**UFC Meeting Minutes**

**October 16, 2013**

**Monroe 210**

**3:30-5:30**

Present: Debra Schleef, Debra Steckler, Debra Steckler, Steve Greenlaw, Tamie Pratt-Fartro, Smita Jain Oxford, Jodie Hayob, Courtney Clayton, Gail Brooks, Angela Pitts, Marcel Rotter.

Ex-Officio Present: President Hurley, Provost Levin, Associate Provost Morello, Dean Finkelstein, Dean Richardson

Visitors: Doug Searcy, Megan Higginbothom, Keith Mellinger, Les Johnson

Absent: Dean Gendernalik-Cooper, Lavar Edmunds

I. Call to Order

II. Approval of Minutes from September 16, 2013

- Marcel moved to approve minutes, seconded by Angela Pitts

IV. Reports

A. President’s Report

* Out fundraising and was in Savannah, and saw the Jepsons. Made a significant ask to fund renovation of amphitheater. They are working with her.
* Combining prospective student meetings with alumni networks. About 6-10 students at each event. Rick feels this is partly due to the time the meetings occur, about 5:30pm.
* Lunches with donors: have created campaign cabinet. Campaign cabinet requires at least $25,000 commitment.
* Thinking will make campaign public in April. Goal is to raise $50,000,000 in five years, and currently over $20 million and feel will be at $30 million at end of year.

B. Provost’s Report

* Updates on searches.

1. Gave offer to one candidate for admissions and turned it down. Reopening search since second candidate was not strong enough. Reposting, and reviewing applications with hope of bringing someone in by January. Director of Academic and Career Services position is not decided yet about whom that person will report to. Hope is to make determination very soon. Could by John Morello, but it depends on how structure is put into place.
2. QEP: Keith Mellinger accepted to be QEP director. Public announcement will come shortly.
3. Launched search for Associate Provost for Enrollment Management, will oversee admissions, financial aid, and will facilitate and chair enrollment management and retention committee (coordinating). Will report to Provost and will have seat on cabinet, with dotted line to President. Search committee will be chaired by Lynne Richardson and will also include Grant Woodwell, Jane Huffman, Bob Rycroft, Betsy Lewis, Melissa Y, Malcolm Holmes, Paul Messplay, Betsy Lewis, Julie Hodge, Marty Wilder, and Ken Tyler. Met with search consultants about a week ago. Out writing text for add right now.

* Got responses to SACS off a week ahead of date; satisfied with response

C. Deans’ Reports (written attachment from Dean Finkelstein)

I. Dean Finkelstein

* Jodie asked question about addition to Jepson, and there will be input from UFC committee on needs.
* 40,000 square foot extension is suggested
* President said that he wants to build for the future, not for now as State requests. He said he will push for 40,000 and see how far he gets with it.

II. Dean Richardson

* Sent out eligibility application to accreditation organization
* COB faculty voted unanimously to suspend admissions to M.S. in Management Information Systems due to low enrollments. Big driver is that with accreditation requirements, need 70% full time faculty members teaching the courses. Can’t do that right now.

III. Dean Gendernalik-Cooper: No report submitted

D. UFC Chair’s Report

* passed around document from Leadership Council presentation from brand marketing people. She thought it would be useful. She asked people who presented to send UFC the PowerPoint they showed to Council. President wants us to think about the brand and give feedback.
* Angela suggested adding issues of diversity to the list of key terms from branding.

V. Old Business

A. Strategic Resource Allocation – Faculty and staff responses to templates, training

* Debra Steckler said they are having an issue because they have a minor, and on all templates is what are the contributions of faculty to the programs
* Any interdisciplinary major has these issues in terms of listing numbers
* If everyone doing something different, then task force has to come to a conclusion that reflects a variety of data
* Steve Greenlaw who is on the task force said that the data collection and analysis at UMW is woefully inefficient
* Staff side is having many of the same issues.
* Morello said that there was some confusion about templates in terms of who was responsible for generating cost data, and then some data that was provided by programs was not consistent with office data.

B. Follow up on Student Orientation – 2014 plan (Megan H. email of 10/11)

* Steve Greenlaw sent email out to all people that Doug and Megan sent information to, and he sent it out to all who were involved in orientation in the past
* Doug thanked Steve for sending this out for feedback
* Doug said he wants to focus on getting students as prepared as possible before they start at UMW; so that students can connect as early as possible; talking to them about language such as QEP, WI, SI, etc.
* Why June? Doug says trying to match timing with other institutions and put best foot forward earlier in the year; regarding AP scores, a lot of institutions have that issue
* “Academics at UMW” session: this was for the students and then there was a parallel session for families; units of general education, majors, minors, etc. Expectations about work in college vs. high schools, etc.
* Steve suggested that it would be helpful to know what students have been told in these sessions
* On day one, in the new schedule, students and parents will be in room together, and one message is that students are responsible for their education now.
* Day 2: Four-hour block is one-hour academic session with P/F, gen ed, etc. then talk about building a schedule. Individual meetings and some students needed more handholding. Some students were there for four hours.
* There was an expectation that students would have one-on-one advising, so four-hour block in new schedule is more than last year; two people in same room providing advising and people can pull students to have more intimate discussion. Some students need it and some don’t.
* How to select faculty? Keith suggested having as many Chairs as possible during these sessions and/or around and available.
* Class availability? 60% rate means that they will get 3 of 5 choices they select. There will be a better process of how to release seats and ensure availability is monitored.
* Dean Richardson talked about pre-populating courses, i.e. biology and then department chooses which classes that new students would be placed in and then students choose others, such as FSEMs. Maybe they rank their choices for FESMs and then they are populated that way.
* Pre-populating could be around courses that they are interested in
* Debra suggested concentrated meeting with department chairs and course schedulers across colleges
* Doug said there was a systems issue, i.e. what is admissions saying, etc. We need to talk enough about all different parts and then linking them together. Need people in technology to help.
* Provost said faculty could get together to create a set of interesting courses
* Coordinating orientation away from last day of 1st summer session. They will be sure they will block classrooms appropriately
* Concurrent sessions involve financial aid, study abroad, residence hall tours, faculty-led tour of campus, eagle one card, understanding about healthy social life, want to make them tired so they don’t want to go downtown, want safe and good experience so lock doors and give them campus police number
* Letter writing campaign: housed with campus center, parents write a last letter to their students and then appears in the students’ mailbox at beginning of year
* Megan requests that people let her know if they want parents there or not in sessions, and they can schedule those things
* Convocation: moving it to Friday and Doug suggested having dinner for faculty.

C. Summer school: memo from UFAC (end of agenda)

* Provost said that he has been talking about issue that has come up at departments, change in policy has come up consistently.
* Put out call for feedback and had eleven comments, met with about 8 to 10 people on a Friday afternoon and continued conversation. Morello and Provost are working on modifications, and UFAC will be looking at that language.
* They will be able to address the issue of payment and contracts, and he will propose modifications that people are going to like; and ones that don’t have anything to do with this.
* Will ask Deans to think about how many courses can they sustain in these areas in terms of offering courses.
* Provost will announce these decisions as early as the end of next week

VI. New Business

A. Discussion of the vision for UMW over the next decade

* Vision of UMW and what President Hurley says to people when he is out there “selling” the University
* Steve said that faculty is largely out of loop in this conversation.
* Angela said that one of most effective ways to reach audience is to tell simple yet effective stories. Using the stories as a foundation for what we are as a University.
* Provost mentioned that webpage is doing good job of stories, but Provost suggested sending out to ask faculty for stories about students.
* Angela suggested bringing this to admissions.
* Courtney suggested to Rick that he bring students and/or faculty to go with him when he travels
* Rick says that he talks about community that includes close, personal relationships with faculty.
* Lynne says that she says that you don’t want to come here if you want to hide
* Smita suggested talking about traditions too in the speech

B. UCC – (action items)

<http://academics.umw.edu/curriculumcommittee/current-proposals/>

* Motion to approve made by Courtney, seconded by Angela

C. Writing Intensive (action items) (UFC website)

* Angela made motion to approve, Steve seconded

D. Minutes only:

UFOC (UFC website)

Budget Advisory Committee (attached)

* All minutes were approved

VII. Announcements

* Subcommittee on CAS Senate working on student/faculty collaboration; some of ways in which we can improve application processes to, for example, request sabbaticals based on collaborative student/faculty research/projects
* Suggested that all applicants who are requesting funding for a project that involves collaboration with others (faculty at UMW, colleagues elsewhere, community members, current students, former students, etc.) be required to include a brief statement describing the nature of the collaboration and what the applicant’s role in that collaboration will be.  This statement should allow the applicant to make a case for why their role is significant enough to merit/require funding
* UFC agreed to charge University Committee on Sabbaticals look at collaborative portion of this

VIII. Adjournment

Addendum: Minutes from the Honors Committee from September 9th, September 20th, and September 27th were approved via email by all UFC members.

UFAC Notes on Summer School Policy.

Over the past year and a half the University Faculty Council has discussed with faculty members and amongst themselves, the Summer School Policy initiated by Provost Ian Newbould. The consensus among the faculty is that one plank of this policy is especially troubling—that a faculty member must sign a contract and begin teaching a course without knowing what compensation he or she will receive for the course. The rationale is that a course might have the requisite number of students initially to be profitable, but that students might drop in the first week, making the course unprofitable, and that the instructor’s salary should be adjusted accordingly. The cost of such a policy is large in terms of loss of goodwill among the faculty. It violates a fundamental idea of contract. The benefit seems from the data available to the faculty, to be low in terms of money saved or made. We recommend that the University Faculty Council strongly oppose this policy and counsel Provost Jonathan Levin to revise the policy so as to have final contracts with compensation guarantees in place before the semester begins. This will allow individual faculty members to opt out while also allowing students time to find a new course.

UFAC also wishes it to be noted that Summer School Policy is not merely driven by financial concerns but also pedagogical concerns. As those are the province of the faculty, the faculty should be engaged as active participants in any future plans about how to adjust the way we teach summer school courses at the University. We also recommend that when the faculty is so engaged, that existing committees are used rather than ad hoc committees. In recent years several shifts in policy have been initiated and endorsed via ad hoc committees rather than through the existing system of governance and this has led to at least two problems: one, inefficiencies and redundancies; two, declines in faculty morale.