**UFC Special Meeting**

**Wednesday, August 19**

**Online (via Zoom), 4 PM**

**Members in Attendance:** Janine Davis (COE, UFC Secretary), Teresa Coffman (COE), Jennifer Walker (COE), Kenneth G. Machande (COB, UFC Vice Chair), Kashef Majid (COB), Andrew Delaney (CAS, Health, PE, & STEM)*,* Margaret Ray (CAS, Social Sciences), Suzanne Sumner (CAS – Health, PE, & STEM), Miriam Liss (CAS, Social Sciences), Laura Mentore (CAS, Social Sciences), Larry Lehman (CAS, Health, PE, & STEM), Anand Rao (CAS, At-Large, UFC Past Chair), Andrew Dolby (CAS, At-Large, UFC Chair), Kate Haffey (CAS – Arts & Humanities), Kristin Marsh (CAS, At-Large), Gregg Stull (CAS – Arts & Humanities), Marcel Rotter (CAS, Arts & Humanities, UFC Parliamentarian)

**Proxies:** none

**Guests:** There were 68 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), and Jeff McClurken (Chief-of-Staff)

This meeting can be viewed [here](https://ufc.umw.edu/recordings/august-19-2020-ufc-meeting/) (UMW log-in required).

**Notes:** The meeting was held via Zoom with both UFC members and outside members. UFC members were encouraged to indicate that they would like to speak by initiating the request via the chat function.

1. **Call to Order**

Andrew Dolby called the meeting to order at 4:00 PM. He introduced the co-hosts for the meeting, Marcel Rotter and Anand Rao.

1. **Meeting Minutes**

[UFC Minutes May 2020](file:///Users/jdavis7/Downloads/UPDATED-UFC-Meeting-Minutes-May-13-2020.docx)

[UFC Special Meeting DRAFT Minutes – June 12 2020](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/05/UFC-DRAFT-Minutes-June-20-2020.docx)

The May and June minutes were approved with no abstentions.

1. **Reports**
2. President Paino

The president offered his thanks to the university community for their work over the summer, including the UFC and representatives Dolby, Rao, and Machande for their work on the Academic task force over the summer. September 1 is a tentative deadline for any additional changes to the plan for fall move in. Local COVID-19 trends and testing capacity issues remain on the administration’s radar. He described a series of complications with obtaining the test kits that were a key part of the Return to Campus plan. The current update is that tests would arrive between mid-September and October. The administration has been fielding comments and questions from families about the plans for the future.

President Paino asked for sensitivity toward staff especially, who have expressed concern about possible budget cuts and the safety of any potential return to campus. Andrew Dolby requested that any questions from the general community be sent separately to him, and that questions from UFC members be addressed to the president at this time.

**Question:** Has there been any though to phasing move in so that first year students can move in?

**Answer** (Paino and O’Donnell): We have considered this option, but given our situation, we want to limit time on campus where students are not occupied…we also wanted to ensure that it could be done well.

1. Provost Mikhalevsky

The provost began by stressing the importance of faculty governance and the work of UFC leadership during summer decision-making. She described that this kind of faculty governance will help ensure the sustainability of institutional change for the future. She encouraged the faculty to continue supporting these efforts and to remain involved in this governance. She recalled the results of former campus climate surveys that highlighted some tensions between faculty and staff. The staff were not all able to leave campus in the spring to complete their work remotely, so it is important to acknowledge the hard work and sacrifices of the staff during this challenging time. She welcomed ideas and suggestions from the faculty to help support these efforts.

There have been issues during the summer where students have encountered attacks on social media around political or social issues. She mentioned the initiative of “Aspire Speak” which is intended to provide resources and support for the campus community around engaging in civil discourse and that more information will be coming. She informed the faculty that students will be returning with a need for support, guidance, and positive interactions. She acknowledged that at times this may mean that connections take precedence, and that content delivery may need to pause at times to allow for these kinds of relationship development. Academic and Career Services can be useful resources to students and faculty, especially as students grapple with questions about career options.

J-Term will move forward this academic year; faculty should submit their plans for courses to their deans in the coming weeks. J-Term has not been developed as a revenue generator, but rather a chance for students to catch up or get ahead. The spring semester schedule will be in the hands of the faculty and colleges, and guidelines about these will be forthcoming from the department chairs and Associate Deans.

Promotion and Tenure clock delay is available to all faculty. Concerns about professional and scholarly issues in particular should be considered by the departments/college. She expressed a desire for fair evaluations if faculty have been constrained by the current situation.

There have been no decisions made about the sabbaticals, Jepsons, and Waples for next year. John Morello will send a possible process to the USFFA committee.

All members of the university committee should be completing the self-attestation and the COVID training module. There will be additional training in the fall on topics such as bias, civility, and microaggressions, which should be completed in a timely manner. The provost’s website has the COVID statement to include on syllabi if there is any in-person component to the course. John Morello will be retiring this year, and his responsibilities will be reallocated to other administrators on campus.

**Question:** Has the provost’s office considered the loss of spring 2020 sabbaticals and other awards because the situation was disruptive to research?

**Answer:** Yes, this is the reason why we chose to allow for the delay of tenure and promotion clocks.

1. College Deans

-Dean Pete Kelly, CoE – no report  
-Dean Keith Mellinger, CAS – no report  
-Dean Lynne Richardson, CoB – no report

1. SGA Representative’s Report (Kyree Ford)

Andrew Dolby welcomed Kyree to the UFC. Kyree thanked the faculty for their work during the summer and expressed enthusiasm for his role on the UFC during this year. He described his role as helping to get students involved in college life, especially first year students. The SGA has plans for a YouTube news show.

5. [SAC Representative’s Report](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/SAC-Report-to-UFC-Aug-19.pdf) (Michelle Pickham)

Michelle introduced herself and highlighted two points in the report (linked above)—these include a partnership to provide a united front for faculty and staff who have similar concerns during this year. The Eagle Resource Closet is also welcoming donations.

6. [UFC Chair’s Report](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/UFC-Chairs-Report-8-19-20.pdf)(Andrew Dolby)

There were no questions or comments about the report, which is linked above.

7. UFC Vice Chair’s Report (Ken Machande): *no report*

8. [Faculty Senate of Virginia](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/FSVA-Report-to-UFC-8-19-2020.docx) (Marcel Rotter)

Marcel thanked faculty members who shared that they had followed up on legislative actions.

9. Report from UMW Representative and FSVA Treasurer (Marcel Rotter): *no report*

10. Day on Democracy update (David Stahlman)

Dave thanked the work of the students, alumni, and faculty who have worked on the Day on Democracy efforts. There is now a general and [UMW-specific](http://umwdayondemocracy.org/) [website](http://dayondemocracy.org/)s and planned social media engagement efforts. The websites offer resources for faculty to help them incorporate programming into their courses.

Question: Is Election Day a university holiday?

Answer (Nina): No, but faculty are encouraged to cancel their classes on this day if possible\*.

\*asynchronous activities may be another option—this suggestion was submitted in private chat.

11. Update on online curriculum approval system (John Morello)

John Morello shared that he has reached out to faculty to log in to the test site to explore the forms. He has received some feedback that he has passed on to Courseleaf. He has updated the Provost’s website with details about possible deadlines for future course approvals. He showed the process as it will look when submitting proposals for curriculum or programmatic changes. The goal for the process and training to be ready is the middle of September. Added later in chat: The members and officers of several committees should be determined and sent to John Morello ASAP.

12. University Committees – minutes, reports, and action items

–[University Academic Affairs Committee](https://ufc.umw.edu/committees/university-academic-affairs-committee/): no report–[University Budget Advisory Committee](https://ufc.umw.edu/committees/university-budget-advisory-committee/): no report–[University Curriculum Committee](https://academics.umw.edu/curriculumcommittee/): no report–[University Faculty Affairs Committee](https://ufc.umw.edu/committees/university-faculty-affairs-committee/): no report–[University Faculty Organization Committee](https://ufc.umw.edu/committees/university-faculty-organization-committee/): no report–[University General Education Committee](https://ufc.umw.edu/committees/university-general-education-committee/): no report–[University Sabbaticals, Fellowships & Faculty Awards Committee](https://ufc.umw.edu/committees/university-sabbaticals-fellowships-faculty-awards-committee/): no report–[University Student Affairs & Campus Life Advisory Committee](https://ufc.umw.edu/committees/university-student-affairs-campus-life-advisory-committee/): no report–[Bachelor of Liberal Studies (BLS) Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/bachelor-liberal-studies-bls-committee/): no report–[Distance and Blended Learning Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/distance-and-blended-learning-committee/): no report–[First Year Seminar Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/first-year-seminar-committee/): no report–[Honors Program Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/honors-program-committee/): no report–[James Farmer Multicultural Center Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/james-farmer-multicultural-center-advisory-committee/): no report–[Journalism Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/journalism-advisory-committee/): no report–[Speaking Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/speaking-intensive-committee/): no report–[Teaching Center Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/teaching-center-advisory-committee/): no report–[Writing Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/writing-intensive-committee/): no report

1. **Unfinished Business**

There was no unfinished business to address.

1. **New Business**
2. UFC representative to the University Curriculum Committee

There were no volunteers; those interested should contact Andrew in the near future.

1. Extension of spring/summer 2020 alternative grading options for students to the Fall 2020 semester. [Summer alternative grading report](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/Summer2020_FinalGrades_COVIDGradeMode_08172020.pdf) (from Tim O’Donnell)

Tim shared that in the summer, most students chose a standard grading option. He asked the faculty to consider whether the magnitude of disruption is enough to justify the use of the new schedule.

Concern: having alternate grading presented some issues for students who dealt with academic suspension or probation.

Comment: Andrew Dolby and Ken Machande suggested that we maintain the standard grading option but reserve the right to readjust in the future if needed.

Comment: If students test positive for COVID, could there be some kind of appeal option for them?

Answer (Rita Dunston): These students may opt for an incomplete.

Comment: Academic Affairs may look at this and offer options in the future as well.

Comment (Kyree Ford): This seems like a reasonable option.

Andrew Dolby suggested that we leave this issue for now and revisit in the future if needed.

1. Fall 2020 course evaluation instrument modifications – [Proposal from Debra Schleef](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/Fall-2020-Course-Evaluation-Proposal-Debra-Schleef.pdf)

Debra Schleef shared the above linked recommendations to adjust the course evaluation. Andrew Dolby charged the Academic Affairs committee with revisiting the course evaluation tool for the current situation.

1. Faculty performance evaluation and P&T considerations for the upcoming year (Nina Mikhalevsky)

This item was addressed in the report from the Provost.

1. Approval and documentation processes for majority online courses for January 2021 and Spring 2021 terms. [Motion – January and Spring 2021 remote teaching approval (Anand Rao)](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/Motion-January-and-Spring-2021-remote-teaching-approval.pdf)

An approval process will be needed for J-term and the spring of 2021 only. Anand Rao explained the changes to the form, including that it is now a Google doc and that it includes a change to the accessibility guidelines. The form would be due by September 14 and Distance and Blended Learning would look at the results before the September UFC meeting. The registrar’s office would need the approval form before finalizing the course schedules.

Comment: What about faculty members who don’t do this?

Response (Anand): I could share the list of those who approve with the department chairs after the Sept. 14 deadline.

Question: What about adjuncts? Will the Department Chairs and Associate Deans have a final approval for which courses move online?

Response: We will need to establish a process for adjuncts, especially for the spring. The schedule from department or college still must be approved by the Department Chair or Associate Dean.

The motion passed with no abstentions.

1. Possible changes to the credit values of some existing discipline-specific special topics courses and seminars.

This change would be needed to increase J-term offerings and to meet student needs during these extreme circumstances. There is some precedent for this, as the UFC Executive Committee voted during the summer to allow for a 3-credit course to be reduced to a 1-credit course (IDIS 300).

**Motion (submitted from the floor by Andrew Dolby):**  Permit departments or colleges to change the credit value for existing special topics, seminars, or individual studies courses through an expedited process determined by the University Curriculum Committee. These changes would be permanent and effective starting in January 2021. Deadlines should be set so that changes can be approved at the September 23 UFC meeting.

Suggestion: Could this be allowed for J-term only, and then go back to the original number of credits after that?

Comment (John Morello): Prior issues with variable credits across majors have arisen because of SCHEV rules. Changing credits to be variable into the future would be simpler than adjusting for one semester only.

Comment (Rita Dunston): If students need to repeat a course, that can also cause problems if credits are variable.

Comment (Kristin Marsh): What about including variable credit internships as the course for something like J term?

Comment (Margaret Ray): Our department’s concerns don’t have to drive this vote here.

The motion passed with no abstentions.

1. Policy on office hours for faculty during the Fall 2020 semester. For reference:  [Faculty Handbook office hour policy – Sect. 5.4.7](http://publications.umw.edu/facultyhandbook/section_5/policies/#hb547)

Miriam Liss requested guidance on how office hours should be conducted for the fall. She suggested that the Teaching and Learning Center provide suggestions for best practice. Andrew reported that the Executive Committee suggested that the faculty member have hours when they can be reached, and that these should be posted in EAB for students and other university members to view.

1. Policy on recording synchronous remote class meetings. For reference: [Provost’s recommended syllabus statements on class recording and distribution of materials, with links to recording and distribution policies.](http://provost.umw.edu/files/2018/01/Sample-Recording-Statements-for-the-Course-Syllabus.pdf)

Nina added that faculty members should be sure to inform the students if any recordings will be made and shared (there are associated FERPA responsibilities).

1. Revision of [Faculty Handbook 2.2.1](http://publications.umw.edu/facultyhandbook/section_2/unigov/) to include Academic Calendar (Andrew Dolby)

Andrew proposed that we table this discussion until the next meeting.

1. Faculty Handbook section 5.7.1 and intellectual property ownership of online faculty-created course content (Nabil Al-Tikriti) – [background reading](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/Teaching_Online_A_Guide_to_Theory_Research_and_Pra..._-_6_Intellectual_Property-003.pdf)

Nabil offered this as a point of discussion, and offered that the UMW Faculty Handbook and the AAUP recommendations don’t completely line up. Nina suggested that the Academic Affairs committee should review this concern and get additional legal feedback.

1. **Announcements**

The next regularly scheduled UFC meeting is on September 23, 2020 at 4:00PM.

1. **Adjournment**

The meeting adjourned at 6:40 PM.

Submitted by Janine Davis