

Faculty Operations Committee Meeting Minutes

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

Recorded By: Susan Schauer

Next Meeting: Nov. 8 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

Congratulations to Dr. Kris Nadler - elected as President of Faculty Assembly for 2021-2022.

Faculty Representation – discussion about opportunities for this committee to provide more faculty representation at campus leadership functions. For example, regular attendance at UNMLA Advisory Board meetings, Executive Council meetings, Faculty Union events, etc. There was agreement that Kris would provide this representation when possible and that committee members will be available as proxies. Committee members will let Kris know if there are specific activities they would like to attend. Kris also mentioned that a new Branch Campus Faculty Assembly President group has been formed and Kris will be attending these regularly. In addition, the Chancellor has requested monthly meetings with Kris.

--There was discussion and general agreement that this committee will provide topics for the Executive Council agenda when we would like their input or action.

Workload Policy – discussion about the roles of faculty and administrators in determining faculty workload policy in accordance with the Collective Bargaining Agreement (CBA). Information conveyed included: Faculty are responsible for defining the workload policy, but on our campus the Dean and Chancellor make final decisions. Divisions on other UNM campuses are requesting 4/4 or 5/4 workloads rather than 5/5, which is the norm for community colleges. (5/5 means faculty teach five classes each semester, 4/4 means they teach four classes each semester as part of the 1.0 FTE load.)

--Class caps (enrollment numbers) aren't currently being considered in the course load formula. It was asked how new course development or course revision is factored in, and it was thought the Carnegie system assigns 2 additional contact hours for work on such courses. Historically on this campus, course caps were assigned without faculty input; could these caps be incorporated into the workload policy? It was suggested we develop a space to collect faculty input on the workload policy. GoogleDocs and Google Jamboard were recommended. No decision was made on a leader for this project.

--Timeline for finalizing the Faculty Workload Policy? DC's understand that they should gather faculty input on the draft policy provided by the Dean and report this input to the Dean by the end of October. That input will be considered in formulating the final policy,

which will be provided to this committee for feedback. The final campus workload policy must be posted on our campus website next spring to meet the CBA guidelines.

--Comments: ensure that the new policy aligns with the CBA; divisions drive the policy development; this committee would appreciate copies of the division drafts in order to compare them to the draft presented by campus administration.

Foundations Schedule and Faculty Survey – Discussion of these Student Services materials. Sarah (the PASE Activities Director) reported that she and Anne Jarrett (PASE Program Manager) have discussed these materials and they expect they will be folded into the PASE program, although a plan isn't in place yet. There was discussion about advisors using course prerequisites when advising students, whether faculty should be more involved in developing the survey, and whether course syllabi could serve the purpose of guiding advisors in their discussions with students. It was agreed that the Title V PASE grant team will work on this; according to Sarah, they expect to engage both faculty and student services in this collaboration. Further participation by this committee is not needed at this time.

Department Chair positions – Irina provided an update on the recently vacated DC position. The Office of Instruction expects to make decisions on filling this position in the spring, although no process is in place yet. Faculty Operations does play a role in decisions about divisions, departments, and programs. There was discussion about how DC's are appointed and it was felt that the process should be more transparent to faculty. It was suggested that this committee participate in creating a clear process for DC appointments. Faculty in General Studies are concerned because there is no DC to act as an advocate, especially while the Workload Policy is being formulated. It was suggested that faculty in General Studies open a dialogue with the interim DC to discuss concerns.

Faculty Assembly meetings – discussion of how these should be structured, collaborations with other committees, getting faculty input. We have plenty of topics for professional development now – Faculty Union, PASE grant, Canvas adoption. This committee will also be involved in developing the faculty evaluation process under the CBA. There was discussion of how to bring adjuncts onto campus, get greater participation in PD, how to develop a community of practice. Consider creating a process to draw adjuncts in and involve them in campus events.

Faculty Excellence Award – has been approved and will be advertised to faculty in spring.

Faculty Assembly Budget – in recent past, this hasn't been used; Irina checked this budget last winter and it had no funds. This budget was basically a travel budget intended for use by Los Alamos branch representatives to the UNM Faculty Senate and the UNM Curriculum Committee. Irina reports that Main campus faculty get a stipend to attend Curriculum Committee meetings. The problem is, we don't have the Main campus mechanism for reimbursing faculty – what is this mechanism and could it be made available to branches? Should we explore other options for funding faculty participation in Main campus activities?

Faculty Survey – does this committee want to create a survey and if so, what information do we want to gather? What are appropriate class caps for different types of courses? Send ideas to Kris.

Faculty Handbook revisions can begin now that CBA is in place.

Reporting to Faculty Operations – It was suggested that the Faculty Professional Development Committee, Branch Faculty Senate, and Faculty Assembly presidents all provide monthly reports to this committee. Also, possibly Canvas implementation updates by the Remote Learning Coordinator. This committee would like to request that division reports provided to the Advisory Board also be sent to us. It may be useful to invite board members to speak at our meetings. Question: where do Advisory Board electronic copies of meetings get posted; we'd like to access them.

Action	Assigned To	Deadline
Submit ideas to Kris for Faculty Assembly meetings	All	
Send Faculty Excellence Award info to faculty	Kris	
Ask about getting access to Advisory Board division reports	Kris	
Discuss Workload Policy with Executive Council	Kris	
Send message to Kris about any meetings you could attend to represent UNMLA faculty	All	
Send Kris ideas or topics for the Faculty Survey	All	