



# Faculty Senate Newsletter

Volume 22, Number 3

November

# 2017

## FACULTY SENATE AGENDA

Wednesday, November 1, 2017

4:00 PM

397 Gira CCIT

- I. APPROVAL OF THE MINUTES  
Faculty Senate Minutes of October 4, 2017 (Separate Blue Packet)
- II. ANNOUNCEMENTS
  - A. **Future Faculty Senate Meetings (4:00 PM in 397 Gira CCIT)**  
Wednesday, December 6, 2017  
Wednesday, February 7, 2018  
Wednesday, March 7, 2018  
Wednesday, April 4, 2018  
Wednesday, May 2, 2018
- III. APPROVAL OF THE MINUTES  
Faculty Senate Minutes of November 4, 2017 (Separate Blue Packet)
- IV. ANNOUNCEMENTS
  - B. **Future Faculty Senate Meetings (4:00 PM in 397 Gira CCIT)**  
Wednesday, December 6, 2017  
Wednesday, February 7, 2018  
Wednesday, March 7, 2018  
Wednesday, April 4, 2018  
Wednesday, May 2, 2018
  - C. **Future Faculty Assembly Meetings (4:00 PM in 226 Compton)**  
Wednesday, November 29, 2017 Faculty Morale  
February Faculty Assembly: TBA  
April/May Faculty Assembly: TBA
- V. REPORTS & INFORMATION
  - A. Chair's Report
  - B. Academic Affairs Committee (AAC) Report
  - C. Faculty Concerns Committee (FCC) Report

- D. Graduate Council (GC) Report
- E. Institutional Priorities & Resources Committee (IPR) Report
- F. Council of University System Faculty (CUSF) Report
- G. President's Report (oral)
- H. Provost's Report (oral)
- I. Faculty/Staff Campaign – Liz Nelson, Director of Annual Giving
- J. Questions

VI. OLD BUSINESS

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

AAC: <U:\AAC\Senate>

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

GC: <U:\GC\Senate Items>

IPR: <U:\IPR Committee\Senate>

**VOTE REQUIRED: AAC 17-28**

<b>Summary Proposal</b>	<b>Rationale</b>
<p><b>The Department of Physics and Engineering requests the following changes:</b></p> <p>1. New Courses:</p> <ul style="list-style-type: none"> <li>• ENEE 445, Introduction to Communication Systems</li> <li>• ENME 448, Introduction to Nanotechnology: Principle, Technology and Device</li> <li>• ENME 452, Introduction to Polymer Engineering and Manufacturing</li> <li>• ENME 467, Introduction to Nanomaterials: from Synthesis to Application</li> <li>• ENES 098, Introduction to Additive Manufacturing</li> </ul> <p>2. Change in Catalog Description/Prerequisites/Frequency:</p> <ul style="list-style-type: none"> <li>• ENEE 204, Basic Circuit Theory (P)</li> <li>• ENEE 206, Fundamental Electric &amp; Digital Circuit Laboratory (D)</li> <li>• ENEE 322, Signal and System Theory (D)</li> <li>• ENEE 381, Electromagnetic Wave Propagation (P)</li> </ul> <p>3. Delete: ENME 391, Statistical Methods for Product &amp; Process Development</p> <p>4. Change in Existing Program's Requirements:</p> <ul style="list-style-type: none"> <li>• Change in requirements for the Electrical Engineering and Materials Engineering concentrations</li> <li>• Change in requirements for Engineering BS at AACC</li> </ul>	<p><b>1. New Courses</b></p> <ul style="list-style-type: none"> <li>• ENEE 445 will serve as a required course for the Electrical Engineering concentration.</li> <li>• ENME 448 can enhance and enrich FSU Materials Engineering curriculum, offering students more introductory course options for nanotechnology and beyond at the 400-level. <u>"processing, and performance related to material systems appropriate to the field"</u> (quote from ABET Curriculum Requirements).</li> <li>• ENME 452 -- The Polymer Materials Engineering course is an appropriate addition to the FSU curriculum, offering students another course elective and career preparation at the 400-level. This action will also solidify and enhance our curriculum for ABET requirements in the materials concentration. Quote from ABET Curriculum Requirements: <u>"polymers, biomaterials, composite materials; to integrate the understanding of the scientific and engineering principles underlying the four major elements of the field: structure, properties, processing, and performance related to material systems appropriate to the field."</u></li> <li>• ENME 467 – Adding ENME 467 into the curriculum will also enrich and enhance the program in preparation for ABET reaccreditation. Quote from ABET Curriculum Requirements: <u>"to integrate the understanding of the scientific and engineering principles underlying the four major elements of the field: structure, properties, processing, and performance related to material systems appropriate to the field; to apply and integrate knowledge from each of the above four elements of the field using experimental, computational, and statistical methods to solve materials problems including selection and design consistent with the program educational objectives."</u></li> <li>• ENME 098 -- This course will better prepare Physics and Engineering students for upper level project design courses: ENME 272, 332, 410, 472 and ENEE 408.</li> </ul> <p><b>2.</b> These catalog description changes will match course outcomes more closely for Electrical Engineering instructors teaching those courses.</p> <p><b>3.</b> This course is covered as ENME 392 through the Maryland Collaborative Mechanical Engineering Program.</p> <p><b>4.</b> Change in Programs</p>

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

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

**VOTE NOT REQUIRED: AAC 17-30**

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

**VOTE NOT REQUIRED: GC 17-1**

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

**VOTE NOT REQUIRED: GC 17-2**

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

VII. NEW BUSINESS

**VOTE REQUIRED: SSC 17-01**

<b>Summary Proposal</b>
<p>A resolution to the President to endorse the four nominees for USM Regents’ Faculty Awards from FSU:</p> <ul style="list-style-type: none"> <li>• Teaching – Dr. Jodi Nichols, Educational Professions</li> <li>• Scholarship, Research, or Creative Works – Dr. Gregory Wood, History</li> <li>• Public Service – Dr. Matthew Crawford, Chemistry</li> <li>• Mentoring – Dr. Jason Speights, Physics and Engineering</li> </ul>

VIII. ADJOURNMENT

## REPORTS TO THE FACULTY SENATE

### CHAIR'S REPORT

Thank you! 184 of you responded the Faculty Morale Survey – a response rate of 30% of the eligible participants. Thank you for taking the time to provide feedback on various factors that contribute to faculty morale at FSU. These survey results will be used in two ways: 1) to identify any common themes that we can work together to address, and 2) to serve as a baseline for future faculty morale surveys which may be used to assess the effectiveness of initiatives to improve academic life for faculty at FSU.

I am not planning to share insights from the morale survey at this time. I have something more important to do this month. I have attached a copy of the survey results to my monthly report email. The free responses have been consolidated based on the general theme(s) in each response. Some responses contained enough specific details to potentially identify respondents, and I have no intention of releasing information of that nature. I have the raw numerical data to do deeper statistical analysis, for example to look for differences by college, department, gender, rank, etc. The next Faculty Assembly will be devoted entirely to the results of the Faculty Morale Survey and what we can learn from them. This Assembly is planned for 4 PM on Wednesday, November 29, in 226 Compton.

I want to use the rest of my report to recognize members of our own who are being recommended as FSU's nominees for Regents' Faculty Awards by the Faculty Senate Steering Committee serving as FSU's Institutional Faculty Nominating Committee. I am excited to share that FSU will be nominating four faculty members this year! Too often we focus on problems that need solved and challenges that need addressed, and we forget to acknowledge exemplary achievement. Thank you to each nominee and to everyone who supported the nominations in one way or another.

Dr. Jodi Nichols, Associate Professor of Educational Professions, is being recommended for her achievements in Teaching. Dr. Nichols is recognized by her colleagues within her department, across campus, and at other institutions as an excellent teacher. Her teaching style requires active engagement of her students as students are often capable of increasing their learning through collaboration. One colleague from another department who has observed her teaching notes that "Every student is involved. They know that their opinions are recognized and valued. There is an obvious sense of trust and respect." Dr. Nichols is also active in the scholarship of teaching and learning, presenting on her methods at regional and national conferences like the National Association of Professional Development Schools Conference this past March. She is also involved in instructional design and curricular development. She spear-headed the development of the Elementary-Middle dual certification program at FSU, for which she sought external feedback from teachers and administrators in the region. Additionally, she developed Pathway to Professions Microcredentials in Teaching Effectiveness in conjunction with Coppin State University.

Dr. Gregory Wood, Associate Professor of History, is being recommended for his achievement in Scholarship, Research, or Creative Activity. Dr. Wood published his second book *Clearing the Air: The Rise and Fall of Smoking in the Workplace* in 2016 in which he presents his research on the role of tobacco in the relations between workers and employers in 20<sup>th</sup> Century, including impacts on the histories of organized labor, social reform, and occupational health. In addition, since 2014, Dr. Wood has published four articles and four book reviews in publication like *Labor Studies Journal*, *Labor History*,

and *Labor: Studies in Working-Class History of the Americas*. He has presented four conference papers in the same period at conferences around the country. Dr. Wood's scholarship informs his teaching in both the History Department and in his Honors courses. Dr. Wood received the FSU Faculty Achievement Award for Academic Achievement in May of 2017.

Dr. Matthew Crawford, Associate Professor of Chemistry, is being recommended for his achievement in Public Service. Dr. Crawford has been an active volunteer at Flintstone Elementary School since 2012. In 2014, he received statewide recognition for these efforts as the recipient of the Maryland Parent Involvement Matters Award (PIMA). Because of this honor, Dr. Crawford has served on the MSDE State Superintendent's Family Engagement Council and the Maryland Parent-Teacher Association providing leadership as a "go-to" parent on a number of issues. In addition, Dr. Crawford is actively engaged in STEM educational outreach in the region. His "Mad Scientist" programs at the Allegany County public libraries have been among the most popular summer outreach programs across the library system, serving more than 1000 attendees over the last three years. Dr. Crawford also developed and presented seven lessons as part of the Allegany County library system's "Launch" program, which provides 12 weeks of free STEM instruction for 25 local students per session. He has presented other outreach activities at schools within the region and at the Western Maryland STEM Festival held annually in May at FSU.

Dr. Jason Speights, Assistant Professor of Physics, is being recommended in Mentoring. In his roles both as a faculty member and as Director of the Multimedia Learning Center, Dr. Speights has mentored at least 39 students over the last three years. While many of these mentoring relationships started as part of teaching and advising, they have grown to include other activities that promote the success of his students at FSU and after graduation. Dr. Speights has supported his students as they convert projects from his courses into publications and presentations at national conferences and to use those experiences as stepping stones into graduate programs. He has supervised students in work study, undergraduate learning assistant, and volunteer roles and helped these students share their love of physics and astronomy with other students and the public. He has served as an advisor to the Physics and Engineering Club, and has helped that organization expand its public outreach. The rapport he builds has caused students from programs outside of Physics and Engineering to seek his assistance in courses beyond the ones he teaches. The students who have benefited from his mentoring come from such diverse majors as English, Business, Education, and Mass Communication in addition to STEM majors.

I know that there are others among the faculty and staff at FSU who have achievements of similar magnitude. I hope that you are inspired by your colleagues and nominate yourself for one of the following honors in 2018:

- USM Board of Regents Staff Awards (Due Feb. 9, 2018),
- FSU Faculty Achievement Award (Due April 2018),
- FSU Staff Award for Excellence (Due August 2018), or
- USM Regents' Faculty Awards (Due Nov. 1, 2018).



**ACADEMIC AFFAIRS COMMITTEE**

Wednesday, October 11, 2017

4:00 pm

Compton 237

**Attending:** Travis English, Chair; Gerald Snelson; Hongqi Li; Jackie Durst; Nazanin Tootoonchi; Melody Kentrus; Doris Santamaria-Makang, Office of the Provost/Academic Standards Committee; Jodi Ternent representing the Registrar’s Office; Joseph Hoffman, representing the Deans’ Council; Lea Messman-Mandicott, Library Director (Ex-officio member)

**Excused:** Daniel Filer; Joanna Shore (Secretary)

**Proposal Representatives:** Eric Moore (Physics and Engineering)

- I. Call to order at 4:03
- II. The 9/13/2017 minutes were approved without amendment.
- III. Reports:
  - a. Office of the Provost/Academic Standards Committee-Dr. Doris Santamaria-Makang: 1) Academic Standards has approved a policy recommendation from the Registrar’s Office to remove Undergraduate Degree Requirement #14 from the catalog (Fulfillment of all financial obligations to the University). This policy is not in keeping with current and past practices and is contrary to USM policy. More to follow next month when this item appears before AAC and Senate. 2) The Registrar’s Office has also asked for clarification and policy regarding students’ ability to reschedule a final when they have three or more scheduled on the same day. A form for this has been generated and will be submitted to AAC in November. 3) Academic Standards will continue to assess the new online submission and appeals system. Dr. Santamaria-Makang has been working to make the questions on the appeal forms more in depth so that students are required to provide fuller answers.
  - b. Dean’s Council-Dr. Joe Hoffman: A decreasing number of faculty are submitting midterm grades in for first-year students. The return rate of 83% is the lowest in years. Even if there are no students with a midterm grade of D, F, or FX, a faculty member must still submit in PAWS to show that they have responded to the request. 78 faculty who were supposed to submit did not.
  - c. Registrar’s Office-Ms. Jodi Ternent: 1) Regarding midterm warnings, 1,340 students received a total of 2,115 warnings. 2) The Registrar’s Office is working with the Provost’s Office on the academic calendar of 2018-22.
  - d. [UUCR](#)-Dr. Melody Kentrus: No report
  - e. AAC Chair-Dr. Travis English: No report
- IV. New Business:

<b>17-28</b>	<b>The Department of Physics and Engineering requests the following:</b>	<b>Rationale:</b> 1. ENEE 445 will serve as a required course for the Electrical Engineering concentration. ENME 448 can enhance and enrich FSU Materials Engineering curriculum, offering	<b>Vote Required; passed</b>
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	<p>1. New Courses:</p> <ul style="list-style-type: none"> <li>• ENEE 445, Introduction to Communication Systems</li> <li>• ENME 448, Introduction to Nanotechnology: Principle, Technology and Device</li> <li>• ENME 452, Introduction to Polymer Engineering and Manufacturing</li> <li>• ENME 467, Introduction to Nanomaterials: from Synthesis to Application</li> <li>• ENES 098, Introduction to Additive Manufacturing</li> </ul> <p>2. Change in Catalog Description/Prerequisites/Frequency:</p> <ul style="list-style-type: none"> <li>• ENEE 204, Basic Circuit Theory (P)</li> <li>• ENEE 206, Fundamental Electric &amp; Digital Circuit Laboratory (D)</li> <li>• ENEE 322, Signal and System Theory (D)</li> <li>• ENEE 381, Electromagnetic Wave Propagation (P)</li> </ul>	<p>students more introductory course options for nanotechnology and beyond at the 400-level. <u>"processing, and performance related to material systems appropriate to the field"</u> (quote from ABET Curriculum Requirements). This trend serves as great fit for ABET requirement for materials concentration for FSU. The FSU Physics and Engineering department can add this course to the undergraduate catalog as an annual 400 level course option, so that it can be taught at FSU and strengthen our materials concentration.</p> <p>ENME 452 -- Emerging and rapid growth of polymer research and development is affecting our materials students graduation and employment preparation, especially the increase of manufacturing job opportunities in western MD that have already benefited our engineering students. (FSU Materials Engineers are employed by military contractors, paper companies, etc.) The Polymer Materials Engineering course is an appropriate addition to the FSU curriculum, offering students another course elective and career preparation at the 400-level. This action will also solidify and enhance our curriculum for ABET requirements in the materials concentration. Quote from ABET Curriculum Requirements: <u>"polymers, biomaterials, composite materials; to integrate the understanding of the scientific and engineering principles underlying the four major elements of the field: structure, properties, processing, and performance related to material systems appropriate to the field."</u></p> <p>ENME 467 – Adding ENME 467 into the curriculum will also enrich and enhance the program in preparation for ABET reaccreditation. Quote from ABET Curriculum Requirements: <u>"to integrate the understanding of the scientific and engineering principles underlying the four major elements of the field: structure, properties, processing, and performance related to material systems appropriate to the field; to apply and integrate knowledge</u></p>	
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	<p>3. Delete: ENME 391, Statistical Methods for Product &amp; Process Development</p> <p>4. Change in Existing Program's Requirements:</p> <ul style="list-style-type: none"> <li>• Change in requirements for the Electrical Engineering and Materials Engineering concentrations</li> <li>• Change in requirements for Engineering BS at AACC</li> </ul> <p>Change in requirements for the B.S. in Engineering at Cecil College</p>	<p><u>from each of the above four elements of the field using experimental, computational, and statistical methods to solve materials problems including selection and design consistent with the program educational objectives."</u></p> <p>ENME 098 -- This course will better prepare Physics and Engineering students for upper level project design courses: ENME 272, 332, 410, 472 and ENEE 408.</p> <p>2. These catalog description changes will match course outcomes more closely for Electrical Engineering instructors teaching those courses.</p> <p>3. This course is covered as ENME 392 through the Maryland Collaborative Mechanical Engineering Program.</p> <p>4. A. Dropping ENME 350 and ENME 351 from the engineering core along with the addition of Electrical Engineering specific courses, for example, ENEE 322, will enhance the Electrical Engineering concentration. Specifically, ENEE 204 already covers content in ENME 350 and ENEE 303 covers content in ENME 351; therefore, electrical engineering students will not lose content because of ENME 350 and ENME 351 being dropped. Materials Engineering students will still need ENME 350 and ENME 351 as part of the Materials Engineering concentration.</p> <p>B. Students who complete the ASE satisfy the IDIS 150 program requirement listed under the FSU courses for the AACC Collaborative Engineering Program at the Arundel Mills Regional Higher Education Center. The IDIS 150 course was inadvertently listed as a program requirement in the 2013 and 2015 undergraduate catalogs.</p> <p>C. Students who complete the ASE satisfy the IDIS 150 program requirement listed under the FSU courses for Cecil College. The IDIS 150 course was inadvertently listed as a</p>	
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		program requirement in the 2013 and 2015 undergraduate catalogs.	
<b>17-29</b>	<b>The Health Sciences Program requests the following:</b> The addition of BIOL 401 Genetics Laboratory to the list of Health and Natural Science Electives for the program.	<b>Rationale:</b> BIOL 401 is the only lab course that is listed separately from the lecture (BIOL 350) in the BIOL offerings. The omission of this course from the electives list was an oversight which this proposal will correct.	<b>Vote Required; passed</b>
<b>17-30</b>	<b>The Department of History requests the following:</b> The addition of HIST 434: Women in the United States to the History Department course requirements catalog page (118-119)	<b>Rationale:</b> HIST 434 has already been approved and added to the upper division electives offered by the department, but catalog copy had been left out of the proposal, which kept it from being added to the course requirements page in the catalog.	<b>No Vote Required</b>

V. Adjournment at 4:53

Respectfully submitted,

Travis English, Chair, AAC

## FACULTY CONCERNS COMMITTEE

Wednesday, October 11, 2017

Meeting Room: CCIT 245. Meeting Time: Wednesday October 11, 2017 4 PM

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

### I. Call to Order

### II. Approval of the Minutes of Wednesday, September 13, 2017.

J. Odone moved to accept the minutes; R. Larivee seconded the motion; All in favor.

### III. Reports

- a. **Chair's Report:** J. Dunmyre reported about the Faculty Workload & Compensation Subcommittee meeting with Provost Throop: The Provost is interested in having a simpler workload policy that is grounded in data: There was also discussion of moving overload contracts to an earlier point in the semester.

In discussion of the Chair's Report. M. Murtagh noted that not all departments were following the current workplace policies and asserted that these were official handbook – and not suggested guidelines. There was some debate among FCC members as to whether these were official workload policies or not, and Murtagh said that he would get clarification.

- b. **University Chairs' Council:** R. Larivee reported that the Council met with Provost Throop on Sept. 27 and discussed the following topics:

- Current status of the workload policy
- Possible metrics for measuring the efficiency of programs
- Late cancellation of overload contracts and impact on students and faculty
- Clarification of the contract approval process
- Slowness in the PIN request process
- On-campus training for new chairs

The Provost listened with interest to the topics, but there is no resolution for these issues, yet. The Provost will also attend the next scheduled Chairs/ Council meeting.

Although not on the agenda, the Council discussed with the Provost about what they were looking for in an interim CLAS dean – at this point it is about 50/50 whether an interim dean will be hired internally or hired from the Registry.

- c. **Council of University System Faculty:** R. Schrum reported that CUSF met on Sept. 20 at the Universities at Shady Grove Campus. Some highlights of the meeting:
- Joann Baughman, Senior Vice Chancellor for Academic and Student Affairs, spoke on the importance of inclusion and diversity across all campuses; the increasing opioid crisis, and budget cuts
  - Approved resolution in support of extending the Deferred Action for Childhood Arrivals (DACA) program
  - Representatives from FSU are involved in various CUSF group activities:
    - Dr. Sunshine Brosi, Leadership Committee
    - Dr. Kelly Rock, Faculty Concerns Committee (topic of promotion and pay equality)
    - Dr. Ronna Schrum, Education Committee (topic of academic dishonesty)

A more detailed report from the CUSF meeting can be found in the following U drive folder: <U:\Faculty Concerns Committee\Agendas and Minutes\AY2017-2018\2. October 11, 2017>

- d. **Promotion and Tenure/Permanent Status Subcommittee:** M. Murtagh reported that the subcommittee hadn't met yet, but that the department chairs need to send out the final set of student evaluations with both department and university averages to support the application materials of faculty going up for promotion or tenure (Nov. 1 application deadline). Murtagh volunteered to send out an email message to faculty about this.

How the Promotion and Tenure/Permanent Status Subcommittee can take over faculty achievement award applications in the spring to relieve the burden on the Faculty Development and Sabbatical/PRL Subcommittee will be an item for discussion at the upcoming subcommittee meeting.

- e. **Faculty Development and Sabbatical/Professional Leave Subcommittee:** T. Lambert reported that the first subcommittee meeting would occur next week and that eight sabbatical application had been submitted so far.
- f. **Faculty Handbook Subcommittee:** D. Moorehead reported that the Subcommittee had met to review recent changes that had been made to the handbook over the summer.

#### IV. Old Business

**FCC 17-01**

**Discuss potential to have Fred Surgent receive compensation.**

In October, 2012, Professor Emeritus Fred Surgent was asked by a senior FSU administrator (a dean) to teach several classes that originally assigned to Art Siemann. Siemann had been removed from the faculty by the university administration. Dr. Surgent was assured by the dean that he would be paid for his work and received a contract from FSU. He was paid for his work initially, but the money he was paid eventually had to be returned to either FSU or The State of Maryland. Dr. Surgent acted in good faith in helping FSU avoid an academic crisis, but, due to a “technicality,” was denied pay for his work. I believe that FSU officials should have known about the “technicality,” but they apparently did not. Dr. Surgent should be compensated for his work.

**Action:** This item from the September meeting was brought up again in review of the September 13 minutes. B Norris commented on his investigation of the limitations of reemployment of retired personnel in the state. There is no one set earnings limit for retired state employees: the figure is dependent on the value of the individual’s pension. Excess over the pension threshold would have been pulled out of Surgent’s wages at the state level by the Central Payroll Bureau. Administrators at the university level would have had no power over this, nor have necessarily known about it.

Still, B. Norris will follow up with President Nowaczyk about this. There ought to be some sort of symbolic resolution for Surgent. Also, there should be a statement somewhere reminding retiring faculty to check on their pension requirements, with a number, etc., to contact the Maryland State Retirement and pension System/ This could be a sentence inserted into PeopleSoft.

N. Buta suggested we update Bob Lewis about what has been done so far in this matter.

## V. New Business:

### **Discussion Item 1:**

#### **Updating sexual harassment/violence policy in the handbook.**

B. Norris mentioned that it had come up over the summer about getting the updated sexual harassment/violence policy in the faculty handbook. However, should we consider if it is a waste of time to vote to update it in the handbook when it is an externally mandated policy by the state, and out of our control? Perhaps we should make them nonvoting items.

J. Lewis asked if this should be included in other policy documents other than the handbook. Norris said that was indeed an avenue to explore.

B. Norris wanted feedback to share with the handbook subcommittee. After some breakout discussions in small groups, ideas came up such as: having nonvoting items in separate handbook sections or system policies/state mandates in a separate policy manual.

<p><b>Discussion Item 2:</b></p> <p><b>Parking at the Public Safety Building and other concerns</b></p> <p>S. Brill brought up the fact that the parking lot in front of the new Public Safety Building is almost always empty and suggested that the state fleet vehicles be moved there closer to where faculty and staff have to check in to pick up state cars. Although this concern is not exactly under the FCC purview, R. Larivee said he would bring it up at the upcoming University Health &amp; Safety Committee meeting, where parking is discussed.</p> <p>Additionally, D. Moorehead asked Larivee to also make the Safety Committee aware of dangerous sinkholes in the Guild parking lot, and M. Murtagh mentioned some treacherous steps by Allen Hall.</p>
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**VI. Adjournment at 5:17 PM**

B. Norris moved to adjourn; R. Larivee seconded the motion; **All in favor.**

**VII. Next meeting: November 8, 2017 - CCIT 245 at 4pm**

**GRADUATE COUNCIL**  
Monday, October 9, 2017

The Graduate Council (GC) met on Monday, Oct. 9, 2017 4:00 – 5:30PM.

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

Absent: William Childs

Excused: Yan Bao, Doris Santamaria-Makang

Minutes recorded by: Matt Ramspott (GC Secretary)

**Call to Order**

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

**Approval of Minutes**



- Approval of minutes from September 11, 2017. One correction was offered regarding enrollment figures shared in September – lowest number of “Master’s students” (rather than “graduate students”) in the last decade. Motion to approve with this correction: Mike Murtagh, seconded by Pam Williams. Minutes approved by unanimous vote.

#### Announcements

- No word yet from Chair of Faculty Ben Norris about the GA contract issues discussed at the September meeting, David Z. or Vickie M. will mention it to prompt Ben.
- Vickie Mazer: A meeting with Grad Program Coordinators is scheduled Oct. 27 in the morning (10 a.m. to 12 in the President’s Board Room). The “Helio” enrollment management tool will be opened up to Grad Program Coordinators, training session scheduled on November 7.

#### Old Business

- Spring Exit Survey – no new suggestions from the group
- GA Handbook update
  - Pam W. offered some typographical corrections
  - Brief discussion of the maximum number of allowable credits
    - Clarification is needed in the handbook as to the breakdown of academic year/intersession/summer that would allow up to 30 credits
  - Glenn T.: currently no GA contracts for the Doctoral program, but the Handbook should be made adaptable to this situation.
  - Mike M.: question about moving the date of the GA application process to better match up with the graduate admission process
    - Some discussion about the pros/cons of timing GA admission process before/after grad admission process
    - This discussion tabled for now due to varying admission schedule for various grad programs
  - David Z.: question as to the possibility of 15 hour GA contract rather than 10
    - Vickie M.: Only 10 or 20 is allowable with current budgeting. Anything more than 10 (half time) or 20 (full time) must be covered by an extra contract, but will have to be paid for through other funds (e.g. CLAS). A 15 hour contract would give rise to a problem with tuition remission policies
    - Sunshine B: 28 hour maximum GA hours due to ACA cap, many GA’s in Biology are on extra contracts funded through grants
    - Vickie M: Encouraged the group to continue to consider this issue, but with the understanding that no additional money will be coming from current GA budgeting to cover extra contracts
    - Sunshine B: Can work-study be used as a funding source for additional GA hours beyond 20? Vickie M.: Undergrad students are prioritized before grad students for work-study funds.
  - Acceptance of the proposed changes to the GA Handbook: Motion by Pam W., Seconded by Natalia B.; approved by unanimous vote.

**New Business**

- Curriculum Proposal 2017NURS01
  - Proposal is available at U:\Graduate Council\Senate Items\2017-18\GC 17-1 NURS01
  - The content of NURS 651, Advanced Health Assessment and Diagnostic Reasoning and NURS 660, Primary Care Across the Lifespan includes critical skills and procedures that cannot be taught by lecture or video. We request that these four (4) credit theory courses be changed to three (3) credits of theory and a one (1) credit lab. Each course will require three (3) theory hours that will be completely online and each will have a 1 credit, 45 hour, on campus lab requirement. The students will be required to be on campus for hands on instruction and practice to obtain competency of these advanced level skills and procedures for the lab portion of the course.
  - Motion to approve by Glenn T., seconded by Jennifer Bishoff; Approved by unanimous vote.
- Academic policy on undergraduates taking graduate courses has been discussed and approved pending the Academic Standards review. However the next day new changes made by Doris and has been resubmitted to GC for November meeting by Vickie.

**Adjournment** at 5:25 PM

## INSTITUTIONAL PRIORITIES AND RESOURCES COMMITTEE

Monday, October 9, 2017

**October 9, 2017**

**Gira Center 155**

In attendance: Dr. Throop, Dave Rose, Denise Murphy, Michael Flinn, Ben Norris, Rebekah Taylor, Greg Wood, Diane Blankenship, Michael Monahan, Randall Lowe, Phil Allen, Erica Kennedy

- I. 4:00 pm – Call to Order
- II. Chair's Comments

Mike Flinn notes that there will likely be several proposals to review for November's meeting, some of these linked to the Health Sciences program. Proposals should be available on the drive a week before the next meeting.

- III. Old Business  
None
- IV. New Business

***Report from the Faculty Workload and Compensation subcommittee***

**Rebekah Taylor:** Reported that the first meeting of the subcommittee was last month and that Dr. Throop (Provost) was in attendance. The meeting looked at workload policies from the handbook and policies from AIR (Assessment and Institutional Research). It appears that different department have been calculating workload differently, and they are looking at ways to make sure these calculations are being done the same way. It was noted that, with budget changes, ways of calculating workload may need to change, including items like overloads.

*A small discussion took place following the report which can be found in the minutes of the meeting.*

***Presentation of the Budget (Dave Rose and Denise Murphy)***

IPR is responsible for educating themselves on the budget as it relates to the faculty and University. This year, M. Flinn made a request for an overview of the budget, with an emphasis on the 01 and 02 budget. The presentation gave an overview of the budget with accompanying slides looking at the budgets across colleges.

There were many questions and Provost Throop, D. Rose and D. Murphy addressed all questions posed by the group.

**The current and past budget presentation can be found here:**

<https://www.frostburg.edu/budget/budget-resources/budgets/>

Discussion take-always -

***Note:***

Object 1 - part of the operating budget - This is salaries.

Object 2—Operating Pool - which covers expenses in object 02-14

- Enrollment is the key to driving the budget.
- The budget is built with the expectation that not all positions will be filled.
- With enrollment dropping, need to keep more positions open to help budget.
- The provost has been looking at enrollments and data from AIR in relation to PIN requests. PIN requests are taking longer based on the need to examine data.
- It is often asked, “If other universities in the system can create positions, why can’t we?”. We must get permission, and the system says we must allocate within. There must be a basis for a position in the budget. The state does not give up money for a position, it must come from us i.e. tuition.

- Course caps might need to change to translate into the need for fewer full time non-tenure track positions. (It's possible that we may need these positions, but in some cases, we may not.)
- We may also need to reassess reassigned time for chairs based on the size of the department.
- We need to look at the number of faculty in the department.
- We need to look at reassigned time in general.
- We may have too many coordinators (although there are benefits to multiple coordinators in some cases.)
- It is important to get a handle on what is contributing to overspending.
- From 2011—2017, the budget has stayed steady, but expenditures have increased over time. As a result, we have needed to stop doing projects, take profits from summer school, and reduce hiring.
- Dr. Throop appreciates the collaborative process in approaching these difficult decisions.

*Discussion shown with selected Questions and Answers – full discussion can be found in the minutes of October 2017 found in IPR shared folder.*

**Question:** Where does reassigned time fit into this? It seems like it needs to be part of the formula.

**Dr. Throop:** Reassigned time has been calculated to be equivalent to 33 full time positions, which is quite a bit of money.

**Question:** Money-wise, should we be focusing on using adjuncts?

**Dr. Throop:** If adjuncts are teaching small classes, that's not good.

**Question:** What about situations in which there are coordinators/directors that are not being compensated?

**Dr. Throop:** She would like to learn more about these situations.

**Question:** Are options relating to splitting CLAS being considered?

**Dr. Throop:** Yes, but not an option to have a fourth school. We may consider a split linked to applied programs. She is getting feedback from chairs. One consideration is a College of Education and Professional Studies.

**Comment:** The new building seems to be more allied health oriented. The plans were done far in the past.

**Dr. Throop:** We may have an opportunity to look at how we're organized.

**Question:** Are there any conversations to merge departments?

**Dr. Throop:** We haven't looked at that yet. That would only be considered if it makes sense intellectually and fiscally.

**Future Business**

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

Continue to support faculty Workload and Compensation subcommittee on the new workload policy.

**Meeting adjourned at 5:33pm**

Submitted on this rainy day (but happy day because we received good news from Middle States!),

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

**COUNCIL OF UNIVERSITY SYSTEM FACULTY**

COUNCIL *of* UNIVERSITY  
SYSTEM FACULTY

CUSF Council Meeting at Frostburg State University  
Monday, October 16, 2017

- FSU President Ronald Nowaczyk welcomed CUSF to the FSU campus and sought support and assistance from the USM faculty on issues of free speech on university campuses and diversity in the student population. He also asserted the importance of understanding that institutions of high education, in addition to providing skills and knowledge that will be useful in current/future careers, are responsible for educating citizens for all of their roles, which includes ethics and communication skills, among many others.
- FSU Provost Elizabeth Throop welcomed CUSF to the FSU campus and discussed shared governance as both a faculty right and responsibility. She praised the work of CUSF in its enhancement of communication between faculty and administrators at the campus and system levels.
- Joann Boughman, Senior Vice Chancellor for Academic and Student Affairs provided a report that included detailed information on the following:

- USM's response to the changes in the federal Title IX requirements, especially as it relates to evidentiary standards
- USM support of the Maryland state proposal for a second Amazon site
- Discussion at the Provosts' council of the possibility of supporting retired faculty organizations on campuses
- A forthcoming USM symposium highlighting existing programs aiming to recruit and retain diverse faculty
- Necessity of redoubling efforts to address growing student mental health problems
- Ongoing efforts of the USM faculty workload group [The most significant outcome at this time is the determination to use student credit hours rather than the number of 3-credit courses taught as the key basis for workload determination. This group expects to present to the Chancellor a white paper on their findings within several weeks.]
- A panel representing the USM Human Resources Office and the Maryland Office of the Attorney General led discussion on revisions to the Family Medical Leave Act (FMLA) and Parental Leave policies, based on recent changes in federal regulations. The proposed revisions had been reviewed by a three-person group of CUSF members who supported the revisions. The most significant change was utilization of a "rolling" calendar, rather than a calendar year or academic year, for purposes of determining eligibility.
- The following committees met and report the following:
  - Legislative Affairs: asking CUSF members to provide them with issues about which the committee could discuss with legislators; both before the legislative session begins and during the USM Advocacy Day.
  - Educational Policy: continues to work toward development of a white paper and a December panel discussion on academic dishonesty. They are requesting CUSF members to help identify faculty on their campuses who may wish to serve on the December panel.
  - Faculty Concerns: continues to gather information about interest in and possible benefits provided to and by campus-based retired faculty organizations. There was also dialogue regarding bridging the gap in communication between faculty and administration.
  - Membership and Rules: undertaking an effort to modify the constitution to permit a less cumbersome approach to any future modifications to CUSF Constitution and by-laws.

Respectfully submitted,

Dr. Ronna Schrum, DNP, RN, CRNP

CUSF Representative

## FACULTY SENATE MINUTES

Wednesday, October 4, 2017

4:00 PM

397 Gira CCIT

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

Absent: S. Brosi

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

The meeting was called to order at 4:02 p.m. by B. Norris.

I. APPROVAL OF THE MINUTES

Faculty Senate Minutes of September 6, 2017 (Separate Blue Packet)  
**Minutes approved**

II. ANNOUNCEMENTS

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

Wednesday, November 1, 2017

Wednesday, December 6, 2017

Wednesday, February 7, 2018

Wednesday, March 7, 2018

Wednesday, April 4, 2018

Wednesday, May 2, 2018

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

Wednesday, November 29, 2017

Topic: Faculty Morale & Survey Results

February Faculty Assembly: TBA

April/May Faculty Assembly: TBA

C. **Upcoming Council of University System Faculty Meeting at FSU**

Monday, October 16, 2017

10 AM – 2 PM 397 Gira CCIT

The next CUSF meeting is being held at FSU on Monday, October 16, 2017 and is open to all. Faculty can drop in and hear from representatives from the system.

### III. REPORTS & INFORMATION

- A. Chair's Report - 110 respondents, encourage colleagues to take survey (pages 12-13)
- B. Academic Affairs Committee (AAC) Report (pages 14-16)
- C. Faculty Concerns Committee (FCC) Report (pages 16-19)
- D. Graduate Council (GC) Report (page 20)
- E. Institutional Priorities & Resources Committee (IPR) Report (pages 20-22)
- F. Council of University System Faculty (CUSF) Report (pages 22-23)
- G. President's Report (oral)

- **Admissions & Enrollment Update:** A record crowd was reported at the Open House held on Saturday 9/30/17. The President met with the Chancellor about decline in enrollment. The goal is to convert visitors into applicants who eventually become students enrolled. There is a new online application form which accommodates submission from mobile devices (see President's university-wide email for more details). The institution is moving to a CMS, Target X, which will streamline communications between prospective students and departments.
- **Middle States:** The Middle States visit takes place next week; the President will send notice to the university community. Two site visitors, both IR directors in the SUNY system, are scheduled to be on campus Tuesday and Wednesday if necessary, hopeful that they will only need one day. The President will share the schedule of meetings. They will request to meet with a number of groups, the President will finalize that list and get it out to everyone. The recommendations from the self-study will be compiled and IR will send it out to everyone. There are several issues that need to be addressed over the next several years. If the monitoring report is accepted then some of those issues are off the table. We will also have recommendations from the visiting teams, and the self-recommendations are just as important. The President attended a Middle States meeting in Pittsburgh the previous week. Middle States will be changing from fourteen standards down to seven. The ten year review period will also change and shrink to eight years. There will be no more periodic review report at five years. Our next review is scheduled for 2025. The most important thing will be to get through standard 7 and be found in compliance. As soon as we get the report from the committee, it will be shared university-wide.
- **Article in 10/4 Cumberland Times-News:** Senator Edwards is on the front page regarding a response to a request to Governor Hogan to help Western



Maryland economically. The local fracking bill was vetoed. A local delegation went to the government, that delegation also met with President Nowaczyk and folks from Allegany and Garrett Counties asking what would be on our wish list from the governor. The wish list was private, however multiple items were cited in the article from Senator Edwards and the President also shared the wish list with B. Norris. The first item on the wish list is the relocation of state jobs to this area, including having some state offices located in this region. The second item on the wish list is the creation of a Department of Economic Development at FSU (see President's handout). In an ARC targeted industry study for the Frostburg region, consultants viewed FSU as a major if not critical state asset in Western Maryland. This institution should be playing a major role in helping to facilitate development of this region. Secretary Gill from the Maryland Department of Commerce asked to flush out information and a plan to study industry clusters that could benefit the region. There should be a focus on keeping graduates in this area after graduation to start-up businesses, and also an effort to see if alumni would be interested in relocating here. The region does not need another call center, but real industry business, companies that could relocate here, like financial services, that are not serving customers directly face-to-face, but are more focused on operations because the cost of living is so low here. An example of this is taking place in Eastern Kentucky where they're bringing in coding professionals. We need to be looking at opportunities like that. There are also operations in the life sciences or healthcare, like testing or development, which could bring industry here. There are also opportunities for recreational development, building kayaks, bicycle companies, outdoor equipment, etc. industries that would thrive in this environment. We need to think beyond just opening more shops on Main Street, but something more large scale that will bring industry to this area. We could use the energy that's centered on revitalizing Main Street with small independent shops and farm-to-table type businesses to open something larger like breweries or wineries, producers not consumer-side pubs. Frostburg could help in facilitating this shift by developing a department dedicated to regional entrepreneurship, but we also need additional new funding to the university to do this, not a shift of current dollars. The state needs to be willing to fund this type of enterprise but not at the expense of students' tuition dollars.

Question: There are other issues related to economic development in this area, like a major employer, CSX, has been laying off large numbers of workers. Could we see this as an opportunity for us to help those workers to retool their careers?

RN: We probably could, in conjunction with community colleges. Companies can provide funding for that; we also need to look at large corporations in this region to see what kinds of education we could offer that would help them. I spoke to the Provost about this. You see this with Arizona State, they're

customizing degree programs for companies, and we could certainly look into that as well, this new office could help facilitate this. Also sometimes counties compete with each other when they should be collaborating, and so we need to include PA and WV in this as well because of geographic proximity.

- **Senator Edwards' WCBC interview:** Senator Edwards gave an interview on WCBC this morning where he stated that for economic development reasons, Frostburg State should go to Division II sports instead of Division III. We were asked for comment on his statement and we put out an announcement that we appreciated Senator Edwards' interest in FSU sports and we are aware of his interest in changing divisions but that it is a very complex issue and we would need to take into consideration the benefit for our students. We would also be interested in knowing the regional recruiting footprint before making a change like that. We have some sports that are more popular in Division III than in Division II and we would need to consider that in any move; it's important that we continue to be competitive. There's also a financial consideration. We'd first need to initiate a feasibility study, and nothing has been done in terms of that. We are not opposed to it at this point, and we have been listening to the Senator's points, but at this time that sort of change is not happening.

#### H. Provost's Report (oral)

- **Dean Vacancies:** We are awaiting collated responses from those who participated in the Dean of Enrollment Management candidates' presentations. The search committee is compiling the responses and hope to have a discussion about those candidates and the faculty and staff feedback shortly. October 16, 2017 is the close date on the two open dean searches for the colleges. Both colleges' positions have received approximately 30 applications each. The university community will be included in the process as we have finalists on campus. We are hoping to have finalists on campus in late November or early December, with a final decision made before the end of the calendar year, which will mimic the timeline for the search for her current position last academic year. Everyone received the announcement regarding Joe Hoffman's upcoming retirement as Dean of the College of Liberal Arts and Sciences. The Provost would like to congratulate him. His are big shoes to fill. The administration is not interested in attempting to hire three permanent deans in one year. The Provost spoke to the CLAS chairs for input and perspective. They will meet again in two weeks. There are three alternatives: 1) ask one of the associate deans to serve as interim dean, and find an interim associate dean to replace that person; 2) do a more comprehensive internal search for an interim dean; 3) keep the associate deans in place and bring in someone from the national registry, with a search for a

permanent dean beginning in fall 2018 with a start date of June or July 2019. This involves a lot of change all at once, and the Provost has been meeting with Cindy Herzog and Scott Fritz separately about what path might be appropriate. We may, as an institution, be at a time when we can look at our organizational structure, and we'll need to have a larger discussion in the next few months about whether now is the time to rearrange things. There are two different perspectives in the disciplines, applied and theoretical. Teaching demands and accreditation pressures make them very different, they have different issues, differences in perspectives. We need to make sure we are aligned in a way that is working best for students and for faculty.

*Question:* Are you considering reshuffling the colleges?

*ET:* We are not interested in creating a fourth college, so we may be looking at reshuffling the colleges. We are looking for faculty input and perspective on this. I will be meeting with the CLAS chairs again in two weeks. If anyone has thoughts on this, you can make an appointment or send me a note.

*Question:* If we bring in a dean from the registry, how is the salary calculated?

*RN:* It's negotiated. We give a range we're interested in paying, and then depending on experience, we can negotiate.

*ET:* These folks are retired; they're not eligible for the permanent position, and they're probably not interested.

*Question:* Talk of realigning various parts of the university, the transitional phase, budget cuts, and restructuring of financial resources have caused a lot of anxiety for colleagues, especially for tenure-track and contractual folks. People are talking of getting resumes ready.

*ET:* Unless we're looking at a financial crisis, we're not planning significant cuts. Unless things change really drastically. We have to be very careful this year. Tuition is how we are going to get out of where we are, that's why we're looking at things like enrollments and class sizes. Furloughs and lay-offs have not been discussed, but we need to be careful with adjuncts. We cannot guarantee what's going to happen with revenues, the budget, Medicaid, etc., but there is not an intention to have layoffs. I invite those folks who are worried to come and talk to me.

I. Questions for Administrators

No additional questions

IV. OLD BUSINESS

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

AAC: <U:\AAC\Senate>

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

GC: <U:\GC\Senate Items>

IPR: <U:\IPR Committee\Senate>

**VOTE REQUIRED:**

**AAC 17-22 (PASSED BY IPR 211 SEPT. 2017) – PASSED UNANIMOUSLY**

Summary Proposal	Rationale -
<p><b>The Department of Sociology requests the following change:</b></p> <p>Suspension of the Sociology Program at Hagerstown Center Campus.</p>	<p>The primary reason for suspending the sociology major at the Hagerstown Center is low enrollment in the classes offered. The sociology department has maintained a presence at the Center for well over twenty years. For many of those years, Frostburg State University was the primary institution. Other Universities are now affiliated with the Center and offer academic programs. Their presence has had an impact on the number of students majoring in sociology. We believe the desire by students to major in sociology is still very strong but the increased competition in the Hagerstown market has reduced our numbers.</p>

**VOTE NOT REQUIRED:**

**AAC 17-23**

Summary Proposal	Rationale
<p><b>The Department of Chemistry requests the following:</b></p> <p>The Addition of a new section of IDIS 160, titled “Sustainability in the 21<sup>st</sup> Century”.</p>	<p>This course and topic will be housed in the chemistry department, and will be a truly multidisciplinary discussion of topics from chemistry, biology and ethnobotany—and how they relate to issues of sustainability in the modern world.</p>

**AAC 17-26**

Summary Proposal	Rationale
<p><b>The Honors Program requests the following:</b></p>	<p>This course builds upon the conceptual foundations that are laid out in the IDIS 150/151 course, Exploring American Culture. That course teaches undergraduates how to think about race, class, war, and gender as analytical categories. This advanced colloquium continues that conversation by providing more in-depth examinations of race, gender, war, and class –</p>

<p>The addition of a section of IDIS 350, titled “Exploring American Culture”.</p>	<p>helping advanced undergraduate students to think in more complex ways about how popular culture reflects social conflicts and cultural divides.</p>
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**AAC 17-27**

<p><b>Summary Proposal</b></p>	<p><b>Rationale</b></p>
<p><b>The Department of Computer Science Requests the Following:</b></p> <ol style="list-style-type: none"> <li>1. Proposal: Add new Advanced Placement Tests (AP) Computer Science Principles.</li> <li>2. Proposal: Delete Advanced Placement Tests (AP) Computer Science AB.</li> </ol>	<ol style="list-style-type: none"> <li>1. New AP test evaluated to be equivalent to COSC 195 or COSC 101, dependent on demonstrated proficiency.</li> <li>2. The College Board apparently deleted the AP Computer Science AB exam.</li> </ol>

Marc and Travis need to see Ben after Senate.

V. NEW BUSINESS

**REPORT ON FACULTY PRIORITIES FOR AY 2017-2018**

Twenty faculty members attended Faculty Assembly held on Wednesday, September 27, 2017. The list of topics, including those that topped the list, were not surprising. There were a number of recurring concerns. Ben asked the question: What do we want to fight to preserve? It was not surprising to see that faculty governance was number one. We have a strong reputation in the state and we’d like to keep it that way.

Ben opened the floor for feedback and discussion.

*TS:* I am always disappointed in turnout in faculty assembly when we have this reputation for shared governance. I read the report and it’s wonderful and includes a very long list of things to think about. Should we rank/score some things? Maybe survey 100 faculty members and use a Likert scale, or 1-10 to allow us to pick and prioritize and decide what is more immediate?

*BN:* I think this is a good idea. The faculty morale survey is out right now, maybe we could look at this in November.

JL: Maybe low attendance is due to scheduling or discomfort in publicly discussing these things.

BN: That's why we wrote things down, did not put names on them. We paired up in groups, if we wanted to present to the body at large, we could but was not required. We did things differently than previous assemblies, and could not clearly identify anyone's individual responses to keep it anonymous. A ranking survey is a nice second step and maybe a salary equity study.

*\*Discussion involving a salary equity study ensued. A study was done years ago but the data is no longer accurate or effective. There were also no funds to even salaries up once the study was concluded and the determination made that salaries were inequitable. Is it useful to spend time and resources to conduct another study when there are no resources to actually address the results? The President wants to address this, if he can identify internal funds, but it won't happen this year given the tuition deficit, but he is hopeful that eventually it will be addressed. He cannot give a specified timeframe.*

DB: Maybe we should look at refining the content areas of a faculty salary study. Some things like HR policies and support for people with children were included in the last one, so the study needs to be looked at and maybe focused on things related directly to teaching and being a faculty member rather than other benefits issues. Also, a survey could build false hope that something will change so we need to be cautious.

GW: I would like to politely suggest we add to the list of things to improve statistics of incoming freshmen, half of whom are reading at a 6th grade level.

SD: It's not quite that low, I can provide statistics. Although this is the first year there has been an equal number of basic writing sections as there are intro sections. I will provide Marc with definitions and Marc can distribute those to the chairs.

GW: I would like us to provide more vast support services in academics.

GS: I agree with GW as long as it doesn't take away from qualified teachers, that's what they need the most.

*\*\*Discussion involving internships and experiential educational opportunities followed. An observation was made that there is no one particular office on campus that coordinates internship experiences for students. Other faculty elaborated on varying levels of involvement and support for students seeking internships in their disciplines, ranging from entirely student-initiated experiences to faculty-arranged and monitored programs. There is a wide variety across the institution, some departments have developed high quality internships and some have not. There was some agreement that a holistic approach might benefit the university if someone were overseeing internships on the whole, particularly in light of the recent push for branding ourselves as an institution focusing on and offering opportunities for experiential education. Departments that lack a strong coordinated internship program should look to departments with long-established and highly successful internship programs to model. One of the action items from the Provost is to establish an office of high impact practices within the Provost's office to provide support of but not control over internships. The Career and Professional Development Center is focused on certain types of internships; perhaps that could be expanded. Some faculty are unsure how to credit an internship that a student has sought out and developed on their own. Faculty could use coordinated guidance in this area, which is why an office overseeing internships could be helpful. There also needs to be clarification of internships vs. field experience; field experience is not an option in PAWS*

*for credit. At one time there was a push for experiential education to be made a graduation requirement from the Experiential Education Task Force, but the President and Provost at the time disagreed with that recommendation. Overall, because of the variety in coordination, accreditation, time periods, and theoretical vs. applied elements, the issue of internships is a complicated one, but one that the university should take a closer look at, maybe by developing a course model and focusing on local internship opportunities, particularly those that would contribute to economic development of the surrounding region.*

*\*\*\*A discussion centered on faculty engagement and involvement also took place. FSU is known throughout the state and system for having a strong instance of faculty-led governance, however observations have been made regarding how it is often the same faculty members who volunteer their time and services to the various institutional initiatives, including faculty governance. Faculty assemblies have consistently low turnout. There are a number of faculty who have no desire to engage on campus. How do we encourage and promote involvement amongst the faculty? How do we communicate the importance of faculty governance and also lessen competitiveness and finger pointing?*

*Some of the following were noted as reasons for lack of engagement and involvement:*

- Some junior faculty/newer faculty have scheduling issues, are assigned evening classes, find it difficult to attend meetings and activities, or are discouraged from becoming involved initially, and have been told that the first year(s) on campus should be focused more on teaching, developing a role within the department, and working to fulfill tenure requirements.*
- Research and professional development tend to be more highly valued in some departments than service to the university, and are not equal in the evaluation process, so folks tend to focus on professional development more so than service.*
- Newer faculty have a hard time being elected or appointed to committees and Senate because they don't have the advantage of name recognition that longstanding faculty members have. (In response to this, Ben reminded the group that the elections last Spring included an option of providing a short bio using the Blackboard site set-up for Senate and committee elections to resolve problems related to this. Some of the elections were impacted by the use of the Blackboard site.)*
- The same faculty members volunteer and serve repeatedly to the point where they experience burnout and disengage from university service.*
- There are not enough positions for everyone.*
- Participating in faculty governance is not a specific requirement.*

TS: Faculty members need to have an interest and then do it. Several years ago in the College of Business during evaluations we recognized there were certain kinds of behaviors that we want to

promote, so we changed the point structure to give people more credit for serving as senators or on standing committees, participating in governance. Folks were rewarded for service activities that we wanted to promote, like faculty showing up for graduation. Point accumulation encourages involvement.

JL: This goes with what Tom is saying; I like what the College of Business is able to do, but I'm not sure that model would fly in all the colleges. The evaluation process doesn't always seem to be equal across the departments and colleges.

RL: I would like to point out that there are three librarians at this table, and that's because service is a part of our culture and that's explicitly communicated when we hire. When we interview, we talk a lot about service and why we serve, candidates leave the interview with the understanding that there is an expectation that they will participate in faculty governance. From before day one, we communicate this. It's important to start that process early and to effectively communicate and model why it's important to us individually and as a department that we are actively involved in service to the university. It's built into the culture rather than using a carrot and stick process.

BN: For folks mentoring, there are ways to get involved outside of the election process. I got my start on UCCR and CUSF. I responded to vacancy calls. You can fill vacancies or serve on ad hoc committees. We should take that to our colleagues and also we should be more inclusive.

PA: Could we put a question on a survey? "Why do you not get involved in service on this campus?" People could indicate the reasons they can't get involved, if they have family commitments or something. We could also highlight and advertise our successes and achievements more effectively. But I think we need to ask why people are not doing it before suggesting ways to get more involved.

MM: I'm appalled every graduation at the faculty turnout, so many people never show up. It's a cultural thing we're not encouraging.

PA: When Gibraltar was here, the university wouldn't assist with the costs of renting or buying gowns, and they're very expensive.

GS: I'd like to refer to my institutional memory here. As I recall, the faculty parade was huge until a letter emerged from an administrator asking faculty to stay away because there were not enough seats. I still have that letter.

SB: At my previous institution, it was a job requirement to attend graduation, it was written into a policy. The expectation was that all faculty should attend. It's not required here. Also, gowns are tax deductible.

NB: Regarding the culture, when I first started, attending graduation was a requirement for service in my department. I've only missed one graduation since, but we developed that as part of our culture in our department. Also, the university gave me my own Masters level gown until I could afford to purchase my PhD regalia.

SB: Also, we only have 48 hours to do our grading, some of us can't afford to lose 3 hours to graduation. I think we care more about turning grades in on time than going to graduation.



BN: That's an interesting point, however they're never going to budge on the 48 hour requirement, but maybe they could schedule commencement differently.

DB: It's probably worth asking the question on a survey.

BN: It is, but I don't want to create survey fatigue. We have the faculty morale survey out right now, but I agree and maybe we could do these other two surveys later. A reminder has gone out on the faculty morale survey. Reminders are only sent to those folks who haven't yet filled it out.

JD: Is it worth conducting a survey during department meetings rather than through email or Baseline?

TS: I think you lose anonymity in a department meeting.

BN: We can certainly consider other modes of distribution for future surveys.

VI. ADJOURNMENT

The meeting was adjourned at 5:12 p.m.