

University Advisory Council Meeting Minutes
 Friday, October 11, 2024
 1:30 p.m. | President's Conference Room

Name	Attended	Name	Attended	Name	Attended
Adams, Sharman	✓	Lombardi, John	✓	Travis, Artie	✓
Craddock, Emma	✓	Michalski, Rachel	✓	Trey, Nick	✓
Delia, Al	✓	Nightengale, Amy	✓	VanSkiver, Donnell	✓
Donoway, Troy*	absent	Nixon, Bradford	✓	Walsh, Jennifer	✓
Dunmyre, Justin	✓	Nowaczyk, Ronald	absent	Wilhelm, Sara	absent
Epstein, Jenna	absent	Short, John	absent	Weill, Larry	✓
Fike, Harry	✓	Toro, Hailie	absent	Wynder, Robin	absent

*Tim Pelesky attending

- I. Call to Order at 1:32 p.m.
- II. Introduction of Interim Provost, Dr. Larry Weill
- III. Approval of April 2024 and September 2024 Minutes: **APPROVED**
- IV. Discussions
 1. Old Business
 - A. Continuation of discussion on email distribution lists
 - i. **ACTION:** Define what would be considered as "university business." This will guide what should be on email, etc.
 - ii. **ACTION:** Work on the distribution lists to ensure that those on each list truly need to be on those lists. **Tim Pelesky** and **Brad Nixon** will lead the effort on this with the input of each of the governance units. Present suggested guidelines at or prior to the next UAC meeting.
 - iii. Resolution from the Faculty Senate October 2024 meeting:
 - a. Whereas, at the University Advisory Council, input was sought regarding restricting access to email distribution lists;
 - b. Resolved, That the faculty senate condemns any further restriction of who can send to email distribution lists.
 - iv. Guidance on questions regarding distribution lists.
 - a. Should individual faculty continue to have access to all other faculty and faculty emeriti?
 - This would not impose any significant security risks; however, it would be risky providing this access to those who are no longer employed. There would be no repercussions for potentially "risky" behaviors. We could potentially require them to complete the mandatory security training. There would potentially also be a risk with having "guests" having access to information that is solely for employees. **ACTION:** Add this to the work on the email distribution lists and discuss next month.

- b. Who should have access to the distribution list?
 - v. Regarding staff email distribution lists:
 - a. Should individual staff have access to all other staff and staff emeriti?
 - b. Who should have access to the distribution lists?
 - vi. General questions:
 - a. Should faculty continue to have access to staff email distribution lists?
 - b. How should the university define what is considered “official university business”?
 - c. Should the Town Square be opt-in or opt-out? **Opt-out**
 - d. Should emeriti have access to Town Square?
 - B. Input regarding Faculty Senate proposal on “Freedom of Speech and Expression Statement of Values” (attached)
 - i. Staff Senate asked for clarification as it appears to mimic the USM policy. The response was that the policy asks for it to be affirmed by each university, it was to be added to the faculty handbook. FSU has a policy that already affirms the aforementioned USM policy. **ACTION: Brad Nixon** will review the current FSU policy.
 - C. Approval of University Calendar for 25-26AY: **APPROVED** (attached)
 - D. Consideration of Amendments to UAC By-laws (attached)
 - i. **ACTION: Donnell VanSkiver** will send out a list of additional suggested edits based on current practice. Send any suggested edits to **Donnell VanSkiver** no later than October 25th. An electronic vote will take place on proposed changes prior to the November 8th meeting.
- 2. New Business
 - A. Potential Security Issues with November Election Results (Lombardi)
 - i. So far, students in attendance have not heard of any potential pending issues. However, discussions have been happening to between students and leadership to ensure that there are plans in place just in case there are strong reactions.
- 3. Focus Groups to Review Campus Culture
 - A. Volunteer moderators will be Jenna Epstein for Staff and Carl Crowe for Faculty. **Al Delia** will be reaching out to them to verify that they are still interested in this and then move forward on next steps.
- V. Adjournment at 2:54 p.m.

Next meeting: November 8, 2024

Submitted by: Donnell H. VanSkiver, CAP, MEP, OM
Executive Administrative Assistant III

Freedom of Speech and Expression Statement of Values

The free exchange of ideas and information is central to higher education's foremost obligation of fostering both intellectual development and the discovery and dissemination of knowledge. Scholarship and learning can only flourish in an environment in which the unfettered expression of all ideas is nurtured. To that end, Frostburg State University (FSU) is committed to promoting and protecting every person's freedom to express their views, however controversial, in a lawful manner.

With certain exceptions, such as threats of physical violence and unlawful harassment, free speech is protected by the United States Constitution. The State of Maryland and FSU share the commitment to free speech that is imbedded in our nation's constitution. Any effort to limit protected speech based solely on content is a violation of FSU's legal and academic responsibilities and is therefore impermissible.

FSU's duty to advance facts and the truth--as well as our commitment to the students, faculty, and staff who comprise the FSU community--can also impose an obligation to condemn, confront, or correct speech that is hateful or discriminatory. Institutional leaders and other campus community members may counter speech designed to denigrate others or undermine evidence-based scholarship with additional speech. Offensive speech cannot be banned, but it can—and often should—be challenged.

A healthy and thriving community also depends on the civility of its members towards one another. Although offensive speech cannot be prohibited, FSU community members have a responsibility to demonstrate mutual respect for their peers and colleagues. Concerns about civility and mutual respect cannot, however, be used as a justification for stifling discussion of ideas, however offensive or disagreeable those ideas may be to some members of the FSU community.

As a community of scholars and learners, FSU is committed to fostering vigorous debate based on facts and evidence. With that in mind, and in keeping with the University System of Maryland's civic education and engagement initiative, FSU should inculcate among students an appreciation for the importance of free speech, as well as an understanding of how to communicate effectively and respectfully regarding contentious issues.

Finally, the physical safety of all FSU students, faculty, and staff is paramount. FSU's campus serves as a home, center of learning and scholarship, community hub, and workplace. Neither unlawful harassment nor violence, nor the threat of violence, can be tolerated. In safeguarding the physical safety of every member of the FSU community, regardless of their background or views, we can enable, rather than stifle, the process of free inquiry and intellectual exchange that is at the heart of any academic enterprise.

In considering their obligations to support free speech and expression, while promoting civility and ensuring every person's physical safety, FSU should be guided by the following principles.

Promoting Free Speech and Free Expression

FSU institutions has an obligation to protect every person's freedom to speak and to hear all views. Hateful speech that does not rise to the level of a true threat or unlawful harassment cannot be banned.

FSU has no obligation to protect any person from exposure to speech with which they might disagree. Exposure to all perspectives, including those that may be deemed disagreeable or even offensive, can be an essential part of the educational experience and can help foster a greater understanding of how to respect a person while communicating a differing opinion.

FSU may restrict time, place, and manner of speech under uniformly applied guidelines, but cannot restrict protected speech based on content.

Protecting and Fostering Community

FSU must protect the physical safety of all community members, react to threats of violence or destruction, and penalize unlawful conduct. They must also work to prevent and respond to unlawful harassment that is based on race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, or any other legally protected class.

Institutional leaders may take positions on the content of speech, particularly if the speech is uncivil and/or designed to denigrate other community members based on race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

FSU may respond to offensive, but permitted, speech by fostering opportunities for other speakers with contrary viewpoints. Offensive speech is combatted most effectively not through speech bans, but through additional speech and communication.

FSU should provide support services to community members negatively impacted by offensive, but permitted, speech.

In accordance with applicable law, FSU must track and annually report on hate crimes.

Frostburg State University University Advisory Council

By-Laws

I. Scope and Purpose

The Frostburg State University Advisory Council (Council) is a deliberative and broadly representative forum that exists to consider the activities of the University in all of its phases, with particular attention to the educational objectives of the University and those matters that affect the common interests of faculty, staff, and students. The Council may recommend general policies and otherwise advise the President of the University and can initiate policy proposals as well as to express its judgment on those submitted to it by the President and other administrative officers of the University.

In the Council's deliberative role, an important function of the Council is to transform the interests of its various constituency groups into policies to be initiated or evaluated for recommendation to the President that are consistent with the interest of the University as a whole. Also in this role, the Council participates in the institutional planning and assessment cycle as described in the Institutional Effectiveness Plan.

In its representative role, an important function of the Council is to inform the officers of the University, as well as the constituencies of the University at-large, of the range and strength of views held by members of the University community.

II. Membership

1. Composition

The Council shall be composed of the University officers and representatives of the faculty, students, and staff, all of whom shall be voting members of the Council, as follows:

- a. The President of the University (ex officio)
- b. The Vice Presidents of the University (ex officio)
- c. Three members of the faculty, appointed by the Chair of the Faculty
- d. Three staff members from the Staff Senate, appointed by the Chair of the Staff Senate
- e. Three students from the Student Government Association Senate or Executive Board, appointed by the SGA President.
- f. The Chair of the Graduate Council (ex officio)

2. Terms of Office

The terms for all members, other than the Vice Presidents, shall be for one year. Terms shall begin on July 1 of each year.

3. Vacancies

If a vacancy is created by a status change or resignation of a member, a successor member will be appointed by the appropriate body.

4. Duties

Membership on the Council requires a readiness to attend meetings of the Council regularly and to participate fully in its business. It is the continuous obligation of the members of the Council to report to the members of their constituencies about the discussions, decisions, and recommendations of the Council and to solicit questions and suggestions from them for presentation to the Council.

5. Recall

The faculty, staff, and student members shall be subject to recall by procedures developed by the Faculty Senate, Staff Senate, and Student Government Association as appropriate.

III. Meetings

1. Stated Meetings

The normal schedule of the stated meetings of the Council shall be as set by the President of the University at the beginning of each semester.

2. Special Meetings

A special meeting shall be called whenever requested by the President, or by petition of one-third of the total membership of the Council.

3. Agenda

Suggestions for agenda items shall be submitted in writing to the President's Office.

4. Quorum

A quorum shall be a simple majority of the members of the Council.

5. Additional Attendees

The Council may from time to time invite additional individuals with particular expertise to help the Council carry out its responsibilities. These individuals shall not be voting members.

IV. Committees

1. Standing Committees

University-wide committees that do not report to an existing administrative or senatorial body shall report to the Council. The Council will publish a list of these committees on its website.

2. Ad hoc Committees

The Council may create time-defined committees to address specific campus issues and report to the Council. These committees should include membership from faculty, staff, students, and administration whenever possible.

V. Amendments

These bylaws may be amended by a majority vote of the members of the Council in attendance in the presence of an actual quorum at any meeting if the proposed changes have been distributed in writing to the members of the Council at least one month in advance of that meeting.

Academic Calendar 2025-26
Undergraduate (UG) & Graduate (GRAD)
Fall 2025: August 25 – December 20

March 31 -April 18	Fall 2025 Early UG Registration Period
March 31 – Aug. 29	Fall 2025 UG & GRAD Registration Period
August 25	Classes Begin (15-week Session, 7-week Session I GRAD)
Aug. 25 – Aug. 29	Drop/Add Period and Late Registration (15-week session UG & GRAD)
Aug. 25 – Aug. 27	Drop/Add Period and Late Registration (7-week I GRAD)
September 1	Labor Day – Offices Closed, No Classes
September 12	Last Day to Withdraw from Courses with a “W” (7-week session I GRAD)
September 16	Last Day to File Pass/Fail Form (15-week session UG)
October 3	Last Day for Grade Changes for UG Spring 2025 and Summer 2025 (Including Removal of Incomplete Grades)
October 3	Last Day to Withdraw from Courses with a “W” (15-week session GRAD)
October 6	UG Mid-Semester Warnings Available in PAWS (15-week session UG)
October 10	Last Day to Withdraw from Courses with a “WF” (7-week session I GRAD)
October 10	Last Day of Classes (7-week session I GRAD)
October 13-14	Fall Break
October 15	Classes Begin (7-week session II GRAD)
Oct. 15 – Oct. 17	Drop/Add Period and Late Registration (7-week II GRAD)
October 20	Last Day to Register for Six-Week 2 Intensive Online Courses (UG)
October 24	Last Day to Withdraw from Courses with a “W” (15-week session UG)
October 27	First Day of Six-Week 2 Intensive Online Courses (UG)
November 3	Last Day to Withdraw from Courses with a “W” (7-week session II GRAD)
Nov 26– 30	Thanksgiving Recess
December 1	Classes Resume
December 9	Last Day to Withdraw from Courses with a “WF”
December 9	Last Day of Classes (15-week session & 7-week session II GRAD)
December 9	Last Day for Grade Changes for GRAD Spring 2025 & Summer 2025 (Including removal of incomplete grades)
December 10-12; 15-16	Final Exams (15-week Session UG)
December 13	Common Finals (15-week session UG)
December 17	Commencement (Wed)

*Grades due Thursday, December 18 and finalized on Friday, December 19.

Interession 2026
January 5 – 23 (14 days)

October 27, 2025	Registration Begins
December 12, 2025	Cancellation Date for Courses with insufficient enrollment
January 5, 2026	Classes Begin
January 6	Last Day to Withdraw with a Refund
January 6	Last Day to Add a Course / Last Day to Drop Course without "W"
January 16	Last Day to Drop a Course with a "W"
January 19	M.L. King Holiday – No Classes, Offices Closed
January 23	Last Day of Classes

Or begin on Jan 2 (Friday) and end on Jan 22 (Thursday)
Other dates would then change accordingly with this start/end date.

Spring 2026: January 26 – May 20

Oct 27- Nov 14, 2025	Spring 2026 UG Scheduled Registration Period
October 27, 2025	Spring 2026 GRAD Registration Period Begins
January 19	M.L. King Holiday – Offices Closed
January 26	Classes Begin (15-week session, 7-week session I GRAD)
January 26– 30	Drop/Add Period and Late Registration. (PAWS and Academic Departments) (15-week session)
January 26 -28	Drop/Add Period (7-week Session I GRAD)
February 12	Last Day to File Pass/Fail Form (15-week session UG)
February 20	Last Day to Withdraw from Courses with a “W” (7-week session I GRAD)
March 6	Last Day for Grade Changes for Fall 2025 and Intersession 2026 (including removal of incomplete grades) (15-week session UG)
March 6	Last Day for Graduate/Doctoral Students to Withdraw from Courses with a “W” (15-week session GRAD)
March 9	Mid-Semester Warnings Available in PAWS (15-week session UG)
March 11	Last Day to Withdraw from Courses with a “WF” (7-week session I GRAD)
March 11	Last Day of Classes (7-week session I GRAD)
March 14 – 22	Spring Break – No Classes
March 23	Classes Resume; Classes Begin (7-week session II GRAD)
March 23 – 25	Drop/Add Period. (PAWS and Academic Department) (7-week session II GRAD)
March 27	Last Day to Withdraw from Courses with a “W” (15-week session UG)
March 30	First Day of Six-Week 2 Intensive Online Courses (15-week session UG)
April 1	Last Day to Register for Six-Week 2 Intensive Online Courses (15-week session UG)
April 17	Last Day to Withdraw from Courses with a “W” (7-week session II GRAD)
May 12	Last Day to Withdraw from Courses with a “WF” (15-week session, 7-week session II GRAD)
May 12	Last Day for students to remove “I” grades for Fall 2025 & Intersession 2026 (15-week session GRAD, 7-week session I GRAD, and 7-week session II GRAD)
May 12	Last Day of Classes (15-week session, 7-week session II GRAD)
May 13	Reading Day (15-week session UG & GRAD)
May 14-20	Final Exams (15-week session UG)

May 16 Common Finals (15-week session UG)

May 21 Commencement