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FROSTBURG STATE UNIVERSITY FACULTY NEWSLETTER

April 2020

FACULTY SENTATE CHAIR'S REPORT

Colleagues,

The spring semester of 2020 will be ending in a very different way than it started. Many of us are navigating the uncharted waters of remote instruction and teleworking. As our community, state, nation, and world adapt to the coronavirus pandemic, we find ourselves changing the way we teach and work, hoping to continue to serve our students in the best ways that we can. I want to recognize some unsung heroes at this institution who are helping us work through this tough transition.

On behalf of the faculty of FSU, I want to express sincere gratitude to Rita Thomas and Michelle Hixson from the office of Instructional Design and Technology. Rita and Michelle have been a valuable resource throughout this time of transition, whether providing assistance and advice as coursework moves online or organizing training for faculty on short notice. They deserve our recognition and thanks for this work.

I also want to thank Shoshana Brassfield, the Director of the Center for Teaching Excellence. Shoshana is hosting a central repository of resources for faculty making the transition to remote and online teaching. This repository is hosted on the CTE Canvas site, to which all Faculty have access (you may need to click on Courses on the left and scroll down to All Courses to find it). The various resources are organized by type of resource, including helpful information for students, and a discussion board is available for faculty to contribute additional resources and ideas. Here is a link to Shoshana's original discussion post outlining the resources (valid FSU login required):

https://frostburg.instructure.com/courses/5571/discussion_topics/83559

Finally, I want to recognize each and every one of my colleagues. Each of you is adapting and learning something new so you can continue the teaching and leaning experience with your students. I encourage each of you to be willing to share what you are learning about remote teaching, whether from your colleagues, your professional organizations, or the social media groups you follow. Go to the discussion board in the CTE Canvas site and contribute. Each thing that you have learned to do one of your colleagues may be trying to figure out.

Please remember to save some time for yourself and your own wellbeing. Reserve time for self-care. Take care of your family. Remember that your students will need time to see to their own and their family's wellbeing. We are converting our in-person courses to a remote teaching and learning experience. The conversion will be imperfect, and some of us will be more comfortable with the transition than others. Activities and lessons that work well in an in-person classroom may not translate well to online delivery. Assignments may take longer for students to complete given the challenges we all face. Many students (and some of us) lack reliable access to internet in our homes. As we continue to adapt, think about those learning experiences in your courses that are truly essential, and think also about the ways you can provide flexibility to students as they work through the remainder of your courses.

As we all work to navigate these difficult times, I wanted to provide a brief update on how the Faculty Senate will be adapting.

The Faculty Senate meeting for April will occur as a virtual meeting at the regularly scheduled time: 4 PM on Wednesday, April 1. The meeting is open to the campus community, but to better manage the meeting through Microsoft Teams, I am only sending the access information to those who want to attend. Please respond to this email if you are interested in attending the Faculty Senate meeting. You can find the agenda online through SharePoint (valid FSU login required): <https://frostburg.sharepoint.com/sites/facultysenate/SitePages/Faculty%20Senate%20Agenda%20April%201,%202020.aspx>

The following ground rules will be observed to help ensure an orderly and productive meeting:

1. Please join with only one audio source. If you connect by a webcam with microphone and with your phone, you will produce echoes and feedback.
2. As you join the meeting, please mute yourself.
3. For attendance purposes, I will call roll at the beginning of the meeting
4. To get my attention to speak, use the text chat.
5. When you speak, unmute yourself. When you are finished, mute yourself.
6. When it comes to voting, I will likely do a roll call vote.
7. I will record the entire meeting to facilitate the assembling of the minutes.
8. I will be saving the text chat contents for the same reason.

Take care,

Benjamin Norris

Associate Professor of Chemistry

Chair of the Faculty



FACULTY SENATE ROSTER

Faculty Senate Steering Committee

Benjamin Norris, Chair of the Faculty
John Lombardi, Vice Chair of the Faculty
Sally Stephenson, Secretary
Mike Murtagh, Chair of the University Chairs Council
Travis English, Chair of the Academic Affairs Committee
Tianna Bogart, Chair of the Faculty Concerns Committee
Michael Flinn, Chair of the Graduate Council
Erica Kennedy, Chair of the Institutional Priorities and Resources Committee

Academic Affairs Committee

Travis English, Visual Arts
Jennifer Earles, Sociology
Stefanie Hay, Nursing
Kenneth Levitt, Management
Daniel Moorehead, Sociology
Darrell Rushton, Theatre & Dance
Joanna Shore, Management
Gerald Snelson, English & Foreign Languages and Literature

Graduate Council

Ali Ashraf, Marketing & Finance
Richard Raesly, Biology
In addition to the two Senators serving on the council, Graduate Council also has faculty representatives from the various graduate programs.

Faculty Concerns Committee

Tianna Bogart, Geography
Paul Bernhardt, Psychology
Holly Currie, Chemistry
Annie Danzi, Communication
Katie Gares, Chemistry
Sean Henry, Library
Guedeyi Hayatou, English & Foreign Languages and Literature
Heather Hurst, Educational Professions
Chelsea Schrader, Accounting

Institutional Priorities and Resources

Erica Kennedy, Psychology
Assyad Al-Wreikat, Accounting
Randall Lowe, Library
Jamison Odone, Visual Arts
Brent Weber, Music
William Wetherholt, Geography
Stacy Wassell, Management

Council of University System Faculty Representatives

Robert Kauffman, Kinesiology & Recreation, CUSF Chair
John Lombardi, Communication
Sheri Whalen, Communication (Alternate)

FACULTY SENATE AGENDA

Wednesday, April 1, 2020

4:00 PM

Web Conference

I. ORAL REPORTS

1. Report by FSU President, Dr. Ronald Nowaczyk
2. Report by FSU Provost and Vice President for Academic Affairs, Dr. Elizabeth Throop
3. Report by Vice President for Enrollment Management, Arlene Cash
4. Questions for Administrators

II. CONSENT AGENDA

Note: Any item on the consent agenda may be removed from the consent agenda for discussion by the request of any voting member of the Faculty Senate. Requests to remove items from the consent agenda may be made at the meeting or in advance. Items remaining on the consent agenda pass by consent.

ANNOUNCEMENTS

A. Future Faculty Senate Meetings (4:00 PM)

May 6, 2020

B. Future Faculty Assembly Meetings – Location TBA

April 29, 4 PM

REPORTS & INFORMATION

- A. [Chair's Report](#) (Distributed electronically)
- B. [Academic Affairs Committee \(AAC\) Report](#) (Distributed electronically)
- C. [Faculty Concerns Committee \(FCC\) Report](#) (Distributed electronically)
- D. [Graduate Council \(GC\) Report](#) (Distributed electronically)
- E. [Institutional Priorities & Resources Committee \(IPR\) Report](#) (Distributed electronically)
- F. [Council of University System Faculty \(CUSF\) Report](#) (Distributed electronically)

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](#)

Supporting documentation is also available at <https://frostburg.sharepoint.com/sites/facultysenate>

AAC 20-02**ALSO REVIEWED BY IPR**

Summary Proposal	Rationale
<p>The Department of Management requests the following: The addition of an 18 credit Minor in Human Resources Management (HRM) consisting of the following courses:</p> <p>MGMT 251 Principles of Management MGMT 357 Human Resources Management MGMT 405 Business Ethics and Social Responsibility or PSYC 360 Industrial/Organizational Psychology MGMT 452 Staffing and Development MGMT 456 Compensation MGMT 457 Labor Relations and Collective Bargaining</p>	<p>The creation of a minor in human resources management would benefit students by allowing them to combine their particular major with technical HRM skills gained through the courses required for the minor. The field is sufficiently broad to attract students from a variety of majors. For example, a Mathematics major might choose to enter the field of compensation or HR analytics. Sociology or Communication majors might choose to apply skills gained from their majors towards becoming human resources managers. As another example, students majoring in Law and Society might choose to enter the field of labor law.</p>

AAC 20-03

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following:</p> <ol style="list-style-type: none"> 1. Editorial Corrections and Updates <ol style="list-style-type: none"> a. Faculty Rank b. Clarify ENGL requirements for GEP c. Revise Nomenclature for Program Semesters- Remove “Phase” 2. Change in Existing Program’s Requirements <ol style="list-style-type: none"> a. Elem Integrated Arts b. Elem Language and Literacy 	<p>Concentration/Specialization Revisions for Elementary (Integrated Arts; Language and Literacy)</p> <p>The proposal is to revise some of the requirements for the existing Elementary concentrations. The ART and MUSC required courses are adjusted to better meet student needs. In Language and Literacy, the course requirement option is necessary based on student enrollment. The proposed revisions would allow more choices for students to meet the concentration requirements.</p>

AAC 20-04

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following:</p>	<p>Each student is required to complete a 70 day internship, as required by the Maryland State</p>

SCED 496- <i>Teaching Internship II: Secondary Education</i> is currently listed as 6-12 credits but should be changed to 9 credits	Department of Education. Therefore, credits should not be variable. This change also ensures consistency in all of the other education programs.
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AAC 20-06

Summary Proposal	Rationale
<p>The Department of Mathematics requests the following: Update the undergraduate catalog to signal new course rotations that are consistent with the new program requirements approved last year.</p> <p>Math 315: Variable -> Fall Math 350: Fall -> Spring Math 425: Variable -> Fall Even Math 440: Variable -> Spring Math 451: Variable -> Fall Math 452: Variable -> Fall Odd Math 461: Variable -> Spring Even Math 465: Variable -> Spring Odd Math 470: Variable -> Spring</p>	<p>The Department of Mathematics wishes to update the undergraduate catalog to signal new course rotations that are consistent with the new program requirements approved last year. Primarily, courses that are listed as being variably scheduled are given an explicit timeline. Math 350, linear algebra, is being moved to the Spring to bring it out of conflict with Math 452, linear algebra II, which we plan to run in the Fall of odd years.</p>

AAC 20-07

Summary Proposal	Rationale
<p>The Leadership Studies Program requests the following:</p> <ul style="list-style-type: none"> • Change of Number/Title/Credits for: <ul style="list-style-type: none"> ➤ LEAD 201 Leadership Theories and Practices ➤ LEAD 401 Citizen Leader • Change of Catalog Description/Prerequisites/Frequency: <ul style="list-style-type: none"> ➤ LEAD 101 Introduction to Leadership Studies ➤ LEAD 201 Leadership Theories and Practices ➤ LEAD 401 Citizen Leader • Change in Existing Program's Requirements: <ul style="list-style-type: none"> ➤ Leadership Studies Minor 	<p>These changes will assist students by shortening their time to degree completion and help with alignment of learning goals and course objectives with program, college, and university missions.</p>

FCC 20-05

Resolution re: the impact of COVID-19 restrictions on evaluation of professional development and public service activities

FCC resolves the following:

Whereas, out of abundance of caution in response to the spread of the novel coronavirus, Frostburg State University has cancelled all nonessential out-of-state business travel, and

Whereas, academic conferences to which faculty members may have traveled to present have been postponed or canceled in response to the virus, and

Whereas, faculty participation in certain professional and public service opportunities will be reduced as events are canceled or postponed,

Therefore now be it resolved, that faculty members will not be disadvantaged in annual evaluations and related personnel processes (renewal, tenure, permanent status, promotion, sabbaticals, etc.) if they are unable to travel to conferences or participate in professional and public service due to travel restrictions or event cancellations. For this period, evidence of an accepted conference presentation or planned professional and public service should be valued in place of attendance at the canceled event.

Context: With conference cancellations and travel restrictions this semester due to COVID-19, many faculty members are not able to participate in their planned academic and or/public service events.

FCC Chair's Note: During discussion, it was also mentioned that student evaluations be optional, particularly if all classes go online. This will need to be a separate resolution to consider at another time.

GC 20-02

ALSO REVIEWED BY IPR

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following:</p> <p>A post-baccalaureate certificate in Literacy Education (12 credits):</p> <ul style="list-style-type: none">• REED 610 Foundations of Teaching Reading• REED 617 Teaching Reading in the Content Areas• REED 620 Diagnosis and Correction of Reading Difficulties• REED 625 New Literacies: Integrating 21st Century Skills	<p>Frostburg State University is proposing a new online Post Bachelor's Certificate (PBC) in Literacy Education. This certificate will be developed from courses that exist within the current Master of Education degree, specifically within the concentration in Literacy Education. This certificate is specifically designed to provide a pathway for those candidates who hold a bachelor's degree in early childhood, elementary or secondary education to meet the endorsement requirements for reading teacher according to COMAR 13a.12.03.06.</p>

GC 20-04

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following changes to the MAT Secondary program:</p> <ol style="list-style-type: none"> 1. Change in Program Requirements <ol style="list-style-type: none"> a. Remove REED 617 b. Add REED 517 2. Change in program admission requirements <ol style="list-style-type: none"> a. Eliminate the need for Praxis Core Content Test 	<ol style="list-style-type: none"> 1. The State of Maryland has changed what is required in reading courses for prospective teachers. REED 617 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. REED 517 will be required to be added to meet MSDE Reading requirements. This course will be cross-listed with REED 417. This new course will satisfy all reading requirements for MAT initial certification and will align with the undergraduate Reading course. 2. MSDE has changed their regulations to no longer require Praxis Core Content test scores for initial certification programs as long as students graduate with a 3.0 GPA or higher. This Master's program requires students to have a 3.0 to graduate. Therefore, all students who successfully complete the degree will meet this new MSDE standard and will not be required to take Praxis Core Content.

GC 20-05

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following changes to the Ed.D. program:</p> <ol style="list-style-type: none"> 1. Delete courses in Education Technology specialization and discontinue the specialization <ol style="list-style-type: none"> a. EDTC 762 b. EDTC 763 c. EDTC 764 2. Delete courses in the Curriculum and Instruction specialization and discontinue the specialization <ol style="list-style-type: none"> a. CUIIN 722 b. CUIIN 723 c. CUIIN 724 3. Create a new Adult and Professional Learning 	<ol style="list-style-type: none"> 1. These courses have been offered as the specialization in Educational Technology within the Ed.D. program in Educational Leadership. We will teach out the courses for the currently enrolled students in the 2018 and 2019 cohorts. However, we will not offer this specialization to the students who will enroll in the upcoming 2020 cohort. Students interested in technology in upcoming cohorts will be directed to the Adult and Professional Learning (APLF) specialization, a new specialization designed to have broader relevancy and appeal and to incorporate more specific principles, best practices,

<p>Facilitation specialization with the following courses</p> <ol style="list-style-type: none"> APLF 721: Principles and Theories of Adult Learning APLF 722: Leading Others to Lead Adult Learning APLF 723: Problems of Practice in Leading Change Initiatives in Adult Learning 	<p>and research on educational technologies and distance education.</p> <ol style="list-style-type: none"> These courses have been offered as the specialization in Curriculum and Instruction within the Ed.D. program in Educational Leadership. This specialization is one of our more popular specializations, drawing approximately 40% of the students in each cohort. However, the courses were designed for the PK12 practitioner, and the students choosing the CUIN specialization work in broader educational contexts. These courses will be offered as the specialization in Adult and Professional Learning Facilitation (APLF) within the Ed.D. program in Educational Leadership. This specialization will replace the Curriculum and Instruction (CUIN) specialization. These courses are designed to apply more broadly to adult learning and the leading of adult learning initiatives. As part of the redesign and the discontinuation of the technology specialization, these courses will also include best practices, ethical principles, and theories of online and distance education.
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III. ITEMS REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION

APPROVAL OF THE MINUTES OF MARCH 4, 2020 (DISTRIBUTED ELECTRONICALLY)

AAC 20-08

ALSO REVIEWED BY IPR

Summary Proposal	Rationale
<p>Frostburg State University requests the following:</p> <p>Creation of a new degree program:</p> <p>Frostburg State University (FSU) is proposing a climate-change and emergency preparedness-oriented Life-Cycle Facilities Management bachelor's program, which would focus on: 1)</p>	<p>The proposed program supports FSU's mission to address workforce needs in the region and state. It also affirms the university's commitment to sustainability, with a number of courses being focused on environmental issues and sustainable construction practices.</p>

<p>techniques uniquely critical to responding to climate-change forecasts, and 2) innovative instruction to prepare industry leaders to properly plan and build environments that would be sustainable for structures' lifetimes.</p> <p>The proposed interdisciplinary program would require 105 undergraduate semester hours of credit. This would include 59 credits of Life-Cycle Management courses and 19 credits of Geography. The following themes would be infused into the curriculum: sustainable site development; water savings; energy efficiency; materials selection; and indoor environmental quality. In keeping with FSU's emphasis on experiential learning, the program would also require two summer internships for a total of 12 credits and allow prior learning credits to be awarded for individuals with experience.</p>	
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IV. NEW BUSINESS

STANDARDS GOVERNING ACADEMIC PROBATION AND DISMISSAL FOR SPRING 2020

Proposal from the Provost's Office

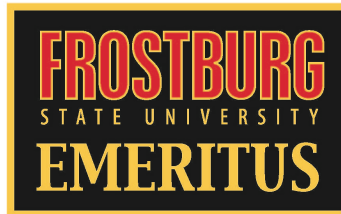
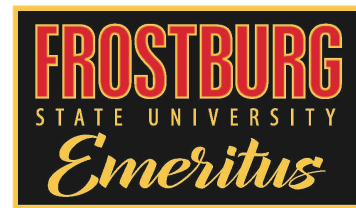
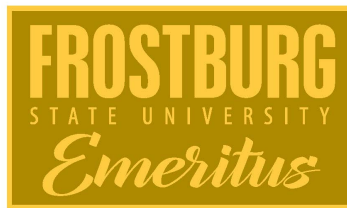
[DRAFT]

For spring 2020, the following standards shall govern academic probation and dismissal:

1. If a student is not currently on probation but her semester GPA falls below 1.5 and her cumulative GPA is below 2.5 she will be placed on academic warning (as normal).
2. If a student is currently on probation and successfully raises her cumulative GPA to a 2.0 or higher, she is off probation (as normal).
3. If a student is currently on probation but fails to raise her cumulative GPA to a 2.0 or higher, she will retain her current probationary status through fall 2020 (unless she successfully raises her cumulative GPA to a 2.0 or higher during the summer session). So, a student currently on probation will not be dismissed at the end of the spring 2020 semester for: 1) failing at least half of the semester hours of credit in any single semester while on academic probation, 2) failing to meet the minimum academic progress standards, or 3) remaining on academic probation for three successive semesters without achieving a cumulative GPA of at least 2.0.
4. If a student's cumulative GPA is 0.0, she will be dismissed (as normal).

Proposal on Pins for Emeriti Faculty and Staff (design options follow the agenda)

V. ADJOURNMENT



REPORTS TO THE FACULTY SENATE

ACADEMIC AFFAIRS REPORT

ACADEMIC AFFAIRS COMMITTEE

Senate Report

Wednesday, March 11, 2020

Compton 237

Attending: Travis English, Chair; Jennifer Earles, Secretary; Darrell Rushton; Gerry Snelson; Stefanie Hay; Matthew Georgeson, UUCR; Daniel Morehead; Mike Mathias, Office of the Provost; Sara Beth Bittinger, Office of the Provost; Jodi Ternent; Office of the Registrar; Kim Hixson, Dean of CLAS; Lea Messman-Mandicott, Director of the Library

- I. Call to order 4:02 p.m.
- II. 2/12/2020 minutes: approved
- III. Reports:
 - a. Office of the Provost/Academic Standards Committee- Michael Mathias and Sara Beth Bittinger
 - i. Academic Standards:
 1. Policy revisions are in progress
 - a. Eliminate the policy that allows students to walk in commencement without having completed all graduation requirements
 - b. Eliminate policy that restricts students earning below a 2.0 from taking a leave of absence
 2. Discussions about field placements/internships and COVID-19
 3. Catalog RFP deadline is April 1
 4. Update Academic Calendar
 - b. Dean's Council- Kim Hixson: No report
 - c. Registrar's Office- Jodi Ternent: No report
 - d. [UUCR](#)- Matthew Georgeson: IDIS 150 course approved
 - e. AAC Chair- Travis English: No report
- IV. New Business:

20-03 The Department of Educational Professions requests the following:

1. Editorial Corrections and Updates

- a. Faculty Rank
- b. Clarify ENGL

**Rationale:
Concentration/Specialization
Revisions for Elementary
(Integrated Arts; Language and
Literacy**

The proposal is to revise some of the requirements for the existing Elementary concentrations. The

Vote:

Approved

*Faculty rank is not under AAC

*Change Advanced

	<p>requirements for GEP</p> <p>c. Revise Nomenclature for Program Semesters- Remove “Phase”</p> <p>2. Change in Existing Program’s Requirements</p> <p>c. Elem Integrated Arts</p> <p>d. Elem Language and Literacy</p>	<p>ART and MUSC required courses are adjusted to better meet student needs. In Language and Literacy, the course requirement option is necessary based on student enrollment. The proposed revisions would allow more choices for students to meet the concentration requirements.</p>	<p>Composition to Advanced Writing</p>
20-04	<p>The Department of Educational Professions requests the following:</p> <p>SCED 496- <i>Teaching Internship II: Secondary Education</i> is currently listed as 6-12 credits but should be changed to 9 credits</p>	<p>Rationale:</p> <p>Each student is required to complete a 70 day internship, as required by the Maryland State Department of Education. Therefore, credits should not be variable. This change also ensures consistency in all of the other education programs.</p>	<p>Vote:</p> <p>Approved</p>
20-05	<p>The Department of Physics and Engineering requests the following:</p> <p>Change in the Number/Title/Credits:</p> <p>(A) Change in the course title for ENME 271, Numerical Methods in Mechanical Engineering</p> <p>Change of Catalog Description/Prerequisite/Frequency</p> <p>(A) Change the contact hours for ENME 400, Machine Design</p> <p>(B) Change in the lab hours for ENES 099, Introduction to Workshop and Machine Shop</p>	<p>Rationale:</p> <p>(A) This is a course required of all of our engineering students – electrical, materials, and mechanical. It is appropriate to rename the course to serve those three groups of students.</p> <p>(A) This course supports the Mechanical Engineering program at Maryland. The increase from 3 to 4 contact hours will allow integration of lab work to reinforce topics and concepts covered in the lecture. This would be consistent with the practice at College Park.</p> <p>(B) The Registrar indicated this course does not meet the COMAR (or federal) standard for contact hours. This change would bring this course into compliance</p>	<p>Vote:</p> <p>Tabled until next meeting</p>

(C) Change in prerequisites for ENEE 408, Capstone Design Project for Electrical Engineers, and ENME 410, Capstone Design Project for Materials Engineering

(D) Change in the frequency of offering ENES 320, Wind and Solar-Powered Generation System Design

(E) Change in the course description for ENEE 439, Topics in Signal Processing

(F) Change the prerequisite for ENEE 244, Digital Logic Design

with that standard.

(C) ENES 491 had served as the course to prepare students for capstone. The new courses, ENEE 481 and ENME 481, are structured appropriately to prepare students for their capstone in the Engineering program.

(D) This is an elective course. This gives flexibility in offering the course based on the appropriate number of electives in the major available per semester.

(E) Students in the electrical engineering concentration must take this course for 3 credits in order to satisfy their requirements.

(F) Students get sufficient exposure to programming in ENES 100 and other course work leading up to this one. It is not necessary for the students to have a full course in programming, such as ENEE 114, before taking this course.

20-06 The Department of Mathematics requests thee following: Update the undergraduate catalog to signal new course rotations that are consistent with the new program requirements approved last year.

Math 315: Variable -> Fall
 Math 350: Fall -> Spring
 Math 425: Variable -> Fall Even
 Math 440: Variable -> Spring
 Math 451: Variable -> Fall
 Math 452: Variable -> Fall Odd
 Math 461: Variable -> Spring Even
 Math 465: Variable -> Spring Odd
 Math 470: Variable -> Spring

Rationale: The Department of Mathematics wishes to update the undergraduate catalog to signal new course rotations that are consistent with the new program requirements approved last year. Primarily, courses that are listed as being variably scheduled are given an explicit timeline. Math 350, linear algebra, is being moved to the Spring to bring it out of conflict with Math 452, linear algebra II, which we plan to run in the Fall of odd years.

No Vote Required

20-07	<p>The Leadership Studies Program requests the following:</p> <ul style="list-style-type: none"> • Change of Number/Title/Credits for: <ul style="list-style-type: none"> ➤ LEAD 201 Leadership Theories and Practices ➤ LEAD 401 Citizen Leader • Change of Catalog Description/Prerequisites/Frequency: <ul style="list-style-type: none"> ➤ LEAD 101 Introduction to Leadership Studies ➤ LEAD 201 Leadership Theories and Practices ➤ LEAD 401 Citizen Leader • Change in Existing Program's Requirements: <ul style="list-style-type: none"> ➤ Leadership Studies Minor 	<p>Rationale: These changes will assist students by shortening their time to degree completion and help with alignment of learning goals and course objectives with program, college, and university missions.</p>	<p>Vote:</p> <p>Approved</p>
20-08	<p>Frostburg State University requests the following:</p> <p>Creation of a new degree program:</p> <p>Frostburg State University (FSU) is proposing a climate-change and emergency preparedness-oriented Life-Cycle Facilities Management bachelor's program, which would focus on: 1) techniques uniquely critical to responding to climate-change forecasts, and 2) innovative instruction to prepare industry leaders to properly plan and build environments that would be sustainable for structures' lifetimes.</p> <p>The proposed interdisciplinary program would require 105 undergraduate semester hours of credit. This would include 59 credits of Life-Cycle Management courses and 19 credits of Geography. The following themes would be infused into the curriculum: sustainable site development; water savings; energy efficiency; materials selection; and</p>	<p>Rationale: The proposed program supports FSU's mission to address workforce needs in the region and state. It also affirms the university's commitment to sustainability, with a number of courses being focused on environmental issues and sustainable construction practices.</p>	<p>Vote, pending IPR approval:</p> <p>4 approved</p> <p>1 opposed</p> <p>1 abstain</p> <p>IPR Needs:</p> <p>-Letter of support for finances</p> <p>-2 pin positions</p> <p>-Library Resources (Letter of support from the Provost)</p> <p>-List of primary targets (first-</p>

indoor environmental quality. In keeping with FSU's emphasis on experiential learning, the program would also require two summer internships for a total of 12 credits and allow prior learning credits to be awarded for individuals with experience.

time students;
mid-career)

LCFM 405
Negotiation
Strategies
(remove
Accounting &
Marketing)

LCFM 203
Lifecycle
[Cost]
Estimating

Change IDIS
150 Politics &
Science to
IDIS 155
Sustainability

LCFM 103,
change to
Applied CAD

Library – add
7% inflation
for future
subscriptions

V. Adjournment: 5:37 p.m.

FACULTY CONCERNS REPORT

FACULTY CONCERNS COMMITTEE

Meeting Room: CCIT 245. Meeting Time: March 11, 2020, 4:00pm

<https://frostburg.sharepoint.com/sites/facultysenate/fcc/>

I. **Call to order**

II. **Approval of the Minutes of Wednesday, February 12, 2020** (*available on the FCC SharePoint site*) **Orders of the day:**

a. **Special Orders**

1. **Open Discussion: Any questions or discussion on the electronically distributed reports?**
2. **Proceeding by consent, we may adopt a timed agenda as described in this document**

b. **Unfinished business**

c. **Scheduled Business**

1. **FCC 20-04: Missed Class Policy due to University Sanctioned Activities** The question is to amend the Student Attendance Policy in the Faculty Handbook and the Undergraduate Student Catalog to include the proposed language regarding student absences due to university sanctioned activities, including non-athletic activities such as university-sanctioned experiential learning, conferences, extracurricular activities, etc. Dr. Michael Monahan noted that the main problem is the inconsistent approach among faculty in classifying these types of absences as excused. In addition, he provided some suggested language that had already gone through the Student Athletic Advisory Committee and the Athletic Advisory Council.

From discussion:

- The policy needs to be amended to specify just undergraduate students.
- Labs were not addressed, which are harder to miss. Moreover, many classes that are not officially designated as “labs” are not lecture-based and require group work, which is hard to miss or make up. It was also noted that there is a shortage of tutoring resources to accommodate in the case of missed classes and labs (especially for non-athletes).
- It was recommended to look into what other institutions do in these situations and what policies they have adopted.
- It was also put forward to add wording somewhere stating that instructors may take into account student absences for non-sanctioned reasons when deciding to allow accommodations for absences due to university-sanctioned events.

- It was also suggested to Monahan to look over the newly revised class absence policy, which had just recently been voted on and which he hadn't had a chance to review when developing the proposal.

Dr. Monahan will take this proposal back to the Athletic Advisory Council to revise based on this FCC discussion.

d. Unscheduled Business

e. Open Discussions

1. re: Policy on Teacher-Student, Staff-Student Consensual Relations

B. Norris brought this item from the President and University Advisory Council for feedback. Much discussion ensued, particularly around lines 19-21 of the handout. Major points of discussion included:

- FCC members would like to see this policy extend to graduate as well as undergraduate students and strike specific reference to undergraduates
- The reference to "age" should be stricken, since that is not always a measure of maturity.
- As a whole, the wording should be generalized to "employee-student relationships" rather than separating things out into the categories of "teacherstudent and staff- student relationships."
- There was much discussion questioning authority over who employees can and can't have sex with, although the committee agreed that the superior/subordinate power dynamic between a FSU employee (particularly in the case of a faculty member) and a student can be harmful and even perceived consensual relationships and was not advisable.
- There were a lot of "shoulds and shouldn'ts" in the proposed policy document, but who should enforce the policy and who should report it?
- Additionally, should it apply to the uneven power dynamic that can also occur in non-sexual relationships? Should it apply to any relationship where there is an uneven power dynamic, even between employees? o Norris will take this back to the Advisory Council to determine if this policy is just about sexual relationships or beyond them.

2. re: Impact of Conference Cancellation and Travel Restrictions on Faculty

Evaluation - *FCC made a motion, see FCC 20-05 below*

f. Reports – *due to time, reports submitted electronically*

1. **Chair of FCC** *see below*
2. **Council of University System Faculty** *see report sent to campus community*
3. **University Chair's Council**
4. **Promotion and Tenure / Permanent Status**
5. **Faculty Development and Sabbatical / Professional Leave Subcommittee** *see below*

6. Faculty Handbook Subcommittee

g. Business for future FCC meetings

1. **Open Discussion re: Concern over the practice of asking/requiring FTNTT to do service and/or professional development**
2. **Update on FCC 19-21 (H)**– ineligibility of a student to complete an instructor evaluation after they are found responsible of an academic integrity violation, or other violations.
3. **Update on “unsafe” Ad Hoc committee**
4. **Continued discussions on the CUSF resolution on student evaluations**
5. **Open Discussion re: Lack of communication with health and safety of Guild III.**

Adjournment

Business for the Senate Floor:

FCC 20-05: Resolution re: the impact of COVID-19 restrictions on evaluation of professional development and public service activities

FCC resolves the following:

Whereas, out of abundance of caution in response to the spread of the novel coronavirus, Frostburg State University has cancelled all nonessential out-of-state business travel, and

Whereas, academic conferences to which faculty members may have traveled to present have been postponed or canceled in response to the virus, and

Whereas, faculty participation in certain professional and public service opportunities will be reduced as events are canceled or postponed,

Therefore now be it resolved, that faculty members will not be disadvantaged in annual evaluations and related personnel processes (renewal, tenure, permanent status, promotion, sabbaticals, etc.) if they are unable to travel to conferences or participate in professional and public service due to travel restrictions or event cancelations. For this period, evidence of an accepted conference presentation or planned professional and public service should be valued in place of attendance at the canceled event.

Context: With conference cancellations and travel restrictions this semester due to COVID-19, many faculty members are not able to participate in their planned academic and or/public service events.

Chair’s Note: During discussion, it was also mentioned that student evaluations be optional, particularly if all classes go online. This will need to be a separate resolution to consider at another time.

Committee Reports:

- **FCC Chair**

- **Faculty Development/Sabbatical Subcommittee**

FCC Chair Report

Provost meeting (Feb 19)

- Bio – 1 low enrollment program, but the department already decided to close the program
- Interfolio has been popular for faculty evaluation this go around. They are looking to expand the use more.
- o I expressed to the Provost the importance of some sort of compensation for the Senate Committees' Chairs (1 course release or 1 course overload stipend *per year*).
- Codifying the compensation would reinforce the University's commitment to a healthy shared governance as well as acknowledge the tremendous amount of additional work that is added to the workload of faculty that take on these Chair positions.

Steering Meeting (Feb 19):

Guests- Dr. Ron Nowaczyk, Ms. Arlene Cash, Mr. Brad Nixon

Q- openings in registrar office (2 major ones)

AC- both positions area currently open on the website, can't start a new contract until the "payout" period for the 2 that left are over. 1 is in April

Q- rumor – that the vacancies have been purposeful

RN – when we hired AC, it was not to "clean house", but she was given the authority to make changes she sees fit

Q – Registrar/Admissions office: multiple open positions, all admissions AA's have moved to other offices. Those that has left the office have expressed that working there had gone to beyond stressful (duress).

A – there have been some major restructuring. Trying to streamline communications with students (CRM, targetX software – costs \$40k/year).

Additional work was needed to go into learning and using new software and methods. Previous staff were great of getting stuff done, but now is the time to be more creative. Wtay decided to leave on his own. Trish was already planning on retiring before AC started.

There are now a lot of expectations that weren't there before. No more "just keep doing what you were doing". There is always stress that comes with change, but the changes were necessary. People kept saying they didn't have time to learn the new software.

Q- for years, admissions has been understaffed. With enrollment being a priority, there is extra concern now.

AC- we have added a position (Tasia Smith), to be recruiting and aiding in transfers downstate.

Many of the issues were revealed in the Stibson Consulting report – we are not using our technology adequately, people are in positions that don't make sense, etc.. this was a driver of a lot of change

RN – we need to find out how many people are going out to high schools and CCs

Q – about balancing a lot of change and fresh ideas and preserving 72 institutional/procedural knowledge.

AC- one of the problems is because of the funding model.... someone is going to retire, and we can't have the new person train up with them before they leave
-suggestion of cross-training. There is a little training that is able to happen between those that haven't actually left campus, just switches departments

Q – we seem to have some messed up hiring practices. Many of the issues are things that could have been easily found on google. HR instruction was to not start digging into people until after they are on campus. The practice seems to be to not dig up 80% of the stuff until after they are on campus or even hired. “we either, at best, look like we are woefully incompetent, or at worst, we are enabling bad behavior.” In addition, we end up finding out the dirt from our own student newspaper
Perhaps, we need to have a master class on the type of investigation that the people on the newspaper are doing One issue is that the filter from HR is on the back end.

- Steering: are talking about a google search, not a background check.

BN – we are going to have a discussion on why and how we need to go through the hiring steps. We have had conversations with the AG's office on this.

Choices were made to not provide search committees with known information (like the VP of Student Affairs search). People do not want to be involved in search committees anymore, especially when information is held back. There is an attitude that “the admin has already decided who they want to hire, regardless of my input”. How do we regain the trust of the faculty and students (and parents of students)?

RN – talking to AG about bringing someone from the outside in to help with this.

Steering: suggest some sort of search committee training from HR actually happens. In addition, there seems to be some miscommunication and flipping of protocol of what is appropriate to consider in a new PIN search (can the person be ABD?).

Faculty Development and Sabbatical/Professional Research Leave Subcommittee

The Faculty Development and Sabbatical/Professional Research Leave Subcommittee met Monday, March 9, to consider applications for Faculty Development Grants. We had 20 applications for 103 conference attendance, one application for reassigned time, five for summer stipends, one for publication assistance and two for projects.

Because we were not able to gain all of the information we needed by March 9, the subcommittee members agreed to tentative awards but will make the final decisions when they meet Tuesday, March 24. After agreeing on the conference awards, the subcommittee has money left over and will 109 be able to fund at least some of the summer stipend requests, which is an important development given that over the past several years, no summer stipends have been funded.

We plan to send notification of awards the week of March 23.

William L. Anderson
Subcommittee Chair

GRADUATE COUNCIL REPORT

GRADUATE COUNCIL Monday 9 March 2020

Present: Kameron Brooks, Natalia Buta, Mike Flinn, Heather Hurst, Ken Levitt, Michael Mathias, Vickie Mazer, Kristine McGee, Kara Platt, Rich Raesly, Tom Serfass, Jodi Ternent, Jamelyn Tobery-Nystrom, Virginia Williams, Eyad Youssef

Absent: Ali Ashraf, Sara Bittinger, Jay Hegeman, Trina Redmond-Matz, Brad Rinard, Beth Smolko, Wendy Wilson

Minutes recorded by Rich Raesly, Secretary

Call to Order

- Meeting was called to order at 4:02 PM by Mike Flinn, Graduate Council Chair

Approval of Minutes

- Minutes of the 10 February 2020 GC meeting approved

Chair's Report (M. Flinn)

- I am the incoming Chair of the Computer Science Department. I intend to continue to serve as the department spokesperson for the department's graduate program on the GC; however, there is a possibility that this will not happen.
- K. Brooks noted that there is a proposal about consensual relationships between faculty and students circulating on campus. Please read this proposal as it will be discussed at this meeting. I think it applies to our program more than the undergraduate programs, so it is appropriate to discuss the proposal at this GC meeting.

Provost Office Report (M. Mathias)

- The Provost's Office will send out a campus-wide email on 10 March 2020 addressing corona virus. The FSU website will post updates. At the present time the response framework is based on the existing flu plan. The initial guidance is that if you are sick, stay home.
- The response to the corona virus outbreak will delay the strategic plan update.
- Some travel restrictions are already in place. There is not a travel prohibition at this time, but if you plan to travel, please contact your Dean.
- Faculty need to have a plan in place for delivery of course content by Friday 13 March 2020.
- Departments should begin to develop plans for collegial coverage of classes if faculty become ill. An emergency absence policy was put into place by the faculty Senate at their March 2020 meeting.
- The Hagerstown campus has already begun preparations, although they haven't received guidance.
- H. Hurst expressed concerns about high workloads, collegial coverage of courses, child care, etc. as FSU responds to the corona virus.
- V. Mazer noted that most discussion has focused on FSU faculty and students with little consideration of university offices.

- M Flinn reminded everyone that Faculty Senate Chair B. Norris sent out a summary email about corona virus.

Graduate Services Report (V. Mazer)

- Enrollment: PA program has filled their cohort for summer 2020 with 25 students. There were 225 qualified applicants to review compared to 113 last year.
- Other cohort applications are running fairly even compared to 2018. Most programs are in the interview stages. I would encourage interviews and quick communications to assure strong admissions and enrollment yield. We extended deadlines this year for a few programs which seemed to have helped improve application numbers.
- Graduation: We have had 135 students apply to graduate compared to 119 in spring 2019. This is a significant increase and one that should be considered when addressing enrollment projections for each program. When we have a final count, Vickie will send out a report to all Program Coordinators.
- Catalog: This will be the last call for catalog changes. Any catalog changes that come in after next month will not make the 2020-21 catalog. Typically, the deadline date is this month but since the catalog is not being printed we can give this one last opportunity to allow for small program changes that do not require substantial modification or external approval. As a reminder, the only time we will do a supplement will be for a new program launch or extenuating circumstance. Therefore, it is encouraged that all members of this committee ask their Dean or Associate Dean to send an email out.

Registrar's Office (J. Ternent)

- Nothing to report.

Old Business

(1) Graduate Council Charter (M.Flinn)

- Review of the GC Charter for consistency is still in progress. M. Flinn indicated it is on his "to do" list for spring break.

(2) Conflicts of Graduate Students with Athletics Assistantships (T. Redmond-Matz)

- This issue was brought up with the Senate Steering Committee. The committee suggested that the Graduate Council draft a resolution.
- M. Flinn wonders if this is a general issue or one specific to an individual (or a few) programs. He is asking if someone familiar with the situation would draft a short resolution stating that Gas should not be pressured to skip classes for their athletic GA duties.
- N. Buta indicated that this issue may be specific to the Counseling Psychology graduate program.

(3) Meeting with President regarding Commencement Ceremony and Graduate Students (Not on Agenda)

- The president is concerned with seating capacity – the arena has lost 600 seats and he is concerned about a reduction in the number of tickets allotted per student. For May 2020 the allotment is 4 tickets per student for the CLAS Commencement and 7 tickets per student for the Business/Education Commencement.
- H. Hurst indicated this is not really a problem at this time and it will only become a problem if enrollments increase significantly. M. Flinn suggested we may have to prepare for a separate ceremony if the number of tickets is only 4, which may affect only the spring ceremony.

New Business

(1) Educational Professions Department, MAT Secondary Program (J. Bishoff)

3. The Educational Professions Department requests the following changes to the MAT Secondary program.
4. Delete Course (REED 617) from Program Requirements - The State of Maryland has changed what is required in reading courses for prospective teachers. REED 617 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.
5. Add Course REED 517 - REED 517 will be required to be added to meet MSDE Reading requirements. This course will be cross-listed with REED 417. This new course will satisfy all reading requirements for MAT initial certification and will align with the undergraduate Reading course.
6. Change in Existing Program Admission Requirements - Eliminate the need for Praxis Core Content Test. MSDE has changed their regulations to no longer require Praxis Core Content test scores for initial certification programs as long as students graduate with a 3.0 GPA or higher. This Master's program requires students to have a 3.0 to graduate. Therefore, all students who successfully complete the degree will meet this new MSDE standard and will not be required to take Praxis Core Content.
7. **Motion to support the proposal carries**

(2) College of Education, Ed.D. Program – Changes to Specialization (H.Hurst)

- The Department of Educational Professions requests to delete EDTC 762, EDTC 763, and EDTC 764. These courses have been offered as the specialization in Educational Technology within the Ed.D. program in Educational Leadership. We will teach out the courses for the currently enrolled students in the 2018 and 2019 cohorts. However, we will not offer this specialization to the students who will enroll in the upcoming 2020 cohort. Students interested in technology in upcoming cohorts will be directed to the Adult and Professional Learning (APLF) specialization, a new specialization designed to have broader relevancy and appeal and to incorporate more specific principles, best practices, and research on educational technologies and distance education.
- The Department of Educational Professions requests to delete CUIN 722, CUIN 723, and CUIN 724. These courses have been offered as the specialization in Curriculum and Instruction within the Ed.D. program in Educational Leadership. This specialization is one of our more popular specializations, drawing approximately 40% of the students in each cohort. However, the courses were designed for the PK12 practitioner, and the students choosing the CUIN specialization work in broader educational contexts.
- The Department of Educational Professions requests to create three new courses to serve as a new Adult and Professional Learning Facilitation specialization in the doctoral program: APLF 721: Principles and Theories of Adult Learning; APLF 722: Leading Others to Lead Adult Learning; APLF 723: Problems of Practice in Leading Change Initiatives in Adult Learning. These courses will be offered as the specialization in Adult and Professional Learning Facilitation (APLF) within the Ed.D. program in Educational Leadership. This specialization will replace the Curriculum and Instruction (CUIN) specialization. These courses are designed to apply more broadly to adult learning and the leading of adult learning initiatives. As part of the redesign and the discontinuation of the technology specialization, these courses will also include best practices, ethical principles, and theories of online and distance education.
- J. Ternent noted that implementation dates on both PO7 forms need to be changed from spring 2020 to fall 2020.
- **Motion to support the proposal carries**

Discussion

(1) Policy on Teacher-Student, Staff-Student Consensual Relations (K. Brooks)

- The policy was discussed briefly and GC members were in agreement with the policy.

(2) Changes to BIOL Graduate Program (T.Serfass)

- Changes are minor and will be discussed at the April 2020 GC meeting.

(3) Due Dates for proposals (M. Flinn)

- Please stick to due dates. This will allow the GC to be more proactive in its decision making.
- Also note that curricula are owned by departments and V. Mazer and the Office of graduate Services are in a supportive role.

Meeting adjourned – 4:55 PM

INSTITUTIONAL PRIORITIES AND RESOURCES REPORT

INSTITUTIONAL PRIORITIES AND RESOURCES

Meeting date and time: March 9, 2020 4:00 p.m., Gira Center 155

In attendance: Erica Kennedy, Randy Lowe, Bill Wetherholt (Secretary), Ben Norris, Brent Weber, Assyad Al-Wreikat, Jamison Odone, Sara-Beth Bittinger, Vickie Mazer, Lilly Ye, Denise Murphy, Stacy Wassell

Call to Order

4:00pm

Old Business

Reports

- ◆ Report from AIEC (Assessment and Institutional Effectiveness Council): Assyad Al-Wreikat
Nothing new to report

- ◆ Report on Low Enrolled Program process: Randy Lowe
 - Review of forms for Low Enrolled Program process

Looked over some of the particulars in the process to address verbiage, dates that need articulated, inclusion of information to enhance the collaborative nature of the document, etc. Suggested that we include steps/checklist, add a space for providing supplementary information to aid in reading the submitted document(s). Need to look over the form a bit more before IPR votes on it. Provost's office supportive of a time to meet with IPR to hash some of these details out further.

- ◆ Report from Adjunct Pay Working Group: Brent Weber

There is definitely no uniform policy across the USM system. Brent has been talking with other Music chairs regarding adjunct pay – Towson is trying to do something similar, so there is movement on the issue. An outline for an action plan ahead of the next meeting is a priority. Pay is just part of the issue in the hiring and retention of good faculty.

- ◆ Report from the faculty Workload and Compensation subcommittee: Lilly Ye

Changes in the workload policy with studios/ensembles was at the front of the conversation – waiting for more information from the provost's office. Some discussion in the meeting regarding an hour of lab vs. an hour in another context (e.g. is an hour an hour across the board?). Some brief discussion regarding chair stipends occurred as well – a request for more data from the provost occurred before the conversation progresses.

New Business

Proposals

Vote Required:

(4:45)

- ◆ Minor in Human Resources Management: Ken Levitt

A revision has been made to enable students the opportunity to take MGMT 405 (Business Ethics and Responsibility) or PSYC 360 (Industrial/Organizational Psychology) because both cover soft skills. Once the issue was discussed in Senate, it became apparent that this

modification strengthens the proposal. There are no additional resources or additional courses created.

Motion to vote (Assyad); Second (Brent); Passed unanimously

(5:00)

◆ Life-Cycle Facilities Management Program: Thomas Cadenazzi

Received \$375,000 of enhancement funds to design and develop the program, which covers the two PIN positions requested. IPR suggested some clarifications in the form regarding PIN allocations and costs associated with the creation of this program. Thomas articulated the scope of the program, which is essentially the long-term perspective of each stage of a facility's life cycle in such a way that minimizes cost and encourages sustainability. A steering committee has been developing this material for nearly two years. Did not identify professors per course. Ideally, one of the PINs would be for an architect. Some concern was raised about the LCFM 203 (Accounting and Life-Cycle Cost Estimating) containing verbiage that sounds similar to an accounting course (concern of overlap), and whether or not the prerequisite for the course (GEP 201 – Economics) is appropriate. This may be a concern for Academic Affairs. IPR is asking for something in writing from the provost that clearly articulates a guarantee of long-term funding of the PINs. In addition, any of the courses that could be taught by pre-existing faculty (COB for example) – Management, Marketing, and Accounting – are likely to raise concern, especially without letters of support on record (non-GEP courses). IPR is also requesting some more information regarding projected enrollments, and how recruitment will aid in these numbers. Further, if this program is hoping for Associate Degree holders to transfer in, IPR suggests reconsidering the number of credits that will transfer in order to increase the attractiveness of the program. It was also encouraged that the potential program acquire library resource funding in writing from provost. Those working on the proposal will gather the information requested, amend the verbiage where concerns were raised, and resubmit to the committee.

Motion to table pending revisions (Randy); Second (Bill). IPR plans to meet again Wednesday 3/18 at 1pm (pushed to teleconference) to review the updated proposal and vote.

At the meeting on Wednesday 3/18, a vote to approve this proposal passed.

Future Business

Future business was not addressed

- ◆ Three year review process
- ◆ Department chair stipends
- ◆ Adjunct pay recommendations
- ◆ Discussion of IPR report from 2014

Adjournment

5:55pm

COUNCIL OF UNIVERSITY SYSTEM FACULTY REPORT

COUNCIL OF UNIVERSITY SYSTEM FACULTY



COUNCIL of UNIVERSITY
SYSTEM FACULTY

CUSF Report to FSU Senate Wednesday, April 1, 2020

The following is a summary of the Council of University System Faculty (CUSF) activities and initiatives since its last report.

MEETINGS AND ACTIVITIES: The following are the meetings and other activities conducted by CUSF since the last report.

- **Council Meeting at Zoom:** Courtesy of UMGC, the Council had its March 23rd meeting in a Zoom Room. The meeting included an abbreviated agenda. In attendance for a portion of the meeting were Chancellor Perman and Linda Gooden, Chair of the BOR. The main topic of discussion was the Coronavirus and the faculty's reaction to going online. The faculty provided examples of the changes that they are making. In summary, it was concluded that making the transition was easier said than done.
- **Academic Integrity Initiative:** The Educational Policy Committee of CUSF has been working on BOR policy recommendations to the BOR regarding BOR Policy III-1.00 and 1.02. As noted, the policy was a major focus of the February meeting. Work on creating draft recommendations will continue at the March meeting.
- **Elections:** The election process has begun to elect ExCom for next year. Elizabeth Brunn from UMGC was elected Chair, and Jay Jimmerman from Towson was elected Vice Chair. The election of the other positions will occur at the April meeting.
- **Emeritus Faculty BOR Member Resolution:** No new action taken on this initiative.

Respectfully Submitted, March 27, 2020

Robert B. Kauffman, Ph.D.

Chair, CUSF and FSU CUSF Representative

Schedule of CUSF Council Meetings for 2019-2020 Academic Year	Location
Wednesday, Sept 18, 2019	Shady Grove
Thursday, Oct 24, 2019	UMGC
Thursday, November 14, 2019 (joint)	UMCP
Monday, Dec 16, 2019	UB
Tuesday, Jan 14, 2020	USM, Adelphi
Thursday, Feb 20, 2020	Coppin
Monday, March 23, 2020	UMB
Thursday, April 16, 2020	UMBC
Thursday, May 14, 2020	TU
Wednesday, June 17, 2020 (optional)	USM, Adelphi

FACULTY SENATE MINUTES

Wednesday, March 4, 2020

4:00 PM

Lane Center Atkinson Room

Senators present: A. Al-Wreikat, A. Ashraf., P. Bernhardt, T. Bogart, T. English, M. Flinn, K. Gares, S. Hay, S. Henry, H. Hurst, R. Kauffman, E. Kennedy, J. Lombardi, R. Lowe, D. Moorehead, M. Murtagh, B. Norris, R. Raesly, D. Rushton, C. Schrader, J. Shore, G. Snelson, S. Stephenson, W. Weatherholt.

Absent (excused): A. Danzi, J. Earles, J. Odone, B. Weber.

Absent: H. Currie, G. Hayata, S. Wassell

Administrators attending: President Nowaczyk; Mike Mathias, Interim Associate Provost

VI. ORAL REPORTS

5. Report by FSU President, Dr. Ronald Nowaczyk

Dr. Nowaczyk provided information on COVID-19 and how the university plans to cope. The university is updating the previous flu pandemic plan. Open meetings are scheduled with faculty and students. Academic Affairs is making arrangements regarding student absences and plans for faculty to teach remotely. Travel restrictions are being implemented. Information will be updated as it becomes available.

6. Report by FSU Provost and Vice President for Academic Affairs, Dr. Elizabeth Throop, as presented by Mike Mathias, Interim Associate Provost.

- COVID-19: The Deans have been asked to work with Chairs to establish contingency plans for all courses, develop communication trees and establish collegial support systems.
- Planning and assessment efforts: Academic Affairs leadership along with Faculty Senate Steering met in January to update the Academic Affairs strategic plan; work on this is continuing.
- Distance Education: A group has been working on this for six months and a draft document will be presented to the campus.
- Department strategic plans: These are being reviewed and feedback will be provided to departments; information will be presented at the university level in summer strategic planning.
- Academic initiatives: Several are ongoing: Academic innovation and transformation; high-impact practices; civic education and engagement, and academic integrity.
- Faculty recognition: Justin Dunmyre was recognized for Project Kaleidoscope/STEM institute for promoting historically underrepresented populations in our STEM disciplines.
- NTT faculty: The Provost's office is convening a group to discuss multiyear contracts for NTT faculty.

7. Questions for Administrators

VII. CONSENT AGENDA

Note: Any item on the consent agenda may be removed from the consent agenda for discussion by the request of any voting member of the Faculty Senate. Requests to remove items from the consent agenda may be made at the meeting or in advance. Items remaining on the consent agenda pass by consent.

Chair Ben Norris removed the following items from the consent agenda: Emergency Absence Proposal, Emeritus Nomination for Dr. Golden and a motion from the Faculty Concerns committee regarding the creation of an ad hoc committee.

ROBERT KAUFMANN MOVED TO APPROVE THE CONSENT AGENDA. JOHN LOMBARDI SECONDED THE MOTION; THE MOTION CARRIED.

APPROVAL OF THE MINUTES OF FEBRUARY 5, 2020 (DISTRIBUTED ELECTRONICALLY)

The minutes were approved as a part of the consent agenda.

ANNOUNCEMENTS

SECRETARY'S NOTE: FACULTY SENATE WILL CONTINUE TO MEET THROUGHOUT THE REST OF SPRING SEMESTER, BUT DETERMINATIONS OF FORMAT (FACE-TO-FACE OR ONLINE) AND/OR LOCATIONS WILL BE ANNOUNCED CLOSER TO THE DATES.

C. Future Faculty Senate Meetings

April 1, 2020

May 6, 2020

D. Future Faculty Assembly Meetings – Location TBA

April 29, 4 PM

REPORTS & INFORMATION

- G. [Chair's Report](#) (Distributed electronically)
- H. [Academic Affairs Committee \(AAC\) Report](#) (Distributed electronically)
- I. [Faculty Concerns Committee \(FCC\) Report](#) (Distributed electronically)
- J. [Graduate Council \(GC\) Report](#) (Distributed electronically)
- K. [Institutional Priorities & Resources Committee \(IPR\) Report](#) (Distributed electronically)
- L. [Council of University System Faculty \(CUSF\) Report](#) (Distributed electronically)

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>

Supporting documentation is also available at <https://frostburg.sharepoint.com/sites/facultysenate>

AAC 20-01

Summary Proposal	Rationale
<p>The Department of Geography requests the following: Changes to course frequencies:</p> <ul style="list-style-type: none">• GEOG 205 – Descriptive Meteorology: Spring to Fall• GEOG 207 – Physical Geography and Geomorphology: Spring to Fall• GEOG 208 – Earth System History: Fall to Spring• GEOG 341 – Introduction to Geochemistry: Spring to Variable• GEOG 407 – Political Geography: Fall to Spring Even• GEOG 420 – Topics in the Mapping and Geospatial Sciences: Spring to Fall• GEOG 413 – Remote Sensing – Image Interpretation: Fall to Spring	<p>Because of shifting teaching responsibilities and lower undergraduate enrollments, some courses will not be taught as frequently. Others will be moved from Spring to Fall (or Fall to Spring) in order to make course progression more logical or better balance course offerings within the department.</p>

FCC 20-02

The Faculty Concerns Committee requests the Faculty Senate Endorse the Following Resolution from the Faculty Senate Steering Committee

Resolution on improving the process for allocating salary equity enhancements

Whereas the faculty recognize the need to address salary inequities;

Whereas the faculty greatly appreciate the president's effort to address such inequities;

Whereas the faculty believe that processes for addressing salary inequity be informed by the Frostburg State University shared governance process;

Whereas the faculty recognize the Board of Regents' policy that such processes be linked to meritorious performance;

Whereas the faculty believe there to be disparities among academic disciplines regarding the criteria used to develop numeric annual faculty evaluation scores;

Therefore, be it resolved that the faculty recommend that future salary equity enhancement monies be allocated based upon intradepartmental faculty evaluation means/medians and not campus-wide data.

GC 20-01

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following for the MAT Secondary program:</p> <ol style="list-style-type: none">1. New course<ol style="list-style-type: none">a. EDUC 695 Clinical Experience2. Change in credit hours<ol style="list-style-type: none">a. EDUC 697 Practicum II (reduce from 6 to 3)	<p>1. & 3. In order to connect the methods courses to practical application, this new course will allow students to practice what they are learning during the semester. Also, The Maryland Accelerates grant requires additional days in the field beyond the 100 days required by MSDE. By adding a Clinical Experience to the first</p>

<p>3. Change in program requirements</p> <p>a. MAT Secondary: Addition of EDUC 395</p> <p>4. Change in program admission requirements</p> <p>a. MAT Secondary removal of the PRAXIS CORE Content exam</p>	<p>intersession semester, the candidates will be in the field for an additional 20 days during the program. This will allow the program to meet the demands of a residency program, per the Maryland Accelerates grant. Note: The program is <i>not adding credit hours</i> but will be moving credit hours from EDUC 697 (see II below) to accommodate this course.</p> <p>2.</p> <p>In researching COMAR regulations and other University's in the USM system, it was determined that a majority of graduate programs in the USM system are requiring only 6 credits for the MSDE required 100 days of field experience. At present, FSU is requiring 9 credits. This reduction of 3 credits from the second practicum course will allow the program to add a clinical experience linked to methods course. Also, in order to add the required number of field experience days for the Maryland Accelerates grant and not increase the total number of credit hours for the program, current credit hours will be redistributed. By reducing the number of credit hours for EDUC 697 from 6 credits to 3 credits, those hours will be redistributed to the new EDUC 695 Clinical Experience course.</p> <p>4.</p> <p>MSDE has changed their requirements to require a 3.0 GPA for initial licensure programs in connection to passing the Praxis Core Content exam. Given that this program requires a 3.0 GPA to graduate with a master's degree, all students successfully completing this program with a 3.0 will receive a degree and will meet the educational requirements for Maryland State licensure.</p>
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GC 20-02

ALSO REVIEWED BY IPR

Summary Proposal	Rationale
<p>The Department of Educational Professions requests the following:</p> <p>A post-baccalaureate certificate in Literacy Education (12 credits):</p> <ul style="list-style-type: none"> • REED 610 Foundations of Teaching Reading • REED 617 Teaching Reading in the Content Areas • REED 620 Diagnosis and Correction of Reading Difficulties • REED 625 New Literacies: Integrating 21st Century Skills 	<p>Frostburg State University is proposing a new online Post Bachelor's Certificate (PBC) in Literacy Education. This certificate will be developed from courses that exist within the current Master of Education degree, specifically within the concentration in Literacy Education. This certificate is specifically designed to provide a pathway for those candidates who hold a bachelor's degree in early childhood, elementary or secondary education to meet the endorsement requirements for reading teacher according to COMAR 13a.12.03.06.</p>

GC 20-03

Summary Proposal	Rationale
<p>The Department of Nursing requests the following:</p>	<p>1. In development of the NURS 701 course, it was determined that the amount of content far</p>

<ul style="list-style-type: none"> 3. New Courses <ul style="list-style-type: none"> a. NURS 659 FNP Board Review b. NURS 624 PMHNP Board Review 4. Change in catalog description <ul style="list-style-type: none"> a. NURS 701 Transitional Role for the Nurse Practitioner b. NURS 669 Women's Health in Primary Care Across the Lifespan Practicum 5. Change in frequency <ul style="list-style-type: none"> a. NURS 663: Primary Care Management Across the Lifespan Practicum II 	<p>exceeded that of a one credit course. Board review courses are available through the certifying agencies, independent continuing education webinars, and through national conferences and average around \$1000. By creating review courses in the program, it will offer the students a convenient, cost effective way to prepare for boards with instruction from familiar professors and course design that is consistent with the program that they are completing.</p> <ul style="list-style-type: none"> 2. Primarily correcting typographical errors. 3. Originally approved for offering in the fall, we are requesting approval for spring, summer, or fall offering to ensure that practicum sites and preceptors can be secured as the cohorts of student grow.
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VIII. ITEMS REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION

FCC 19-10(H)

Summary Proposal	Rationale
<p>The Faculty Concerns Committee and the Student Government Association request the following:</p> <p>to amend the Class Attendance Policy in the Faculty Handbook (PN 2.024, starting on page 107) and in the Undergraduate Catalog (page 30) to incorporate language about emergency student absences, as well align these two sections with current practices (e.g. religious observances). The changes are a result of several meetings between SGA representative, FCC members, and the Interim Vice President of Student Affairs.</p>	<p>The Student Government Association initiated discussions with the faculty to consider an Emergency Absence Policy. SGA proposed a policy which was subsequently discussed and amended several times in FCC meetings during the 2019 Spring and Fall semesters. The overall intent of the original SGA proposal was preserved while incorporating academic freedom in specific course policies outlined by individual instructors. In addition to the added emergency absence section, language about absences for religious observation was added to the Faculty Handbook, and the class attendance policies in the Faculty Handbook and Undergraduate Catalog will now have the same content.</p> <p><i>FCC Chair's Note:</i> It was noted that Graduate Assistants (GAs) that are assigned as assistant coaches should not be excused from classes due to any activity related to the graduate assistantship. The proposed policy only applies to undergraduate students.</p>

TIANNA BOGARD, CHAIR OF FCC GAVE THE BACKGROUND ON THE PROPOSAL. BEN FORREST, VICE-PRESIDENT OF SGA, READ A STATEMENT OF SUPPORT FROM THE STUDENT ORGANIZATION WHICH IS INCLUDED BELOW AS PART OF THESE MINUTES. A DISCUSSION AMONG SENATORS FOLLOWED. JOHN

LOMBARDI MOVED TO AMEND THE PROPOSAL WITH A CHANGE OF WORDING TO RESTATE, AT APPLICABLE POINTS, "THE STUDENT *IS EXPECTED TO*. . ." DAN MOOREHEAD SECONDED THE MOTION TO AMEND. THERE FOLLOWED A DISCUSSION ON THE MOTION TO AMEND WHICH THEN CARRIED WITH ONE OPPOSED. THE AMENDED MOTION CARRIED WITH ONE OPPOSED.

Amended wording approved:

Line 6-7 and 84-85

If at all possible, the student ~~should~~ **is expected to** contact the instructor prior to the absence.

Line 161-162 and 229-230

If at all possible, **you are expected to** contact the instructor prior to your absence.

STATEMENT READ BY BEN FORREST:

Reviewing, amending, and evaluating the effectiveness of our University policies and procedures is what allows us to create a more productive, attractive, and advantageous University. We believe it is our duty to act when there is a need from both faculty and students for a necessary change in policy. The consideration at hand involves the addition of a University policy, to exist in both the Faculty Handbook and the Catalog, for Emergency Absences. The goal of this policy is to create a reliable structure that students across the University can utilize in times of emergency-related absences occurring during the academic year. This proposed policy is not heavy-handed, instead asking for a cooperative plan, initiated by the student, to reasonably (in the eyes of the faculty member) move forward from these unfortunate absences. FSU prides itself on the positive relationships and partnerships that we continually foster and grow between administration, faculty, staff, and students. This policy, as it sits before you for consideration today, is the product of two years of collaborative work between SGA and Faculty Senate members and leadership. I would like to quickly thank the Faculty Concerns Committee for their thoughtful consideration of this policy throughout its many stages and forms. I'd like to close with this: Throughout this process, I have heard numerous times that people "support the spirit of this policy" or feel that "this is what should be happening". This is an opportunity to show our commitment to these reasonable accommodations and to move statements of values to policy. Thank you all for your thoughtful consideration.

FCC 20-01

The Department of Educational Professions requests the following:

The nomination of Dr. Clarence Golden to Emeritus status. Dr. Clarence Golden has met the required criteria for this distinction, as outlined in a letter from Dr. Sally Stephenson, Chair of The Department of Educational Professions.



Dear Faculty Concerns Committee, Faculty Senate and FSU Community,

I am submitting this letter in nomination of Dr. Clarence Golden for emeritus status. Dr. Golden was a member of the Department of Educational Professions and the College of Education from his hire in 1999 until his retirement in 2017. Coming to us with a background in public school administration, he began at FSU as faculty in the Administration and Supervision track of the Master of Education program, earning consistently high ratings on student evaluations. As coordinator of this program, he rewrote FSU courses to meet the national standards required by the ISLLC and NCATE accrediting bodies and was involved in the NCATE accreditation visits in 2001, 2007, 2015 and 2017. He was a national scorer for School Leaders Licensure Assessments for the Educational Testing Service and was involved in writing new SLLA exam assessments.

Within the department and the college, Dr. Golden was active in department leadership team meetings, the Professional Education Advisory Council and taught on both the main campus and the Hagerstown USMH campus. Active in service both on and off campus, he was a member of the President's Advisory Council, Allegany County's Ethics Committee and the Board of Review for the Education Leadership Constituent Council.

In 2004, he became Chair of the Department of Educational Professions while continuing to teach classes in Administration and Supervision. His faculty found him to be consistently available, supportive and fair in his role of Chair. In 2007, he became Interim Associate Dean for the College of Education and then Associate Dean in 2008. In 2012, he was named Dean of the College of Education where he served until his retirement. Throughout his tenure at FSU, he was known to be conscientious, collegial, and caring; accessible to students, faculty and staff alike. The Department of Educational Professions wishes to recognize his many contributions and his strong leadership over the years through awarding him emeritus status.

Thank you for your consideration,

A handwritten signature in cursive script, reading 'Sally Stephenson'.

Sally Stephenson
Chair, Dept. of Educational Professions

THE MOTION TO APPROVE DR. GOLDEN FOR EMERITUS STATUS CARRIED.

FCC 20-03

Summary Proposal	Rationale
The Faculty Concerns Committee requests the following: the Chair of faculty to create an Ad Hoc committee to investigate and create appropriate recommendations to address faculty feeling unsafe as a result of behaviors of concern. This committee will evaluate current disruptive behavior policies and revise accordingly if necessary.	Faculty have identified a lack of clarity in what action or 'best practice' to follow when there are incidents with disruptive student behavior. There is also concern about procedure when student behavior is disruptive outside formal classroom meetings (e.g., during office hours, through email or voicemail, on experiential learning

	<p>outings, etc.). The ultimate goal is that faculty have clear understanding of their avenues/options when there is disruptive behavior and/or they feel unsafe. FCC also feels that it is important to consult with campus police and involve them in this process. Questions/issues that need to be addressed:</p> <ul style="list-style-type: none"> ○ At what point should faculty involve student affairs? At what point should faculty involve the police (University and/or City)? What constitutes harassment (in person and electronically)? ○ Disruptive behavior is only mentioned in the handbook in relation to incidents in the classroom. It needs to cover other areas as well, such as faculty offices, online environments, etc. <p>Faculty handbook needs to refer to the Student Code of Conduct when discussing disruptive student behavior (https://www.frostburg.edu/about-frostburg/student-affairs/policystatements.pdf).</p>
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MIKE MURTAGH GAVE THE BACKGROUND BEHIND THE PROPOSAL. SEVERAL SENATORS PROVIDED ANECDOTAL EVIDENCE TO SUPPORT THE NEED FOR THE COMMITTEE. HEATHER HURST SUGGESTED THAT STAFF INPUT BE SOLICITED. MOTION CARRIED.

IX. NEW BUSINESS

There was no new business.

X. ADJOURNMENT

The meeting adjourned at 5:44 p.m.

PREVIOUS REPORTS TO THE FACULTY SENATE

CHAIR'S REPORT

Colleagues,

As we move into March, I want each one of you to think about how you could become involved in shared governance at Frostburg State University. Faculty shared governance is the primary means for the University Faculty to be involved in institutional decision-making. The Faculty Senate, together with its Committees and Subcommittees, provide faculty the opportunity to review and make recommendations related to curriculum, institutional priorities and resources, academic policies, academic standards, academic freedom, faculty personnel policies and actions, and other matters of concern to the faculty. Within the University System of Maryland, FSU has a reputation for productive and collaborative shared governance. The Faculty Senate collaborates with administrators to make positive impacts for the students and faculty of FSU. For example, two Senators were on the committee that investigated salary equity and made recommendations that the President ultimately used to address salary equity issues for the first time in a decade or more. Another example is the Low-Degree-Productivity Review Process approved in February. The Institutional Priorities and Resources Committee worked with the Provost's office to inject faculty governance into a process in which it had not been involved previously. The Faculty Senate has a good working relationship with its student and staff counterparts. One recent example involves a request by the SGA to implement a policy for absences due to emergencies and bereavement. The Faculty Concerns Committee worked diligently with SGA representatives and the office of Student Affairs to build a recommended policy that balances students' concerns and the academic freedom of instructors. This proposed emergency absence policy will be on the agenda for the Faculty Senate on March 4, 2020.

The Faculty Senate is respected by the administrations as an advisory body to the President and the primary deliberative body for the Faculty. The President, Provost, and other administrators attend monthly Faculty Senate meetings to make reports and answer questions. Senators are regularly asked to represent the faculty on institutional initiatives and work groups. Two senators serving on the committee that investigated salary equity and made recommendations that the President ultimately used to address salary equity issues for the first time in a decade or more. The Faculty Senate Steering Committee (officers and committee chairs) were invited to be involved in the Academic Affairs division planning retreat this January.

If you want additional examples of the impact and work of the Faculty Senate, please contact any current Faculty Senator.

The call for nominations for the open seats on the Faculty Senate will be coming soon from Sally Stephenson. There are seats on the Faculty Senate reserved for faculty members from each of the three colleges and the library. There are also two seats reserved for non-tenure-track faculty (full- and part-time). Finally, there are several at-large seats available. The nominations process for Committees, Subcommittees, and Advisory Groups will commence in April. Please respond to the call by nominating yourself to stand for election to the Faculty Senate, a Committee, Subcommittee, or Advisory Group. If you know someone else who you think should run and serve, encourage them to do so. With few exceptions, employees whose primary classification is faculty are eligible to stand for election to most shared governance bodies regardless of rank or status. Get involved.

ACADEMIC AFFAIRS COMMITTEE

Senate Report

Wednesday, February 12, 2020

4:00 pm

Compton 237

Attending: *Travis English, Chair; Jennifer Earles, Secretary; Darrell Rushton; Gerry Snelson; Kenneth Levitt; Stefanie Hay, Daniel Morehead; Mike Mathias, Office of the Provost; Sara Beth Bittinger, Office of the Provost; Jodi Ternent; Office of the Registrar; Kim Hixson, Dean of CLAS; Mathew Georgeson, UUCR*

V. Call to order 4:02 p.m.

VI. Approval of the 12/11/2019 minutes

VII. Reports:

a. Office of the Provost/Academic Standards Committee- Michael Mathias and Sara Beth Bittinger

Academic Standards –

93 students dismissed (50 appeals; 25 approved)

276 students on probation

116 warnings

84 removed from probation (down 50% from previous years)

Committee discussed exceptions and the bigger picture of students not being able to meet basic needs and falling behind in their studies

Strategic Planning Retreat –

March 11 report

Budget Adjustments 7% cuts

Adjunct pay – 10% increase effective this spring

RFP – online catalog

Construction Management is now Lifestyle Facilities Management – CLAS

Curriculum will be receiving information this week

High-Impact Educational Practices – 1 of 7 USM universities

Webinar – role-playing

Integrating civic education

Academic Integrity Working Group

Institutional Audit – gaps and improvement

Digital Credentials

b. Dean's Council- Kim Hixson

New Dean – Dr. Williams

Efforts to increase enrollment

c. Registrar's Office- Jodi Ternent

Down 2 people

Fall schedule coming by the end of the week

d. [UUCR](#)- Matthew Georgeson

Nothing to report

e. AAC Chair- Travis English

Nothing to report

VIII. New Business:

20-01	The Department of Geography requests the following: Changes to course frequencies: GEOG 205 – Descriptive Meteorology: Spring to Fall GEOG 207 – Physical Geography and Geomorphology: Spring to Fall GEOG 208 – Earth System History: Fall to Spring GEOG 341 – Introduction to Geochemistry: Spring to Variable GEOG 407 – Political Geography: Fall to Spring Even GEOG 420 – Topics in the Mapping and Geospatial Sciences: Spring to Fall GEOG 413 – Remote Sensing – Image Interpretation: Fall to Spring	Rationale: Because of shifting teaching responsibilities and lower undergraduate enrollments, some courses will not be taught as frequently. Others will be moved from Spring to Fall (or Fall to Spring) in order to make course progression more logical or better balance course offerings within the department.	No Vote Required
20-02	The Department of Management requests the following: The addition of an 18 credit Minor in Human Resources Management (HRM) consisting of the following courses: MGMT 251 Principles of Management MGMT 357 Human Resources Management MGMT 405 Business Ethics and Social Responsibility or PSYC 360 Industrial/Organizational Psychology MGMT 452 Staffing and Development MGMT 456 Compensation	Rationale: The creation of a minor in human resources management would benefit students by allowing them to combine their particular major with technical HRM skills gained through the courses required for the minor. The field is sufficiently broad to attract students from a variety of majors. For example, a Mathematics major might choose to enter the field of compensation or HR analytics. Sociology or Communication majors might choose to apply skills gained from their majors towards becoming human resources managers. As another example, students majoring in Law	Approved

	MGMT 457 Labor Relations and Collective Bargaining	and Society might choose to enter the field of labor law.	
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V. Adjournment at 4:25 p.m.

FACULTY CONCERNS COMMITTEE
Meeting Room: CCIT 245. Meeting Time: February 12, 2020, 4:00pm

<https://frostburg.sharepoint.com/sites/facultysenate/fcc/>

- I. **Call to order**
- II. **Approval of the Minutes of Wednesday, December 11, 2019** (*available on the FCC SharePoint site*)
 - Orders of the day:**
 - a. **Special Orders**
 - 1. **Open Discussion: Any questions or discussion on the electronically distributed reports?**
 - 2. **A brief tour of the FCC SharePoint site**
 - 3. **Proceeding by consent, we may adopt a timed agenda as described in this document**
 - b. **Unfinished business**
 - 1. **FCC 19-10 (H): Proposal for an Emergency Absence Policy**
FCC made a motion, see below
 - c. **Scheduled Business**
 - 1. **FCC 20-01: Emeritus status for Clarence Golden** *-blue handout*
FCC made a motion, see below
 - 2. **FCC 20-02: Resolution from the Senate Steering Committee re: the process for allocating salary equity enhancements.**
FCC made a motion, see below
 - d. **Unscheduled Business**

Due date and submission of nominations for Faculty Achievement awards

-Motion to move date to March 25th, electronic copy and 1 on reserve.

-All Approved
 - e. **Open Discussions**
 - 1. **re: Disruptive students in and out of the classroom –**

FCC made a motion, see FCC 20-03 below
 - 2. **re: Equitable distribution of departmental service**

Multiple faculty members have approached the FCC chair with concerns regarding the distribution of departmental service among tenured, pre-tenured, and FTNTT faculty. Pre-tenured and FTNTT faculty are in a precarious position of feeling uncomfortable in turning down service requests/assignments. In addition, there is concern that with these complicated power dynamics, pre-tenured faculty may be taking on the brunt of the service responsibilities. From the open discussion, some key points and questions arose:

- This may be exacerbated in departments whereby the Chair is the only evaluator.
 - It would be extremely hard to legislate this sort of thing. Perhaps a conversation needs to happen at the Chair level at the monthly meeting. FCC Chair invited to Chair's council to share the collected information/thoughts related to this issue
 - Could this be statistically analyzed as part of the Chair evaluation? Does the chair evaluation process capture the charges for the Chair adequately in the Handbook? Should this be incorporated?
 - Collect what kind of service is being undertaken? Informal vs formal?
 - Perhaps this is a workload issue...role of Chair is to optimize the workload for a faculty that is trying to attain tenure.
 - Consensus was that Chairs should evaluate the distribution of workload within the department.
- f. **Reports** *due to time, reports delivered electronically. These can be found below.*
1. **Chair of FCC**
 2. **Council of University System Faculty** *see report sent to Senate*
 3. **University Chair's Council**
 4. **Promotion and Tenure / Permanent Status**
 5. **Faculty Development and Sabbatical / Professional Leave Subcommittee**
 6. **Faculty Handbook Subcommittee**
- g. **Business for future FCC meetings**
1. **Concern over the practice of asking/requiring FTNTT to do service and/or professional development**
 2. **Continued discussions on the CUSF resolution on student evaluations**
 3. **Lack of communication with health and safety of Guild**

III. Adjournment

Business for the Senate Floor:

1. FCC 19-10(H): Proposal for an Emergency Absence Policy

FCC moves to amend the Clas

s Attendance Policy in the Faculty Handbook (PN 2.024, starting on page 107) and in the Undergraduate Catalog (page 30) to incorporate language about emergency student absences, as well align these two sections with current practices (e.g. religious observances). The changes are a result of several meetings between SGA representative, FCC members, and the Interim Vice President of Student Affairs.

History and Context: The Student Government Association initiated discussions with the faculty to consider an Emergency Absence Policy. SGA proposed a policy which was subsequently discussed and amended several times in FCC meetings during the 2019 Spring and Fall semesters. The overall intent of the original SGA proposal was preserved while incorporating academic freedom in specific course policies outlined by individual instructors. In addition to the added emergency absence section, language about absences for religious observation was added.

Chair's Note: It was noted that Graduate Assistants (GAs) that are assigned as assistant coaches should not be excused from classes due to any activity related to the graduate assistantship. The proposed policy only applies to undergraduate students.

2. FCC 20-01: Emeritus status for Clarence Golden

FCC moves to support the nomination of Dr. Clarence Golden to Emeritus status.

Dr. Clarence Golden has met the required criteria for this distinction, as outlined in a letter from Dr. Sally Stephenson, Chair of The Department of Educational Professions.

3. FCC 20-02: Resolution from the Senate Steering Committee re: the process for allocating salary equity enhancements

FCC endorses the resolution made by the Faculty Senate Steering Committee, as follows:

Resolution on improving the process for allocating salary equity enhancements

Whereas the faculty recognize the need to address salary inequities;

Whereas the faculty greatly appreciate the president's effort to address such inequities;

Whereas the faculty believe that processes for addressing salary inequity be informed by the Frostburg State University shared governance process;

Whereas the faculty recognize the Board of Regents' policy that such processes be linked to meritorious performance;

Whereas the faculty believe there to be disparities among academic disciplines regarding the criteria used to develop numeric annual faculty evaluation scores;

Therefore, be it resolved that the faculty recommend that future salary equity enhancement monies be allocated based upon intradepartmental faculty evaluation means/medians and not campus-wide data.

4. FCC 20-03: Ad Hoc Committee creation

FCC requests the Chair of faculty to create an Ad Hoc committee to investigate and create appropriate recommendations to address faculty feeling unsafe as a result of behaviors of concern. This committee will evaluate current disruptive behavior policies and revise accordingly if necessary.

History and Context: Faculty have identified a lack of clarity in what action or ‘best practice’ to follow when there are incidents with disruptive student behavior. There is also concern about procedure when student behavior is disruptive outside formal classroom meetings (e.g., during office hours, through email or voicemail, on experiential learning outings, etc.). The ultimate goal is that faculty have clear understanding of their avenues/options when there is disruptive behavior and/or they feel unsafe. FCC also feels that it is important to consult with campus police and involve them in this process. Questions/issues that need to be addressed:

- At what point should faculty involve student affairs? At what point should faculty involve the police (University and/or City)? What constitutes harassment (in person and electronically)?
- Disruptive behavior is only mentioned in the handbook in relation to incidents in the classroom. It needs to cover other areas as well, such as faculty offices, online environments, etc.
- Faculty handbook needs to refer to the Student Code of Conduct when discussing disruptive student behavior (<https://www.frostburg.edu/about-frostburg/student-affairs/policystatements.pdf>).

Committee Reports:

- **FCC Chair**
- **Faculty Development/Sabbatical Subcommittee**

FCC Chair Report

Faculty Handbook Subcommittee meeting (Dec 19)

I was invited to attend the meeting to discuss the workflow/communication items passed through FCC, then senate.

- Emailing documents is not practical. Need to have a central location for items where we can also indicate the status of that item.
- Decision was made to make a Sharepoint group for FCC in which all documentation for handbook changes are maintained and updated.
- I have also decided that this will be the central repository for all FCC business, including reports, agendas, minutes, and proposals.
- Currently working on a way for people to submit any FCC proposal through Sharepoint.

Academic Affairs day retreat (Jan 8)

This retreat was set up through the Provost's office, with other participants including the Deans, Library leadership, and each Chair of Faculty Senate Committees. The major theme of the retreat revolved around the challenges in changing the status quo. Included were the topics: 1) Change: Dynamics of Global Culture; 2) Responding to Change: Strategic Planning Cycle; and 3) Review and Adoption of the FSU Strategic Plan. Lastly, we broke into teams to evaluate what FSU is currently doing to address a

specific Action Item and make suggestions on what else FSU could be doing. This group of people will be meeting again in March.

Faculty Workload and Compensation Committee meeting (Feb 3)

Three main issues were discussed:

1. Course cancellation timeline

An adjunct had course cancelled on 1st day of classes

- Students went to look for course cancellation policy....there isn't one
- The contract was written Jan 15, then FSU cancelled contract
- Unless reassigned or compensated 10% or contract....if not, Breaking policy on page 19, section G- 1- a???

2. Overload and adjunct contracts

Policy is that adjuncts are paid by the course, not by the workload (although this has been the practice, until now). A department chair was told to write an adjunct contract differently than they had for the past several years. This involved a different calculation of workload (not allotting extra workload to an "over-enrolled" course (over 48 up to 72)). This would mean having adjunct doing some workload for free

- Assigning a course as overload to a faculty member should have similar rate and workload calculation as adjuncts.
- Now having these similar means adjuncts would be cheaper.... or vice versa
- All adjunct discussion is in the Faculty Handbook... Pg 73, Part II. INSTRUCTION of this Policy also applies to all persons who, while neither tenured nor on the tenure track, are employed full-time and classified as instructional faculty. (ADD PARTTIME???)

3. Compensation for Senate Committee Chairs – there is concern that the compensation will only be a 1-time thing. We would like to have this written into each Senate Committee charter (the Chair of Faculty Senate does have this written in).

Faculty Development/Sabbatical Subcommittee Report

February 2020

The Faculty Development Subcommittee did not meet in November or December 2019, and is not meeting in February 2020. We will meet in March 2020 in order to vote on faculty applications for Professional Development Grants. All approvals will be announced before April 2020.

Unfortunately, the funding pool for this year's applicants will be less than it was last year, which will limit the awards the subcommittee can give.

In another development, all of the sabbatical candidates whose applications we recommended be accepted have received approval from FSU President Ronald Nowaczyk, and the one applicant whose request did not receive our recommendation also had his application turned down by the president.

GRADUATE COUNCIL
Monday 10 February 2020

Present: Ali Ashraf, Kameron Brooks, Natalia Buta, Heather Hurst, Ken Levitt, Michael Mathias, Vickie Mazer, Kristine McGee, Kara Platt, Rich Raesly, Trina Redmond-Matz, Tom Serfass, Beth Smolko, Jodi Ternent, Jamelyn Tobery-Nystrom, Virginia Williams, Eyad Youssef

Absent: Sara Bittinger, Mike Flinn, Jay Hegeman, Brad Rinard, Wendy Wilson

Minutes recorded by Rich Raesly, Secretary

Call to Order

- Meeting was called to order at 4:01 PM by N. Buta (Mike Flinn, Graduate Council Chair, was unable to attend)

Approval of Minutes

- Minutes of December 2019 GC meeting approved

Chair's Report (M. Flinn)

- The RFP for new graduate/undergraduate catalog software has been issued.
- Thank you to N. Buta for presiding over this meeting while M. Flinn attends a training workshop.

Low-Enrolled Programs Subcommittee Report (R. Raesly)

- The subcommittee received input from the Provost's Office after the November Faculty Senate Meeting and incorporated those suggestions (with modifications) into a draft that was voted on and approved by the Faculty Senate at the February 2020.

Graduate Services Report (V. Mazer)

- Enrollment for spring 2020 up, primarily due to the addition of the PA and RNP programs. A note of caution: existing programs may not be showing/sustaining growth and several are down in the number of applicants.
- Vickie is continuing to work with Greg Sekscienski, Assistant Vice President of Marketing and Communications, on the development a plan for next year. We need to continue to look at marketing initiatives.
- Catalog changes that only require internal approvals may still make the catalog if submitted before the April meeting. It is probably too late if external approvals are required.
- Budget numbers were provided to S.B. Bittinger, Assessment and Institutional Research.

Provost Office Report (M. Mathias)

- The Academic Planning Retreat was productive and a follow-up will be held on Wednesday 11 March 2020.
- Academic Affairs made budget adjustments due to funding cuts to the university. Adjunct and overload compensation was increased 10% for lecture courses. [N. Buta inquired if adjustments were being considered for graduate-level courses.]
- Honors Convocation will be continued as an afternoon ceremony.
- The President determined that a separate Graduate Commencement will take place the evening before the undergraduate Commencement ceremony. [The messenger was rapidly assaulted by most members

of the Graduate Council. A number of questions about rationale, planning, and resources were posed by GC members and the need for a meeting with President Nowaczyk was indicated.]

- A few questions/suggestions were directed to M Mathias. T. Serfass: Will adjunct faculty receive equivalent access to FSU Library resources that regular faculty receive, and can this occur quickly after hire? T. Redmond-Matz: Will the Provost's Office be able to provide a letter awarding Adjunct status to adjunct faculty? There were additional comments in support of both suggestions.

Registrar's Office (J. Ternent)

- The Office of the Registrar is still trying to deal with staffing issues after recent retirements.

Old Business

(1) Graduate Council Charter (M.Flinn)

- Review of the GC Charter for consistency is in progress.

(2) Conflicts of Graduate Students with Athletics Assistantships (T. Redmond-Matz)

- This issue was brought up with the Senate Steering Committee. The committee suggested that the Graduate Council draft a resolution.
- V. Mazer noted that some programs (e.g., Counseling Psychology) may not mesh with commitments of students on athletic GAs. It might be appropriate for both Athletics and home departments to draft language for Athletic Gas.
- No one volunteered to draft a statement from the GC. N. Buta then suggested the she and M. Flinn might prepare a draft statement.

New Business

(1) Arlene Cash, Vice President, Enrollment Management

- E. Youssef asked if the Customer Relationship Management (CRM) System could be extended to FSU graduate programs. A. Cash indicated that the CRM system will eventually include graduate programs. There has to be someone to manage the system and staffing this managerial position is a necessary first step. At this time there are no details available about roll-out and the degree of centralization, but each program will be able to craft a specific message. V. Mazer noted that this system will also be helpful marketing graduate programs.
- T. Redmond-Matz noted the diminishing number of applicants to a number of graduate programs and asked about ideas for recruiting graduate students. A. Cash suggested that it might be possible to offer graduate housing scholarships to offset the low graduate stipends. This would need to be discussed with the CFO. Another suggestion was to reach out to different communities that are typically under-represented in graduate degree programs (e.g., the Latino community). A. Cash mentioned that Success Coach J. Brown would be a helpful contact. Minority locator services also exist Another recruiting tool that should be considered is buying GRE names

(2) College of Education, MAT -Ed. (K. McGee)

- The College of Education is requesting to: (a) add a new course (EDUC 695 – Clinical Experience 3 credits), (b) reduce credit hours of an existing course (EDUC 697 – Practicum II) from 6 credits to 3 credits, (c) change the program completion length from 12 to 18 months, and (d) delete Praxis Core Content from admission requirements.
- Motion to approve changes (R. Raesly) and second (K. Levitt)
- **Motion to support the proposal carries**

(3) Post-Baccalaureate Certificate in Literacy Education (K. McGee)

- The College of Education is proposing a new online Post Bachelor's Certificate (PBC) in Literacy Education from existing courses within the M.Ed. degree.
- Motion to approve the PBC in Literacy Education (H. Hurst) and second (B. Smolko)
- **Motion to support the proposal carries**

(4) Department of Nursing, M.S. Nursing (K. Platt)

- The Department of Nursing is requesting to: (a) add two new elective course options (NURS 659 and NURS 624) for the M.S. Nursing degree, Family Practice and Psychiatric Mental Health Nurse practitioner concentrations, (b) change course descriptions of NURS 701 and NURS 669 in order to remove typographical errors, and (c) change frequency of offering for NURS from fall to spring, summer, or fall.
- Motion to approve changes (V. Williams) and second (K. Levitt)
- **Motion to support the proposal carries**

Closing Announcements

- H. Hurst – MHEC approved Ed.D. online program for 2020 cohort.
- N. Buta will pass on information regarding the President's decision to hold a separate Graduate Commencement ceremony. It was also noted that this change does not appear on the FSU website.
- K. Brooks will make graduate students aware of the proposed change in Graduate Commencement.

Meeting adjourned – 5:15 PM

INSTITUTIONAL PRIORITIES AND RESOURCES

February 10, 2019

Meeting date and time: February 10, 2020 4:00 p.m., Gira Center 155

In attendance: Liz Throop, Erica Kennedy, Randy Lowe, Bill Wetherholt, Ben Norris, Brent Weber, Assyad Al-Wreikat, Stacey Wassel, Sherri Sheetz, Sara Beth Bittinger, Lilly Ye, Vickie Mazer

Call to Order

4:01pm

Old Business

Reports

- ◆ Report from AIEC (Assessment and Institutional Effectiveness Council): Assyad Al-Wreikat
 - Annual assessment reports are due 2/15, and will be reviewed thereafter
 - Also discussed the 12 Days of Assessment in the context of institutional effectiveness
 - Planning to review some department assessments, divided among members with both a primary and secondary reviewer for each department... primary reviewer comments are due 3/15
- ◆ Report on Low Enrolled Program process: Randy Lowe
 - The proposal passed Faculty Senate this month. It now needs operationalized (i.e. forms, blank template, ways to automate the process, etc.)
 - Will review newest data from AIR on low-enrolled programs according to the MHEC definition and the Provost's office will notify programs that meet the definition of being low-enrolled
 - There has been some discussion downstate of raising the minimum number for what constitutes "low enrollment," – Dr. Throop is adamantly against this idea should it resurface
- ◆ Report from Adjunct Pay Working Group: Brent Weber
 - Met the week prior to the start of the semester
 - Have not heard back from Deans of other schools after requesting information through a constructed survey (e.g. pay scales, institutional handbooks, etc.); Provost will reach out to other provosts
 - Some discussion about adjunct pay outside of the scope of lecture classes as well as ways to encourage retaining the adjuncts we have (in addition to pay increases)
- ◆ Report from the faculty Workload and Compensation subcommittee: Lilly Ye
 - There was a unanimous vote from the Workload and Compensation subcommittee in favor of a stipend or course release for the five Faculty Senate committee chairs. The course release would be for 25% reduction of workload per year or a stipend in the amount of what it would cost for an adjunct to cover one course.
 - The Provost would like to see what our sister institutions do with faculty involved as chairs of Faculty Senate committees.

- Workload policy is not written for adjuncts. Provost suggests discussion regarding adjuncts handling large courses – supports compensation for adjuncts in big classes, need a policy put in place and is supportive of such a policy
- Need to address the handbook stipulation about varied compensation for adjuncts with cancelled class(es) – we have not been compensating adjuncts as prescribed

New Business

- ◆ Course release or stipend for 5 Faculty Senate chairs
- ◆ Discussion of overload pay for adjuncts
(Both of these topics were discussed along with the report from the Workload and Compensation subcommittee)

Proposals

(5:00)

Vote Required:

- ◆ Proposal for new Post Bachelor's Certificate in Literacy Education: Kristine McGee
 - Kris phoned in (and Vickie Mazur was also present to answer questions)
 - Intention for adding certificate is so that folks not ready to commit fully to a degree can still gain professional development through certificates; Maryland is looking into creating badges for teachers – this could be one such badge
 - Courses that are part of the certificate are fully online and can be blended in-class as well
 - Will not need additional staffing (1 adjunct listed, but not new)
 - A few minor inconsistencies in the document need cleaned up before it moves on

Vote: (motion) Randy, (second) Brent, passes unanimously

Future Business

- ◆ Three-year review process
 - IPR is going to be following up with programs that need to complete the three-year review process for IPR and we will schedule a time at a future meeting to discuss the review
- ◆ Department chair stipends
 - IPR is tasked with reviewing chair stipends. Erica has been in contact with the Provost's office in order to collect data from other USM institutions regarding their chair stipends.
- ◆ Discussion of IPR report from 2014
 - This document surfaced last semester
 - Former President Gibraltar charged IPR at the time to consider particular areas of focus relating to finances at FSU
 - Surveys were conducted and data was generated such as what faculty think is most important, stipend amounts for chairs across departments, etc.
 - Where are we now compared to then?
 - Chair stipend recommendation at the time was \$7,000 per year by 2016
 - How do we compensate courses with large numbers (> 48)
 - For instance, a \$2000 stipend for an adjunct teaching 200 students needs addressed

- Very tough issues to try and tackle, and we need more clarity on what we can and cannot do—Will discuss 2014 IPR document more at future meeting

Adjournment

5:25pm

COUNCIL OF UNIVERSITY SYSTEM FACULTY



COUNCIL of UNIVERSITY
SYSTEM FACULTY

CUSF Report to FSU Senate Wednesday, March 4, 2020

The following is a summary of the Council of University System Faculty (CUSF) activities and initiatives since its last report.

MEETINGS AND ACTIVITIES: The following are the meetings and other activities conducted by CUSF since the last report.

- **Council Meeting at Coppin:** The Council had its February meeting at Coppin State University on Thursday, February 20th. The main topic for discussion included the continue review of the BOR policies on academic integrity. The process is moving forward, but moving forward slowly. In addition, the Senate Chair of UB forwarded the potential issue where their faculty are being required to sign a NDA to CUSF. The referral indicated that *"NDA's are a contract by which one or more parties agree not to disclose confidential information and only share information with others as a necessary part of performing their job duties."* CUSF is looking further into this issue.
- **Academic Integrity Initiative:** The Educational Policy Committee of CUSF has been working on BOR policy recommendations to the BOR regarding BOR Policy III-1.00 and 1.02. As noted, the policy was a major focus of the February meeting. Work on creating draft recommendations will continue at the March meeting.
- **Elections:** The election process has begun to elect ExCom for next year. Currently, there are two nominees from chair and one nominee for vice chair. Nominations for chair and vice chair will close at the March meeting. There will be a new Chair next year.
- **Emeritus Faculty BOR Member Resolution:** No new action taken on this initiative.
- **Advocacy Day:** CUSS took the lead roll in organizing Advocacy Day in conjunction with Andy Clark and Patrick Hogan. The Chancellor and Patrick Hogan addressed the group in the morning. Roughly ten faculty members were in attendance. It was concluded that USM made a strong showing.

Respectfully Submitted, February 26, 2020

Robert B. Kauffman, Ph.D.
Chair, CUSF and FSU CUSF Representative

Schedule of CUSF Council Meetings for 2019-2020 Academic Year	Location
Wednesday, Sept 18, 2019	Shady Grove
Thursday, Oct 24, 2019	UMGC
Thursday, November 14, 2019 (joint)	UMCP
Monday, Dec 16, 2019	UB
Tuesday, Jan 14, 2020	USM, Adelphi
Thursday, Feb 20, 2020	Coppin
Monday, March 23, 2020	UMB
Thursday, April 16, 2020	UMBC
Thursday, May 14, 2020	TU
Wednesday, June 17, 2020 (optional)	USM, Adelphi