

## AGENDA

1. Approval of the minutes of the September meeting – MINUTES AT BOTTOM OF THIS E-MAIL  
of time)
2. Motions from previous discussions.
  - A. Motion on the timely hiring of adjuncts (SEE WORDING BELOW)
  - B. Motion on automatic feedback of student registration to advisors (SEE WORDING BELOW)
2. Action Requested by the VPAA
  - A. Campus policy on Adjuncts (BOARD OF REGENTS POLICY AND PROPOSED CAMPUS POLICY ATTACHED, ALL IN ONE FILE)
4. Reports from Committees
  - a. Linda Johnson on Department Chairs: Selection and Appointment Duration (DOCUMENT ATTACHED)
  - b. Wanda Anderson on Access and Success
5. Old Business
6. New Business
7. Announcements

### Motion On the Timely Hiring of Adjuncts

UMES Faculty Assembly requests that the UMES Office of Academic Affairs take whatever action is necessary to insure that, starting with courses for the Spring Semester 2012, UMES is in compliance with the “45-day” rule on contracts for adjunct faculty. While we understand that there can always be special circumstances resulting in the late awarding of such contracts, we support the view of the Board of Regents that any

unnecessarily delayed adjunct contracts are both unfair to the adjuncts involved and to the students they are assigned to teach.

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## Motion on Automatic Feedback to Advisors

The UMES Faculty Assembly requests that the UMES Office of Academic Affairs take the necessary steps to determine the feasibility to assure the early implementation of modifications to the current student registration system so that both, as students originally enter their courses into the system and, at every occasion later when they enter changes into the system, the system will automatically send e-mail to the students' advisors informing them on the selections and changes made. Currently, there are too many students attending advising sessions with their advisors, agreeing to one set of courses who then go and either register for a different set of courses (or register for the original courses in case the advisor has relatively few advisees and might be checking and then several days or a week later, change the courses to something the student prefers). Such unapproved changes can lead to delays in student graduation when students have not taken the required courses, to students completing courses that they do not need, and to students not passing courses for which they were not yet prepared. Having an automatic feedback to the advisor will help assure that early intervention is possible and still not put any long-term additional burden on those working on the registration process in the Registrar's Office or in Academic Computing.

## September 20, 2011 Draft Minutes

The meeting was called to order at 11:07

- I. Approval of the minutes of the May meeting Mark Williams moved, Joseph Bree and Linda Johnson seconded. Passed as distributed.

### II. Housekeeping Matters

- A. Election of a Secretary to replace

Mastrodonato: Candidates- no other candidates than Donna Satterlee. Voted and passed: Donna Satterlee, secretary

- B. Election of UMES MHEC FAC representative -- 3 years for the term: Dr. Johnson, 8 votes , Dr. Heimdal 11 votes, Dr. Chi 8 votes nominees. Dr. Heimdal is elected.

Quorum is verified present (36 faculty members- including councilors)

### III . Actions Requested by the VPAA

- A. Revised Alternative Credits Policy:

Mark Williams moved to accept; seconded. Motion passes to change alternative credit proposed policy with modifications. This will go to the senate for a vote.

### **CURRENT POLICY WITH PROPOSED CHANGE NOTED IN BOLD-FACE**

#### **Alternative Credits**

All students who enroll in degree programs will be required to complete 12 alternative credits before graduating. Alternative credits can be earned by completing internships, summer and winter session

courses, on-line courses, **independent study, credit by examination** and courses completed while studying abroad.

B. Need to amend motions:

- i. Derry Stufft made motion to amend and it was seconded: should say “All undergraduate students” instead of “all students” Voted and passed
- ii. Linda Johnson Moved to include “undergraduate research”; Seconded Discussion. The sentence should read: “independent study, undergraduate research”

Voted and passed.

Discussion: credit by exam- should be included or not? Credit is given to UMES students for prior knowledge. This does have the property of not taking classroom space, does give UMES credit.

- iii. Emmanuel Onyeozili made motion made to eliminate “Credit by exam” seconded. Discussion. Transfer credit does not qualify since it is not “UMES generated.

Vote to remove “credit by exam” Modification to remove failed.

b. Adjunct Faculty Evaluation Form – PROPOSAL BELOW

Discussion about the standardization of evaluation for adjunct faculty- this does correspond with intent of regents.

Call for a motion: Moved and seconded. Vote: Passed

Topics on problems for adjuncts will be at another meeting.

#### IV. Reports from Committees

A. Chapin-Williams letter on our Tenure and Promotion document

Still no resolution on this – 1989 document is still in effect. Need approval from across the Bay.

B. CUSF report -- meeting occurs this Friday

Distance Education: Expertise is at University College. Federal requirements going through courts- must satisfy all requirements for other states, and must pay for implementing course in each state.

Working on Common Core Goals as it is required for “Moving up to the top”. Secondary school officials have the authority to determine the tests.

When the legislature looked, historically black universities are using more and more adjuncts, and graduation rates are lower. A report by the schools involved has been mandated.

#### V. Old Business

A. Selection and Appointment of Department Chairs  
Discussion will be continued the next meeting.

B. Improving the Faculty Assembly Constitution

C. Tenure and Promotion (our policy, possible changes in Regents' policy -- also in sabbatical policy)- Regents want to add “Activities that result in the commercialization of intellectual properties” . Nothing has happened so far.

D. Presidential Search: Judge by looking at the website.

## VI. New Business

### A. Change in Medical Benefits for Retirees

Health Benefits were vested by 15 years before; compromise was to go to 25 years. This has serious hiring implications

B. PeopleSoft/ Registration Policy Questions -- from several faculty members: motion next meeting

C. Adjunct Faculty Questions (Regents' policy and enforcement at UMES; legislative report): motion next meeting

D. Retention: the faculty role: Discussion will have reasonable faculty input- Wanda Anderson will come and talk at our next meeting.

## VII. Announcements

Dean Alade- please go to his meeting after this meeting  
Joseph Bree made the Motion to adjourn at 12:30