



Faculty Assembly Agenda

March 9, 2021

11:00 am -Virtual Meeting held jointly with Faculty Senate

Meeting Activity	Responsibility
I. Welcome and Call to Order	Dr. Lombuso S. Khoza
II. Approval of the February 6, 2021 Minutes	Dr. Donna Satterlee
III. Today's Business A. Administrative Updates B. Updates from the Provost's Office Promotion and Tenure update Faculty Handbook update Faculty online training certification C. Standing Committee Update Faculty Assembly Academic Committee D. CUSF Update E. New Business	President Anderson Provost and Vice President for Academic Affairs, Dr. Niemi Dr. D. Cooledge Dr. B. Bergen-Aurand - CITOL Committee Chair: Dr. .K. Brown Dr. W. Chapin Mr. J. Bree: Nominations for Faculty Assembly officers (Chair Elect, Secretary, Treasurer, Parliamentarian, CUSF representative)

IV. Announcements	Dr. C. Cravens - CTE Any Member
V. Adjournment	Dr. Lombuso S. Khoza

Officers:

Chair - Dr. Lombuso S. Khoza
 Chair Elect - Dr. Kate Brown
 Secretary - Dr. Donna Satterlee
 Treasurer - Dr. William Chapin CUSF representative
 Past Chair - Dr. Bryant Mitchell
 Parliamentarian - Mr. Joseph Bree

Started at 11:03

Good Morning!

Dr. Gooshen seconded the approval for the agenda.

The minutes are available in the shared files. Loveland approved, Chapin seconded the motion. No discussion

The majority approved, so moved.

President Anderson thanked the campus for reaching midterms and for all that you do for UMES. She covered three items as summarized below: (1) HBCU Settlement Case Update, (2) Compensation Study Update and (3) Employee of the Month committee

- This General Assembly has been reviewing and passing a number of bills that impact higher education. One bill that we are focused on is the HBCU Funding bill, which has now passed both chambers. In the Senate this bill has been amended with a funding source which is the Cigarette Restitution Fund revenues. Funds would be received in FY 23. If the bill reaches final passing and is not vetoed by the Governor, then UMES will be expected to hire a consultant by December 1, 2021 to assist us in developing new academic programs. Thus, at this time, the President has been meeting with deans and cabinet undergoing strategic thinking for new academic programs. The deans are meeting with their respective Schools. In the near future, two programs that we will get a feasibility study underway are: Veterinary Science School and enhancing health professions
- Compensation Study – Segal presented the final report to you last month. The President has now met with the Chancellor and have approval to move to the BOR meeting. The BOR meeting is scheduled in April and our compensation adjustments will undergo the next level of review that is needed. Any changes in salaries would be made in phases starting in July 1, 2021; every employee will receive a letter from HR sometime in May explaining these details.
- The President has instituted an Employee of the Month committee to begin selecting a deserving employee each month. Each month, the selected recipient will receive the following: a one-time \$50 bonus, their photo/brief bio will hang outside of SSC 2nd floor in a display “Employee of the Month”; and a story will be in the Key about their contributions.

The President reminded everyone to vote in the Home Depot Retool Your School challenge and provided the link for voting.

If we have programs on soft money, it is unknown what will happen. It will be used to start new programs and to help improve current programs.

She is deliberately calling the new employee board, 'Employee board', so that either faculty or staff can be on the board.

She mentioned that Dr. Das and Dr. Truong got the BOR award.

We are grateful to the Biden administration for the American rescue bill. There should be a special place for HBCUs. She would like to get a grant writer to help us get more money from grants and contracts.

We have gotten funding from the Thurgood Marshall fund for the COVID testing. There may be other funds that we can get.

We will not send the information for salary updates to supervisors. It is a personnel matter.

Spring break will come up in a few days. Take a few days to get some rest. Commencement will be virtual this spring.

Dr. Niemi,

Things are coming.

Promotion and Tenure updates: It is almost done. She is hoping that the report will be able to be presented for at the last Faculty assembly meeting for this semester. The task force has not seen her response to their efforts.

The faculty handbook is almost ready to present the update. They have been working very hard. Lots of people in the committee and external people are helping.

It will be a big meeting in April. There are a lot of things that need to be approved.

Dr. Bergan-Aurand: Because we will be face to face in the fall, we no longer have permission to have people do the online courses that do not have the certification.

He has started with a story. The question that he asked about teacher certification. For the last 10 days, he has been brainstorming. He wants to make this as painless as possible. When he arrived, there was a teacher certification course for the online course. The last update for any kind of guidance, he has checked with several organizations. We should be back under the previous guidance. He has launched the new version. He started off with 8 people. He now has 72 people waiting in line. There are three routes to be certified. To teach in an online course. There is an online form. There is a substantial cue. For those who are teaching in January, they will be at the end of the land.

The CITOL course, we have approved QM training 11 weeks, the OLC training, 12 weeks, Future Learn course, 3 weeks, is shorter, but needs supplementation. The future learn course has not been quite figured out for what needs to be supplemented. If you have already been certified: There is a master list, and if your name is on the list, then you are certified. If you have certification from other sources, then send to Dr. Bergan-Aurand the documentation. If your previous certification will meet the need, then we will put you in the list. Quick questions?

Who needs to take the certification? You must be certified if you are planning to teach an online course.

We are a residential campus. We have strict guidelines from MHEC and Middle states for the number of courses that can have online. She will send out the information.

Summer 21, is face to face. We are out of compliance for the number of courses we have online. Many of the summer courses are already online. Hybrid- needs to be a specially designated course. We do not have a policy as far as hybrids, there is no definition for what a hybrid course might be. There is no standard definition. We have a basic understanding of that the class will meet online part of the time, and in class part of the time. If the course is already marked hybrid, then most likely it we will continue that way. However, we will develop the best practice in teaching model. Maintain a regular and substantive interaction component. Hybrids do not need certification at this time. What constitutes excellent instruction online? RSI's – Federal financial aid, students must be in an on-line course in order to get financial aid. The online course must have predictable interactions, it must have content. For a course to be online, it must have two kinds of substantive information. We can lose financial aid over that.

We have a few other items on the addenda; Moving to Dr. Brown. The slides are posted for the Faculty Assembly Academic Standing Committee. See the power point in this folder.

Feel free to email to Kate Brown as soon as possible with questions or clarification.

CUSF from Dr. Chapin:

"1. As we go through this examination period, please be sure to be fully in support of the efforts of the campus to enforce academic honesty. There is heavier concern again in various areas across the Bay in making sure that those who cheat (turn in material not their own that they found on the internet, used calculators when these were forbidden, answered a question that only appeared on a friend's paper but not on their own, whatever) should be brought to light and made to pay the consequences. Although some of us may prefer to work hard instead on preventing the cheating in the first place, we need to recognize that this is *not* the general mood right now, so we must deal suitably with this situation if we find some of our students are unfortunately not acting honestly.

2. Unless you have been specifically authorized to do so by the upper-level administration of the campus, please avoid making **any** public statement about anything that could be interpreted as your espousing UMES policy. This is a time of general tenseness, with lots of folk looking for things to attack the USM and the various campuses by publicly announcing "Ms. X from campus Y said that ..." so now we know what the folks there have as their policy, even though it doesn't go along with what Z said was to be the policy for all the [campuses.in](#) the USM" It doesn't matter how minor (or obvious) things seem to any of us, we need to keep our mouths shut in public unless we have been given specific authorization to speak. Help keep the UMES front stay united through this difficult legislative time!"

There is a call for nominations for officers. Dr. Brown will move to the chair position, so we will need Chair elect, secretary, parliamentarian and treasurer.

Please contact Dr. Khoza, Dr. Brown, Mr. Bree, Dr. Satterlee, Dr. Chapin, No nominations now- we usually leave nominations open for a period of time. He will then compile a list. We need time to conduct the election. We need to go into Early April for nominations, so that we know by early May. As far as the constitution, there is no stipulation about how nominations are made. We will remind our colleagues through email.

Meeting is adjourned. Seconded by Mr. Bree.

Senate meeting commences