

**Faculty Assembly Minutes**

**November 9, 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 October 12, 2021 Minutes
 | Dr. Donna Satterlee (1 minute) |
| 1. Today’s Business
2. Proposed new Constitution for Faculty Assembly Voting Results
3. Administrative Affairs Update
4. Standing Committee Updates –
	1. Academic
	2. Faculty: will include Chair Evaluation work
5. Ad Hoc Committee: Faculty/Students

Currently Kate Brown, Cynthia Cravens, Kathryn Barrett-Gaines1. CUSF meeting minutes posted to websites
2. Ad Hoc Committee: Athletic Advising

Currently Dr. LaShawn Nastvogel, Bryant Mitchell, Willie Brown, Collene Dean1. Semester Wrap-Up
2. New Business
 | Mr. Joseph Bree (5 minutes)Mr. Lester Primus (20 minutes)Dr. Kate Brown (5 minutes)Dr. Kate Brown (5 minutes)Dr. LaShawn Nastvogel (5 minutes)Dr. Kate Brown (5 minutes)All Faculty |
| 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)

Kate Brown brought the meeting to order at 11:00

Minutes were approved by Jurgan Schwarz and Primus seconded

Voted on, motion carries

The amendments to the Faculty Assembly constitution were approved

Mr. Primus and Mr. Waldron presented the Overview of the Work Day system. Elevate Fall 2020 update. See the Power point.

The Chief information officer-Jerry Waldron: jwaldron@umes.edu. Eelevate.umd.edu is the elevate website. They have been working with College park since January. The projects will be completed by July of 2023. We have been using Kuali, which has been developed by College Park. WorkDay will move us faster, quicker and better. The people who owned People Soft have now spun off WorkDay.

Motivations: Some people were having trouble trying to apply for college on their phones

There were problems with various systems- oracle, people soft, not working together. There are a creative group of people understanding higher education. They wanted one system, not three. Most of our programs are not running on the cloud, except Hawk Web. We would have to have high level administrators to keep it running. We have 4 levels of programs that all need to talk to each other, so that going to the cloud would be easier. Using a lot of different devices to access is frustrating. We are working with College Park to make this happen. Right now we have worked on the architecture. They think they know how it will make it work. We have had some town hall meetings on the elevate program. The next step in the project is to put together pit crews, to look at the system to see how it works, with a larger group of people to help with the operation. This is a slow process. We need to give feedback to make it operate the way that we want it to operate. Dr. Joe Pitula is the lead for faculty at the moment. Contact Dr. Joe Pitula for more information. He has slides to help show how it will work. There will be training that will run next spring. There is a lot of commonality between UMES and College Park. College Park has many more students and programs. The university system office and another group will also be working with the same program. We have Dr. Niemi, Mr. Primus, and some others, including Gertrude Hairston from HR. There are some other system that we had to contract out for. We are working on change management this time. Dr. Pitula needs one volunteer. This is a business process analysis. This is a great opportunity for us. We did talk to the other small schools in Maryland. College Park asked us to be with us. The other schools have now joined in with College Park. Some of the data on our older systems is still out there.

Our folks are at the table and helping design the system. We did an upgrade, and went live around the 1st of October, to have a new interface for Hawk Web. It is step toward Work day, until we move over to Work day. What you see is much better dealt with on a mobile device. It is hard to bring data from one system to another. People soft has been up for 20 years. It is almost 25 to 30 years of data, will be able to be converted. We can’t convert a degree audit. That will have to be rebuilt. It requires a lot of work. The registrar’s office will probably have to work on the degree audit for someone full time for a year to make this happen. If you see emails from Elevate, don’t delete them. If you want someone to participate, reach out to Dr. Joe Pitula or Jerry Waldron.

Kate Brown- the chairs of the committees are not with us. Dr. Kadhi reported for Dr. Namwamba.

Tau Kahdi- faculty is responsible to do Curriculog. Only faculty members are responsible for maintaining the curriculum and using Curriculog. Faculty members are the only ones are allowed to sign for the changes to the curriculum. Only faculty members are allowed to administer the changes.

Kate Brown: She would like to mention:

Faculty Concerns Standing Committee now has representation from all of the different schools. Please get in touch with Dr. Tejada if you are interested in joining.

The faculty evaluation committee under Eric May will join the faculty Concerns Standing committee so that there are more people involved.

Some work has been done on the surveys to find out what faculty expectation are compared to student actions. The goal of the Faculty/Student Success Committee is to improve the communication between faculty and students about the gap that often exists now.

Regarding CUSF, there is a lot of discussion going on about the strategic plan. What we are trying to do is to provide information about what is happening from all of the committees and get reports posted on the website.

The academic standing committee actions that have been taken are listed, and posted on the faculty organization website, and will be moved to Canvas after the meeting in December.

Ad hoc committee on Athletic advising: LaShawn Nastvogel, Bryant Mitchell, Collene Dean, Willie Brown

Dr. LaShawn Nastvogel presented information about Athletic Advising. See the Power point.

The student athlete’s responsibility is to go back and forth between the academic advisor and athletic advising. It does not matter which advisor they talk to first. The student athletes are given a five year plan. When it comes to withdrawing from a course, students should talk to their professors to find out if they are OK to withdraw from a course. The athletics team’s job is to track the students toward graduation. The students should take between 12 and 15 credits. The athletic advisor has the plan. The student has to pass at least 24 credits the first year. The 2nd year, pass at least 48 degree-applicable credits (40% of the requirements) by the end of the 3rd year, pass at least 72 degree-applicable credits (60% of the requirements) 4th year, pass at least 96 degree-applicable credits (80% of the requirements) and for the 5th year, if applicable, pass at least 120 credits. The fifth year is only if it is needed. There is a form to track the student’s progress in athletics. The academic advisors do not need to fill that one out, but should be using the departmental forms for degree progression. We do not want to increase the academic advisor’s work. They are trying to develop one document that the students would carry. Are there any additional concerns? How much are the student athletes staying in the same system as the regular students? Ms. Dean’s job is to keep the student athletes to maintain the student’s eligibility. Hello sign should work to withdraw from classes. Students need to check with financial aid before they withdraw. The withdraw form has been changed to include a line for a signature if the student is an athletes.

The next Faculty Assembly meeting with be on December 14th. The next meeting and will be joint with the Senate. Afterwards we will have a semester wrap up, from 12:30 to 3:30. The location is to be determined. This is not a party. However, there will be things happening such as food and music. It is a semester wrap-up development event. Bring a present that is wrapped (Under $5.00) and have it wrapped up nicely. It is not a party. We cannot virtually move the on campus events to an offsite event, it was a hopeful question.

Any new business, or announcements?

All of our current students are now enrolled in Canvas. They can proceed at their own pace.

Call for adjournment 12:00.

In attendance:

Nancy Niemi

Tau Kadhi

Heidi Anderson

Willie Brown

Ronnie Allen

Tiara Cornelius

Tim Gladwell

Phillip Brausch

Bryant C. Mitchell

Sharon D. Brooks

Donna Satterlee

Joseph Bree

Kate Brown

LaTahia Swain-Gilliard

Robert Mock

Grace Namwamba

Fred Tejada

Jurgen Schwarz

Brian K. Bergen-Aurand

77 people were on line.