING

The minutes were approved as written.

4. PROVOST'S REPORT

Provost Suzanne Ortega presented the following slideshow on tenure and tenure track faculty trends:

ACADEMIC AFFAIRS

Tenure & Tenure Track Faculty By School/College

Suzanne Ortega
Provost & EVP for
Academic Affairs

Faculty Senate
September 28, 2010

ACADEMIC AFFAIRS

Tenure & Tenure Track Faculty 3- & 10-year Trends

- Main Campus T&TT Faculty numbers are virtually unchanged
 - A 2.6% increase over 3 years (from 783 – 804)
 - A 1.4% increase over 10 years (from 793 – 804)
- Individual school/college and departmental trends vary

ACADEMIC AFFAIRS

Tenure & Tenure Track Faculty 3-year Trends

Notable Increases

- School of Public Administration – 100% (from 5 – 10)
- Geography – 75% (from 4 - 7)
- School of Engineering – 9% (from 93 – 101)
- College of Fine Arts – 8% (from 72 – 78)

Notable Decreases

- Individual Family Community Education – 14% (from 21 – 18)
- History – 10% (from 29 – 26)

ACADEMIC AFFAIRS

Tenure & Tenure Track Faculty 10-year Trends

Notable Increases

- School of Architecture & Planning – 39% (from 18 – 25)
- Health Exercise & Sport Science – 60% (from 10 – 16)
- Biology – 19% (from 32 – 38)
- Communication & Journalism – 18% (from 17 – 20)

Notable Decreases

- Chemistry – 26% (from 19-14)
- Math & Statistics – 15% (from 33 – 28)
- English – 6% (from 35 – 33)
- College of Education – 11% (from 106 – 94)

ACADEMIC AFFAIRS

Tenure & Tenure Track Faculty

Specific Concerns: Though no departments show significant T/TT faculty decreases in the past three years – and a few show encouraging gains - we know that longer-term trends and forces are creating significant pressure points in key areas.

In particular, the losses of faculty over ten years in certain Arts & Sciences departments has threatened our ability to provide sufficient access to high quality Core classes during a time of growth.



Academic Mission Report

[http://www.unm.edu/~acadaffr/Reports
&Meetings2010.html](http://www.unm.edu/~acadaffr/Reports&Meetings2010.html)

Questions or Comments?

5. FACULTY SENATE PRESIDENT'S REPORT

Faculty Senate President Richard Wood reported the following:

- The Faculty Senate meetings have been moved to the Roberts Room to save money and symbolically for the commitment to shared governance. Please provide feedback.
- The senate agenda will be distributed the week prior to the senate meetings.
- New senators will receive a book of orientation materials.
- The Operations Committee and various senate committees are engaged with the fiscal authorities on all levels regarding the Strategic Budget process. It is going well. The core work is being done by the FS Budget Committee, chaired by Ann Brooks (Anderson School of Management).
- The Governmental Relations Committee is continuing to build ties with legislators, chaired by Antoinette Sedillo Lopez (Law). The forum on Higher Education is still being planned. It is a slow process negotiating with the campaigns.
- The council pilot project is proceeding. The Health Sciences Council is functioning. The Academic Council pilot will be implemented next.

CONSENT AGENDA

6. FORMS C FROM THE CURRICULA COMMITTEE

The following Forms C were approved by unanimous vote of the Faculty Senate.

Revision of School Health Education Concentration in BSED, College of Education
Revision of Pre-Law Concentration in BA Philosophy, College of Arts and Sciences
Revision of BA Philosophy Major, College of Arts and Sciences
Revision of BA Family Studies Major, College of Education
Revision of Community Health Education Concentration in BSED, College of Education
Revision of School Health Education Concentration in BSED, College of Education

AGENDA TOPICS

7. UNM POST-DOCTORAL FELLOWSHIP PROGRAM

Vice President Jozie De Leon (Office of Equity and Inclusion) thanked the members of the Post-Doctoral Fellowship Program selection committee: Professor Yemane Asmeron (Earth and Planetary Sciences), Professor Gabriel Melendez (American Studies), and Assistant Professor Gabriel Sanchez (Political Science). There were 35 applicants this year. This year's selections were made over the summer, but the next selection process will begin in the fall semester

The Board of Regents provided one-time only funding for the recruitment and retention of faculty. The Diversity Post-Doc Program was created. The BOR will be asked to continue to fund the program. It brings new energy and new ideas to campus. It also helps underrepresented faculty to do research.

The three diversity post-doctoral fellows for this year are:

Charles Becknell (Language, Literature and Sociocultural Studies)
Jessica Metcalfe (Equity and Inclusion)
Olivia C. Navarro-Farr (Anthropology)

8. EMAIL/MESSAGING/CALENDARING TASK FORCE

Deputy CIO Moira Gerety presented the following presentation on the UNM messaging and calendaring system and task force findings. The Computer Use Committee wants to revisit the findings when more of their members are present. Once the Computer Use Committee makes a decision on endorsement, the Faculty Senate will consider the proposal.



UNM-Wide Messaging and Calendaring



Campus Direction August-September, 2010

Gil Gonzales, CIO

Initiative Co-Chairs:

Moira Gerety, Deputy CIO, UNM

Mike Campbell, Director, PC Systems and Support, UNMH

The Problem: “Communication is Broken”

- **Broad, vocal dissatisfaction**
 - With UNM e-mail and calendar tools
- **“GroupWise isn’t integrated”** between the 3 installations at UNMH, HSLIC and UNM
 - Not all staff and faculty are in the directory
 - Mailing lists are cumbersome
 - Training is inadequate
 - Novell is an obsolete platform
 - There’s no ‘stack’ of products
- **WebMail is limited**
 - Space, performance, features & functionality: no ‘stack’.

Scope of the Investigation

Included: **E-Mail, calendar & collaborative applications**

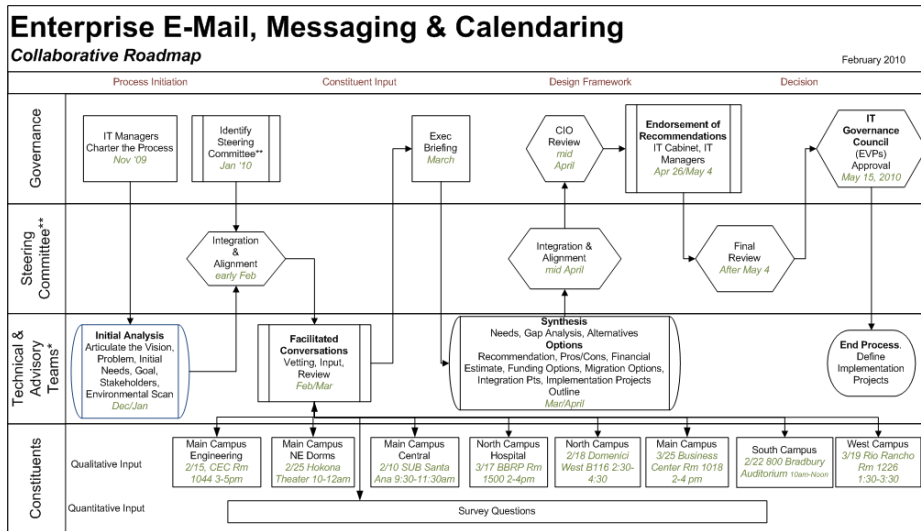
- Students, Faculty and Staff on all campuses
- Listservs, directory services
- Integration with applications
- How the UNM community interacts

Excluded:

- Text or chat, per se, except as they exist in a stack of productivity applications
- Product selection

Approach

- EVPs approved **assessing the direction for UNM** in the Fall of 2009
- **Collaborative process** used for transparency
 - <http://cio.unm.edu/initiatives/messaging.html>
 - Technical, Advisory and Steering Committees
 - Internal scan
 - forums, surveys and lots of conversations
 - External scan
 - with our peers and in the industry
 - Leadership engagement
 - IT Governance and advisory groups (Agents, Managers, Cabinet)
- **Desired Outcome:** Consensus in the direction for UNM communication



* **Core Technical Team:** HSCIT, HSLIC, IT, ASM, SOE, +Dept
Technical Advisory Comm: NMEL, Student IT, Web IT, IdM, Lib IT, FSM IT

** **Steering Committee:** Seeking participation from : HSLIC, Faculty Main & HSC, Stu Govt, A&S, ASM, SOM, HSC Controller, HSC Admin, UH Admin, HR, Stu Svcs, ISS, Branches, UCAM



Enterprise Email Steering Committee Representatives

Name	Department
Kevin Stephensen	VP for Research
Dale Hendrickson/Rebecca Lubas	Zimmerman Library
Michele Hunley/Mike Duran	Human Resources
Carol Parker	Law School
Ron Margolis	UNMH
Mary Ann Castillo	Valencia Campus
Owen Ellard	HSLIC
Chris Vallejos	Institutional Support Services
Anne Murray	University Counsel
Kim Kloeppel	Student Affairs
Linda Pardo/Dennis Crowther	Finance & University Controller
Tim Thomas	Faculty Computer Use Committee
Alex Han	Los Alamos
Kenedi Pollard	Health Sciences
Prof. Rob Del Campo	ASM
Prof. Karl Benedict	Arts & Sciences
Cinnamon Blair	University Marketing
G. Christine Chavez/Lisa Wauneka	Internal Audit
Prof. Jedediah Crandall	SOE



Operational Teams

Core Technical Team

- Campbell, Mike
- Gaillard, Greg
- Gerety, Moira
- Hess, Tom
- Hidalgo, Al
- Inal, Dilek
- Parker, Scott
- Sanford, Tom
- Spence, Steve
- McGuire, Jane
- Bowler-Hill, Sally

Technical Advisory Team

- Crowther, Dennis
- Gomez, Greg
- Knotts, Debby
- Menapace, Brian
- Olszewski, Laura
- Rael, Gabriel Lorenzo
- Seazzu, Alex
- Stewart, Cameron
- Wiley, Kevin

Administrative Support: Virgie Pino, Leah Boetger

Internal Scan “Current State”

- Confirmed an inefficient collection of “systems”
 - 40 email systems (based on SMTP hosts)
 - There is no uniform method for account creation and maintenance, and users have potentially multiple user ids and passwords to maintain
 - No consistent method for syncing with mobile devices
 - No consistent methods for leveraging tools
 - Lots of manual work, mainly on the administrative side
 - Local value to decentralization is at the expense of institutional value of collaborative tools
 - Duplicative, inefficient distribution of services and products
 - Many using external productivity stacks: gmail, yahoo

Internal Scan “Current State Issues”

- Training and support are inconsistent and ineffective
- Significant confusion about how to use the multiple systems to communicate effectively across campus
- Decentralization decreases communication:
 - Can't send to “All UNM Nurses”
 - Can't sync Palm Pre with GroupWise
 - Limited mobile functionality impacts faculty productivity
- Multiple infrastructures hobble technology advances
 - Cloud computing
 - Integration with applications
 - Mobile apps
- GroupWise integration is problematic with UNM systems
 - Time Matters (Legal)
 - EMS (Events)
 - Sharepoint

Internal Scan “Primary Constituencies”

Staff

- Prefer order and predictability in community usage of tools
- Don't understand why we are so fragmented since it impacts their productivity
- Are more likely to use a Desktop and hence are less mobile
- 80% use GroupWise, 89% use Windows
- Spend time bridging systems manually

Students

- 95% of students “use” their UNM email, 73% use Windows
- Most students (2/3) do not forward their mail meaning the other 1/3 does prefer to stay in *their* environment (gmail, etc).
- Expect THEIR mobile device to reflect their data wherever they store it
- More than 70% want a UNM email address after graduation

Faculty

- Identity and local control/flexibility are essential
- Do not like the idea of a public calendar
- 46% of faculty use GW email, 31% use GW calendar, 67% use Windows (85% for salud)
- Use cloud tools to coordinate with colleagues at other institutions
- Are just as “connected” as students; they use the cloud as much
- Client independence is important to faculty



Internal Scan “Satisfaction”

Email

ALL UNM	Student	Faculty	Staff	Salud only
Google/ online	97% (2215)	97 (299)	97 (527)	95 (326)
Exchange	79 (678)	89 (105)	85 (199)	78 (83)
Groupwise	70 (730)	60 (194)	70 (642)	71 (482)
WebMail	53 (2,501)	59 (337)	68 (565)	69 (321)

Calendar

ALL UNM	Student	Faculty	Staff	Salud only
Google/ online	92% (1,042)	93 (152)	94 (245)	91 (170)
Exchange	79 (495)	78 (72)	84 (160)	70 (54)
Groupwise	69 (416)	48 (130)	70 (604)	69 (394)
WebMail	75 (651)	57 (51)	68 (153)	63 (93)

% of users satisfied
 Numbers in parenthesis are number responding to satisfaction question (using product)
 Totals taking survey: 2,606 students, 421 faculty, 764 staff, 487 Salud only



Internal Scan Summary

- Dissatisfaction with communication confirmed
 - Work-arounds for lack of integration
 - Most people have multiple accounts
 - Single interface is desirable.
- Satisfaction with specific products is variable
 - E-Mail,
 - Calendar & scheduling
 - Communication tools
- Findings are consistent within role/cohort (faculty, staff, students), rather than organizational affiliation

External Scan

- **Microsoft Exchange is the market leader for staff and faculty** cohort and the industry leader for internal email;
- Peers are also looking at cloud computing strategies as a way to contain costs. The targeted audiences for **cloud computing** primarily are **students, retirees and alumni**.
- Market leaders for **cloud computing for students are Microsoft Live@edu and Google Apps**;
- Industry scan suggests that there's an explosive **growth of outsourcing of the student email** environment. Not so for outsourcing staff/faculty email.
 - Confidentiality of faculty/staff communications are still a concern for institutions as well as issues of control, security, and support.
 - ITAR requirements are a factor for researchers

External Scan

- Enterprise applications systems vendors are providing **interfaces primarily to Exchange**;
- **UNM is behind our cohorts** in developing an integration strategy for Email/Calendar systems from “stand alone” toward integration platforms, launching point, middleware;



External Scan, cont'd

- Common points made:
 - Integrated systems are valued over standalone
 - Directory services are the foundational technology
 - Archiving mail is not in the plan
 - Mac user experience is limited with Exchange 2007.
- External Scan Current State Matrix

	Local Exchange	Hosted Exchange	Live@edu	Google Apps	Other
Staff & Faculty	12	0	0	0	4
Students	7	0	3.5	1.5	4

- Frequency based on survey of 16 Peer institutions as defined by OIR

Direction Drivers

- **Single Interface**
 - 84% of UNM want a “single interface” (88% for salud) and 77% want common systems (71% for salud);
- **Application Integration**
 - All UNM populations are looking for more application integration with messaging/calendaring;
- **Industry-leader functionality is expected**
 - Although satisfaction with GroupWise per se is not bad, GW not strategic
 - Lags the competition in functionality
 - Does not integrate easily with other apps
 - Is too expensive for 30,00+ student accounts and has low main/adjunct faculty adoption
- **Need lower-cost option for ~60,000 NetIDs**
 - Student needs are expensive to support in-house, thus making this cohort a strong candidate for an integrated outsourced solution.



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Foundational to the Decision

EITHER:

Connect our multiple systems

- Continue status quo, but with a clearly defined direction toward eventual consolidation
- Build interfaces, based on standards, between centralized messaging/calendaring platforms and potentially applications that may tie into them
- Advantage : less disruptive, lower initial project outlay
- Disadvantage : more cost over 5 years in maintaining integration and continued user confusion/efficiency.



OR:

Move to “One” system

- Provide a platform for consistent and efficient collaboration
- Integrate a cost-effective directory foundation for applications on a one to one, not one to many basis
- Enable client independence and “tailoring at the edges”
- Include a cloud component option that also integrates, where privacy and security concerns can be met.



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Recommended Direction

1. Move to a single, robust solution for all UNM units,

- Address all integration, training, security issues
- Provide distributed branding, client independence
- Pick an industry leader : Google or Microsoft
- Enable integration other UNM systems
- Evaluate cloud options
- Platform must sync with "all" mobile devices
- Platform must be reliable: BC/DR



Recommended Direction, Cont'd

2. Refine and segment UNM solutions by USER group

- (Student/Faculty /Staff/Public etc.) NOT organizational circumstance
- Integration is essential

Table: # of people at UNM by category

Population	Main	Branches	HSC	Hospital	Med Grp	Foundation	Total
Student	19,129	7,370	482	0	0	0	26,981
Grads	2,032	0	817	0	0	0	2,849
Faculty	2,111	565	1,031	0	0	0	3,707
Staff	9,944	1,135	4,650	5,951	91	65/5	21,836

Recommended Direction, Cont'd

3. **Build an infrastructure that enables distributed flexibility, control and added value**

- Look at email/messaging as a means to strategic ends
- Create common core infrastructure – common directory needs to be a part of this
- Design in flexibility and control for academic departments: ease up on “controls”
- Design to enable Departmental identity
- Allow client options, with parameters
- There needs to be an avenue for email/calendar as the object of teaching or research
- Govern the one solution formally

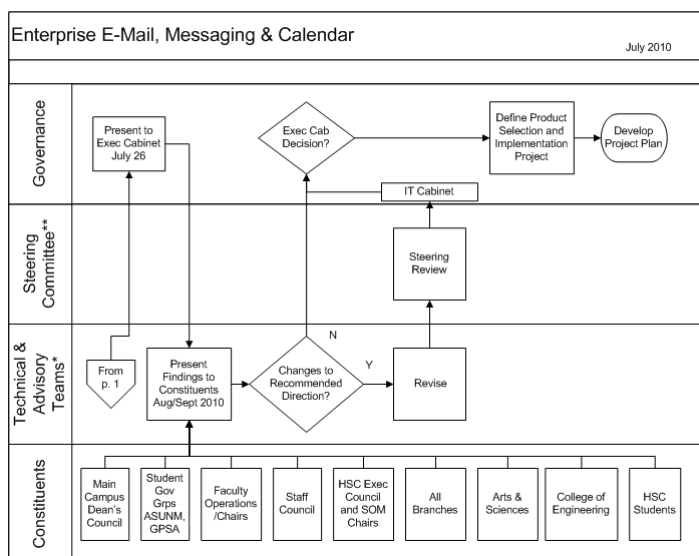
Recommended Direction, Cont'd

4. **Continue the collaborative process to:**

- Investigate the tool set options to ‘fix’ UNM communication
- Develop a campus-wide implementation approach
- Develop a time table



Where are we now?



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Changes or Endorsement?



Gil Gonzales
gonzgil@unm.edu
 505 277-8125

Moira Gerety
mcgerety@unm.edu
 505 277-8125

Michael Campbell
mcampbell@salud.unm.edu
 505 272-1813



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9. GRADE ENTRY TASK FORCE

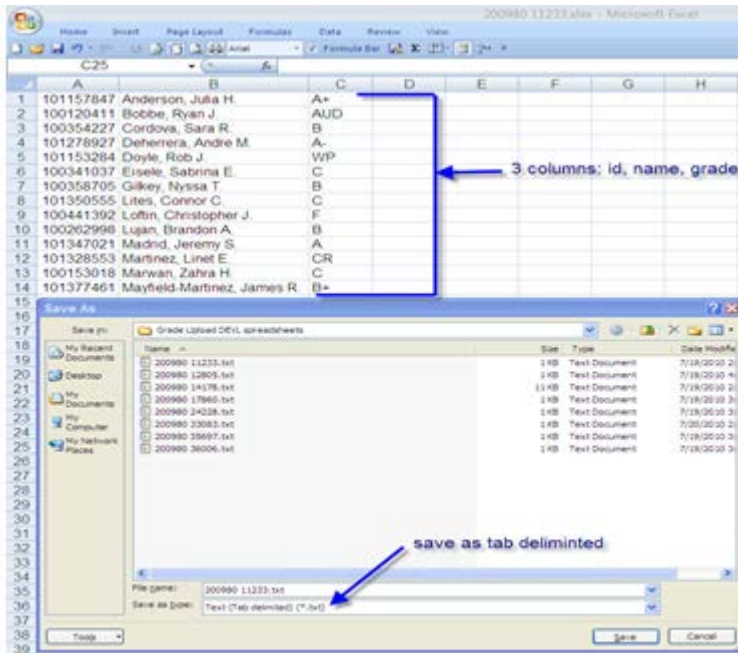
Associate Vice President Terry Babbitt presented the following slideshow on the Grade Entry Solution. The solution should be implemented in time for the Fall 2010 grade entry in December.



Grade Entry - Spreadsheet Upload Solution For Final Fall Grades 2010

The screenshot shows a web browser window with the URL <http://classlist.unm.edu/LstClass.cfm?CRN=26488&Sem=201000>. The page header includes the University of New Mexico logo and name. The main content area displays course information for ABQ EPS 101, Section 619, titled "Intro Geology How Earth Works" for Fall 2010 with 22 enrollments. A blue arrow points to the "Create EXCEL Spreadsheet" link. Below the course details is a table of student enrollment data.

UNM ID	Name	College	Hours	Opt	Grade	WID Date	Email
101496368	Boyd, Emma	UC	3.000				emboyd21
101515732	Cano, Sybelle	UC	3.000				bsc152
101501782	Castro, Alex	UC	3.000				alexcastro15
101489883	Dinning, Sarah	UC	3.000				sdinning
101515212	Endwanior, Enoch	UC	3.000				enoch2@unm.edu
101490649	King, Evan	UC	3.000				eking022
101489264	Larsen, Zachary	UC	3.000				ztlarsen
101495825	Lopez, Pablo	UC	3.000				plopez10
100262256	Madrid, Elizabeth	UC	3.000				emadrid5
101481575	Moreno, Oscar	UC	3.000				osmoreno
101451429	Mueller, David	UC	3.000				dmueller01



Banner Faculty Self Service

Class Section Functions

- View Summary Class List**
Student Status, Grade Mode, Instructor Initiated Drop.
- Exportable Class List**
Printer Friendly, Exportable, Email classes with 100+ students.
- Summary Wait List**
- View Class List with Student Details**
- Detail Wait List**
- Override Registration Errors (Capacity, pre-req, etc.)**
- View/Update Syllabus Info**
- View/Update Office Hours**
- Add WebCT Component to Class**
- Grade Entry** ← New Grade Entry section on menu
- Enter Final Grades**
- Grade Upload Menu** ←
- WebCT Grade Export**

UNM FastInfo Find help about: within: Student Faculty/Staff

RELEASE: 8.4

FAC & ADV MENU HELP EXIT

Grade Upload Menu

Select Different Term

Select Different CRN

Upload Your Grades
Upload your grades to Banner from a file. (File format requirements and other details)

Enter Final Grades
Enter or change Final Grades or Last Date of Attendance

Links to FastInfo on Grade Upload

CRN FastInfo Find help about: within: Student Faculty/Staff

FAC & ADV MENU HELP EXIT

Grade Upload Options

1. Click **Browse** to locate and select the file to upload.
2. Choose **First time -OR- Replace All** to:
 - o overwrite ALL previously uploaded grades AND add new grades.
 - o **Keep Previous -AND- Add New** to:
 - o retain ALL previously uploaded grades AND upload additional new grades

Click [HERE](#) for File Format Requirements and other details.

CRN	Class	Students	Section	Start Date
10005	Intro to Unix & WWW	9		

Choose Grade File to Upload (required):

Upload Choices: (see note above)

First time -OR- Replace All

Keep Previous -AND- Add New

CRN FastInfo Find help about: within: Student Faculty/Staff

[Change Term | Change CRN | Grade Upload Menu | Enter Final Grades | Fac & Adv Menu]

Review Uploaded Grades

Below are the uploaded grades for this class. Read and review this page closely. If there are errors, you may correct them here, or in your original spreadsheet which you will then need to upload again.

When you have finished reviewing and making corrections, click **SUBMIT THESE GRADES**.

CRN	Class	Students	Section	Start Date
11979	Foundation of USAF 22			24-Aug-09

← CRN info

Upload Choice: Replace previously uploaded grades for the same student.

Two Most Recent Previous Grade Uploads for this Course Section

Uploaded By	Uploaded From	Last Status Message	Last Status Date
Sue Roujensky 129.24.221.50	(129.24.221.50)	Uploaded File Processed - Generating Grade Review Form	09/27/2019 12:05:30 PM
Sue Roujensky 129.24.221.50	(129.24.221.50)	Uploaded File Processed - Generating Grade Review Form	09/27/2019 12:04:57 PM

← Upload History for this CRN

Upload Summary Results

Invalid Grade(s) from Upload: 7

Correct Invalid or Missing Grade(s): 6 student(s)

Valid Grades: 18 student(s)

Invalid Grade(s) from Upload

Student Banner ID	Student Name in File (Spreadsheet)	Grade	Line in File	Error Information
101350637	Marrinod, Sarah A.	WF	5	Invalid Grade for this Student. (Student Grade mode = S)

Student Banner ID	Student Name in Banner	Student Name in File (Spreadsheet)	Registration Status	Date	Grade Mode	Grade	Rebid	Last Attempt Date
101153284	Dorje, Rob J.	Dorje, Rob J.	Drop - Pass Req	12/09/09	T	WF		LAD Required
10058705	Oskey, Nova Teresa							LAD Required
101350555	Lahn, Cosma Corah							LAD Required
100441392	Lofte, Christopher James							LAD Required
100262090	Lujan, Brandon A							LAD Required
101347021	Madril, Javier S							LAD Required
101128593	Martinez, Luis Elia							LAD Required
100153028	Marras, Zahra Hassan	Marras, Zahra H	Student Registered	05/04/09	S	B		

Windows Internet Explorer

You have at least one student whose grade requires a Last Attempt Date (LAD). LAD is required for the following non-passing grades: L, F, WF, W, WNC, U, NC, RNC, W. First, submit all the grades by clicking **SUBMIT THESE GRADES** from the Review uploaded Grades page. Next, on the Grades Upload Results page, click the Error Final Grades link form to proceed to where LAD is entered.

OK

101350978	Podkorski, Kristina Nicole	Podkorski, Kristina N	Student Registered	06/04/09	S	C		LAD Required
101352656	Quatana, Dominic Michael	Quatana, Dominic M	Student Registered	05/21/09	S	D		LAD Required
101278506	Takouchi, John Paul	Takouchi, John P.	Student Registered	04/30/09	S	C		LAD Required
100057332	Vargas, Ramon C	Vargas, Ramon C	Student Registered	05/18/09	S	F		LAD Required
100393448	Wilsand, Kevin Garrett	Wilsand, Kevin G.	Student Registered	06/09/09	S	WNC		LAD Required

SUBMIT THESE GRADES

Reset

Make any corrections, then submit grades.

[Show Item] [Show Grid] [Grade Upload Summary]
[View Final Grades] [LAD & ADT Summary]

Grades Upload Results

You Grades have been Uploaded. You must review the results, and take any necessary follow-up action as indicated by the messages below.

Grades entered today will be rolled and viewable by students after 7pm and will no longer be modifiable. Ungraded students for this class can be graded at any time until grading is turned off for the entire term.

Remember that all non-passing grades must be given a Last Date of Attendance. Go to [Enter Final Grades](#) to do so.

CRN	Class	Students	Section Start Date
11233	Elementary Japanese I	23	24-Aug-09

Upload Choice: Keep previously uploaded grades for the same student.

Summary Results(s)

Section Count: 23
Non-Gradable: 0 (adding, withdrawn or otherwise not gradable)
Gradable: 23

Grades Written to Database: 21 student(s)

Last Attend Date Required: 11 student(s). [Click Enter Final Grades for entry.](#)

Still Need Grades: 2 student(s)

[click to enter Last Date of Attendance](#)

[\[Clear Term\] \[Clear CRN\] \[Grade Upload Items\]](#)
[\[Enter Final Grades\] \[TAC & ADVISORS\]](#)

Enter Final Grades

[Grades just uploaded now show here](#)

Grades entered today will be rolled and viewable by students after 7pm and will no longer be modifiable. Ungraded students for this class can be graded at any time until grading is turned off for the entire term.

For grade entry questions, [Click Here](#).

MAC USERS: Please use Internet Explorer, Netscape 7.x or higher, or Firefox 1.x or higher. (Opera and Safari are not fully supported by SunGard at this time.)

Enter Final Grades or changes to Final Grades if grades have not been processed.
Last Attend Date is required ONLY if entering a Withdrawal, Failing, or Incomplete grade.
Last Attend Date for students who never attended the class must be entered as one day prior to the beginning of the semester.

CRN	Class	Students	Section Start Date
11233	Elementary Japanese I - JAPN 101 004 23	23	24-AUG-09

[Enter Last Attend Date here](#)

To avoid losing your work, click **SAVE / SUBMIT** at the bottom of the page at least once every 90 minutes. Your time limit began at 02:54 pm on Jul 26, 2010 for this page.

Student Name	ID/NetID	Registration Status	Grade	Last Attend Date MM/DD/YYYY (Use leading zeros)
Anderson, Julia H.	101157647 jander89	Registered Aug 24, 2009	None A+ A A- B+ B B- C+ C C- D+ D D- F I W ⊗ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Bobbie, Ryan J.	100120411 rbobbie	Student Registered Sep 01, 2009	None AUD ○ ⊗	
Cordova, Sara R.	100354227 sco9001	Student Registered Apr 18, 2009	None A+ A A- B+ B B- C+ C C- D+ D D- F I W ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Deberry, Andre H.	101279927 adeherre	Student Registered Jul 28, 2009	None A+ A A- B+ B B- C+ C C- D+ D D- F I W ○ ○ ⊗ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Doyle, Rob J.	101153284 rdoyle01	Drop - Perm Req Dec 09, 2009	None WF WF ○ ○ ⊗	
Esele, Sabrina E.	100341037 esele	Student Registered May 15, 2009	None A+ A A- B+ B B- C+ C C- D+ D D- F I W ⊗ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	
Gikley, Nyssa T.	100358705	Student Registered	None A+ A A- B+ B B- C+ C C- D+ D D- F I W	

BB Vista/WebCT calculated Final grade column

- In order to restore Grade Entry functionality, NMEL Staff wrote custom software to create Midterm and Final Grade columns in existing WebCT CourseSection Grade Books

Your location: Grade Book

Grade Book

Create Column | Enroll Members | Import from Spreadsheet | Reorder Columns | Grade Book Options

Grades | Members | View All | Custom View

☐	% Last Name	% First Name	% Role	% Exam 1	% Exam 2	% Exam 3	% Exam 4	% Final Calculated	% Midterm Calculated
	Alphanumeric	Alphanumeric	Alphanumeric	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)		
☐	██████████	Emily	Student	86	84	68	90	82.00	
☐	██████████	R	Student	66	64	82	74	71.50	
☐	██████████	A	Student	--	80	9		62.50	
☐	██████████	Andrew	Student	56	48	6		56.00	
☐	██████████	Jeremiah	Student	74	82	8		81.50	
☐	██████████	S	Student	52	82	6		50.00	

Preparing the calculated Final grade column

- The Final grade column is a calculated column by default.
- Faculty have to create a formula for calculating the final grade in the new column.

Sort Column
Hide Column
Edit Values
Edit Column Formula
Column

Edit Formula for: Final

To create a formula for a calculated column, use the functions, numerals
When you have finished creating your formula, click Save.

SUM([Exam 1],[Exam 2],[Exam 3],[Exam 4])/4

SUM
MIN
MAX
AVG
Enter Another Value
End Function
Undo
Clear All

Select a column to add to your formula:

- Exam 1
- Exam 2
- Exam 3
- Exam 4
- extra credit 1
- Extra Credit 2
- final exam
- Midterm

() + - * / 0

More Complex formulas are common

SUM([att1]+[att10]+[att11]+[att12]+[att13]+[att14]+[att15]+[att16]+[att2]+[att3]+[att4]+[att5]+[att6]+[att7]+[att8]+[att9]+[Case 1]+[Case 2]+[Case 3]+[Ch 16 Disc]+[Ch 4 Disc]+[Ch 9 Disc]+[Ch 16 Disc]+[Ch 4 Disc]+[Ch 9 Disc]+[Ch 10 disc]+[Ch 10 discussion]+[Ch 1 quiz]+[Ch 10 disc]+[Ch 10])

Save Cancel

WebCT grade export to Banner process

- To export the Final column's select Final in the 'Export to SIS' drop-down box once the Final grade column has been calculated.

The screenshot shows the 'Grade Book' interface for 'GEOG-101'. The table below represents the data visible in the interface:

Grades	Members	View All	Custom View	% Last Name	% First Name	% Role	% Exam 1	% Exam 2	% Exam 3	% Exam 4	% Final	% Midterm
				Alphanumeric	Alphanumeric	Alphanumeric	Number (out of 100)	Number (out of 100)	Number (out of 100)	Number (out of 100)	Calculated	Calculated
<input type="checkbox"/>				██████████	Emily	Student	85	84	68	90	82.00	--
<input type="checkbox"/>				██████████	Reya	Student	66	64	82	74	71.50	--
<input type="checkbox"/>				██████████	Audriana	Student	--	80	94	80	(63.50)	--
<input type="checkbox"/>				██████████	Andrew	Student	56	48	60	60	56.00	--
<input type="checkbox"/>				██████████	Jessiah Denise	Student	74	82	86	85	81.50	--
<input type="checkbox"/>				██████████	Brandon	Student	75	70	58	88	74.50	--

WebCT grade export to Banner process

- Before completing the export to LabWeb/Banner, numeric grades need to be converted to letter grades.*

The 'Edit Letter' dialog box shows the following data:

Grade	Range
<input type="radio"/> A+	97
<input type="radio"/> A	93
<input type="radio"/> A-	90
<input type="radio"/> B+	87
<input type="radio"/> B	83
<input type="radio"/> B-	80
<input type="radio"/> C+	77
<input type="radio"/> C	73
<input type="radio"/> C-	70
<input type="radio"/> D+	67
<input type="radio"/> D	63
<input type="radio"/> D-	60
<input type="radio"/> F	less than 60

The background shows the 'Grade' conversion scheme with the following ranges and actions:

Range	Actions ?
100 and above	
90 or greater, and less than 100	✖
80 or greater, and less than 90	✖
70 or greater, and less than 80	✖
60 or greater, and less than 70	✖
50 or greater, and less than 60	✖
less than 50	
less than 60	

* Background shows the default Grade conversion scheme. Foreground shows custom faculty conversion

WebCT grade export to Banner process

- Select the grades that need to be exported.

UNM WebCT Vista Learning Management System

My WebCT | Accessibility | Help | Log out

Build Teach Student View GEOG-101

Export Final Grade

Final grade can be exported multiple times per Student. Ensure that a Student is assigned the correct grade before exporting the grades.

List of Students with grades to export:
Select Students whose grades are ready to be exported.

<input type="checkbox"/>	Last Name	First Name	User Name	Final	Reason	Last Export
<input type="checkbox"/>	[REDACTED]	Andrew	[REDACTED]	F		
<input type="checkbox"/>	[REDACTED]	Amber	[REDACTED]	D+		
<input type="checkbox"/>	[REDACTED]	Sydra	[REDACTED]	F		
<input type="checkbox"/>	[REDACTED]	Navida	[REDACTED]	C		
<input type="checkbox"/>	[REDACTED]	Stacie	[REDACTED]	F		
<input type="checkbox"/>	[REDACTED]	Tyler	[REDACTED]	C+		
<input type="checkbox"/>	[REDACTED]	J	[REDACTED]	B		

Checking exported final grades

- Export Final Grade page after export.

The students have been moved from the 'List of students with grades to export' to the 'List of students with previously exported grades'. If only a partial export was done, then there would be groups of students under each category.

Build Teach Student View GEOG-101

Export Final Grade

Final grade can be exported multiple times per Student. Ensure that a Student is assigned the correct grade before exporting the grades.

List of Students with grades to export:
Select Students whose grades are ready to be exported

There are no members in this view.

List of Students with previously exported grades:

<input type="checkbox"/>	Last Name	First Name	User Name	Final	Reason	Last Export
<input checked="" type="checkbox"/>	[REDACTED]	Andrew	[REDACTED]	F	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	Amber	[REDACTED]	D+	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	N	[REDACTED]	C	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	S	[REDACTED]	F	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	Stacie	[REDACTED]	F	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	Eric	[REDACTED]	F	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	Tyler	[REDACTED]	C+	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	Alyssa	[REDACTED]	C	Awaiting response from SIS	July 29, 2010 1:26 PM
<input checked="" type="checkbox"/>	[REDACTED]	Daniel	[REDACTED]	C	Awaiting response from SIS	July 29, 2010 1:26 PM

Training and Support Schedule

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 T- EMA/IT Staff on WebCT Grade Export Temps on Board MF 40 hours C-All Faculty Email	2	3 P-Senate Admissions & Registration Noon Faculty Club Conference Room	4	5	6
7	8 Temps on Board MF 40 hours	9	10	11 Veterans' Day	12	13
14	15 C-Training Announcement Email to Faculty -NMEI Temps on Board MF 40 hours	16 T-Faculty Loboleb Sub 2-4	17	18 T-Faculty Loboleb Sub 2-4	19	20
21	22 Temps on Board MF 24 hours	23	24	25 Thanksgiving Day	26 UNM Closed	27
28	29 Temps on Board MF 40 hours	30 T-Faculty 1-2:30pm Libraries & OSET				

Training and Support Schedule

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 T-Faculty- Loboleb Sub 2-4	2	3	4
5	6 Temps on Board MF 40 hours	7 T- 10-12 - Faculty Loboleb Sub and again at 2-4	8	9 T- 10-12 Faculty Loboleb Sub and again at 2-4	10 EOT Grade Entry Opens	11 Temp On Call 10-8
12 Temp On Call 10-8	13 Faculty Training 1-2:30pm Libraries & OSET Temps on Board MF 40 hours	14 Faculty Training 1-2:30pm Libraries & OSET	15 Faculty Training 1-2:30pm Libraries & OSET	16 T- 10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	17 T- 10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	18 Temp On Call 10-8
19 Temp On Call 10-8	20 Temps on Board MF 40 hours T- 10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	21 T- 10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	22 T- 10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	23	24 Winter Break	25 Christmas
26	27 Winter Break Temps on Board MF 40 hours	28 Winter Break	29 Winter Break	30 Winter Break	31 New Year's Eve	

Training and Support Schedule

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 New Year's Day
2	3 Staff Support Grade Entry M-F T-10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	4	5 T-10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	6	7 Last Day for Instructor Grade Entry T-10-12 Faculty Mitchell Hall Computer Lab and again at 2-4	8
9	10	11	12	13	14	15
16	17 Martin Luther King Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10. FACULTY SENATE COUNCIL PILOT PROJECT

Health Sciences Center Council Chair Nikki Katalanos provided a brief update on the status of the HSC Council:

- For the first time in more than 10 years, all of the HSC senate seats are filled. No vacancies!
- The council has met four times so far this semester. At the first meeting there were 20 out of 23 senators present. The HSC Council will meet once per month, similar to the senate.
- Topics related to the HSC are discussed.
- The Health Sciences Center Council has a web presence at <http://hsc.unm.edu/about/facultysenate/>
- The Doctor of Nursing Practice was discussed.
- An Office of Professionalism was discussed and approved by the council.
- Streamlining curricular changes have been discussed.
- The Council has been working on a charge and measurable objectives to present to the senate.

Senator and Council Liaison Doug Fields (Physics) and Academic Council Chair Amy Neel (Speech and Hearing Sciences) presented the following Academic Council Pilot proposal. After discussion, the proposal was unanimously tabled until the October meeting.

Proposal for Faculty Senate Academic Council

9/24/10

We ask the Faculty Senate to establish the Academic Council as an ad hoc committee of the Faculty Senate effective immediately.

1. Purpose

The purpose of the Academic Council is to address academic issues facing the Faculty Senate that cannot easily or fully be handled by single existing Faculty Senate Committees. Examples of such issues include the Academic Program Prioritization process instituted by the Provost for program consolidation and elimination, the multi-

term scheduling and registration proposal put forward by the Vice President for Enrollment Management, the future of University College, and changes to the core curriculum of the University.

2. Voting Members

Chairs (or their delegates) of the following Faculty Senate Committees will constitute the voting membership of the Academic Council: Undergraduate, Professional and Graduate, Curricula, Admissions and Registration, Research Policy, and Teaching Enhancement.

3. Authority

The Academic Council will have decision-making authority in academic matters that cannot easily or fully be handled by single existing Faculty Senate committees. Academic Council decisions are subject to ratification by the Faculty Senate.

4. Relationship of the Academic Council to the Faculty Senate

The Academic Council will not replace any existing Faculty Senate committees. However, the representatives of those committees who serve as members of the Academic Council will have the authority to act on the behalf of these committees. This authority will continue for 12 months of the year.

5. Leadership

Academic Council members will elect a chair from among the membership of the committee.

6. Meetings

The Academic Council will schedule meetings as needed. Meetings will be open to the public. Notification of meetings, agendas, and minutes will be posted on the Faculty Senate website.

Senators are asked to review the proposal and to be prepared for a possible vote at the October senate meeting. President Wood asked for a motion of support.

The senate approved the following motion:

The Academic Council committees are empowered to move forward with collaboration and planning for a joint decision making structure.

11. NEW BUSINESS AND OPEN DISCUSSION

Two items were raised under new business:

1. Salary Book Placement Online-Daily Lobo Editor Pat Lohmann presented a request for a resolution of support for placing the UNM salary book online. The salary book is already public and available at Zimmerman Library. The Faculty Senate voted to table the request until further information is available and to allow senators time to formulate an opinion.
2. Audit- A request was made for a status update on the faculty requested audit of the budget. The Budget Committee formed a subcommittee to review the audit. A report will be requested from the subcommittee.

12. ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Rick Holmes
Office of the Secretary