

**Faculty Assembly Minutes**

February 13, 2024

Frederick Douglas Library Auditorium

1. **Welcome and Call to Order** ([Click Here](https://drive.google.com/file/d/1a6ivNW_iDyXx4aUA6yRGVX2oD6c61RP4/view?usp=sharing) to access the meeting recording)

* Meeting started at 11:07 am
* Meeting was called to order by Dr. Joyce Bell
* 8 people in-person; 84 people online

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

* Dr. Grace Namwamba moved to approve minutes
* Dr. Mark Williams seconded
* All in favor of approving minutes – None Opposed, No Abstention

1. **Today’s Business**
2. **President Anderson Updates (Dr. Heidi Anderson)**
   1. **UMES Research Status**

* Huron has been reviewing and assisting with our research efforts for several months.
* Recommended that we focus more on our research infrastructure including establishing a central-focused approach.
* Note: Several of our USM institutions have recently announced their desire to move the campus from no or R3 research status to R2 (Bowie, Coppin, SU – has received approval for a Graduate School and R2 status).
* Provost and President Anderson have been discussing how to move UMES research efforts forward in a more intentional and strategic manner. They will be discussing a plan with Faculty Assembly and Senate leaders on Monday and provide an update after that conversation.
  1. **Legislative Session**
* President Anderson shared with campus our legislative priorities at the January opening session:
* 1890, State 1-1 Match
* Veterinary Medicine & Health Professions Building 2
* Carver Hall Renovation
* Final payment for the Agricultural Research and Education Center Building (AgRec)
  + - * President Anderson stated that this legislative session has been a busy session. She has testified and/or met with State/Federal legislators during the past 4 weeks.
* Annapolis – Testimony about the HBCU Tuition Initiative, HBCU Settlement Funding, Veterinary-Health Professions building program, and meetings with State representatives.
* Washington DC- Meetings with Rep. Harris, Senator Chris Van Hollen, Senator Ben Cardin, Deputy Secretary Roberto Rodriguez.
  + - * Our advocacy efforts are working, as noted by recent announcements.
        + January 17th Governor Moore announced almost $5M in our 1-1 match, ‘double’ what UMES will receive, based on past inequities.
        + FASFA Simplification – problems with verification

In Washington DC advocating on simplified FASFA, Teacher Shortage, Farm Bill.

Last week AASCU – directly asked Deputy Asst. Secretary Roberto Rodriguez to ask Secretary Cardona to consider delay, reducing verification process - - Yesterday, announced they will do just that along with the much-needed funding for our financial offices to move forward with the simplified FASFA.

* + - * Governor Moore’s new initiative: ENOUGH Act – Engaging Neighborhoods, Organizations, Unions, Government and Households to combat childhood poverty.
      * President Anderson thanked all faculty and staff for their advocacy efforts as well as releasing our students to participate.

1. **Provost Allen Updates – (Dr. Willie Brown and Dr. Grace Namwamba)**
2. **Faculty Handbook Committee.** Prior to Feb. 1st, there were six members, added 8 additional members to committee effective Feb. 1st. Committee is looking at policies and procedures to ensure they align with the system as well as institution policies. In the process of selecting a Committee Chair. Looking at the end of Spring 2024 for adoption to the Faculty Assembly. Committee will be working with the Faculty Assembly to provide updates.
3. **Sabbatical Panel Seminar for Teaching Excellence.** Seminar will be hosted by CTE. 4-panel members will engage with faculty and share experiences, funding experiences, and personal perspectives. Seminar is scheduled for Thursday February 29, 2024 at 11:00 am
4. **UMES Middle States Self-Study Update**. Currently at the stage where they are discussing the Self-Study Report. Have made steady progress thus far; awaiting word from Middle States about Team Chair. Working on the second draft – March – early April 2024 – hopefully will have report to share with faculty. Dr. Namwamba asked for continued support with any additional information needed, surveys, and other assistance. Using Weave for a variety of things (i.e. assessment). Dr. Namwamba asked unit heads to go to Weave and complete the assignments to the best of their ability.

1. **CITOL Updates** **(Ms. Tracey DiRusso)**
   1. **New Tools in Canvas**

* There are four new tools in canvas. They are all live now but need to work with IT on some of the features.
  + YuJa Verity (Test Proctoring Platform) – will replace Respondus Lockdown Browser; gearing up to be able to use for midterms. Have had one training; another is scheduled for March 5th.
  + YuJa Engage (Student Response System) – attendance tool – send out QR code that students can respond to; will allow Polling that connects to grade center.
  + YuJa Panorama (Accessibility Platform) – will replace Ally; training scheduled for February 15th.
  + YuJa (Recording Platform) – replaces Echo360; already provisioned in every course – students can record now. If you have any videos in Echo360 – can download previous videos into new platform.
* Would appreciate any feedback on tools. Have 24/7 student & instructor support for all these tools.
* If you put in a help desk ticket to get software onto computer, make sure you select PC from the dropdown menu. Ms. DiRusso encouraged everyone to use the helpdesk and not to send messages through email; there are three people working the helpdesk. There is a video on the website that shows how to use the helpdesk.

\*Question: Can this be used outside of courses?

\*Answer: Yes, faculty, staff, and students will be allowed to use tools.

\*Question: How long will we have access to Echo360 videos?

\*Answer: Bulk download/bulk upload is available. Echo 360 ends August 31st.

\*Question: Will this affect course copy?

\*Answer: When you do course copy, everything will come over with it.

Question: Will we be able to keep exams currently in Respondus?

\*Answer: Exams are not in Respondus, it’s an add-on; not a testing platform. Have a choice of whether to use YuJa or Lockdown Browser.

Question: Will we be able to create exams and push Canvas?

\*Answer: Yes, there will be a webpage you can go to, create a web file that you can put into Canvas. Publisher test banks are qti files and can be imported directly into Canvas test bank; formatted the exact same way as Respondus.

1. **Standing Committee Updates**
   1. **Academic (Dr. Grace Namwamba)** – Faculty Assembly Academic Standards Committee (FAASC) voted to approve a non-substantial modification.
      * + Master of Education in Career and Technology Education (Non-Substantial Modification – Adding Online Modality) – Motion to Approve by Dr. Mark Williams; seconded by Dr. Joyce Bell. No Discussion. Called for Vote – all in favor; none opposed and no abstentions. Motion carried and Online Modality for the Master of Education in Career and Technology Education was approved.
   2. **Faculty Concerns (Dr. Amy Hagenrater-Gooding)**

* **Faculty Evaluation Document**: Faculty should have met with their chair at this point in the semester for the mid-year review.  Committee is working to include in the evaluation document language that allows for the written review to be submitted at least five days prior to the end of year meeting so faculty can peruse the write-up instead of the "sign on the spot" process that has been in place.
* **Sabbaticals**: Committee talked with Dr. Brown, some of the chairs who talked with the Provost, and the CTE and all are working together on this issue. Looking forward to upcoming workshops and sample successful proposals that will be shared with faculty in the coming months.  The committee would like to point out that if you are applying, per the current policy, you must submit your application eight months prior to the intended sabbatical.  (That would be May for spring of 2025.)
* **Listserv/emails**: Committee was informed that several new faculty were missing vital information. An easy remedy is to contact Rob Lopez who can add new individuals to current email exchanges.  (Put in a helpdesk ticket.)  Check with members of your department who are new and inquire if they are receiving certain emails so communication is maximized.
* **Marijuana**: Committee met with Ms. Gaile and Ms. Wigfall earlier this month regarding the faculty concern about marijuana in the classroom and reactions to it.  They have some great initiatives coming out and are talking with students as well; approaching this with the mindset of education (about noxious odors) and including them as stakeholders in addressing this issue.  More to come from their offices.
* **What committee is working on**: The committee has been working to obtain a flow chart for concerns and/or contact information to help faculty discern when to go to our committee, Faculty Grievance, HR, or OIE.  Also discussing: Can we appoint an ombudsperson to mediate conflict?
  1. **Faculty Communications Committee (Dr. Prince Attoh)**
     + - Thanked faculty for supporting elections.
       - Committee will send and email this afternoon for nominations for Senators – need 16 Senators.
       - Would like to see a good representation from schools and departments; hoping to select Senators by end of February/beginning of March 2024.
       - Dr. Joyce Bell mentioned that she hopes to vote on Senators during the March Faculty Assembly meeting. Before you nominate someone, please get their approval first.

1. **Announcements – All Faculty** 
   1. Dr. Joyce Bell announced that the executive members of the Faculty Assembly met last week to decide what we wanted to discuss during the meeting today. In reference to the Hawk Pack, it was suggested that the executive board collect issues faculty are having with the Hawk Pack, and then take the issues to the bookstore representative. You can direct the issues to Dr. Bell or any executive board member.
2. **Adjournment**
   1. Motion to adjourn – Ms. Corrie Cotton; seconded by Dr. John Jacob
   2. Meeting adjourned at 12:07 pm