

Faculty Operations Committee Meeting Minutes

Meeting Date: 1/26/22 via Zoom, 10:00 – 11:30 pm

Recorded By: Susan Schauer

Next Meeting: 2/23/22 Wed. Feb. 23 at (Zoom link)

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

Approved Minutes from December meeting.

Faculty committees - Library, eLearning and Professional Development Chairs report that they have not met yet this semester.

-- It is suggested that committee charges be revised to make better use of faculty on committees. Provide more direction to chairs on their responsibilities and authority to carry out the charge.

-- For instance, Cindy asked about eLearning authority – are they free to design a Canvas course template; Irina confirms they are but that Faculty Operations will have final approval.

-- It is suggested that membership on faculty committees be extended to 2 years to allow members to engage more deeply in activities. There is general agreement in this body, with the observation that this will require more planning because of potential turnover in faculty.

-- Irina will send us copies of all committee charges to review and discussion will occur at the next meeting.

-- Reporting of faculty committees to faculty operations may not be written down, but should be instituted. It is confirmed that this committee has the authority to make these reporting changes. Faculty committees are currently asked to submit meeting minutes or notes to Faculty Operations at the end of each year. Should a summary report by committee chairs occur on a semester or annual basis? Should it be a written report or personal presentation by the chair?

-- Number of committees – exercise caution if reducing the number of faculty committees; this would reduce faculty participation in campus decision-making. One goal of the above suggestions is to promote a faculty culture that empowers faculty to contribute to campus activities and decisions through service activities and committees.

-- Peninah notes that Learning Central has optional training for faculty that could be helpful in developing greater leadership and participation on committees. She will provide names of a couple of these, but we can all scroll through these.

-- Another suggestion is to invite all committee chairs to a faculty assembly early each fall semester to help improve the understanding of their responsibilities. Another idea is to have 1-on-1 mentoring of new Chairs by former chairs.

Faculty Senate – Dennis reports. Provost shared information: UNMLA had highest increase in head count this semester. Increase of 24% with 1208 enrolled. Legislative finance committee, regarding compensation package, recommends 3% increase across the board, and for FY'23 another 4% across the board. Still in talking stage. Also recommending a 2.6 % increase for ING (instruction in general). Banner-9 faculty grade entry revisions are expected to go live at end of June 2022. There will be faculty training videos available, but this iteration is expected to be more intuitive and easier for faculty.

Chancellor meeting with FacOps discussion. Irina will attempt to schedule Cindy for Feb. 23 to report on state budget news after the end of the legislative session. Irina will also request a meeting with the Chancellor to discuss campus budget preparation. Irina will also request a report on the construction progress associated with the General Obligation Bond.

Faculty Assembly Survey – we would like to finalize survey questions this spring, by end March, so survey can be sent to faculty this semester. Irina will send request to members not in attendance today. Members will send comments/recommendations to Susan to compile before our next meeting, and decisions will be made at that time. The goal is to improve faculty attendance at Assembly meetings, serve faculty needs for PD, and collect data. Survey will be emailed.

Executive Council – this monthly meeting allows top administrators to share information with lower administrators. Faculty Operations is represented and we need to select a new representative. Irina will send a request to committee members to solicit interest and we can make a decision via email. Peninah expressed interest. Executive Council meets once/month on 2nd Wed. in afternoon. It was suggested that our new campus Union representative, Jeremy Baker, should receive the Executive Council reports.

Workload policy – Peninah will share a copy of Barbara Rodriguez' PPT presentation on the workload policy with members of this committee, who will review it and bring any questions or suggestions for follow-up on this issue to our next meeting.

Faculty Operations budget – in the past this budget covered travel when needed by faculty senator and curriculum committee member to travel to ABQ. Funding is currently not needed due to virtual meeting formats. Discussion of what we may need money for going forward: possibly a stipend for faculty to report to this committee on meetings attended, and for other experts to report to us.

Faculty Handbook revision – put on hold until CBA is incorporated into Main campus handbook so we can use that as foundation for our handbook and customize it. Irina will notify subcommittee volunteers that we are postponing this work.

Library report, Dennis - not sure if library will open this semester, shipping delays are impacting furniture delivery.

Tasks:

Action	Assigned To	Deadline
send copies of faculty committee charges to FacOp members for review and discussion to occur at the next meeting	Irina	
solicit interest from members in sitting as a representative on the Executive Council	Irina	
notify Faculty Handbook subcommittee volunteers that we are postponing this work	Irina	
Schedule the Chancellor to meet with this committee to discuss budgets	Irina	
Send feedback, suggestions for faculty assembly survey to Susan	All members, Susan	
share workload policy PPT with committee members	Peninah	
share names of a couple of Learning Central trainings that would apply toward committee leadership	Peninah	