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**Faculty Assembly Minutes**

**October 11, 2022**

**11:00 am**

**In person Hazel Hall 2040**

**Virtually through Google Meet**

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| **Meeting Activity** | **Responsibility** |
| 1. Welcome and Call to Order | Dr. Tiara Cornelius (1 minute) |
| 1. Approval of the September 13, 2022 Minutes | Dr. Donna Satterlee (1 minute) |
| 1. Today’s Business 2. President Anderson Updates 3. Provost Allen Updates 4. Introduction of Vice President of Administration and Finance, Anastasia Rodriguez 5. Introduction of Athletic Director, Tara A. Owens 6. Standing Committee Updates –    1. Academic    2. Faculty 7. New Business | Dr. Anderson (10 minutes)  Dr. Rondall Allen (10 minutes)  Dr. Grace Namwamba (5 minutes)  Dr. Amy Hagenratergooding (5 minutes)  All Faculty (5 minutes) |
| 1. Announcements | All Faculty (5 minutes) |
| 1. Adjournment | Dr. Tiara Cornelius (1 minute) |

**Officers:**

Chair - Dr. Tiara Cornelius (6284) Past Chair – Dr. Kate Brown (7596)

Chair Elect - Dr. Joyce Bell (3361) Parliamentarian – Mr. Joseph Bree (6270)

Secretary - Dr. Donna Satterlee (7997) CUSF Reps: Dr. Kathryn Barrett-Gaines 7934)

Chair – FAASC – Dr. Grace Namwamba (6055) Dr. Bryant Mitchell (6524)

Chair – FacConcerns – Dr. Kathryn Barrett-Gaines (7934)

The meeting was brought to order by Tiara Cornelius at 11:02

Minutes were approved by Kate Brown and seconded by Joyce Bell.

Approved by a vote from in person and online.

President Anderson covered three areas: (1) Strategic Plan Update, (2) Middle States Accreditation visit and (3) introduction of new cabinet members.

**Strategic Planning**.  At this time the USM strategic plan has now been approved by the BOR at the June meeting. This has been a 15-month process and each of the USM institutions are being asked to now identify the goals which will align with their institution.  Recall that the plan includes 3 levels of goals (short- mid-term and long-term).  There are 5 priority areas: (1) Academic Excellence and Innovation, (2) Access, Affordability, and Achievement, (3) Workforce and Economic Development, (4) Research and (5) Diversity, Equity and Inclusion. The USM requested each institution to prioritize the goals from highest to lowest in regards to the most critical needs and concerns of our institution.  This was submitted October 5.

Mission, Vision and Shared Values.  As part of the strategic planning process, we are reviewing our mission, vision and values.  Dr. Anderson reminded everyone that the mission and vision were reviewed by cabinet, deans and department chairs in an extended cabinet retreat last fall.  That group developed a ‘draft’ mission and vision statement that was shared throughout the departments/schools during spring semester.  Now all of that information is undergoing review and will be shared one more time with the extended cabinet for a final validation.

Next, we are continuing with our planning process by identifying a strategic planning committee: Co-chairs – Provost Ronnie Allen and Vice President Anastasia Rodriguez; Members: Drs. Lessa Thomas-Banks, Lakeisha Harris, Tau Kadhi, Robert Mock, Miriam Purnell, Mr. Darryl Isom and Vice President Latoya Jenkins.  Other individuals will be added as appropriate through the planning process.

**Middle States Accreditation**. MSCHE postponed all institutions' accreditation review process due to COVID; thus, UMES will be reviewed in 2025.  At this time the UMES self-study is due in Spring 2024.  We have established a steering committee for this review: Co-Chairs: Drs. Grace Namwamba and Dean Coolidge; Members: Drs. Urban Wiggins, Lakeisha Harris, Gretchen Foust, Nicole Hollywood, William Talley, Linda Johnson and Mr. Chris Harrington.  This steering committee is attending required MSCHE Institute meetings though November and following those meetings will involve individuals to assist them on the workgroup sessions.  More details to come in future weeks.

**Introductions**. Dr. Anderson concluded by introducing Athletic Director Tara Owens and Vice President for Administration and Finance, Anastasia Rodriguez.  She then asked VP Rodriguez to give a brief update on the transitions taking place in the HR Division.

Please let me know if you have questions or concerns. Heidi M. Anderson, Ph.D.

Dr. Anastacia Rodriguez in Admin and Finance

She is from Alabama.

She is met with H.R. for 8 to 10 hours. Provost said that this was the biggest concern. People may have multiple job offers. We need to be welcoming with great customer service. Who is responsible and at which point? It should be seamless and one person.

There are people already in HR- Mary Ames, Betty Fosque, and one other.

There should one email and one contact for onboarding, including every form and every signature. There will be training sessions in the spring. Trying to get people hired, on boarded and paid expediently. There may be a designated onboard person, a possible potential person in academic affairs. There should be an increase in touch points and transparency. She wants her folks to stop being the problem.

Dr. Anderson is calling for volunteers for strategic planning or volunteer through Dr. Allen.

Updates from Provost Allen:

**Hawk pack**

UMES team led by Provost Allen, Vice President Rodriguez. Peter, Michele Malone the bursar, and They will collect the concerns the faculty have had and send the concerns to Les Collins who is from Barnes and Nobles national level, Amanda Howe at the regional level, eventually to Eric Hydeman ([ehydeman@bncollege.com](mailto:ehydeman@bncollege.com)) in the book store.

System sent an email to faculty for spring book orders (maybe in SPAM? We did not receive)

Need the book orders for Spring 2023 by the 15th, Needs to be mailed out

Text book orders for winter list- past due

Send info/requests to Dr. Allen

For the students who opted out- Ms. Malone the Bursar says at least 60 days before refund

The students have 30 days to opt out.

Then 60 to 90 days for processing

Problem- we don’t know until Barnes and Noble tells us who the students are who opted out. At least two students were sold used access codes from the book store. The codes are from the publisher, but sold by the book store.

Who is managing the Hawk Pack?

Calls form the parents. They were told one fee and they get what they need.

Updates from the standing committees.

**Academics standing committee**

One item that requires a vote:

**New Program Proposal**

Post-baccalaureate certificate program in Global Humanitarian Disaster Assistance (GHDA) with a focus in Emergency Transboundary Outbreak Pests (ETOPs), Shelter and Settlement (S&S), or Leadership.

This program has funding.

Dr. Cornelius made the motion. It was passed by vote, online and in the room.

Dr. Kate Brown- MHEC and the system says that the documents that are required will be assembled, of who does what and when. Dr. Dunn has the files from SBT. There are some minor edits for language and they will go to the system and MHEC simultaneously in time for the next meeting. I think we have all of the documents, and will be putting them together by degree.

**Update from Faculty Concerns Committee**:

Dr. Amy Hagenratergooding

Faculty Concerns Committee report

Adjuncts are full voting members of the Faculty Assembly

Faculty Concerns Committee Survey #1 We are going to try a broader track for the surveys. We will send out a two question survey after the meeting as part of a series of anonymous surveys. Please include concerns, ideas and opportunities by the faculty

Please participate, look for it in your inbox

This is an anonymous survey that will help the UMES Faculty Assembly Faculty Concerns Committee better understand your needs, issues, concerns, and ideas:

This time: Describe one thing that would make your job easier.

Describe your top three concerns about issues that affect faculty at UMES.

That's it. Please complete this when you get it in your inbox. Adjuncts, please fill out the survey.

USM-- Math affinity group, undergraduate admissions

Trying tget input on how we will be affected for admission requirements

Currently, the students need Algebra II or equivalent course, which will align with the pathway to college. Is there a need for statistics or those who do not? There is a change in admission requirements.

What doors are open? What doors are closed for those who have not yet passed MATH 099. Issues that we need to be concerned about: Woman of color or scientist bound, the math could be a major impediment.

There is a pod cast on Friday by Amy Hagenratergooding. We don’t know yet for state funding.

HBCU funds are a separate pot.

**Walking trail** – trying to get HEERF.gov funds- COVID relief package where 50% goes to the students. It is run out of College Park.

No news on the situation on the pool.

No new business

Announcements:

The good news: State funded employees: We are getting a 4.5% COLA. raise starting November 1. Those on Title III will also get the raise. Not so sure about others on grants.

Attendance in person

Jennifer Whittington CSET

Etahe Johnson CSET

Ronnie Allen VPAA

Anastasia Rodriguez VPAA

Grace Namwamba SANS

Heidi Anderson Pres.

Cynthia Cravens CTE

Dana SSCSA

Scott England SESA

Kate Brown DBMA

Joyce Bell Social Science

Lakeisha Harris Grad

Sharon D. Brooks Library

Jamila Johnson CASS

Joseph Bree Library

Donna Satterlee HUEC

Tiara Cornelius MATH

52 people online