

## University Faculty Council Meeting Minutes

April 4th, 2018

Digital Auditorium, HCC

3:30-5:30pm

Members in Attendance: Abby Brethauer (CAS-HPS), John Broome (COE), Courtney Clayton (COE), Jackie Gallagher (CAS-SS, UFC Vice Chair), Rachel Graefe-Anderson (COB), Steve Greenlaw (CAS-SS), Dave Henderson (COB), Jason Matzke (CAS-AH), Nina Mikhalevsky (Provost, Ex-Officio), Sarah Morealli (CAS-HPS, UFC Secretary), Deb O'Dell (CAS-HPS), Angela Pitts (CAS-AH), Anand Rao (CAS, At-Large), Warren Rochelle (CAS-AH), Marcel Rotter (CAS, At-Large, UFC Chair), Victoria Russell (COE), Jordan Seurattan (SGA, Ex-Officio)

Proxies: Dave Henderson will act as proxy for Woody Richardson. Abby Brethauer will act as proxy for Dave Stahlman.

Guests: Rosemary Arneson, Eric Bonds, Nicole Crowder, Mary Kayler, Peter Kelly, Keith Mellinger, John Morello, Erin Wysong

I. Call to Order: The meeting was called to order at 3:31 PM by Marcel Rotter.

II. Previous UFC Meeting Minutes: Approved

III. Reports

**UMW President's Report:** President Paino submitted a video report in which he offered and update on State and UMW budgets, faculty salaries, support for ODR and Career Services, enrollment, tuition, and the push for 4-year degrees in Education. One minor correction: The forum for students to discuss tuition and fees is April 11 at 7 PM in the Magnolia room of the UC. You can view the video here:

<https://www.dropbox.com/s/37wfvkieeh6c6xo/TPaino%20April%204%20Report%20to%20UFC.MOV?dl=0>

a. **UMW Provost Report:**

Admissions: UMW is working to yield admitted students. Numbers are only slightly lower than this time last year. The Provost thanks the faculty for their contribution to the admission process; meeting the faculty is a crucial reason why students enroll at UMW.

Parking Task Force and Wellness Committee: Representatives for both groups will attend the next UFC meeting to provide updates.

Open-Forums: The administration is schedule to hold an open forum on student tuition and fees on April 11<sup>th</sup> at 7pm in the Magnolia room to receive student feedback.

The second open forum on campus safety will be held on April 6<sup>th</sup> from 1-2pm in the Digital Auditorium. Please contact Chief Hall if you would like him to discuss campus safety with your department.

Faculty Searches: One faculty search that remains open. At the April 23<sup>th</sup> UFC meeting, the Provost will present information regarding the demographics of those who applied to UMW positions over the last five years.

CAS Dean Search: Keith Mellinger has been selected as Dean of the College of Arts and Sciences.

COB: We are in the beginning stages of searching for a COB Dean. A search firm will be hired and the Provost will assemble a committee by the end of the semester. The Provost envisions the search committee will be composed of several COB members (appointed and elected) and an external member.

On Monday April 2<sup>nd</sup>, the COB participated in a mock accreditation visit; the visit went well and the Provost commends the COB on its performance.

General Education Reevaluation: The Provost intends to charge the General Education Committee with reevaluating our general education requirements next academic year. Of concern, Nicole Crowder is the only tenured faculty member on the committee and her term is scheduled to end. The Provost has asked Prof. Crowder to extend her term and continue to chair the committee for another year (pending UFC approval). The Provost asked the UFC to take steps to ensure that the GenEd committee has proper representation and experienced leadership going into the reevaluation.

Handbook Changes: A few changes are necessary to revise statements in the *Handbook* regarding Title IX requirements and expectations. These changes do not alter policy; rather, they are made to (1) more accurately reflect Title IX expectations, (2) correct the name of an existing policy that is referred to inaccurately, and (3) add an additional web site to consult for more information about Title IX. Changes occur in the following sections:

4.3.2.2 Initiation of Allegations

5.3.5 Workplace Harassment Policy

5.3.5.1.1 Responsible Employees.

These changes will be submitted to the Board of Visitors for approval at their meeting on April 20, 2018, along with the two Faculty Handbook changes approved by the UFC, which were:

(1) changes to the statement on the authority to grant or withhold tenure (§7.6.2) and  
(2) additions to the statement of required components of a course syllabus (§5.4.6).

SGA Representative: Congratulations to Jordan Seurattan on her elected role in the SGA.

- b. **CAS Dean Report:** All searches have been completed except for the hiring of a choral director. Dean Mellinger states that overall, we have a good group of new faculty joining us next year.

CAS Promotion and Tenure Committee will hold their annual workshop on Thursday, May 10<sup>th</sup>. Candidates for promotion and their department chairs are encouraged to attend and learn about the electronic submission of promotion files.

- c. **COE Dean Report:** Dean Kelly submitted a written report which can be viewed on the UFC website (<http://ufc.umw.edu/2018/03/26/ufc-agenda-april-4-2018/>). His report provides an update on Virginia Senate Bill 76 (now signed into law) which goes into effect on July 1<sup>st</sup> and the COE's accreditation progress. There are still plenty of unanswered questions regarding the switch to a 4-year education program including a.) how student teaching will fit into the program and b.) if a student enrolled in the secondary education program will still be required to major in a discipline.
- d. **COB Dean Report:** The COB participated in a mock accreditation visit, which went well. The review committee commented on the engagement and enthusiasm of the COB faculty. The actual accreditation visit is schedule for September.
- e. **Student SGA Representative Report:** SGA elections are over. While all appointed positions have been filled, there are still several elected positions that remain vacant. SGA will be working on increasing student participation at SGA events and the feasibility of ASL courses on campus. This week, there was a motion regarding saving seats for student athletes in upper-level courses. The motion passed in the student senate but failed in the executive cabinet.
- f. **SAC Report:** Thanks for those who attended the cook-off. Please consider participating in the fall's Bake-Off. After graduation, SAC will celebrate VA Public Serve Week.
- g. **UFC Chair Report:** No report
- h. **UFC Vice Chair Report:** No report
- i. **Faculty Senate of Virginia (FSV):** FSV is scheduled to meet at George Mason University on Saturday, April 7<sup>th</sup> from 1:30- 3pm. Items of discussion include advocacy for VA faculty, supporting the relationships between community colleges and 4-year institutions, and privatization of public higher education.
- j. **University Committees:**  
**Motion:** The UFC passed a motion to approve all committee meeting minutes. All action items will be considered separately.

#### IV. Unfinished Business:

- a. **General Education Committee:** At the February 28<sup>th</sup> meeting, the General Education Committee submitted 15 motions regarding the assessment of ALPA, EL, HES, and NS general education courses. All motions, with the exception of Motion 15 (regarding the assessment of a written reflection for EL courses) were approved. The UFC requested that the General Education Committee modify Motion 15, the result of which is below:  
 Motion 15 (modified): Students in EL courses should reflect on several questions about their experience before completing the survey (Motion 14). SAGE 000 EL and all 499 courses completed for EL credit must complete a written self-reflection using these questions. Professors in other courses may elect to incorporate these reflection questions directly into the experiential learning course as a written assignment – e.g., a set of journal exercises, internship reflection assignment, final reflection paper, or whatever works for the professor and student.

The questions are as follows:

- Briefly describe your experience. What was the most interesting thing you learned during this experience? What knowledge or skills acquired or developed while in college were most useful in this experience? (explain)
- What were you hoping to learn from this learning experience? Were you able to shape the experience so that you got what you were hoping for?
- What knowledge or skills developed while in this experience were relevant to your undergraduate coursework? (explain) What knowledge or skills developed while in this experience broadened your perspectives on the world? (explain)
- What problems or struggles did you encounter in this experience, if any? If so, how did you solve them? What did you do well? (Consider your time management, organization, teamwork, and/or professionalism as well as your own knowledge or expertise). In what areas would you most like to continue to strengthen your knowledge or skills? Has this experience changed your post-graduation plans? If so, how? Has it helped you understand what you do or don't want to do with your career?

*Discussion:* There is still concern regarding assessment driving assignment design and the fate of the written reflection. In response, the GenEd Committee has agreed to remove the assignment of specific reflection questions from the Motion. Also, the reflections are intended to benefit the student and instructor; they are not required to be shared with the Office of Institutional Analysis and Effectiveness (OIAE).

**Motion 15 (amended):** Students in EL courses should reflect on several questions about their experience before completing the survey. SAGE 000 EL and all 499 courses completed for EL credit must complete a written self-reflection- e.g., a set of journal exercises, internship reflection assignment, final reflection paper, or whatever works for the professor and student.

**Motion passes**

- b. **Community Values Draft and Guiding Principles on Diversity and Inclusion:** The Task Force on Diversity and Inclusion held several open forums to collect feedback on their draft regarding UMW Community Values. The feedback varied. Some expressed that UMW should have two separate statements- one on diversity and the other on inclusion. Others feel that the two separate statements are unnecessary. The Task Force plans to submit the final draft to the BOV on April 20<sup>th</sup> and hopes that these guiding principles will be used to develop policy statements that become ingrained in the day-to-day lives of those in the UMW Community, on par with the Honor Code.

V. New Business:

a. **University Committee Action Items**

General Education Committee:

The GenEd Committee recommends approval of the following courses for CE (Community Engagement) designation:

*Approved with no revisions:* CHEM 493 (Slunt, Instructor) and MGMT 303 (Gower, Instructor)

*Approve with the additions of the CE learning outcomes to the syllabus:* GEO 460 (Patterson, Instructor), ECON 490 (Humphrey, Instructor), and COMM 206 (Rao, Johnson-Young, Instructors)

The General Education Committee also recommends the approval of the Language Outcomes Assessment Plan which can be reviewed on the UFC website

(<http://ufc.umw.edu/files/2011/09/LANG-Assessment-Plan-2017-2018.pdf>).

FSEM Committee: The FSEM committee recommends the approval of the following course proposals:

- Rosemary Arneson's proposal, entitled "Booking It,"
- Andrew Dolby and Parrish Waters for modification of an existing FSEM entitled "The Human Animal" to include a study-abroad opportunity in Tanzania
- Maya Mathur's proposal, entitled "Shakespeare and Popular Culture,"
- Randall Reif's proposal to be approved to teach the existing FSEM entitled "Science and Technology: Because We Can Should We?"

BLS Committee: The BLS Committee recommends the approval of Brian Sherwood's special major after a title change to "Counseling Studies."

Distance and Blended Learning Committee: The D&BLC recommends the approval of the following courses for online delivery: ENGL 202 (Gwendolyn Hale, instructor), HSCI 120 (Instructors: Janet Atarhi-Dugan, Mary Jane Bowles, Dorothy Chase, Lisa Lucas, and Pam McCullough), and NURS 320 (Tracy McDermot Trevino, Instructor)

Honors Program Committee: The committee recommends approval of CPSC 491 as a course that fulfills the Research Methodology Course Proposal for one student

Writing Intensive Committee: The WI Committee recommends the approval of WGST 102 (Rucker, Instructor) for WI designation effective spring 2018.

**Motion: All action items from University Committees have been approved.**

- b. **Open UMW Group:** Early this year, the Virginia Legislature passed House Bill 454 which declares: *The governing board of each public institution of higher education shall*

*implement policies, procedures, and guidelines that encourage the adoption and use of low-cost and no-cost open educational resources in courses offered at such institution. Such guidelines may include provisions for low-cost commercially published materials.*

The Open UMW Group has submitted the following motion:

**Motion: The University Academic Affairs Committee should be charged to develop a response to Virginia HB454, with support from the OpenUMW group as needed.**

**The UFC approved this motion**

## VI. Announcements

### a. **CAS P&T Committee Tenure Workshop Details:**

The CAS Promotion and Tenure Committee is offering a workshop to help prepare CAS faculty prepare their electronic P&T files. Details are below:

**Thursday, 10 May, NOON-2:30pm (HCC, Digital Auditorium)**

#### **Schedule:**

Noon-12:30pm Lunch

12:30 – 1:30pm How to Prepare a Digital Tenure File\*

1:30 – 2:30pm Breakout sessions for tenured and tenure-track faculty

**Session A (for tenure track faculty):** How to Prepare for Promotion and Tenure at UMW

(panel hosted by current CAS P&T members)

**Session B (for tenured faculty):** How to Prepare for Promotion at UMW

(panel hosted by current and former CAS P&T members who have been promoted to Professor)

In F17 CAS governance approved the longstanding request by CAS P&T that tenure files be digitized. Beginning in AY2018-19, all candidates for tenure and promotion or promotion will submit a digitized tenure file.

Please keep an eye out for a follow up email with the specific location and Google Docs RSVP form. Colleagues with questions regarding the tenure workshop should contact Rosalyn Cooperman ([rcooperm@umw.edu](mailto:rcooperm@umw.edu)).

## VII. Adjournment: Meeting adjourned at 4:27. The next UFC meeting will be held on April 23<sup>th</sup>, from 3:30-5:30pm in the HCC Digital Auditorium