



## UNIVERSITY OF MARYLAND EASTERN SHORE

### Joint Faculty Assembly & UMES Senate Minutes December 12, 2023 Frederick Douglas Library Auditorium

#### I. Welcome and Call to Order ([Click Here](#) to access the meeting recording)

- Meeting started at 11:06 am
- Meeting was called to order by Dr. Joyce Bell
- 14 people in-person; 89 people online

#### II. Approval of Faculty Assembly November 14, 2023 Minutes – Motion to approve minutes

- Dr. Donna Satterlee moved to approve minutes
- Dr. Billy Brocato seconded
- All in favor of approving minutes – None Opposed, No abstention

#### Approval of UMES Senate November 21, 2023 Minutes – Motion to approve minutes

- Mr. Joseph Bree moved to approve minutes
- Dr. Joyce Bell seconded
- All in favor of approving minutes – None Opposed, No abstention

#### III. Today's Business

##### 1. President Anderson Updates (Dr. Heidi Anderson)

President Anderson thanked everyone for all they did this year, and congratulated many faculty and staff for awards received.

- **Board of Visitor Meeting.** Had a robust meeting Monday December 11, 2023. Shared a lot of the academic programs that faculty have approved and/or made new changes; provided updates on research, School of Business and Technology, STEM STARS, & other new academic programs. Provided an update that the university had approved the Vet Program. It has also been approved by the Board of Regents Education Committee and goes to the full board for approval at this Friday's meeting. Board of Visitors were so helpful in giving ideas for other ways to get funding for that program, and they have ideas of other ways we can expand (i.e. pet industry, horse industry). Also shared with them our Soaring to Excellence Campaign (\$60 million campaign, we are now at \$43 million), and several of them made contributions.

- **HBCU Settlement Funding.** We received part of the settlement a few years ago; we were awarded ~ \$9 million. In December of each year, UMES must send a report to the state about how we are spending those funds. Required by law to use funds in the following 5 categories:
  - New Academic Programs
  - Existing Academic Programs
  - Recruitment and Marketing Materials
  - Professional Development for Faculty, Staff and Students
  - Scholarships for Students

Question – Dr. Barrett-Gaines – If we don’t spend all the money in one category, can we slide money over to another category? Are we free to decide that?

Answer – We have flexibility. We are free to decide where we spend the money within each category – we can move money from one category to another.

## 2. **Provost Allen Updates – (Dr. Rondall Allen)**

Provost Allen thanked faculty, staff, and students for all their hard work.

### a. **HBCU Settlement Funding (see attachments below).**

1. Scholarships/Financial Aid/Student Support Services – spend a lot of money supporting students through scholarships, also supporting students in their research and how they disseminate that information.
2. Faculty and Staff Professional Development – funding provides opportunity for faculty and professional staff to participate in workshops and seminars to help them maintain competence in their respective disciplines, and to develop new techniques to enhance student engagement in the didactic and experiential settings. Encourage faculty to participate in registration days – department and faculty awards. Funding for professional staff only; staff professional development is funded through other sources from the operational budget.
3. Expanding and Improving Existing Academic Programs, Including Online Programs – supports hiring faculty and staff, and any equipment needs for new programs.
4. Development and Implementation of New Academic Programs, Including Online Programs – moving some programs online and new programs – need faculty and staff to support different programs that have just been approved.
5. Marketing – supporting more marketing to make sure our brand is recognized. Working with a reputable marketing firm in the state.

### b. **Faculty Handbook.** Dr. Brown is heading this committee; working with committee to make some needed changes to the handbook.

c. **New Director for PGA Golf Program** – Dr. Klenton Sparks started December 1, 2023. Provost Allen shared some of Dr. Sparks accolades and achievements.

d. **UMES Middle States Self-Study Update (Dr. Grace Namwamba)**

- Shared Self-Study Timeline – we have less than a year to submit the report
- Shared Key Timeline Milestones
  - Self-Study Design (roadmap of what will happen during the study) – Informed on October 6, 2023 that the document was approved and they were very impressed with everything that we had in the document.
  - We have seven working groups based on the seven standards – 1<sup>st</sup> draft of report - deadline December 18, 2023; 2<sup>nd</sup> draft in March 2024; in July 2024 – have to finish and submit to the team lead who will visit the campus before we submit the final report
  - Selection of Team Chair – January 2024
  - Site visit – Spring 2025

How can you help? Please provide feedback when requested in a timely manner. Using Accreditation Software: Weave - when Dr. Namwamba sends invitation link, please do not ignore it so you can go into the system to complete any assigned task(s) at the appointed time.

Website - <https://wwwcp.umes.edu/middlestates>

**3. Graduation Ceremony Updates (Vice President Latoya Jenkins)**

- Excited to celebrate our graduates on Saturday – approximately 170 graduates
- Faculty can report as early as 8:00 am – breakfast will be served; can get robed in Hytche Dance Studio
- Staging location for students – students report at 8:00 am to the SSC ballroom; breakfast provided
- Ticket Takers – start at 8:30 am; doors open at 8:30 am
- Families are asked to be seated at 10:00 am; ceremony will start at 10:00 am sharp

**4. Parking Updates (Vice President Anastasia Rodriguez)**

- Installed new parking system
- Enforcing New Parking Regulations – will start 1<sup>st</sup> day of Spring 2024 semester; using license plate readers
- Staff will park in staff parking lots and students will park in student parking lots
- All permits are electronic – allowed to have 2 license plates on account; however, only one vehicle can be on campus at a time

Question: So, the tag system will be abolished?

Answer: Yes, we won't have hanging tags anymore; it's all electronic.

- Go through Auxiliary & Business Services website to register; emails have been sent.

Question: What's the strategy for visitor parking with this new system?

Answer: There's a visitor portal that they will have to go into and register their vehicle license plate.

- Will accept parking permits from SU students
- UMES & SU will honor each other's electronic parking permits
- Visitor Passes are free of charge

Question: How far in advance will you have to register visitor parking?

Answer: Can register vehicles within minutes with electronic system.

- Will have frequent and daily enforcements – students will receive tickets for parking where they are not supposed to park.
- Discussed adding more signage to parking lots where they find issues.
- Register for parking permits - fall semester of each year
- Reduced parking fee for adjunct faculty? Will consider a reduced parking fee for adjuncts, but think that \$60.00 is an affordable and a fair amount.

### **Walking Trail and Pool Updates**

- Still working on pool – last update was on repainting, lighting, and working on pool; however, found additional issues with the pool so they are still working on those. Do not feel comfortable giving a time of when the pool will be opened.
- For walking trail – in the process of finding and procuring a firm to do the design & engineer plan for trail; probably won't have a plan until close to the end of the spring semester.

**Peter Lee (Director of Auxiliary & Business Services)** – introduced new Barnes & Noble Book Store Manager – Joseph Frank

- Accepted path for submitting book orders is through the portal; however, you can send course adoptions directly through email (jfrank@bncollege.com).

### **5. Standing Committee Updates**

- **Academic (Dr. Grace Namwamba)** – Curriculum proposals requiring Faculty Assembly Approval.
  - BS/MS in Construction Engineering and Management (New Program) – Motion to Approve by Dr. Joyce Bell; seconded by Dr. Yuanwei Jin. No Discussion. Called for Vote – all in favor; none opposed and no abstentions. Motion Carried and the BS/MS in Construction Engineering and Management is approved. The program will move forward to the next level for action.
  - Doctor of Pharmacy (Substantial Modifications) – Motion to Approve by Dr. Tim Gladwell; seconded by Dr. Miriam Purnell.
    - Discussion – Dr. Barrett-Gaines had a question about this part of the procedure. She stated that she never has any basis upon which to vote, yes or no. Is this a formality or is there any way to hear from someone who opposes so we can understand how to base our vote? What part of the procedure is she missing where she learns about this? Dr. Namwamba stated that all proposals are in Curriculog and all faculty have access to review every proposal that is put forward. Dr. Barrett-Gaines stated that she doesn't make it a habit to peruse Curriculog and seems like there

should be some kind of warning ahead of time; she likes to be an informed voter. Dr. Namwamba stated that this is the established process, and that the committee does a thorough job with reviewing proposals. Mr. Bree stated that procedurally, Faculty Assembly is the representative body of the faculty so by having the vote here in Faculty Assembly we're essentially saying that the faculty approves. It's the job of the committee to do the in-dept research so that every faculty does not have to look into every issue. We trust the committee to have done that research to give us informed information about programs and changes that are made. This process was voted on several years back. Dr. Barrett-Gaines stated that maybe the committee could provide presentations during the meeting. Dr. Namwamba didn't think this would be feasible during meetings.

- Called for Vote – all in favor; none opposed and no abstentions. Motion Carried and the substantial modifications approved.
  
- **Faculty Concerns (Dr. Amy Hagenrater-Gooding)**
  - Committee continues to parse through data from the surveys.
  - Committee assembled a chart of many of the questions you have posed and concerns expressed and shared those with Dr. Brown. He's working with the committee to put us in touch with who best to address each issue. It's our hope to work through that and share an update at the beginning of next semester.
  - Continue to work on the 360 Review, and have discussed possibly piloting a study in the spring.
  - Couple of new concerns that do merit a discussion - allergies to cannabis smell and problems with health issues related to faculty and staff in the classrooms (have received multiple correspondences about that), and an AI policy and how best to deal with that.
  
- **Faculty Communications Committee**
  - Results from special elections – Dr. Amy Hagenrater-Gooding – New Chair Elect
  
- **Senate Update** – No update provided
  
- **Counseling Services** – Will table counseling services updates until next meeting

#### **IV. Announcements – All Faculty**

- a. Professional Development Days – January 22 & 23, 2024
- b. End of Semester Holiday Cheer – today, 3:00 pm at the Henson Center

#### **V. Adjournment**

- a. Motion to adjourn – Mr. Joseph Bree
- b. Meeting adjourned at 12:05 pm



UNIVERSITY OF MARYLAND  
EASTERN SHORE

**DIVISION of ACADEMIC AFFAIRS**

*Office of the Provost and Vice President*

**Campus Plans for HBCU Funding – FY 23**

The University of Maryland Eastern Shore has developed a plan to expend the allotted HBCU Settlement funds for fiscal year 2023. The plan aligns well with its strategic priorities and includes expenses across all of the allowable categories. A brief description is provided for each category along with a table that includes additional information regarding the expenses.

**Category I – Scholarships, financial aid, and student support services**

Description - In alignment with its mission to provide an affordable quality education for all students, the University will provide academic scholarships for undergraduate and graduate students. It will also provide financial support for students to participate in experiential learning projects and to present their research at regional and national conferences.

<b>Activity</b>	<b>Amount</b>
Student travel and experiential learning	\$135,000
Student assistantships, certifications, and scholarships	1,780,000
<b>Total</b>	<b>\$1,915,000</b>

**Category II – Faculty and staff professional development**

Description - The University has allocated funds for faculty and staff professional development. The funding provides an opportunity for the majority of the faculty to participate in workshops and seminars to help them maintain competence in their respective disciplines and to develop new techniques to enhance student engagement in the didactic and experiential settings.

<b>Activity</b>	<b>Amount</b>
Faculty and staff professional development	\$150,000
<b>Total</b>	<b>\$150,000</b>

**Category III - Expanding and improving existing academic programs, including online programs**

Description - The University has also begun the process for expanding, improving, and maintaining existing programs. This includes, but is not limited to, hiring new faculty, a transfer coordinator, and staff to assist with specialized program accreditation. A writing center will also be established to assist with thesis and dissertation development for graduate students.

<b>Activity</b>	<b>Amount</b>
Hire new faculty (7)	\$921,000
Hire new staff (2)	\$181,000
Graduate Program Writing Center	\$239,000
<b>Total</b>	<b>\$1,341,000</b>

**Category IV - Development and implementation of new academic programs, including online programs**

Description - The University has committed funding to support the start-up of new academic programs. The new programs that were recently approved by USM include a BS in Fashion Merchandising and Design and Biomedical Engineering; a MS in Human Ecology, Data Science and Analytics Engineering, and Electrical and Mechatronics Engineering; and a PhD in Applied Computing Engineering. There were also four new programs that were approved by USM and MHEC. They include a BS in Hospitality and Tourism Management, Construction Management and Technology, Engineering Technology, and Human Ecology (concentration in childhood development).

<b>Activity</b>	<b>Amount</b>
Hire new faculty (10)	\$1,452,000
Hire consultant	\$25,000
<b>Total</b>	<b>\$1,477,000</b>

**Category V – Marketing**

Description – A consultant will be utilized to increase awareness and enhance perception of UMES by leveraging a new brand identity to break through the clutter of a highly competitive landscape.

<b>Activity</b>	<b>Amount</b>
Leverage various forms of media – radio, print, online, bulletins, transit, social media, display, etc.	\$1,200,000
<b>Total</b>	<b>\$1,200,000</b>

**Summary of Expenses**

<b>Category</b>	<b>Amount</b>
Scholarships, financial aid and student support services	\$1,915,000
Faculty/staff recruitment and development	\$150,000
Expanding and improving existing academic programs, including online programs	\$1,341,000
Development and implementation of new academic programs, including online programs	\$1,477,000
Marketing	1,200,000
<b>Total</b>	<b>6,083,000</b>



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**Campus Plans for HBCU Funding – FY 24**

The University of Maryland Eastern Shore has developed a plan to expend the allotted HBCU Settlement funds for fiscal year 2024. The plan aligns well with its strategic priorities and includes expenses across all of the allowable categories. A brief description is provided for each category along with a table that includes additional information regarding the expenses.

**Category I – Scholarships, financial aid, and student support services**

Description - In alignment with its mission to provide an affordable quality education for all students, the University will provide academic scholarships for undergraduate and graduate students. In addition, we have enhanced student success initiatives such as a STEM Success Center to provide additional wraparound services to students.

<b>Activity</b>	<b>Amount</b>
Student Success Initiatives	\$1,015,000
Student assistantships, certifications, and scholarships	2,342,000
<b>Total</b>	<b>\$3,357,000</b>

**Category II – Faculty and staff professional development**

Description - The University has allocated funds for faculty and staff professional development. The funding provides an opportunity for the majority of the faculty to participate in workshops and seminars to help them maintain competence in their respective disciplines and to develop new techniques to enhance student engagement in the didactic and experiential settings.

<b>Activity</b>	<b>Amount</b>
Faculty and staff professional development	\$300,000
<b>Total</b>	<b>\$300,000</b>

**Category III - Expanding and improving existing academic programs, including online programs**

Description - The University has also begun the process for expanding, improving, and maintaining existing programs. This includes, but is not limited to, hiring new faculty, a transfer coordinator, and staff to assist with specialized program accreditation.



<b>Activity</b>	<b>Amount</b>
Hire and maintain faculty and staff for new programs	\$1,954,000
<b>Total</b>	<b>\$1,954,000</b>

**Category IV - Development and implementation of new academic programs, including online programs**

Description - The University has committed funding to support the start-up of new academic programs. The new programs that were recently approved by USM include a BS in Fashion Merchandising and Design and Biomedical Engineering; a MS in Human Ecology, Data Science and Analytics Engineering, and Electrical and Mechatronics Engineering; and a PhD in Applied Computing Engineering. There were also four new programs that were approved by USM and MHEC. They include a BS in Hospitality and Tourism Management, Construction Management and Technology, Engineering Technology, and Human Ecology (concentration in childhood development).

<b>Activity</b>	<b>Amount</b>
Hire new faculty (10)	\$1,693,000
Consultant for Veterinary Medicine	100,000
<b>Total</b>	<b>\$1,793,000</b>

**Category V – Marketing**

Description – A consultant will be utilized to increase awareness and enhance perception of UMES by leveraging a new brand identity to break through the clutter of a highly competitive landscape.

<b>Activity</b>	<b>Amount</b>
Leverage various forms of media – radio, print, online, bulletins, transit, social media, display, etc.	\$1,500,000
<b>Total</b>	<b>\$1,500,000</b>

**Summary of Expenses**

<b>Category</b>	<b>Amount</b>
Scholarships, financial aid and student support services	\$3,357,000
Faculty/staff recruitment and development	300,000
Expanding and improving existing academic programs, including online programs	1,889,000
Development and implementation of new academic programs, including online programs	1,954,000
Marketing	1,500,000
<b>Total</b>	<b>\$9,000,000</b>