**UFS Agenda**draft 2/23/18 **Meeting: 7 March 2018   
Bogomolny Room – Student Center  
Lunch served at 11:30**

**Meeting at 12:00-2:00**

Attn: JC Weiss(President/MSB), Stephanie Gibson(VP/CAS), Stephen “Mike” Kiel(Secretary/Libraries), Kathryn Summers (CAS), Rajesh Mirani(MSB), David Lingelbach(MSB), Michael Hayes(Law), Cassandra Havard(Law), Mortimer Sellers(Law), Ben Wright(CPA), Jeffrey Ian Ross(CAP), Tara Richards(CPA), Irv Brown(Adjunct Advisory Council), Julie Simon(CUSF), Darlene Smith(Provost), Kurt Schmoke(President)

Guest: Beth Amyot(CFO), Catherine Anderson(Provost Office), Fiona Glade(Provost Office), Candace Caraco(Provost Office), Nicole Marano(Provost Office), Karen Karmiol(Provost Office), Paul Moniodis(IR), Dave Riggin(OTS), Victoria Reed(EMM), Mark Jacque(EMM), Natalie Herring(EMM), Marilyn Oblak(MSB), Danielle Giles(MSB), Haitham Alkhateeb(CAS), Sharon Glazer(CAS), Jeffrey Sawyer(CAS), Terese Thonus(CAS), Mary Maher(HR), Sally Reed(HR), Neb Sertsu(FMCP), John Chapin(Langsdale), Monique Clark(Langsdale), Laurie Harow(Staff Senate)

Please note that documents marked [Sakai] are (or will be) posted on the UFS Sakai Site. We ask, of course, that everyone prepare for the meeting adequately with thoughts ready on agenda items and also that we do our best to be as brief as possible in our comments so as to respect everyone’s right to speak. Naturally communication outside of the meeting is encouraged to make each of us better prepared. The UFS, at the discretion of the Executive Committee reserves the right to schedule a follow up meeting one week hence, 3/14/18, to complete discussions and actions of agenda items not addressed at this meeting.

1. **Logistical items**
   1. Approval of minutes from February 2017. [Sakai]
   2. Approval of March 7, 2018 agenda [Sakai]
2. **President report** 
   1. Coalition update - The governor has made a settlement offer but there has been no response so far.
   2. General Assembly Update – So far there is nothing that significantly impacts the University to report. Public affairs students recently went down for an evening program which gave good exposure to the University.
   3. BOR update and FY19 tuition increase – The Board has approved a 2% tuition increase and that’s is what is modeled in the budget plans.
   4. BOR awards - Congratulations to Andrea Cantora for public service and John Bessler for scholarship. The awards ceremony takes place in April.

In response to a recent Department of Justice settlement announced that stems from a complaint in 2013 the President noted the University is committed to ensuring that similar cases do not occur in the future, and we will make sure that HR is involved appropriately. A brief statement distributed at the meeting is available in Sakai.

1. **A&F** **update**

The CFO gave an overview of documents available on a new portal launched to provide authoritative budget information and serve as a communication tool. The portal is internal and faculty are encouraged to use it to ask questions of leadership. Two documents were distributed and available in Sakai.  
  
The first document presents and update on the budget and was part of the townhall. The University is on track for the FY19 plan discussed using 1.5mil in reserved while in FY20, there are additional needs for savings. Various savings initiatives are identifies as methods of closing the budget gap. Each initiative will have a manager who develops a project plan which includes communication steps. Every month there will be a progress report that is filed on the portal.

Q – How do we know these 10 things will save this amount of money? And which give the biggest savings? A – There are numbers for the top group that will be added, #1 and #6 will likely generate the most savings. Specific amounts have not been identified for later initiatives, though there is an overall target.   
Q - What are the current reserves? A - In the neighborhood of 11-13 mil for the operating budget. There are separate capital reserves, which are committed but not yet spent. It was noted that the way the system reports reserves can be confusing and that a more thorough discussion could be had at a later date.  
  
The second document focused on revenues. In terms of tuition and fees is 64mil with financial aid being 10, for a net tuition of 54. This does not include tuition waivers for employees, including GAs, as these are accounted for as benefits. Our second biggest source of revenue is state appropriation. Auxiliary is 8% of the total and includes student fees but also bookstore commissions and other sales. “Other” includes overhead from grants which is shown in more detail on the reverse side and which has been growing. A revenue plan is being developed that will focus on a limited number of high potential ideas in concert with the strategic plan.   
  
There was a discussion of how the University might monetize its real estate more effectively by potentially leasing or developing some of the spaces further from the core of the campus as well as leveraging the Learning Commons after the Langsdale renovation. The University is also working with system to potentially renovate the Academic Center in 2023.   
  
**Provost** **report**

* 1. CELTT and Online faculty advisory committees - The advisory committee has been officially convened, with the agreed upon structure reporting to the Academic Support Committee. The first meeting will take place on March 8th, 2018.
  2. Program prioritization timelines – The deans met with the provost earlier this week as part of conversation about ways to enhance or update curriculum. Each division is continuing their internal dialogue and the effort if moving forward with a timeline that is more deliberative.
  3. Evening class schedule – The president has asked that the University examine its late night schedule, specifically the 815-1045 courses, given concerns about safety. Deans have been asked to consult with their faculty about various alternatives.   
       
     Some have been exploring potentially using hybrid classes which might mean courses would end at 9:45, but administration is not prescribing a solution or suggesting complete elimination of these courses. Some schools already end earlier or have slowly been ceasing to offer courses that run this late, specifically MSB and Law. Each program and school should look at this issue individually.  
       
     Discussion: Has there been any study about implications for program completion?   
     A – The business school, which has eliminated these classes has not studied this but strongly suspects that increasingly demand has shifted to online from evening, blunting any impact. Other programs and faculty noted a difficulty with limited lab space. This has had implications for both scheduling and staffing. More lab space might be potentially helpful, but would require more faculty  
       
     Q - Could we create a survey to determine student preferences? Administration is looking to replicate a survey for everyone that has been used by some CAS faculty. Faculty noted that this could provide valuable data, many anecdotes were shared expressing the needs of different student groups.
  4. Sabbatical and P&T update - There were 11 sabbatical requests, all of which have been approved. In addition there were 11 P&T recommendations this year, which will be sent to the President today.
  5. MSB program actions  
     Numerous recommendations were made to the UFS by the business school regarding modifications to various programs. All were approved unanimously:  
     Discontinuing the MS in global leadership and MS in innovation management, as well as associated certificates. Both were suspended previously. [Action 18-12]  
     Suspending the BS/BA in accounting - Ultimately this would be replaced with BS after MHEC approval and completion of a teach out plan. [Action 18-13]   
     Suspension of the BS in Real estate - This has not had many students, and MSB would like to suspend it and make it a concentration in real estate as part of a degree program. [Action 18-14]  
     Elimination of a post baccalaureate certification in forensic accounting –Instead a business valuation certificate will be offered, pending approval. Approved Unanimously [Action 18-15]

1. **Marketing and enrollment**
   1. New ad campaign / branding timeline

Internal training on the new brand will begin next week and a launch will occur the morning of March 29th with a webcast. The full launch will take much of the year as we roll out our messaging to different audiences.

* 1. Enrollment Update - A slide show was presented which is available in Sakai showing current enrollment trends and forecasts. Some highlights include:  
      - Strong performance in new students and a significant over performance in grad students. There was a focus on graduate advertising which paid off.   
      - A decline in total enrollments in MSB and CAS, but a positive result in terms of new transfers. The bulks of transfers come from community colleges, but there was a decline in transfers from CCBC.  
     - A continued decline in law school enrollments.   
      - In the fall the most likely and best case scenarios are not based on aggressive assumptions. The budget numbers that were presented by the CFO are based on the most likely case.
  2. New scholarship strategy – A slide show was presented which is available in Sakai. Some highlights include:  
     - We would like to award 50% of the freshmen folks  
     - Model gives better scholarship based on GPAs, rather than test scores, as these students are more likely to be retained. This shift to a focus on GPA also applies to students transferring with an AA.  
     - Instead of rewarding INTENT to enroll… we can now reward actual enrollment by earlier calendar dates.  
      - Graduate students following a model similar to the law school. Try to offset out state tuition for the first year. This should help programs like writing and psychology to pull from out of state. A renewable award linked to GPA and early registration.

Discussion: At the graduate level we are sometimes competing. How can faculty ask for money in relation to specific students? A – Enrollment plans to sit down with individual programs to discuss this issue moving forward. Faculty are encouraged to reach out as there is the possibility for this kind of negotiation.

1. **UFS President’s report** **& discussion**
   1. Mission statement approval (MHEC timeline)
   2. Bylaws committee – The bylaws committee has met and is looking at other schools bylaws. The have also developed and initial list of areas to work on. If faculty have thoughts they should be sent to JC.
   3. BOR awards nominations – Please submit nominees, UB has an excellent track record with these awards but the process is lengthy and applicants need time to assemble their materials.
2. **Committee** **reports/actions**
   1. Gen Ed Council

The Council brought forward a policy defining Capstones and presenting an assessment plan for them. Approved Unanimously [Action 18-16]  
In addition, the GEC has been exploring Staighterline transfer equivalencies and proceeding with their assessment plan for a report by the end of the year. Lastly the Council has been discussing what to do with a surviving group of courses from the old GenEd architecture.

* 1. APC - 5 policies were brought forward, mostly straightforward compliance issues.

1. Financial Disclosure policy – Defining $5000 stakes as a “substantial conflict” and describing reporting requirements and procedures  
   Approved Unanimously [Action 18-17]
2. Enrollment outside a students’ degree program – Ensures federal aid is put towards completion. Approved Unanimously [Action 18-18]
3. FA – Defines FA university wide at 20% of the semester, though other policies can be specified in syllabi. Faculty must note the last date of attendance. Approved Unanimously [Action 18-19]
4. Roster Accuracy – Faculty verification of student participation in course at the end of drop/add. This policy will be discussed again at the next meeting. There was concern expressed by some faculty about the difficulty or burden of verifying this information and attendance generally. If possible a demo will be presented showing what faculty would be asked to do in Peoplesoft.
5. Math exemption policy – Converting pilot programs into a formal policy outlining foundational mathematics exemptions

Approved Unanimously [Action 18-20]

A number of items are being referred to the APC – transitional terminal leave, graduate dismissal, and graduate clemency as per the UFS vice-president’s email

1. **Items for CUSF** **/ CUSF update** and the **College/School** updates (time permitting)

**There was not sufficient time for these items.**

**Important upcoming dates**

* Spring Commencement: May 23, 2018
* UFS 2017-18 meeting dates:
  + 3/7/18
  + 4/4/18
  + 5/2/18