

Faculty Operations Committee Meeting Minutes

Meeting Date: 10.10.19 Recorded By: Susan Schauer

Next Meeting: Thursday, Nov. 14 3:30 pm

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
Kristi Nadler	Member	Y
Min Ro	Member	Y

Sharon Hurley requests this committee to develop a process for funding faculty conference attendance.

Dennis suggests: Should this be a task for Professional Development (PD) committee? Susan recommends that this committee develop the process. It is recommended that draft materials be submitted to PD for possible revision and approval.

All agree that the Professional Development committee should review the applications annually and make recommendations to Sharon who will make final decision for funding.

Who should be funded, priorities?

Decisions:

ALL faculty should be able to apply for these funds - We are opposed to some faculty having priority over others, in general

Priority to presenters at meeting

Priority to those currently doing research

Not prioritized by dollar amount they are asking for

Based on rarity of opportunity

Preference for those not previously funded

Conference must be related to applicant's academic field

Dollar amount available must be specified in the request for proposals

Proposals are limited to one page in length

Proposal must indicate if partial funding is acceptable

Those funded are required to present at faculty assembly

RFP cycle will be once or twice a year?

There was much discussion of when the funds are expected to become available, how many RFP's to send out each year, how to make sure the process is fair. Sharon needs

to let us know when she thinks money will be available – the process must include deadlines for submission.

Confirm with Sharon whether funds are for conference attendance only, or do other workshops or trainings qualify? Will there be conflict with QM training? What activities should be funded?

This committee should probably create the following materials associated with this award. What do we call this? Dean's Award? Unclaimed Funds Award? The Leftovers Award? Materials to create:

- Overview document describing the award, process, eligibility, requirements
- Request for proposal document with space for due dates
- Evaluation rubric to be used by Professional Development committee and Dean

Other business:

Dennis noted that Faculty Operations is charged with making faculty committee assignments, and should be the body that notifies committee chairs of the faculty assignments. This will allow chairs to call initial committee meetings in a timely manner. In addition, it was noted that the Dean will not be assigned to faculty committees because of conflict of interest. In the case of staff assignments to faculty committees, Cindy Rooney may make recommendations to this body for consideration. The committee is in unanimous agreement.

Dennis reported on events/news regarding new UNM administration, president, provost, and president of faculty senate – in general there is a greater interest in including and involving UNM branches

TASKS:

Tom – discuss with Cindy Rooney the procedure/approvals for faculty committee assignments. Notify Dean that she will not be assigned to faculty committees.

Tom, Irina, Susan – discuss the new Dean's award with Sharon to clarify outstanding questions: Tues Oct.15 3:30 or 4

Dennis - create links in UNMLA site for faculty committees to post their minutes

Next meeting, make decisions on student success committee, is it necessary – rename? To previous name?

Next meeting, consider revisions to Faculty Initiative award, like reducing required teaching semesters which are currently 8 – -- in follow-up with Tom, Sharon indicated that she believes she "owns" this fund and will get back to us regarding this requirement
