**UFC Meeting**

**Wednesday, September 23, 2020**

**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), Rachel Graefe-Anderson (COB), 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 approximately 40 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/sept-23-2020-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 PM.

1. **Meeting Minutes**

The August 19 UFC Meeting Draft Minutes were approved with no edits.

**III. Reports**

1. **President Paino**

President Paino added the following to his written report: he discussed the choice to add the police chief to the committee. The mutual aid agreement is under consideration, although it is a legal requirement. Some changes may be proposed to it. He thanked the university community for their efforts in bringing students back to campus. There is a roughly $3 million deficit in the budget due to the events of the past year; there is some aid coming from the state government over the next few fiscal years. He also provided an update on the work of the Campus Environment Committee on the Schnellock mural concealment issue. As a part of the renaming of Trinkle Hall to Farmer Hall, the BOV has become interested in honoring alumnus Venus Jones in the future as well. He concluded by expressing hope for the future; there are currently only two active cases on campus and ample quarantine space if there is a need for it.

Question: Should we post the report of the board’s priorities for you as President on the UFC site?
Paino: Yes.

1. **Provost Mikhalevsky**

The provost added the following to her written report: students are excited to be on campus, but faculty should also be alert to the needs of first-year or transfer students because they are accessing campus for the first time. Students are accessing online classes throughout campus; faculty may want to continue to share available spaces with students. The J-term and spring schedule should be published around the end of October. Students may only take one course during J-term, and they are all online. Faculty and staff must continue to do the daily attestation; if faculty will not be on campus, they may request an exemption to the attestation to be removed from the list. Faculty are encouraged to reach out to David Rettinger about academic dishonesty in the virtual realm, along with Victoria Russell and Jerry Slezak with the Teaching Center and DLS. Enrollments are slightly under 3% from the census last year, which is better than previously predicted. Spring study abroad has been canceled, but there has been no decision for summer programs. There is a free, 8-week course in racism being offered (180 students are registered). She thanked Kim and Jason for creating this course. She offered thanks to faculty and staff for their control of spending.

Questions: There were some questions in the chat and followups during discussion about the racism course, which right now will only be offered as an 8-week course in the fall. Kristin Marsh offered to add faculty to the email list if they are interested being involved in this effort for the future.

**3. College Deans**

Dean Pete Kelly (COE) offered no followups to his written report.

Dean Keith Mellinger (CAS) offered no followups other than an encouragement for faculty to review the call for a $1 million endowment to fund undergraduate research.

Dean Lynne Richardson (CoB): no report.

**4. SGA Representative’s Report (Kyree Ford):** no report

**5. SAC Representative’s Report (Michelle Pickham):** no report

**6. UFC Chair’s Report (Andrew Dolby)**

Andrew shared that BOV member Ed Houck is interested in working alongside faculty members on state legislative actions—those who are interested should get in touch with Andrew. He is also working on cleaning up the UFC website.

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

**8. Faculty Senate of Virginia (Marcel Rotter)**

There is meeting soon; there will be planning for the Higher Education Advocacy Day, and formation of standing committees. He recommended that people check the Faculty Senate of VA website to see what actions have been passed.

**9. Report from UMW Representative and FSVA Treasurer (Marcel Rotter)**

**10. University Committees – minutes, reports, and action items (linked below)**

–[University Academic Affairs Committee](https://ufc.umw.edu/committees/university-academic-affairs-committee/)
[-Meeting minutes from September 11](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/UAACMINUTES-2020-09-11.docx)–[University Budget Advisory Committee](https://ufc.umw.edu/committees/university-budget-advisory-committee/)
[-Meeting minutes from August 27](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/minutes0827.pdf)
[-Meeting minutes from September 3](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/minutes0903.pdf)
–[University Curriculum Committee](https://academics.umw.edu/curriculumcommittee/)
no report–[University Faculty Affairs Committee](https://ufc.umw.edu/committees/university-faculty-affairs-committee/)
[-Meeting minutes from September 10](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/Minutes-9-10-20.pdf)–[University Faculty Organization Committee](https://ufc.umw.edu/committees/university-faculty-organization-committee/)
[-Meeting minutes from September 10](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/UFOC-Minutes-9.10.20.docx)–[University General Education Committee](https://ufc.umw.edu/committees/university-general-education-committee/)
[-Electronic actions since March 9](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/Electronic-Actions-of-Gen-Ed-Spring-2020.pdf)
–[University Sabbaticals, Fellowships & Faculty Awards Committee](https://ufc.umw.edu/committees/university-sabbaticals-fellowships-faculty-awards-committee/)
[-Meeting minutes from August 27](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/SFFA-Minutes-27Aug2020.pdf)–[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/)
[-Meeting minutes from May 4](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/May-2020-DBL-Minutes.pdf)
[-Meeting minutes from August 18](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/DBLC-Minutes-August-18-2020.pdf)
–[First Year Seminar Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/first-year-seminar-committee/)
[-Meeting minutes from September 1](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/FSEM-Minutes-9-1-2020.pdf)–[Honors Program Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/honors-program-committee/)
[-Meeting minutes from August 26](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/08/Honors-Committee-Meeting-Minutes_26Aug20.pdf)
–[James Farmer Multicultural Center Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/james-farmer-multicultural-center-advisory-committee/)
[-Meeting minutes from September 11](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/JFMC-FAC-Minutes-091120.pdf)
[-Programming Report, September 2020](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/JFMC-FAC-Pgm-Rpt-091120.pdf)
–[Journalism Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/journalism-advisory-committee/)
[-Meeting minutes from August 28](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/JAC-minutes-8-28-2020.pdf)
[-Meeting minutes from September 11](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/JAC-minutes-9-11-2020.pdf)
–[Speaking Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/speaking-intensive-committee/)
[-Meeting minutes from September 10](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/SI-Committee-DRAFT-Minutes-September-10-20202.docx)
[-Speaking Center Report – September 10, 2020](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/Speaking-Center-Report-9-10-20.docx)
[-SI Committee Action Items – September 10, 2020](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/SI-committee-action-items-Sept-10-2020.pdf)
–[Teaching Center Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/teaching-center-advisory-committee/)
           –[Meeting minutes from August 19](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/TCAC-meeting-minutes-8.19.2020.docx)
           –[Meeting minutes from September 18](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/TCAC-meeting-minutes-9.18.2020.docx)–[Writing Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/writing-intensive-committee/)
[-Meeting minutes from August 20](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/WI-Committee-Minutes-2020-08-20-1.docx)
[-Meeting minutes from September 7](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/WI-Committee-Minutes-2020-09-07.docx)
[-Action items September 7](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/09/WI-action-items-2020-09-07.docx)

Question regarding minutes/action items: Kristin Marsh requested whether we could view the spreadsheet of special assignments mentioned in the UAAC minutes.

Nina: this is likely possible because the information is not confidential although there is compensation information on it, but we may want to wait until after the UAAC discusses the issue. She added later that this is up to the committee to decide.

The UFC members approved the minutes as a group.

**IV. Unfinished Business**

1. Revision of Faculty Handbook 2.2.1 to include Academic Calendar – Andrew Dolby

Andrew noted that this is listed in the Faculty Handbook under the Academic Affairs committee’s charge. There were no comments or questions, so he noted that we can consider the issue resolved.

**V. New Business**

**1. Recommended Fall 2020 course evaluation questions (Univ. Academic Affairs Committee)**

There was a suggested phrasing change to the first proposed question, which is “*The instructor taught and/or provided content as appropriate for the course level, stated outcomes, and delivery format.”* Debra Schleef added that this doesn’t quite capture the intent of the question, which was about meeting/work time. The UFC members continued to discuss the phrasing of the question. The final suggestion was *“The instructor regularly taught and/or provided content as appropriate for the delivery format.”* The motion passed with no abstentions.

1. **Electronic actions since March 9 2020 (General Education Committee)**

These actions were approved with no abstentions.

1. **September 10 Action Items (Speaking Intensive Committee)**

These actions were approved with no abstentions.

1. **September 7 action items (Writing Intensive Committee)**

These actions were approved with no abstentions.

1. **Approval of faculty to teach majority online courses in the 2021 January and Spring terms**

Anand suggested that the UFC executive committee could approve follow up applications if they come later for adjuncts. Around 250 faculty members have completed the form.

The final approval passed with no abstentions.

1. **January term assessment**

Andrew suggested that we consider what data we get from this effort. Comments suggested that if summary reports of course evaluations from J-term could be shared with the faculty, that would help for future sessions.

1. **Update on curriculum approvals**

John Morello reported that trainings on how to do this will occur in the future, and there will be more information soon about the rollout for the new catalog approval process. He added that proposals for variable credit would need to be for the future in general and not for J-term only. Rita added that we would need this information for advising meetings (Nina noted that this would mean an Oct. 15 deadline). John noted that these requests could run through CIM. Programs that would like to do this should express this interest to John very soon.

**VI. Announcements**

The next regularly scheduled UFC meeting is on October 21, 2020 at 4:00PM.

Miriam Liss asked a question out of order about the report from sabbaticals and faculty awards. John Morello responded that were was some guidance to the committee but that it is still early to know what the actual financial situation will be for the future. Nina added that she plans to ask the committee for their recommendations when the time comes.

**VII. Adjournment**

The meeting adjourned at 5:33 PM

Submitted by Janine Davis