



## **UMES FACULTY ASSEMBLY**

Meeting Agenda

October 17, 2017

11:00am Frederick Douglas Library

### **UMES Faculty Assembly Board**

Dr. LaKeisha Harris- Chair

Dr. Mark Williams-Chair-Elect

Dr. Donna Satterlee- Secretary

Dr. Maryam Rahimi-Treasurer

Mr. Joseph Bree- Parliamentarian

Dr. Dean Cooledge- Immediate Past Chair

### **Faculty Assembly Councilors**

Dr. Willie Brown

Dr. Sungjae Hwang

Ms. Beatrice Nelson

Dr. Yeong-Nain Chi

Dr. Byungrok Min

Dr. Eric May

Dr. Simon Zebelo

- I. Welcome and Introductions
- II. Approval of Minutes from September 19, 2017
- III. Financial Aid Updates- Mr. Alvin Dorsett
- IV. Discussion on Student Registration- Dr. Rob Johnson
- V. Updates from Shared Governance Meeting- Dr. LaKeisha Harris
- VI. New Business
- VII. Adjourn



## UMES FACULTY ASSEMBLY

Meeting Minutes

September 19, 2017

11:00am Frederick Douglas Library

### UMES Faculty Assembly Board

Dr. LaKeisha Harris- Chair  
Dr. Mark Williams-Chair-Elect  
Dr. Donna Satterlee-Secretary  
Dr. Maryam Rahimi - Treasurer  
Mr. Joseph Bree - Parliamentarian  
Dr. Dean Cooledge – Immediate Past Chair

### Faculty Assembly Councilors

Dr. Willie Brown  
Dr. Edward Chapin  
Dr. Sungjae Hwang  
Ms. Beatrice Nelson  
Dr. Yeong-Nain Chi  
Dr. Byungrok Min  
Dr. Eric May  
Dr. Mark Williams  
Dr. Simon Zebelo

- I. Welcome and Introductions Meeting called to order at 11:05 by LaKeisha Harris, chair. The Faculty Assembly board was introduced.  
Need to get senators introduced

Approval of Minutes from May 15, 2017 Chapin 1st and Bachman, 2nd .  
Approved, and so moved.

Dr. Eric Hilton: Second day, admissions director- times have changed. Students have choices. Faculty is outstanding and committed to student. Competition has increased. Faculty engagement is important.

- II. Standing Committees --- please let Dr. Harris know if you are interested in being the chair of one of these committees. The chair populates the committee. Work is generated as issues arise.
- a. Committee on Faculty Affairs
  - b. Committee on Academic Standards, Curriculum, Programs, and Services
    - i. The committee handles everything that the faculty affairs committee does not. Previously worked on amendments to the by-laws. At this point, not the approval for new programs
- III. Dr. Lombuso Khoza- Education Abroad Opportunities
- a. Follow up from presentation highlights at faculty institutes



- b. We do not have to use the companies that she suggests
  - c. List of places on her PowerPoint for places that have opportunities for faculty
  - d. Encouraging students to fill out forms before they go abroad.
- IV. Ms. Bonnie Miller-Instructional Technology Welcome and Discussion of Roles and Responsibilities
- a. Update: We have 51% of our gen ed courses online. 72% active- deans and chairs want us to use the Blackboard grade book.
  - b. We have 105 online courses, 37 hybrid classes. We would like to have more hybrid classes. It is risky when we don't teach it the way we say it is.
  - c. MHEC has to approve if we have more than 50% of classes in a department.
  - d. Internal approval process for going online. The review process- needs to meet all of the standards. The rubric is available online, however, email to Bonnie Miller for access, as it is easier to find.
  - e. Face to face class that uses blackboard collaborate. Instructors may end up teaching using Blackboard collaborate, and that there is live interaction between student and teacher. We need to record classes that are using Blackboard collaborate.
  - f. Getting ready to release an edX course, which is a MOOC (Massive Online Open-source Course). HMGT-101. Most state schools are offering edX. It is possible to get credit for these courses, but it is a bit more complicated. The courses are a great recruitment tool. Open and free to the general public.
  - g. Goals – Gen Ed book free- good recruiting tool. To be able to find everything in open source. Creating open sources materials is a lot of work. Creating a platform to share open source materials.
- V. Priorities for 2017-2018
- a. Faculty Assembly Constitution
  - b. Faculty Assembly Website
  - c. Role of the Registrar in Curriculum Development – Still trying to find out
  - d. Salary Equity Study: Looking for a contract for an outside evaluator
  - e. Evaluation of Chairs:
  - f. Faculty Handbook: Top priority for editing handbook
  - g. Program Prioritization Review: Updates in October.
- VI. Announcements: Rob Johnson – would like a discussion next month: How to handle a student who enrolls late, and then has missed assignments. It is difficult to get



caught up. He will send a conversation to the chairs committee to start the conversation. The last day to add is in the catalog.

The 20<sup>th</sup> of September at Teakle Mansion. Free performance of Hamlet, bring lawn chairs. 7:30 pm.

It is International Talk like a Pirate day. Aargh!

Meeting adjourned at 12:15 pm.

#### Faculty Assembly Attendance, September 19, 2017

J. Weathers	Criminal Justice
D. Sauder	Department of Natural Sciences.
T. H. Baughman	Social Sciences
R. Johnson	Math and Computer Sciences
Urban Wiggins	Math and Computer Sciences
Lombuso Khoza	CIE/HUEC
Coach Nelson	Kinesiology
Joseph Pitula	UMES
Salina Parveen	Food Sciences
Sungjae Hwang	Kinesiology
Kirkland Hall	Kinesiology
Eric May	Department of Natural Sciences
Michel Patterson	Education
Latasha	Wade
Joyce Bell	Social Sciences
Tselate Talley	Rehabilitation
Byungrok Min	Ag-Food Sciences
M.L. Buerkle	DEML



Bill Chapin	Math and Computer Sciences
Mark Williams	MCS
David Alston	Social Sciences
Kingsley Ejiogu	Criminal Justice
Lilly Tsai	Criminal Justice
Caleb Nindo	FST
Nelseta Walter Jones	Criminal Justice