

## University Faculty Council Meeting Minutes

November 30, 2016 – Digital Auditorium (HCC)

3:30-5:30pm

1. Call to Order: The meeting was called to order at 3:35 p.m.
  - 1.1. Members present: Courtney Clayton (CoE), Janine Davis (CoE), Paul Fallon (CAS-AH, UFC Secretary), Steve Greenlaw (CAS-SS), Dave Henderson (CoB), Ken Machande (CoB, UFC Vice-Chair), Kristin Marsh (at large), Jason Matzke (CAS-AH), Deb O'Dell (CAS-HPS), Anand Rao (at large, UFC Chair), , Woody Richardson (CoB), Marie Sheckels (CoE), Gregg Stull (at large), Marie Wellington (CAS-AH), Chuck Whipkey (CAS-HPS). Ex officio members: Jonathan Levin (UMW Provost), Troy Paino (UMW President), and SGA representative Hayley French. Members absent: Abby Brethauer (CAS-HPS), David Rettinger (CAS-SS and Parliamentarian), and David Stahlman (CAS-SS).
2. Minutes – The minutes of the October 26, 2016 meeting were unanimously approved.
3. Reports
  - 3.1. President Paino
    - 3.1.1. Pres. Paino has been on the job for five months absorbing information about UMW and will take the next month processing it for his State of the University address in January. He will begin laying the foundations for the future. His inauguration date has been set for April 21, 2017, which will give him another opportunity to address the University community. He wants to move to metrics and data so that we know what evidence of being successful will look like. It has been a challenge to collect data at UMW, to learn whether we are sliding or improving, and to learn how to benchmark ourselves.
    - 3.1.2. The Board of Visitors has restructured itself into two main subcommittees dealing with (1) academic and student affairs, and (2) administration and finance. A subcommittee on Diversity and Inclusion is a priority of the Board. The Board wants a strategy on faculty recruitment. The Taskforce will deal with details, with input from the Board.
    - 3.1.3. Revenue: We have been told to prepare for a 7.5% cut. The revenue is ticking back up. The estimated \$1.5 billion shortfall is projected to be only half (\$800 million) of what was predicted, but there is no information on whether this will translate to a 3.5% cut. Pres. Paino opened the floor to questions. There were none.
  - 3.2. Provost Levin
    - 3.2.1. The Provost presented a shorter version of his Strategic Enrollment Plan to the Board. There was a presentation from Tim O'Donnell on the NSSE (National Survey of Student Engagement) results, which were not bad. There were strengths and weaknesses. Dr. O'Donnell could give the UFC a ten-minute presentation of the results. The Provost is working with Asst. Provost Deborah Schleaf on the dashboard of indicators, filling in details of the three lists (Virginia publics, non-Virginia publics, and private colleges and universities).

3.2.2. The Provost is continuing to meet with the Workforce. There are proposals for dealing with contact hours in excess of 24 per year; one for a banking system for internships and individual studies for units which do not have one in place; and a course release for new faculty hires in their first and fifth years. The Workforce is reviving an earlier document to determine which proposals can be implemented. They are looking at a revised version of an old document of minimum class sizes and may need to further revise it. There may be something to implement for next year.

3.2.3. Anand Rao (UFC), Miriam Liss (Faculty Affairs), and Janet Asper (of the Budget Advisory Committee) comprise the salary adjustment group. The group will help decide how about \$150,000 will be used, how factors will be prioritized in the Spring to address salary benchmarks. The Provost hopes to have a model of priorities in February, when he expects to be authorized to act. Anand Rao emphasized that the group is welcome to faculty feedback. The Provost added that each approach has different upsides and downsides. The Provost then opened the floor to questions.

3.2.4. Deb O'Dell asked whether the NSSE data was available. The Provost will speak with Deborah Schleef about the best ways to share it. The President added that basic and important points will be shared with the board as part of the indicators. Tim O'Donnell's report could be submitted on Board docs. There is a full binder of details on the report. Courtney Clayton asked if we could get the big picture in brief. Tim O'Donnell said that service learning and living and learning could be improved. Internships and out of classroom experience are good, especially compared to aspirational institutions. There was some concern about supportive environment. We are weaker in activities. Compared to two years ago, UMW showed a 21% improvement in freshman advising. Also, participating in conversation among diverse others, especially among seniors, stood out. Kristin Marsh asked about diversity and Deborah Schleef noted we did well. This was meant as a teaser of a longer report which will be presented in future.

### 3.3. College Deans

#### 3.3.1. College of Arts and Sciences

3.3.1.1. The Dean's written report was submitted linked to the agenda. He added that he is eager to beef up improving communication. He welcomes feedback from CAS-FC and others on what works and doesn't work. He solicited emailed suggestions.

### 3.4. Guest Reports

3.4.1. Guest Report on Advisory Committee for the 403B Retirement Plan – Rick Pearce, Chief Financial Officer, and Sabrina Johnson, Associate Vice President of Human Resources and Affirmative Action.

Rick Pearce noted dramatic change on university retirement plans, especially salary reduction agreements. Universities now have greater fiduciary responsibilities. Only VA Tech, UVA and Wmm & Mary had their own financial committees. UMW has hired a consultant to help with the process. The consultant recommended getting a committee of those involved, especially those with useful financial knowledge. This is only for the 403b retirement plan, not the optional retirement program. The

Committee asked the UFC for 2 members who would be good members of the Committee. Sabrina Johnson noted they want to make the best possible decisions for faculty and staff. Mr Pearce stated that there is no personal liability. Smita asked several clarification questions (mention of the 503b was a typographic error). The current committee is comprised of Rick Pearce, Allyson Moerman (Assoc VP for Finance/Controller) and Sabrina Johnson. Ken Machande and Smita Jain Oxford were nominated as advisors to this committee.

### 3.4.2. Guest Report from the Staff Advisory Council

Julie Smith (Associate Comptroller) invited UFC to send a representative to its meetings. Charles Tate was appointed to lead the investment committee. Meetings are the third Thursday of every month. Kristin Marsh and Brian Rizzo came to their mixer. Julie Smith believed that inviting a representative from SAC to UFC would not be burdensome. She welcomed the transparency.

Anand believes it should be sent to the Faculty Organization Committee, which would draft language to incorporate an ex officio SAC position on UFC, and for a UFC representative on SAC.

### 3.4.3. Guest Report on Faculty Development Plans for August 2017 from Tim O'Donnell, Associate Provost for Academic Engagement and Student Success.

Tim O'Donnell reported on faculty development plans. He handed out a recap of 2016-2017 events. The May 11, 2016 session brainstormed on ways to improve teaching and learning and generated a slide full of ideas.

The Provost brought in some outside people to address faculty. He asked what kind of faculty development we would find most useful (e.g. a day in May and a few days in August). Anand Rao was very excited by the August activities and asked for input. Woody Richardson found the activities useful, but had already done his syllabi at that point. Kristin Marsh found the scope of faculty development to be like a hodgepodge and felt we needed a focus on campus environment and inclusion. She felt longer-term conversations would indicate real development. Deb O'Dell felt development should be year-round, not concentrated in May or August. Jeff McClurken noted there are activities year-round, but many don't come to them. The Provost noted that the idea is to foster an engaging conversation. The numbers for attendees were good. Janine Davis noted that the Digital Liberal Arts is livestreaming. She mentioned a small dip-in on Twitter. Anand Rao observed that during the year, practical, nuts-and-bolts discussions are better attended, while at the beginning and end of year are better times for bigger questions. Steve Greenlaw mused whether a committee could get together at the beginning of the year and meet periodically throughout the year, and this would seed the next year's activities. Courtney Clayton was a fan of concurrent sessions. Anand Rao solicited suggestions for August activities, other than Diversity and climate. Courtney Clayton wanted to continue sessions on student mental health.

### 3.5. SGA Representative's Report

- 3.5.1. SGA Rep. Hayley French summarized her written report. She noted a lack of student participation. The Honor Council President noted the incredible rise (triple in the past two years) in Honor Code violations. She asked for faculty impressions. Marie Wellington noted the disparity between the Honor Convocation vs. implementation on students asking to write only "I pledge" or not pledge at all. She found many students feel differently about online material not being subject to plagiarism. Marie Sheckels shared some problems. Kristin Marsh asked Hayley to elaborate on types of plagiarism. Hayley French said there were issues of theft of phones in the cafeteria, cheating, false accusations of cheating, and cellphone use during exams. Students have also said some faculty are handling things on their own instead of bringing things to the Honor Council.

Hayley mentioned intent of doing a survey of student awareness this year or next. She mentioned that there is no longer an essay on the application that has been removed.

### 3.6. UFC Chair's Report

- 3.6.1. Report to the Board of Visitors. Chairman Rao added some changes in the format of meetings but said that faculty and student reports will be given to the entire Board. Anand Rao tries to attend as much of the two-day meetings as possible and finds them eye-opening.
- 3.6.2. Report about the Faculty Senate of Virginia. Usually 10-15 people attend, but this year 19 attended, including AAUP, in part because of the geographical proximity to more institutions. The meeting itself ran from 9-1:00 p.m. There was a big discussion centered around Virginia Higher Education Advocacy Day (Jan. 12 in Richmond, with space at VCU). The focus was on budget cuts, while last year the focus was on issues of interest to faculty (e.g. tuition remission). Craig Vassey proposed a message "Hands off Higher Ed": to reaffirm commitment of higher education in budget. Colleagues have reached out to administration and student government. JMU has promised 100 students who will be making phone calls to legislators. It is an opportunity to find common ground with other groups to focus attention on limiting cuts. Another item has been on support for faculty with disabilities. Chairman Rao will provide further information on Higher Education Advocacy Day by the end of the week.

### 3.7. UFC Vice-Chair's Report: No report.

### 3.8. University Committees – minutes, reports, and action items

- 3.8.1. Distance and Blended Learning Committee Meeting Minutes – Oct. 12, 2016
- 3.8.2. Honors Program Committee Action Items – Oct. 6, 2016
- 3.8.3. Sabbaticals, Fellowships, and Faculty Awards Committee – Sept. 22, 2016
- 3.8.4. University Curriculum Committee Meeting Minutes – Oct. 10, 2016 (note: the UCC posts all committee materials on a separate site – University Curriculum Committee Website)
- 3.8.4.1. Change to Psychology major requirements
- 3.8.4.2. Change to Spanish major requirements
- 3.8.4.3. Change to International Business major requirements

- 3.8.4.4. Change to MBA Degree requirements
- 3.8.4.5. New Minor in Spanish
- 3.8.5. General Education Committee Meeting Minutes – Oct. 10, 2016
- 3.8.6. Budget Advisory Committee Meeting – October 4, 2016; support documents:
  - 3.8.6.1. Campus Rec Center Budget Overview
  - 3.8.6.2. Campus Rec Center Presentation to UBAC
- 3.8.7. Teaching Center Advisory Committee Meeting Minutes – Oct. 12, 2016
- 3.8.8. Faculty Affairs Committee Meeting Minutes – Sept. 14, 2016
- 3.8.9. University Academic Affairs Committee – Oct 12, 2016 Meeting Minutes
- 3.8.10. Writing Intensive Committee Action Items – Oct 21, 2016
- 3.9. All minutes and action items were approved by voice vote.
- 4. Unfinished Business
  - 4.1. Jeff McClurkin discussed an update of requiring electronic submissions for P&T. DTLT
- 5. New Business
  - 5.1. Distance and Blended Learning Committee: [Approval Process for Consideration of Majority Online Programs.](#)

Sarah Morealli, Chair of the Committee on Distance and Blended Learning spoke. John Morello sought clarification of the whether the process involved notifying SCHEV notify SCHEV or seeking its approval. If a proposal was for adding online but maintaining an original one as well, we would simply notify SCHEV. But new programs need SCHEV approval. Depending on the timing, there are SCHEV deadlines prior to when the program can be offered. Jeff McClurken noted the need to add this request in question 10. Discussion included the form's question 10 on timeline and reporting/regulatory requirements. A program would propose courses, then send them to University Curriculum Committee, then other units. Realistically, a fall deadline should be sought.

Anand Rao wanted to hear more about Part IV (endorsement of Academic Services Units). The committee understood that a service unit could not support a program. Kristin Marsh asked whether all the specific units could refuse it. Rao noted the difference between a unit being needed to support a program and not needing to. The Provost noted it is a formal procedure. He doesn't want to create so many hoops that we never innovate. He didn't expect anything to be able to derail everything. It's meant more as a chance to ensure all appropriate entities have given appropriate input and awareness. Dean Finkelstein would be uncomfortable with absolute veto power; he would rather there be a discussion. Deb O'Dell noted that services should have a policy/support system in place. Jeff McClurken noted if that's the case, specific units could be removed from the form. But he thought it valuable for the units to know what is being proposed. Jane Smith asked about fee structure and asked that it not be left for the end. Jeff McClurken noted any alternative language would be appreciated. He noted there could be differences in size of program (10 student vs. 300, graduate vs. undergraduate, etc.). Chairman Rao expressed thanks and appreciation for the committee's works.
  - 5.2. Academic Calendar. Discussion turned to the construction of the academic calendar, timing of breaks, and the August pre-semester schedule. Chairman Rao wanted to identify and set aside time for faculty development opportunities. The timing of breaks, especially for 8-week sessions, is an important item. This is an opportunity to discuss

other opportunities, e.g. alternate formats. Provost Levin noted the desire for a five-year calendar, but it has been periodically adjusted. Big adjustments are rarer, e.g. the recent addition of Labor Day. The 8-week semester problem. Some have asked for giving up fall break and adding it to Thanksgiving Week. Exam week would be moved to what is now dead week. Woody Richardson asked about a January term or “Maymester”. Provost Levin noted additional tuition is often required, though some schools build it in. He did not expect it to be a huge success given our competition. He also suggested a seven-week schedule. The Provost also noted some students take Monday off. When Fall Break comes, people are ready for a break. Ken Machande said that the 8-8 schedule allows students to meet their needs. It may affect more who are trying to move to hybrid format. If we can come up with a solution that works with two seven-week sessions, it may work better. Deb O’Dell stated that there are 21 sections of introductory biology. They have lost three weeks of laboratory instruction. Students don’t remember things. Spring break comes earlier than Thanksgiving. Hayley French asked why reading days are on the weekend and was told that adding reading days would extend the problem. Dean Richardson also noted problems with athletics during final exams. This year President Paino has allowed students to compete during finals, and faculty are expected to accommodate the student schedule. Greg Stull said that his department set concert and performance schedules according to Fall Break and Thanksgiving. They have lost a week of rehearsal this year. He would prefer starting sooner in the year. Prof. Rao noted need to address issues and we will return to this issue in a future meeting.

6. Announcements

6.1. Dean Richardson said that the initial accreditation committee told UMW to be ready for an accreditation visit.

7. Adjournment The meeting adjourned at 5:30 p.m.

The next UFC meeting will be held on November 30, 2016, from 3:30-5:30pm in the HCC Digital Auditorium.