

## Faculty Operations Committee Meeting Minutes

Meeting Date: 11.14.19      Recorded By: Susan Schauer

**Next Meeting: Thursday, Dec. 12 2pm**

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

Faculty Professional Development/Travel Award – Tom presented the completed document based on this committee’s work at the last meeting, and on further discussion with Sharon. It describes the award and the application process and requirements. There is concern about the single deadline early in the year, that faculty may miss opportunities, but the February timeframe is based on when Sharon is able to determine that the funds will be available in her budget. Will just have to try it and revise as needed if there are problems.

Dennis – move to accept Award process as written, Barb seconded.

Dennis will post Faculty Professional Development/Travel Award description on the campus website. The Faculty Professional Development Committee and the Dean will provide feedback to this committee regarding changes that may need to be made in the future as this Award program is rolled out.

Dennis will only post this committee’s minutes each month, not all faculty committees’ minutes. Will the posting be in S drive or on the UNMLA website?

Discussion regarding disposition of minutes from faculty committees in general: it was clarified that it is proper for faculty committees to send minutes to the Dean, Sharon, but not to the Chancellor. The Assembly Constitution indicates that Faculty committees should send minutes to the secretary of Faculty Operations to be retained for the record. Tom will send a notice to faculty committees with this information.

Dennis reports that Finnie Coleman, the president of Main campus Faculty Senate, would like to visit all branch campuses. Dennis will arrange his visit to our campus, and will suggest a Wednesday meeting in February during the common hour. Following the principles of faculty governance, no upper administration should be present at this meeting (the Chancellor and Dean), but Division Chairs are allowed.

This meeting will address efforts to integrate UNM branch faculty more fully into the activities of the Main campus faculty assembly. The Faculty Assembly meeting that hosts Finnie Coleman in February should ideally include as many of our faculty as can attend. The purpose is to educate and inform main campus faculty on who we are and what we do, to promote greater collaboration between campuses.

There was discussion regarding the duties and responsibilities of the Faculty Operations committee, acting on behalf of the Faculty Assembly. Responsibilities include the right of review and action on proposed major curricular changes, such as degree programs and courses offered. It was acknowledged that in recent years this committee has been lax in providing this appropriate oversight and guidance with regard to curricular changes, and the committee now confirms that the proper procedures must be followed in these situations. Faculty self-governance requires that faculty participate in all curricular matters. It was noted that recently there has been a perceived top-down approach by administrators in directing curricular changes. Dennis informed this committee that he has spoken with the Dean to inform her that any requests to create new classes or programs should be brought to this committee as a proposal for consideration. As subject matter experts, the faculty have an important role in guiding curricular decisions.

Kristy initiated a discussion of what is the process to follow when faculty want to introduce a new course or program on campus. In general, the faculty member(s) will discuss their idea with other faculty in their department and with their DC. They will need to research whether there is demand/need for the course/program, do we have the resource capacity to offer it, would it be feasible or viable, etc. Dean must be involved. Finally, the proposal with justification is made to this committee who may approve it and then it must go to Main campus for approval.

Dennis noted that the entire Faculty Handbook should be revised – it combines both campus policy and procedure and parts of it haven't been updated in a while. He said the Main campus Handbook contains policy only, and procedures are handled within departments. He believes our Handbook is primarily procedural, but since we are small, we should have both policy and procedure in separate sections of the Handbook. Kristy volunteered that she has 1 cr free in spring and would be willing to spend that time in reorganizing/revising the Handbook. The committee voted to approve this action, so Kristy will talk to Sharon about dedicating her 1 cr time to the Handbook.

Sharon dropped into the meeting to explain that it has come to her attention that some of our faculty don't understand FERPA rules. UNM policy states that all faculty must adhere to FERPA regulations. Sharon explained that her understanding from Kathryn is that FERPA training is only required for personnel who request student records through Banner, and FERPA training is not a part of the new faculty orientation process. The Dean asks this committee to consider developing a policy for FERPA training for our faculty on this campus. She requests that if it falls under the purview of this committee, we add an item to the Handbook which stipulates which faculty must take the FERPA training, Securing Private Data. This committee voted in favor of requiring all NEW faculty to take the Securing Private Data training through Learning Central. There will be further discussion at the next meeting regarding any follow-up training. The final decision will be put in the Faculty Handbook.

There was discussion of some matters concerning faculty rights, academic freedom, and faculty governance that are currently being investigated and clarified. It was

suggested that all members of this body review and become familiar with all relevant sections of the UNM Faculty Handbook.

Agenda for Dec. 12 meeting:

1. Make decisions on FERPA training program – who must complete it and how often.
2. Presentation on two related procedural documents being put forward by E-Learning committee, which is requesting placement of these procedures in the Faculty Handbook. Discussion and decisions.
3. Updates on other matters as needed