

**UFC Meeting**  
**Wednesday, February 15, 2023**  
**Online (via Zoom)**

**UFC Members Present:** Marcel Rotter (CAS, Arts & Humanities, UFC Parliamentarian), Kate Haffey (CAS, Arts & Humanities), Mara Scanlon (CAS, Arts & Humanities), Suzanne Sumner (CAS, Health, PE, & STEM, UFC Vice Chair), Ian Finlayson (CAS, Health, PE, & STEM), Davis Oldham (CAS, Health, PE, & STEM), Mindy Erchull (CAS, Social Sciences), Eric Gable (CAS, Social Sciences), Holly Schiffrin (CAS, Social Sciences), Rachel Graefe-Anderson (COB, UFC Chair), John Marsh (COB), Alex Dunn (COB), Teresa Coffman (COE), Melissa Wells (COE, UFC Co-Secretary), Christy Irish (COE, UFC Co-Secretary), Kristin Marsh (CAS, At-Large, UFC Past-Chair), Chris Ryder (CAS, At-Large), Patricia Orozco (CAS, At-Large).

**Proxies:** Kristin Marsh (CAS, At-Large) and Eric Gable (CAS, Social Sciences) served as proxies for each other. Kristin was present until 3:50, at which point Eric took over.

**Guests:** There were approximately 35 people logged into the meeting including Troy Paino (UMW President, UFC Ex-Officio), Tim O'Donnell (UMW Provost, UFC Ex-Officio), Keith Mellinger (Dean CAS), Ken Machande (Dean COB), Pete Kelly (Dean COE), and Jeff McClurken (Chief-of-Staff)

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 3:34 PM.
2. The minutes from the [last UFC meeting on January 20](#) were approved with 18 yes votes.
3. Reports:
  - a. President Troy Paino
    - i. "Conversations with the President" event occurred this morning (virtually). As a legislative update, President Paino shared that the budget for the next fiscal year is still being determined. The Virginia House and Senate each have budgets and are attempting to agree on a unified budget. There are concerns about coming to an agreement due to differences in the House and Senate budgets (Governor Youngkin's tax cuts are reflected in the House budget but not the Senate budget, resulting in a \$1 billion difference). Setting tuition and fees as well as setting a budget for the next fiscal year is complicated without an approved budget. What they approved last year could roll over into this year; however, there would be some challenges if this were to occur (unfunded mandates, required salary increases, etc.). The proposed House budget is better than the Senate budget for UMW because the House budget is more generous, including \$3.5 million more in operating costs and providing financial support for the acquisition of the mixed-use building across street to move the UMW police into. The Senate budget

has \$ 1.4 million more in its operating budget, and includes funding for planning to build a new police station. As a reminder, the UMW police have temporarily been relocated into South Hall, and the hope is to acquire the mixed-use building across the street that is currently on the market to house them long-term. No attendees had questions for President Paino.

- b. Provost Tim O'Donnell submitted a written report: [Feb Report](#)
    - i. No attendees had questions for Provost O'Donnell.
  - c. COE Dean Pete Kelly submitted a written report: [COE Dean's Report Feb 2023](#)
    - i. No attendees had questions for Dean Kelly.
  - d. CAS Dean Keith Mellinger submitted a written report: [CAS Dean's Report Jan 2023](#)
    - i. This report has been available since the January UFC meeting. No attendees had questions for Dean Mellinger.
  - e. COB Dean Ken Machande: No report.
  - f. SGA Representative (Joey Zeldin): No report.
  - g. USC representative (Charles Tate): No report.
  - h. UFC Chair (Rachel Graefe-Anderson) submitted a written report: [UFC Chair Report to BOV Feb 3](#)
  - i. UFC Vice Chair (Suzanne Sumner): No report.
    - i. Suzanne Sumner raised a question about the women university professors in Afghanistan. Is there anything we can do to help, given our previous work with Afghan students and faculty? President Paino knew there was a precedent, but did not know details. He is open to relationships that may help but would appreciate details on what would be possible. Provost O'Donnell also wished to have more details about which individuals were involved last time. Suzanne also did not remember. Marcel suggested that Medhi Aminrazavi and Craig Vasey were involved last time. President Paino suggested that Provost O'Donnell follow up with those individuals and report back.
  - j. Faculty Senate of Virginia (Marcel Rotter): No report.
    - i. Virginia Higher Education Advocacy Day occurred on January 12. They flooded the floor and lobbied for funding, bills supporting academic freedom (Senate Bill 1098 wanted every university that introduced new programs to have them approved by the House and Senate Committees on Education; another bill would punish others for speaking out on committees, which is against state law; another bill was against anti-Semitism but did involve overreach of power; another bill proposed reporting funding from foreign governments, without details as to whom these reports would be made [meant to target China]).
4. University Committees: Minutes
- a. The minutes for the reporting committees are approved with 18 yes votes. Links to the committee minutes can be found on the agenda: [UFC Draft Agenda Feb. 15.](#)

## 5. University Committees: Action Items

- a. The action items for the reporting committees (FSEM, UCC, SI, DBLC, and Gen Ed) are approved separately. The FSEM, UCC, SI, DBLC, and Gen Ed action items passed with 17 yes votes and 1 abstention. Links to the action items can be found on the agenda: [UFC Draft Agenda Feb. 15](#).
  - i. Note: The UCC program change proposals for EESC Natural Science and EESC Social Science should have been on the agenda for January's UFC meeting. These will still be included in the upcoming catalogue. The other changes (new course/new program proposals) will be reflected in the next catalog.
  - ii. Prior to the vote, Davis Oldham questioned the Gen Ed action item, noting that CHEM 399 was not on the list. Kevin Caffrey clarified that this proposal was still at the UCC level and therefore would be reflected in the Fall 2024 catalogue once approved.

## 6. Unfinished Business

- a. [UFOC Report Part 2](#)
  - i. Melissa Wells (Co-Chair, UFOC) walked through the report, with a focus on the recommendations UFOC offered related to faculty governance and committees. Please refer to the link above to see those recommendations in their entirety. Attendees offered several comments praising UFOC's efforts on the report as thorough, detailed, and useful.
  - ii. Eric Gable: How many committee slots are there in any given year? Is one person serving on a lot of committees? Is there an "average" level of service an individual should be expecting to fulfill? An analysis of available service roles (comparing these to the overall number of faculty) could be useful. Rachel Graefe-Anderson quickly estimated about 100 formal, committee-related service roles were available. Melissa Wells said she could try to put the numbers of service roles open for next year. Kevin Good (COE, UFOC Co-Chair) added details in the chat. As of 2/1/23, there were 34 total openings anticipated for the 2023-2024 academic year: for appointed positions, there will be 19 at-large, 1 COB (UAAC), 1 CAS (UBAC); for elected positions, there will be 2 at-large (UFC, UFAC); 5 COB (UFC, UFAC, UFA&G, UFOC, USFFA); 3 COE (UFC, UFOC, USFFA), 3 CAS (UFC x3).
  - iii. Davis Oldham noted that the size of the faculty is not compatible with UMW's student population, which is expected to decline in future years. To mirror the student needs, the size of faculty will need to decline. Will committees need to downsize too? Melissa Wells noted that UFOC is reactive, not proactive; therefore, UFOC would need to adjust sizes of committees after the faculty downsized. Brooks Kuykendall (CAS, Music, UFOC member) observed that it is often difficult to fill committees, which could be due to having too many committees.

- iv. Mindy Erchull requested data on the proportion of COE, CAS, COB, and at-large committee membership requirements. Melissa Wells confirmed this would be achievable.
- v. Mara Scanlon encouraged UFC to consider taking up UFOC's recommendations. She noted there are so many committees, and some have different purposes than originally intended (for example, the role of the DBL Committee shifted post-pandemic). How many committees exist that do not go through faculty governance? For example, while most of the institutions studied in the UFOC report did not have a university-level honors committee, many of the institutions she and Kelly Slunt correspond with as directors of the Honors Program do have faculty advisory groups for honors programs. Melissa Wells commented that while reducing committees can seem like progress toward reducing faculty workload, caution must be exercised if that workload will still be undertaken in less formal spaces (i.e., the work would still exist, just not as a university committee).
- vi. Rachel Graefe-Anderson commented on one element of the report about the drawbacks to combining smaller committees: combining multiple committees (i.e., SI, DI, WI) with the Gen Ed Committee makes one huge job for a smaller group of individuals as opposed to many committees that spread the labor out. Different committees have different workloads. She also appreciated the idea of taking time to thoughtfully implement recommendations, such as working hard on improving communications, procedures, and documentation (recommendations from the UFOC Report, Part 1) prior to attempting any larger restructuring of faculty governance.
- vii. Marcel Rotter raised the importance of making sure UFC doesn't forget to act upon the many recommendations offered in the two reports, suggesting that someone should regularly remind UFC to act on recommendations. Mindy Erchull suggested a running list of "postponed" items under "old business" on the UFC agendas so we don't lose track, perhaps even tagging it with a note of the month we'd like to revisit it.
- viii. Christy Irish asked about progress made toward changes recommended last time (i.e., timely receipt of agenda items and intentional communication, especially within CAS). Rachel Graefe-Anderson noted that she finalized the UFC agenda last Thursday, which was earlier than some months, but is still aiming for completion a full week prior to UFC meetings (Wednesday). Christy asked if all committee reports arrive on time? Rachel noted that almost all of them did. UFOC requested to submit their report on Wednesday evening to give them time to finish the report, which delayed the finalizing of the agenda until Thursday. Rachel asked UFC what to do in the future if agenda items are submitted late. Mindy Erchull noted that in order for UFC representatives to be

voting with informed perspectives, no items should be accepted past the one-week deadline to give representatives and their constituents sufficient time to read and gather feedback on agenda items.

- ix. Christy Irish asked about progress toward CAS Faculty Council making a list of departments each CAS representative is responsible for communicating with directly. Mindy Erchull noted that the CASFC meeting for this month was postponed, so this will likely be on next month's agenda. Marcel Rotter asked if an email list by department can be made available. Melissa Wells confirmed that UFOC already maintained an email list and was waiting to hear from CAS Faculty Council as to which UFC representatives would need which departments' email lists.
- x. Rachel Graefe-Anderson suggested that UFC Executive Council write a motion to bring to next UFC meeting that would lay out changes in procedures/communications. This could be voted on at the next meeting. She also suggested that the UFOC Report Part 2 be discussed at college-level Faculty Councils and then be further discussed at the next UFC meeting. Representatives from all three colleges agreed to add this to their corresponding college-level faculty council meeting agendas.

b. UBAC Motions

- i. Suzanne Sumner questioned the first motion to remove the Foundation representative from membership in the committee. UBAC's rationale is understandable, but the Foundation's representation on UBAC was a way to hold the Foundation accountable to the faculty and the University as a whole. The committee structure provided an avenue for communication, and removing it from the list may have consequences. Eric Gable also questioned the rationale for this motion. If a Foundation raises money to provide faculty initiatives (i.e., the Anderson Professorship), a good practice can be to make sure the Foundation is using funds to advance the mission of the school instead of following their own initiatives. Therefore, a liaison in some space—whether or not it is UBAC—would be beneficial. Provost O'Donnell noted that the changed legal relationship between the University and the Foundation should have been reflected in the handbook a decade ago (when the Foundation became independent from UMW). The Foundation cannot be required to report to UFC (i.e., via UBAC) since it is no longer connected to it. UMW does have representation with the Foundation (President, Rector, VP for Advancement, VP for Finance and Administration), and all of these individuals advocate for the University with the Foundation. Eric Gable questioned if the Foundation is compelled to give reports to the President, and can the President give those reports to the faculty? Provost O'Donnell affirmed the President is a regularly-participating member of the Foundation, along with other cabinet members, and questions and comments can be routed through those individuals. Eric

Gable asked a clarifying question to ascertain how faculty can be proactive. How will faculty know what questions to ask the President if faculty do not know what the Foundation is doing with money? Do faculty need to be in the loop for endowments? Dean Mellinger noted that the issues Eric raised lie with Office of Advancement (distributions of funds, what funds support, fundraising), since Foundation only holds the money, and perhaps more information from Advancement could be beneficial.

- ii. Rachel Graefe-Anderson asked to clarify the motion. The Foundation has been generous to meet with committee in the past. Is the Foundation still open to meeting with the committee to keep faculty in the loop? Provost O'Donnell clarified that UFC does not have the standing, as a governance body, to request this. Only the Cabinet members who collaborate with the Foundation do.
  - iii. The two UBAC motions were voted on separately. Motion 1 passed with 17 yes votes and 1 no vote. Motion 2 passed with 17 yes votes and 1 abstention.
- c. UFC Meeting Modality (April meeting)
- i. Rachel Graefe-Anderson shared results of the recent survey of UFC representatives about modality preferences for the April meeting. 18 responses were recorded, indicating all UFC members responded. 56% preferred virtual, 28% preferred in-person, and 17% had no preference. 2 people would be unable to attend the April meeting in person. Rachel Graefe-Anderson was particularly concerned with these two individuals being unable to attend unless the meeting is on Zoom. Open-ended responses included better attendance on Zoom, Zoom allowing for travel for conferences, Zoom allowing for better record-keeping, and Zoom allowing non-UFC members to attend more easily.
  - ii. Marcel Rotter asked about the origin of the idea to change the modality of the April meeting. Rachel Graefe-Anderson clarified it was her idea because at the beginning of the semester, UFC discussed having some meetings face-to-face and some on Zoom. There seemed to be preference to remain on Zoom.
  - iii. Eric Gable acknowledged that Zoom seemed to be preferred but suggested informal, in-person opportunities to gather and discuss topics prior to formal UFC meetings could be a compromise (i.e., in the faculty dining room. Rachel Graefe-Anderson supported this idea.
  - iv. Melissa Wells asked about modality for UFC meetings in the next academic year, as UFC is frequently asked about the modality of UFC meetings during acceptance of nominations. Rachel Graefe-Anderson questioned if the current UFC had the authority to determine the modality of future UFC meetings. Marcel Rotter suggested this could be done in April with new members. Rachel Graefe-Anderson suspected that the majority preference will continue for Zoom.

- d. Discuss procedures/plans for UFC officers AY 23/24
  - i. Well-documented procedures will be important since there won't be as much continuity. The Vice-Chair, Suzanne Sumner, agreed to serve as Vice-Chair when no one else was willing, but her 3-year term ends in 2023; therefore, she won't be transitioning into Chair. Rachel Graefe-Anderson will be continuing as Past Chair. Marcel Rotter will also rotate off as Parliamentarian. Rachel Graefe-Anderson asked that ideas be sent to her.

## 7. New Business

- a. Ad hoc item: Rita Dunston
  - i. During a recent financial aid audit, UMW was found to be noncompliant with a recent change in federal regulations about dispersal of federal financial aid. The new policy for federal Title IV funds requires UMW to collect attendance information on final grades of F, I, or U. At the end of this spring semester, all instructional faculty will be required to submit the last day of attendance for students who earn final grades of F, I, or U. If the student attended for the entire semester, did all assignments, and earned a failing grade (i.e., they failed due to not grasping the content), the last day of instruction (the last day of classes) will be entered. If the student partially attended the class, stopped halfway in the semester, etc., the last day of class participation would be entered. The expectation is not necessarily to take class attendance, as academically-related activity could be reported (last quiz, last activity, last entrance on Canvas, last email, last study group, last assignment, etc.).
    1. Melissa Wells: If a student disappeared mid-semester and returns for last week of class, what happens? Rita Dunston: Use last day of instruction.
    2. Suzanne Sumner: For an online class, would data include last login to Canvas or last email contact? Rita Dunston confirmed. Rita said this policy can also relate to instructor-initiated drop by getting students off roster earlier.
    3. Eric Gable: Is this changed policy because a student could lose financial aid if they sign up for a class but do not attend and therefore fail? Rita Dunston confirmed that in these cases, the Office of Financial Aid has to return funding to Title IV, and then Financial Aid goes after student for payment. UMW uses flat rate for full-time students, so this is only an issue if dropping a course results in  $\frac{3}{4}$  time enrollment.
    4. Mara Scanlon: How will this new policy be disseminated to faculty? It was discussed in CAS Chairs meeting, but there was still confusion. Rita Dunston confirmed it will be disseminated no later than Friday. Many institutions have started building webpages with FAQs, which UMW will also do.

5. Rachel Graefe-Anderson: When we enter final grades, if we put in an F, will we be prompted to record the last date of attendance?  
Rita Dunston confirmed, noting this is the goal but implementation is a little behind schedule.
- b. Ad Hoc: Provost O'Donnell
  - i. Mara Scanlon asked Provost O'Donnell to address recent confusion about Search Advocate training. At some point, there was some confusion that UMW adopted the Oregon State University handbook. This resource is used for Search Advocate training, but is not and never has been the legal hiring practice at UMW maintained by HR. The immediate concern was whether faculty have say over who is hired. The UMW policy, which has been in place for the past 10 years, is that the search committee should identify strengths and weaknesses of their top candidates and forward this information along with their recommendation for hiring to the Dean, which then goes to the Provost, and then to the BOV. This policy has not changed.
  - ii. Melissa Wells noted that some of these confusions arose because the HR search committee policies were updated over the summer. This updated document has been shared directly with search committee chairs, but has not been openly accessible on the UMW website. Has this been addressed? Provost O'Donnell confirmed that there are several different, outdated versions of the HR search committee guidelines on various webpages, and web cleanup needs to happen. He will follow up.
8. Announcements
  - a. Inaugural ASPIRE week is in April. A stands for accountability, and UFC has been asked to participate in that thematic day. Details are still in development.
  - b. Faculty Affairs Committee will be sending out a Faculty Experiences Survey in the coming weeks.
  - c. The next regularly scheduled meeting of the UFC will be Wednesday, March 22 at 3:30pm.
9. The meeting adjourned at 5:05 PM.

Respectfully submitted by Melissa Wells