

Faculty Operations Committee Meeting Minutes

Meeting Date: 4.6.21 Recorded by: Susan Schauer

Next Meeting: may be summer, with Dean Paul Allen

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	N
Min Ro	Member	Y

Committee approved past minutes from 3.2.21

New Faculty Excellence Award: The Chancellor wishes to use her budget to provide two annual \$500 awards – one for continuing and one for adjunct faculty. This committee will work on developing a process for the nomination and selection of faculty for this award. Dennis volunteered to look at language, guidelines and criteria used by main campus to begin crafting a process for the UNMLA Faculty Excellence Award.

Discussion suggested:

- that faculty should be teaching for this campus for a minimum of 2 years prior to eligibility for the award,
- that there be a 5 year period after winning before faculty can be eligible for consideration again,
- that an independent panel of judges be convened each year; the panel won't be an existing faculty committee
- anyone could nominate, but faculty can't nominate themselves
- the new Dean, Paul Allen, should participate in creating the final process for the award

New Dean: it was suggested that this committee meet with Dean Paul Allen early this summer to introduce us, our functions/roles, and present some ideas for priority projects. Suggested we approach him on these items: faculty handbook, faculty evaluation forms and process, and faculty excellence award. Committee approves, Tom will initiate contact with Paul in early June.

New Syllabus Template: Mario presented for the Faculty Professional Development committee, which is reviewing the UNMLA campus syllabus template with the goal of creating a syllabus that is easier for students to get the information they need, and also easier for faculty to revise to suit their needs. General process suggested: PD committee will provide proposed changes, Dean and DC's will review and request

revisions as needed, and finally Faculty Operations committee will review and approve any new syllabus template. Discussion:

- seminar on April 7 hosted by PD comm. will gather faculty input on current syllabus and ideas for revision.
- goal is to more clearly delineate instructor course information from institutional policy and campus information in the syllabus – the latter may be contained in an Addendum to the syllabus document
- must be careful to include Main campus syllabus criteria, which are approved by UNM Curriculum Committee.
- we currently have a face-to-face syllabus and an online syllabus – it isn't clear if this is necessary or will continue.
- goal is to have an approved revised syllabus template for use in Fall 2021.

Amazon gift cards: these were purchased on an expired grant and haven't been used. Questions remain regarding whether they can be used as small rewards for faculty or students who participate in certain activities. Discussion suggested they be given to Student Services to be given to students, since original purpose was to reward students for participating in a grant activity.

Approval of Graduates: Tom or Irina will remind student services that we need a list of spring graduates to approve before the end of April.

Action Items, Topics for next meeting:

Dennis will look at main campus processes for the Faculty Excellence Award.

Tom will initiate contact with Paul Allen to set up a meeting this summer.

Tom or Irina will remind student services that we need a list of spring graduates to approve before the end of April.

Irina will ask Bob for updates on faculty access to Adobe Creative Cloud

Dennis will look into updates on streamlining the IT security approval process