

University Faculty Council Meeting Minutes

September 26th, 2018

Digital Auditorium, HCC

3:30-5:30pm

Members in attendance: Courtney Clayton (COE), John Broome (COE), Rachel Graefe-Anderson (COB), Dave Henderson (COB, UFC Secretary), Kashaf Majid, Deb O'Dell (CAS, Health, PE, & STEM), Sarah Morealli (CAS, Health, PE, & STEM), Andrew Delaney (CAS, Health, PE, & STEM), David Stahlman (CAS, Social Sciences), Jackie Gallagher (CAS, Social Sciences, UFC Chair), Laura Mentore (CAS, Social Sciences), Jason Matzke (CAS, Arts & Humanities), Mehdi Aminrazavi (CAS, Arts & Humanities), Helen Housley (CAS, Arts & Humanities), Marcel Rotter (CAS, At-Large, Parliamentarian), Anand Rao (CAS, UFC Chair Elect), UMW President Troy Paino (Ex Officio), UMW Provost Nina Mikhalevsky (Ex Officio), UMW Staff Advisory Council President Pam Lowery (Ex Officio), UMW Student Government Association Representative Lindsey Kowaki (Ex Officio)

Members not in attendance: Victoria Russell (COE), Eric Bonds (CAS, At-Large)

Proxies: Courtney for Victoria, Laura Mentore for Eric Bonds

Guests: Nicole Crowder (CAS), Ken Machande (COB), Pete Kelly (COB), Keith Mellinger (CAS), members of the journalism advisory committee (Steve Farnsworth, Chris Foss, Marjorie Och, Judith Parker)

- I. Call to Order: The meeting was called to order at 3:32 pm by Jackie Gallagher.
- II. Previous UFC Meeting Minutes: Minutes from April 23rd 2018 and August 23rd 2018 were approved
- III. Reports
 - a. **UMW President's Report:**

Impetus for UMW Budget Restructuring: President Paino addressed issues surrounding restructuring the UMW budget process. UMW lacks the liquidity to weather a financial downturn (cut in appropriation, enrollment decline) or make strategic investments. UMW has a liquidity problem due to the accumulation of debt from 2010-2016. Annual debt service increased primarily due to renovations on Randolph, Mason, University Center, and the Anderson Center. A lack of fiscal discipline with net revenue from housing and meal plans also contributed to liquidity issues; essentially, UMW became dependent upon residence halls and meal plans and this revenue was used to fund other needs in the university rather than reinvested back into housing and meal plans. Instead of being reinvested, funds from residence halls and meals was used for general funds. Another reason for the current financial situation is an increase in student financial aid. UMW increased student financial aid because price point was causing lack

of competitiveness. Another problem is lack of investment in auxiliary facilities, which has resulted in deferred maintenance issues and has provided little incentive for students to live on campus.

Current Financial Position of UMW: UMW uses the Composite Financial Index (CFI) to benchmark the financial health of UMW against other higher education institutions in Virginia. On a scale of 3 (excellent and able to make strategic investments) to 1 (under 1 is problematic), UMW is a .3. UMW liabilities are 54.7%, which is the worst ratio in Virginia. UMW's primary reserve ratio is tied for the lowest in Virginia. While UMW is not currently in a crisis, we are not prepared for a crisis, so administration is formulating a plan to address these financial issues now.

Plan moving forward: UMW has hired Huron Consulting (<https://www.huronconsultinggroup.com/>) to help with pricing and fee structure. These consultants will work with UMW over the next 8-10 weeks. Any changes to fee structure will not occur until fall of 2020. UMW will also begin building an auxiliary reserve to address deferred maintenance issues; UMW will also take net revenue from residence halls and put into a fund for deferred maintenance. UMW will also look for ways to reduce expenses, primarily in support services. Despite the current financial situation, President Paino remains committed to salary increases and raising reserve funds. UMW administration is also investigating ways to monetize assets (e.g., the Stafford campus).

Communication with UMW faculty and staff: President Paino first wanted to discuss the budget restructuring plan with the University Faculty Council; he will also hold a series of coffee talks about issues facing the university. Faculty and staff are highly encouraged to watch the UFC meeting video found here: <https://ufc.umw.edu/recordings/sept-26-2018-ufc-meeting/>

b. UMW Provost Report:

UMW Budget Issues: As a consequence of the current budget situation, UMW has frozen some positions, including two positions in DTLT and at the library. There is no current freeze on open faculty positions.

HB1 Legislation: Faculty need to know how to be compliant with HB1. A violation of HB1 is a violation of FERPA. Faculty can find more information about HB1 legislation on the registrar's website: <https://academics.umw.edu/registrar/ferpa-policies-procedures-services/hb1-faqs/>

Campus Accessibility: Sabrina Johnson and the Office of Disability Resources are creating an accessibility map of the UMW campus. Faculty need to work with building managers to ensure that accessibility issues are appropriately addressed.

Additional Updates: Leslie Martin is the new director for community engagement. The interviews for the faculty athletic representative have just been completed. The applications for the director of the university teaching center will start soon. DegreeWorks seems to be working appropriately; please email the Provost with any

feedback regarding DegreeWorks. The schedule for pre-week will be condensed for fall 2019; the Provost is also working on ways to reduce the number of pre-week activities required by faculty as well as the number of pre-week emails received by faculty. There are currently 8 faculty searches in CAS and 1 in COB. UMW is currently working with Northern Virginia Community College to map pathways for community college students to transfer to UMW. The AACSB visit for COB is coming soon; AACSB accredits the entire university, not just the COB. Finally, UMW will submit the SACS fifth year report; this report focuses on the results of the QEP.

- c. **CAS Dean Report:** No report
- d. **COE Dean Report:** CAPE (accrediting agency) will conduct an on-site visit during the spring of 2020. The current focus with regard to CAPE is on enhancing the quality of assessments and demonstrating that the COE is meeting the standards. The COE is also investigating the development of undergraduate programs; UMW will need to develop undergraduate programs in education, specifically an undergraduate program in Elementary Education and Special Education with approval from SCHEV.
- e. **COB Dean Report:** AACSB visit will be conducted on-site from 10/1/2018-10/3/2018. The COB will also host an executive in residence on 10/18/2018. The executive in residence for 2018-2019 is Sean Stackley: <https://business.umw.edu/eir/overview/>
- f. **Student SGA Representative Report:** The SGA recently had general elections and they hope to fill all open positions.
- g. **SAC Report:** The SAC is sponsoring an annual bake-off on Monday of fall break. On Tuesday of fall break, Human Resources is hosting an employee luncheon and will present the Larry Atkins award. The SAC will meet with staff to gather recommendations for future initiatives.
- h. **UFC Chair Report:** Jackie Gallagher uploaded her report to the UFC website <https://ufc.umw.edu/files/2018/09/Report-of-UFC-Chair-9-26.pdf>. Jackie will send an annotated agenda next time for faculty not on UFC (rather than long agenda)
- i. **UFC Vice Chair Report:** no report
- j. **Faculty Senate of Virginia:** Anand Rao uploaded his report to the UFC website <https://ufc.umw.edu/files/2018/09/FSVA-Report-to-UFC-September-2018.pdf>. The faculty senate of Virginia will have a fall meeting on 10/20/2018 at VCU. There is also a meeting in Texas to discuss the potential of a national council of faculty senates. Faculty should email Anand Rao about any issues they would like him to address.
- k. **University Committees Minutes, Reports and Action Items:**
 - 1. University Academic Affairs Committee
 - 1. Draft [Minutes](#) are available but will not be voted on

Of interest: consideration of class absences; consideration of walking at graduation without having full 120 credits; beginning discussion of response to legislature requirement for low/no cost texts

2. University Budget Advisory Committee

1. [Report](#) Spring 2018

Tabled; Jackie will speak to current members; feel UFC should have some budget committee due to president's report above

3. University Curriculum Committee

1. **Approved (normal business)**

4. University Faculty Affairs Committee

1. [Minutes April 11](#) **Approved (normal business)**

2. [Minutes](#) August **Approved (normal business)**

3. [Minutes](#) September 10 **Approved (normal business)** *consider annual evaluation and merit pay: propose going to S/U system instead of 0-1-2-3 score*

4. [Action](#) item *Motion to establish mechanism by which faculty marshals are appointed.* **Tabled, questions about procedure details.**

5. University Faculty Organization Committee

1. None

6. University General Education Committee

1. [Minutes](#) August 29 **approved (normal business)**

2. [Minutes](#) September 12 **approved (normal business)**

3. [Memo](#) (please read!) **Language corrected by adding the missing sentence for a more accurate quote:** In 2010, the SACSCOC Executive Council adopted the following interpretation of what the breadth of knowledge requirement which states: "Courses in basic composition that do not contain a literature component, courses in oral communication and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purpose of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement. **Note that this interpretation does not preclude the mentioned courses from being part of general education requirements beyond the required courses in the three specifically mentioned areas; while they are "skill courses," these are not skills specific to a particular occupation or profession.**

The committee will take note of this correction

Memo contains UMW mission statement, goals in strategic vision, statement of community values; constraints and influences on gen ed; some questions for consideration; new state 'passport program' for transfer from VCCS.

7. University Sabbaticals, Fellowships & Faculty Awards Committee

1. None

8. University Student Affairs & Campus Life Advisory Committee

1. Draft [Minutes](#) are available but will not be voted on *Considering combination of graduate and undergraduate commencement ceremonies. Considering 'rules' or expectations for wearing regalia at commencement.*
9. Bachelor of Liberal Studies (BLS) Committee
 1. None
10. Distance and Blended Learning Committee
 1. Draft [Minutes](#) are available but will not be voted on *New application form; discussion about accessibility for online courses and paying for resources to make courses accessible*
11. First Year Seminar Committee
 1. [Minutes](#) approved (regular business)
12. Honors Program Committee
 1. [Minutes](#) August 23 approved (regular business)
 2. [Minutes](#) September 18 approved (regular business)
 3. [Action items](#) September 18 approved (regular business)
 4. [Action item](#) September 22 approved (regular business)
13. James Farmer Multicultural Center Advisory Committee
 1. None
14. Journalism Advisory Committee
 1. [Minutes](#) August 23 approved (regular business)
 2. [Minutes](#) September 5 approved (regular business)
 3. [Minutes](#) September 19 approved (regular business)
 4. [Blue & Gray Press Statement of Policy Tabled; the committee will meet with the Provost in October and discuss the statement. Committee wrote guidelines for Blue & Gray Press fall 2017; has been waiting for response from Provost. Statement needs to be reviewed by legal counsel and approved by the office of president before it can be discussed/approved by UFC.](#)
15. Speaking Intensive Committee
 1. [Draft minutes](#) are available but will not be voted on ([regular business](#))
16. Teaching Center Advisory Committee
 1. None
17. Writing Intensive Committee
 1. [Minutes](#) August 29 approved (regular business)
 2. [Minutes](#) September 17 approved (regular business)
 3. [Action Item](#) April 2018 approved (regular business)
 4. [Action Item](#) September 2018 approved (regular business)

Motion: The UFC passed a motion to approve all committee meeting minutes. All action items will be considered separately.

IV: Unfinished Business: No unfinished business

V. New Business

A. Budget advisory committee: Budget advisory report has recommended that it dissolve itself; this request has been tabled until the next UFC meeting. Jackie will talk to members of the budget advisory committee about this request.

B. University faculty affairs committee: The motion from UFAC regarding Faculty Marshalls has been tabled. The following questions regarding Faculty Marshalls remain unanswered: why is the term of service two years?, should untenured faculty members be eligible to serve as faculty marshals?, should there be representation from COB, COE and CAS?

C. Honors program committee: [Action items](#) September 18: unanimously approved by UFC; [Action item](#) September 22: unanimously approved by UFC

D. Journalism advisory committee: [Blue & Gray Press Statement of Policy](#). This policy has been tabled; the committee will meet with the Provost in October and discuss the statement. Committee wrote guidelines for Blue & Gray Press fall 2017; has been waiting for response from Provost. Statement needs to be reviewed by legal counsel and approved by the office of president before it can be discussed/approved by UFC.

E. Writing intensive committee: [Action Item](#) April 2018 unanimously approved by UFC; [Action Item](#) September 2018 unanimously approved by UFC

VI. Announcements: Nicole Crowder from general education meeting. The general education faculty survey will be distributed to faculty.

VII. Adjournment: Meeting adjourned at 5:23 PM. The next UFC meeting will be held on October 24, 2018, from 3:30-5:30pm in the HCC Digital Auditorium.