**UFS Minutes**

**Meeting: August 17, 2022**

**Attendees:**  Stephen "Mike" Kiel (UFS President), Kristen Eyssell, Joseph Adler, Bill Carter, Jeffrey Ross, Michael Frederick, Mortimer Sellers, Tina DiFranco, Kurt Schmoke, Catherine Andersen, David Bobart, Barbara Aughenbaugh, Mason Paris, Constance Harris, J.C. Weiss, Kathea Smith, Christine Spencer, Phillip Korb, Suzanne Tabor, Karen Karmiol, Laura Wilson-Gentry, Brian Winsor, Julie Simon, Mark Jacque, Alan Weisman, Sally Farley, Candace Caraco, Jeffrey Hutson, David Lingelbach, Roxie M. Shabazz, Katie Kronick, Michael Shochet, Dave Patschke, Ivan Sascha Sheehan, Vineda Myers, Alicia Campbell, Robert Knowles, Jim Campbell, Shelly Clay-Robison, Seyed Mohammadi, Tony DuLaney, Bill Schnirel, Roger Hartley, Nicole Marano, Paul N Moniodis, Magui Cardona, Lorenda Naylor, Roger Hartley, Lakeisha Mathews, Sarah Gilchrist, Sarah Lausch, Wolf Pecher

The Meeting was called to order at noon

***Logistical Items***

The agenda and minutes (meeting on May 11, 2022) were approved.

***Information Items and Announcement***

***Honors Update***

The senate was informed that with more than 60 students this year UBalt has the largest group of honor students. The senate was further informed that soon a call for proposals for interdisciplinary courses for honor students will be sent out.

***Updates and Reminders from Human Resources***

Human Resources reminded the senate that this year the salary of academic faculty with a 9.5-month contract will be spread over 27 pay periods instead of 26, which results in lower bi-weekly pay.

Human Resources prepared a list of hires and departures. 10 new faculty were not yet on the list. The list will be posted on the UFS SharePoint site.

It was announced that a Town hall meeting is scheduled to discuss the transition to Workday.

***LMS Review***

Constance Harris (Director of Online Learning) reported that UBalt chose Canvas to replace Sakai. The new LMS will be fully implemented in fall 2023. The implementation and migration from Sakai to Canvas will be coordinated with OTS with the help of K16 Solutions. K16 Solutions is a company specialized on LMS platform migrations.

In the fall CELTT Canvas Faculty Fellows will be selected who will develop and teach pilot courses in spring 2023. Furthermore, workshops for faculty will be offered in spring 2023.

***Bee-Flex, Use of The Post Office Site***

Senate President Mike Kiel informed the senate that updates on Bee-Flex and the use of the Post Office site are posted on the UFS SharePoint site.

***CAS Internal Reorganization***

Kristen Eysell (Senate Vise president) reported that the College of Arts and Sciences moved from a 4 division model to a one division model.

***COVID Policy on the Website***

It was brought to the senate's attention that the language in regard to COVID policies at UBalt appears opaque. It was suggested that to clarify that CDC guidelines were followed.

**Action Items**

***Charges to the Academic Policy Committee (APC)***

The APC was charged to evaluate changes to admission processes and standards.

***Charges to the General Education Council GEC)***

The GEC was charged to develop an assessment plan.

***Honorary Degree Process***

Candace Caraco (Associate Provost) informed the senate that the USM calls for each institution to establish procedures for recommending candidates for honorary degrees. At UBalt, to date, the UFS was included in the review of honorary degree nominations, but the process of how nominations came forward was not formalized. A memo was presented that aimed at clarifying the nomination and review process.

Concerns were raised that, since this is a degree, students and staff should not be allowed to put forward nominations. Furthermore, 150 words may not be enough to provide evidence of the nominee to qualify for an honorary degree. It was suggested to ask for at least 500 words. The question was also raised whether more than one candidate could be considered in a year. Candace Caraco informed the senate that nominations were valid for 5 years. It was further suggested to be more specific on how the vetting process would be done, and whether it should include a background check. Candace Caraco raised the concern that a proper background check may not be possible without consent.

The senate moved and approved a motion to revise the proposal.

**Discussion Items**

***Update on ongoing University Activities and Campus Presence***

*Refresh Campus Initiative*

The senate was informed that over the summer facilities has continued to improve the campus. Projects are planned to be finished by August 31 or at the end of the term.

*Post Office*

A request for proposals was issued at the end of July. The deadline for proposals is September 16, 2022. 8 or 9 major developers voiced interest. Steve Cassard, former vice president for facilities management at UBalt, is an advisor for the process. It is anticipated that a decision on the future of the post office site can be made by the end of the year.

*Academic Affairs*

Interim Provost Catherine Andersen informed the senate that 550 high school students were on campus through different high school programs.

She also informed the senate that Middle State’s Mid-Point Peer Review is this year. The next full evaluation is scheduled for the academic year 2025/26.

The senate was also informed that UBalt is hosting a virtual Welcome Back event on August 30. Furthermore, on August 30, UBalt is hosting a welcome back picnic on the Gordon Plaza.

The concern was raised from the senate floor that UBalt does not seem to have a proper convocation where the president would have the opportunity to communicate their vision and plan for the academic year.

It was further pointed out that one of the roles of the senate is to work in close relationship with academic planning.

***UFS Goals for the Year***

Senate President Mike Kiel reminded the senate that , as of this year, the Vice President is also the President-elect.

He suggested the following priorities for this academic year:

1. Gain a basic understanding on enrollment and marketing, and discuss how faculty can help.
2. Discuss how to improve ways to mitigate burn out and other health related issues.
3. Continue the discussion on the identity and future vision of UBalt.

***Academic and Finance (A&F) Organizational Changes***

Barbara Aughenbaugh (CFO & VP Business Affairs) discussed her responsibilities with the senate. The following units report to her: Auxiliary Enterprises, the Office of the Bursar, Financial Operations, and the Offices of the Comptroller, Procurement and University Budget. In addition to financially managing the operating budget, immediate priorities of her office include the transition and implementation of Workday, continue to evaluate real estate opportunities, replacement of the bee card system, development of the fiscal year 2024 budget, filling critical vacancies and improve the tool/system used by the Bursar’s office for student account inquiries.

David Bobart (CIO & VP Admin & Technology) presented a brief overview over his responsibilities which include oversight of the Offices of Technology Services and Shared Services, as well as Facilities and Operations, Capital Construction and Planning, Campus Safety and Security, UMB Policing Relationship, Enterprise, and Crisis Risk Managements. He also discussed his immediate priorities which include filling vacancies, ensuring that the campus is prepared in regard to facilities, and finalizing the LMS review. and develop a FY 2023 technology replacement plan.

When asked about current vacant positions, 2 positions were not filled in the budget office and 5 positions were open in OTS.

***Enrollment -- Articulation Agreements and Collaborations***

Roxie Shabazz (VP for Enrollment) informed the senate that the dual admission partnership with CCBC started in Fall 2022. The partnership is cohort based and participants of this program will start CCBC this fall (2022) and, after completion of their Associate of Arts or Associate of Science degree at CCBC will continue at UBalt in Fall 2024. As participants in this program students will have many additional benefits, including access to UBalt facilities and the Robert L. Bogomolny Library.

It was asked whether this program is unique between UBalt and CCBC. President Schmoke informed the senate that several Colleges and University are participating in the dual admission partnership.

The meeting was adjourned at 2 PM.