

**University of New Mexico (Los Alamos)**  
**Faculty Operations Committee**  
**Minutes of the Meeting of September 20, 2024**

**Present:** Cindy Budge, Irina Alvestad, Min Ro, and Joan Lucas

1. The committee agreed that Joan would take the minutes.
2. The committee decided to host several faculty “coffee hours” to increase the sense of community on campus. These would be informal gatherings in the café area of Building 2. All faculty will be invited. The following dates for Fall were selected:
  - Tuesday, October 1 at 10:30 (Joan can be there)
  - Monday, Nov. 4 at 3:00 (Joan can be there)
  - Thursday, Dec. 5 at 10:30 (Cindy can be there)

Cindy will send out an invitation to all faculty. Ivette can provide the list of email addresses.

3. FOC needs to organize local committees. Due to the small number of faculty, the priority will be given to the essential committees, i.e., to Curriculum and Student Appeals. FOC will consult with Sharon Hurley about this process.
4. Someone mentioned a recent incident when a student threatened an instructor. In such cases, the instructor should report the incident to both their Program Coordinator and to Student Services. There have been a couple other incidents in the past.
5. Cindy volunteered to update the Template Syllabus that is provided to new faculty to include the recent “required language” from the UNM Provost. She will bring the revised syllabus to FOC for approval, and get it posted before the Spring term. Irina suggested that Cindy use Asset Essentials to submit a ticket to get the final document onto the website.
6. Min reported from the Branch Community College Council (BCCC). There was some discussion regarding faculty workload policy. This issue is still evolving. Min reported that other campuses have a committee focused on TPT faculty. There is no such committee at Los Alamos. Irina reported that TPT are not allowed to serve on committees any longer, due to the position of the UA-UNM union. There are openings for branch campus faculty on several Faculty Senate committees.

7. Irina discussed her wish that the FOC request funding to support the creation of a Development Office at UNM-LA. We have had people working as grant writers in the past. Having a person with this dedicated task would greatly improve the success rate of UNM-LA when it applies for grants. All the other branch campuses have such a staff member. The FOC should schedule a meeting with Chancellor Holtzclaw in November, before the annual budget season begins.

Recorded by Joan Lucas