**UFC Meeting**

**Monday, August 16, 2021**

**Online (via Zoom)**

**UFC Members Present:** Gregg Stull (CAS, Arts & Humanities), Kate Haffey (CAS, Arts & Humanities), Marcel Rotter (CAS, Arts & Humanities, UFC Parliamentarian), Miriam Liss (CAS, Social Sciences), David Rettinger (CAS, Social Sciences), Suzanne Sumner (CAS, Health, PE, & STEM), Larry Lehman (CAS, Health, PE, & STEM), Ian Finlayson (CAS, Health, PE, & STEM, UFC Secretary), Alex Dunn (COB), John Marsh (COB), Rachel Graefe-Anderson (COB, UFC Vice-Chair), Janine Davis (COE), Teresa Coffman (COE), Melissa Wells (COE), Andrew Dolby (CAS, At-Large, UFC Past-Chair), Chris Ryder (CAS, At-Large), Kristin Marsh (CAS, At-Large, UFC Chair).

**Guests:** There were approximately 50 people logged into the meeting including Tim O’Donnell (UMW Provost), Keith Mellinger (Dean CAS), Ken Machande (Dean COB), Pete Kelly (Dean COE).

A recording of this meeting can be viewed at <https://ufc.umw.edu/recordings/> (UMW login-required).

1. The meeting was called to order at 3:10 PM.
2. The [minutes from the last UFC meeting on April 14, 2021](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2020/05/UFC-Meeting-Draft-Minutes-April-14-2021.docx) were approved with 16 yes votes and 2 abstentions.
3. Discussion of university committee organization:
	1. University committees should send their rosters and officers to UFC Chair Kristin Marsh so they can be updated on our website. They should also please include the term years for each member.
	2. Committees should send their minutes for each meeting to the UFC Chair one week ahead of UFC meetings. They are encouraged to consult the UFC meeting calendar in order to schedule their meetings in time for submission of minutes.
	3. The curriculum committee in particular has had tight scheduling constraints due to the multi-level approval process:
		1. A proposal is sent in to the college curriculum committee
		2. If approved, it is then sent to the college Faculty Council
		3. If approved, it is then sent to the University curriculum committee
		4. If approved, it is then sent to UFC
		5. The chain of approvals means that the deadline to get things submitted must be very early.
	4. Suggestions are welcome for improving the design and usability of the UFC website.
4. A number of courses needed emergency approval from the Distance & Blended Learning Committee, including classes slated to be taught at the Dahlgren campus which is not open. The committee met over the summer in order to approve these online course proposals. The UFC voted to approve this action with 15 yes votes and 3 abstentions.
5. Discussion on faculty concerns about teaching in-person:
	1. Several faculty are concerned about teaching in-person in face of the Delta variant, particularly those with care-giving responsibilities.
	2. Those faculty are currently not being given other options to teach their classes as they were in the past few semesters.
	3. Students are being given exemptions for religious or health reasons, but faculty are not being given exemptions from the in-person expectation based on caregiving or other responsibilities.
	4. We are able to have up to 49% of a course online without needing special approval.
	5. Andrew Dolby suggested if there are constraints on expedited approval for DBL courses being imposed at the state level, then the administration should push to allow greater flexibility for state institutions to accommodate faculty under extenuating circumstances.
	6. Provost O’Donnell clarified that UMW has the ability to move classes online if we want to. The reporting to SCHEV is more broad than individual classes.
	7. If a faculty member or one of their family members becomes sick, they can be covered under FMLA. However, Provost O’Donnell suggests that having an unvaccinated family member likely does not qualify you for this program.
	8. Provost O’Donnell expressed concerns about using the 49% rule to start classes online. He posited that students would feel that we cheated them if they live on campus, were vaccinated, etc. but their classes move online right away anyway.
	9. If a student is not complying with the mask rules, we can ask them to leave, and that they be removed from the class if need be, and the administration will back us up.
	10. If a student needs to miss class due to COVID, we are not expected to record the class period. Provost O’Donnell suggests we try to be flexible by providing notes or some other way to make up the material.
	11. Christy Irish, ex-chair of the Distance and Blended Learning Committee, clarified that the process for submitting an online class is simple, but that if many faculty members put forward proposals, they would not be able to get them approved in a timely manner.
	12. UFC members urge the administration to communicate early and often with students that their instructors may experience covid-related disruptions, and some faculty may need to switch to more online course delivery depending on their circumstances.
6. Given this discussion the UFC put forward a motion to express support for faculty teaching online this semester:

“The UFC supports faculty concerned about teaching in person during our fast-changing coronavirus situation. We support faculty with vulnerable family members or special concerns for themselves to be accommodated in teaching on-line fall 2021, including the ability to switch to majority on-line instruction at any point in the semester according to an expedited process.”

The motion was approved with 15 yes votes and 3 abstentions.
7. We are expected to keep the business of the university running during the summer, but we are off-contract during that time. This topic is tabled until the next meeting.

The meeting adjourned at 4:48 PM.

Respectfully submitted by Ian Finlayson.