



Faculty Senate Newsletter

Volume 22, Number 4

December

2017

FACULTY SENATE AGENDA

Wednesday, December 6, 2017

4:00 PM

397 Gira CCIT

- I. APPROVAL OF THE MINUTES
Faculty Senate Minutes of November 1, 2017 (Separate Blue Packet)

- II. ANNOUNCEMENTS
 - A. **Future Faculty Senate Meetings (4:00 PM in 397 Gira CCIT)**
Wednesday, February 7, 2018
Wednesday, March 7, 2018
Wednesday, April 4, 2018
Wednesday, May 2, 2018

 - B. **Future Faculty Assembly Meetings (4:00 PM in 226 Compton)**
February Faculty Assembly: TBA
April/May Faculty Assembly: TBA

- III. REPORTS & INFORMATION
 - A. Chair's Report
 - B. Academic Affairs Committee (AAC) Report
 - C. Faculty Concerns Committee (FCC) Report
 - D. Graduate Council (GC) Report
 - E. Institutional Priorities & Resources Committee (IPR) Report
 - F. Council of University System Faculty (CUSF) Report
 - G. President's Report (oral)
 - H. Provost's Report (oral)
 - I. Questions

- IV. OLD BUSINESS
Supporting Documents for all proposals can be found on the U: Drive (\\FSUNAS1) at:
AAC: <U:\AAC\Senate>
FCC: <U:\Faculty Concerns Committee\Senate>
GC: <U:\GC\Senate Items>
IPR: <U:\IPR Committee\Senate>

VOTE REQUIRED: AAC 17-31

Summary Proposal	Rationale
<p>The Women’s Studies Program requests the following: The Women’s Studies Steering Committee would like HIST 434 to be added to the list of elective courses students can take to meet the minor requirements in Women’s Studies.</p>	<p>This is a new course being offered in the History Department that will generate more options and flexibility for students as they complete their graduation requirements. Its relevance to the Women’s Studies Program is explained by the title and content of the course.</p>

VOTE REQUIRED: AAC 17-32 (Also Approved by IPR)

Summary Proposal	Rationale
<p>The Department of Kinesiology and Recreation requests the following: The suspension of the Health Promotion Minor.</p>	<p>In 2000, FSU entered into a 2+2+2 arrangement with Allegany College of Maryland and West Virginia University. FSU’s role was to develop a health promotion concentration within the existing Exercise and Sport Science program to prepare students interested in a broader-based health and wellness education beyond the traditional fitness or personal trainer profession. WVU made changes to its Master’s in Community Health Promotion becoming a Master’s in Public Health which would require significant changes to the Exercise and Sport Science program and the Health Promotion concentration. The 2+2+2 program was discontinued and Health Promotion became a minor broadening the option for students outside Exercise and Sport Science interested in health professions NOT as a school health educator or medical professional. Subsequently FSU expanded the Health Science Administration program to a Health Sciences program preparing students to enter a variety of health/medical fields. As a result, Health Promotion minor enrollment has declined. Additionally, the Health Promotion minor has been taught and managed by one faculty member who retired in Spring 2017 at a time when the Department of Kinesiology and Recreation has need for additional faculty in other, expanding programs.</p>

VOTE REQUIRED: AAC 17-33

Summary Proposal	Rationale
<p>The Department of Political Science requests the following: changes to Political Science Capstone.</p>	<p>The capstone experience is designed to allow students to demonstrate their ability (1) to conduct research in a major field of Political Science, (2) to demonstrate their ability to present their research findings in well-constructed, informed, and informative written format, and (3) to demonstrate their ability to engage in verbal presentations that are clear, coherent, and informative. We propose that students have three options from which to choose to demonstrate their proficiencies. (1) A one credit guided tutorial-based research option focused on individual classroom based interaction between student and instructor. (2) & (3) engage students in experiential based learning through either participation in POSC 435, Model Organization of American States, or POSC 492, the POSC internship program. All three options would require students to produce a written research project and a presentation of the results of their research.</p>

VOTE REQUIRED: AAC 17-34-A (ALSO APPROVED BY GC AS GC 17-3)

Summary Proposal	Rationale
<p>The Academic Standards Subcommittee requests the following: Change to Undergraduate Catalog language regarding “Enrollment of Undergraduates in Graduate Courses” Policy, primarily to update the number of credits eligible for dual enrollment from 7 to 9.</p>	<p>In anticipation of combined bachelor’s/master’s programs being proposed by various departments, an update to the language of the “Enrollment of Undergraduates in Graduate Courses” policy (<i>Undergraduate Catalog, pp. 25/26</i>) is needed to clarify the definition of a combined bachelor’s/master’s program.</p> <p>USM policy refers to 9 credits as the typical amount of dual enrollment.</p>

VOTE REQUIRED: AAC 17-34-B

Summary Proposal	Rationale
<p>The Academic Standards Subcommittee requests the following: Elimination of Item #14 (fulfillment of all financial obligations to the University) as an Undergraduate Degree Requirement in Undergraduate Catalog.</p>	<p>The university has not enforced this requirement for years, if ever. In addition, the University System of Maryland does not support such a requirement. In the Higher Education Fiscal 2018 Budget Overview (Department of Legislative Services Office of Policy Analysis, January 26, 2017), “USM stressed emphatically that “no student, at any (USM) institution, will be denied a degree due to an outstanding financial commitment.”</p> <p>Lastly, there is nothing in the COMAR regulation on Baccalaureate Degrees, 13B.02.02.16, or the USM Policy Degree and Curricular Requirements, III-7.00, that compels the university to have this as a degree requirement.</p>

VOTE REQUIRED: AAC 17-34-C

Summary Proposal	Rationale
<p>The Academic Standards Subcommittee requests the following: The Registrar’s Office is proposing an institutional procedure to allow students who are scheduled for three or more exams in one day to request to reschedule at least one of the exams without penalty.</p>	<p>To provide some flexibility for students who are prone to intense stress and anxiety when faced with multiple exams on the same day. This will make an informal practice a formal policy with an accompanying procedure.</p>

Wording in the Catalog

Academic Regulations & Procedures

Rescheduling Final Exams

Students who have three or more final exams scheduled in one day and who would like to request to reschedule one exam must follow the procedures outlined on the Final Exam

Rescheduling Regulations/Procedures Form (in Registrar's Website) no later than the last day of class for the current Fall/Spring semester.

VOTE REQUIRED: FCC 17-02

AWARDING EMERITUS STATUS FOR DR. AHMAD TOOTOONCHI

October 18, 2017

To: Dr. Justin Dunmyre, Chair of Faculty Concerns Committee
From: Dr. Mike Monahan, Chair, Department of Management
Re: Awarding Emeritus status to Dr. Ahmad Tootoonchi

At the September 12, 2017 Department of Management meeting, the faculty voted with acclamation to grant faculty emeritus status to Dr. Ahmad Tootoonchi.

After serving the Department and University with distinction for 28 years, Dr. Tootoonchi retired in June 2017. Dr. Tootoonchi was a valued, contributing member of our department for nearly three decades. He was a good role model for our profession, a mentor to new faculty, and a positive contributor in the domains of teaching, service, and scholarship. Ahmad had consistently received exemplary student evaluations and was rated "Outstanding" in Teaching, Professional Achievement, and Service.

Much of Ahmad Tootoonchi's teaching performance was in the areas of Leadership and Organizational Behavior. Dr. Tootoonchi co-authored a book titled Guiding Principles for Leadership and Professional Success (Pearson Prentice Hall, 2016). He has also published numerous papers in refereed publications and made several presentations at national and international conferences. He has also been the recipient of various awards and grants, including the Outstanding Faculty Award for Teaching from the College of Business in 1997 and from Frostburg State University in 1998, and again in 2003.

Dr. Tootoonchi remains professionally active as Track Chair, Program Chair, and Organizer of national and international conferences for the Academy of Business Administration, Atlantic Marketing Association, and International Academy of Business Disciplines. He is the founder and Chief Editor of the Journal of International Business Disciplines (www.jibd.org) and the International Journal of Interdisciplinary Research (www.ijir.net). Currently, he serves on the Board of Directors of the International Academy of Business Disciplines.

However, it is in the domain of service is where Dr. Tootoonchi probably made his greatest contributions to FSU. He was the Chair of the Department of Management, Associate Dean of the College of Business, and Dean of the College of Business. During his administrative time in the College of Business, Dr. Tootoonchi played an integral role in the college's initial accreditation and subsequent reaffirmations by AACSB International. At the University level, he served as Interim Provost and Vice President for Academic Affairs.

Finally, Dr. Ahmad Tootoonchi is the embodiment of an educator. He gives freely of himself and his time, encourages others to do well, exemplifies a positive up-beat manner, and is a champion of students.

It is with great pleasure, I ask the Senate to grant Faculty Emeritus status to Dr. Ahmad Tootoonchi.

VOTE REQUIRED: GC 17-4 (ALSO APPROVED BY IPR)

Summary Proposal	Rationale
<p>The College of Business requests the following:</p> <ol style="list-style-type: none"> 1. New Courses: <ol style="list-style-type: none"> i. MGMT 621 Foundations of Analytics i. MGMT 622 Data Management i. MGMT 623 Data Analysis v. MGMT 624 Predictive Analytics v. MGMT 625 Prescriptive Analytics i. MGMT 631 Health Care Management and Finance i. MGMT 632 Health Care Policy, Law and Ethics i. MGMT 633 Principles of Population Health Management x. MGMT 634 Health Care Information Management Systems 2. Change of Course Name/Number <ol style="list-style-type: none"> i. BUAD 507 Essentials: Accounting and Finance will be replaced by ACCT 507 Essentials: Accounting i. BUAD 508 Essentials: Management and Marketing will be replaced by MKTG 508 Essentials: Management and Marketing 3. Change of Description/Prerequisite/Frequency <ol style="list-style-type: none"> i. ECON 511 – change of course description i. ACCT 546 – change of prerequisite i. FINA 610 – change of prerequisite v. MGMT 542 – change of prerequisite v. MGMT 620 – change of prerequisite i. MKTG 640 – change of prerequisite i. ACCT 540 – change of frequency of offering due to teach out requirements i. BMIS 607 – change of frequency of offering due to teach out requirements 4. Change in Program Requirements: MBA <ol style="list-style-type: none"> i. Change in GRE/GMAT requirements and waiver eligibility 	<p>In an effort for continuous improvement in the MBA program to update curriculum and to design a program that meets the needs of today’s student working toward building careers in the field of business/management, the College of Business is seeking to move away from a generalist MBA program by adding three areas of concentration: Business Analytics, Health Care Management, and Management. There will be no change to the overall number of credits required for the MBA degree. It will remain as a 36-42 credit hours’ program.</p>

<p>5. Change in Program Requirements: Combined BS in Accounting / MBA Option.</p> <p>6. New Concentrations: MBA</p> <ul style="list-style-type: none"> i. Management i. Business Analytics i. Health Care Management 	
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VOTE REQUIRED: GC 17-5

Summary Proposal	Rationale
<p>The Educational Professions Department requests the following changes to the EdD program:</p> <ul style="list-style-type: none"> 1. Delete Courses <ul style="list-style-type: none"> v. EDLP 911 Dissertation 1 v. SPED 712 Advanced Special Education Law and Procedures i. SPED 713 Supervision of Special Education Programs i. SPED 714 Special Education Funding and Grant Writing 2. Change of Course Name/Number/Credits/Description EDLP 912 Dissertation 3. Change in Program Requirements: EDD in Educational Leadership <ul style="list-style-type: none"> • Delete the Special Education Specialization • Eliminate policy on applicants being subject to professional licensure • Change language for doctoral candidacy • Reduce 3-credit enrollment requirement in semester of defense to 1 credit 	<p>Changes to EDLP 911 & 912: One course for dissertation with a 1-12 variable, repeatable credit requirement will allow students to take dissertation credits as needed related to their progress and financial aid needs. Currently students are required to take 6 credits in their first dissertation semester and they may not be at the point in their development and therefore exhaust their credit hours more quickly than are needed and as a result are paying more to stay continuously enrolled than is necessary. This will also be a step toward a more cost efficient model for the students.</p> <p>Special Education Specialization: These courses were already folded into the P-12 Leadership specialization, but 713 and 714 have not been offered due to low demand. Key content will be combined into EDLP 743 Educational Law, Policy and Ethics</p> <p>Degree Candidacy: Adjust to current practice of advancing students to degree candidacy after passing the comprehensive exam and completing 39 credits</p> <p>EDLP 912 Enrollment for defense semester: Students can opt for variable credits throughout the program to better manage credits through the program. Consideration of elimination of the 3 credit requirement in the semester of defense would align with this change.</p>

VOTE REQUIRED: GC 17-6 (ALSO PASSED BY IPR)

Summary Proposal	Rationale
<p>The Educational Professions Department requests the following: A new 18-credit “Post-Master’s Certificate in Educational Leadership”, using courses from within our university’s approved M.Ed. Education</p>	<p>This proposal is specifically designed to provide a pathway to certification for those candidates who (1) who currently hold active certification as licensed teachers, who are certification eligible, or who otherwise meet the requirements under COMAR 13A.12.04.04.B.(2) and; (2)</p>

<p>Leadership program, and requiring nothing new by way of resources.</p> <p>CUIN 651 <i>Instructional Design for Understanding</i> EDAD 611 <i>Educational Organization and Leadership</i> EDAD 628 <i>School Law</i> EDAD 644 <i>Public School Finance</i> EDSU 643 <i>Supervision and Human Resources</i> EDAD 693 <i>Practicum I</i></p>	<p>and also hold master’s degrees from accredited institutions of higher education.</p> <p>This certificate-qualifying program will utilize the state - approved courses of the M.Ed. <i>Educational Leadership</i> program. The courses will be additionally aligned with the learning outcomes of the standards and elements of the <i>Professional Standards for Educational Leaders-2015</i> and the <i>Maryland Instructional Leadership Frameworks (PSELs/MdILFs)</i>, all in accordance with recently-adopted COMAR regulations (see MSDE Update, enclosed). This proposal comes to university and state officials in direct response to statements of request <i>and</i> requirement from MSDE’s Division of Educator Effectiveness (see letter, enclosed).</p>
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V. NEW BUSINESS

DISCUSSION: CUSF 17-01 – CUSF CONSTITUTION AMENDMENT

Current CUSF Constitution requires review and discussion of proposed amendments to the CSUF constitution at each constituent campus.

Proposed Constitutional Amendment by the Rules and Membership Committee

Rationale and Notes:

- 1) Recommendation of the Rules and Membership Committee
- 2) Taking the motion to the individual campuses is not necessary since the individual campuses are represented by their Council members.
- 3) The BOR remains in control of any changes.
- 4) The addition of “at two different meetings” is standard practice and folds item (3) into item (1)

Proposed changes:

ARTICLE IV

Section 1. Amendment.

Amendments to this constitution may be proposed either by a constituent institution or by a member of the Council. Adoption of amendments will occur according to the following procedures: (1) **initial approval by a two-thirds vote of the Council at two different meetings;** (2) ~~referral of the proposed amendment to the faculty governing bodies of the constituent institutions for consideration and comment;~~ (3) ~~final approval by a two-thirds vote of the Council;~~ and (4)(2) acceptance by the Board of Regents.

VI. ADJOURNMENT

REPORTS TO THE FACULTY SENATE

CHAIR'S REPORT

I find myself thinking about participation and feedback. Last year, the Faculty Concerns Committee spent time at multiple meetings working on ways to improve the response rate on the Student Evaluation of Instruction surveys. These discussions and others led to a number of ideas that I shared last week, but there was one main consensus. We need to show students that these evaluations are valuable to us and that their feedback is used for something. From my own experience, it is not enough to tell them that they have value. We must demonstrate that value. Let me share three examples of how we can do that.

If we value our students' feedback, we can make it easier for the students to give it. Last week, one of our colleagues gave students just ten minutes at the beginning of class. The instructor stepped out of the room and allowed students to complete the evaluations, perhaps even on their mobile devices. In the space of ten minutes, response rates from students in those sections rose from 3% to 50%.

Another colleague makes a game of it. At the beginning of every class period during the evaluation time, the response rates of each of this instructor's sections are shared with a positive message about competing for appreciation. Last year, this instructor reported response rates close to the rates when students did them on paper.

This morning, I shared with my students in CHEM 321 Organic Chemistry II some of the ways I have improved the course over the last six years based on feedback from my students. In particular I shared with them that not only was I taking their feedback seriously, but in several cases it led to increased student learning outcomes in the course. I will happily share with you the outcome of my efforts.

Let me shift gears. At last week's Faculty Assembly, a colleague shared that perhaps the most troubling indicator of the morale of the faculty was the low attendance at a Faculty Assembly dedicated to the topic. We had twenty-two faculty members in attendance, and a similar number let me know that they wanted to attend but had other commitments. Someone else noted that that Faculty Assemblies used to be lively and well-attended. What has changed? Has morale to the point where we no longer even want to put effort into improvement? Have we been soured by previous efforts that bore no fruit?

I come to the same conclusion about Faculty Assembly participation as I do about Student Evaluation of Instruction response. We need to feel that our feedback has purpose and value. Let me share what has already come of the feedback you have shared about faculty morale.

The feedback generated and actions suggested were lightly edited and then reported to the University Advisory Council (UAC) on Friday, December 1. The UAC consists of the President, Vice Presidents, and representatives from faculty, staff, and students. Campus climate has been an ongoing topic of discussion this semester, and faculty morale play a role. A very open and frank discussion of the report was followed by a commitment of the VPs in attendance to review with their staffs the items pertaining to their divisions and look for possible improvements. I am expecting to hear back about these efforts at one of UAC's spring meetings. Additionally, I will be using my regular meetings with the Provost to work on addressing those concerns related to Academic Affairs.

There are items that I plan to take some leadership on:

1. Improvements and Assurances for Non-Tenure-Track Faculty – These folks are feeling the most vulnerable right now due to the perfect storm of our enrolment and budget shortfall and our expensive workload model. I plan to spend most of my meeting tomorrow with the Provost on this issue. Some suggestions that I feel are quickly actionable include creating a process in which long-serving and high-performing FTNTT faculty will be eligible for multiyear contracts, better communication about opportunities and expectations for professional achievement and service for NTT faculty, and meeting with FTNTT faculty to discuss both the process and the likelihood for PIN conversion.
2. Faculty Workload – I am just as aware as anyone the challenges remaining with faculty instructional workload. Our current policy solved one particularly egregious problem (people teaching courses without compensation), but created a situation where we are being nickel-and-dimed over each and every course section. The Provost is having the Office of Assessment and Institutional Research gather data from similar institutions to set some instructional workload benchmarks by discipline. These will be shared in the spring semester with the Faculty Workload and Compensation Subcommittee and very likely the full Faculty Senate, Department Chairs, and anyone else who is interested. I am hopeful that this process leads to a simpler and more sustainable workload model that treats faculty members and departments holistically instead of section by section.
3. Faculty Salary and Compensation – These concerns may seem the hardest to address given our budget situation, but a number of new ideas were shared last week that go beyond some of the typical expensive ideas, like updating all salaries to match an equity model (which might be nice). I hope to have some conversations with the President and Provost in the near future, likely in conjunction with the IPR Committee, about the feasibility of some of these ideas.
4. Improving Faculty Evaluation – In particular there is concern that our current system, and our culture of always earning all fives, is not sustainable. We cannot all be exceptional all the time without being overwhelmed and burning out. Additionally, there is a concern that the expectations for performance in some areas (professional achievement) exceed our level of support from the institution for these activities. Despite these issues, there is also the concern that the system does not do enough to differentiate among the varying levels of faculty engagement and performance and properly provide the highest awards to the highest performers. There is already an ad-hoc committee working on the faculty evaluation system, and have been charged to address some of these concerns.
5. Increasing Efficiency – Faculty shared numerous examples of institutional processes that were inefficient, some of the faculty side and some on the administrative side. These were shared with UAC, and as noted, the VPs showed interest in attempting to address them. On the faculty side, I plan to investigate ways that the curriculum review process can become more efficient so major proposals do not need to spend a semester in various committees. I am also hoping to find a way to move all faculty personnel processes online.
6. Decreasing Meeting Scheduling Nightmares – There seems to be a growing interest in having a common meeting time that is free from scheduled courses, a “University Common Hour” if you will. Such a time block could then be reliably available for

department, college, committee, Senate, and other meetings. Student organizations could also make use of this common time.

I usually end these reports with a challenge to you to help improve FSU. I leave you today with a challenge to me. As Chair of the Faculty, it is my job to continue to advocate on behalf of you to the administration. Hold me accountable for that. If you do not see me continuing to push for improvements on these and other issues, call me out on it. If you have additional ideas, concerns, feedback, or whatever else you want to share, send it my way. I cannot act on what I do not know.

ACADEMIC AFFAIRS COMMITTEE

Wednesday, November 8, 2017

4:00 pm

Compton 237

Attending: Travis English, Chair; JoAnna Shore, Secretary; Gerry Snelson; Nazanin Tootoonchi; Jodi Ternent; Jackie Durst; Hongqi Li; Daniel Filer; Melody Kentrus; Joseph Hoffman, Dean of CLAS; and Doris Santamaria-Makang, Office of the Provost/Academic Standards Committee

Excused: Lea Messman-Mandicott, Ex-officio member

- I. Call to order at 4:00
- II. The 10/11/2017 minutes were approved without amendment.
- III. Reports:
 - a. Office of the Provost/Academic Standards Committee – Dr. Santamaria-Makang
 - i. Reported the approval for the Music Department’s request for a blanket substitution. MUSC 360 will substitute for both MUSC 104 and 105.
 - b. Dean’s Council – Dr. Joe Hoffman
 - i. Thirty-seven percent of students that are eligible to registrar have not at this time. This accounts for near 1,000 students. The cause may be holds, outstanding balances, or other financial holds. Advisors may call Angie Hovatter to see if small amount can v=be taken care of by the University.
 - ii. Good News: Online applications for FSU is working well for students.”
 - c. Registrar’s Office – Ms. Jodi Ternent
 - i. “Just trying to get through the registration period.”
 - d. UUCR – Dr. Melody Kentrus
 - i. Please note 17-33 later in the minutes.
 - ii. Adding AAST 490 and ENGL 490 in a combo offering of IDIS 359 is still pending.
 - e. AAC Chair Report – Dr. Travis English – All proposals were approved by Faculty Senate

IV. New Business:

<p>17-31</p>	<p>The Women’s Studies Program requests the following: The Women’s Studies Steering Committee would like HIST 434 to be added to the list of elective courses students can take to meet the minor requirements in Women’s Studies.</p>	<p>Rationale: This is a new course being offered in the History Department that will generate more options and flexibility for students as they complete their graduation requirements. Its relevance to the Women’s Studies Program is explained by the title and content of the course.</p>	<p>Vote Required</p>
<p>17-32</p>	<p>The Department of Kinesiology and Recreation requests the following: The suspension of the Health Promotion Minor.</p>	<p>Rationale: . In 2000, FSU entered into a 2+2+2 arrangement with Allegany College of Maryland and West Virginia University. FSU’s role was to develop a health promotion concentration within the existing Exercise and Sport Science program to prepare students interested in a broader-based health and wellness education beyond the traditional fitness or personal trainer profession. WVU made changes to its Master’s in Community Health Promotion becoming a Master’s in Public Health which would require significant changes to the Exercise and Sport Science program and the Health Promotion concentration. The 2+2+2 program was discontinued and Health Promotion became a minor broadening the option for students outside Exercise and Sport Science interested in health professions NOT as a school health educator or medical professional. Subsequently FSU expanded the Health Science Administration program to a Health Sciences program preparing students to enter a variety of health/medical fields. As a result, Health Promotion minor enrollment has declined. Additionally, the Health Promotion minor has been taught and managed by one faculty member who retired in Spring 2017 at a time when the Department of Kinesiology and Recreation has need for additional faculty in other, expanding programs.</p>	<p>Vote Required</p>

<p>17-33</p>	<p>The Department of Political Science requests the following: changes to POSC 490.</p>	<p>Rationale: The capstone experience is designed to allow students to demonstrate their ability (1) to conduct research in a major field of Political Science, (2) to demonstrate their ability to present their research findings in well-constructed, informed, and informative written format, and (3) to demonstrate their ability to engage in verbal presentations that are clear, coherent, and informative. We propose that students have three options from which to choose to demonstrate their proficiencies. (1) A one credit guided tutorial-based research option focused on individual classroom based interaction between student and instructor. (2) & (3) engage students in experiential based learning through either participation in POSC 435, Model Organization of American States, or POSC 492, the POSC internship program. All three options would require students to produce a written research project and a presentation of the results of their research.</p>	<p>No Vote Required; passage pending inclusion of edited catalog copy</p>
<p>17-34</p>	<p>The Academic Standards Subcommittee requests the following: 1. Change to Undergraduate Catalog language regarding “Enrollment of Undergraduates in Graduate Courses” Policy. 2. Elimination of Item #14 as an Undergraduate Degree Requirement in Undergraduate Catalog. 3. The Registrar’s Office is proposing an institutional procedure to allow students who are scheduled for three or more</p>	<p>Rationale: 1. In anticipation of several combined bachelor’s/master’s programs being proposed by various departments, an update to the language of the “Enrollment of Undergraduates in Graduate Courses” policy (<i>Undergraduate Catalog, pp. 25/26</i>) is needed to clarify the definition of a combined bachelor’s/master’s program. 2. The university has not enforced this requirement for years, if ever. In addition, the University System of Maryland does not support such a requirement. In the Higher Education Fiscal 2018 Budget Overview (Department of Legislative Services Office of Policy Analysis, January 26, 2017), “USM stressed</p>	<p>Vote Required</p>

	<p>exams in one day to request to reschedule at least one of the exams without penalty</p>	<p>emphatically that “no student, at any (USM) institution, will be denied a degree due to an outstanding financial commitment.” Lastly, there is nothing in the COMAR regulation on Baccalaureate Degrees, 13B.02.02.16, or the USM Policy Degree and Curricular Requirements, 96.0 III-7.00, that compels the university to have this as a degree requirement.</p> <p>3. To provide some flexibility for students who are prone to intense stress and anxiety when faced with multiple exams on the same day. This will make an informal practice a formal policy with an accompanying procedure.</p>	
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V. Adjournment at 4:48

Respectfully submitted,

Travis English, Chair, AAC

FACULTY CONCERNS COMMITTEE

Wednesday, November 8, 2017

Meeting Room: CCIT 245. Meeting Time: Wednesday November 8, 2017 4:00 pm

Attendance: A. Bena (Faculty Development & Sabbatical/PRL), S. Brill (CLAS), J. Browne (CLAS), T. Bogart (CLAS), N. Buta (COE), J. Dunmyre (FCC Chair), S. Henry (LIB), R. Larivee (Chairs Council), J. Lombardi (FCC Vice-Chair), D. Moorehead (Handbook), M. Murtagh (Promotion and Tenure/Permanent Status), B. Norris (Faculty Senate Chair), , K. Rock (CUSF), R. Schrum (CUSF), T. Sigerstad (COB).

Excused: J. Odone (CLAS)

I. Call to Order

II. Approval of the Minutes of Wednesday, Oct 11, 2017.

T. Sigerstad made a motion to accept the minutes as amended; D. Moorehead seconded the motion; **All in favor.**

III. Reports

- a. **Chair’s Report:** J. Dunmyre reported briefly that the Faculty Workload & Compensation Subcommittee had met and continue to reach out to the Provost to find out her workload policy “wish list”; Dunmyre will continue to inform and update us of outcomes.

- b. **University Chairs' Council:** R. Larivee reported that the Council had met with the Provost. Although the discussion was positive, there were no resolution to the Council's issues and concerns (see FCC October 11 minutes). Larivee also reported that the next Council meeting would be with President Nowaczyk and Associate Provost for Enrollment Management Wray Blair. The Council is concerned about enrolment and wants to ask them to look at enrolment carefully.
- c. **Council of University System Faculty:** K. Rock reported some highlights from the October 16 CUSF meeting, which was held at FSU. Highlights included: USM's response to changes in the Title IX requirements; a forthcoming symposium on recruiting and retaining diverse faculty; and ongoing efforts of the USM Faculty Workload Group. The complete CUSF report can be found in the November Faculty Senate Newsletter.
- d. **Promotion and Tenure / Permanent Status Subcommittee:** M. Murtagh reported that there were 22 promotion and/or tenure/permanent status applications. The Subcommittee had already met to discuss the applications.
- e. **Faculty Development and Sabbatical / Professional Leave Subcommittee:** A. Bena reported that there were a total of eight sabbatical applications and that the Subcommittee is setting up a meeting with the Provost to discuss them. \$3800 was awarded for grant applications this fall, with more funds budgeted for the spring semester when an expected majority of grant applications will be received.
- f. **Faculty Handbook Subcommittee:** D. Moorehead reported that the Subcommittee will look at Section B (Faculty as Instructor) of the handbook to identify needed updates. This came as a recommendation from the Faculty Senate Chair.

IV. Old Business: FCC 17-01

B. Norris followed up on this ongoing discussion about Professor Emeritus Fred Surgent receiving full compensation: Norris met with President Nowaczyk about the matter and Nowaczyk will look into alternative ways to compensate Surgent. The President agreed that this is a complicated situation as an external State of Maryland payroll process and not an internal university process.

V. New Business

FCC 17-02: Awarding Emeritus Status for Dr. Ahmad Tootoonchi

October 18, 2017

To: Dr. Justin Dunmyre, Chair of Faculty Concerns Committee
From: Dr. Mike Monahan, Chair, Department of Management
Re: Awarding Emeritus status to Dr. Ahmad Tootoonchi

At the September 12, 2017 Department of Management meeting, the faculty voted with acclamation to grant faculty emeritus status to Dr. Ahmad Tootoonchi.

After serving the Department and University with distinction for 28 years, Dr. Tootoonchi retired in June 2017. Dr. Tootoonchi was a valued, contributing member of our department for nearly three decades. He was a good role model for our profession, a mentor to new faculty, and a positive contributor in the domains of teaching, service, and scholarship. Ahmad had consistently received exemplary student evaluations and was rated "Outstanding" in Teaching, Professional Achievement, and Service.

Much of Ahmad Tootoonchi's teaching performance was in the areas of Leadership and Organizational Behavior. Dr. Tootoonchi co-authored a book titled Guiding Principles for Leadership and Professional Success (Pearson Prentice Hall, 2016). He has also published numerous papers in refereed publications and made several presentations at national and international conferences. He has also been the recipient of various awards and grants, including the Outstanding Faculty Award for Teaching from the College of Business in 1997 and from Frostburg State University in 1998, and again in 2003.

Dr. Tootoonchi remains professionally active as Track Chair, Program Chair, and Organizer of national and international conferences for the Academy of Business Administration, Atlantic Marketing Association, and International Academy of Business Disciplines. He is the founder and Chief Editor of the Journal of International Business Disciplines (www.jibd.org) and the International Journal of Interdisciplinary Research (www.ijir.net). Currently, he serves on the Board of Directors of the International Academy of Business Disciplines.

However, it is in the domain of service is where Dr. Tootoonchi probably made his greatest contributions to FSU. He was the Chair of the Department of Management, Associate Dean of the College of Business, and Dean of the College of Business. During his administrative time in the College of Business, Dr. Tootoonchi played an integral role in the college's initial accreditation and subsequent reaffirmations by AACSB International. At the University level, he served as Interim Provost and Vice President for Academic Affairs.

Finally, Dr. Ahmad Tootoonchi is the embodiment of an educator. He gives freely of himself and his time, encourages others to do well, exemplifies a positive up-beat manner, and is a champion of students.

It is with great pleasure, I ask the Senate to grant Faculty Emeritus status to Dr. Ahmad Tootoonchi.

Following brief discussion supporting the emeritus nomination, the committee voted unanimously in favor of FCC 17-02.

VI. Adjournment at 4:30pm

VII. Next meeting: December 13, 2017 - CCIT 245 at 4pm

GRADUATE COUNCIL
Monday, November 13, 2017

The Graduate Council (GC) met on Monday, Nov 13, 2017, 4:00 – 5:00 PM.

Present: Matt Ramspott, Sunshine Brosi, Natalia Buta, Mike Murtagh, Pam Williams, Shoshanna Brassfield, Jamelyn Tobery-Nystrom, Jennifer Bishoff, Eyad Youssef, Glenn Thompson, Vickie Mazer, Kara Platt, Jodi Ternent, David Zheng, Yan Bao, Doris Santamaria-Makang

Absent: William Childs, Nick DeMichele

Minutes recorded by: Matt Ramspott (GC Secretary)

1. Call to Order

- Meeting was called to order by David Zheng (GC Chair)

2. Approval of Minutes

- Approval of minutes from October 9, 2017. Motion to approve: Pam Williams, seconded by Yan Bao. Minutes approved by unanimous vote.

3. Reports/Announcements

- Ben Norris stopped by briefly to announce the formulation of a University-wide task force on Advising, and encouraged Graduate Council to get involved in the discussion
- D. Zheng reported that the curricular proposal from Nursing (passed in the October Grad Council meeting) was subsequently passed by the Faculty Senate in November.
- D. Santamaria-Makang reported that MHEC is in the process of proposing procedural changes regarding Distance Education and specifically a substantial simplification of the process for seeking MHEC approval for conversion of existing face-to-face programs into fully online programs. Programs currently going through this process are advised to keep writing a full proposal for “Substantial Change” rather than follow the new process for “Change in Modality”; this way they are covered in case the proposed modification to the process does not go forward.

4. Old Business

GC 17-3: Graduate Catalog policy statement on combined Bachelors/Masters programs

- Proposal is available at <U:\Graduate Council\Senate Items\2017-18\GC 17-3 PolicyOnB&MProgram>
- V. Mazer offered one additional clarification to the policy discussed during the October Grad Council meeting regarding completion of combined Bachelors/Masters programs.
- Motion to approve, S. Brosi. Seconded by M. Ramspott. Motion passed by unanimous vote.

5. New Business

Curricular Proposals**GC 17-4: MBA Program Changes**

- Proposal is available at U:\Graduate Council\Senate Items\2017-18\GC 17-4 MBA1
- The College of Business is seeking to move away from a generalist MBA program by adding three areas of concentration: Business Analytics, Health Care Management, and Management. There will be no change to the overall number of credits required for the MBA degree. It will remain as a 36- 42 credit hours' program.
- Question from P. Williams about additional library resource requirements listed in the proposal. Y.Bao responded that these costs will be covered by direct revenue from the program.
- Motion to Approve by G. Thompson. Seconded by S. Brosi.
- Motion passed by unanimous vote.

GC 17-5: Ed.D Program Changes

- Proposal is available at U:\Graduate Council\Senate Items\2017-18\GC 17-5 EdD1
- The Ed.D program proposed the following changes
 1. Combine: EDLP 911 and 912 – to EDLP 912 1-12 credits repeatable. This will require deletion of EDLP 911 and change of title and description for EDLP 912.
 2. Delete EDLP 911 Dissertation I
 3. Delete Special Education specialization and the 3 courses that go with it.
 - SPED 712 Advanced Special Education Law and Procedures
 - SPED 713 Supervision of Special Education Programs
 - SPED 714 Special Education Funding and Grant Writing. Justification
 4. Change of the following policies:
 - a. Eliminate this language - Applicants subject to professional licensure must already hold, or be eligible to hold, such licensure in the field of specialization.
 - b. Change language for doctoral candidacy - Change to reflect current practice
 - c. Elimination of the 3 credit requirement in the semester of defense to 1 credit.
- Question from J. Ternent – will course deletions be effective Fall 2018, and does this present any issues of program continuance. G. Thompson: the existing cohort doesn't need these courses.
- Question from S. Brosi about the Nov. 1 date of defense listed as policy in the Graduate Catalog – Do different programs do this differently? M. Murtagh: Why not eliminate the Nov. 1 date from the catalog and let Departments handle this individually. V. Mazer: This change could be submitted for next months meeting. V. Mazer requested that Departments work with her when setting defense dates to avoid problems with preparation of graduation participation lists.
- Motion to Approve the Ed.D proposal by P. Williams, seconded by J. Bishoff.
- Motion passed by unanimous vote.

Item: MAT Secondary Program Changes (partially approved, moved to next month)

The Educational Professions Department requests the following changes to the MAT Secondary program.

I. Courses**1. Delete Course**

a. REED 518—The State of Maryland has changed what is required in reading courses for prospective teachers, and all required reading strategies and information are covered in REED 617, which remains a required course. REED 518 was a second reading course that will no longer be required for initial certification, but will be retained in the college for reading specialists and teachers pursuing their Advanced Certificates.

2. Change in Title and Credits

a. REED 617 will become REED 517 to allow it to be cross-listed as REED 417, thereby allowing the college to decrease the number of sections of this course required.

b. EDUC 565 will increase from 1 to 3 credit hours to allow more time to learn and apply current instructional techniques to the classroom. It will also move from the summer session to intersession to allow the students to complete Practicum I before taking it. This will give students a better idea of classroom contexts for technology.

c. EDUC 663 will increase from 2 to 3 credit hours to allow for more instruction in classroom management, a vital aspect of teaching.

II. Change in Existing Program's Requirements

1. Praxis II/OPI/WPT has changed from a progression requirement to a requirement to be taken before graduation, not necessarily passed. This is consistent with all other initial certification programs in the department.

2. The OPI/WPT passing score has been changed from Advanced Low to Intermediate High to reflect state requirements and remove barriers for students.

III. Hiatus of USMH Program

1. The department requests that the USMH option of the MAT Secondary program be suspended due to low enrollment.

- Question from V. Mazer about Point III: suspension of USMH option. An application needs to be filed with MHEC for program suspension. This will need to be a “notification” only since Point III doesn’t impact curriculum in any way. D.Zheng suggested that, in order to expedite the process, Point III could be voted on by Graduate Council electronically (rather than pushing it to the next meeting) once the appropriate

offices on campus (Graduate Services, Provost's Office) have had a chance to review the necessary MHEC paperwork.

- Motion to approve Points I and II: S. Brosi, Seconded by M. Ramspott. Motion passed with one abstention (S. Brassfield).
- Motion to allow an electronic vote (sometime before the next Grad Council meeting) on point III once the necessary MHEC paperwork has been fully reviewed by Graduate Services and the Provost's Office: G. Thompson. Seconded by J. Tobery-Nystrom. Motion passed with one abstention (M. Murtagh).

GC 17-6: Post-Master's Certificate in Educational Leadership

- Proposal is available at <U:\Graduate Council\Senate Items\2017-18\GC 17-6 EduLeadership01>

The Department of the Educational Professions, College of Education, seeks the approval of an 18-credit "Post-Master's Certificate in Educational Leadership", using courses from within our university's approved M.Ed. Education Leadership program, and requiring nothing new by way of resources.

- John Stoothoff stopped by to make a brief presentation of the proposal.
- Motion to approve: G. Thompson. Seconded by J. Tobery-Nystrom.
- Motion passed by unanimous vote.

6. Other New Business

Cutting of GA positions

- V. Mazer reported that due to budgetary issues, the Provost and Deans have announced that 5 GA positions will be cut beginning in Spring 2018. This cut will be spread among all three colleges with COB losing two GA positions, CLAS and COE each losing one and a half GA positions.
- There was a discussion around the problems and difficulties associated with the loss of and/or uncertainty around GA positions, especially with respect to recruiting. D. Zheng indicated that the Provost intended to be present at the meeting to answer questions, but had another meeting commitment downstate. The Provost plans to attend the next Graduate Council meeting.

7. Adjournment at 5:00 PM

Respectfully submitted by

David Zheng

INSTITUTIONAL PRIORITIES AND RESOURCES COMMITTEE

Monday, November 13, 2017

November 13, 2017

Gira Center 155

In Attendance: Mike Monahan, Mike Flinn, Greg Wood, Diane Blankenship, Rebekah Taylor, Randall Lowe, Ben Norris, Denise Murphy, Erica Kennedy

Excused: Phil Allen

Guests: John Stoothoff, Natalia Buta, Yan Bao

4:00 PM – CALL TO ORDER
CHAIR’S COMMENTS

Mike Flinn: We are still looking for ways to save money. If you have any ideas, please share them with the group. As you review the proposal presented at IPR, don’t hesitate in asking the hard questions.

Feel free to ask anything about the proposals that relate to priorities and resources.

In addition to new programs and minors, suspensions and discontinuance of programs are to be seen by IPR. It is the committee’s responsibility to ensure that there is not an impact on other programs on campus that may be impacted.

OLD BUSINESS

None

NEW BUSINESS

Reports

Report from PACIE representative Greg Wood

GW: PACIE currently working on how offices and academic programs handle compliance assist. They have developed short hand report for Middle States using a “Red, Yellow, Green” report, with green being for positives, yellows need attention, and red areas are doing poorly. There are currently no reds, but there are various yellows that are being addressed. Middle States was pleased with report and had positive feedback from them in October. *Full Q&A/discussion in the November 13, 2017 minutes.*

Report from the faculty Workload and Compensation Subcommittee Rebekah Taylor

RT: It was discussed that there are different ways that schools in the system handle workload policies and every institution does something different. Towson's policy is most similar to FSU, but not as complex. There was also talk about current budget issues. We can't really change policy until we have input from the provost. CUSF will also be making recommendations and we are waiting for that.

BN: The system-wide discussion on this issue is pretty mature. The focus has been on hammering out student credit hour targets for institutions and how to add in all the value added work that faculty do that doesn't generate credit hours, but that is important for students. There has been discussion on how to recognize these values.

RT: The subcommittee discussed many good ideas, but doesn't want to write a lot of policies until the plans of the administration are known. A "wish-list" has been sent to the provost, and they are awaiting a response.

Proposals

Post-Master's Certificate in Education Leadership, Dr. John L. Stoothoff

John: MSDE has been asking for this change, and wants the ownership of the certification process to be with the program instead of the state. The courses within the certification program and currently part of the Master's program. The faculty will continue to plan to team the courses and utilize an adjunct occasionally when needed. There are no additional resources needed. *Full Q&A/discussion in the November 13, 2017 minutes.*

Vote Required: motion passes, unanimous

Suspension of the Health Promotion minor, Dr. Natalia Buta

NB: The Recreation and Park Management program is proposing suspension, not termination of the Health promotion minor, due to low enrollment and the retirement of Dr. Susan Gray who was the Health Promotion faculty. There are currently no students and the program does not have resources to cover the courses. The department may revitalize the minor after doing market research and finding ways to reposition the minor. The HRP department has formed a task force of faculty to collect data to identify opportunities for the minor. The department is continuing to offer three courses linked to Health Sciences major and GEP.

Vote Required: motion passes 7 in favor, 1 opposed, no abstentions

Substantial Modification of the Master of Business Administration, Dr. Yan Bao

YB: The MBA program started in 1989, began online 2011 to increase accessibility.

Demand has changed and people are looking for shorter, specialized programs. The department had moved to a 7 week delivery model, instead of semester model. They have been closely monitoring student and faculty feedback and examining rigor.

Students have been happy with the changes thus far. The proposed changes provide three concentrations for students to choose from in the MBA program: General Management, Data Analytics and Health Car Management. The modification does not change number of courses for the Masters program; however there are eight new courses, four in each concentration. *Full Q&A/discussion in the November 13, 2017 minutes.*

Vote Required: motion passes 7 in favor, 0 against, 1 abstentions; pending the following stipulations in place before next senate meeting on November 29th:

- Inclusion of a sample schedule
- letter of support from provost
- letter of support from the each supporter of the advertising budget - \$10,000 annually
- letter of support for library

DISCUSSION

Open discussion on concerns and issues.

A short discussion of the following topics was conducted:

BN: Physician Assistant proposal in December

MM: We are not thinking like entrepreneurs, we should raise salaries for teaching over the summer to entice more professors to offer more sections and encourage more students to enroll in said additional offerings. One way of accomplishing this would be to place a cost per student enrolled that everyone would feel is equitable v. the current model.

EK: Could there be incentives for early retirement which would allow for lower costs when hiring new faculty?

As the meeting was running long, we decided to investigate some of the points and report back next meeting. *Full Q&A/discussion in the November 13, 2017 minutes.*

FUTURE BUSINESS

Coordinate with the Faculty Senate Chair, Dr. Ben Norris, and review faculty priorities report from several years ago. The report, and accompanying priorities list, needs to be distributed to the committee. The purpose of the report was to document the faculty's priorities for when/if there were a surplus of funds to allow the University to address faculty resource concerns. (Tentative Summer/Fall 2017)

Adjournment (5:55 pm)

Dr. Michael B. Flinn
IPR Chair – 2017/18
Computer Science & Information Technologies
Frostburg State University
Frostburg, MD 21532

COUNCIL OF UNIVERSITY SYSTEM FACULTY



COUNCIL *of* UNIVERSITY
SYSTEM FACULTY

CUSF Report from November 15, 2017 meeting at University of Maryland College Park

Joint meeting report (CUSF, CUSS, and USMSC)

- UMCP President Wallace Loh welcomed CUSF, CUSS (Council of University System Staff), USMSC (University System of Maryland Student Council) to the joint council meeting. Dr. Loh welcomed attendees praised the United States higher education system as the finest in the world. He spoke about shared governance as a primary reason for this high status, and discussed similarities between shared governance structures and democracy. Dr. Loh then reported that Chancellor Caret had recently been elected chair of the Association of Public and Land-Grant Universities (APLU) and explained that land-grant institutions have always had a dual mission of making higher education accessible and of conducting research that can be applied to improving the common good. He closed by describing the US as more polarized than it has been in recent decades, thus necessitating that the millennial generation work to unify America and bridge gaps among diverse groups of people.
- Chancellor Caret addressed the assembled groups and then answered questions that had been submitted prior to the meeting. Chancellor Caret spoke about the USM budget, stating that, even with recent cuts, Maryland higher education is better off than higher education in most states. He reported, however, that funding is not keeping pace with needs. He then turned to the issue of inclusion and diversity, stating that it is a high priority to the Board of Regents (BOR). He explained that the BOR would like for campus personnel to develop ideas about how to increase inclusion on USM campuses. There will be a system-wide symposium in spring 2018 to discuss these matters.

Chancellor Caret then spoke about Title IX issues, the opiate crisis, and the shared governance report submitted by the CUSF chair each spring. On the latter issue, Chancellor Caret reported that this report is an important in his annual evaluation of university presidents. The Chancellor closed by talking about the Maryland Amazon headquarters proposals, the System's role in Maryland economic development, and student costs. Chancellor Caret then answered questions from the audience about the Coalition lawsuit and possible faculty collective bargaining in the future. He stated that it was too soon to say much about the judge's recent decision in the lawsuit, and that he prefers that faculty work within shared governance structures, rather than being unionized.

- Mr. Andy Clark, Assistant Vice Chancellor of Government Relations, provided an overview of the USM strategy for the Maryland legislative session that begins January 10, 2018. The focus will be primarily on DACA, federal Title IX policy changes, Republican tax reform efforts, and other matters that are pertinent to higher education. Mr. Clark also explained the process that his office employs in engaging with legislators prior to and throughout the legislative session. He welcomed CUSF, CUSS, and USMSC members to participate in his weekly conference call, at which he provides briefings on prior week activities as well as expectations for the coming week.
- Robert Kauffman took the floor to describe the joint ombudsperson services resolution. He thanked Ms. Sherrye Larkin, past chair of CUSS, and USMSC leaders for working with CUSF on this resolution, which states that all USM institutions should offer these services to faculty, staff, and students. Dr. Joann Boughman, Sr. Vice Chancellor for Academic and Student Life, reported that USM presidents and provosts agree in principle with the resolution, but that work remains to be done to ensure that implementation will not conflict with existing legal, personnel, and student judicial board processes.

CUSF meeting report

- In the afternoon, the three Councils held individual breakout meetings. The CUSF meeting was called to order by Robert Kauffman, CUSF October 2017 general meeting minutes were approved, and UMCP Senate Chair Daniel Falvey addressed the group. Dr. Falvey reported that there is no specific body that represents the faculty, but rather the shared governance structure consists of a university senate comprised of administration, faculty, staff, and student leadership. He also described the Academic Planning Advisory Committee (APAC), which works to make decisions about budget priorities and other matters, as not representative of the faculty.
- Robert Kauffman led CUSF members in a discussion about academic integrity, reporting that the Regents are very interested in the topic and will convene a panel, including Robert, to discuss the matter at the December BOR meeting. The CUSF December agenda also includes a panel discussion on the issue, and Dr. Elizabeth Brunn, chair of the Education Policy committee, explained that this panel will address awareness as well as approaches to countering academic dishonesty.
- Robert Kauffman introduced the topic of proposed changes in the CUSF constitution and by-laws. Dr. William Chapin, chair of the Membership and Rules committee, explained

that the committee recommends two changes: (1) corrections to by-laws published on the CUSF website, and (2) changes to the constitution to remove the requirement that proposed amendments be voted upon at campuses and to require, instead, that such amendments be voted upon at two different CUSF meetings. CUSF members made motions about each change and approved both motions.

Respectfully submitted,

Kelly M. Rock, DNP, PMHNP

CUSF Representative

FACULTY SENATE MINUTES

Wednesday, November 1, 2017

4:00 PM

397 Gira CCIT

Senators in Attendance: P. Allen, A. Bena, T. Bogart, S. Brassfield, S. Brill, J. Browne, N. Buta, S. Duncan, J. Dunmyre, J. Durst, T. English, D. Filer, M. Flinn, S. Henry, E. Kennedy, H. Li, J. Lombardi, R. Lowe, M. Monahan, B. Norris, J. Odone, M. Ramspott, J. Shore, G. Snelson, T. Sigerstad, N. Tootoonchi, G. Wood

Excused: D. Filer, K. Rock

Absent: D. Blankenship, S. Brosi

Also in Attendance: M. Michael, R. Nowaczyk, E. Throop, D. Zheng

The meeting was called to order at 4:05 p.m. by B. Norris.

VII. APPROVAL OF THE MINUTES

Faculty Senate Minutes of October 4, 2017 (Separate Blue Packet)

Minutes were approved without amendment.

VIII. ANNOUNCEMENTS

C. Future Faculty Senate Meetings (4:00 PM in 397 Gira CCIT)

Wednesday, December 6, 2017

Wednesday, February 7, 2018

Wednesday, March 7, 2018

Wednesday, April 4, 2018

Wednesday, May 2, 2018

D. Future Faculty Assembly Meetings (4:00 PM in 226 Compton)

Wednesday, November 29, 2017

Faculty Morale

February Faculty Assembly: TBA

April/May Faculty Assembly: TBA

IX. REPORTS & INFORMATION

J. [Chair's Report \(pages 12-13\)](#)

The CUSF report was misattributed to Ronna Schrum, but was actually written by Kelly Rock.

The print agenda did not contain reports due to an error. Reports are included in the email version of the agenda and minutes.

K. [Academic Affairs Committee \(AAC\) Report \(pages 14-18\)](#)

L. [Faculty Concerns Committee \(FCC\) Report \(pages 18 – 21\)](#)

M. [Graduate Council \(GC\) Report \(pages 21 – 23\)](#)

N. [Institutional Priorities & Resources Committee \(IPR\) Report \(pages 23 – 26\)](#)

O. [Council of University System Faculty \(CUSF\) Report \(pages 26 – 27\)](#)

P. President's Report (oral)

USM Regents Faculty Awards: The President is pleased with the four nominations for the Regents Faculty Awards. We need recognition from the state system. He recognizes it is an involved process and appreciates the submissions.

Strategic Plan: The committee met last Friday 10/27 and identified action items. They brought together the SP Task Force, deans, and individuals from the listening sessions in April. The mission and vision statements were used as a preamble thinking ahead to what the institution would look like in 2023. Four goals emerged from themes and action items emerged to address the goals. Action items must have specific outcomes. The group came up with many action items that cut across different goals, they do not need to be tied to one specific goal but can address multiple goals. There was a tendency to want to get everything done in the first two years of the timeline (2017-2019). The President is going to meet with the co-chairs and ensure that everything from that meeting was captured.

Middle States: Folks have asked about the recommendations from the self-study. The President sent Ben a draft of what was able to be pulled from the self-study, from the team visit, and from the two smaller team visits in the past year.

Recommendations are items that must be addressed in the next eight years. Suggestions are items that should be addressed but not necessarily required. There were eight recommendations generated by faculty and staff here, those require a response as well. Ben has a draft, Sarah Beth is checking it, people have requested copies of it and it will be distributed. We responded back to the Middle States visit with a thank you and agreement on recent findings. He hopes to hear by the end of November when the full commission meets, hopeful that the warning will be removed.

Phi Kappa Phi: There is a meeting scheduled for November 3 to decide if we can form a chapter here on campus. A campus chapter will enhance FSU's academic reputation.

Update on the Budget: Dave Rose gave an updated budget presentation and the President and the Provost provided additional explanations and commentary throughout. Slides will be made available to those interested. There are currently 68 open positions. Object 01 savings requires that they be kept open. The Dean of Enrollment Management won't be filled until after July 1 and has been declared a failed search. The university will not spend any money on vehicles this year. \$100,000 was removed from the Strategic Planning budget. The only place to look at now is personnel. Administration is trying to stay away from lay-offs. Salary reduction days (furloughs) are being discussed. The university is moving forward on the open Deans positions because they wouldn't start until the next fiscal year in July. We need to recruit more graduate and transfer students to begin in the spring. There is not officially a hiring freeze, it's possible someone in a critical position could leave the institution tomorrow and that position would need to be filled this year. Nursing is looking for two nurses to begin in January and those searches are still on track. The President has asked all of the Vice Presidents to look at travel reductions. Over \$400,000 is spent on travel each year, everyone needs to look at ways to reduce this expense number. The President will be reducing his own travel and has only planned one other major trip this year, the rest will be in state. John Short is looking for ways to shift funds from the foundation. When the economy has been strong, endowments funds have increased, but he would rather not touch those funds. The President will meet with the Chancellor to discuss other options. One option is to look at plant renewal funds, right now all of those are spent in the projections for the year, but could possibly take money from that fund if the Chancellor approves. The President wanted to ensure that everyone is aware of the issues with the budget. He reiterated that there are no plans for lay-offs and he will be meeting with the Chancellor to look for viable options. Currently, 89% of the funding shortage has been found with only 11% to go.

Question: Under what line is marketing and advertising budget and how much was cut?

RN: \$80,000 was put in for marketing and advertising and those funds have not been touched. It falls under university advancement, and the cuts there are not from the marketing budget.

Question: What about removing the other \$200,000 from the Strategic Planning funds?

RN: No, we've already spent \$100,000 of that with marketing, we need to get our applications up. The drop in enrollment is due to two things, fewer applications and the yield went down and we didn't hit our retention numbers this past year. The other \$100,000 is unspent right now, but that could change.

Question: What about the CLAS Dean replacement?

RN: It's not included in this year's budget in terms of cost.

DR: Savings would be very low if we're looking to fill the position after the fiscal year ends. There might be some accrued vacation time, etc. may be some other costs.

Question: Will we need to give more money back to the state around Christmas?

RN: We don't know.

DR: State revenues are still on budget, hopefully it will be a good Christmas season and people will spend money. There could possibly still be a cut but it depends on the federal budgets.

RN: At one point we were asked to give back \$800,000, but the USM worked with the state to get FSU's share to approximately \$250,000. It was reported that expenses, including Medicaid, were higher than anticipated.

Question: As far as revenue generation, in professional programs, have we looked at differential tuition?

RN: Yes, we looked at it this morning. We already looked at it for the Nurse Practitioner program. We need to be competitive and the Board of Regents understands that. We should be doing that for other programs. It will help in the future but not this year. Looking into the future, we need to have competitive data. We're not interested in going up 3%, if they see a professional degree is too low we can raise and if it's too high we need to maybe lower it. It's certainly something we can do and we have a solid case. College Park and UMUC have set the stage for differential tuition.

DR: We have no authority unless it goes to the Board of Regents. They're currently approving rates for FY19.

RN: We're not opposed to requesting adjustments with the rates if we have reasons to do that.

Question: Students are able to print and copy for free, should we reconsider that?

RN: We are talking about it at UAC tomorrow. We suspect there are a minority of individuals who are taking advantage of it. If we can change it in January, we might. It could help the budget.

DR: We spend \$25,000 on paper.

RN: The paper one is good one to look at. We need to look at the data, see how many students, how many copies, and consider a policy and rate a number of copies per student.

Question: If we look at how much we pay for summer and January classes, how many people don't teach during summer and intersession because of compensation? If we look at higher compensation, maybe more people would offer courses during those times, increasing enrollment.

Liz Throop: One suggestion was made at Chairs Council about cutting back on phone service. Unfortunately, fees that pay for the phone service also pay for the internet service. Some of you may have heard that we did ask the Deans to look very carefully at travel. What was suggested and strongly recommended is that junior faculty who are on the tenure-track still be supported and be prioritized. For them the next few years are crucial to their careers and they need to be considered before senior faculty or full-time non-tenure-track faculty. We need to make the best use of resources. We're not cutting out completely, but trying to trim. When possible, attend meetings virtually or call in instead of travelling to them. The only travel for me is Middle States. I was planning to go to something with Tom Bowling as well, but we've cut that out. The Executive Team is trying to live what we are asking faculty to do.

RN: I've also asked the Provost to meet regularly with the admissions people.

LT: That's happening, we've given the admissions and enrollment teams targets. How many students don't return in the spring? The average is 441 students don't return. We want that number under 400. We're mostly focusing on them, the first-year students, but also others too.

Question: What percentage of those are not returning because they didn't do well academically?

LT: I've asked Jay Hegeman to look at that.

RN: I am trying to set up a meeting with the President of Montgomery Community College for January. They're one of the largest community colleges around. We have a good relationship with Allegany, Hagerstown, and Garrett and now it's a question of looking downstate. We're going to work on Frederick as well. We appreciate that faculty are working with the Provost on new programs. There are opportunities for us because we are enrollment-challenged, the state is more likely to say go ahead with new programs because we need help.

LT: I am working on full articulation agreements with community college partners. MOU's are in place for some programs, but students from Garrett and Allegany

should have as seamless a transition as possible. Full articulation agreements are a way to do that. We will be doing that next with Hagerstown and Frederick, it's another way to help students transfer.

Question: What about extending the regional tuition zone?

RN: Yes, this was discussed at a Middle States workshop, met some folks from Western PA, which is a little too far north, but there's a lot of opportunity in southwestern and western PA. We're also looking into Northern VA. The coaches see it as a prime recruiting target because of all the private schools there. That's where a significant portion of the new marketing money is going, geo-fencing those zip codes in the region.

LT: If you're being asked by your chairs to collapse sections or increase sections or teach sections differently in the spring, this is why. It's not easy, but this is the reality.

Q. Provost's Report (oral)

The budget is at the top of the Provost's list. She is currently sorting through some personnel issues. She continues to work on articulation agreements with community colleges. She has been attending Chairs Council and meets biweekly with deans and direct reports. She has also been doing her office hours in different locations on campus to hear what's on people's minds. She will be in CCIT tomorrow (11/2) from 1:00 to 2:30. She is working on finishing the academic calendars with Doris Santamaria-Makang. She is also looking closing at student credit levels generated. She will be sending the call out for PELEF Grants in the next few days, a source of money has been identified for those. The Provost was prompted to email the faculty after beginning her office hours in different campus locations and hearing about the amazing things that the faculty and staff are doing as far as outreach. These are powerful stories that John Short can use to tell our benefactors and encourage more support. The programs and activities are astounding and she thanks the faculty for their dedication and hard work.

R. Faculty/Staff Campaign – Liz Nelson, Director of Annual Giving (oral presentation)

The university is in the midst of its annual Faculty and Staff Giving Campaign. All employees should have received a card in campus mail. Last year there was just over 33% participation, which was the highest participation rate in the last 8 years with \$134,000 donated by 241 donors. In addition to payroll deductions, there are other ways to give. There are also a variety of things to give to, the annual fund designates a portion of the money go to the opportunity grant process. Many faculty have received grants through this process which began in 2009. Since its inception, over 220 different programs have been awarded \$650,000. The opportunity grants can provide money for travel and training, which tend to be more restricted.

Some recent projects that were funded include the undergraduate research symposium, the Adopt-a-School program through the Children's Literature Center, the Raspberry supercomputing program, several STEM programs, Social Work Advocacy Day, math learning projects, and travel to a conference for a group of psychology students. In FY2018 there have been 47 applications and \$126,000 total requested with about half (\$60,000) awarded to 31 different projects. The foundation has made it a priority to help as much as possible and the board recognizes the importance of what the foundation does with the money.

In terms of programs to support, as retention becomes a bigger issue, students who are struggling with financial issues have opportunities to request emergency funding. Sometimes it's as simple as being short \$200. Students have had fires and have needed support for other emergencies. Just this past year, the Unfinished Business Scholarship provided students with lingering financial concerns at the end of the spring semester an opportunity to pay those obligations off and come back in the fall without that financial burden. The foundation is working on building up that fund for students in need. Athletics is also taking a hit and the foundation raises money for athletics and for scholarships. Folks with projects in the \$3,000 – \$7,000 range are encouraged to reach out to Liz Nelson. The foundation is looking to partner with a crowd funding vendor for peer-to-peer fundraising, trying to shift a lot of fundraising to crowd-sourcing. The foundation will send out more information on that initiative soon. Please reach out if you have ideas. The Faculty and Staff Campaign ends on November 9 and the foundation encourages folks to find a fund that speaks to you or your department or students and contribute if you can.

S. Questions

X. OLD BUSINESS

Supporting Documents for all proposals can be found on the U: Drive (\\FSUNAS1) at:

AAC: <U:\AAC\Senate>

FCC: <U:\Faculty Concerns Committee\Senate>

GC: <U:\GC\Senate Items>

IPR: <U:\IPR Committee\Senate>

VOTE REQUIRED: AAC 17-28 - PASSED UNANIMOUSLY

Summary Proposal	Rationale
<p>The Department of Physics and Engineering requests the following changes:</p> <p>1. New Courses:</p> <ul style="list-style-type: none"> • ENEE 445, Introduction to Communication Systems • ENME 448, Introduction to Nanotechnology: Principle, Technology and Device • ENME 452, Introduction to Polymer Engineering and Manufacturing • ENME 467, Introduction to Nanomaterials: from Synthesis to Application • ENES 098, Introduction to Additive Manufacturing <p>2. Change in Catalog Description/Prerequisites/Frequency:</p> <ul style="list-style-type: none"> • ENEE 204, Basic Circuit Theory (P) • ENEE 206, Fundamental Electric & Digital Circuit Laboratory (D) • ENEE 322, Signal and System Theory (D) • ENEE 381, Electromagnetic Wave Propagation (P) <p>3. Delete: ENME 391, Statistical Methods for Product & Process Development</p> <p>4. Change in Existing Program's Requirements:</p> <ul style="list-style-type: none"> • Change in requirements for the Electrical Engineering and Materials Engineering concentrations • Change in requirements for Engineering BS at AACC • Change in requirements for the B.S. in Engineering at Cecil College 	<p>1. New Courses</p> <ul style="list-style-type: none"> • ENEE 445 will serve as a required course for the Electrical Engineering concentration. • ENME 448 can enhance and enrich FSU Materials Engineering curriculum, offering students more introductory course options for nanotechnology and beyond at the 400-level. <u>"processing, and performance related to material systems appropriate to the field" (quote from ABET Curriculum Requirements).</u> • ENME 452 -- The Polymer Materials Engineering course is an appropriate addition to the FSU curriculum, offering students another course elective and career preparation at the 400-level. This action will also solidify and enhance our curriculum for ABET requirements in the materials concentration. Quote from ABET Curriculum Requirements: <u>"polymers, biomaterials, composite materials; to integrate the understanding of the scientific and engineering principles underlying the four major elements of the field: structure, properties, processing, and performance related to material systems appropriate to the field."</u> • ENME 467 – Adding ENME 467 into the curriculum will also enrich and enhance the program in preparation for ABET reaccreditation. Quote from ABET Curriculum Requirements: <u>"to integrate the understanding of the scientific and engineering principles underlying the four major elements of the field: structure, properties, processing, and performance related to material systems appropriate to the field; to apply and integrate knowledge from each of the above four elements of the field using experimental, computational, and statistical methods to solve materials problems including selection and design consistent with the program educational objectives."</u> • ENME 098 -- This course will better prepare Physics and Engineering students for upper level project design courses: ENME 272, 332, 410, 472 and ENEE 408. <p>2. These catalog description changes will match course outcomes more closely for Electrical Engineering instructors teaching those courses.</p>

	<p>3. This course is covered as ENME 392 through the Maryland Collaborative Mechanical Engineering Program.</p> <p>4. Change in Programs</p> <ul style="list-style-type: none"> • Dropping ENME 350 and ENME 351 from the engineering core along with the addition of Electrical Engineering specific courses, for example, ENEE 322, will enhance the Electrical Engineering concentration. Specifically, ENEE 204 already covers content in ENME 350 and ENEE 303 covers content in ENME 351; therefore, electrical engineering students will not lose content because of ENME 350 and ENME 351 being dropped. Materials Engineering students will still need ENME 350 and ENME 351 as part of the Materials Engineering concentration. • Students who complete the ASE (Associate of Science in Engineering) satisfy the IDIS 150 program requirement listed under the FSU courses for the AACC Collaborative Engineering Program at the Arundel Mills Regional Higher Education Center. The IDIS 150 course was inadvertently listed as a program requirement in the 2013 and 2015 undergraduate catalogs. • Students who complete the ASE satisfy the IDIS 150 program requirement listed under the FSU courses for Cecil College. The IDIS 150 course was inadvertently listed as a program requirement in the 2013 and 2015 undergraduate catalogs.
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VOTE REQUIRE: AAC 17-29 – PASSED UNANIMOUSLY

Summary Proposal	Rationale
<p>The Health Science Program requests the following: The addition of BIOL 401 Genetics Laboratory to the list of Health and Natural Science Electives for the program.</p>	<p>BIOL 401 is the only lab course that is listed separately from the lecture (BIOL 350) in the BIOL offerings. The omission of this course from the electives list was an oversight which this proposal will correct.</p>

VOTE NOT REQUIRED: AAC 17-30

Summary Proposal	Rationale
<p>The History Department requests the following: The addition of HIST 434: Women in the United States to the History Department course requirements catalog page (118-119)</p>	<p>HIST 434 has already been approved and added to the upper division electives offered by the department, but catalog copy had been left out of the proposal, which kept it from being added to the course requirements page in the catalog.</p> <p>Note: This agenda item is an amendment to AAC 17-13, which was reported to the Faculty Senate on April 1, 2017. HIST 434 was approved as a new course and an elective in the History major, but catalog copy was not provided. AAC 17-30 provides the required copy.</p>

VOTE NOT REQUIRED: GC 17-1

Summary Proposal	Rationale
<p>The Graduate Council has passed proposed updates to the Graduate Assistant Handbook</p>	<p>The proposed updates:</p> <ol style="list-style-type: none"> 1. Reframe the purpose of the GA program to better align with FSU’s mission 2. Clarify procedures and language regarding number of contract hours, tuition remission, full and part time GAs, and supervision of GAs allocated to administrative units 3. Remove the unused “Graduate Associate” title 4. Include the new FSU Anti-Harassment and Retaliation Policy 5. Include FSU’s statement on Non-Discrimination and Equal Opportunity 6. Correct typographical errors

VOTE NOT REQUIRED: GC 17-2

Summary Proposal	Rationale
<p>The Nursing Department requests the following: Change in Catalog Description for:</p> <ul style="list-style-type: none"> • NURS 651 Advanced Health Assessment and Diagnostic Reasoning • NURS 660 Primary Care Across the Lifespan 	<p>The content of NURS 651, Advanced Health Assessment and Diagnostic Reasoning and NURS 660, Primary Care Across the Lifespan includes critical skills and procedures that cannot be taught by lecture or video. We request that these four (4) credit theory courses be changed to three (3) credits of theory and a one (1) credit lab. Each course will require three (3) theory hours that will be completely online and each will have a 1 credit, 45 hour, on campus lab requirement. The students will be required to be on campus for hands on instruction and practice to obtain competency of these advanced level skills and procedures for the lab portion of the course.</p>

XI. NEW BUSINESS

VOTE REQUIRED: SSC 17-01 – APPROVED UNANIMOUSLY

Summary Proposal
<p>A resolution to the President to endorse the four nominees for USM Regents’ Faculty Awards from FSU:</p> <ul style="list-style-type: none"> • Teaching – Dr. Jodi Nichols, Educational Professions

- Scholarship, Research, or Creative Works – Dr. Gregory Wood, History
- Public Service – Dr. Matthew Crawford, Chemistry
- Mentoring – Dr. Jason Speights, Physics and Engineering

XII. ADJOURNMENT

The meeting was adjourned at 5:08 p.m.