**UFC Meeting**

**Wednesday, December 2, 2020**

**Online (via Zoom), 4 PM-6:30 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), Rachel Graefe-Anderson (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 noted

**Guests:** There were approximately 46 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 \_\_\_\_\_ (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**

Chair Dolby called the meeting to order at 4:00 PM.

1. **Meeting Minutes**

[Draft Minutes – October 21, 2020 UFC Meeting](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/05/UFC-Meeting-Draft-Minutes-October-21-2020.docx)

[Draft Minutes – October 27, 2020 UFC Special Meeting](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/05/Draft-Minutes-of-Special-Meeting-10-27-20.docx)

1. **Reports**
2. President Paino

President Paino offered his report. He noted that the fall has been successful under the current circumstances and offered appreciation for hard work of faculty and staff. He remarked on his vision for the provost search, which would include an internal search with a small search committee of about 7 individuals (5 faculty and 2 staff). He would ask UFC and the SAC to identify these members. The president has asked Nina to review the last EWP for the Provost position; he would enable the committee to view his updated draft and then revise the requirements. A campus-wide announcement would be sent to identify interested parties. The committee would assess the interested candidates and he would take the feedback and make a final decision to identify the interim provost. If UFC could share faculty names by January 15, then that would enable the committee to begin work during the spring semester. He noted that enrollment for the J-term looks strong, but that we will still have to consider local COVID-19 infection rates as we look to the spring semester.

Andrew noted that we will continue to discuss the provost search later in the meeting.

1. Provost Mikhalevsky

Provost Mikhalevsky offered thanks to the faculty and staff for a successful spring semester. She noted that she has provided a written report to the Board of Visitors and encouraged the faculty to read this report. She also thanked the faculty members who worked on the IDIS course on racism in the fall, including Kim Gower and Jason James. She encouraged faculty to continue to develop courses that address issues of race and the Black experience, while also acknowledging that we do already have several courses that deal with these issues that we should continue to share with students. The Teaching Center will also offer programming in the spring. The SACS reaffirmation will need to be a focus for Academic Affairs. The UFC and faculty should be aware that SACS is a priority for the next two years; she will recruit a SACS faculty liaison lead for the effort for 2023. This will involve a substantial workload. There have been some issues with Zoom, and so some guidance and suggestions will be shared with faculty. If faculty have specific concerns, they should reach out to Nina with these concerns. She noted that the recording policy will be considered later in this meeting, and added that the policy does need some updates that we should consider and clarify (along with updating syllabus language). The alternative grading policy that will be discussed today has been an item of concern for state-wide organizations. If adopted, faculty must commit to focused and careful advising because students do not always understand the implications of selecting an alternative grading scale. It is also work for the registrar’s office to track all of the variations in how the policy is applied. The UFAC made recommendations on section 4, and she encouraged the UFAC to take up all of section 4 to determine a comprehensive set of recommendations. Finally, regarding John Morello’s retirement, she noted that there have been many words of support and appreciation in recent days and reiterated that he has been a steward of the faculty and a protector for the institution during his time at UMW. She thanked John publicly for his work for the institution and the faculty.

Comment: Should UFAC take up section 4 during this year?

Response: Yes, that is my recommendation. Handbook changes would need to made by the February UFC meeting.

3. [Office of Admissions fall 2021 recruitment report](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Admissions-UFC-Update-Dec-2020_2.pdf)

VP for Enrollment Management Kimberley Buster-Williams added thanks to the faculty and staff for their work in pivoting to virtual recruitment efforts. The admissions office is tracking two sets of goals. She believes that we will be able to make up more ground as news comes out about the vaccine, as the delivery of courses will likely affect students’ decisions. The loss of face-to-face visits has had an impact on these numbers; Admissions has been working on alternative strategies. Melissa Yakabouski added to the report by noting that the online Open Houses have had low attendance, with the exception of the last Open House, which exceeded the numbers from last fall. Kimberley added that Admissions has been working to make offers to students in a timely manner. She noted that if the faculty has additional questions, she is happy to share more details if they reach out to her. Some students deferred to start in the spring, and others deferred for the entire year, so that is another number that the Admissions office will watch for the future.

Question: Do we have a sense of how much applications are down at other Virginia schools?

Response: Large universities are not experiencing the same challenges, but similar institutions are also experiencing a drop in application numbers.

Question: Will you continue to reach out to faculty to share how they can help with the recruitment efforts.

Response: Yes, when faculty members can connect with students, that has a big effect, so we will have those events in the future.

4. College Deans

–[Dean Pete Kelly](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/COE-Dean-report-nov-2020.docx), CoE
-Dean Keith Mellinger, CAS

Dean Mellinger offered an oral report and echoed the appreciation and pride for the work of the faculty during this semester. He noted Shannon Hauser was recognized for her work over the summer. There are some current faculty searches in CAS—those are in Physics. The funds for the Tech Talent Investment Program and another local program will help fund the search for Computer Science positions. He reported that Giving Day was a success, and raised about $24,000 for the CAS fund.

-Dean Lynne Richardson, CoB—no report

5. SGA Representative’s Report (Kyree Ford)—no report

6. SAC Representative’s Report (Michelle Pickham)—no report
7. UFC Chair’s Report (Andrew Dolby)

Andrew attended the BOV meeting and his report can be seen in that recording. If anyone would like a copy of that report, they can ask him.

8. UFC Vice Chair’s Report (Ken Machande)—no report

9. Faculty Senate of Virginia (Marcel Rotter)

The group is working on a list of legislators for lobbying. There is also a move to establish standing committees so that the group can work year-round on initiatives. Finally, the group is working on an email list of all faculty so that they can send direct calls to action.

Question: Has Brian Turner reached out to you?

Response: Yes. Also, because the meetings are virtual, faculty are encouraged to participate because attendance will not require travel as in the past.

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

–[University Academic Affairs Committee](https://ufc.umw.edu/committees/university-academic-affairs-committee/)
*.*[Meeting minutes November 5](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/UAACMINUTES-2020-11-5.docx)
–[University Budget Advisory Committee](https://ufc.umw.edu/committees/university-budget-advisory-committee/)
.      [Meeting minutes October 15](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/10/minutes1015.pdf)
.      [Meeting minutes October 22](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/10/UBAC-minutes-10.22.2020_FINAL1.pdf)
.      [Meeting minutes October 29](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/minutes1029.pdf)
.      [Meeting minutes November 5](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/UBAC-minutes-11.5.2020_final.pdf)
.      [Meeting minutes November 12](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/minutes1112.pdf)
–[University Curriculum Committee](https://academics.umw.edu/curriculumcommittee/)
*.*[Meeting minutes November 20](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/UCC_Nov20_Minutes.pdf)
–[University Faculty Affairs Committee](https://ufc.umw.edu/committees/university-faculty-affairs-committee/)
.      [Meeting minutes November 12](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Minutes-11-12-20.docx.pdf)
.      [Action Item November 12](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Motion-from-UFAC-to-Change-Handbook-Section-4.3.3.4.docx)
–[University Faculty Organization Committee](https://ufc.umw.edu/committees/university-faculty-organization-committee/)
*.*[Meeting minutes November 12](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/UFOC-Minutes-11.12.20.docx)
–[University General Education Committee](https://ufc.umw.edu/committees/university-general-education-committee/)
.      [Action Items November 9](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/General-Education-Committee-Action-Items-November-9-2020.docx)
.      [Substitution for Intermediate Competency in Second Language](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Substitution-for-Intermediate-Competency-in-Second-Language.docx)
–[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/)
*.*[Meeting minutes November 16](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/SACL-Minutes-11_16-.pdf)–[Bachelor of Liberal Studies (BLS) Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/bachelor-liberal-studies-bls-committee/)
.        [Meeting minutes October 20](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/BLS-2020-10-20-minutes.pdf)
–[Distance and Blended Learning Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/distance-and-blended-learning-committee/)
.        [Meeting minutes November 13](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/DBLC-Minutes-November-13-2020.docx)
–[First Year Seminar Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/first-year-seminar-committee/)
.         [Action Items November 20](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/FSEM-Minutes-11_20_2020-1.pdf)
–[Honors Program Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/honors-program-committee/)
.        [Meeting minutes November 13](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/HN-Committee-Meeting-Minutes_Nov.pdf)
.        [Action Items November](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/HNActionItem_Nov.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 November 13](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/JFMC-FAC-Minutes-111320-1.pdf)
.        [Programming Report November](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/JFMC-FAC-Pgm-Rpt-111320.pdf)
–[Journalism Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/journalism-advisory-committee/)
.         [Meeting minutes October 2](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/JAC-minutes-10-2-2020.pdf)
*.*[Meeting minutes October 23](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/JAC-minutes-10-23-2020.pdf)
–[Speaking Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/speaking-intensive-committee/)
*.*[Action Items November 19](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/SI-committee-action-items-Nov-19-2020.pdf)
–[Teaching Center Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/teaching-center-advisory-committee/)
.       [Meeting minutes October 16](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/10/TCAC-meeting-minutes-10.16.2020.docx)
.       [Meeting minutes November 13](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/TCAC-meeting-minutes-11.13.2020.docx)
–[Writing Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/writing-intensive-committee/)
*no report*

Andrew called out one item regarding the library staff’s experience of budget cuts. Provost Mikhalevsky noted that the library has faced extreme cuts and commended Rosemary for her exceptional job managing the expenses. The provost added that funds will be available to identify her replacement for the future. Rosemary offered thanks to her staff for their hard work.

The minutes were approved as a package without any changes or questions.

1. **Unfinished Business**

1. J-term assessment
      [Proposed student questionnaire](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/J-Term-surveys.docx)

Question: Will students be able to select more than one response for questions 1 and 2?

Response: Yes.

Andrew noted that the Academic Affairs committee has recommended adoption of the COVID version of the course evaluation instrument for J-term as well.

The UFC voted to approve the J-term assessment. There were no abstentions.

1. Recommendations for Interim Provost hiring process

Andrew asked for further recommendations about this process. He suggested that we send this to UFOC.

Comment: This election should occur before the middle of December.

Reponse: That may be complicated, but an abbreviated process was approved last year for circumstances like this.

Comment: What about the term? Two years?

Response (President Paino): A two-year term would be ideal because of the timing of accreditation.

Comment: Should there be opportunity for final feedback on the finalists, like a virtual town hall?

Reponse (President Paino): This might be concerning for some who may be interested.

Question: Would faculty be disinclined to apply if it were known that everyone knew they were rejected?

Comment: The faculty should be made aware of who the candidates are and allowed to weigh in on who will be leading them in the future (three UFC members agreed)

Comment: Only the finalists could be shared with the full faculty.

Comment: The format and moderation of any kind of public forum could be the purview of the search committee.

Comment: We should be careful to not have a chilling effect on the candidate pool by making this public.

Comment: (agreed with above) It may be that a larger committee could help provide more viewpoints.

 Comment (in chat): a larger committee might be less agile in terms of meeting

Comment: (three to this effect) This kind of open forum for an internal search would be unusual; there has been an instance of a chilling effect on an applicant pool.

Comment: The search committee is a step in the right direction, and an open forum might be a step too far.

Comment: This process should be as intentional as possible, and gaining the trust of faculty is important for the person who serves in the role of provost.

**Motion (raised by J. Davis during the meeting):** The applicant pool should remain private, and feedback on 2-3 finalists should be collected from the faculty once the pool has been narrowed by the committee.

Committee would frame the questions to ask in a forum or determine the mode of the feedback.

The motion was seconded.

The motion did not carry, the final vote was 9 yes, 1 abstain, 8 no.

Comment (President Paino): The committee should have this discussion about feedback during their deliberation.

Comment: Could we reconsider the size and composition of the committee?

Comment: Could we add two more at-large faculty positions?

Comment: The committee could report back to the UFC

**Motion (raised by A. Dolby during the meeting): Add two at-large members to the search committee.**

The motion was seconded.

The motion passed with no abstentions.

Andrew thanked President Paino for his consideration and patience during this process.

1. **New Business**

**Note: Items were renumbered based on the order of their occurrence during the meeting.**

1. [University Curriculum Committee Action Items](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/UCC_Nov20_Minutes.pdf)

The motion passed.

1. [Resolution of thanks and appreciation](../resolution%20in%20honor%20of%20John%20Morello.docx) for John Morello
	1. Chair Dolby read the resolution, which was written by Kristin Marsh.
	2. The resolution offered our gratitude for Dr. Morello’s many contributions and service to UMW during his time at the institution. The meeting attendees offered best wishes in the chat.
2. [University Budget Advisory Committee Motion](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Motion-from-UBAC.docx)

Nabil offered some explanation for the committee’s reasoning. There were no comments or questions. Andrew noted that we will need revised handbook language for the next meeting.

4. [University Faculty Affairs Committee Action Item](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Motion-from-UFAC-to-Change-Handbook-Section-4.3.3.4.docx)

The provost offered some concerns about deliberating a faculty personnel issue with other faculty members.

Comment from R. Reif, UFAC chair: We debated this point and did not see it as an adjudication.

Andrew suggested returning this to the committee about the process.

Provost Mikhalevsky suggested comparing the language to the rest of section 4, and added that the UFC should give feedback to the committee if it is sent back to them.

There was additional debate about the reasoning for this motion and it was sent back to committee to reconsider the word “deliberate.”

The motion passed ***minus*** the word deliberate.

6. [University General Education Committee Action Items](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/General-Education-Committee-Action-Items-November-9-2020.docx)

7. [First Year Seminar Committee Action Items](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/FSEM-Minutes-11_20_2020-1.pdf)

8. [Honors Program Committee Action Items](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/HNActionItem_Nov.pdf)

9. [Speaking Intensive Committee Action Items](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/SI-committee-action-items-Nov-19-2020.pdf)

 The above motions passed as a group.

10. [Proposed Faculty Handbook Language for a permanent Digital Intensive Committee](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Proposed-Handbook-Language-for-DI-Advisory-Committee.pdf)

 The motion passed.

11. [Policy on Recording Class and Distribution of Course Materials](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/D.6.12.-Policy-on-Recording-Class-and-Distribution-of-Course-Materials-01012019-draft3.docx)

 The motion passed.

12. [Substitute Motion on Alternative Grading for Spring 2021](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/NEW-Motion-on-Alternative-Grading-for-Spring-2021.pdf) – submitted by Anand Rao to be considered before the previously submitted motions on alternative grading

[Previously Submitted Motions on Alternative Grading for Spring 2021](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/11/Motions-on-Alternative-Grading-for-Spring-2021.pdf)

 Question: what if a student changes their major?

Comment (from Registrar): It is premature to do this now, without the data from the fall. Also about 65% students did not take advantage of the option, and many still remained in academic jeopardy.

Comment: Also some may not have declared their major yet.

There were several comments suggesting that faculty members did not support

Nina recommended that students sign a form showing that they understand the implications of alternative grading.

The motion was seconded, but Anand opted to withdraw the motion so that we can wait for fall data.

1. **Announcements**
* The next regularly scheduled UFC meeting will be held on February 3, 2021 at 4:00PM (via Zoom).
1. **Adjournment**

The meeting adjourned at 6:30.

Minutes submitted by Janine Davis