**UFC Minutes**

August 22, 2023

Organizational Meeting

Members in Attendance: Rachel Graefe-Anderson (Chair), Alex Dunn, Kim Kinsley, Melissa Wells, Christy Irish, Jennifer Walker, Ian Finlayson, Davis Oldham, Alex Hinsey, Holly Schiffrin, Mindy Erchull (Parliamentarian), Melina Patterson (Secretary), Kate Haffey, Michael Benson, Chris Ryder (UCC Representative), Patricia Orozco, Jonathan Levin

Guests: Rita Dunston (registrar), Kevin Caffrey (registrar), Tsung-Hsuan Yang (COB), Robert Wells (Committee Chair), Jen Magee (Committee Chair)

1. Call to Order
2. Meeting Minutes
	1. [Minutes approved from April 12, 2023](https://ufc.umw.edu/wp-content/blogs.dir/3211/files/2023/04/2023.04.12_UFC-Minutes.pdf)
3. Reports
	1. Provost Update/Comments
4. Thank you, Rachel, for serving one more year- This is unprecedented.
5. Unsustainability of institutional aide spend. President mentioned “the sinking iceberg”. When we developed model for financial aid, we originally thought it would be 6 or 7 million, but it is now costing us up to 10 million on the discount rate. This cannot continue.
6. Our current program mix is also not sustainable. We must phase out programs and invest in others. We should grow our enrollments to get above 4,000 to be a secure financial institution. The SCHEV website has five-year trends that look at number of majors and graduates. SCHEV flags those, so they are available on their website to see. We may receive greater pressure from them in the future. They are hiring a new position, so we may hear more. We are not a research institution but are a liberal arts college. This is going to be one of our best arguments. They may ask if this institution is viable. We may identify a few programs to bring them to a single degree program so all those programs would count as one.
7. Also embedded in the six-year plan is to determine what the regional needs are. We know this is K-12, as well as sitting in the middle of military bases. Dahlgren is one of these. We will be doing a search for business that may be able to meet their needs. The health sciences are also a large need in this region. As far as healthcare, we are in the 4% of the nation. We are a fast-growing region. While we are in no position to build a medical school. However, there may be collaborations with other schools that could be beneficial. We have a supply of clinical opportunities for those that do have challenges finding clinical opportunities for their students. We are looking for something modest that we can build towards to provide healthcare resources for the region. This will probably begin with a feasibility study to see what more we could do in this space.
	1. Davis Oldham, question to Tim, “What is the role of UFC in any reorganization of faculty structure. Response, we are just now gathering ideas. UFC may not have an initial role. A group may be formed after feedback and input has been gathered. Our organizational structure may not be sustainable. We need to increase enrollment to help make programs sustainable, as well as ways to raise funds. The work we can do this year is to reduce service burden on faculty. If we are doing major organizational changes, then the goal will be for those decision to be made this semester. We would then have work to do around the organizational structure.
	2. Jonathan Levin, question to Tim, “There is concern about the 25% rule of credits after Gen Eds. One question is do you worry about existing programs that have been grandfathered in. Also, will new programs have to comply with that rule. Tim, yes, SCHEV will want to know if we are doing that. For example, we are working with that on Data Science currently. This is regarding page 25 of SCHEV program approval (available via Google). Recommendation is to write down rational on how we are meeting that. We can have a degree in “biology” with a major in something else. The language on the website and catalogue matter. In essence, we will have to stay tuned to see how this plays out.
8. Introductions

 Rachel amended agenda to include introductions of UFC members. Each member said name and department or college.

1. Unfinished Business
2. UFC Officers
	1. Chair
		1. Rachel Graefe-Anderson- Vote- All in favor
	2. Vice-Chair
		1. Nomination: Davis Oldham-Vote-All in favor
	3. Parliamentarian
		1. Nomination: Mindy Erchull-Vote-All in favor
	4. Secretary
		1. Mindy Erchull- we can’t move forward until we have an executive committee, and we cannot leave the meeting until we do.
		2. Executive meeting does have extra meetings to attend. These are not mandatory if you need to miss one.
		3. Melina Patterson has self-nominated. Vote- All in favor

VI. University Committee Action Items

 A. Emergency Distance and Blended Learning Approvals- Fall 2023

 1. Acct 101-Fall 2023 Emergency (one time only)

 2. SOCG 352- Fall 2023 Emergency (one time only)

 3. EDUC 02XMC

 4. EDUC 02WMC

 5. EDUC 02NMC

 6. EDUC 02OMC

 Rachel-Motion to cluster the vote-All in favor.

 Rachel- Motion to approve- All in favor.

VII. New Business

1. Update on documentation process, organizational structure, and streamlining faculty governance.
	1. Rachel- we discussed adding documentation to UFC website. Rachel shared image of Google document where she has outlined communication protocols and responsibilities.
		1. Meeting reminder and draft agenda will be sent out 2 weeks before meeting.
		2. An outline of communication continues.
		3. An outline of action items and motions
		4. Description of UFC Executive Committee
			1. Added summary of additional meetings that are required of UFC Executive Committee
		5. Rachel will send the Google link after today’s meeting. Please feel free to make comments, etc. It is not currently a public document. These would be living documents that is up on the website. This should benefit UFC members, as well as the rest of the faculty.
			1. Melissa Wells- The current calendar shows 2 weeks in advance. UFC members need the agenda in advance to be able to discuss items with faculty meetings. The calendar is posted on the UFC page (as well as provost page).
			2. Melissa Wells- it is important to note that committees only have 1 week in that they can meet. This is important to get out. Rachel will communicate with the committee chairs that this is the case.
			3. If materials are not turned in on time, the chair has final say on what goes on the agenda. The most critical are faculty handbook changes and curriculum changes.
			4. Davis Oldham- Should we change the handbook? We should revisit the handbook and what it says so we do not get pushback.
	2. Review of Committee Rosters
		1. All are populated and have chairs, etc. Rachel will send them out.
	3. Review meeting schedule and curriculum process
		1. We are waiting on college curriculum chairs.
		2. UFC also needs a nomination for UCC. Chris Ryder has nominated himself. (In addition, Rachel will follow up with Marcel and see if he is representing on Faculty Senate for VA)
			1. UCC Representative vote- All in favor
		3. Current Process
			1. Approval from college level committee, Approval from college, Approval from UCC, Approval from UFC- This is the process for next year.
			2. To make catalogue for next year, it needs to be approved at college level by October (or November if UCC meets in December.)
			3. Rachel will be asking UCC for recommendations on how this process could be changed.
			4. Kevin Caffery- Significant program changes have an earlier deadline of October.
	4. Meeting modality
		1. Rachel feels that the climate is different in an in-person meeting. However, more people can come over Zoom, etc.
			1. Christy/Mindy- People need to be informed by February of the meeting modality for the next year if possible.
			2. Rachel proposes having one meeting each semester in person.
			3. Johnathan communicated his support for in-person meetings.
			4. Jennifer Walker- discussed that being able to attend as a non-UFC member was very valuable.
			5. Mindy Erchull- UFC meetings are business meeting atmosphere, not a social committee.
			6. Melissa Wells- proposes we do 50% for meetings this year. This means that Octobers’ meeting would be in person, as well as January and March. Every meeting will start at 4 regardless of the modality.
				1. Rachel will ask Tim to update the modality on the provost page of these meetings.
				2. Melissa Wells is reserving rooms in 25Live for these meetings.

VIII. Announcements

 Melina asked if we could have conversations around reorganization.

IV. Adjournment

Minutes prepared by Christy Irish