

## Faculty Operations Committee Meeting Minutes

Meeting Date: 11/8/21 via Zoom, 1:30 – 3:10 pm

Recorded By: Susan Schauer

Next Meeting: Dec. 13 1:30pm via Zoom

Name	Title	Present
Kris Nadler	President	Y
Irina Alvestad	Vice President	Y
Susan Schauer	Secretary	Y
Dennis Davies-Wilson	Faculty Senator	Y
Sarah Fisher	Member	Y
Cindy Budge	Member	Y
Peninah Wolpo	Member	Y
Mario Velarde	Member	Y

Introductions: each committee member introduced themselves

Faculty workload policy – since the last meeting, Kris has attempted to speak with DC's in order to gather feedback on faculty responses to draft workload policies. Kris would like to invite Barbara Rodriguez to speak with this committee about workload policy and will attempt to schedule her as soon as possible or at the next meeting at the latest.

Faculty survey for feedback on faculty assembly meetings – Kris will prepare a draft of a faculty survey to help guide plans for faculty assembly meetings. Kris solicited survey questions/topics from the committee. Suggestions:

- Why faculty don't attend meetings
- Would a combined remote/in person format using classroom technology and smartboards be helpful
- How can we make faculty assembly meetings more relevant
- What topics would faculty like to see addressed
- Is there a broader purpose or goal; how would faculty like to see the assembly time used.
- Consider renaming the faculty assembly meetings to better represent what we want to do: workshops, working groups.
- Suggest potential topics in the survey: using open educational resources (OER), information literacy.
- Explore whether common hour day/time should be changed. Rather than once a week, once a month or once a semester with longer time.
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Professional development activities hosted by Main campus departments, discussion. These are announced to branches but some of them aren't open to branch faculty. Main campus faculty receive stipends for attendance at some of these. Should UNMLA Faculty Professional Development committee look into whether our faculty could get access to these and see if the Title V grant could offer stipends for attendance?

Syllabus revision – Cindy Budge reviewed status of the updated syllabus template and the Dean’s comments on the template were discussed. Cindy will ensure that template items that are required for accreditation are adequately indicated on the template and arrange for posting the template on the campus website. The committee approved the updated syllabus template contingent on clarification of required items.

Faculty Handbook Update – Kris will create a task force to do this, with three goals:

- align the handbook with CBA,
- remove items that are redundant with the UNM handbook,
- review/update/correct UNM-LA - specific items.

Kris will send a call to all faculty to request interest in participating on this task force. There may be a potential for committee-release time for faculty on the task force. Dennis Davies-Wilson volunteered to be on the task-force.

Action	Assigned To	Deadline
Invite Barbara Rodriguez to meet with committee	Kris	
Prepare first draft of faculty survey and send to committee for comment	Kris	
Finalize syllabus template and arrange to post on website	Cindy B.	