

**UFC Meeting**  
**Wednesday, April 12, 2023**  
**Online (via Zoom)**

**UFC Members Present:** Marcel Rotter (CAS, Arts & Humanities, UFC Parliamentarian), Kate Haffey (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:** Davis Oldham for Mara Scanlon (CAS, Arts & Humanities)

**Guests:** There were approximately 45 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 3:35 PM.
2. The minutes from the [last UFC meeting on March 22, 2023](#) were approved with 18 yes votes.
3. Reports:
  - a. President Troy Paino
    - i. President Paino described a recent *Richmond Times Dispatch* article that explained why there isn't a budget and why one won't be determined until after the primaries on June 20. Therefore, UMW will have to set an operating budget before the state budget is determined. Hopefully the \$6.5 million deficit that will be built into the UMW budget will be eased with the budget once it is approved. President Paino met with SGA leadership to explain the deficit at UMW related to inflation, compensation increases, and an enrollment adjustment. Our 2023 graduating class is the last pre-pandemic class; enrollments have been smaller during and since covid. Occupancy in residency halls has also been lower. President Paino explained a 3-prong approach to fill the \$6.5 million deficit: budget cuts (\$3 million), tuition and fee increases, and some funding from reserves. Support from the state budget would reduce the need for tuition and fee increases and budget cuts, but it will be two months until this is known. Destination Day is Saturday, which will involve about 300 admitted students (900 guests total).

Approximately half of these students have made deposits and made a commitment to coming to UMW. 25% of deposits do not occur until May 1, so this Saturday's Destination Day is important. President Paino cited a recent article in *The Chronicle* about burnout in admissions offices and reminded everyone that recruitment is a team effort. Finally, President Paino acknowledged that this is a stressful time for faculty and students alike, especially as pandemic learning loss and increased need for social support create more work for faculty and staff. He reminded everyone to take care of themselves.

- ii. Caitie Finlayson (Chair, UFAC) asked about the ongoing equity study: if the firm recommends avoiding across-the-board raises due to equity issues, would those still be implemented? President Paino noted that the messaging to the campus community has indicated an across-the-board increase, and it is too late to change this to a varied increase. He noted that as the recommendations of the study are made available, action could be taken then. Jennifer Barry (UFAC member) also spoke up to ensure that it was clearly understood that an across-the-board salary increase would cause further disparities that would need to be addressed in the future. Because budgets reflect priorities, it will be important to address this in the future. President Paino confirmed his support of the equity study and his eagerness to see its results.
- b. Provost Tim O'Donnell: [April Report](#)
  - i. Provost O'Donnell echoed President Paino's remarks about the taxing and joyful end of the semester and yield season, thanking everyone for their contributions. He again thanked Nicole Crowder, Debra Schleef, Jennifer Walker, Susan Worrell and Kimberly Young for their leadership in the recent SACSCOC visit, resulting in no recommendations being requested. He also commended the contributions of the entire campus community.
  - ii. No questions for Provost O'Donnell.
- c. COE Dean Pete Kelly: No report.
- d. CAS Dean Keith Mellinger: [April Report](#)
  - i. No 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): No report. Rachel will be representing UFC in the BOV meeting next Friday and welcomes topics that should be represented.
  - i. No questions for Rachel Graefe-Anderson.
- i. UFC Vice Chair (Suzanne Sumner)
  - i. Suzanne Sumner stated that it has been an honor and a privilege to serve on UFC and the UFC Executive Committee. She encouraged others to consider assuming leadership roles, noting that ample support would be provided.

- j. Faculty Senate of Virginia (Marcel Rotter):
  - i. Spring meeting is 4/22. UMW needs a new representative because Marcel is rotating off UFC. Ideally, this individual would also be interested in taking on the treasurer position.
  - ii. In the chat, Chris Ryder noted he is also a representative but is unable to attend Saturday's meeting. He asked if anyone would be able to attend the virtual meeting (Saturday 9-12) in his place. Rachel said she would work on finding another individual to attend.
- 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 April 12](#).
- 5. University Committees: Action Items
  - a. Links to the action items can be found on the agenda: [UFC Draft Agenda April 12](#).
  - b. UFOC Action Item
    - i. UFOC moves to request a temporary exception be made by UFC to the Section 2.6.3 of the Faculty Handbook, which states that college-level representatives of the University Faculty Affairs Committee (UFAC) must be tenured or tenure-track. This will allow UFOC to fulfill COB's request for us to name a senior lecturer to serve as the College of Business representative to the University Faculty Affairs Committee (UFAC) for the Fall 2023-Spring 2026 term.
    - ii. Kristin Marsh asked if the exception would be temporary, which was confirmed.
    - iii. Jennifer Barry (UFAC member) raised concerns about a RTA appointment being asked to partake in controversial topics that UFAC sometimes is asked to address. The current COB representative on UFAC didn't see problems. Jennifer wanted to make sure the incoming COB representative was fully aware of the nature of the role, which involved discussing some precarious topics. She also expressed concern about non-tenure-track faculty being pressured to commit to service without compensation. Rachel Graefe-Anderson confirmed it would be inappropriate for any faculty member to be pressured into a committee service. She reiterated this was not a change to the handbook policy but rather a one-time exception; therefore, anytime a non-tenure-track individual is asked to fill a service role that a tenure-track faculty member normally fills, this conversation would have to recur.
    - iv. Smita Jain Oxford identified herself as the RTA candidate interested in filling the COB position on UFAC. She confirmed she was not coerced into filling this role and has been at UMW for a long time. She noted that RTAs can serve as at-large and wondered what the distinction is between at-large vote and college representative vote? Jennifer Barry replied that others who have been on the committee longer could have a more insightful answer to this question, repeating her concerns about the big

picture and a RTA individual being pushed into the position. Caitie Finlayson (Chair, UFAC) noted a broad range of perspectives on the committee is welcomed. The committee had discussed the vulnerability of representing an entire college and voting on something that the college didn't support, as a RTA member would be more vulnerable than tenured faculty. Caitie confirmed that even tenure-track faculty can still be vulnerable. She wanted the individual to be aware that UFAC deals with controversial issues and didn't want someone to feel more vulnerable.

- v. In chat, Marcel said it is important for voices of non-tenure-track faculty to be heard.
  - vi. Melissa Wells (Co-Chair, UFOC) confirmed that Smita is a willing candidate. COB requested this exemption and will elect the candidate to this position if the one-time exception is approved. This vote is also an indication of college-wide support. Melissa reiterated that UFOC was seeking a temporary exception to the handbook policy at the request of COB.
  - vii. The action item is approved with 18 yes votes.
- c. Speaking Intensive Committee Action Items (March)
- i. No discussion.
  - ii. The action items are approved with 18 yes votes.
- d. Speaking Intensive Committee Action Items (April)
- i. No discussion.
  - ii. The action items are approved with 18 yes votes.
- e. General Education Committee Action Items
- i. Marcel Rotter said he thought all courses were supposed to be 200-level (i.e., literature courses), but there are 300- and 400-level courses listed in these action items. Is this a formal rule?
  - ii. Kristin Marsh stated she is not on the Gen Ed Committee. What Marcel describes has been an informal practice, and therefore the committee should not be rejecting upper-level courses if it is not in the handbook.
  - iii. Davis Oldham stated he also is not on Gen Ed Committee. He understood there were different categories in the gen eds: the "Foundations," like quantitative reasoning, have to be 100 or 200 levels, but "Connections, like Diverse and Global Perspectives or After Mary Washington, can be any level.
  - iv. John Marsh stated he served on the Gen Ed Committee during the re-design of gen eds and confirmed the "Methods of Investigation" courses were required to be lower-level courses to be accessible to anyone regardless of major.
  - v. Debra Schleef noted this practice (which Davis Oldham and John Marsh just described) has been formalized in the Gen Ed Minutes, so it is a formal process.

- vi. Provost O'Donnell added that SACSCOC looks to see if core courses (including Methods of Investigation courses) are lower-level courses. Connections courses can be upper-level.
  - vii. Davis Oldham clarified: is the rationale that making quantitative reasoning is higher-level, with possible pre-reqs, makes completing the gen ed requirements more challenging? Provost O'Donnell confirmed this was a concern.
  - viii. The action items are approved with 18 yes votes.
- f. UCC Action Items
- i. No discussion.
  - ii. The action items are approved with 18 yes votes.
6. Note that from this point forward, the minutes reflect the order of business followed in the meeting, which differs from the original agenda. New business was addressed first. Prior to beginning new business, Rachel Graefe-Anderson wanted to make a note for the record that she made a minor adjustment to the motion from the former chair, which was not reflecting in the agenda shared on the screen. This motion is coming from Kristin Marsh on behalf of the UFC Executive Committee.
7. New Business
- a. [Motion from the Department of Modern Languages](#)
    - i. Marcel Rotter explained that unlike other subjects, high school foreign language is the only college-accepted coursework that does not have a standardized test connected to it (not counting AP, IB, etc., which UMW does accept). Because our last pre-covid class is now graduating, there is a wide variety of language experience and competency that students gained in high school during covid. MLL would like to work with the General Education Committee to solidify implementation details. Marcel also noted that Admissions may suggest that students are not coming to UMW due to language placement tests requirements, but data he gathered in 2019 indicated that students went to other schools with the same or more challenging language requirements compared to UMW. Updated data would be helpful.
    - ii. Rachel Graefe-Anderson clarified that Marcel, on behalf of MLL, asking for this motion to receive further consideration in the Gen Ed Committee in Fall 2023, which Marcel confirmed.
    - iii. Kristin Marsh asked about placement testing. Marcel confirmed everyone takes a placement test, unless they have AP or IB credit, which is automatically accepted.
    - iv. Rachel Graefe-Anderson again clarified that Marcel would like this motion to be sent to the Gen Ed Committee. Marcel affirmed, noting it was hard to get on the committee's agenda through CIM.
    - v. Eric Gable echoed Rachel's question, confirming Marcel was asking for the Gen Ed Committee to investigate data related to this motion. In the past, people were worried about this policy driving away students, and Marcel confirmed the data were anecdotal.

- vi. Rachel Graefe-Anderson updated the motion in the voting spreadsheet to reflect that the motion being passed is to send the motion to the Gen Ed Committee.
- vii. The action item is approved with 18 yes votes.
- b. Day on Democracy (Dave Stahlman, Associate Professor of Psychology)
  - i. Dave Stahlman presented a discussion of modifying the class cancellations on Election Day to include all classes. Tonia Attie, a student leader, was also present.
  - ii. He wanted UFC to revisit original deal that was made in 2019 to try to have all classes cancelled to allow all students to go to polls and/or volunteer. When Day on Democracy began, there were concerns from faculty teaching lab courses, so the original plan cancelled lecture classes but lab courses (and courses that met once a week) could continue. Dave stated these exceptions muddle the message and cause outreach to be confusing. Data indicate STEM majors are the hardest to get to the polls, and the current policy disadvantages those who have labs on Tuesday. Data suggest that a majority of students are going to polls on Election Day and need ballot access. UVA and William & Mary cancelled all courses in 2022.
  - iii. Eric Gable asked for specifics about the data Dave cited. Dave said he sent Rachel a document with data that was received beyond the deadline for distribution. He cited a study out of Tufts University about student voting, as well as a study from a nonprofit organization that he forgot the name of. He indicated that self-reported data say STEM students vote less. The Tufts study found that of those students that did vote, 38% voted in-person on Election Day, which was the largest chunk of the student voting electorate. He clarified that the nonprofit study came from Circle. Data indicated of students who did not vote, 1/5 stated they did not have time on Election Day to do so.
  - iv. Suzanne Sumner stated she has been active with Day on Democracy, and she has also heard from her science colleagues (because she is a Health, PE, & STEM representative) who express concern because they would have to cancel all labs if for the week if all classes on Election Day were cancelled. They already lose three weeks of lab due to the first week of class, fall break, Thanksgiving break, all times when labs are unable to occur. The nature of labs, which involve growing cells/cultures, makes it difficult to start/stop/delay those experiments and can add extra expenses. Dave confirmed that these concerns were raised as Day on Democracy was being developed at UMW. He validated those concerns, acknowledging that cancelling all classes would be more difficult for some faculty than others and would require careful forethought. For that reason, they are restarting these conversations now in hopes of having a revised policy in place in Fall 2024 for Presidential election.

- v. Melissa Wells asked about the data about absentee voting, the time period the data cited was collected (i.e., before, during, or after the pandemic), and how other institutions have addressed seat hour requirements credits for once-a-week courses cancelled for Election Day. Dave responded that data came from students surveyed nationwide about their participation in the 2022 midterm election. Dave did not have an answer to the question about absentee voting data. Dave and Tonia weren't sure about seat hours. Tonia explained they are currently working with VT, GMU, Shenandoah, and other institutions in VA who want to work with us to cancel classes across the Commonwealth. They are looking at majors, which students are going to polls the most, and which ones aren't showing up. Due to labs, many STEM students are missing out on opportunity to perform civic duty. Dave noted that Election Day is officially a state holiday—does that impact credit hours?
- vi. In the chat, Chris Ryder added concerns from non-science departments about classes in any department that meet only once a week.
- vii. In the chat, Jennifer Barry asked if it is institutional priorities rather than meeting specific seat hours?
- viii. Kristin Marsh expressed appreciation for the years of work on this initiative. She echoed Melissa's interest in seeing data. She requested that the policy be communicated to faculty far in advance of beginning of semester to work into syllabi. In the chat, Ian agreed that many adjuncts did not know about this policy. Dave noted communication could be strengthened, as it has inconsistently been in the academic calendar. Provost O'Donnell agreed to support Day on Democracy being regularly included in the academic calendar. In the chat, Debra Schleef confirmed it is on the academic calendar through 2027. In the chat, Kevin Caffrey noted it's on the 5 year calendar as Election Day/Day on Democracy, but without any reference to classes being cancelled.
- ix. Rachel Graefe-Anderson clarified there is additional material to be disseminated to faculty; furthermore, changes are not being approved for 2023, but being considered 2024. Rachel Graefe-Anderson suggested UAAC could further consider this request and look at data.
- x. Eric Gable noted STEM students may not be voting due to reasons other than attending labs. He wanted to know how other schools have navigated this.
  - 1. In the chat Chris Ryder echoed Eric's point that STEM students who choose not to vote are not necessarily making that choice because of a lab. Also, he thought it's a stretch to say that STEM students are missing out on their opportunity to perform their civic duty. Absentee and early voting are available.
  - 2. In the chat, John Marsh expressed concerns about once-a-week classes, particularly 8-week graduate classes. Requiring them to skip a week would almost certainly put them in breach of contact

hours and he was not comfortable asking a course to cancel 1/8th of their contact time.

- xi. Mindy Erchull recapped some notes in the chat, since Dave was logged into Zoom from his phone: concerns were being raised about once-a-week courses and 8-week courses (where cancelling one class is the equivalent of missing 1/8 of a class). Mindy asked about other commitments, like sports teams--are they not practicing? Dave confirmed that Day on Democracy did not require sports teams not to practice.
- xii. Davis Oldham: Building off chat, there is a high range of classes, not just labs, that have issues. For science labs, certification hours are an issue. His understanding is faculty don't control the calendar, but administration does (but administration values the input of the faculty). Davis noted that a policy about class cancellation should be clearly and explicitly communicated. Dave shared he also teaches lab courses and understands the concern. He noted emergency arrangements are made due to snow/ice, and we can do things asynchronously now that couldn't be done pre-covid. The original motion brought to UFC and approved in 2019 was to cancel all lecture-based classes that didn't meet once a week; therefore, he believes UFC could revise this policy as they see fit. Some faculty have ignored the policy. Davis Oldham questioned if UFC voting on something was the same thing as classes being cancelled (i.e., UFC can support classes being cancelled, but cannot cancel classes by itself). Rachel Graefe-Anderson confirmed UFC can vote on whether we support classes being cancelled or not, but it is ultimately an administrative decision.
- xiii. Ian Finlayson requested need more information. He asked if we can be sure STEM students aren't voting due to labs. Dave acknowledged this concern.
- xiv. Rachel Graefe-Anderson suggested that UFC agree to send this issue to UAAC for re-consideration. She reminded everyone that Dave wasn't asking UFC to vote today.
- xv. Kristin Marsh noted she would like more data. In the chat, Tonia Attie shared two resources:
  - 1. <https://circle.tufts.edu/latest-research/youth-2022-concerned-about-issues-neglected-campaigns>
  - 2. <https://www.campusvoteproject.org/survey-results>
- xvi. In the chat, Kevin Caffrey alerted everyone that the link to the motion is not working on the Day on Democracy page (<https://www.umwdayondemocracy.org/the-basics>) and wondered if this page should be updated in light of this conversation.
- xvii. Jenny Barry (UAAC member) said she is happy to discuss.
- xviii. Marcel Rotter (UFC Parliamentarian) noted there is no motion on the table. Rachel Graefe-Anderson suggested that the two choices were for



UFC to decide to send the issue to UAAC or to pick up this discussion at UFC in August? Several UFC members supported sending the issue to UAAC.

8. Unfinished Business

a. [Motion on behalf of the UFC Executive Committee on Recommendations from the Committee on Alternative Semesters \(J-Term\)](#)

- i. Rachel Graefe-Anderson began with overview from end of the last UFC meeting: the consensus that we wanted this issue to come before a full-faculty vote, not just a UFC vote.
- ii. Kristin Marsh clarified that she wrote this motion on behalf of the UFC Executive Committee to have something to discuss at the UFC meeting. Ample feedback was received about sending this topic to a whole-faculty vote. Kristin personally does want to see UFC vote and considered putting forward two motions: one about a UFC vote, and one about sending it to a full-faculty vote. Kristin noted that faculty can reconsider any actions taken in UFC during the past year at the final faculty meeting next week. Kristin established that she was not advocating for or against a J-term; she was simply trying to get a motion on the table to vote upon. After receiving some feedback from constituents, she considered retracting her motion to get more clarity about details. Ample discussions about this topic have taken place in UFC, and she is mindful of the balance between topic fatigue and having enough time to consider if we are in favor of a J-term or not. She would either like to move it forward or close the topic. Kristin is open to friendly revisions of the motion. Rachel confirmed that J-term has been extensively studied by the ad hoc committee, and we will not know full implementation details without making a decision.
- iii. Eric Gable did request more information. He suggested not to bring the motion about J-term to faculty in a rushed manner. The report addressed many areas but still left some key considerations unanswered. Eric has talked to a lot of faculty, and none have read these documents, meaning no one knows what J-term entails. He suggested that some faculty don't care if J-term exists because they aren't going to teach it. He stated there is very little evidence that there is any other school that is a competitor that offers a J-term, and no evidence provided that it makes money (our J term revenue from January 2021 was during an extraordinary time and therefore can't be used as a comparison). Eric expressed a need to find way to slow things down, get a better sense of what's going on, and then send the decision to an all-faculty electronic vote. He had concerns that people won't show up April 19 to vote in person, and voting online would get closer to an authentic full-faculty vote. Eric wants to vote the motion down for the following reasons: (1) we don't know if it will make extra money, and it might pull money out of the summer terms; (2) it is unclear where the money comes from—would

students be paying extra for their education?; (3) if a minority of students participate in J-term, a majority of students would experience a longer winter term, and there were concerns about students leaving UMW during a longer winter term; (4) faculty in the sciences have explained the summer is important for the nature of their work, teaching, and research; (5) 3-week courses can already fit in the existing summer term; (6) some schools have term within 4 weeks in the winter, such as UVA and William & Mary. All faculty need to be able to vote without the high-pressure situation of April 19. Eric advocated either to take the topic up again next semester or close it now.

- iv. Suzanne Sumner conveyed information from her science colleagues. They do not see the need for a J term. It will put students on the summer job market later; shorten breaks, so students probably won't choose J term and summer school; and they do not see how this will help UMW financially. The science faculty already find it hard to teach 5-week summer courses, so science faculty probably won't be able to teach a 3-week J-term. There were concerns about burnout for faculty and students. They want more data that a J-term will help UMW. The queried schools seemed to offer a J-term or summer term, but not both. Suzanne shared her personal experience: she loved teaching J-term in 2021, but was also burned out heading into the spring semester. The calendar as presented makes it hard to address issues science faculty are raising.
- v. Mindy Erchull noted the difference in voting to support the idea of a J-term and actually teaching in it. The way we have been polling faculty has been in the abstract idea of a J-term, not about if they will teach/how often they will teach. This concern has come up in CAS discussions this past week.
- vi. Melina Patterson explained William & Mary implemented a J-term this year and started 2 weeks later this year. We might be able to get feedback because they are going through it right now, but her sense is faculty are hating it. Melina's current UMW students are exhausted and burned out, and she cannot imagine having 3 more weeks of teaching at this point in the semester. She advocated for looking at places that have implemented a J-term as UMW is considering structuring it, as well as for being more creative in scheduling (i.e., would it help if classes do not have to start on a Monday?).
- vii. John Marsh thanked the committee for putting together in a thorough 33-page report that covered many concerns. The bottom of page 8/top of page 9 addressed funds raised from one time we did a J-term at UMW. The report also indicated that 62% of faculty thought J-term was a good idea. A summary of peer schools was provided on p. 15. 40% of aspirational peers have winter term, and more are adopting. John would like it to come to a vote.

- viii. Rachel Graefe-Anderson confirmed there are alternative ways to do this calendar-wise. Implementation details get us in the weeds and are not up to us. She confirmed there are a lot of concerns about how this can be implemented in ways that would be detrimental, but other faculty see opportunities for increased flexibility for faculty and students alike. If we do not allow general faculty to vote, we are taking away an opportunity for faculty to express their voices. We can discuss and collect data until the end of time and still not come to consensus. She commended the committee for their report and the research they did do.
- ix. Melina Patterson clarified she is not a voting member of UFC, but she saw a couple of different issues. Lots of faculty seemed fine with J-term because it doesn't affect them, but were not in favor of expanding winter break/starting spring term 2 weeks later. Pulling out those two things for a faculty or UFC vote might be important.
- x. In chat, Holly Schiffrin noted another issue that came up in CASFC is the support from the admin for having a J-term. It seemed like they were initially in favor and supported convening the committee, but more recently, it seems like they're recognizing significant roadblocks. If we vote in favor and the faculty does as well, is it even feasible to implement a J-term from an administrative perspective?
- xi. Christy Irish suggested calling to vote to see where we are now. The report came out a month ago, we were told to talk to our faculty. We could at least see where UFC members stand on it.
- xii. Eric Gable and John Marsh had hands raised before call to vote and were recognized to speak. Eric stated everyone he's talked to in social sciences wants it to be voted down. He agreed with Melina: if we are voting on a specific kind of J-term, 9 out of 9 departments have said to vote no. He noted that he looked at William & Mary's winter term, which is a 4-week term. We want to make sure we know what we are voting on. Shortened summer has implications for family, less time for work in the sciences, and a quality of life change. Eric indicated he would vote no in a UFC vote.
- xiii. Rachel Graefe-Anderson asked if we were voting on motion as is because there were no amendments to the original motion. Melissa Wells clarified the goal of the motion: we are voting on if we should send this to an all-faculty vote, not what UFC thinks about J-term? Rachel Graefe-Anderson confirmed. The motion passed with 10 yes votes and 8 no votes.
- xiv. The conversation turned to issues of implementing an all-faculty vote. Provost O'Donnell explained he makes the agenda for general faculty meetings, and he will figure out how to work this item of business into a meeting that asks us to honor our colleagues and vote to approve graduates. Melissa Wells noted that this issue has been difficult to assess, and will an all-faculty vote accurately represent the faculty's

perspectives? Provost O'Donnell noted that in-person votes are usually assessed by vigorosity of the voice vote, then individual voice votes if needed. He deferred to UFC Parliamentarian Marcel Rotter, who noted counting raised hands might take a while. Rachel Graefe-Anderson asked if the UFC Executive Committee could be prepared to help with counting votes. Kristin Marsh said yes, it has been done before. Debra Schleef said we can have paper ballots. Rachel Graefe-Anderson noted implementation of an all-faculty vote would need to be further discussed. Ian Finlayson asked if there would be a mechanism to vote by proxy or absentee. Mindy Erchull, as a social psychologist, said not vote by raised hands. Additionally, there has to be a quorum at meeting. Suzanne Sumner asked what the handbook says about voting. Mindy Erchull asked if there was any reason why the vote could not happen in 12 hours following meeting? This has been done in the past. All-faculty votes have also been done via Qualtrics in the past. Provost O'Donnell did not support an all-faculty vote occurring after the last general faculty meeting. In the faculty handbook, p. 228 has rules for the general faculty meeting, which must be followed. The handbook has no guidance on how to vote. Rachel Graefe-Anderson suggested reaching out to Debra Schleef and the UFC Executive Committee to discuss implementation possibilities for an all-faculty vote next week. In the Faculty Handbook, Section M.11.5 allows for secret balloting to take place upon request. Eric Gable wondered if this allowance could then open it up for electronic voting. Debra Schleef said it would be hard to do on the fly because everyone would need a device to vote. Provost O'Donnell suggested coming prepared with paper ballots, allowing time for debate on proposition, casting paper ballots, appointing a few members to count, getting to the main business of meeting (honoring retiring colleagues and voting on graduates), and allowing for proxy voting, but all of this would need to be checked against the handbook. Suzanne Sumner stated we can vote to limit debate when 2/3 of members favor that. Rachel Graefe-Anderson asked how would proxy and anonymous voting work. Marcel Rotter said proxies would have to be registered beforehand and would then receive more than 1 ballot. In the chat, Melina Patterson asked, haven't we done a virtual vote before? Debra Schleef confirmed that virtual votes have occurred in emergency situations (i.e., the pandemic) and were held before the general faculty meeting occurred. Rachel Graefe-Anderson stated we have one week and plenty of time to disseminate information about an all-faculty vote.

- b. Discuss procedures/plans for UFC officers AY 23/24
  - i. We have some new members who will be joining us next year. At least a chair needs to be selected prior to the August meeting. In August 2023, we identified a secretary and co-chair. Rachel Graefe-Anderson called for officers to go ahead and step up for next year.

- ii. Kristin Marsh is rolling off, but she wanted to say it is extremely important for the vice-chair to be selected early in their term, so they can roll up to chair the following year. Someone familiar with UFC (who has had past experience or been on UFC for 1-2 years already) is in a strong position to serve. If a chair is in their third year, the handbook does allow for them to stay on for a 4<sup>th</sup> year to serve as past chair. Kristin thanked Suzanne Sumner for agreeing to be vice-chair and Melissa Wells and Christy Irish for agreeing to be co-secretaries when no one else wanted to serve this year.
  - iii. Rachel Graefe-Anderson agreed ideally the chair is someone from this group of current UFC members. Some of the new members may be returning to UFC and could serve if they have prior experience. It is an important leadership role that needs to be filled, and there has been increased difficulty finding people to fill the position. Silence followed. Rachel Graefe-Anderson reminded everyone that there is an executive team to support, and she would be available to support as past-chair. A parliamentarian is needed as well. Marcel Rotter said he would throw in *Robert's Rules of Order* to sweeten the deal.
  - iv. Chris Ryder asked for a clarification: if we are looking at our current roster of people, are we ideally looking for someone whose term ends in 2025, so that they can serve as chair or past chair? Rachel Graefe-Anderson said this would be ideal, though members rolling off in 2024 could stay for an additional year as past chair. Chris Ryder provided a UFC roster link in the chat.
  - v. Rachel Graefe-Anderson noted she wasn't seeing any volunteers, but this has to be done before we come back in August. She won't put people on the spot during this meeting, but Kristin Marsh said she and Rachel would be inviting people to be nominated for leadership roles. Suzanne Sumner asked for all UFC members to stay on after the meeting to discuss leadership ideas.
- c. Tabled until Fall 2023 while further work is completed – UFOC report recommendations
    - i. Documentation is ongoing
9. Announcements
- a. The all faculty general meeting will be held April 19 at 4pm in Dodd Auditorium.
  - b. KM thanked RGA for the work she has done this year.
10. The meeting adjourned at 5:38.

Respectfully submitted by Melissa Wells