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**Faculty Assembly Minutes**

**November 8, 2022**

The meeting was called to order by Dr. Tiera Cornelius at 11:03.

Any discussion on the October minutes? Any online?

Minutes were approved. No opposition or abstentions.

Dr. Anderson

President Anderson asked the campus to celebrate the outstanding work from several of our faculty who are doing amazing work that is raising the status of the University nationwide. Specifically, the following three research initiatives:

**Princeton University:** Princeton has formed an Alliance for Collaborative Research and Innovation (PACRI). This is to engage in research collaborations with five HBCUs of which UMES is one. The two UMES projects are the listed below:

*A Framework to Better Understand Coastal Flooding in the Mid-Atlantic Region: How Groundwater May Play an Unseen Role in Climate Impacts to Estuarian Systems*  
**Meng Xia**, University of Maryland Eastern Shore, Natural Sciences  
Reed Maxwell, Princeton University, Civil and Environmental Engineering and the High Meadows Environmental Institute  
  
*Dissecting Erysiphe Necator Infection Mechanisms and Vitis Host Responses to Improve Grapevine Powdery Mildew Resistance*  
**Sadanand Dhekney**, University of Maryland Eastern Shore, Agriculture, Food and Resource Sciences  
Jonathan Conway, Princeton University, Chemical and Biological Engineering

**HHMI – Howard Hughes Medical Institute** – Dr. Victor Hsia and Dr. Jonathan Cumming. As you know from Dr. Anderson’s recent campus message, UMES was the only HBCU to ever to receive this prestigious award. Ultimately, **only six universities out of the original 38 were granted the Driving Change Awards**: (Loyola Marymount University in Los Angeles, the Ohio State University, the University at Albany, University of Maryland Eastern Shore, University of Montana, and University of Virginia).

Outcome of the HHMI Driving Change proposal will be creation of the **UMES STEM STARS**(**ST**udents **A**chieving **R**esults in **S**cience) program. This will be a living-learning, cohort model where students will be immersed in the university’s liberal arts culture and activities that support their collegiate goals. The plan will be achieved by “activities undertaken in the creation of physical, administrative, pedagogical, and cultural structures/activities supporting the UMES STEM STARS program.”

The last research project that Dr. Anderson called to attention to is a team of our UMES faculty who have submitted a proposal for the United States Air Force **University Affiliated Research Center (URAC),** as part of an HBCU Collaborative. The following team members are:

**Dr. Derrek Dunn**-Principal Investigator

**Dr. Payam Heidari-Matin**-Co-Investigator

**Dr. LaKeisha Harris**-University Coordinator

North Carolina Agricultural and Technical State University leads this consortium of ten HBCUs that will become the first USAF University Affiliated Research Center

focused on tactical autonomy. If this URAC proposal is funded, this will be the 1st HBCU collaborative to receive this prestigious award and the impact will be trailblazing.

President Anderson asked that these faculty and their initiatives be applauded. And recognized the recognition that they bring to our University.

These will sustain the institution, we are here! Round of applause

We will get the indirect costs back, Letters will come in early next week.

Thankyou. 11:15

Dr. Harris says that the Princeton awards were for $250,000 dollars.

Dr Allen updates from Provost office Happy Tuesday

1. Update on middle states- On the presentation for the slides from a couple of weeks ago, there was no change on the slides- we have made progress on November 10th, will be very last plenary session with Middles States, as part of our self-study institute. The next step is looking at our mission and vision statements. Thank you very much for those who participated in the shared values activity

As part of our cabinet meeting tomorrow, we will look at our shared values.

We will need to get

Develop three to five Institutional priorities will be, will meet in January with our institutional liaison, hopefully Spring of 2025.

Hawk Pack- Thank you for book orders, we need to reconcile the list of what has been submitted and what they have. He has seen screen shots of what the faculty have clearly submitted but it is not showing up on Barnes and noble book list. The faculty member is showing up on a list where they have not submitted.

Catalogue. Ms. Blake is working feverishly to get the catalog on line, the meeting will be next week and that will go to Provost faculty meeting on the 17th of November.

Adjuncts trying to get paid a bit more as well as for faculty doing overloads, and adjuncts- trying to get to $2700. They are seeing how much that will be, and he will let us know. Any other questions?

Kate Brown

Proposal updates have been approved by USM for these four programs

BS-in Engineering Technology

BS-Construction Management Technology

BS- Human Ecology- Child Development Concentration

BS-Hospitality Tourism and Management

Please be aware that the Curriculog needs to be followed.

There are New Programs Submitted to be reviewed at USM Education Policy and Student Life Committee on November 16, 2022

BS- Fashion Merchandising and Design

BS-Biomedical Engineering

MS-Human Ecology

MS-Data Science and Analytics Engineering

MS-Electrical and Mechatronics Engineering

PhD-Applied Computing and Engineering

There are New Programs also submitted to MHEC. MHEC has 20 day circulation period for objections followed by a 60 day evaluation period for decisions.

They have come back with a couple of questions that they have been dealt with.

All programs submitted will need more work in Curriculog to become part of the catalog for Fall 2023.

New courses

New Audit path

Need mechanism from Registrar to make this part of the process seamless

How will the programs move from Curriculog to acculog?

New program narratives

Need Instructions from the Registrar about the process.

Some of the ones that were put through, if the program if approved- will need to be changed.

We are hoping that by the time the students arrive, we will have a new live catalog.

It is USM that approves the modality changes. That is our understanding of that process.

There are six more programs in Curriculog-- all courses will need to be approved individually,

, new programs narratives –

Curriculog- this program does this-

Combine with Acculog efforts, need catalog live by when the students arrive

Coming up with the appropriate processes

Timeline for the processes.

Non substantial changes- do we have to wait for MHEC? USM approves the modality change. MHEC processes are complex.

We are working on coming up with things in writing- if you going to do something, then want to do this, then everything should be done at that one time. X and Y should be done together. It takes times, and is complicated to trust all of the subsequent activities will be done. It would be so much better if everything was done all at the same time. Don’t put off things for later.

All programs need a signature on an articulation agreement with at least one community colleges.

The articulation agreement should be part of the package. Deadline is December 15, onward, to have articulation agreements. Guidance on how to create one is on website.

The application needs to be completed in order to submit.

By January 9th need to have articulation agreements at that time.

Dr. Cornelius:

HHMI need to have more information from this group. Harris- the kick off is this week for the conference for HHMI, and Dr. Cumming and Dr. Xia, will be traveling to Silverspring, MD- conference this week.

Updates from the two Standing committees-

Academic standing committee:

Dr. Namwamba:

We do not have any action items that need voting on this month.

A revised course proposal and a new course proposal that has been moved onto Dr. Cornelius’ desk.

We have one more meeting in December, please submit proposals as soon as possible.

Faculty concerns committee:

We sent out a two-question survey to feel the pulse of the faculty and to see what the concerns were. It was a completely anonymous survey.

Two question survey results Corrie Cotton

We would like to thank everyone that completed the first survey-80 responses.

Some faculty loved their job and did not have any concerns or did not identify issues at this time. The survey is still open and running.

We welcome any additional responses. We monitor the survey, and we will any new responses to that list.

“One thing that will make your job easier”-correlate the responses into a table. There were some common themes: systems, policies, department chairs, salary, faculty, technology and flexibility

You can love your job and have concerns at the same time. Respond to the survey!

Some examples of the 77 responses:

Better communication; clear policies and procedures, XXXX, Written policy and procedures from HR, registrar office, etc. , Having only one person in charge of important campus tasks- should be backup for every position on campus (i.e. hiring approval, faculty contracts, fixing AV equipment)

Consistent application of rules to all faculty, staff, and students regardless of personal relationships. Less bureaucracy, contracts in a timely manner XX, Accounting support and procedures, physical plant responding in timely manner, IT response, Deionized water in building (research lab needs) Accounting support and procedure, More options for Canvas assistance, Instructional manuals for HAWK web, Book acquisition process.

Policy: To deal with faculty/staff insubordination, teaching load to match expertise, for new course development & programs & creative endeavors, Balance workload, Grant practices.

Salary: Adjunct compensation, salary compression, Extra pay to put classes online.

Faculty: Hire more faculty and/or qualified adjuncts xxx, more time with colleagues- share teaching strategies/creative ideas, Increased faculty spaces-faculty lounge, Vet Technician to assist Veterinarian, Advising included in work load, Expand writing center, more library staff, cut out unnecessary tasks.

Chairs: Understanding their roles, less authoritarian, more trust and support from dept. leaders

Technology: Stable WIFI/classroom, Wi-Fi access for students, computer updates- who can do them; limited administrative rights on faculty laptops X , need for updated technology, new laptops xx, blackboard + outlook > canvas + Gmail, every classroom should have working computers, projector and internet access, iMacs

Flexibility: four day work week XXX, with meetings and teachings, Load release, reduced work load

Additional topics that would make your job easier

Students: (Need basic understanding of math, need to be more prepared; support for remedial learning students

Location ( Need clinical practice closer to home, location of office closer to classrooms, cleanliness of classrooms, better working conditions- too hot or too cold)

Other (Administrative support/better Customer service XXXXXXX; transparency XX, infrastructure support X: 360 degree evaluation of staff (i.e. HR, Comptrollers, Registrar offices, IT, etch) by faculty; more support staff designated to particular schools (i.e. facilities, library, IT))

Responses came in paragraph format, we needed to put in concise form

**Describe your top three concerns that affect faculty at UMES** 76 responses

Office of Registrar/onboarding, XX

Salary XXXXXXXXX, Adjunct compensation XXXXX, Overload pay XXXX, adjunct pay disparities between departments, (equity and inclusion)

Expecting adjuncts to compete training without compensation

Infrastructure/incompetent administration/poor leadership/cumbersome processes

Limited/Lack of sabbaticals XXX, class size, large number classes, Insufficient appreciation, New faculty support, seed funds to initiate research activities.

Student preparation/cheating and disengagement XX, turning in assignments on time XXXXX, student attendance

Graduate students be involved with or work with at least one undergraduate student (mentorship)

Strengthen processes for teaching /research assistantships, lack of institutional-wide commitment to Starfish, more emphasis on branding than on retaining struggling students, expand counseling center staff to address mental health concerns of students, Resources to engage students

Advising done by faculty instead of by counselors and academic coaches xx

Timeliness of processes xx, not enough staffing XXX, communication, need better internal communication systems (univ. & depts.), poor communication on policy and personnel changes X

Policy on Role of chairs, Chairs does not invested in programs –feel disconnected from school,

Policy on hybrid/remote meetings X, Sexist practices/fairness

Chairs workload unrealistic, overworked chair, having remote meetings

More concerns- too many meetings, more opportunities for advancement of faculty, professional development of faculty, Technology XX, fixed leadership positions, “We’ve always done it that way” mentality, Lack of contracts xxxx, decent food and facility, food trucks-ethnic cuisine/minority owned?

Enrollment /low enrollment of academically strong students x, information not shared between offices regarding students/no clear policy on amount of grade period students are supposed to be given for COVID leave or family leave causing disconnection between instructors and students.

Low morale xxx, faculty collaboration xxx, high teaching load, workload/too many preps xxx, parking, confusion about degree audits, and activation for graduation. Research funds to support journal publication fee (currently paying out of pocket), defined process for getting things accomplished (i.e. getting forms signed) more efficient/streamlined process, faculty encouraging students to write bad evaluations for other faculty. Having 1 ½ day per month to do something fun, or free lunch.

Adjunct labor issues, administrative culture, too many faculty working remotely, Too many top-heavy people on some committees (should be more diverse), faculty and staff recruitment and retention (increased competitiveness to attract and retain stellar faculty x, poor facilities and maintenance x, insufficient budgets, Burnout, lack of flexibility, lack of job support, just being overworked

Next steps- the survey is still open

We will Continue to collect survey responses, meet with Dr. Allen and other administrators to communicate and address faculty issues and concerns

Need to mention opportunities that we may have, and especially more concerns that were not mentioned.

FCC Survey #2 Distributed after the Faculty assembly meeting.

Dr. Allen wants to “close the loop’ and suggests creating a dashboard so faculty can see their concerns and the status of them as they are addressed. This will be on the Faculty Assembly web page on Canvas.

We will continue having meetings with Dr. Allen each month.

Dr. Allen, will invite additional administrators to communicate and address other issues, since he cannot address everything.

Dr. Allen wants us to close the loop- need to create a dashboard on the faculty assembly website. To list concern and state of the solution

Survey coming out today is a simple yes/no why or why not survey- and has to do with remote access to meetings. It is about a specific concern.

Dr. Bergan--Aurand- He is curious about the details about more options about Canvas. It was just a statement. Nothing about which options would be added.

VP. Rodriguez: Some comments were overlapping, some were thematic.

She wants to know how to prioritize and how to address. – She cares about the concerns, and wants to make policies and procedures to make happen.

We have lots more things we can do with this data- she would like to be invited to the meetings. She would like to look for the quick wins, where some things may already exist, but we may not know about them. We should know where policy and procedures are located, and easier and faster to solve the problems. She would like to work with us on how to address the issues.

We have meetings every Thursday at 10:00 for faculty concerns, and meeting on the first Friday with Dr. Allen.

We do have concerns that require resources, it would be helpful when we meet with Dr. Allen, unpack that so that we know what that means. We did have a salary study, to bring people up to a certain level, and we will go back to the study, to go back and pay for compression issues.

If we can identify those who have resource needs, it will help prioritize. We do not have unlimited pot of money. We are looking into that.

The sheer number of responses was amazing.

The more responses we get the more we can move forward

Lakeisha Harris would also like to close the loop on some of these issues as well.

If you identified issues related to salary, please go back into the survey and make more specific. We will invite other admins to come to meeting

New business:

Dr. Harris- She would like to thank everyone for participating in the research survey. We do have some funding for publishing fees. Dr. May is the person to talk to about interdisciplinary survey. We want to know what we can do to strengthen

We do have some funding to publish in journals- how is it best to communicate that information. We have space available to address research needs. Survey will be in mail box- how to strengthen

No news on pool. We are waiting for the parts to arrive, and then they will coordinate with Jacola to get the parts installed.

The walking trail has a meeting scheduled with people on campus regarding the walking trail, and the athletic committee has a meeting scheduled with the highway department.

Dr. Anderson – Remember about Homecoming, and support the teams- support our student athletes. Paint your face, make your signs and go to the games.

Hall of fame dinner on Friday. They are interviewing the 2008 bowling team? (couldn’t hear)

Brian Bergen-Aurand-If anyone has suggestions/requests for more online /hybrid assistance please reach out directly to me and or see our website for more information: <https://wwwcp.umes.edu/citol/>.

If you are teaching online in spring or summer and need to be certified, register for one of the next OTC sessions. Winter OTC (accelerated 4 Jan-25 January) Spring 31 Jan-14 March, and spring 2 OTC 28th of March to 9 April.

Motion to adjourn, Joseph Bree, 11:58