**UFS Minutes**

**August 19, 2020**

**Consent Agenda**

*Logistical Items*

May 2020 minutes *approved without amendment, corrections or edits (9/16 yes)*

Introductions:

Catherine Anderson – Catherine shared that she has 30 years’ experience at Gallaudet as a program director, dean, Associate Provost, and Chief Enrollment officer. At UB she was engaged to work on middle states assessment, strategic planning. She has been responsible for the administration of the Shady Grove campus, general education, and other areas with Candace Caraco. What you can expect from Catherine:

1. Collaborative administrator

2. Looking for the viability of the institution and taking it to its best. However, tough decisions will be made together

3. I will be mindful of climate and culture. In the past, I have witnessed unkind behavior. We must commit to a culture of caring, kindness and making decisions on what is best for the institution, not based on personal views.

Catherine thanked everyone who has worked so heroically this summer – faculty, staff, OTS, financial aid, etc.

Mike Kiel – introduced self. Mike has been at UB for 10 years as librarian and now newly elected President of UFS. My hopes for this year:

1. try to establish better communication and feedback with administration

2. Build comradery across faculty and University

3. better processes and structures for our committees in faculty senate and university wide

4. build a culture of civility – even if passionate about a position we can agree or disagree respectfully.

5. These meetings are open to entire university

Mike – BOR listening sessions – be specific in your comments – cutoff date is Labor Day

Use raise hand icon to be recognized

Secretary duties will be split – between two people

*Information Items*

* Military Deployment Policy *(1 document) –*
* BOR Taskforce Charge and Summary of Feedback Options *(2 documents)*
* Enrollment Update (1 document)
* CUSF Spring Newsletter *(1 document)*

**Action items**

* SGA’s Rainbow Cross Walk *(1 document)*

Kristen Eyssell – moved to endorse the project

Discussion:

Question about location of this project. General support for this project that will bring awareness to our community

Aaron Wachhaus – Seconded motion to endorse

**VOTE**: passed – unanimously. The SGA’s Rainbow Cross Walk is endorsed by UFS

Mike will get additional information on exact location of the project. **[Action 21-01]**

**Strategic discussion Items**

* **Committees**

UFS Committees - What do we want them to do this year?

* + - APC Assignments as an example to work on online proctoring, course Definitions *(1 document)*

Mike – we need to charge UFS committees – What could these committees do this Academic Year. For example, the Grad Council could work on how to better prepare graduate students. Discuss other committee work as well for the year.

Suggestions:

We need to hear from the committees as to what they want to do

Take inventory of what they already have on the plate

Consider night classes and what times to offer (best for our students) Not sure which committee should handle it – I know it’s been with University Facilities committee. Neb confirmed facilities committee was doing campus master planning, trying to understand how to best use classroom space. Facilities Committee has data reflecting inventory of spaces on campus and willing to provide the data to the appropriate committee. Candace Caraco commented that inventory and scheduling of classrooms is done by Brenda Der and Mark Jacques. There is competition for specialized labs. The longer-term question is how many courses will remain online and hybrid after this Covid-19 challenge.

It was also suggested that there should be yearend reports from each committee reflecting the work and what summary of what has been accomplished.

Regarding online courses, the Provost stated that discussions have started with deans. It was suggested that Chairs, EDs and program directors be included in those discussions.

Greg Walsh (UFS V.P.) will visit committees to determine status of work assigned.

* **Academic Integrity Procedures and Student Code of Conduct**  
  ***(2 documents)***

APC provided some input – AAG office required UB to make certain changes (delete resolution by agreement). Office of student services has a report of cases (scrubbed of identifying information)

Serious concerns with the policy as rewritten were expressed. CAS drafted memo regarding issues with policy as written. There are serious concerns about the policy.

CAS will get comments in asap

As for Code of Conduct – there are many potential violations (student v. professor, student v. student, student v. staff). Code as written has many issues.

Motion: for extension of comment period for Code of Conduct additional 30 days

2nd – Greg Walsh

Discussion:

Discussion: Is a downside for extension? Candace Caraco commented that extension would mean that existing policy will apply and UB will continue to be “out of compliance. Candace was asked to expand on objections by OAG – response: issues with existing UB policy. It was suggested that if there is no harm in extending the comment period, extend the time for submission of comments – let’s get it right.

Nicole Marano stated over 1 year ago Office of Student Support was tasked with reviewing student conduct and academic integrity policies. There were concerns expressed by OAG and edits to the UB policy were sent by OAG to UB – edits were not made. Office of Student Support reviewed best practices. Chairs council asked that faculty be involved on the committee to review the policies and each college, as well as the library were represented. At this point, having the comment period extended by 30 days is “worrisome.” Suggested extension of 2 weeks instead of 30 days.

It was commented that faculty was included at the end of the process when the policy was already at completion and only after Chairs Council lobbied to have faculty input. As such, faculty on the committee had little opportunity to provide input.

David Lingelbach – thank you CAS colleagues for drafting the memo for student conduct

Personally, aware of incidents – what comes out of this process must address all situations.

Julie Simon noted that CUSF is finalizing USM its academic integrity policy.

Kristen Eyssell asked whether UFS can pass integrity policy without passing the student conduct policy and suggested a friendly amendment to extend comment period by 2 weeks as opposed to 30 days.

**VOTE**: Friendly amendment accepted. Vote extending comment period for student conduct policy to 2 weeks passed. New date for submission: September 4, 2020 **[Action 21-02]**

* **Budget matters following up from Town Hall *(2 documents)***
  + Final status for 19-20
  + Appropriations from the State
  + Structural Deficit and Narrative submitted to system

Enrollment discussion

Question posed: exactly what is a reasonable enrollment number?

Beth Amyot commented Law school enrollments are submitted by law school. Rest of university enrollments are forecast by Office of Institutional Research

I will offer that because of something new introduced into budget – “risk adjustment factor” i.e. calculation if enrollment goals are not met, risk adjustment has been built in if enrollment goals are not met.

Question: What is the contingency you have in place

Beth Amyot– there is a contingency of 2.2 million

Question: what is enrollment shortfall assumption?

Beth Amyot - based on assumption – we were short by 2.3 million in tuition revenue. Total enrollment goal was 4232 – forecast as of last Monday, achieved 3901 enrollments (shortfall of 301). The contingency will come close to covering the shortfall. Enrollment shortfall – 2.3 million for the year, contingency will cover the enrollment shortfall.

Question – is there high confidence that 3901 student enrollments will be met for the fall 2020? Beth Amyot deferred to Carol Descak.

Carol Descak commented that students are late comers. Currently, new and returning enrollments are at 3957 (90% of goal for returning) Reported that CAS and CPA are at goal or on target. MSB is worrisome for enrollment numbers. Challenge is why the graduate students are not registering. UB continues to get applications through enrollment period. Difficult to say where we will be with new students. As for transfer students - CPA – doing well, CAS – doing well, MSB short of goal. Freshman program – goal was 92, upper 70s projected for fall 2020. Enrollment Management has increased marketing efforts, and other strategies in process. UFS will continue or revisit budget and enrollment at the next meeting

Roger Hartley commented that graduate scholarships – once implemented in June 2020 are driving enrollments. The Baltimore Scholars program has increased enrollments. Also, some programs start later than other so there is opportunity for late starting programs so there should be a focus on recruiting for those programs.

Discussions will continue at next meeting.

Questions:

What is anticipated structural deficit? Beth Amyot responded 10-11 million dollars.

What is plan to address the structural deficit?

Beth Amyot: Plan for this year for UB – similar to what other USM schools are doing. Can’t fix structural deficit this year because of situation. Strategies include hiring and travel freezes. Idea is to manage with cash savings – when there are vacancies they don’t get filled. That will give UB time to make longer term decisions that will be informed by BOR task force recommendations. Non-traditional approach only for this year – to offset deficits – debt service payment can be paid from plant fund balance, can use reserves to cover costs if needed, CARES funds. Plan is to manage with cash this year to find ways to reduce next year – that means spending reductions – align administrative and academic resources with the anticipated student body.

Clarify for us where are obvious places where changes need to be made (where are we losing all these numbers?)

Beth Amyot responded: my preference is to set aside time to have that conversation. I’m willing to answer, but really need time to have a full discussion

Comment: need to have this discussion sooner than later.

Catherine Anderson suggested formulating questions. We have to dig into data – cannot use snapshots in time. Comment: To Catherine Anderson’s point, reducing structural deficit translates to cutting people. Other universities have moved forward in other ways (announced draconian pay cuts from faculty – highest administrators). There is no easy answer – because there are so many factors involved – even unprofitable programs drive margins (make money).

Mike Kiel stated that he supports the suggestion to have the discussion, but what should not happen is discussion about cutting people.

Question: Some of info shared by Beth – is there a reason we did not hear this information sooner given UFS has asked on many occasions and over a long period of time.

Beth Amyot responded that carving out time to provide meaningful information – takes time. There is no reluctance to provide the information – it is having the time to convert transactional financial information to an informational format. This has been an unusually busy time during the summer, creating new procedures, governmental requests, Covid-19 compliance, etc. Simply have not had the time to provide the data in an informational format.

**Communication with and from the Administration**

What would we like to see in an all virtual environment?

Mike Kiel asked: what works well, what doesn’t work?

Comments: there are multiple paths for distributing information. Posting information in one location, one time is a mistake. Sharing of information should be dynamic. Perhaps a central repository to decrease number of emails.

Comment: There is a difference between listening and hearing. What we have not seen is hearing – one example – yesterday on BOR listening session a colleague (one of top branding experts) expressed that he has never been heard. Communication is about governance, we need to be heard and you have to act upon the ideas put forward.

Catherine Anderson: asks that we think about what we want to accomplish and not so much time in getting to the “finish line.”

What makes faculty feel heard?

UB has smart people around the campus that can-do things for the university rather than looking outside the university. Use the expertise here.

UFS unclear on how comments that are submitted are used – for example - how did faculty comments change the code of conduct?

Catherine Anderson: Use faculty representation on committees – ask them are they being heard? Faculty representative should be reporting to constituencies – which can further inform the conversation.

At times our comments/faculty representation – is “pro forma”

As for using our expertise, don’t want students/faculty to do free work.

Involve faculty ab initio on committees and processes.

Introduction of President Schmoke

Kurt Schmoke: Welcome everyone – we have decided internally to use experts in our community. Thank you for working hard to adjust to going online – working on library, operational changes as a result of going online. Thank for reaching out to returners – I trust we will meet our goals. BOR report will be the subject of a lot of conversation (report is due Sept. 30, 2020). My sense is that they will say something significant. What can be done short term and long range. How UB is viewed in the USM. The BOR Report will inform decisions for this academic year. Have to wait and see what is in the report.

Meeting adjourned at 1:56 p.m.