

# Faculty Senate Newsletter

November 2019

# A MESSAGE FROM THE CHAIR OF FACULTY

**Faculty Morale Survey.** The annual faculty morale survey will launch next week. You will receive an email from me with directions to complete the survey through Baseline, our survey platform. The results of this survey are summarized and shared with faculty and administration as part of an effort to improve areas of academic life for faculty at FSU.

**Faculty Assembly.** There will be a Faculty Assembly on Wednesday, October 30, at 4 PM in 226 Compton Science Center. This assembly will provide an opportunity for faculty to provide feedback on the revised proposal for a low degree productivity program review process. A copy of that proposal will be circulated ahead of time.

**Program Coordinators.** I have been hearing from faculty members that there is a need to review and possibly standardize duties, expectations, and compensation with regards to programs coordinators. I am bringing this matter as new business before the Faculty Senate to discuss whether an ad hoc committee should be formed for this purpose.

**Multiyear Contracts for FTNTT Faculty.** FCC brings a proposal to the Faculty Senate this month requesting a task force of faculty and administrators develop a process and criteria for awarding multiyear contracts for full-time non-tenure-track faculty.

**Excellence in Academic Advising.** The members of the Excellence in Academic Advising Task Force had a retreat in August where we reviewed the results of the self-study and developed recommendations to improve advising at FSU. The EAA steering committee is reviewing and prioritizing those recommendations now. One outcomes was the drafting of mission and goal statements for advising at FSU. These are being presented to the faculty and staff senates as well as SGA for feedback. Jay Hegeman and I will be sending campus-wide communications about the advising mission and goals as well as other outcomes and recommendations.

**GEP Review.** I want to thank all members of the GEP Review Committee, especially co-chairs Sally Boniece and Michael Mathias. Sally sent out an email last week updating the campus on the work of re-envisioning the GEP. That email also included a list of GEPRC members. As we re-envision the GEP, it is important that this group have representation from every academic department. If your department does not have a representative on the GEPRC, contact Sally, Mike, or me.

**Faculty Evaluation.** Following Dr. Nowaczyk's presentation on his plan for faculty salary adjustments, I have been receiving a lot of feedback on our current faculty evaluation system. In addition, CUSF passed a series of resolutions last year regarding the overreliance on student evaluations of instruction. CUSF raises methodological concerns as well as suggests supplementary sources of evidence for teaching effectiveness. The Faculty Senate Steering Committee is discussing how best to move forward with this information.

Please reach out to me, or other faculty leadership, if you want to provide feedback or raise a concern. Your Faculty Senate Steering Committee members are:

Benjamin Norris, Chair of the Faculty  
John Lombardi, Vice Chair of the Faculty  
Sally Stephenson, Secretary

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  
Mike Murtagh, Chair of the University Chairs Council

In addition, Justin Dunmyre and Erica Kennedy represent the faculty at the University Advisory Council. Robert Kauffman is once again serving as Chair of the Council of University System Faculty (CUSF). Contact any one of us if there is anything we can do to help make your faculty experience at FSU better.

Best,

Benjamin Norris  
Associate Professor of Chemistry  
Chair of the Faculty  
345 Compton Science Center • 301.687.4157 • bnnorris@frostburg.edu

**Learner Input Strategic Ideation Individualization**



# 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  
Tainna 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  
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**

Tiana Bogart, Mathematics  
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, November 6, 2019

4:00 PM

Lane Center Atkinson Room

## I. APPROVAL OF THE MINUTES

Faculty Senate Minutes of October 2, 2019 (Distributed electronically)

## II. ANNOUNCEMENTS

### A. **Future Faculty Senate Meetings (4:00 PM in Lane Center Atkinson Room)**

December 4, 2019

February 5, 2020

March 4, 2020

April 1, 2020

May 6, 2020

### B. **Future Faculty Assembly Meetings – Location TBA**

January 29, 4 PM

April 29, 4 PM

## III. 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)

G. Administrator Reports

## IV. OLD BUSINESS

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

AAC: U:\\AAC\\Senate

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

GC: U:\\GC\\Senate Items

IPR: U:\\IPR Committee\\Senate

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

**VOTE REQUIRED: IPR S19-01 (H) 19-39**

Summary Proposal	Rationale
<p data-bbox="110 220 670 252"><b>Low Degree Productivity Review Process</b></p> <p data-bbox="110 289 680 363"><b>The Institutional Priorities and Resources Committee requests the following:</b></p> <ol data-bbox="159 401 755 611" style="list-style-type: none"><li>1. Approval of a new process to increase faculty, departmental, and governance participation in the review of low-productivity programs and the gathering and providing of evidence to sustain such programs.</li><li>2. Updating the IPR charter to include this process highlighting the role of IPR</li></ol>	<p data-bbox="813 220 1409 724">Institutions of higher education in Maryland are required to articulate a plan of action to increase enrollment and degree production for programs that meet the Maryland Higher Education Commission (MHEC) Definition of Low-Degree Productivity. This process provides a mechanism for program coordinators (or representatives) to work in a collaborative and productive manner with faculty colleagues and University administrators via shared governance to explore how low-enrollment/low-degree programs may be revised and/or assisted to attract more students.</p> <p data-bbox="813 762 1409 982">A program coordinator (or representative) will be provided three (3) hours of reassigned time to work collaboratively with other faculty and University administrative units to create a Program Analysis and Sustainability Plan for a low-enrollment/low-degree program.</p> <p data-bbox="813 1020 1409 1381">This process ensures faculty involvement in systematic and routine reviews of low-enrollment/low-degree programs, which result in formal recommendations for action to the Provost. It also allows the University to be proactive in responding to external oversight requirements, including Periodic Reviews of Academic Programs prepared for the University System of Maryland Board of Regents.</p>

**VOTE REQUIRED: AAC 19-40**

Summary Proposal	Rationale
<p><b>The Health Sciences Program requests the following:</b></p> <ol style="list-style-type: none"> <li>1. New Course <ul style="list-style-type: none"> <li>○ HSCI 425 Biostatistics – 3 cr.</li> </ul> </li> <li>2. Change in Program Requires: Health Science Major – Add two courses to the list of Health &amp; Natural Science Electives <ul style="list-style-type: none"> <li>○ HSCI 425 Biostatistics</li> <li>○ CHEM 330 Medicinal Chemistry</li> </ul> </li> </ol>	<p><b>Rationale:</b></p> <p><b>1 and 2a.</b> A course in biostatistics will be helpful for any student interested in a career or graduate program in public health, epidemiology, biomedical research, and the various health professions. The interpretation of data and statistical information is critical for health practitioners to understand public health and epidemiological data as well as the results of clinical trials and diagnostic tests.</p> <p><b>2b.</b> An introductory knowledge of medicinal chemistry would be valuable for students entering the health professions, especially pharmacy.</p>

**VOTE REQUIRED: FCC 19-18**

Summary Proposal	Rationale
<p><b>Emeritus Nomination for Dr. Maria-Luisa Sanchez</b></p> <p><b>The Department of English and Foreign Languages nominates Dr. Maria-Luisa Sanchez for emeritus status</b></p> <p>FCC moves to support the nomination of Dr. Maria-Luisa Sanchez to Emeritus status.</p> <p>Dr. Maria-Luisa Sanchez has met and exceeded the required criteria for this distinction, as outlined in a letter from Dr. Sydney Duncan, Chair of The Department of English and Foreign Languages (Full text below).</p>	

**VOTE REQUIRED: FCC 19-20 (H)**

Summary Proposal	Rationale
<p><b>The Faculty Concerns Committee requests the following:</b></p> <p>Update the section on Tenure/Permanent Status and/or Promotion Application Materials in the Faculty Handbook (page 91) to specifically state that</p>	<p>The Chair of the Faculty Promotion and Tenure/Permanent Status Subcommittee noted that SEI have always been a part of the process but this was never formally written in the Handbook. SEI is a reflection of competency in teaching, which is a requirement. There were concerns expressed in codifying SEI score inclusion given 1) that it cannot be</p>

SEI scores must also be included. Changes are to strike 'should' and include 'must', to read "The following materials must be included in the application package ..." and amend the statement for #5 to read "Supporting evidence (limited to one notebook) including: representative material in teaching/job performance including student evaluation reports for each course taught during the Fall and Spring semesters during the evaluation period, research and professional development, and service.	traced back in the process and 2) the unreliability and inherent bias from SEI scores. There is a Faculty Senate <i>ad-hoc</i> committee working on how to better evaluate teaching performance and FCC will adjust this statement when a new teaching evaluation system is adopted.
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#### **VOTE REQUIRED: GC 19-07**

<b>Summary Proposal</b>	<b>Rationale</b>
<b>Ed.D. New Modality</b> <b>Also reviewed by IPR</b>  <b>The Department of Educational professions requests the following:</b> <ol style="list-style-type: none"> <li>1. Add new program modality – Ed.D. in Educational Leadership (online)</li> </ol>	The Educational Professions department and the Ed.D. in Educational Leadership program requests to add an online modality for our Doctor in Education in Educational Leadership program with the goal of better serving the needs of working adults and increasing access to students who live in Maryland. All classes will be offered online beginning with the cohort admitted to begin in summer 2020. The program has experienced declining applications since its inception. Currently, our admission cycle design admits a cohort each year, but we alternate locations between our FSU campus and the USM Hagerstown regional education center. This cohort admission design limits access to students who may have to wait up to a year to apply and two years to begin the program at the campus located closest to them, or, if they choose not to wait, would be required to drive more than an hour to attend a class.

#### **VOTE NOT REQUIRED: AAC 19-41**

<b>Summary Proposal</b>	<b>Rationale</b>
<b>The Department of Chemistry requests thee following:</b>	To expand the options available to students to fulfill the IDIS 350 requirement.

Approval of new IDIS 350 course, “Communicating with Data”	<i>How can we make meaning of the torrent of data available to us every day and use that data to tell a convincing story?</i>
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#### **VOTE NOT REQUIRED: FCC 19-19 (H)**

<b>Summary Proposal</b>	<b>Rationale</b>
<p><b>The Faculty Concerns Committee requests the following:</b></p> <p>Any committee/subcommittee charter updates moving forward must include a statement on the number of total members before outlining membership requirements.</p>	<p>This required statement will clarify and error check committee sizes. As an example, the FCC charter would add “With all membership requirements met below, there will be at least 10 members and at most 17.”</p>

#### **V. NEW BUSINESS**

##### **Vote Required: SSC 19-02 Ad-Hoc Committee on Program Coordinators and Directors**

##### **The Chair of the Faculty requests the Faculty Senate endorse the following resolution.**

Whereas the Faculty at Frostburg State University perceive inequities in the variation of duties and compensation for program coordinators and directors across the institution;

Whereas excepting graduate program coordinators (beginning on Page 147), no description of duties for program coordinators or directors is provided in the Faculty Handbook; and

Whereas while the Faculty Scheduled Workload and Compensation Policy (section on Administration, pages 79-80) provides that workload units of reassigned time or stipends may be used to compensate program coordinators and directors, no procedures or criteria are given; now therefore, be it

*Resolved*, that the Faculty Senate at Frostburg State University authorizes the creation of an *ad-hoc* committee to examine practices, duties, and compensation structure related to program coordinators and directors with the charges and procedures following.

##### **Charges:**

1. Examine internal and external practices related to program coordinators and directors, including range of duties and compensation.
2. Propose job or duty descriptions for the different types of program coordinators and directors to be included in the Faculty Handbook.
3. Propose a compensation (stipend and/or reassigned time) structure for program coordinators and directors that accounts for the variation in duties to be included in the Faculty Scheduled Workload and Compensation Policy.
4. Propose a process to ensure that program coordinator and director duties and compensation are regularly reviewed and adjusted as appropriate.



## **Procedures:**

1. A seven-member *ad hoc* committee of program coordinators and other faculty members shall be appointed by the Chair of the faculty to be representative of all three colleges and the different program coordinator types.
2. This *ad hoc* committee shall have the following officers:
  1. a chair appointed by the Chair of the Faculty,
  2. a recording secretary elected from the other members, and
  3. any other such officers the committee may need to conduct its business.
3. This *ad hoc* committee may invite additional individuals with special expertise to help the committee carry out its duties. These individuals shall not be voting members of the committee.
4. This *ad hoc* committee may adopt such other procedures as it deems necessary to conduct its business in an orderly manner.
5. The *ad hoc* committee should meet with the Deans and Provost prior to making recommendations.
6. This *ad hoc* committee shall communicate its findings and recommendations to the Faculty Concerns Committee and the Faculty Workload and Compensation Subcommittee no later than March 1 of 2020.
7. Following approval of the Faculty Senate and the Provost, recommendations will be implemented for Fall 2020.

## **First Reading: SSC 19-03**

**The Chair of the Faculty requests the Faculty Senate consider the following motion to (temporarily) adopt a consent agenda for the meetings of the spring semester of 2020. A vote will be called following the second reading on December 4, 2019.**

Whereas the Faculty Senate at Frostburg State University may wish to conduct business using a consent agenda for its meetings;

Whereas the Faculty Senate recognizes the potential to hold more substantive discussion on topics important to the body if the majority of business is moved by consent; and

Whereas the Faculty Senate may wish to adopt a consent agent only for a probationary period and discontinue the practice should the body prefer; now, therefore be it

*Resolved*, that the Faculty Senate adopts procedures to conduct its business using a consent agenda for the four Faculty Senate meetings in the spring semester of 2020 with the procedures outlined below; and be it further

*Resolved*, that, unless the Faculty Senate should resolve to continue the practice, the Faculty Senate ceases the use of a consent agenda to conduct business following the meeting on May 6, 2020.

## **Proposed consent agenda procedures:**

1. All items of old business, including agenda items moved by the four committees of the Faculty Senate – being the Academic Affairs Committee, the Faculty Concerns Committee, the Graduate Council, and the Institutional Priorities and Resources Committee – shall be placed on the consent agenda.
2. All items of new business and any items requiring a vote of the Faculty Senate to set aside the rules in order to hear an item not moved by the four committees shall not be placed on the consent agenda.
3. Any Faculty Senator (elected or ex officio) may request any item be removed from the consent agenda for discussion. Such requests do not need seconds.
4. All such items requested shall be removed from the consent agenda for discussion preceding a vote on the motion.
5. All remaining items on the consent agenda are adopted by consent.\

## **VI. ADJOURNMENT**



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DEPARTMENT OF ENGLISH  
AND FOREIGN LANGUAGES  
101 BRADDOCK ROAD  
FROSTBURG, MD 21532-2303  
T 301.687.4221  
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Dr. Sydney Duncan, Chair  
Department of English and Foreign Languages

September 20, 2019

Dear Faculty Concerns Committee:

The Department of English and Foreign Languages would like to nominate Dr. Maria-Luisa Sanchez to join the ranks of the University's other distinguished Professors Emeritus. Dr. Sanchez became a full professor in fall 2015 and will retire this December after 22 years of service.

Dr. Sanchez earned her M.A. and Ph.D. from Rutgers, and her undergraduate degree from Universidad Autónoma de Guadalajara, México. She joined the Frostburg State University faculty in fall 1997 when Foreign Languages was its own department. She became chair of that department in 2005 and served in the chair role for 10 years until English and Foreign Languages were combined into one department in fall 2015.

She adeptly managed the Foreign Languages and Literature department through lean times, including periods where she was the only tenure-track member of the department on campus. This meant she managed all departmental duties and kept the program alive, while doing an excellent job of teaching and of chairing in challenging circumstances. She worked cooperatively with the English faculty to ensure a smooth transition to our combined department, where she has served ably on the department evaluation and curriculum committees. She has continued to coordinate the Spanish major after the merger and has served all this time as an excellent advisor to students.

Dr. Sanchez has been actively engaged in research throughout her career, presenting at international conferences on a regular basis. She has been instrumental in placing many students in study abroad programs throughout the Spanish-speaking world. Throughout her years of service to the University, she has been collegial, hard-working, thoughtful, and kind.

Dr. Sanchez is a valued colleague, and we will be very sorry to see her retire. The Department would like to request that Frostburg State University honor the long and successful career of Dr. Maria-Luisa Sanchez with recognition of her status as Professor Emeritus.

Sincerely,

Dr. Sydney Duncan

# REPORTS TO THE FACULTY SENATE

## Chair's Report

In this report, I will provide three brief updates, two requests for action, and one apology.

**Faculty Workload Survey.** As part of its charge to monitor the application of the Faculty Scheduled Workload Compensation Policy, the Faculty Workload and Compensation Subcommittee is again requesting faculty feedback on their workload. Please complete the short survey linked below to provide feedback.

<https://forms.microsoft.com/Pages/ResponsePage.aspx?id=0V75uBgqRkKBBAOmdHjTo-VpsVr2VWJMqHRUWmEmxjxUME9aU1INWEdZWDIOVkxLMDVIMVBYSFgwOS4u>

**Faculty Morale Survey.** Thank you to everyone who took the faculty morale survey. We had 165 responses, an increase from last year's 146. A summary of report of the quantitative and demographic questions was attached my monthly email to the faculty. As in prior years, I will follow up with some qualitative analysis of the free responses. As this is the third year of the faculty morale survey, I also plan to release a report showing three-year trends.

**Low Degree Productivity Program Review Process.** Twenty-five faculty members attended the faculty assembly dedicated to this proposed process. The discussion was robust. I again thank the five faculty members who served on the ad hoc committee to incorporate faculty feedback into the original proposal: Randy Lowe, Skott Brill, Stefanie Hay, Heather Hurst, and Rich Raesly. I also thank Dr. Throop and the Provost's office for providing a rationale for the process and necessary supporting documentation. The proposed process in its revised form was distributed with the Faculty Senate agenda, as was the Provost's rationale document, and summarized minutes from the assembly.

**Salary Adjustment Information.** I attached a copy of Dr. Nowaczyk's salary equity adjustment plan that he shared at the September Faculty Senate meeting to my monthly email to the faculty. I had thought that I distributed this plan with my message at the beginning of October, and I did not. My apologies. Here it is. As a reminder, please direct feedback regarding this plan, its application, its merits and flaws, and its implications for faculty evaluation to me so that I can ensure the right people get that information.

**Ad Hoc Parking Committee.** Earlier this semester, SGA requested that the University Advisory Council form an ad hoc parking committee to review some parking policies and practices. This committee had student, faculty, and staff representation. Faculty were represented by Guobin Xu, who also serves on the Parking Appeals Committee. This committee made several recommendations to UAC, and most were supported. The recommendation to reallocate some faculty/staff spots in the Guild Lot to students is being further studied to determine impact/need. I attached the recommendations to my monthly email.

**Faculty Handbook Subcommittee.** There is a vacancy on the Faculty Handbook Subcommittee. The subcommittee typically meets on the third Monday of each month at 4 PM, as the Faculty Handbook requests of all subcommittees, but this semester it meets on the third Thursday of each month at 11 AM. Please let me know if you are interested in an interim appointment to that committee for the remainder of the academic year.

## Academic Affairs Committee Report

**Academic Affairs  
Senate Report**  
Wednesday, October 9, 2019  
4:00 pm  
Compton 237

**Attending:** Travis English, Chair; Jennifer Earles, Secretary; Sara Beth Bittinger, Office of the Provost; Mike Mathias, Office of the Provost; Kim Hixson, Dean of CLAS; Ben Forrest, SGA; Gerry Snelson; Matthew Georgeson; Darrell Rushton; Daniel Moorehead

- I. Call to order at 4:03
- II. Approved of the 9/11/2019 minutes
- III. Reports:
  - a. Office of the Provost/Academic Standards Committee- Michael Mathias and Sara Beth Bittinger: 9/16 Academic Standards – 2 minor proposals
  - b. Dean's Council- Kim Hixson: 1) DFW ratings – discussion of ways to improve student success, while decreasing the percentage of DFW ratings, including a review of those courses that have the highest percentage; 2) Equity in merit evaluations between colleges and departments
  - c. Registrar's Office- Jodi Ternent: No report
  - d. [UUCR](#)- Matthew Georgeson: Proposal approved
  - e. AAC Chair- Travis English: Items from last Senate meeting approved
- IV. New Business:

<b>19-40</b>	<b>The Health Sciences Program requests the following:</b> <ul style="list-style-type: none"><li>1. New Course<ul style="list-style-type: none"><li>a. HSCI 425 Biostatics – 3 cr.</li></ul></li><li>2. Change in Program Requires: Health Science Major – Add two courses to the list of Health &amp; Natural Science Electives<ul style="list-style-type: none"><li>a. HSCI 425 Biostatics</li><li>b. CHEM 330 Medicinal Chemistry</li></ul></li></ul>	<b>Rationale: 1 and 2a.</b> A course in biostatistics will be helpful for any student interested in a career or graduate program in public health, epidemiology, biomedical research, and the various health professions. The interpretation of data and statistical information is critical for health practitioners to understand public health and epidemiological data as well as the results of clinical trials and diagnostic tests.  <b>2b.</b> An introductory knowledge of medicinal chemistry would be valuable for students entering the health professions, especially pharmacy.	<b>Vote Required</b>  <b>Dr. Keller attending</b>  <b>Approved</b>
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<b>19-41</b>	<p><b>The Department of Chemistry requests thee following:</b></p> <p>Approval of new IDIS 350 course, "Communicating with Data"</p>	<p><b>Rationale:</b> To expand the options available to students to fulfill the IDIS 350 requirement.</p> <p><i>How can we make meaning of the torrent of data available to us every day and use that data to tell a convincing story?</i></p>	<p><b>No Vote Required</b></p> <p><b>Dr. Norris attending</b></p>
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V. Adjourned at 4:34

# Faculty Concerns Committee Report

## Faculty Concerns Committee Report 191009

Meeting Room: LUC 109. Meeting Time: October 09, 2019, 4:00pm

Excused from attending this meeting: Annie Danzi

Present: William Anderson, Paul Bernhardt, Tianna Bogart, Holly Currie, Katie Gares, Seán Henry, Heather Hurst, Robert Kauffman, Mike Murtagh, John Lombardi, Ben Norris, Chelsea Schrader

**I. Call to order @4:03pm**

**II. Approval of the Minutes of Wednesday, September 11, 2019 (green paper)**

Approved as amended

**III. Orders of the day:**

**a. Special Orders**

**1. Open Discussion: Provost visiting to answer questions re: 75/25 split**

- PIN allocation metrics were shared via computer document. One of the many factors includes the proportion of TT to FTNTT
  - Overall, the goal is somewhere in the range of 70-75% TT and 25-30% FTNTT (no rule, policy or practice on this) – she is leery of having a totally TT department in 21st century higher education (although some programs may warrant this)
  - Adjuncts do get accumulated into a FTNTT equivalent in proportion of TT to FTNTT. Overloads not included in this exercise. However, a lot of money is being spent on overloads – needs to be examined (processing data at this point). Provost acknowledges that adjunct pay is insufficient
- Q-How do staff PIN requests get factored in? A-Considered separately, number of majors are also considered in these decisions
- It has been a practice at FSU for automatic conversions from FTNTT to TT – this is not going to be supported without a legitimate national search.
- Provost has been asked to consider criteria for multiyear FTNTT contracts – she supports this and is working on basing the decision on specific criteria/need/performance
- FTNTT's are funded from Dean's set budget whereas TT's are funded from another pool
  - Q– this may create reluctance to get FTNTT?
  - A- USM system allows for fund reallocation among different objects that the Dean sees fit – Provost is willing to honor requests to do so.

**2. 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**

(to begin no later than 4:55)

Major concerns with the document proposed by SGA: 1- assigning the Division of Student Affairs the extra responsibilities outlined in the document; 2- the policy may contradict policies already in place. FCC made a motion to work on a 1 to 2 paragraph policy that aligns

with and would become included in the handbook, rather than the current emergency absence policy proposed by SGA.

**c. Scheduled Business**

- 1. FCC 19-18: Emeritus status for Maria-Luisa Sanchez** (to begin no later than 5:25)  
FCC made a motion to support FCC 19-18, see below.
- 2. FCC 19-19 (H): unify committee charters to begin with the total number of members** (to begin no later than 5:35)  
FCC made a motion, see below.
- 3. FCC 19-20(H) Add SEI to Tenure and Promotion requirements**  
(to begin no later than 5:45)  
FCC made an amendment and motion, see below.
- 4. FCC 19-21 (H)– Issue of Student found responsible of academic dishonesty or other violations to fill out the evaluation.** (to begin no later than 5:55)  
After some discussion, FCC motioned to postpone further discussion until after the FCC chair has a meeting with representations from the offices of the Registrar, Student Affairs, and Assessment and Institutional Research.  
Points of discussion: 1- the importance of using the language ‘found responsible’ instead of ‘accused’ due to previous judicial rulings against Purdue University restricting rights of students before they are found responsible; 2 - potentially extending to other violations such as disruptive behavior, etc.; 3 - if a student is found responsible can the loss of counted evaluation scoring only be for a particular class and not a loss of rights to evaluate in other classes.

**d. Unscheduled Business**

- e. Open Discussion re: 48-hour final grade policy** (*text appears in line*)  
Ran out of time, discussion postponed to a future meeting
- f. Open Discussion re: equitable distribution of departmental service** (*text appears in line*)  
Ran out of time, discussion postponed to a future meeting
- g. Reports** –reports delivered electronically
  - 1. Chair of FCC** sent electronically
  - 2. Council of University System Faculty** nothing to report
  - 3. University Chair’s Council** nothing to report
  - 4. Promotion and Tenure / Permanent Status** nothing to report
  - 5. Faculty Development and Sabbatical / Professional Leave Subcommittee** nothing to report
  - 6. Faculty Handbook Subcommittee** nothing to report
- h. Business for future FCC meetings**
  - FCC 19-10 (H): Proposal for an Emergency Absence Policy
  - FCC 19-21 (H) Issue of Student found responsible of academic dishonesty or other violations to fill out the evaluation.
  - Open Discussions re: 48-hour final grade policy and re: equitable distribution of departmental service

**IV. Adjournment @6:08pm**

**Faculty Concerns Committee Report 191009 cont’d.**

## Business for the Senate Floor:

### 1. **FCC 19-18: Emeritus status for Dr. Maria-Luisa Sanchez**

**FCC moves** to support the nomination of Dr. Maria-Luisa Sanchez to Emeritus status.

Dr. Maria-Luisa Sanchez has met and exceeded the required criteria for this distinction, as outlined in a letter from Dr. Sydney Duncan, Chair of The Department of English and Foreign Languages.

### 2. **FCC 19-19 (H): Unify committee charters to begin with the total number of members**

**FCC moves** that any committee/subcommittee charter updates moving forward must include a statement on the number of total members before outlining membership requirements. This required statement will clarify and error check committee sizes. As an example, the FCC charter would add “With all membership requirements met below, there will be at least 10 members and at most 17.”

### 3. **FCC 19-20(H) Add SEI to Tenure and Promotion requirements to the Faculty Handbook**

**FCC moves** to update the section on Tenure/Permanent Status and/or Promotion Application Materials in the Faculty Handbook (page 91) to specifically state that SEI scores must also be included. Changes are to strike ‘should’ and include ‘must’, to read “The following materials must be included in the application package ...” and amend the statement for #5 to read “Supporting evidence (limited to one notebook) including: representative material in teaching/job performance including student evaluation reports for each course taught during the Fall and Spring semesters during the evaluation period, research and professional development, and service.

*Chair’s Notes:* The Chair of Faculty Promotion and Tenure/Permanent Status Subcommittee noted that SEI have always been a part of the process but this was never formally written in the Handbook. SEI is a reflection of competency in teaching, which is a requirement. There were concerns expressed in codifying SEI score inclusion when it cannot be traced back in the process and the unreliability and inherent bias from SEI scores. There is a committee working on how to better evaluate teaching performance and FCC will adjust this statement when a new teaching evaluation system is adopted.

## Committee Reports:

### FCC Chair Report

#### Provost Meeting

- Passed along concerns regarding the salary equity plan. How is “meritorious” defined and if it should be done on the University level. There is a large discrepancy on how each department approaches evaluation.
  - There is a need for some sort of standardization – either the meritorious pool must be done at the department level OR some standardization of the evaluation process needs to be further looked into.
  - Provost mentioned that Biology is working on new evaluation criteria with defined criteria for scores of 1 through 5
- Passed on concerns about the fewer sabbaticals being awarded this year. Provost said that it isn’t about the money – fewer were given to promote better applications that link sabbatical research back to the classroom. Needs to have student impact, somehow.
- Passed on concerns about lack of communication regarding the mold/asbestos environmental reporting in Guild. Basic message has been “it should be ok for healthy adults to be in the building”. What does that mean?



## Senate Steering

- Discussion on defining various “coordinator” positions. Perhaps levels related to duties of the differing types of coordinators. Ben putting together an Ad Hoc committee to collect data, make suggestions in defining the levels and, if applicable, the appropriate compensation.
- Shifting to “Academic Integrity” instead of “Academic Honesty” – a move away from punitive attitude/actions, more towards education on how to have Academic Integrity.
- Looking into revamping evaluation metrics to a university wide scale, with each category (1 to 5) defined.

## Workload and Compensation

- There will be an offered Faculty Workshop – for dept chairs primarily, how the workload calculations should be done
- Pro-rate issues and workload calculation
  - WL calculation is being done differently if a faculty member has an overload
  - there are unclear prorating criteria – when does prorating apply? Just to overload courses or to all courses? Calculation is too nebulous.
  - --ACTION: look at workload policy on prorated WL hours
- Committee plans to explore if Senate Chairs (FCC, IPR, AA, GC) should get some sort of compensation for the large time investment. GC chair is sometimes a Grad program coordinator and already has assigned time.

# Graduate Council Report

## Graduate Council Meeting Minutes Monday 9 September 2019

Present: Ali Ashraf, Sara Bittinger, Kameron Brooks, Natalia Buta, Mike Flinn, Heather Hurst, Ken Levitt, Vickie Mazer, Kara Platt, Rich Raesly, Trina Redmond-Matz, Tom Serfass, Beth Smolko, Virginia Williams, Eyad Youssef

Absent: Jay Hegeman, Michael Mathias, Kristine McGee, Brad Rinard, Jodi Ternent, Wendy Wilson

Minutes recorded by Rich Raesly, Secretary

### Call to Order

- Meeting was called to order at 3:35 PM by Mike Flinn, Graduate Council Chair

### Chair's Report (M. Flinn)

- The Chair's report was itemized in the Graduate Council Agenda for this meeting.
- Gregg Sekscienski, Assistant VP for Marketing and Communications will attend the November 2019 GC meeting.
- Arlene Cash will be asked to attend a future meeting.
- The GC will revisit changes to our charter that were sent back unapproved from the Faculty Senate at the December 2019 GC meeting
- Excellence in Academic Advising (EEA) is providing a course on Canvas as well as a knowledge base for undergraduate students. What should be included in the knowledge base for graduate students? [Discussion to follow.]

### Low-Enrolled Programs Subcommittee Report (R. Raesly)

- The subcommittee has met twice and has a nearly complete draft policy and timeline for low-enrolled programs. We will have one additional meeting on 17 October to make final edits, after which the draft will be sent to Ben Norris, Chair of Faculty Senate, who will review and distribute to FSU faculty on 24 October (one week prior to the 31 October Faculty Assembly).

### Graduate Services Report (V. Mazer)

- No report

### Provost Office Report (S.B. Bittinger)

- 31 PIN requests were received and 15 approved. The Provost will address details at next Department Chairs meeting.
- Search for Dean of the College of Education is in progress – application deadline is 31 October
- Information on catalog change deadlines was provided. Catalog changes that require USM and MHEC approval must be approved by the Faculty Senate by its December 2019 meeting.
- FSU was the first USM institution to submit Program Review Certificates to USM. Thirteen were submitted.
- The Provost's Office is reviewing Campus Labs products and looking for alternatives that are more user-friendly.
- FSU has joined the International Center for Academic Integrity and is pursuing certification from that organization while also participating in a USM/CUSF-sponsored initiative to promote academic integrity. M. Mathias is leading this initiative.
- FSU faculty, staff, and administrators are updating FSU's strategic plan for distance education.

- Faculty from all three colleges will be using Interfolio for tenure/promotion reviews this academic year
- FSU has established an institutional Open Educational Resources (OER) team.

## **Old Business**

### **(1) Hooding During Commencement Ceremony**

- M. Flinn distributed data regarding time required per graduate student during December 2018 and May 2019 Commencement ceremonies. The time difference undergraduate vs. graduate w/ hooding as approximately seven (7) seconds.
- Time-saving alternatives to the proposed elimination of hooding were discussed. Suggestions included reducing length of non-student speaker's remarks by 1-2 minutes per talk and eliminating the faculty processional at the beginning of the ceremony. This discussion included the possibility of bringing this issue up before the Faculty Senate. A change in venue (from the gym to outside) was also discussed.
- M. Flinn will pass along a summary of the discussion.

### **(2) Changes to Graduate Council Charter**

- The proposed changes were sent back to Graduate Council because of consistency issues and not objections to content-based changes. M. Flinn will take care of consistency issues and present to GC at the December 2019 meeting.

## **New Business**

### **(1) Proposal to offer the Ed.D. Program in a new (online) modality (H. Hurst)**

- The Department of education Professions is proposing to transition from a mix of online and blended courses to a fully-online delivery. All courses would be offered online (asynchronous, paced) beginning with the 2020 summer cohort, although individual instructors may occasionally offer synchronous (and recorded) classes to allow for discussion.
- **Motion to support the proposal carries with one abstention**

### **(2) Proposal for new course (PSYC 406/506) and change in course title and description (PSYC 410/510) (T. Redmond-Matz)**

- The new course (PSYC 406/506 – Theories of Counseling) is proposed to provide a theory-based course to complement applied courses offered by the Psychology Department. It will be an elective for the Counseling program.
- The course title and description of PSYC 410/510 (Individual Counseling: Evidence-Based Practices will better align the Addictions Counseling emphasis with Maryland State Board requirements.
- There was a question about the absence of some supporting materials (e.g., syllabi).
- **Motion to support the proposal carries**

## **Discussion**

### **(1) Knowledge base for graduate advising (M. Flinn)**

- Focus of EAA is on advising at the undergraduate level. The undergraduate knowledge base provides students with information they need to know at this level.
- What items should constitute the knowledge base for graduate students?
- The knowledge base would likely be curated by a few individuals to keep content current.
- It was suggested that graduate forms be included as well as information for taking online courses. Additionally, the knowledge base should differentiate FSU and Hagerstown resources.

**(2) Accelerated Programs (V. Mazer)**

- Across the system undergraduate programs can opt into accelerated programs so that graduate courses can be taken earlier in a student's academic program. This topic will be discussed at the November 2019 GC meeting.

**(3) Value of College (M. Flinn)**

- Naysayers say that colleges/universities can't keep up with changing market demands. Programs need to keep pace with changing job/skill requirements and should be updated more frequently. Catalog changes can be accelerated with the Interfolio system.

**Meeting adjourned – 4:53 PM**

# Institutional Priorities and Resources Committee Report

## Institutional Priorities and Resources

**Meeting date and time:** October 14, 2019 4:00 p.m., Gira Center 155

In attendance: Liz Throop, Erica Kennedy, Randy Lowe, Bill Wetherholt, Ben Norris, Brent Weber, Assyad Al-Wreikat, Jamison Odone, Stacy Wassell, Sherri Sheetz, and Heather Hurst

### Call to Order

4:05pm

### Old Business

#### Reports

(4:35pm; after discussion with Provost)

- ◆ Report from the faculty Workload and Compensation subcommittee: Lei Ye
  - Lilly is in China (excused absence!), but majority of meeting was spent on overloads and how to correct issues so they do not resurface in the future calculations. The issue appears to have been resolved. Also, there was discussion about getting overload contracts once, because there isn't a lot of variation before/after Census Day. Have yet to clean up this mess but the discussion is taking place. Chairs Council need to address a cultural climate of overloads in some departments. Compensation for committee chairs was also brought up – be it financial compensation or reassigned time, which depends on the chair (e.g. some already have reassigned time and reassigned time cannot be considered for service, etc.). Nonetheless, incentive for individuals to serve is a good thing given the time involved.
- ◆ Report from AIEC (Assessment and Institutional Effectiveness Council): Assyad Al-Wreikat
  - There was some discussion on software being used for campus labs, and an expressed interest in IPR potentially doing one of the 12 Days of Assessment. Also some discussion on IT's plan to hire a project manager (now interviewing) and how to prioritize workflow within IT.
- ◆ Report on Low Enrolled Program process: Randy Lowe
  - Meeting in 155 CCIT on Thursday. Spirit of the meetings has been good. Proposing changes to make the process more inclusive with faculty. Flow of the process hasn't changed, but the timeframe has shifted a bit (i.e. some things taking place in the Fall instead of the Spring). Making a concerted effort to be clear on the purpose of the process and have the Provost put it in writing. IPR was asked to be on this process to be sure that faculty had a voice. Committee has been productive and everyone seems to be on the same page. Ben will send out a draft of the process for faculty to evaluate prior to a faculty assembly. Also going to Provost's office to double-check for red flags; please keep an eye out for it in your inbox and please attend the faculty assembly. Optimistic that dialogue has enabled faculty to pick at the process proactively.

### New Business

(4:05pm; Provost provided overview ahead of old business to avoid a scheduling conflict)

- ◆ Overview of PIN position allocation process and discussion: Dr. Throop
  - Brief overview with evaluation metrics. Available dollar amount was estimated at \$1M. There were 31 faculty pin requests along with some staff requests. Evaluation process included questions relative to the rationale of the request, whether request was for a new or replacement position, what percentage of the

department was tenured/TT compared to FTNTT/adjunct, the student credit hours generated per FTE, and whether credit hours were rising/stable/decreasing. Then compared department to their respective national norms in terms of credit hours per FTE to specifically avoid comparing departments across campus. Ranked top 15 TT positions, considered whether positions should be TT or FTNTT, starting salary estimates, etc. Really aiming for a percentage of about 75% TT/permanent positions, and 25% of faculty that are FTNTT/adjunct (currently at about 81% TT/permanent positions). There are some departments where this will be difficult. FCC has empowered Provost with a committee to work on multi-year FTNTT contracts to help with questions regarding stability. Part of the TT/FTNTT ratio imbalance is likely geographic given our location. There is the possibility of distance education opportunities to address the ratio, as well as help with staffing shortages where appropriate. Last year only 10 PINs were granted. Dr. Throop wanted to stress that we were efficient this year and returned more than \$400,000.

It was noted that performance budgeting is much easier in academics because the metrics are in place to evaluate departments. Service units like the Library are less cut and dry when it comes to PIN requests. Ultimately, it is faculty who generate revenue for the institution, and performance requests are much easier to evaluate in an academic context. Please note that individual departments can request to see how their request was evaluated – Provost is happy to show her work. Department chairs can access the information in Helio. Further, the Provost is always available to address any questions that there may be.

◆ Discussion of adjunct faculty salaries (working group formation)

Dr. Throop asked IPR Chair to work on obtaining faculty input regarding adjunct salaries, although the scope of the request may need some clarification. In particular, it would be ideal if long-term adjuncts were a part of the discussion (e.g. Music and Art). Goal is to have feedback for the Provost by the end of November. We want to make adjunct positions more attractive for those considering teaching at FSU through this fashion. Further, if the goal is to be 25% FTNTT/adjunct, then we need to create incentives that facilitate this goal. A very good point was raised about additional service being asked of adjuncts; IPR Chair will explore compensation options available to encourage adjunct participation.

## Proposal

(5:15)

◆ Proposal to Offer Ed.D. in Educational Leadership in a new modality (online): Heather Hurst

- Overview: Department admits cohorts annually, and cycles between Frostburg and Hagerstown. There has been some suggestion to offer Ed.D. online to increase availability for students so they do not need to wait until the next cohort is admitted. Further, there have been multiple retirements, which has required the department to create contractual positions.
- FSU-Hagerstown admitted 18 this year, which is down from 21
- Frostburg admitted 9 last year, which is down from 10
- The trend appears to be moving towards online offerings and FSU wants to maintain competitiveness
- PIN request for a position in doctoral leadership was denied this year, yet there has been a push for strengthening this program. If we want to have good programs, we really need to have the resources in place to facilitate their success – Administration is aware of this disconnect and working towards addressing it.

◆ Students want a face-to-face component, so there is not a lot of concern that an online program would cannibalize the on-campus program. President and Provost want an online offering. There is some

concern from IPR regarding the perception of the degree being offered online vs. a brick-and-mortar option and stresses the importance of investing money into this program if it is expected to succeed.

***Vote Required: Motion (Randy), Second (Erica), Passed unanimously***

Adjournment

5:38pm



**CUSF Report to FSU Senate**

**Wednesday, November 6, 2019**

The following is a summary of CUSF activities since the last report.

- **Council Meeting at the UMGC:** The Council had its October meeting at the University of Maryland Global Campus in Largo on the 24<sup>th</sup>. Several resolutions were passed including approval of the Regent's Awards committee, support for sharing the technical support in academic integrity with System campuses (see attachment), and approval of the Action Plan for 2019-2020 (not attached). In addition, there was a discussion regarding the development of an Emeritus Faculty BOR member. The Chair was instructed to draft a resolution to initiate the process and to facilitate discussion.
- **Open Educational Resources (OERs):** This year CUSF has expressed an interest in the OER issue. It is in the exploratory phases. As part of this process, MJ Bishop discussed the issue and how CUSF can assist in the movement at the October ExCom meeting.
- **Action Plan:** A working document, the CUSF action plan for 2019-2020 was approved at the October Council meeting at UMGC. It contains routine items like the Regent's Awards Committee, and the continuation of existing initiatives like academic integrity, faculty salaries, and evaluation.

Respectfully Submitted, October 31, 2019

Robert B. Kauffman, Ph.D.

Chair, CUSF and FSU CUSF Representative

**Resolution: 1920-02: Academic Integrity**

**Resolution:** In partnership with the Kirwan Center for Innovation, CUSF has been working with Maryland's 12 system institutions (USM) to foster the development of ethical learning across universities. CUSF strongly support the principle that all USM universities must procure, maintain, and manage the resources, both human and physical, which offer the greatest likelihood of success in achieving a System-wide environment of academic integrity on our campuses.

As representatives of all USM faculty, be it resolved that CUSF urges System presidents to give consideration to the proposal of University of Maryland Global Campus President Javier Miyares. The ability to share resources and costs associated with deploying the technologies necessary to protect academic integrity on all our campuses will ensure that all institutions might have the opportunity to develop a contemporary ethical learning environment.