

UFC Meeting  
Wednesday, May 13, 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 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), Andrew Delaney (CAS, Health, PE, & STEM)

Proxies:

Guests: There were 66 people logged into the meeting. Included within this number were: UMW Provost Nina Mikhalevsky (Ex-Officio), Peter Kelly (Dean COE), Keith Mellinger (Dean CAS), Troy Paino (Ex-Officio), Tim O'Donnell (Associate Provost for Academic Engagement & Student Success), Jerry Slezak (Director – Digital Learning Support), Jeff McClurken (Chief-of-Staff)

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.

## I. Call to Order -

II. Meeting Minutes – Meeting was called to order at 3:30pm by Anand Rao

[UFC Meeting – Minutes – April 15 2020](#)

## III. Reports

### 1. President Paino

- A quick update on the budget going into next year. We have received roughly half of the money allocated by the CARES ACT, half of this will go directly to students. It does not cover all of our costs. The fiscal year 21 budget is the one we are most waiting on. We will not know until late summer what will happen until appropriations later in the summer. We anticipate a drop off in enrollment but it's unclear to what extent at this point. We also anticipate a 5% cut in state appropriations. This is estimated but it is unclear at this point. The University is having to cut \$10.3 million dollars in the budget, almost  $\frac{3}{4}$  of the budget is in labor costs. At this stage we are having to find cost reductions where we can find them, we will continue our hiring freeze. Longwood University announced major cuts to compensation. This included both faculty and staff, at this point we have not followed suit.

- In terms of going forward we are planning on face to face instruction with a combination of online instruction and social distancing. We are examining how we can repopulate the campus to keep the campus safe while maintaining our academics. This includes everything from instruction and campus life.
- The University will formulate contingency plans for containment, mitigation, or even moving everything online quickly (as was done in the Spring 2020 semester). With working groups we are working hard at developing contingencies.
- We do not anticipate bringing staff back on campus until we enter a later stage of the State opening (some parts of the State are currently in Stage 1).
- **Question:** Is the option of starting earlier being considered?
- **Answer:** Right now the consensus is trying to get the semester up and running may be a bridge to far for us right now. Our focus is to get faculty ready to teach remotely.

## 2. Provost Mikhalevsky

### 1. [Academic Affairs Report to the BOV – May 8, 2020](#)

- Grades are currently being processed. The new grading schema has been a challenge to the Registrar's Office. There have been some really significant logistical issues with the way we did this. Please keep this in mind when deciding whether to keep this schema in the Fall.
- Tenure clocks for all probationary faculty have been extended for a year. This was done automatically.
- The University has cut all travel and a lot of research support for faculty. This raises questions as to whether evaluation of candidates can continue as they have in the past. Nina's recommendation is that the approach should be taken at the department level.
- We are planning to help students along with the Teaching Center (Jerry Slezak and Victoria Russell) to help faculty teach online in the fall.
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- **Questions:** What are the options for different teaching models in the Fall?
- **Response:** Plan to start remote but we will provide guidance on social distancing. We will provide resources and guidance particularly around social distancing.
- **Question:** Should faculty go through the approval process in anticipation of teaching online?
- **Response:** There will be plenty of opportunities for faculty development over the summer. You wouldn't have to get approval in an emergency. If you want to get your course approved online, you should do that. It's advisable that everyone who knows that their class will go 100% should get approval, even if it's in a hybrid format.
- **Question:** Even if we bring students back to campus, for students that have underlying health issues, will faculty have to offer their courses online remotely? If so, does that need to get approval.
- **Response:** Faculty will have to be prepared for that, Faculty need to be prepared to provide appropriate accommodations for students. Faculty need to find ways to make the course available without teaching it twice.
- **Question:** Where will we receive our contract letters?
- **Response:** The faculty contract letters will be sent out soon electronically. They will still need to be signed and returned.
- **Question:** Do we have the capabilities to record during our classes, are our classrooms equipped for this?
- **Response:** A few classes are but it may be a situation where you use your webcam to stream the lecture in real time.

## 3. College Deans

1. Dean Pete Kelly, CoE (no report)
2. Dean Keith Mellinger, CAS (no report)
3. Dean Lynne Richardson, CoB (no report)

4. SGA Representative's Report (Aneesa Noor) (no report)
5. SAC Representative Report (Christy Pack) (no report)
  1. [SAC April 2020 Newsletter](#)
6. UFC Chair's Report (Anand Rao)
  1. [UFC Chair Report to the BOV – May 8, 2020](#)
7. UFC Vice Chair's Report (Andrew Dolby) (No report)
8. Faculty Senate of Virginia (Marcel Rotter)
  - Faculty Senate of Virginia has a full agenda for their meeting this weekend. We are sharing information of what other institutions are doing to adapt to the challenging times. One bill that went through was in-state tuition status for all in-state students regardless of immigration status.
9. University Committees – minutes, reports, and action items
  1.
    1. [University Academic Affairs Committee](#)
      1. *no report*
    2. [University Budget Advisory Committee](#)
      1. [May 5, 2020 Meeting Minutes](#)
    3. [University Curriculum Committee](#)
      1. *no report*
    4. [University Faculty Affairs Committee](#)
      1. [April 16, 2020 Meeting Minutes](#)
    5. [University Faculty Organization Committee](#)
      1. [March 25, 2020 Meeting Minutes](#)
    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. *no report*
    9. [Bachelor of Liberal Studies \(BLS\) Committee](#)
      1. *no report*
    10. [Distance and Blended Learning Committee](#)
      1. [May 2020 Online Meeting Minutes](#)
    11. [First Year Seminar Committee](#)
      1. *no report*
    12. [Honors Program Committee](#)
      1. *no report*
    13. [James Farmer Multicultural Center Advisory Committee](#)
      1. *no report*
    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*

All accepted with no abstentions.

## IV. Unfinished Business

1. [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. This item will remain tabled for consideration during the 2020-2021 UFC meeting schedule.

## V. New Business

1. Action Item: [Distance & Blended Learning](#) (May 5, 2020 – approval of 2 courses to be taught online in Summer 2020).
  - Both courses approved, these courses were proposed after our previous meeting (including one course on Covid and context). Approved with no abstentions.
2. [Motion – Approval of Remote Teaching for Fall 2020](#). Submitted by Anand Rao after consultation with the Distance & Blended Learning Committee. [Fall 2020 Online Course Proposal Form](#) – as referenced in the motion. *Please provide feedback on this motion on this Google doc.*

### General Comments

- If faculty meet the requirements as set forth in the model then they will receive approval to teach online in the Fall (2020 only). This sets the bar low enough for everybody to be able to teach online. It does not address the issue of sub-par teaching experiences. Once this form is on file, the course is documented and approved.
- This would not require additional review, as long as these conditions are met and then submitted to the respective Department Chair.
- **Addition:** If you have been approved to teach online at another institution then that would count towards approval at UMW in the Fall 2020 semester (for that course only). Evidence of this would have to be included in the approval process contained within this motion.

**Change:** It was recommended that the language be changed from the term *gradebook* to *how students will access their grades or feedback*. (in Item 2)

**Change:** Change language from *online teaching form* to *remote teaching form*. Change the language from *online teaching* to *remote teaching* throughout the documents.

**Change:** One of the following is required for faculty to meet the requirements for faculty development, 1) I have completed the summer faculty development program including one session on each of the four topics presented, 2) I was previously approved to teach an online course at UMW, 3) I have completed training at an aforementioned institution or conference, please name that institution or conference. (this replaces the first item with the above language).

- Motion was approved with no abstentions.
3. [Motion – Adopt the Credit/Pass-19/No Credit Grading Option in Response to COVID-19 for Summer 2020 Courses](#). Submitted by Anand Rao. *Please provide feedback on this motion on this Google doc.*
    - Motion (language as specified in the March 25<sup>th</sup> motion) was passed with one opposed and two abstentions.

4. Update from the CAS Promotion & Tenure Committee – [changes to CAS P&T website, Appendix I, and recommended changes to Appendix F.](#)
  1. [UFAC request](#) that CAS P&T changes be postponed until UFAC can develop guidelines for special assignments.
  - Motion was advanced to send this to UFAC for clarification on special assignments and for CAS faculty council to take this up before it comes back to UFC. Motion passes with three abstentions.
  
5. Election of UFC Officers for 2020-2021
  1. Chair – Andrew Dolby confirmed as chair, all voted in favor with no abstentions.
  2. Vice-Chair – Ken Machande nominated and confirmed, all voted in favor with no abstentions. Ken Machande has been elected as UFC Vice-Chair.
  3. Secretary – Janine Davis nominated and confirmed, all voted in favor with no abstentions. Janine Davis has been elected as UFC Secretary.
  4. Parliamentarian – Marcel Rotter nominated and confirmed, all voted in favor with no abstentions. Marcel Rotter has been elected as UFC Secretary.

**Note:** Michele Pickham is the incoming SAC President, effective July 1.