**University of Baltimore – University Faculty Senate**

Meeting Minutes: August 14, 2014

**Attendance**

**Present:** Catherine Johnson (Library – UFS vice president), Colin Starger (Law), Dan Gerlowski (MSB – UFS President), Dennis Pitta (MSB), George Julnes (CPA), Heather Pfeifer (CPA), J.C. Weiss (MSB), John Bates (CAS), Jose Anderson (Law), Joseph Wood (Provost), Julie Simon (CAS- CUSF), Kurt Schmoke (UFS President), Patria Julnes (CPA- CUSF), Sam Brown (CPA), Stan Kemp (CAS), Stephanie Gibson (CAS). Absent: Cassandra Havard (Law)

**Guests:** Susan Schubert, Murray Dalziel, Miriam King, Laura Bryan, Michael Driscoll, Daniel Page, Fiona Glade

1. Meeting was called to order at approximately 12:00. Document approvals next item on agenda.
   1. **Minutes from July meeting were approved unanimously**
   2. **Agenda for August meeting approved unanimously with two changes**
      1. An item was added “3-A” for the UFS secretary to review committee assignments and to begin discussion regarding forming of UFS Executive Committee
      2. Original item #4 regarding presentation by Page and Glade relating to foundational math and writing curricula work was assigned to a floating spot in agenda to accommodate the speakers’ work in training adjunct faculty.
2. President Schmoke Report
   1. President Schmoke reported that the CPA dean’s search committee was working closely with him and that it contained a majority of faculty. CPA Chris spencer agreed to serve as interim dean of CPA. Has assembled a committee based on various recommendations for CPA dean search with Laura Bryan as chair  
      There will be an open faculty forum regarding the search. The UFS will work directly with the President by appointing a small task force with the duties of specifying processes and policies regarding future dean searches. The President reminded us that he would appreciate the process being fueled by best practices. The CPA faculty senate president has volunteered to be on that small task force.
   2. President Schmoke reported to UFS on what he had found regarding recent community college visits in terms of quality and breadth of programs at these institutions, the physical structure of the campuses, and the competition by 4 year institutions for 4 year transfer students. He suggested that instead of focusing so much on articulation agreements UB needs to, in a clear concise way, make detailed information available to community college students about their exact course work as a best option for transferring to UB. President Schmoke also indicated that we should continue efforts to recruit students from BCCC
   3. Results of visits to Maryland Community College Presidents.
3. Provost report
   1. Middle States Self Study due Fall 2016 (report) Spring 2017 site visit.
   2. Reminder to us that NSSE report day is scheduled for 8/21 all faculty are invited.
   3. Discussion of Workload reporting. Indicated some willingness of a system wide council to consider faculty workload activities that are not counted under the current system. This would include experiential learning, advising, developmental pedagogies, etc. Improvements in reporting of workload may better represent UB in future USM surveys.
   4. The Educational Advisory Board Software will be up and running, at least for specific programs by mid-October. The Provost is asking for a faculty workgroup to better understand the data items available to enable institutional learning about our students, their habits, and their experience here at UB.
   5. University convocation is scheduled for 9/16 at 3:00.
   6. Informed UFS of catalog copy written, per UFS directions, regarding aspects of the 3 repeat course policy (attached to minutes).
      1. His office wrote the catalog copy in accordance with UFS vote back in October and November 2013. It was discussed that there is a lack of compatibility with requirements of one program and that there is a sense that the UFS would prefer to change the policy. Issue will be addressed at our September or October meeting.
   7. Update on Educational Advisory Board Software and Degree Audit
   8. Introducing a retired faculty place for study in some renovated space
   9. September release and discussion of COACHE survey results, committee to report to UFS.
   10. Convocation planning – Faculty participation in work group.
   11. Provost reported that USM policies coming soon to UFS
       1. UB version of USM Social Media Policy
       2. UB version of USM Sexual Harassment Policy
   12. Provost reported on Community Engagement Matters – collaboration between Baltimore City Anchor Institutions and City of Baltimore Joint Committee/Baltimore Non-Research Institutions.
   13. There is new software to identify risk factors in our students for student success; would like to have some faculty members asking questions using this software
   14. Provost reported that his office will be updating and reporting on UB’s Bridge programs. In response to UFS question Provost agreed to provide a written description of the programs to better frame the discussion and inform senators as to the integral components of the bridge programs.
   15. Questions about how adjunct faculty will participate in governance and in other projects
   16. Response from ELearning Center coming to UFS April response.
   17. “Policy on Policies” progress nearing final stages!
   18. Brian Etheridge has not been replaced in the provost office *per se* but the duties have been delegated around the provost office. Paul Walsh has been named Assistant Vice President of Academic Programming and Institutional Support and will report to OTS and Academic Affairs.
4. Daniel Page (math) and Fiona Glade (writing) gave excellent updates on the recent work on the foundational preparation for these 2 integral disciplines. Handouts on Sakai page. The UFS expressed its congratulations on the high quality of this excellent work.
   1. Fiona Glade
      1. Writing very important on the first year and there are a lot of coordinated initiatives that have been implemented recently. Directed self-placement given the demands of the coursework at UB , first year composition, writing studio portfolio based assessment, revised learning outcomes. Make writing more relevant to students’ education and goals
   2. Daniel Page
      1. Foundational mathematics was previously developmental mathematics and before that remedial. % of our students are not prepared for college level math courses. Languishing in developmental math is one of the biggest predictors of dropping out of college. New structure to allow the articulation of different parts of the program is new. Students will have an individualized program and moved through according to individual progress, although the benchmarks remain the same.
5. UFS logistics  
   -Academic support committee is missing some people, looking for volunteers before  people appointed  
   -Both MSB and CAS Faculty Senate Presidents say by early September they will have replacement reps for these committees  
   -Decide on CPA and law reps to exec committee of UFS at the September meeting  
   -UFS has agreed to assist the president’s office in seeking faculty to serve on the USM Women’s Forum. Names of any interested parties should be forwarded to Catherine Johnson.
6. The Adjunct Faculty representation made a motion reflecting the desires of the broader group of adjunct faculty and endorsed by the Provost and the Executive Committee that an adjunct faculty be given a voting seat on the General Education Council. **The motion passed unanimously** and the UFS Executive committee agreed to bring official documentation (changed) reflecting this change to the UFS in September.
7. The Associate Provost gave an update on the Middle States accreditation report. -Institutional assessment due in October, direct assessment of student learning  
    -Institutional assessment on mid term grading has been accomplished and it looks like it helps students change behaviors in a positive manner  
    - General education review ongoing e.g. review of course syllabus  
    - Need a lot of improvement by 2016 and 2017  
    - Assessment of the many policies and practices is important, transparency is essential  
    - Mid term grading was a positive although students indicated they were confused and the S/ NS grading system  
    - the topic of changing the mid-term progress reporting format from “S/NS/FA” to letter grades was raised. The UFS President called for a motion on the subject but none came forth. The Registrar informed us that because of the recent adoption of the 7 week course calendar the mid-term progress reporting would require access to the same grades to award as the regular 7 week grading requirement.
8. The following agenda items were considered as information items and will be returned to at a follow up meeting.
   1. [UFS Committee charges](https://ubonline.ubalt.edu/access/content/group/a5c96b9c-1f9f-4f6b-9a84-d353270d4ef5/Documents%208_13_14/UFSCommitteeInitiatives8_8_14.docx), review and approval in September, allow feedback from each committee.  We are looking to add to the nomination process for the Board of Regents awards.  Information at: http://www.usmd.edu/usm/academicaffairs/regfac.txt  If you wish to nominate a colleague please let the Executive Committee or the Work Life Committee know.
   2. Information item.  The schools/colleges were asked to consider improving their Promotion and Tenure processes.   Over the summer workgroups were supported by the Office of the Provost.  Two of the schools (MSB and CAS) are sharing their progress to date.   Their representatives may say a word or two about the tentative nature of the work and the next governance steps planned.  The [MSB proposal](https://ubonline.ubalt.edu/access/content/group/a5c96b9c-1f9f-4f6b-9a84-d353270d4ef5/Documents%208_13_14/MSBSummerP%26TDraft.docx) from their summer workgroup.  The [CAS](https://ubonline.ubalt.edu/access/content/group/a5c96b9c-1f9f-4f6b-9a84-d353270d4ef5/Documents%208_13_14/CASSummerP%26TDraft.docx) proposal from their summer workgroup.
9. The UFS began a discussion of the need for student success committee with President Schmoke. A brief history was given and the excellent work of the Spring 2014 committee was used as an example of what could be done to move the institution forward. The President thanked the UFS for its willingness to participate and along with us. Some framing issues
   1. Widespread university participation needed.
   2. Relationship with upcoming and ongoing work on Middle States reporting.
   3. Use of existing resources and knowledge.
   4. Work needs to continue
   5. Thoughts so far as to housing committee: President’s Office, Provost Office, UFS

Interested faculty with ideas, particularly regarding the organization of the effort and where it should be housed are needed. Faculty should feel free to send comments to Provost and UFS President who will forward to President Schmoke.

**Meeting adjourned at approximately 2:04 pm**

**Action Items**

1. UFS Request: Empanel special task force (short term) to work with President Schmoke on setting a policy and process for future dean searches.
2. Provost Request: Empanel a special task force to consider developing useful data analysis capabilities and a better understanding of the algorithms predicting student success in the Educational Advisory Board software.
3. Provost Request: Consider getting a special work group together to supplement the activities of UFS Work Life committee regarding distribution of and discussion of the COACHE survey. Dean Murray Dalziel might be interested in assisting with this, the Provost recommends Dean Laura Bryan.
4. UFS Executive Committee Inquire of Provost as a reminder that we need background information on UB bridge programs.
5. UFS Executive Committee revisit governance documents, etc. determine what official notifications and changes need to be made if adjunct faculty are to have voting representation on the UFS General Education Committee
6. UFS Executive Committee – Remind Senators to think about the way in which the university should arrange and organize a committee or workgroup on student success and to email those suggestions to the Provost and UFS President.