**UFC Meeting**

**Wednesday, March 3, 2021**

**Online (via Zoom), 4 PM-6:40 P.M.**

**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:** after 6:00, Ken Machande for Rachel Graefe-Anderson; after 6:20, Anand Rao for Marcel Rotter

**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 at <https://ufc.umw.edu/recordings/> (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.

**I. Call to Order**

Andrew called the meeting to order at 4 P.M.

**II. Meeting Minutes**

[Draft Minutes – February 3 2021 UFC Meeting](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UFC-Meeting-Draft-Minutes-February-3-2021.docx)

[Draft Minutes Addendum – February 10 2021 UFC Electronic Vote](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UFC-Meeting-Draft-Minutes-Addendum-February-10-2021.docx)

The minutes were approved with no abstentions.

**III. Reports**

1. **President Paino**

President Paino noted that the recent email communication was meant to serve in the place of a report for this meeting. He offered thanks to the search committee for the Interim Provost, including Angela Pitts, who served as chair. President Paino offered thanks to Tim O’Donnell for his willingness to step into this role. He noted that he is aware of concerns about salary equity and suggested a study to look at this. He recommended that the Faculty Affairs committee could work in consultation with this group.

Comment: Thank you for considering this equity study.

2. **Provost Mikhalevsky**

Fall planning is underway. Provost Mikhalevsky is hoping for a return to the on-campus experience in the fall, especially because students are now returning their housing contracts. She recommended that advisors relay this message and goal to students during the upcoming advising period. Clarity on the budget will come with enrollment numbers, so that will The provost offered support for the salary equity study and urged faculty if they have concerns about their own salary, that they should meet with Department Chairs, Associate Deans, and Deans about that issue. She offered thanks to Nicole Crowder for taking on the SACS liaison role and encouraged faculty to apply for the NCAA athletic rep position. She offered a reminder that this Friday is the deadline to submit faculty award nominations, including for the new BOV award.

Comments: Andrew asked if there were any objections for the salary equity study. One asked if a similar process could be considered for staff. That is not currently part of the plan, but a market study for both faculty and staff is another need for the future. The President added that he will consult with SAC, and that this could be a consideration.

3. **College Deans**

-Dean Pete Kelly, CoE—no report

-Dean Keith Mellinger, CAS—Dean Mellinger offered a brief report stating that the searches that were ongoing this year have been completed.

-Dean Lynne Richardson, CoB—Dean Richardson shared that there is an alumni presentation about saving; she can send the Zoom link for those who are interested.

**5. SGA Representative’s Report (Kyree Ford)**

Kyree offered thanks to the faculty for the challenges they are facing this semester, and added that even though many students are disappointed about the decision about alternative grading, that many of them are starting to understand how and why it happened. He offered hope for the future.

 **6. SAC Representative’s Report (Michelle Pickham**)—no report

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

Andrew reported that he has been reporting from BOV meetings. He also met with the SGA and sent a letter from the Academic Affairs Council. He clarified that he will approve curriculum items in CIM after each UFC meeting.

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

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

 Marcel shared the dates and details about an upcoming meeting.

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

–[University Academic Affairs Committee](https://ufc.umw.edu/committees/university-academic-affairs-committee/)
*.*[Meeting minutes February 23](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UAACMINUTES-2021-02-23.docx)
.      [Action Items February 23](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UAAC-Action-Items-Feburary-23.docx)

–[University Budget Advisory Committee](https://ufc.umw.edu/committees/university-budget-advisory-committee/)
.     [Meeting minutes February 4](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UBAC-minutes-2.4.2021_final.pdf)
.     [Meeting minutes February 11](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/minutes0211.pdf)
.     [Meeting minutes February 18](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UBAC-minutes-2.18.2021_final.pdf)

–[University Curriculum Committee](https://academics.umw.edu/curriculumcommittee/)
*.*[Meeting minutes February 26](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UCC_Feb26_Minutes.pdf) (includes approval of a new African American Studies minor)

–[University Faculty Affairs Committee](https://ufc.umw.edu/committees/university-faculty-affairs-committee/)
*.*[Meeting minutes February 4](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/20210204-UFAC-Minutes.pdf)
.     [Action item February 4](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/Section-3.7.3_Revised.pdf)

–[University Faculty Organization Committee](https://ufc.umw.edu/committees/university-faculty-organization-committee/)
*.*[Meeting minutes February 9](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UFOC-Minutes-2.9.21.docx)

–[University General Education Committee](https://ufc.umw.edu/committees/university-general-education-committee/)
.      [Action Items February 1](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/GenEd-2.1-Action-Items.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/)
*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/)
.     [Action Items February 22](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/DBLC-Action-Items-February-22nd-.docx)

–[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/)
*.*  [Meeting minutes February 18](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/HN-Committee-Meeting-Minutes_18FEB21.pdf)
.      [Action items February\_a](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/HNActionItem_Feb.pdf)
.      [Action items February\_b](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/HNActionItem_Mar.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 February 19](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/JFMC-FAC-Minutes-021921.pdf)
.      [Action item February 19](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/JFMC-FAC-Action-Item-021921.pdf)

–[Journalism Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/journalism-advisory-committee/)
.      [Meeting minutes February 12](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/JAC-minutes-2-12-2021.pdf)

–[Speaking Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/speaking-intensive-committee/)
*.* [Action items February 24](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/SI-committee-action-items-Feb-24-2021.pdf)

–[Teaching Center Advisory Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/teaching-center-advisory-committee/)
*.*[Meeting minutes January 29](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/TCAC-meeting-minutes-1.29.2021.docx)

**–**[Writing Intensive Committee](https://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/writing-intensive-committee/)
.        [Meeting minutes February 8](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/WI-Committee-Minutes-2021-02-08.docx)
.        [Action items February 8](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/WI-Action-Items-2021-02-08.docx)

Provost Mikhalevsky offered thanks and appreciation to the Academic Affairs committee for their hard work in making needed changes. She also thanked the Budget Advisory committee for their detailed minutes, including the explanation of how the resources work in the three colleges. Andrew echoed the last point.

The minutes were approved as a group, with no abstentions.

**IV. Unfinished Business**

None

**V. New Business**

1. University Academic Affairs Committee: [COVID Retroactive Course Withdrawal Policy Motion](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/COVIDRetroactiveWithdrawalPolicy-1.docx)

*(Note: the following represents most, but not all comments and responses made during this extended discussion. A complete accounting can be found on the recording.)*

Comments: Who will make a decision on the request? Why is the cut off an F?

Is it possible to do this for D grades?

Response from UAAC chair, Paul Fallon: There is a committee that includes the Dean of Students and Director of Academic Services and the Registrar that will make this decision. The Registrar recommended the grade of F as a way to make this workload manageable, and that a D can be counted toward a degree.

Comment: Can you share what would count as appropriate documentation?

Response: We discussed this in the committee, including many possible reasons or situations for asking for the retroactive withdrawal. This allow students three weeks after grades post to make the decision to request the retroactive withdrawal. There are other options such as incompletes.

Comment: We need to help students who have Fs, but Ds may also be detrimental to students’ GPAs. I (Kyree) don’t think this will translate well to the students.

Response: We looked at the whole distribution of students who used the Alternate Grading Scale from earlier semesters, and found that it was not used to their benefit. What we were concerned with was helping students ensure sufficient academic progress. We (the UAAC) considered input from the student representative and felt that the proposal would be practical and flexible.

Comment: Thank you to the UAAC, and I appreciate Kyree’s point. I am concerned about documentation and how that might violate a student’s or their family’s privacy.

Response: We have not discussed the exact process, but documents could be redacted as needed. Do you have suggestions?

Response: I’m just worried about a chilling effect if students must provide documentation.

Comment: Kyree raised an important point that this might be a reason to get an F in order to be able to withdraw at the end—it might help to raise this to apply to D’s as well. We would like to avoid backlash. (commentor also offered support for the idea of minimizing documentation because some students may not have clear documentation, but still have issues.)

Comment (in the chat, also explained verbally): Maybe we could use the honor code as part of the documentation to avoid issues of privacy.

Comment: Appropriate documentation is vague, so maybe “and/or” could be added to the motion, and removing the grade requirement from this

Comment (in the chat): Perhaps the appeal could include an instructor’s letter of support?

Response: Opening this to any grade would likely make this too many cases to consider.

Comment: Kyree stated that this option doesn’t feel like we are helping students. There were three comments in the chat suggesting that we should hear students’ concerns.

Response: We considered many issues, including employers, financial aid, graduate school, etc.

There were several comments referencing the varied options that arose in Academic Affairs.

Comment: There is a case to be made for faculty making this decision because they are aware of the bigger picture—I would support this proposal, though maybe it doesn’t need to start with an F.

Comment: I understand Kyree’s point; this is to supplement efforts that faculty are making to help students address issues. Maybe we need to make it clearer to the students that this is a backup option for them in extreme cases.

Comment: Kyree noted that students aren’t feeling supported now, and that some of these arguments (grad school, etc) against alternative grading don’t apply to all students.

 Comment (in chat): I don’t think we’re ready to vote on this.

There were several comments about how 1/3 of students with F’s did not use alternative grading. Some comments noted that there may not be time for the motion to return to the UAAC committee. Additional comments noted that removing or reducing the documentation requirement could make the committee’s workload more manageable, and that the honor code could be in effect for these requests.

Response: UAAC did listen intently to the data and perspectives of the student representative that were shared during our deliberation.

Comment: I move that we accept this proposal but remove “with a grade of F” from it. (the motion was seconded)

The motion to amend the initial motion passed (12 yes, 5 no)

There was a suggestion to amend the motion further add “or documentation, if appropriate.”

There was continued discussion of the P/F policy and the possibility of changing that deadline.

Comment: I’m concerned that we’re adjusting the policy too much—the committee considered the issues.

Comment: Kyree reported that students will not like this option or feel supported by it.

There was discussion about adding a special meeting of the UFC after the next UAAC meeting on 3/11 to consider any kind of revised motion.

Andrew asked if other UFC members have input.

There were comments offering support for Kyree, who many acknowledged is in a difficult position.

The committee approved the motion to amend with 10 yes, 5 no votes.

**The committee voted to approve the revised retroactive withdrawal policy with no “no” votes and one abstention (remove specified grade and changed language about documentation). The revised motion as approved appears in Appendix A.**

Andrew reiterated that faculty should be sensitive to student needs and offer help and support as needed, furthermore, if faculty are having issues with this, they can contact the Department Chair or Associate Dean about these concerns.

1. University Academic Affairs Committee: [College of Education – Academic Catalog Motions](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/College-of-Education-2021-2022-Catalog-Motions-February-UAAC-meeting.doc)

The committee voted to approved the motions.

1. [University Curriculum Committee action item approved electronically on February 19](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/UCC_Feb26_Minutes.pdf)

The committee voted to approve the motion.

1. [University Faculty Affairs Committee action item approved on February 4](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/Section-3.7.3_Revised.pdf)
–[Proposed Faculty Handbook language with Academic Affairs Council suggestions](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/Motion-from-UFAC-to-add-Handbook-Section-3.7.3_with-AAC-Comments2.docx)

There was some discussion of the rationale for the motion, including that special assignments are not really addressed in the Faculty Handbook, and that a chair’s permission is different from their signature on an application or form. The motion was amended to remove the part in 3.8.1 about rank and also the part starting at “given the time commitment…” The revised motion appears in Appendix B.

Discussion continued, with some clarifying points and language adjustments made.

The committee voted to approve the motion.

The following items were considered as a package. All motions were approved.

1. [University General Education Committee action items approved on February 1](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/GenEd-2.1-Action-Items.docx)
2. [Distance and Blended Learning Committee action items approved on February 22](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/DBLC-Action-Items-February-22nd-.docx)

7. Honors Committee action items approved in February: [February a](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/HNActionItem_Feb.pdf)   [February b](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/HNActionItem_Mar.pdf)

1. [James Farmer Multicultural Center Advisory Committee action item approved on February 19](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/JFMC-FAC-Action-Item-021921.pdf)
2. [Speaking Intensive Committee action items approved on February 24](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/SI-committee-action-items-Feb-24-2021.pdf)
3. [Writing Intensive Committee action items approved on February 8](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/WI-Action-Items-2021-02-08.docx)

11. [Digital Intensive Committee action items approved on February 21](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2021/02/di-approvals-s21.pdf)

**Announcements**

Kyree announced that the SGA will be hosting an “Unsung Hero” award in April.

The next meeting will be on March 31, 2021 at 4 P.M.

The meeting adjourned at 6:40 P.M.

Respectfully submitted by Janine Davis

**Appendix A**

**Motion passed by University Academic Affairs Committee 2/23/2021**

**Temporary policy change for Nonacademic Administrative Withdrawal for Spring 2021 and Summer 2021**

In spring 2021 and summer 2021 the policy governing Administrative Withdrawal (Non-Academic) shall be expanded to provide additional temporary support for students in lieu of the discontinuation of the COVID-19 alternate grading scale in effect for spring 2020, summer 2020, and fall 2020. Following the posting of final grades, students may petition the University for a retroactive administrative withdrawal from specific courses for substantiated nonacademic reasons following the procedures outlined in the Academic Catalog. The petition must specify the courses for which the student is seeking a retroactive grade of W, and provide a detailed COVID-19 related rationale and documentation, if and where appropriate. In contrast to the Administrative Withdrawal policy, which specifies that students have until the last day of classes in the subsequent semester to submit this petition, *individual course withdrawals provided for in this emergency exception to university policy must be submitted no later than 3 weeks after grades post.*

**Appendix B**

**Motion**: The UFAC recommends revising the Faculty Handbook, adding Section 3.8, as described below.

**Rationale**: After consulting with a group of faculty with special assignments, the University Faculty Affairs Committee has discovered that a significant number of faculty have been placed in special assignments, a status where their contributions are treated differently across various departments when it comes to annual reviews along with evaluation for tenure and promotion. Section 6.4.5 of the Faculty Handbook clearly states that “While Special Assignments vary, these assignments are generally additional service activities or projects and ordinarily will be included in the service category for the annual review evaluation.” In order to align and clarify the evaluation procedures for faculty special assignments with the Faculty Handbook, to reinforce administrative support, and to ensure more equitable and open treatment of these faculty, we recommend the following additions to the Faculty Handbook:

**Proposed addition**:

3.8 **Faculty with** **Special Assignments** On occasion, the University will have a need for a faculty member to serve in an additional role such as a director of an organization or center or in another administrative capacity. The University typically offers a combination of an additional stipend and/or course release time in exchange for faculty serving in these roles. All Special Assignments require a contract between the University and the faculty documenting the responsibilities, term length of the position, expected time commitment, identity of the person with immediate supervisory responsibility, and compensation of the position.

3.8.1. Faculty should discuss their plans for how to manage the increased time commitment with their supervisor before accepting any special assignment. Faculty must notify their department chair before accepting any special assignment.

3.8.2 Generally special assignments constitute service to the University and ordinarily will be included in the service category for annual reviews.

3.8.3 Faculty with a special assignment who have a reduced teaching load are considered to have a full teaching load for the purposes of annual evaluations as well as tenure and/or promotion. Even if teaching a reduced load, faculty must still demonstrate evidence of teaching effectiveness.

3.8.4 Scholarly and professional contributions derived from the special assignment activity (such as journal publications, conference presentations, etc.) should be considered professional activity. However, it is still the responsibility of each department and college to determine expectations and appropriate credit for this type of activity.

Reconcile section 6.4.5

**6.4.5 Special Assignments Performance Review (SAPR)** In the case of faculty members with special assignments (e.g., department chair, Director of the Speaking Intensive Program, etc.),the person with immediate supervisory responsibility for the special assignment should complete a performance evaluation that specifically speaks to the performance criteria detailed in the faculty member’s original letter of appointment, and submit that evaluation to the faculty member’s department chair or dean (in the case of department chairs) for incorporation into the APR. While Special Assignments vary, these assignments are generally additional service activities or projects and ordinarily will be included in the service category for the annual review evaluation.