

## Faculty Operations Committee Meeting Minutes

Meeting Date: 11.3.20 Recorded by: Susan Schauer

**Next Meeting: Tuesday 11 am Dec. 1, 2020**

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 5.5.20, 10.6.20

Faculty Assembly meeting scheduled on Nov. 18 - Dennis Davies-Wilson and Cindy Budge will present results of their Faculty Initiative Award projects and Kris Nadler will discuss a new resource available to faculty through the OVW grant.

Dennis has posted the recent Faculty Operations minutes on the campus website

Kris reported on the Bldg 6 Renovation committee meeting, they will talk to faculty and students to find out what types of facilities will be most useful. Definite plans are to raise the ceiling and combine the two smallest classrooms into one.

Tom replied to eLearning committee that it's OK for them to have staff as Chair

Dennis update on library renovation – by Dec 18 all must be removed from library, Jan. 11 construction begins, Library should re-open by summer semester 2021.

Irina requests committee discussion on possibility of reassigning faculty from committees to special projects. Eg. STEM core project is looking for a faculty coordinator. Would it be possible to give them a release from their committee assignment. She is concerned that faculty are stretched thin and they may turn down serving on important service projects because of committee commitments.

Discussion culminated in agreement that a process could be put in place quickly to serve Irina's current need and that this can be tweaked as needed moving forward. The committee agreed on this process:

1. Dean identifies need for faculty appointment to a special project and identifies faculty candidate
2. Dean asks faculty member if they want to serve on the project, and if Dean feels waiver of committee assignment is warranted, discusses that with faculty member.
3. Dean approaches the faculty member's committee chairs to determine if committee waiver is acceptable and which committee would be most reasonable based on committee workload and faculty member's responsibilities on the committee. Dean could also go to Operations committee to help decide which committee might be best for faculty to drop from.

4. Dean gets final approval from Faculty Operations for the change in committee assignment

Dennis would like to see Dean's office determine a process that provides for more equitable distribution of faculty "service" workloads. It should consider faculty loads re teaching/committees/other service. Would like to see new Dean do this.

Kris likes idea of allowing faculty to serve in ways they are most interested. Suggests that we propose a policy that involves the Dean and committee chairs.(??)

Irina would like to allow greater flexibility/options for faculty to replace committee work with projects that they may prefer

Tom stated that committee membership isn't as high as it used to be.

Irina described progress on new procedures for faculty service awards. Irina worked with Bob, Gayle, and Tom. Paperwork has been submitted to Main campus for approval. New process would allow use of Amazon gift coupons as awards. These can be distributed by email and are easier to get to faculty. An IPR will be used to make the order, and it will need to contain faculty names and amounts of award for each. Probably Julie or Gayle will make the purchase. Tom wants to be sure awards will be made on a timely basis.

Kris would like to know how to start a new committee. They are interested in embedding some of their grant goals into a new campus committee for continuity of function after grant funding ends.

Tom says Faculty Operations committee decides if there is a need for a new faculty committee and the charge for that committee. They could also decide whether the new activities fit well within an existing committee with some revisions to the charges of that committee. If it's an administrative activity, Cindy Rooney will make the decision on whether to add a committee and its charge.