

University Faculty Council Meeting Minutes

November 29th, 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)

Guests: Rosemary Arneson, Nicole Crowder, Dean Peter Kelly, Interim Dean Ken Machande, Interim Dean Keith Mellinger, John Morello, Deb Schleef

- I. Call to Order: Marcel Rotter called the meeting to order at 3:30 PM.
- II. Previous UFC Meeting Minutes: Approved, pending a name correction.
- III. Reports

- a. **UMW President's Report:**

State Higher-Education Issues: Richmond continues to inquire about what universities are doing to cut the expense of tuition and serve as engines of economic development.

Richmond is interested in passing legislature that requires VA universities to accept college credits earned in high schools and community colleges. There is debate over whether or not college credit earned in high school should be awarded at the university-level; these high school courses may not offer the same experience as if it were taken in the college environment.

Parking: The city has received feedback from UMW staff, faculty, and students. As a result, the city postponed any parking changes to College Heights and Terrace (originally scheduled for January 2018) while discussions continue.

BOV Meeting: The strategic vision was formally approved by the BOV and is available on the UFC website and soon, campus-wide. President Paino thanks the students, faculty, and staff for their feedback.

Room and Board Rates: The President predicts that room rates will see a variable increase of 3-7% (with an average of 5%) next academic year. The varying increase reflects the attempt to even out the cost of rooms across the university, the need for renovations, and the installation of AC in all residence halls. The President predicts a 2% increase in meal plans for AY 2018-2019.

Update on University Construction Projects: The Jepson extension project is underway, the amphitheater restoration is scheduled for completion in Spring 2018, the Willard renovation will hopefully start Summer 2018, and the Seacobeck renovation is in the design phase. There is continued talk of building another parking garage, but the state will not provide funding. If UMW decides to build another garage, faculty/staff should expect to be charged for parking to generate the necessary revenue.

All-University Meeting: An All-University Meeting is scheduled for Wednesday, January 17th 2018 at 4:00 in Dodd Auditorium.

Holiday Celebration: The Faculty/Staff Holiday Celebration will be held on Dec 15th from 6-8pm at the Jepson Alumni Center. Please RSVP.

b. UMW Provost Report:

Enterprise Scheduling System: UMW is developing an RFP to purchase an enterprise scheduling system in the spring. Implementation of the scheduling system will start in the spring with the scheduling of non-academic events. Beginning Fall 2019, the UWM community can expect all academic and non-academic classes/events to be scheduled using this new system.

CAS Dean Search: The position advertisement is posted and the search committee will review applications on Dec. 15th.

University Committees: Provost Mikhalevsky suggests that the UFC look into streamlining governance committees. In addition, she asks Senior Faculty to consider committee service. Senior faculty have experience and knowledge that is beneficial to faculty governance.

Faculty Handbook Changes: Any faculty committee that anticipates proposing changes to sections 1 -7 of the Faculty Handbook are asked to inform the Provost's office. In addition, the committee should submit the proposed changes to the Provost' office before submitting to the UFC. This gives the Provost's office time to send the proposed changes to the Attorney General's office where they will be vetted for legal issues. This way, proposed changes are legally sound before consideration by the UFC and then the BOV. Currently, the Attorney General's office reviews changes within 24 hours; however, we are getting a new Attorney General, so this may change.

Construction Project Concerns: If you have any questions or concerns regarding the Jepson Extension or the Seacobeck renovations, please contact Grant Woodwell (Jepson) or Pete Kelly or Keith Mellinger (Seacobeck).

Distance Education: The Provost would like to emphasize that she views online education as a way of meeting the instructional needs of our non-traditional, adult, and BLS students. When reaching out to faculty to create/modify courses for online delivery, the University is trying to address specific needs for a specific population. This is **not** distance education for distance education's sake. For those interested in creating/modifying an online course, there is funding available. Keith Mellinger has identified a group of individuals who are interested in converting/creating well-developed and meaningful online courses in targeted disciplines. In terms of funding, those who participate are offered a faculty stipend for: 2 semesters of course development, the semester in which you teach the course for the first time, and the semester in which you teach the course for a second time. The University is searching for funding to support those who are already teaching online courses, but are interested in working with DTLT to enhance/revise their courses.

- c. **CAS Dean Report:** There are 8 faculty searches underway in CAS; each are in different phases. Each search committee is meeting with the CAS Dean, Provost, HR, and completing diversity training.
- d. **COE Dean Report:** The COE is hosting the mayor of Richmond on Friday, Nov 29th with the purpose to recruit UMW education students.

- e. **COB Dean Report:** The COB was reviewed by Mark Miller-AACSB Accreditation Peer-review team chair representative. Mr. Miller evaluated the program and was satisfied with the COB's progress.
- f. **Student SGA Representative Report:** SGA is attempting to pinpoint student concerns including parking, wellness, diversity, food, and security.
- g. **SAC Report:** No report
- h. **UFC Chair Report:** Marcel represented the faculty at a recent city council meeting to express concerns regarding parking changes to College Heights and College Terrace. In addition, Marcel provided a written summary of the BOV meeting (<http://ufc.umw.edu/2017/11/21/ufc-meeting-agenda-november-29-2017/>) and the Committee Report on Diversity and Inclusion that was recently approved by the BOV (<http://ufc.umw.edu/files/2017/11/Diversity-and-Inclusion-Task-Force-Recommendations-AY-2017-18.pdf>).
- i. **UFC Vice Chair Report:** No report
- j. **University Committees:**
Minutes from the FSEM Committee were submitted late, but were considered. Kristen Marsh (WGST Director) would like the University Academic Affairs Committee to add an addendum to its minutes to include a statement expressing her gratitude toward the Committee and Registrar for offering potential solutions to the WGST Capstone issues.
Motion: The UFC passed a motion to approve all University-level committee minutes, action items, and amendments with the exception of the General Education and Faculty Affairs Committee. The items from these committees will be discussed separately.

General Education Committee: The General Education committee submitted Outcomes Assessment reports and suggestions from the Natural Science, Experiential Learning, Human Experience and Society, and Arts Literature Process and Appreciation Assessment Task Forces. To read these reports, please visit the UFC website: <http://ufc.umw.edu/2017/11/21/ufc-meeting-agenda-november-29-2017/>

Motion: the UFC passed a motion to delay the approval of the General Education Committee's recommendations and meeting minutes until the community has time to "digest" these new recommendations. The chair of Gen Ed committee should e-mail the community and solicit feedback from the UMW faculty/community. The UFC will vote on the recommendations and meeting minutes at the next meeting.

University Faculty Affairs Committee (UFAA): The motions and resolutions submitted by the UFAA were discussed as new business.

IV. Unfinished Business:

- a. **UFOC Report on UFC Chair Term:** The University Faculty Organizational Committee (UFOC) does not recommend a UFC-Chair Term of two consecutive years. Instead, the UFOC recommends that Faculty Handbook language be strengthened to clearly state that the UFC Vice-Chair will shadow the UFC Chair and succeed the Chair the following year. The committee also recommends that the title of Vice-Chair be changed to "Chair-Elect." The full recommendation can be read here: <http://ufc.umw.edu/files/2011/08/University-Faculty-Organization-Committee-Report.pdf>

V. New Business:

a. **University Faculty Affairs Committee (UFAC):**

Policy on Recording Classes and Distribution of Course Materials: This policy prohibits the recording of class materials (lectures, discussions, class activities) without the express permission of the instructor or without the proper permission from the Office of Disability Resources (ODR). Instructors who do not wish to have their lectures/discussions recorded should clearly state their policy on the course syllabus. The UFAC and Provost reminds faculty that instructors cannot deny a student the ability to record classes if the student has the proper permission for ODR. The full policy is available on the UFC Website:

<http://ufc.umw.edu/files/2011/09/Proposed-UMW-Policy-on-Recording-Classes-revised-11-8-17.pdf> .

Motion: The UFC passed a motion to approve the Policy on Recording Class and Distribution of Course Materials.

Adjunct Welfare: The UFAC submitted several motions and resolutions regarding adjunct welfare (<http://ufc.umw.edu/files/2011/09/Adjunct-welfare-motions-and-resolutions-from-UFAC-final.pdf>). The aforementioned motions were sent back to the UFAC and were not considered by the UFC; however, the four resolutions (with amended language) were considered.

Resolution 1 Adjunct Discrimination: Resolution 1 was amended to include the following statement “Although there is no documented evidence that UMW has a problem in this area, because it is a national trend, we would like to be pro-active in educating faculty and search committees.” This resolution suggests that the University offer training to search committees regarding age and adjunct discrimination.

Motion: The UFC passed a motion to approve Resolution 1 and its amendments.

Resolution 2 Adjunct Pay: Resolution 2 was amended and now reads: “whenever across-the-board raises are given to full-time faculty, strong consideration should also be given to raising the adjunct pay scale.”

Motion: The UFC passes a motion to approve Resolution 2 and its amendments.

Resolution 3 Adjunct Inclusion: This resolution suggests that long-term adjuncts be included in the “life of the University” to demonstrate that adjuncts are fully qualified instructors. For example, long-term adjuncts should be included in department brochures and websites when possible.

Motion: The UFC passed a motion to approve Resolution 3 with the assumption that it will be amended to state that all adjuncts (regardless of length of service) be included when possible.

Resolution 4 Service Recognition: The UFAC suggests that long-term adjuncts be recognized for their years of service.

Motion: The UFC passed a motion to approve Resolution 4.

BOV Hiring to Tenure and Rank: The UFAC proposed handbook changes addressing the hiring of a new faculty member/administrator to tenure (view here: <http://ufc.umw.edu/files/2011/09/Change-to-Fac-Hbk-7.6.2-to-UFAC.pdf>.) The new language formalizes a process that is currently in practice.

Motion: The UFC passed a motion to approve the new handbook language regarding BOV hiring to tenure and rank.

b. **Discussion on Temporarily Suspending the Mandate for the Creation of Publication Lists by the Library and on Indefinitely Suspending the Actions by the UFC from March 24, 2015:**

Discussion: Rosemary Arneson informed the UFC that the library would like to assume the responsibility of generating the list of faculty publications. Relevant works/publications from the list would be added to Eagle Scholar, the institutional repository the library has been building. What cannot be published to Eagle Scholar will be published as a website. The purpose of an institutional repository is to highlight the research and creative endeavors of the faculty, staff and students at UMW. The library will collect publication information from CVs or FAARs next fall. The repository will not be password-protected.

Concerns: There are concerns over whether or not it is wise to continue collecting this data (even if it is to develop an institutional repository), especially since the original spirit of the March 24, 2015 mandate was targeted mistrust.

No formal motion was made regarding the repeal of the March 24th UFC Mandate; however, it was suggested that if the UFC is interested in allowing the library to assume responsibility of the publication list, the UFC must repeal the March 24 mandate. In addition, the UFC must initiate a process by which the Deans of each college will be responsible for providing the library with updated CVs (or a list of publications and other professional or creative activity) of all full-time faculty on a yearly basis.

Motion: The UFC passed a motion to table this discussion until the January 2018 meeting. In the meantime, faculty will discuss this issue with our departments and provide feedback.

VI. Announcements

- a. **Diversity and Inclusion Task Force**: This task force, co-chaired by Anand Rao and Dean Cedric Rucker, intends to conduct a University-wide, interdisciplinary assessment of UMW's Statement of Community Values and Statement of Guiding Principles on Diversity and Inclusion. Anand wants every member of the University Community to reflect upon these statements and ponder how we can better include these values in the community. The task force is reaching out to the CAS chair's council, SAC, SGA, the Multicultural Center, Colleges, and Departments for feedback. In February or March, the task force will draft a new statement regarding community values and principles, present it to the community, then share the final document with the BOV. Anand requests your feedback.
- b. **Virginia Higher Education Advocacy Day (VHEAD) on January 11th**: The Faculty Senate of Virginia will be offering traveling grants for VHEAD. One of the objects of this year's VHEAD is to produce two position papers on behalf of faculty. These papers will highlight issues of which our state legislators should be aware:
Position Paper 1: Budget-items, faculty salaries, and student financial aid concerns.

Position Paper 2: Enabling legislation regarding tuition remission for faculty, adjunct and contingent faculty salaries, and public comment at BOV meetings
President Paino was asked to serve on the Governor Northam's policy council for higher education. He will meet with Anand once the position papers are finished.

VII. Adjournment: Meeting adjourned at 5:17 PM. The next UFC meeting will be held on January 31st 2018, from 3:30-5:17pm in the HCC Digital Auditorium