

# University Faculty Council Meeting Minutes

September 27, 2017

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), Lindsey Kowaki (SGA, Ex Officio), Jason Matzke (CAS-AH), Nina Mikhalevsky (Provost, Ex-Officio), Sarah Morealli (CAS-HPS, UFC Secretary), Deb O'Dell (CAS-HPS), Troy Paino (UMW President, Ex Officio), Angela Pitts (CAS-AH), Anand Rao (CAS, At-Large), Woody Richardson (COB), Warren Rochelle (CAS-AH), Marcel Rotter (CAS, At-Large, UFC Chair), Victoria Russell (COE), David Stahlman (CAS-SS), Hilary Stebbins (CAS, At-Large).

Others in Attendance: Rosemary Anderson (Libraries), D.J. Garcia (Bookstore), Peter Kelly (COE, Dean), Ken Machande (COB, Interim Dean), Kristen Marsh (CAS), Keith Mellinger (CAS, Dean), Lynn Richardson (CFO), Kathy Sandor (Bookstore), Julie Smith (Staff, SAC).

- I. Call to Order: The meeting was called to order at 3:32 PM by Marcel Rotter. Members and guests introduced themselves.
- II. Elections: Jackie Gallagher was elected UFC Vice Chair. David Stahlman was elected UFC Parliamentarian.
- III. Approval of Previous UFC Meeting Minutes
  - a. **April 5<sup>th</sup>, 2017**: Approved on the condition that minor errors will be corrected and more information will be provided in certain areas.
  - b. **April 24<sup>th</sup>, 2017**: Approved on the condition that typographical errors will be corrected.
  - c. **August 17<sup>th</sup>, 2017 Special Meeting**: Approved on the condition that a typographical error regarding the meeting date will be resolved.
  - d. **August 17<sup>th</sup>, 2017 Organizational Meeting**: Approved
- IV. Reports
  - a. **UMW President's Report**:
    - Strategic Vision: Faculty and staff have through October 20<sup>th</sup> to submit feedback on the President's Strategic Vision for the University.
    - 2019 Budget: President Paino will hold several public meetings to receive input about the 2019 budget. He encourages faculty/staff to offer feedback regarding budget priorities. The President says that faculty/staff salaries will be a high priority.
    - Renovation and Construction Projects: The BOV has approved a 24.5 million dollar renovation of Willard Hall. Work should begin on the Jepson Extension within the next few weeks. The renovation of the Amphitheater should be completed in early June 2018. Lastly, the design phase of Seacobec's renovation has begun.
    - Parking: Questions were raised regarding parking changes in College Heights and College Terrace (including Sunken Road). Parking changes will go into effect on January 1<sup>st</sup>, 2018; however, parking meters on College Avenue will not be installed until October 2018. President Paino said that the construction of a parking deck by the steam plant is being discussed, but there is no official commitment to plan the project.

**b. UMW Provost Report**

Degree Works: The testing of Degree Works (UMW's new degree evaluation tool) is underway and faculty/staff should expect full implementation in June. Provost Mikhalevsky reminds faculty that November 29<sup>th</sup> is the deadline for curricular changes.

Spring 2018 Schedule: Provost Mikhalevsky is encouraging certain departments to make adjustments to reduce our dependency on adjuncts for Spring 2018.

Service Animals: We are currently working on a new University policy regarding comfort and service animals on campus. By law we cannot require students to register their service/comfort animal. Provost Mikhalevsky is concerned because some members of the UMW community may be allergic to these animals. Provost Mikhalevsky is working to find a way to be compliant with the law and remain sensitive to those who may be affected by the animals.

All faculty should have received an e-mail to complete a training module regarding students with disabilities. All faculty are expected to complete this training and should contact Provost Mikhalevsky if they did not receive the e-mail.

CAS Dean Search: The search committee for a new CAS Dean will consist of 10 members. Provost Mikhalevsky will appoint 7 members of the committee: 4 CAS faculty (including the committee chair), 1 faculty from outside CAS, and 2 staff members. The 3 remaining members will be elected by CAS faculty; the UFOC will manage these elections.

- c. **CAS Dean Report**: Interim Dean Mellinger submitted a written report which can be reviewed on the UFC website (<http://ufc.umw.edu/2017/09/22/ufc-meeting-agenda-september-27-2017/>).
- d. **COE Dean Report**: No Report from Dean Kelly.
- e. **COB Dean Report**: No report from Interim Dean Machande.
- f. **Student SGA Representative Report**: The SGA has been examining the President's Strategic Vision and is working to provide more outreach between SGA and students. In addition, the Honor Council has a full board.
- g. **SAC Report**: The SAC provided a written report which can be viewed on the UFC website (<http://ufc.umw.edu/files/2017/09/2017-09-27-SAC-REPORT-TO-UFC.pdf>). In addition to the written report, Julie Smith (SAC representative) has noted that the SAC has representation on the Parking Task Force.
- h. **UFC Chair Report**: Marcel Rotter has provided a written report, which can be viewed on the UFC website (<http://ufc.umw.edu/2017/09/22/ufc-meeting-agenda-september-27-2017>).
- i. **UFC Vice Chair Report**: Jackie Gallagher reports that the BOV approved the Master of Science in Nursing program and is searching for a new endowed chairperson for Historic Preservation. Her full report can be reviewed on the UFC website (<http://ufc.umw.edu/files/2017/09/Gallagher-BOV-Report-9-15-17.pdf>).
- j. **University Committees**: All minutes were approved with the exception of the following:  
General Education Committee (September 11<sup>th</sup> Meeting): The UFC suspends approval until student names are removed from the minutes and clarification is provided regarding the removal of General Education designation from courses.

V. Unfinished Business: None

VI. New Business:

- a. **SFFA Committee Motion:** SFFA submitted a notice to the UFC regarding committee membership. The notice can be read on the UFC website (<http://ufc.umw.edu/files/2017/09/SFFA-committee-make-up.pdf> ).  
*Motion:* The UFC passed a motion to issue an election for a STEM/Health/PE representative (1-year term) to the SFFA for the 2017-2018 academic year. Next year, when SFFA members naturally “rotate off,” a formal STEM/Health representative will be elected to the committee and the SFFA will comply with membership requirements.
- b. **Textbook Issues:** Kathy Sandor and D.J. Garcia of the UMW Bookstore addressed faculty concerns regarding textbooks. Background information on the issues can be read on the UFC website: <http://ufc.umw.edu/files/2017/09/Textbook-orders.pdf>. In response to these issues, the Bookstore developed a list of Frequently Asked Questions (<http://ufc.umw.edu/files/2017/10/Bookstore-FAQs-for-Faculty-9.27.pdf>) to the UFC. Of note, the Bookstore does not order textbooks from the publisher immediately after faculty submit an order. Instead, the Bookstore will search for alternative (cheaper) sources. In addition, the number of textbooks ordered is based on sales history. In cases where there is no sales history, it is possible that an insufficient number will be ordered. The UFC requests that the Bookstore make every effort to inform faculty of Book shortages and late shipments. The Bookstore recommends that faculty who use online, open-source textbooks inform the Bookstore so they can answer student inquiries.
- c. **Women and Gender Studies 485 Issue:** Background information on this issue is posted on the UFC website (<http://ufc.umw.edu/files/2017/09/UFC-and-WGST4851.pdf> ). Kristen Marsh, Director of the Women and Gender Studies Program (WGST), has approached the UFC with an issue regarding the WGS capstone course. The UFC discussed the possibility of offering WGST for variable credit or permitting the student to register for both capstone courses (and earn 6 credits).  
*Action:* The UFC will approach the Academic Affairs Committee with this issue.
- d. **Monday-Wednesday (M-W) Tracks:** Background information on this issue is posted on the UFC website (<http://ufc.umw.edu/2017/09/22/ufc-meeting-agenda-september-27-2017/>) . The UFC’s is concerned that offering M-W tracks may result in scheduling conflicts. It was noted that some departments already informally offer M-W courses. Provost Mikhalevsky stated that UMW needs to have consistent time-bands and if faculty want to offer M-W tracks, it should be done formally. If there is a pedagogical need for an alternative time-band, the faculty should approach the Academic Affairs Committee.
- e. **UFC-Chair Terms:** Provost Mikhalevsky suggests that the role of UFC Chair be extended to two years. Since the UFC-Chair is the voice of the faculty and representative to the BOV, a two-year term would allow the chair to grow accustomed to the position, build a relationship with board members, and allow easier scheduling of the course release. Three significant concerns were raised: 1.) The UFC may need to revise the length of terms, 2.) an individual may not want to serve as chair for 2 years, and 3.) the course release may put pressure on departments to cover the chair’s courses for two years.  
This issue was tabled and will be discussed at a later meeting.

## VII. Announcements

- a. Please remind your associated departments/colleges to contact the Faculty Affairs Committee (FAC) with concerns about faculty welfare. Faculty can contact FAC chair, Miriam Liss.

- b. Please provide feedback on President Paino's Strategic Vision. Feedback can be submitted via this website: <https://goo.gl/EAM6bD>
- c. University Committees should submit their 2017-2018 prospective agendas to the UFC.
- d. Anand Rao invites the faculty to attend the October 28<sup>th</sup> meeting of the Faculty Senate of Virginia in Richmond.

VIII. Adjournment: Meeting was adjourned at 5:13 PM.

The next UFC meeting will be held on October 25, 2017, from 3:30-5:30pm in the HCC Digital Auditorium