

**Faculty Assembly Minutes**

March 12, 2024

Frederick Douglas Library Auditorium

1. **Welcome and Call to Order**

* Meeting started at 11:06 am
* Meeting was called to order by Dr. Joyce Bell
* 12 people in-person; 71 people online

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

* Dr. Mark Williams moved to approve minutes
* Dr. Prince Attoh seconded
* No Discussion, None Opposed, No Abstention
* Minutes Approved

1. **Today’s Business**

Dr. Joyce Bell mentioned that President Anderson was in Annapolis testifying on our behalf, and that Provost Allen had a visitor on campus and was unable to attend the meeting.

1. **Campus Climate Survey (Ms. Cecilia Rivera)**

* Ms. Rivera informed the faculty that students had received two invitations to complete the climate survey. Although the survey is voluntary, Ms. Rivera asked faculty to encourage students to complete the survey.

1. **Special Collections and Archives (Dr. Sharon Brooks and Ms. Katherine Griffin)**

* Dr. Brooks provided a brief overview of a grant “UMES Historical Digitalization Project”, written by Dr. Lakeisha Harris, that was received two years ago. Received $500,000 to digitize archives.
* Ms. Griffin provided the progress to date and future plans of the project.
  + Archival processing is in the stages of digitalization by scanning document pages and photographs.
  + Want to develop outreach programs for faculty, staff, and students.
  + Hosted in-person and virtual events/workshops.

Question: Are items available now in this process?

Answer: No, it’s not available yet.

Question: Will we all have access to the archival space?

Answer: Yes, there will be a link on the library website. You will be able to search for certain content/items.

Question: Are materials available as you are digitizing?

Answer: Yes, most of the boxes are labeled and if users want to see them, Ms. Griffin can arrange for users to come view the information.

1. **Incorporating Generative AI** **(Dr. Joyce Bell)**

* Dr. Bell announced that the USM Educating Policy Committee is offering a free virtual showcase.
* This event hopes to address some of our concerns and provide information on how to use AI in a positive way in the classroom.
* The showcase will be held on April 26th from 10:00 am – 1:00 pm.
* Dr. James Lang will be the keynote speaker.
* Register for the event at the USM website; registration is limited (registration link: https://www.usmd.edu/cai/incorporating-generative-ai-learning-experiences-virtual-showcase).
* Dr. Bell also made an announcement on behalf of Chief Tyler – There will be an Active Shooter Training in April (18th or 19th), which will be open to the campus community.

1. **Standing Committee Updates**
   1. **Faculty Concerns (Dr. Amy Hagenrater-Gooding)**

* Dr. Hagenrater-Gooding encouraged everyone that is interested in sabbaticals to apply. If you are tenure and have been at UMES for 6 years of service, you are eligible for a sabbatical.
* If you’re interested, you may want to start thinking about your project proposal.
* You will have to work for the university one year after you return from sabbatical.
* In reference to pay – ½ year sabbatical, you will receive your full salary; full year sabbatical, you will receive ½ of your salary.
* If you want to apply for sabbatical in January 2025, you will need to put in your application in May 2024.
* Project proposals go to your department chair who will write a letter of support to the dean, who will then send it to the provost. The provost will select a committee to review the proposal.
* You must make provisions on who will teach your classes and cover your other university responsibilities.

Dr. Attoh added that you have to be very creative in how your workload is being covered during your absence; will need to talk with your dept. chair about that.

Dr. Bell mentioned that the provost is still planning to host the workshop on sabbaticals to address many questions that faculty may have.

* 1. **Faculty Communications Committee (Dr. Prince Attoh)**
* Dr. Attoh announced that the committee was at the last stage of nominating senators, and that they were completing the confirmation process.
* They are still looking for a few more candidates; Friday is the deadline.
* The committee will send an email to announce the list of senators.

1. **Announcements – All Faculty** 
   1. Dr. Catherine Barrett-Gaines, who volunteered to be the faculty champion to get grades in on time, encouraged faculty to submit their midterm grades on time (Thursday March 21st). If faculty have challenges with getting grades in, contact Dr. Barrett-Gaines.
   2. Dr. Barrett-Gaines mentioned that she is still signing drop forms after the deadline. Drs. Bell and Namwamba responded that the form is the same for add, drop, and withdrawal; however, the date determines if the course will be dropped (forms completed during the add/drop period) or if students will receive a “W” grade for the course (forms completed within the withdrawal period).
   3. Dr. Bell wished everyone a great spring break and thanked faculty for everything that they do.
2. **Adjournment**
   1. Motion to adjourn – Dr. Grace Namwamba; seconded by Mr. Joseph Bree
   2. Meeting adjourned at 11:47 am