

UFC Meeting  
Wednesday, March 25, 2020  
Online (via Zoom), 3:30-5:30pm

Members in Attendance: Janine Davis (COE), John Broome (COE), Jennifer Walker (COE), Dave Henderson (COB), Kenneth G. Machande (COB), Kashef Majid (COB - UFC Secretary), Sarah G. Morealli (CAS, Health, PE, & STEM), Jackie Gallagher (CAS, Social Sciences, UFC), Laura Mentore (CAS, Social Sciences), Helen Housley (CAS – Arts & Humanities), Miriam Liss (CAS, Social Sciences), Helen Housley (CAS, Social Sciences), Larry Lehman (CAS, Health, PE, & STEM), Anand Rao (CAS, At-Large, UFC Chair), Andrew Dolby (CAS, At-Large, UFC Vice-Chair), Angela Pitts (CAS – Arts & Humanities, CASFC Chair), Gregg Stull (CAS – Arts & Humanities), Marcel Rotter (CAS, At-Large, UFC Parliamentarian),

Proxies:

Guests: There were 110 people logged into the meeting. Included within this number were: UMW Provost Nina Mikhalevsky (Ex-Officio), Peter Kelly (Dean COE), Lynne Richardson (Dean COB), Keith Mellinger (Dean CAS), Troy Paino (Ex-Officio), Tim O'Donnell (Associate Provost for Academic Engagement & Student Success), Rita Dunston (Registrar), Kelli Slunt (Director of the Honors Program), Alexander Lee (UMW SGA Senator), Aneesha Noor (SGA Representative to the UFC).

This meeting can be viewed [here](#) (UMW log-in required)

Notes: The meeting was held via Zoom with both UFC members and outside members (including students). UFC members were encouraged to indicate that they would like to speak by initiating the request via the chat function. Students were encouraged to indicate their concerns on the shared Google document ([link here](#)).

- I. Call to Order – Meeting was called to order at 3:30pm by Anand Rao, quorum reached as indicated by each member marking present on an online Google Document.

## II. Meeting Minutes –

[UFC Meeting – Draft Minutes – February 26 2020](#)

Unanimously approved with no objections.

## II. Reports

### 1. President Paino

- Refunds to students

There are concerns with the impact on our budget and this is an immediate concern. There will be refunds offered to students but it's unclear how much that will be. There is much to document in terms of the how much to return to the student and this will be on a student by student process. It is anticipated that this is at least a \$4 million dollar hit towards the budget but likely higher. This is a challenge to our liquidity and we will have to contend with how to offer the refund to students with remaining liquidity. Next week we will make an announcement on the process that the University will take to calculate those refunds. The refunds will be paid out of cash reserves and through cost controls.

- Spending

All spending from this point forward will be controlled centrally, this includes all credit card usage. We have had discussions from our two federal senators regarding any federal stimulus money which could help UMW. They are hopeful but the spending is at the Governor's discretion. The hope was that some would flow to higher education as a result of the losses that higher education institutions are facing. We are hopeful but it is a fluid situation. Our intention is to avoid layoffs as much as possible. Foundation accounts are not frozen nor is there any freeze or plan for external grants.

- Enrollment

We have had a slide from our deposits for next year's enrollment, it's quite unclear how much this will impact enrollment. The University is having to prepare next year's budget without knowing what will happen with state funding. We have had our most successful state legislative session but the benefits of this are likely impacted by the current crisis.

- Marketing & Branding

The impact on branding and marketing: we are still continuing and our plan was to see creative concepts by April and get feedback shortly afterwards. The marketing and rebranding was coming out of Foundation funding. We were going to change the website but we have hit the pause budget on this because it comes out of the UMW budget.

**Question:** Can students put the refund back towards the University?

**Response:** We are exploring ways that the students may be able to get credit for next year instead of a refund. The University has not explored how students can refuse the refund.

**Question:** How does the budget affect scholarships?

**Response:** We will not take money away from what we have already promised.

**Response regarding refunds:** Parking will be included and the University will still determine how refunds are given to students. Refunds will not be given for classes and the lack of face-to-face

instruction – the faculty have incurred greater cost to offer the classes online. The learning and academic credit will continue even if not the main experience.

**Question:** Could there be a live chat where President Paino can talk to students directly?

**Response:** Yes this is in the works.

## 2. Provost Mikhalevsky

- Teaching online

The Provost reiterated that as we move online we must be in close contact with SCHEV to abide by certain requirements.

- Residence halls & Buildings

Thirty-nine students left in the residence halls at this point. Building hours, all academic buildings will be closed except for faculty or staff. All who are using keys to get into the doors, they must be locked afterwards.

- Course evaluations

Regarding questions about the course evaluations, right now the plan is to move forward with the course evaluations as we usually do but faculty can opt out of the evaluations being used for any promotion or evaluation.

- Extension of tenure clocks

Regarding the extension of tenure clocks, we will be flexible and faculty can ask their Department chairs or Associate Deans. Sabbaticals are under consideration, all summer research grants have been cancelled, awards are still under discussion. P&T letters, for those in the pipeline all candidates should already have been communicated to. As in the past, candidates will still get letters from the Office.

- Summer school

Regarding summer school, make plans for the classes to be taught remotely. If approved, there will be an expedited process to get approval to teach classes online.

Clarifications:

- The Provost's office will provide a letter that indicates whether the faculty want to include these evaluations in any assessment. This is completely up to the discretion of the instructor.
- Regarding teaching online, we are definitely having summer school but some in person classes may come off but online classes may take their place (classes that have been taught online in the past).

**Question:** Regarding student employees, can students count on working in the summer

**Response:** if the work can be done remotely, otherwise employment will be limited.

3. College Deans
  1. Dean Pete Kelly, CoE
    1. [CoE Report – March 24, 2020](#)
  - Virtual accreditation was conducted and it was successful
  2. Dean Keith Mellinger, CAS
  3. Dean Lynne Richardson, CoB
4. SGA Representative's Report (Aneesa Noor)
5. SAC Representative Report (Christy Pack)
6. UFC Chair's Report (Anand Rao)
7. UFC Vice Chair's Report (Andrew Dolby)
8. Faculty Senate of Virginia (Marcel Rotter)
9. University Committees – minutes, reports, and action items
  1.
    1. [University Academic Affairs Committee](#)
      1. *no report*
    2. [University Budget Advisory Committee](#)
      1. *no report*
    3. [University Curriculum Committee](#)
      1. *no report*
    4. [University Faculty Affairs Committee](#)
      1. [Meeting Minutes – March 12, 2020](#)
    5. [University Faculty Organization Committee](#)
      1. *no report*
    6. [University General Education Committee](#)
      1. *no report*
    7. [University Sabbaticals, Fellowships & Faculty Awards Committee](#)
      1. *no report*
    8. [University Student Affairs & Campus Life Advisory Committee](#)
      1. [Draft Meeting Minutes – Feb 20, 2020](#)
    9. [Bachelor of Liberal Studies \(BLS\) Committee](#)
      1. *no report*
    10. [Distance and Blended Learning Committee](#)
      1. *no report*
    11. [First Year Seminar Committee](#)
      1. *no report*
    12. [Honors Program Committee](#)
      1. [Action Items – Feb 17, 2010](#)
    13. [James Farmer Multicultural Center Advisory Committee](#)
      1. [Meeting Minutes – March 9, 2020](#)
    14. [Journalism Advisory Committee](#)
      1. *no report*
    15. [Speaking Intensive Committee](#)
      1. *no report*
    16. [Teaching Center Advisory Committee](#)
      1. *no report*
    17. [Writing Intensive Committee](#)
      1. *no report*

**Unanimously Approved via the Google document, no abstentions.**

#### IV. Unfinished Business

1. [Motion: Changes to Section 6 “Faculty Evaluation Procedures” of the Faculty Handbook](#) – motion from UFAC after consideration of faculty evaluation procedures. [sent back to UFAC for further consideration at Dec 4, 2019, UFC meeting – still under consideration by UFAC as the committee awaits feedback from university counsel]. Included here are:
  1. [Section 6 – Track Changes Document](#)
  2. [Section 6 – Revised Copy](#)
2. [Action Item](#) Contingent Faculty recommendation: This motion is to include on UFC someone at the rank of Adjunct, Professional Development Adjunct or Visiting, as an at-large member, to be compensated monetarily. Update referenced under the UFC Chair’s Report. The UFC tabled this motion at its Sept 25, 2019 meeting.

### These were tabled

## V. New Business

Included with most items below is a link to a Google doc that is intended for faculty to use to provide feedback on this motion/issue. UFC will also post updates on these documents, and appreciates your feedback in advance of our meeting.

1.
  1. Action Item: [Honors Program – Feb 17, 2020](#)

### Approved Action Item 1 with no objections

2. [Motion: Allow Credit/No Credit for All Courses in Spring 2020](#)– ([link to previous motion to allow pass/fail grades](#)); This motion created three new grade alternatives for Spring 2020: Credit (for grades of C or higher), Pass-19 (for grades of C-, D+ or D; requires a different name than Pass for recordkeeping), and No Credit for grades for failing grades. Students can designate this grading scale for any, some, or all, of the classes they are taking this semester. The deadline is likely to be on or about April 24, 2020. Grades of Credit or Pass will satisfy General Education requirements and free electives. The default in this policy is for Credit to count in majors and minors. A grade of No Credit will mean that the student will not receive course credit, the No Credit grade will not factor into a student’s GPA (unlike a Fail would with a Pass/Fail grade), and a No Credit grade will count as attempted credits. Further implementation details are being developed and will be distributed when available, including a final due date, and department/college consideration of required grades for major and minor requirements.. *Please provide feedback on this motion on this Google doc.* A [separate Google doc has been created that provides valuable student feedback](#) – please review so that we can incorporate student views into our consideration of this motion. Also see [COB Faculty Feedback – PassFail Spring 2020](#).

The intent of this motion is to give students more flexibility in their grades. One of the considerations was that students must obtain a particular letter grade to achieve a higher level course or apply to graduate school. The pass/ fail option did not provide that level of flexibility because the student would not have achieved the grade that was needed to take the higher level class. This deadline to make this change was April 24<sup>th</sup> (the last day of classes). The student can appeal to move the class to CRT/NCRT or Pass/Fail by May 7<sup>th</sup>. Appeals are to the Registrar’s Office. There will be a notation placed on all transcripts that indicate the change brought on by COVID-19 in the Spring Semester of 2020.

An amendment was advanced by Jackie Gallagher that we should move to the pass/fail option for all courses.

Response by Tim O'Donnel: The problem was that the pass fail could be inferred as a D which does not meet higher level courses. If the class is designed at a CRT/NCRT this will not factor in the GPA but pass/ fail will factor in the GPA.

Questions and responses can be viewed with the following [here](#) (UMW log-in required)

**Clarification:** The possibility of pass equating to a 4.0 is not on the table. Pass does not equate with 4.0. No credit would take the place of a fail option. No credit would take the place of a fail and not factor into GPA.

**Clarification:** The notion of all pass being equated with a 4.0 was a non-starter.

**Clarification:** The impact on students that have been suspended because of their performance this past semester? This will be handled on a case by case basis.

**Clarification:** The purpose of this proposal is to focus on grading, this does not address other concerns such as the challenge of moving to online learning.

**Clarification:** Taking a course as credit/ no credit does not impact the GI Bill

**Clarification:** For students in the honors program. Kelli Slunt (Director of Honors Program) stated that the committee will give the same consideration for classes taken credit/ no credit or pass/ fail for their gen ed requirements. This applies to students taking these general ed classes this semester.

**Clarification:** When submitting grades, faculty will award a credit/ no credit (if the student has chosen that option) similar to how they would for the pass/ fail option.

**Clarification:** It is unclear at this point whether students can appeal a letter grade (of F) to a credit/ no credit option. The Provost stated that this is being considered.

**Clarification:** No credit, pass, and credit options do not impact the GPA.

**Clarification:** No element of the pass/ fail has changed except that the fail option switches to no credit which does not impact a student's GPA.

**Clarification:** Each department can choose to apply the credit/ no credit option towards major requirements. This is at the discretion of the department. Students taking major courses should clarify with their department if the credit option will satisfy major requirements.

**Clarification:** The Registrar's office will need the flexibility to interpret this change appropriately due to the expediency of the decision. The Executive Committee of the UFC could make changes to this motion if the full UFC is unable to meet and consider any changes at their April 15 meeting.

**Action: All voted in favor (one UFC member did not vote as they had to leave the meeting).**

3. [Motion: Summer 2020 Approval Process for Remote Teaching](#) – provide faculty teaching in-person courses in Summer 2020 the authority to teach those courses remotely should the university not offer in-person classes. [This is a draft Google form](#) that could be used for this designation process. Submitted by Anand Rao. *Please provide feedback on this motion on this Google doc.*

**Action: All voted in favor (one UFC member did not vote as they had to leave the meeting).**

4. [Motion: Allow for the End of the Year Faculty Meeting to be Held Electronically](#) – to provide an electronic procedure to use in place of the General Faculty Meeting scheduled for April 22, 2020. Submitted by Anand Rao. *Please provide feedback on this motion on this Google doc.*

**Action: All voted in favor (one UFC member did not vote as they had to leave the meeting).**

5. [Motion: Faculty Governance Approval Processes](#)– to provide a process for faculty governance action outside of the published meeting schedule; intended for the remainder of Spring 2020 and Summer 2020; must be reviewed by next year's UFC at its first meeting. Submitted by Anand Rao. *Please provide feedback on this motion on this Google doc.*

**Action: All voted in favor (one UFC member did not vote as they had to leave the meeting).**

6. [Motion: One Year Optional Extension for Promotion & Tenure](#) – to provide this option to candidates for tenure and promotion, given the disruption of both in-person classes and access to university facilities and other research facilities. Prepared by the CAS P&T Committee, submitted by Anand Rao. *Please provide feedback on this motion on this Google doc.* **This was a recommendation to the Provost.**

**Action: All voted in favor, three abstentions.**

7. Discussion of teaching evaluations for Spring 2020. A number of faculty have raised concerns about the collection and use of any teaching evaluations for courses taught in Spring 2020. The administration is aware of these concerns, and the Provost is developing guidelines for Spring 2020. This discussion will provide an opportunity for faculty feedback. No motion is currently proposed. *Please provide feedback on this issue on this Google doc.*

**Action: Not acted upon**

8. Angela Pitts advanced a motion for a special commendation to the chair of the UFC, the UFC Executive Committee, the Registrar and staff, and to the administrative and academic leadership of UMW from the UFC on their extraordinary service to the faculty, staff, and students during an unprecedented set of challenges related to our response to COVID-19.

**Action: All voted in favor of item 8, three abstentions.**

## VI. Announcements

VII. Adjournment – **Meeting was adjourned at 5:50pm**

The next UFC meeting will be held online on April 15, 2020, from 3:30-5:30pm.