

**Faculty Assembly Minutes**

**October 12, 2021**

**11:00 am**

**In person Library Auditorium**

**Virtually through Blackboard Collaborate**

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| **Meeting Activity** | **Responsibility** |
| 1. Welcome and Call to Order | Dr. Kate Brown (1 minute) |
| 1. Approval of the September 14, 2021 Minutes | Dr. Donna Satterlee (1 minute) |
| 1. Today’s Business 2. President Anderson Update 3. Proposed new Constitution for Faculty Assembly    1. No amendments have been received    2. Call to move approval    3. Voting to be completed electronically by October 28. 4. Open Discussion boards    1. Disclaimer about possibility for UMES to get data    2. Request for faculty to contribute strategies for increasing retention. 5. Standing Committee Updates –    1. Items requiring votes or discussion    2. New members:       1. Academic       2. Faculty: volunteers contact Fred 6. Ad Hoc Committee: Faculty/Students 7. Ad Hoc Committee: Athletic Advising 8. Ad Hoc Committee: Chair evaluations 9. New Business | Dr. Heidi Anderson (10 minutes)  Dr. Kate Brown (5 minutes)  Dr. Kate Brown (10 minutes)  Academic: Dr. Grace Namwamba(10 minutes)  Faculty: Dr. Fred Tejada (10 minutes)  Dr. Kate Brown (10 minutes)  Dr. LaShawn Nastvogel  Dr. Eric May (5 minutes)  All Faculty (5 minutes) |
| 1. Announcements | All Faculty (5 minutes) |
| 1. Adjournment | Dr. Kate Brown (1 minute) |

**Officers:**

Chair - Dr. Kate Brown (7596) Past Chair – Dr. Bryant Mitchell (6524)

Chair Elect - Dr. Tiara Cornelius (6197) Parliamentarian – Mr. Joseph Bree (6270)

Secretary - Dr. Donna Satterlee (7997) CUSF representatives: Dr. Bill Chapin (6428)

Treasurer - Dr. Willie Brown (6478) Dr. LaShawn Nastvogel (6623)

**Procedures for proposing Amendments to and voting on the proposed new Faculty Assembly Constitution:**

1. Proposed new constitution will be posted to Faculty Assembly Website and Blackboard Organization website by September 15, 2021.
2. Faculty should read the proposed constitution as soon as possible.
3. Faculty can propose amendments to the proposed constitution in writing by October 3, 2021 by sending those written amendments to Mr. Joseph Bree or Dr. Donna Satterlee.
4. Proposed amendments will be summarized and sent to all faculty by October 5, 2021for consideration.
5. Proposed amendments will be voted on during the Faculty Assembly meeting on October 12.
6. The final version of the proposed constitution will be posted on the Faculty Assembly Website and Blackboard Organization website by October 13, 2021
7. Voting on the proposed new constitution will be conducted electronically between October 14 and October 28, 2021.
8. Results of the voting will be announced on October 29, 2021.

Good morning,

The meeting was called to order by Kate Brown at 11:05

There is a motion to approve the minutes from last month. There was a motion and a second. No discussion

Called the motion, all in favor? The motion carried.

Dr. Anderson: resident Anderson shared a document (attached) that detailed the chronology of the HBCU Settlement and Planning to date.  Since the Governor’s signing of the HB1/SB1 bill in April 2021, the deans and department chairs spent the summer months in strategic planning evolving around existing academic programs and thinking about new academic programs.  This planning involved ‘demand’, workforce, and resource implications.  Further, the department chairs were asked to involve their faculty and staff when all 9-month employees returned in August, which has been ongoing until now.  The next session of the deans/department chairs with the President and cabinet will be on October 27.

President Anderson indicted that the USM Board of Regents are nearing completion of the next Strategic Plan, they will vote on the plan at their December 2021 board meeting.  The USM BOR will share the final framework of the strategic plan with the institutions in late December, early January 2022 and we will need to align our strategic plan with this BOR Plan.  Hence, our planning that has been focused on the fiscal use of the HBCU settlement funds will roll up into this new plan.  Therefore, our focus on the new/existing academic programs and enhancements will become part of this new strategic planning process.

Dr. Anderson also explained, that Education Advisory Board (EAB) has been leading us through our process – so far involvement has been at the cabinet and deans level; expanded this summer to include department chairs in a “Future Visioning” session.  Within the next few months will be moving to campus-wide involvement as we work to align our plans with the BOR framework.

Finally, Dr. Anderson shared that she has established several partnerships to help the university with our planning, functional capacity building and efficiency and effectiveness.  These partnerships include:

a.     Partnership for Education Advancement (TMCF)

b.     Assisting us with Enrollment and Retention – RNL

c.     Assisting us with process and new development in the areas of Reputation, Career Success and Online Learning – external company – partner to help organizations functional capacity building and efficiency

Dr. Kate Brown: The constitution has been up for a month. We are inviting a motion to approve the constitution as amended, we will do two weeks of voting, go online tomorrow. So moved. Seconded.

Any discussion? We will call the motion to have a vote. There is a poll online

Dr. Bergan-Aurand, reminded us that the university has the ability to request information about people who are posting anonymously. We are hoping that people will want to participate. We have had a few, useful ideas and information that have been passed on. Please post either anonymously or with their name, to express their opinion. . Please anyone who has anything to say, please post.

They are passing on the opinions to the people who need the information. For example, there was a query whether the first year experience class about online cheating. There is a whole module on the topic in the first year experience course. There is much more to talk about it in that regard. There is a committee working on it. Please Create a new thread if needed.

Dr. Barrett-Gaines said that in Blackboard, there is the ability to create a voice mail to students, so if you have a lot to say, and it takes time typing, you can use the voice mail function to create feedback to students.

Get in touch with CITOL to find out the mechanism to create that.

We will move on to the standing committees.

Dr. Namwamba: Good morning every one. She wants to focus on a couple of things. We have been going through the streamlining the approval of curriculum process of course proposals. We have gotten to a point where we have to work with what was proposed. We talked about this last year, about getting the actions aligned properly. Dr. Brown developed a layout that was very good. We want upload a couple of documents. It was presented in the committee with Dr. Niemi and the faculty leadership. Some of the feedback results went to the FAA Curriculum committee then we also had the register and Dr. \_\_\_\_ looked at it and committee, We can vote to approve both processes. The litigious process was slow. She will bring that up to vote a little later. Both of the documents are online to make that easier. At the end of the presentation she will bring that up a vote later. The documents are online, so you can look at them. The process was slow, so that it should make this system very quickly. Let me upload my presentation. Let me bring up the documents for today.

She wanted to give an update on the Curriculog. The curriculum committee has finished all of the training, and the company handed it over last week, so we want to thank the committee that made this happen.

Dr. Khdhi: I appreciate my good friend Grace to inviting me to speak. There will be a little more training on Curriculog. There should be dates for campus training. For those of you have proposals that are ready to go, we are ready to go. It is a matter of giving the training to the faculty. The Curriculog training. The part where Curriculog speaks to Tau.

Will the training be virtual? We are practicing on one another to talk about this stuff to where we are now. We are talking about

It is the train the trainers type. We are looking for IT to finalize. For those of you who have proposals who are ready to go, you may have access. It is just a matter of giving the training to the Faculty.

Curriculog Update (power point)  
Update on Curriculog implementation timeline

Final transition meeting took place last week.

The integration will be completed soon to allow faculty access

Implementation of approved curriculum proposals will be entered by the Registrar’s Office.

Departments should reach out to Drs. Namwamba and Brown regarding items that need to be in the spring 2022 course schedule.

Curriculum approval actions during the transition.

All new proposals and those that are in the pipeline must be submitted in Curriculog.

Training will be prioritized for individuals that need to submit proposals for approval during the November and December FA meetings.

Email Drs. Namwamba and Brown right away if you fall in this category.

They are meeting now, and training themselves how to make the changes now. For now it will be virtual. If you need face to face, we will accommodate.

Tau will make himself available. Curriculum routing form was not approved. If you want advice, Grace will respond. There is nothing about the approval process that has changed. Each department is doing their due diligence. The departments should have a strategic process. Before something comes out. We have not changed anything in the process. A lot of people have proposals that have been approved. They have gone through the entire process. What will happen to those proposals? The president has given us some resources to give us some manpower to make that process happen.

We need only one port of entry. If it has been approved, you don’t need to make this happen. The curriculum proposals. Those will be need to be entered into Hawk Web. We are working together to make this happen. We are going to prioritize the process. Email me or Dr. Brown and we will put you in the system. We thought that this would be the best process so that things we not be held up too much. Especially if you want change to be entered by next month. Email to Dr. Namwamba.

Two documents have been developed to streamline the process of curriculum proposal approval. The documents are posted on the FA website and in Blackboard for review. I am presenting the documents for approval by the Faculty Assembly.

These are documents that show which program will be approved at the department level and shows how they will go up to the final level.

We will ask for a motion, Moved by Dr. Schwarz. There was a second. Any discussion? She will entertain a motion to approve the second part of the document which is a graphic representation of the process.

Dr. Namwamba made the motion to approve. Any discussion? Online? Which document? We broke this into two documents since we needed to approve both parts.

Any discussion? None. All in favor? The motion carries. The poll was done for those online.

Fred will come up and talk to us about the faculty concerns committee.

Good morning everyone. Good morning to those online. The overall charge for the faculty concerns committee is in his slide. We will review on the following areas: Faculty salary, appointments, promotion, tenure. Leave of absence, post tenure. Insurance, grievance procedure, and others on the overall well being of the faculty. It is mostly on the processes, rather than the documents.

Membership: one full time faculty volunteer from each:

School of Education, Social Sciences, and the arts,

School of Pharmacy, & Health Professions

School of Business and Technology

School of Agricultural and Natural sciences and the library.

We are excluding academic administrators (i.e. Assistant/associate deans or higher are excluded.

If you are willing and able to volunteer, please contact by October 22, 5 pm:

Fred Tejada (frtejada@umes.edu)

Donna Satterlee (djsatterlee@umes.edu)

Kate Brown ([kbrown@umes.edu](mailto:kbrown@umes.edu))

Once he has a list, he will start emailing. Any questions?

There was a question and the answer was that it will be separate.

In the chat: Please approve our courses: Academic Standing Committee

Any proposals that did not go through the process last year. Please get in contact with us if you have a high motivation to get something approved.

Dr. Barrett-Gaines. Is there a conflict of interest between grievance and faculty concerns committee? For people to serve on any of the committees, you will individually decide whether or not you have a conflict of interest. Whether the case before you is a friend, co-author, etc. There is nothing on the committee level that will stop you from serving.

They will send the information out, and Dr. Brown will forward to the appropriate committee. There are sign-up sheets at the back, in color for those in the room. Feel free to sign up before you leave.

Ad Hoc committee- slightly stronger pitch. Thinking about retention. We have in the past, there have been suggestions that the faculty were not been kind enough. The faculty were giving too many Ds Fs, and Ws Almost always faculty thinks they are doing the best job that they can. . Students are expected to move along. To meet students where they are. Faculty have expectations.

We expect students to acquire text books, to read the text books, to come to class, to do the assignments. To come to class on time, every time. We expect them to ask questions and to come to office hours. She wants to bring together faculty, who might have some ideas to help the students understand our expectations, and to reduce the frustration. She is asking us to help solve the communication problem. Can we come up with a different approach?

To tell the students that their job is learning, to pass, and to get a degree.

Faculty-student-success. The red piece of paper is this committee. Dr. Barrett-Gains is volunteering.

We need to come up with a committee to look at Athletic advising. There seems to be a disconnect between athletic advising and academic advising. We need more information about compliance issues. There are questions about eligibility. It always seems to something different. We need a concerted effort to figure this out. Colleen Dean will be on this committee. Dr. Nastvogel on-line has agreed to chair that committee.

Dr. Cravens has volunteered for Faculty-student-success.

Dr. May is back after an absence. He is willing to continue working coming up with a chair evaluations, to come up with something. We need to have more volunteers. Needs to come up with something, in conjunction with the provost office, about what appropriate chair evaluations will look like. We can look at places where other evaluations may be appropriate.

Any new business or announcements?

Comment online- Athletic advisors say that the athletes are on a five year plan. We need to let both sides know about the problems, such as the sequencing of courses.

We are very close to the migration from Blackboard to Canvas. Please sign up for Canvas.

Call for adjournment Meeting is adjourned, just after 12:00.

Volunteers for Ad Hoc Committee for Athletic Advising

Bryant C. Mitchell BMA bcmitchell@umes.edu

Willie Brown Eng. &AVI [wlbrown@umes.edu](mailto:wlbrown@umes.edu)

Volunteer for Faculty Concerns Standing Committee

Sharon D. Brooks Library [sdbrooks@umes.edu](mailto:sdbrooks@umes.edu)

Volunteers for Ad Hoc Committee for Faculty/Student Success

In Person Attendance October 12, 2021

Nancy Niemi Admin

Tau AA

Dr. H. M. Anderson Pres.

Willie Brown English Yes, executive board

Ronnie Allen Pharmacy ℞

Tiara Cornelius Math Yes

Tim Gladwell Pharmacy ℞ Yes

Phillip Brauesich DEML

Bryant C. Mitchell BMA

Sharon D. Brooks Library

Grace Namwamba HUEC

LaTasha Swain Gilliard Title III Executive board

Robert Mock Office of the President

Fred Tejada SOP Executive board

Jurgan Schwarz DAFRJ

Brian K. Bergan-Aurand CITOL

Donna J. Satterlee HUEC Yes, executive board

Joseph Bree Library