**University of Baltimore – University Faculty Senate**

Meeting Minutes: April 1, 2015

Version generated Catherine J. 4/1/15

Version edited Dan Gerlowski 4/8/15

Attendance

**Present:** Dan Gerlowski (MSB – UFS President), Stephanie Gibson (CAS), Catherine Johnson (Library – UFS Vice President), Heather Pfeifer (CPA), Julie Simon (CAS- CUSF), J.C. Weiss (MSB), Patria Julnes (CPA- CUSF), George Julnes (CPA), Dennis Pitta (MSB), Kurt Schmoke (UB President), Jose Anderson (Law), Colin Starger (Law), Dick Bucher (Adjunct Faculty), Sam Brown (CPA), Haitham Alkhateeb (CAS for Kemp)

**Absent:** Cassandra Havard (Law), Bridget Blodgett (CAS), Stan Kemp (CAS – UFS secretary), Joseph Wood (UB Provost)

**Guests, included:** Harry Schuckel, Barbara Aughenbaugh, David Wagner, Paul Moniodis, Paul Walsh, Greg Walsh, Darlene Smith, Catherine Andersen, Ed Gibson, Alicia Campbell, Michael Driscoll, Laura Bryan, Frank LePage, Sandy Hill, Nicole Marano

1. Logistical and Necessary Items
   1. Approval of minutes from March 2015
      1. Approved unanimously
   2. Approval of April 1, 2015 agenda
      1. Approved Unanimously
2. President’s Update
   1. Enrollment Prospects – Fall 2015
      1. Model that we are using projects the enrollment to be 6439. More detailed information available and will be forwarded (included ex post in UFS Agenda)
   2. Budgetary Prospects – Current and Next Fiscal Year
      1. Implementation of current “cuts” and cuts for next fiscal year
         1. Had to cut by about 1.35m for the current fiscal year
         2. Able to do so without mid-year tuition increase
         3. All units shared in the reductions
         4. Cuts to the base as well as cash cuts
         5. Only 2 vacant staff positions were permanently cut
         6. Hiring freeze continues
         7. COLA has been restored by the general assembly but is not a “done deal” as of yet
         8. Cuts for fy16 do not appear to be as significant as previously believed
         9. 245K is UB’s portion of the cut assigned to USM
         10. State is shifting some fringe benefit cost to the universities
         11. Requesting moratorium on centrally funded re-classifications and promotions
         12. **Awaiting a better phrasing of the technical and budgetary terms used in this listing. J.C. Weiss has agreed to volunteer to do this**. .
      2. Process for input/consultation on budget developments.
         1. President will respond to letter from UFS in writing. Regarding discussion of part of letter relating to “administrative bloat” there are 3 things noted.
            1. Harry Schuckel distributed data on employment by division at UB for UFS to consider.
            2. President Schmoke and Harry Schuckel discussed how important it is that we all use the same data on which to draw conclusions about budgetary actions.
            3. President Schmoke remarked that the comparisons currently and in the past offered with other USM Institutions are surprising, but nobody at system has ever informed him that UB was far from any standard regarding any of the data presented.
   3. SEPSC Report
      1. Very clear that this document should be viewed as the first step. Requesting a follow-up working group be convened to explore further. Item appears later in agenda by UFS.
3. Provost’s Update
   1. Provost Wood away on University Business, Catherine Andersen filled in
   2. The Middle States visit was rescheduled due to snow and will take place **not sure what date**. **– Catherine A. contacted for verification.**
   3. Professors Lisa Stickney and Tara Richards have kindly agreed to serve on the Title IX Planning and Implementation Group. The group’s charge is to coordinate and facilitate the implementation of Title IX’s compliance requirements at UB as it relates to ongoing campus training, awareness programs, coordination of activities and new compliance requirements that may arise due to changes in the law over time, etc. The group includes students, staff and faculty with certain group members working together on various topics as needed. As of now, the entire group will gather together once a month and eventually will most likely move toward quarterly meetings with no set end date at this time.**.**
   4. The Policy on Policies process will be made easier with a central location where UFS policies are placed and can be tracked by various offices.
   5. Starr Levine will retire June 1
   6. CAS has a tracking document they use to track the progress of curriculum in the approval process. Stephanie Gibson can share more information for other interested schools.
4. The UFS resolves that Catherine Johnson served as UFS Vice President in an exceptional manner bringing her talents and skills to bear for the betterment of Faculty and Students at the University of Baltimore. While we wish we could continue to benefit from her participation in governance and as an active Faculty; it is necessary for us to wish her well in what we know will be an exceptional career. Passed by a unanimous vote.
5. The following motions were unanimously approved:
   1. (1) The University Faculty Senate affirms its general charge to the Faculty Appeals Committee as stated in <http://www.ubalt.edu/about-ub/shared-governance/University%20Faculty%20Senate%20Committee%20Charges.pdf>  (page 9).  This affirmation also corrects a reference (line 13) to “seven” voting members while the remainder of the document refers to, and lists, five members.   This charge is intended to replace text in the appeals policy that addressed composition of the appeals committee prior to creation of the College of Public Affairs and addition of professional librarians as faculty with rank and continuous appointment.  Modification does not affect procedural elements of the policy.
   2. (2) The University Faculty Senate asks the University President and Provost to implement steps necessary to modify university policy as displayed at:  <http://www.ubalt.edu/policies/faculty-affairs/appointment-rank-tenure-promotion-retention/promotion-tenure-UB.cfm> to be consistent with the UFS committee charge, where appropriate.
6. Frank LePage brought greetings and introduction to the UFS from The Bob Parsons Veterans Center. He noted the creation of the Veterans Advisory Council and encouraged senators to view the video on the Veterans Center website: <http://www.ubalt.edu/campus-life/veterans/>
7. Identification of a UFS representative to for the Middle States Steering Committee
   1. Decision tabled and will be decided by e-vote
8. UFS considered the following recommendations from UFS/APC
   1. Beginning with The Fall 2015 term the APC recommends that the UFS create an Undergraduate Freshman Admissions Committee to review applications that fall below the Standard admissions criteria used by the University (i.e. usually referred to as “Exceptions”). Motion that the UFS endorses the creation of such a committee.
      1. Approved, UFS Executive Committee formalized role of committee language and will forward along to appropriate University channels. Ongoing as of 4/7/15 final document attached to these minutes and posted on our agenda ex post.
   2. The APC recommends that the following proposed policy statement be added to the catalog : An incomplete grade will not be considered prior to the official withdrawal deadline of each semester. After this date, an incomplete may be granted at the discretion of the instructor and the appropriate dean’s office based on an unanticipated extenuating circumstance.
      1. Approved
   3. It was noted that the APC, in written form, stated its belief that their UFS mandated charge of setting admission standards is not addressed.
9. UFS has been requested by President Schmoke to forward two names for a University Provost search.
   1. **Julie Simon and Dan Gerlowski** will be forwarded to the President.
10. Addressing the issue of colleges to relate to student complaints in online courses, proposed resolution of approved syllabus language from Gibson, Simon, P. Walsh. The proposed document will be embedded in Sakai Courses and available as an easy link for courses that are not in Sakai.
    1. **Motion carries to pass this resolution on to the Provost and the President**
11. SEPSC
    1. The committee didn’t have enough data to accomplish what they needed to do and the colleges are in the best position to show where they can/want to grow.
    2. Motion: UFS recognizes that the SEPS Committee fell short of UFS expectations in its work. The institution has only a vague understanding of the Fall 2015 enrollment strategies and no information about what is to drive us forward after that.  Under President Schmoke’s leadership the UFS is optimistic that a clear set of next steps more directly involving the colleges will be taken.  We encourage the University to continue to sharpen its identity and take meaningful steps to grow successful academic programs. The UFS pledges its full support to President Schmoke in this effort and offers a wealth of areas of expertise from the Faculty in these efforts. The UFS recognizes the efforts of its representative, Heather Pfeifer, as exemplary and congratulates and recognizes her.
       1. Approved unanimously
12. Continued Discussion of late registration and admission resolution. [10]
    1. Based on discussion and data relating admission date to student success, the following motion was made: UB will institute a policy to stop admissions of new students one-week out from the start of classes.
       1. Motion passes unanimously. Will be forwarded along as appropriate to President and Provost. Formal statement of motion “Our analysis of prior undergraduate student behavior revealed that the students who are admitted near the start of classes are not retained, do not graduate, and/or do not earn sufficient grades relative to their peers who register earlier. The UFS resolves that undergraduate students not be admitted to the University unless their application is received and fully processed a full 7 days prior to the start of the semester. We understand that there may be some small (one or two term) implementation delay but fully expect to see the deadline imposed for Fall 2016 if not Spring 2016.
13. UFS Officer Elections
    1. Information provided by Senator Kemp via email. Elections to be held at our May meeting.
14. **UFS Task Force for Planning of Continuing Education Efforts provided an update. It was reported that the group has made some progress and is confident in that progress towards a better outcome for all.**
15. **Honesty and Integrity Series**
    1. **UFS recommends that the UFS/ASC consider the great work from the e-learning center and offer feedback within the general outline as presented at today’s meeting. Expected completion May 2015.** 
       1. **Approved.**
16. **Research Council Motions:**
    1. MOTION #1: That a new step will be implemented in the process that produces the Accomplishments Report for Academic Affairs, such that the Research Council will review the report and provide feedback before it is disseminated. The Research Council guarantees a response time of two business days.
    2. MOTION #2: That Academic Affairs would collaboratively establish and publish a collection and dissemination schedule for the Accomplishments Report, so faculty and staff can plan and more proactively participate in the Accomplishments Report.
    3. MOTION #3: That the Research Council accept the proposal with one modification, that the Provost would help the select and fund an external facilitator (Option A) to conduct the faculty focus groups. Should this funding not be available, the Research Council would rely on an internal facilitator (Option C).
       1. All 3 motions tabled until May as each involves an important function done by the Provost and he did not see the motions given their “late genesis, relative to our scheduled meeting” and was not available for comment.
17. Program Approvals/Modifications
    1. New Post-Baccalaureate Certificate – CPA Trauma Informed Post Baccalaureate Certificate
       1. Approved
    2. Post Baccalaureate Certificate name change and program revision – CAS User Experience (UX) Design
       1. Approved
18. Meeting Adjourned, 1:50pm

TO: President Schmoke, Provost Wood

CC: University Faculty Senate, Miriam King, David Waggoner, Larua Bryan, Chris Spencer,   
 Murray Dalziel

At the UFS meeting of 4/1/15, a motion from the UFS/APC was discussed and voted on; the motion carried. The original motion is: “On the question of developing an admissions policy for first-year students beginning with the Fall 2015 term the APC recommends that the UFS create an Undergraduate First-Year Student Admissions Committee to review applications that fall below the Standard admissions criteria used by the University (i.e. usually referred to as *exceptions*).”

The salient points made during the discussion, and generally agreed to were the following:

1. This committee is a UFS committee, chartered and populated by the UFS; however the majority of the committee is best made of members of the Deans’ staffs of the colleges and schools that offer undergraduate programs.
2. This committee would consider all undergraduate students who do not meet our admission criteria.
3. This committee would operate in compliance with the 15%\* exception rule of USM, meaning that, at most, only 15% of admitted first year students could be below our accepted standards within any category of admitted students. The categories here are first year† students and transfers.∞ Individual students in University “bridge,” or other similar programs seeking admission to UB shall be part of the 15% exception rule determined by their application credentials.
4. The Undergraduate Student Admissions Review Committee (USARC) shall have the authority to admit any undergraduate students who do not meet our admission standards.
5. USARC shall adopt criteria and standards for evaluating students who do not meet our formal criteria and report those criteria for approval to the UFS on a basis of at least each April and November.
6. EMSA shall regularly publish admission data for the USARC use which shall include, by category of undergraduate student, distribution of students by credential above and below standards.
7. EMSA and/or Institutional Research will track all students who receive standard admission waivers throughout their academic careers at UB and report this information to USARC.
8. USARC shall act according to its own collective wisdom and in the faculty interest as expressed by UFS to achieve the appropriate mix of student credentials pursuant to our mission as an urban access university. It shall encourage, to the extent possible, the admission of students highly likely (not just likely) to succeed.
9. Decisions by USARC shall be by a simple vote. The composition of the committee shall be
   1. Dean’s appointee CAS (2)
   2. Dean’s appointee MSB (1)
   3. Deans appointee CPA (1)
   4. EMSA appointee (1)
   5. UFS Appointee (Tenured Professor) (1 & 3 alternates)
   6. Non-voting members
      1. EMSA member to provide quantitative support. (1)
      2. Provost Office (1)
10. A quorum of the USARC shall consist of at least 3 members, any combination of members that provides for representation of each school.
11. The Chair of USARC shall be appointed by the UFS President.

\* The 15% rule applies only to first-year students. Those who attend a Summer Bridge program as conditional admits do not fall into this category.

† The admissions office articulates 3 sub-categories of first-year admits. A) those without 3 years work/life experience and without 24 college credits, B) those with 3 or more years of work/life experience, and C) those who are homeschooled.

∞ Admits with 3 years of work/life experience are not exceptions.