

Faculty Operations Committee Meeting Minutes

Meeting Date: 12.1.20 Recorded by: Susan Schauer

Next Meeting: Tuesday 11 am Feb. 2, 2021 -- Tentative

Name	Title	Present
Tom Beach	President	Y
Irina Alvestad	Vice President	Y
Susan Schauer	Secretary	Y
Dennis Davies-Wilson	Faculty Senator	Y
Mario Velardi	Member	Y
Kris Nadler	Member	Y
Min Ro	Member	Y

Committee approved past minutes from 11.3.20

Tom – Amazon gift cards will be purchased at Smith’s and given out to faculty for Service Awards. We will mail cards while distancing is in effect and possibly award in person at future meetings. Irina – paperwork just submitted but hope for approval by end of semester. Source of funds not clear, maybe from Office Instruction.

Spring Faculty Orientation not on schedule yet, but will be remote. Professional Development committee will arrange speakers. Irina will check with them on speaker and with Kateri on announcements to faculty.

Kathryn Vigil had idea for a future Fac. Assembly topic so Tom will ask her about which Common Hour in February will work for her.

Mario planning to set up his labs for spring, summer – anticipates needing new lab space. No special facility needed now but in 3 years or so will need machining capability and space for larger equipment. Should ultimately be a dedicated space. Irina will work with him and Bob Harmon to talk about where this could go. Dennis mentions this will be a capital outlay issue, either for renovation or a rebuild.

Susan asked for input on campus drop policy. Dennis – does an F in a course constitute a course completion in eyes of legislature? This should inform our policy. What is the current state funding formula: how do W vs F count for course completion? Tom, does F count for credit hours for scholarships and financial aid? Current language in our syllabus template and also in the Student Handbook is a bit ambiguous, most likely to allow faculty the freedom to clarify their own policy. Irina and Dennis agree that this is an academic freedom issue. We could ask Cindy Rooney about the current state funding formula and how it considers W vs F. We could review the syllabus template and retain current language but make sure it is clear that faculty may adjust wording as needed for their course. Here is current language from template:

Drop Policy

If you decide to drop the class, it is your responsibility to do so; you should be aware of University-wide posted deadlines for tuition refunds and mandatory assignment of grades. You should not assume that I will drop you before a deadline if you simply stop attending a face-to-face class or stop logging in to an online class.

Dropping a course may affect your financial aid status and/or tuition refund. A drop will result in a grade of "W." If you do not officially drop the class, you will receive the grade earned based on the syllabus grading criteria, which may be an "F."

Susan followed up with Kris on thoughts introduced at last meeting on potential development of a new committee or new charge for an existing committee in order to continue some of the initiatives and activities of their grant which is expiring. Kris will be giving this more thought early next year and will bring it before this committee.

Action items:

1. Irina will check with Kateri regarding plans for spring faculty orientation, and will check with Professional Development committee regarding progress on a PD activity for the orientation.
2. Tom will get approval on a date in February during the Common Hour for Kathryn Vigil to give a presentation to the faculty assembly.
3. Mario and Irina will work with Bob on developing an appropriate lab classroom for engineering classes.
4. Susan will look at drop policy on syllabus template and follow up on the issue of faculty dropping students at the next DC meeting.