**Faculty Assembly Minutes**

September 12, 2023

Student Services Theater

1. **Welcome and Call to Order**

* Meeting started at 11:04 am
* Meeting was called to order by Dr. Joyce Bell

1. **Approval of May 9, 2023 Minutes** – Motion to approve minutes

* Dr. Lakeisha Harris moved to approve minutes
* Dr. Grace Namwamba seconded
* All in favor of approving minutes – None Opposed, No abstention

1. **Today’s Business**
2. **President Anderson Updates (Dr. Heidi Anderson)**
   1. **Legislative Priorities for 2024** 
      * **1890 State Match.** This year is a unique year for 1890 universities. We are an 1890 institution land grant, 1 of 19 institutions in the entire country that can claim that, and the closest to Washington D.C. We have an opportunity to advocate in a bigger way than many of the other 1890’s. 1890 universities receive funding for their agriculture program, and that funding comes federally from three different areas. The key point is that the federal funding that we get for our 1890 institutions requires a state 1:1 match; every $1 you get from federal, you should get $1 from the state. That has not always happened at all of the 1890’s in the country. The 1862’s always seem to get their match. We have to make sure that we advocate for our 1:1 match. President Anderson and Dean Kairo are back and forth in the Annapolis Legislative Office and Washington D.C. to ensure that we continue to have our funding. The reason this year is so unique is because of the Farm Bill.
      * **Farm Bill.** The farm bill is approved by congress every 5 years and includes a large portion of funding that comes to the 1890’s – including scholarship funds and funds for our Centers of Excellence. With the Farm Bill being on the table in Washington D.C., it also means that our advocacy needs to be even stronger than it has been in the past. We’re creating templates and if we need your voice, we will be sending out template letters saying please advocate by sending letters to your congressman. We were able to get our 1:1 match last year but it was one-time funding. We will be having conversations with them on why that has to continue so we don’t have to keep going back every single year.
      * **Infrastructure – School of Pharmacy and Health Professions Phase II**. We were able to move into Phase I in January, had the ribbon cutting in April 2023, and just yesterday we had another ribbon cutting for the sculpture. We want to be focusing congress, especially our legislators in Annapolis, on the second phase. For the second phase of that building, we’re looking at having a Veterinary Science Program and the other seven health professions consolidated into the building as well. So this will be the push for Phase II. That’s our advocacy on the state level, it’s at the top of the priority list so we’re going to be working towards that.
      * **Carver Hall Renovations.** The second infrastructure is advocating with the state to try to get funding to help us renovate academic buildings, especially Carver Hall. VP Rodriguez is spearheading this. It’s rare that you get renovation money from the state, but right now we have funding committed and we need to keep advocating to keep that in there.
   2. **COVID Protocols**. We are following the CDC Guidelines which is all Self-Responsibility. If you test positive for COVID, stay home for 4-5 days, or whatever your doctor says for you to do. Come in and wear a mask when you need to wear a mask. We are not going to mandate mask or have protocols where you isolate. We will have a Flu Clinic coming up sometime soon, hopefully before flu season starts or sometime in October 2023. We’re also checking with Somerset County Public Health to get COVID vaccines to set-up a Vaccine Clinic like we’ve done in the past. Otherwise, please just respond responsibly and take care of yourself if you are not feeling well.
   3. **Land Acknowledgement**
      * President Anderson would like to form an Advisory Committee to advise her on Land Acknowledgement. Many campuses have been looking at how do we acknowledge and recognize those indigenous people whose land we stand on, whose land we work on. Have asked shared governance leaders to form an advisory committee to advise her on what more we should be doing as far as land acknowledgment. Contact Dr. Bell and/or Dr. Thomas-Banks if you are interested in being a part of this advisory committee.
   4. **Leveraging Partnerships for Strategic Consultative Directions**
      * Leverage Partnerships for Growth. This has not cost us anything. We have received almost 3-4 million dollars from a group called Partnership for Education Advancement. This is a group of individuals who got together to try to help HBCU’s. They started during COVID helping us with our COVID protocols. We have partnered with them on several initiatives here at UMES. We were one of their initial 10 partners. We worked with them to help us grow enrollment, and help today’s students to enroll online. They helped us get certain tools, which they are paying for, that we are utilizing.
      * They introduced us to McKinsey who worked with us on value propositions (getting our name out there), career success, enrollment, and our online efforts.
      * RNL is a consultant that is here on a regular basis. Dr. Atkins comes on campus and has been working with our team in admissions and in financial aid and all of VP Jenkins’ area to help them focus on enrollment and retention efforts. They helped us create a Search Engine Optimization, which helps put our name high on the list when students are using their different technologies.
      * Artificial Intelligence Tools – Main Stay, Web Chatbot
      * In June 2023, they helped us pay for a full 2-day training of quality service. 200 individuals were trained in customer related service. This is going to continue.
      * They help give us persistence grants (scholarship funds) – grants that we give to students to help them persist here.
      * Anthology – online for adult learners. We have unique programs and we have an opportunity to put those online to be able to attract adult learners to add to our enrollment. Dr. Anderson thanked faculty because online enrollment came from their efforts and help, and helped the Provost determine which of those programs we should be looking at. And that’s why we are growing in that space because it will help with enrollment. Anthology comes with a full suite of work, not just online, but how do you enroll the students in a One-Stop Shop capacity. This is a space that we really need to be in to begin to make sure we attract other learners to our campus.
      * Used ReUp to help leverage our resources. ReUp pulls back those students who we call stop outs – students who may have dropped out years ago and just stopped, they have been working with us since 2019 to pull them back in. We don’t pay anything to ReUp and they have been able to attract ~200 of our students and have gotten half of them to re-enroll. That’s added about $500,000 in tuition from those 100 students that re-enrolled. We’re trying to hit enrollment and retention from a number of angles.
      * Question (Dr. Cravens): Does the partnership we have with academic impressions extend to other things because they also do a lot of faculty development?
      * Answer: We’re trying to work with them to get that to extend to there as well. We’d like to add other modules.
      * Asked by the Campus: What is going on with Walking Trail and Pool?
      * Answered by VP Rodriguez: For the Walking Trail, we’ve applied for a planning grant with the State of Maryland and are awaiting to see if we have been awarded planning grant. Walking trail will go around the perimeter of campus and require some engineering because we’re located on a flood plain and parts of the trail go over the flood plain. We have to prove that we’ve done the engineering to have water runoff and things like that which is why we need a grant because this project will cost upward of $2.5 million. Once we are awarded, we will go straight into the planning phase. Once we plan the trail, we will apply back to the state for construction funds for the actual trail itself. For the Pool, the dehumidification system has arrived to campus. We are currently in procurement to purchase the service to get the dehumidifier put into the pool area before we can do the rest of the upgrades to the pool. The pool will be a salt-water pool. Working towards getting the pool opened, hopefully, before the end of the academic year.
      * Dr. Bell commented that a lot of good things are happening on campus; pool, walking trail, and the large number of freshman and students in our buildings. President Anderson reminder her that today is the end of our census data collection so we’ll know our numbers after today.
3. **Provost Allen Updates – (Provost Rondall Allen)**
4. **Middle States**. Provost Rondall Allen thanked Drs. Namwamba and Gopalan for their leadership on the self-study initiative and thanked the self-study steering committee, which includes students and the working group co-chairs. We submitted the Self-Study Design document that was due September 5, 2023 – this document is an overview of how that self-study will be administered. Obtained feedback from the campus over the summer as well as in the spring. So the next step is to have our Vice President Liaison, Dr. Terence Peavy, to come to campus next Tuesday, September 19th, to speak with faculty, staff, and students to give us an overview of the Accreditation Process itself for 20-30 minutes during the Senate Meeting.
5. **One-Stop Support Center**. As we endeavor to move online, and be intentional as we do this, we need to make sure we have the right support for our registrar, financial aid, student accounts, comptroller, and admission. The One-Stop Support Center has been in place for at least 4-5 months. If you are experiencing any concern with the One-Stop, please feel free to send that to either Provost Allen or Dr. Gopalan. When you send the information please include the name, phone number, and approximate date and time that you spoke with the One-Stop. We have that smart-view technology which allows us to be able to go in and actually listen to a call if that’s the way the interaction occurred. Provost Allen has received a lot of good report from our staff and how they have been dealing with our students and parents who have been calling in; he thinks something good has been happening in a sense that the One-Stop System is handling more of those system-level questions where our faculty and staff can do a great job in addressing more of those complex issues.
6. **Faculty Handbook**. We received more updates towards the end of spring and over the summer. We endeavor to make sure we had that complete by the end of the spring but we kept getting updates. Last updates were received last week and Provost Allen will take them to the committee, and then try to get it to the Faculty Assembly for a vote by October. Provost Allen thanked the committee for doing a great job on getting the document together.
7. **HAWK PACK Updates (Mr. Peter Lee)**
   * + Compared to last semester the opt-in and course selections by faculty were definitely higher and worked really well. Mr. Lee was able to speak with a lot of the incoming students and parents to explain what the Hawk Pack is and the benefits of it. In conjunction with Barnes and Noble and Coca-Cola, we did a kick-off giving out free BodyArmor and some other giveaways with the Hawk Pack and the students seem to really enjoy that.
     + Eric Hydeman, general manager of the bookstore, wanted to let us know that there were some courses that were changed to online, and they are working on getting those course selections/materials connected to those.
     + Mr. Lee wants to put together an infographic that would help faculty that run into situations (such as a student can’t access their code or can’t access it on Canvas or they don’t have a book) on where to go and who to contact. Put together the whole process as how the Hawk Pack works and all of the moving parts to it as far as course materials and who all of the player are.
8. **Graduate Studies and Research (Dr. Joseph Pitula)**
   * + Reminders - timely submissions of grants - must be submitted 10 days prior to the submission deadline.
       - Matching requires negotiations for meeting that match.
       - New: Conflict of Interest forms required - fill out online (system- and nation-wide push).
       - Reviews of budget & narrative can take time (i.e. editing, budget negations, fringe benefits, miscalculations, etc.).
     + Additional Support for the Office - two individuals have been brought into the Interdisciplinary Research Center - Ms. Corrie Cotton will help with budget development and Dr. Eric May will provide additional support for grant writing.
     + IACUC and IRB Review can occur after submission; however, the grant account number will not be issued until after the review is complete.
     + One cannot submit a grant to an external funding source without approval from the Office of Research – will contact supervisor of violation of this occurs. There are potential risk of submitting grants to external funding sources without prior approval.
     + Effort - if you are charging your grant for Percent Effort and/or Release Time that occurs during your contractual time (not referring to summer salary) – please charge grants within 30 days of receiving the account numbers so that the drawdowns are initiated immediately. There are compliance reasons for that - it is not good policy to charge a grant for effort at the end of the grant cycle.
       - Note on Process – there is a form on the website related to salary transfer. Fill out the form, get all of the necessary signatures and then as a final component of process, submit the form to Leslie Warren, which will trigger the charge on grant.
     + IDC Recovery - for fiscal year 2023, all of the calculations for the IDC recovery has been completed; you should expect to see a letter in your email soon on your IDC recovery for the previous fiscal year. If you are not charging your salary on your grant, then the indirect cannot be charged - IDC Recovery is directly tied to salaries, wages, and fringe benefits on the grant - charge the grant to be able to get IDC Recovery.
       - Laura Duck manages IDC Recovery for SANS
       - Beatrice Wright manages IDC Recovery for everyone else
       - Contact them to get a budget number to make purchases and operate within the amount that you have been awarded. Use like any other account number, once you make a purchase with credit card, use the IDC Recovery account number given by Laura Duck or Beatrice Wright on visa log. Budget number can also be used for a trip request for through ARES.
     + Question: Contacts are different. An invoice is sent to the grantor as the work is completed. The funds are sent to UMES. Should the account still be charged even if the funds have not been received by UMES yet?
     + Answer: Yes
     + Question: Where is the salary transfer form?
     + Answer: It will be uploaded to the Canvas Group. We are transitioning to the Canvas system and updates, forms, and materials will be uploaded there.
     + UMES Faculty cannot be paid as a consultant – have to be treated as regular salary and percentage effort and everything else associated with that.
     + Question: If a faculty member owns a corporation, can we hire that corporation?
     + Answer: No, faculty members need to be on the grant as a faculty member. It’s considered a conflict of interest.
9. **Standing Committee Updates**
   1. **Academic (Dr. Grace Namwamba)** – Faculty Assembly Academic Standards Committee (FAASC) voted to approve two new program proposals.
      * B.S., Aviation Maintenance Management – Motion to Approve by Dr. Gould; seconded by Dr. Bell. No Discussion. Called for Vote – all in favor; none opposed and no abstentions. Motion Carried
      * Doctor of Veterinary Medicine (DVM) – Motion to Approve by Dr. Braxton; seconded by Dr. Bell. Question: Will there be a needs assessment required for DVM? Answer: That has already been completed, a full market research was done and the data presented both to the university board by Dr. Kairo and also in the proposal. Move for Vote; all in favor; none opposed and no abstentions. Motion Carried. The Faculty Assembly has approved the proposal to establish a DVM.
   2. **Faculty Concerns (Dr. Amy Hagenrater-Gooding)** – We will be sending out an update from Faculty Concerns detailing work done last semester and over the summer.
      * Committee met with administrative offices on top 3 concerns – Compensation, Policy, and Communication.
      * New salary study will take place – will look at issues of inequality in gender factors as opposed to a market study.
      * Updates to Adjunct Salary hopefully by spring 2024 – competitive pay scales.
      * Policy
        + Sabbatical Policy – clear and transparent policy, sample proposals, clear deadlines – something that mirrors the P&T guidelines. Dr. Brown suggested the assembly of a Sabbatical Committee – hopefully we can get someone from each school. Dr. Brown will work to assemble committee.
        + 360 Review – using School of Pharmacy’s 360 Review as a model. Looking to launch review campus-wide and looking to formulate a committee. Dr. Brown will work to assemble committee.
      * Ongoing Faculty Evaluation Process – everyone should be meeting this month with their Chair to discuss their individual objectives and goals.
      * Communication – the committee realized that there wasn’t a space to talk to individuals that were either retiring or who have left the university – thought that it would be a really rich space to have individual conversations with those individuals to gather information and use that information as we work together to build a stronger unit. Conducted informal exit interviews of people who have left the university. Saw lots of duplications and crossovers so hoping to share that information at a later date.
      * The survey deployed last year is always active and the link will be resent. Continue to add to the Ongoing Faculty Concerns Survey and use as needed.
      * Committee meets Fridays at 1:00 pm for ½ hour; consider joining Faculty Concerns Meeting.
10. **New Business**
    1. **Faculty Communication Committee** – Need to form a Faculty Communication Committee to conduct the online meeting aspect of the Faculty Assembly and conduct the election process. If you’re interested in joining the committee, please contact Dr. Bell and/or Dr. Thomas-Banks.
11. **Announcements – All Faculty** 
    1. We have a presenter at 12:30 pm in the SSC ballroom, invite you to come and be a part of the presentation. Lunch will be provided.
    2. Land Acknowledgement Committee – get committee up and running ASAP. Interested – send email to Dr. Bell and/or Dr. Thomas-Banks.
12. **Adjournment**
    1. Motion to Adjourn by Dr. Namwamba; seconded by Mr. Bree.
    2. Meeting Adjourned at 12:08 pm