

Faculty Operations Committee Meeting Minutes

Meeting Date: 12.12.19 Recorded By: Susan Schauer

Next Meeting: spring semester

Name	Title	Present
Tom Beach	President	Y
Irina Alvestad	Vice President	Y
Susan Schauer	Secretary	Y
Dennis Davies-Wilson	Faculty Senator	Y
Barb Yarnell	Member	Y
Kristy Nadler	Member	Y
Min Ro	Member	Y

-Approved Meeting Minutes of 11.14.19.

-Dennis confirmed he will post the new Faculty Professional Development/Travel Award description on the campus website.

-Susan presented a recommendation from the Faculty Professional Development Committee for the adoption of the following policy to the Faculty Handbook:

All new faculty hires are required to take the Securing Private Data training before the semester begins.

All faculty are required to take the Securing Private Data training every two years.

The committee approved this addition to the handbook.

-Kristy confirmed that Sharon approved her work on updating the Faculty Handbook during the spring semester. She also reported that her grant efforts are moving forward with the full support of Sharon and Cindy.

-Tom reported that in discussions with Sharon, it was agreed that timely notices would be sent to relevant faculty committees regarding planning for new programs.

-Tom has been invited to sit on the campus Executive Council. Faculty Operations recommends that the Council agenda be sent 48 hours in advance of the meeting to facilitate engagement and progress on issues.

-Dennis had thoughts on the faculty handbook – ideas to reformat it into a “policy” section and a “procedures” section. These are currently mixed.

-Susan presented a recommendation from the E-Learning committee for the adoption of the following additions to the Faculty Handbook:

UNM-Los Alamos Standards for Online Courses

UNM-Los Alamos Online Classroom Observation Report

Susan’s presentation showed how the proposed documents are based on federal regulations, accreditation guidelines, and UNM policies, as well as widely accepted best practices. The E-Learning committee recommends these updates for those reasons and because of the large and growing fraction of UNMLA classes now offered online and the large fraction of student enrollment in our online courses. The campus instructional technologist recommends this documentation in order to support faculty training, online course development, and effective course evaluations.

The committee approved these additions to the handbook with minor revisions.

-There was discussion of Main campus policies and procedures for online learning.

Suggestions for follow-up work by the E-Learning committee included:

-is there data showing higher student retention in online courses developed with the assistance of an instructional designer?

-since many policies and procedures for online classes at UNM are determined at the college and departmental level, can we gather this information?

-can Main campus provide instructional designer services to branch campuses?

-how are instructional designer services paid for?

-Tom informed me as secretary of Faculty Operations that although he won't be teaching in the spring, he wishes to continue sitting on this committee for the spring semester.

Secretarial Tasks:

- Resend all Minutes from this semester to Dennis
- Send the signed recommendation Memos (from Professional Development Committee and E-Learning Committee) to Dennis and Kristy
- Send approved revised E-Learning documents to Dennis and Kristy