

**Faculty Assembly Minutes**

October 10, 2023

Frederick Douglas Library Auditorium

1. **Welcome and Call to Order** ([Click Here](https://drive.google.com/file/d/1-b4vo70rauuZXH6I37z62_1gPRkqaBc0/view?usp=sharing) to access the meeting recording)

* Meeting started at 11:06 am
* Meeting was called to order by Dr. Joyce Bell
* 20 people in-person; 88 people online

1. **Approval of September 12, 2023 Minutes** – Motion to approve minutes

* Dr. Bryant Mitchell moved to approve minutes
* Dr. Cynthia Cravens seconded
* All in favor of approving minutes – None Opposed, No abstention

1. **Today’s Business**
2. **President Anderson Updates (Dr. Heidi Anderson)**
   1. **Commencement Date.** At the request of the Board of Regents, we were asked to have commencement on Saturday. The Board of Regents has a meeting scheduled for Friday, and since they like to attend our meetings, they have asked us to not hold commencement on Board of Regents’ Day. President Anderson has asked them to get us the list of meeting dates in advance so we can schedule around them. She also shared that some of the students were pleased with the date change because their families must take off on Friday to come to commencement. With a Saturday commencement, their families will not have to take off from work. This is something that President Anderson is going to ask the faculty to think about going forward in the future.
   2. **Black Caucus Visit**. Legislators from the Maryland Black Caucus came down to visit us within the last two weeks. Three quarters of the members who visited had never been on our campus. President Anderson thanked the deans, chairs, and her cabinet members who participated that day. This was a very good opportunity for President Anderson to thank them for a lot of things (the flood mitigation, the natural gas, completing Pharmacy Phase I building) and asked them to hear some presentations to help them know where we are and how to move forward. They received a Veterinary Science update, an update on the School of Pharmacy and Health Professions Phase II and the rationale behind it, learned about the challenges we face with our facilities (we’re over $110 million in deferred maintenance), and the challenges we have been having with MHEC (i.e. the duplication of programs). They were also informed that UMES a Carnegie R2, and shared with them our legislative priorities for the upcoming year. President Anderson is asking for over $200 million of capital improvements this year.
   3. **USDA Visit.** In the last two weeks, President Anderson met with the Deputy Secretary Torres Small one-on-one in her role as 1890 Vice Chair. Deputy Secretary Torres Small wanted to know the status of the Vet Program and was thrilled to know where we were with that and the fact that the faculty had approved the program. She has her team working to try to figure out how to help us in ways that we can move forward with that in the future.
   4. **Board of Regents Staff Awards.** The Board of Regents has Staff Awards every year. There are five categories for the awards and President Anderson wants faculty to think about the staff that might fit into these categories, and encouraged faculty to submit at least two names to each category.
      1. Exceptional contribution to the institution and/or unit to which the person

belongs

* + 1. Outstanding service to students in an academic or residential environment
    2. Extraordinary public service to the university or the greater community
    3. Effectiveness and efficiency regarding an academic or administrative

transformation with a savings of $10,000 or more

* + 1. Inclusion, Multiculturalism, and Social Justice

Nominations are due early February; however, President Anderson is pushing a deadline to mid-January because we must get all the packets uniform, and President Anderson has to sign off on them and give a letter of recommendation. If you think of someone, share it with the Vice President and Cabinet member in your area (i.e. Faculty – Provost Allen; Enrollment Management - VP Jenkins; Admin. in Finance - VP Rodriguez). Let’s try to get as many people nominated for these categories as possible.

* 1. **Give Our Hearts, Thoughts, and Prayers for Our Sister HBCUs.** President Anderson has been in contact with her President counterparts at those institutions. Since the semester started, Norfolk President buried a student from a shooting, Delaware State, Morgan and Bowie all had recent shootings. Salisbury has had some shootings on their campus also. Violence is something that President Anderson takes seriously; we must keep our campus safe. We’re doing several things to try to keep our campus safe – we have more cameras on campus and are about to install more, and have had regular conversations with our students on safety. Although it has her alarmed, with the help of her cabinet and Dr. Mock, President Anderson decided not to cancel homecoming activities. Extra security measures will be added, and we are seeking additional help, to help people feel safe on campus. President Anderson purposely lives on campus so she can watch and keep an eye on things. She wants all of us to stay vigilant and make us aware of what’s going on. Our students have been acting out every single weekend since campus has been open this semester. President Anderson has been talking to her fellow Presidents and this has all of them very emotional right now. President Anderson was at HBCU week and she had a conversation with quite a few Presidents about what’s going on and how we can take precautions. President Anderson wanted to make the campus aware that we are doing what we can to up our game in this area. She is not going to cancel homecoming activities but we are definitely going to be on high alert and have a lot more officers on campus that are in plain clothes. We are going to do what we can to try to make it safe.
  2. There was a question asked if the President could speak on the monies owed to 1890’s. President Anderson has met with both Secretary Cardona and Secretary Vilsack. They prepared a letter to all the governors in the country who have 1890 universities, and Governor Moore received that letter as well. There was a research study done, published in Wall Street Journal, Forbes and the Century, that talked about what that money was and the amount. It’s in the billions of dollars and our governor is having conservations with his office, President Anderson, our system, etc. So that’s where we stand as far as the letters are concerned. Our governor is well aware that we did not receive all the monies we were owed from being an 1890, and our match has not been the same, and that’s why President Anderson is constantly advocating for that with him. He is listening and his team is listening and President Anderson appreciates that.

1. **FAFSA Changes – (Vice President Latoya Jenkins)**

* [Click Here](https://docs.google.com/presentation/d/1cbBp7huLr68folwTw9hTKc3hOrxOqDGx/edit?usp=drive_link&ouid=103544333148365711177&rtpof=true&sd=true) to access VP Jenkins’ presentation
* VP Jenkins discussed FAFSA Simplification and covered the following:
  1. What is the FAFSA Simplification Act?
  2. What are the Changes?
  3. FAFSA Application Process Changes
  4. FAFSA Question Changes
  5. Expected Family Contribution (EFC) to Student Aid Index (SAI) Changes
  6. SAI Formula Changes
  7. FAFSA Parent & Dependency Status
  8. Preparing Our Campus Community: Getting the Word Out
  9. Preparing Our Campus Community: Forthcoming
  10. UMES Implications
  11. UMES Projections: Forthcoming
* A lot of college and university advocacy groups tried to block this law. They know that our students come from different demographics, different places of life, that their parents have different experiences with the government, the IRS and different groups. Key advocacy groups like APLU went against the law saying, we do not need you all to govern this, that college campuses, like our own, do great things to close the gap for schools and university students. But that is not where we are. Dr. Anderson and our university was a part of that fight because we know that we give out over six million dollars to our student regularly, and we don’t need the government to come in and help us figure this out.
* The act representations an overhaul of what the federal government is doing. This will start for the academic years of 2024 and 2025. It will continue with the free application. The federal government is preparing the FAFSA form and saying the form will be available in December. Usually, the form is available in October.
* We are sending out messages in Canvas and texting the students about the change. The federal government and the Department of Education is prompting students as well. Additionally, our Dept. of Financial Aid will be around giving out several presentations. Flyers will be posted in the SDC, engineering, and at other high engagement buildings, we will do email campaigns, our screensaver will talk about the changes that are coming with the federal government FAFSA, we are doing a digital signage board, putting information out there on social media, UMES news, and announcing changes in classes. They are meeting with the students in the town halls to understand the changes that are coming and really trying to provide as much information as possible.
* Question: How are we sharing this information with our high schoolers and ensuring they’re getting prepared for these changes?
* Answer: HBCU Maryland VPs and V.P. Jenkins met with counselors (there was over 5,000 counselors nationwide) at the end of September and gave a presentation about the great things that are going on at HBCUs, and then how we are getting prepared to follow the index and the changes that are happening. We are using our platforms to share with as many people as possible. We are starting the recruitment cycle early by having engagement days with high schools and counselors. During last Friday’s Engagement Day, Dana presented on the changes of FAFSA to the counselors and the families that were in attendance. There were over 200 families and students, we had counselors and groups of students from schools represented, and we will continue that throughout the fall and spring semester, in addition to sending out some marketing materials to them as well.
* We will be sure to share more information of how scholarships will be impacted, and the work that we are doing with online programs and scholarships as we move forward with the federal government changes.

1. **Walking Trail and Pool Update (Vice President Anastasia Rodriguez)**
   1. **Walking Trail.** The State of Maryland Department of Transportation has awarded UMES a $400,000 planning grant, with a $100,000 match from UMES. The grant will help us plan the trail. We’re working with College Park Service Center because the overall project will be so large that we have to work with them on this. We’re working with them to hire a firm to help us plan and design the trail, that includes surfaces, signage, any engineering, because the plan goes through a floodplain. We have to make sure we have plans for culverts, wastewater management, etc. from the actual trail itself existing. This part will take about a year. As soon as we get the plan done, then we will take the plan and the cost of the plan, and reapply to the State of Maryland Department of Transportation and they will give us funding to help support us building the actual trail.
   2. **Pool.** The dehumidification system is getting installed, the pool was pressure tested, some repairs have been made to the pool surface itself, some leaks have been repaired, and they are currently working on replacing the chemicals feeding system to a saltwater system. They are now going through a process of getting training on how to manage the system as well as hiring lifeguards. Hoping for a spring semester opening of the pool.
2. **General Education Program (Dr. Terry Kundell)**
   1. The General Education Program was effective the beginning of the fall semester. Dr. Kundell thanked the committee for working over the summer and approving things all summer long.
   2. Dr. Gopalan asked Dr. Kundell to create a website ([www.umes.edu/gep](http://www.umes.edu/gep)) that she completed in late July. The website is updated regularly, and she has added some things that are not in the catalog, such as the learning goals, JEDI, and the assessment section. They are adding an assessment for JEDI and Math, and strongly considering going beyond that and considering going to the Territorium EPP, which is the new version of the ETSs, Objective Exam for General Skills Assessment. It is specifically for general education program assessment and it test more areas - reading, writing, critical thinking, which is one of our learning goals, and math, so we would be assessing all learning goals with this.
   3. The Writing Assessment is an objective test, and the only true test of writing skills in writing.
   4. To really close the loop, we need to collect data on all of the subcategories in the rubric that we use to assess these artifacts. Canvas has all kinds of analytics built-in. Dr. Kundell is going to be creating account level learning goals and then tying them into English 102 or 203, and we’re going to get much richer analytical data.
   5. Dr. Gopalan asked Dr. Kundell to send letters to program directors and chairs. The registrar’s office is overwhelmed, so the new catalog is not up yet. All of the submissions to Curriculog over the summer have been made through and to the level of the registrar’s office. Dr. Gopalan thought, go ahead and create the website and use that as the foundation for the text in the catalog instead of the reverse. Dr. Kundell is going to ask the chairs to create their background sections for the catalog, and maybe keep is simpler. They don’t need to repeat the General Education requirements for every program, they just need to repeat the part that’s different depending on the program.
3. **Standing Committee Updates**
   1. **Academic (Dr. Grace Namwamba)** – Faculty Assembly Academic Standards Committee (FAASC) voted to approve four new programs. The minor in sports management and the minor in exercise science do not leave the campus but need to be approved here.
      * 1. Minor in Sport Management – Motion to Approve by Dr. Bryant Mitchell; seconded by Dr. Joyce Bell. No Discussion. Called for Vote – all in favor; none opposed and no abstentions. Motion Carried and the Minor in Sports Management is approved.
        2. Minor in Exercise Science – Motion to Approve by Dr. Cynthia Cravens; seconded by Dr. Christopher Prosser. Move for Vote; all in favor; none opposed and no abstentions. Motion Carried and the Minor in Exercise Science is approved.
        3. Upper Division Certificate in Work-Based Learning and Career Counseling - Motion to Approve by Dr. Joyce Bell; seconded by Dr. Cynthia Cravens. Question: What is an Upper Division Certificate? Answer: Four upper-level courses to help teachers that are already in service to get endorsements. Comment: Please keep in mind that certificate programs do not quality for financial aid. Question: Are they online. Answer: Some of them are and some are not. All are in Baltimore. Move for Vote; all in favor; none opposed and no abstentions. Motion Carried and the Upper Division Certificate in Work-Based Learning and Career Counseling is approved.
        4. Upper Division Certificate in Career and Technology Education – Motion to Approve by Dr. Cynthia Cravens; seconded by Dr. Bryant Mitchell. Move for Vote; all in favor; none opposed and no abstentions. Motion Carried and the Upper Division Certificate in Career and Technology Education is approved.

Dr. Namwamba stated that the Upper Division Certificate is just four courses but they do have to put together a full program proposal, as if they were proposing a degree program, so it’s a very long proposal.

* 1. **Faculty Concerns (Dr. Amy Hagenrater-Gooding)** – Dr. Hagenrater-Gooding wanted to let everyone know that we’re working with Dr. Brown to update the faculty handbook and include those sabbatical dates much like P&T that we mentioned during the last faculty assembly. The big announcement that she wanted to alert everyone to is that we’re issuing our first survey of the 2023-2024 academic year. We had three surveys last year, and we received such great response. Dr. Hagenrater-Gooding thanked everyone for taking the time to answer those survey questions because the beginning of this semester, the surveys that we’re putting out is an outgrowth of those responses. We’re kind of drilling down into that data and continuing to get more information. The first survey we’re going to be issuing is called “Understanding Your Thoughts on Chairpersonship”. It is a very quick two question survey, and will be coming out later this week. It’s anonymous and just helps us funnel your thoughts and feedback to the administration.

1. **New Business**
   1. **Library (Mr. Joseph Bree)** – Before COVID 19, we had the Reserves Collection, items that professors bring and put on reserve for a temporary basis (usually professor owed materials) and then students would be able to check those out for a limited amount of time and use them in the library. When COVID hit, the library discontinued checking out those materials because it wasn’t safe to continue lending out materials to multiple people. The alternative that they have been using is Control Digital Lending, where they digitize a copy of a book and loan the digital copy just like they would a physical book; however, it’s a lengthy process because you have to scan the entire book. The question remains, do we want to bring the traditional Reserves Collection back and allow students to check out materials.

Question: What are other libraries doing these days?

Answer: No sure. Mr. Bree knows that there are other universities that have Control Digital Lending. Salisbury University has both digital and traditional lending but they also had a book sanitizer before we did.

There are some issues with Controlled Digital Lending because there are people fighting and publishers don’t quite like the idea, but no real decision has been made yet.

Question: Can’t we have both?

Answer: There’s no reason why we can’t.

There is an interest in conducting a survey to ask faculty. Mr. Bree will create a survey and have it sent out to all faculty, and get the feedback that way.

* 1. **Faculty Communication Committee (Dr. Joyce Bell)** – Last month we asked for volunteers for the Land Acknowledgement Committee, which is Dr. Anderson’s committee, and wanted to thank Donna Satterlee, Michelle Spencer, Roxana Walker-Canton, and Kathryn Barrett-Gaines for volunteering to be on that committee.

We also asked for volunteers for the Communications Committee and wanted to

thank Billy Brocato, Lisa Zheng, Prince Attoh, and Masoud Moghaddam.

Dr. Anderson will be sending a charge to the Land Acknowledgement Committee and Dr. Bell will be calling a meeting to talk about the charge for the Communications Committee.

1. **Announcements – All Faculty** 
   1. The CASS J.A.M.S.S is tonight.
2. **Adjournment**
   1. Meeting Adjourned at 12:14 pm