

**UMES Senate Minutes**

October 17, 2023

Frederick Douglas Library Auditorium

1. **Welcome and Call to Order** ([Click Here](https://drive.google.com/file/d/1VxwpZBKnFWn4MfwWqV75G0VA2qJdef_L/view?usp=drive_link) to access the meeting recording)

* Meeting started at 11:05 am
* Meeting was called to order by Dr. Thomas-Banks
* Agenda was approved by Dr.; seconded by Dr.
* 21 people in-person; 90 people online

1. **Approval of September 19, 2023 Minutes** – Motion to approve minutes

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

1. **Today’s Business**
2. **Updates from the Office of the President (Dr. Rondell Allen)**
   1. **Commencement.** Commencement this year will be held on Saturday December 16th. The Board of Regents meeting will take place on Friday, December 15th, and the Board has requested to the Chancellor that none of the system institutions hold their commencement ceremonies on a Board of Regents meeting day.
   2. **Maryland Black Caucus Visit.** The Maryland Black Caucus visited the campus a couple of weeks ago, and received updates on the Vet Science program, some of the challenges with MHEC, our PA and PT programs, some of the concerns with Carver Hall, and Phase II of the School of Pharmacy and Health Professions. They will continue to advocate on our behalf.
   3. **Campus Safety and Security.** UMES is enhancing our campus safety measures and staying vigilant. As more information becomes available, it will be shared with the campus community.

Question: Will there be additional officers on campus?

Answer: We are doing things to recruit additional officers to campus but that is a longer process. There is a shortage of officers throughout the state of Maryland and the forces of all the college campuses are lower that what they should be. That’s creating a significant amount of competition between Salisbury PD versus us and what we can do as far as pay things like that. We’re trying to get those addressed at a system level. Chief Tyler is working with various security organization. We have an excellent working relationship with all our allied agencies in the area. So, whenever we need help or whenever there’s an issue on campus that needs more than our on-campus security they are seconds away. We also utilize them during homecoming so we always have a stronger presence on campus during homecoming as well.

1. **Updates from the Office of the Provost/Registrar (Dr. Reginald Garcon)**

* Reminders:
  + For faculty teaching classes, please check the roster of students taking your class to ensure they are on the roster.
  + If you are putting through paperwork, or working with a student putting through paperwork, that going to the Registrar’s Office, just remember all the necessary designated signatures, and make sure that it is done as timely as possible because there’s always a time that’s ticking that impacts things that happen in the Registrar’s Office, Financial Aid and the Office of Student Accounts. These things are very important because we do have different policies and regulations to follow.
  + Informational sessions will be scheduled for faculty as it relates to different things, from graduation audit to scheduling of classes, to ensure that things can move quickly and smoother for everyone in the process.
* Updates:
  + The deadline for the different departments to submit their schedules or updates to the schedule was yesterday. There will be a review of course capacities as it relates to the location of where the class is held so we can maximize that. This fall there was approximately a 13% increase in students; therefore, we must be conscious of how we best serve our students as we’re getting ready to go into the registration process, which will begin the last Monday of this month.
  + In collaboration with Provost Allen, registration days will be held this fall. It’s a collaboration between the academic departments, Office of the Registrar, IT, etc. A designated time and location, where students can come in and get registered, is being identified. Once dates are finalized, that information will be sent out because it’s a joint and collaborative process and will need everyone’s assistance.
  + Last Friday was the deadline for students to submit their graduation applications. Right now, approximately 135 applications we are in the process of being reviewing. Communications will begin going out to those students whether or not they’ve been approved and if there are any issues.
  + Commencement is on Saturday December 16th.
  + In regards to Curriculog, a consultant has been hired to assist us. There are three distinct places where we have to input information, the catalog, curriculog and acalog. Everything is not talking to each other, so right now, that is requiring extra work. The consultant is going to be looking at how the curriculog and acalog can talk together so that we won’t have to duplicate and replicate.
* Updates on Policies – currently in the draft phase
  + Transfer Credits – we don’t have a set policy. A lot of these policies are practices that we need to be documented for our benefit. For students, who are transferring from a junior college or two-year school, typically, we will maximize the number of credits we accept at 70. If they are come from a four-year institution, it’s 90. It’s important that those clear guidelines are there because we also have to be attentive for an undergraduate student that their last 30 credits are here for residency purposes.
  + Non-degree Student Policy – in terms of the maximum number of credits a student can take prior to having to be admitted to the university. Right now, the practice has been 9 credits, but it’s not written anywhere.
  + Academic Honors – working on language to include the honor roll in terms of it’s a 3.5 to a 3.49. We currently don’t have that.
  + Academic Clemency – policy currently states that if a student has been away for more than five years, they could come back and have some credits that they didn’t do well in, have those credits not count against their GPA. But what we don’t have is what’s the maximum number of credits and which semesters that could be pulled from. The language we’re working on is to set a maximum of 18 credits, and then not necessarily limiting it from just one particular semester because a student may have a couple of failing grades from a couple of different semesters.
  + Grade Change – there’s some language that needs to be tweaked so that we understand the ramifications. When we confer a degree, when a student has graduated, then unless it’s a very extreme situation that record is locked in time, it should not be changed. In any other circumstance, there’s a time frame for grade changes, but there’s even a higher threshold once we’ve conferred a degree. Also looking at tweaking the time frame language which currently states the student has 60 days after that last semester to appeal for a grade change. The current language makes it seem that if they took a class in the spring and they don’t take classes in the summer and they return in the fall, then the clock starts ticking in the fall. That needs to be changed so that it’s across the board. It’s 60 days after that immediate semester. There’re implications financially, especially from an academic standpoint.
  + Academic Probation and Dismissal – Currently, we have a system that draws upon a calculation based on the number of credits a student has earned and whether or not their overall GPA is below a 2.0. We have to change and be more unified in terms of what’s typically done in other schools and basically, it’s a much simpler process. If a student has a semester below a 2.0, they’ll be on probation. If they have two consecutive semesters on probation, then they would be dismissed. There is a higher threshold for freshman because they’re typically given an additional semester as a grace period. Currently with this calculation, what would typically happen a student who didn’t do well got dismissed. They come back, they get a 4.0 GPA, because overall is still below a 2.0, they get dismissed again, which doesn’t seem right. So, this is one of those things to clean up that language. As long as a student is still progressing and doing well, why should we hold that against them? When your GPA is below a 2.0, that’s a higher and longer threshold to make that up.
  + The initial draft will be presented to faculty for additional feedback.

Question: Can you explain the 8-week anthology classes.

Answer: This fall we have launched several new online programs. The first 8-weeks of the semester is called Session One, Session Two would be that second 8-weeks for a total of 16 for the semester. The overall idea is to serve this as an opportunity for students who are working professionals, looking to come back or they’re looking to start a program, but the online modality is ideal for them. Those classes have a V in their section number.

1. **Updates from Administration & Finance (Vice President Anastasia Rodriguez)**

* VP Rodriguez has heard and received emails from several faculty members that have a nine-month appointment paid over 12 months. There are concerns about your pay. Our payroll system is run through the University of Maryland College Park payroll system. Every 12 years there is an occurrence where there are literally 27 pay periods in the fiscal year. After the meeting, VP Rodriguez is going to share some documentation from College Park and send an email with the explanation so that everyone can see it. If you’re a 12/12 faculty member, you still get your division. Dr. Yang had several payroll concerns and VP Rodriguez will work with her and show her the math. Question from Dr. West – Can you explain when the 27th pay period would actually occur? Answer – 1st pay period hit on July 1st, will send out a calendar that will show when the 27th pay period will hit.
* Public Safety has moved to Somerset Hall. They are now on the first floor.
* We have a water leak in Wilson that’s being addressed and will get fixed before the end of the day.

1. **ATOD Prevention Center (Ms. Lauresa Wigfall, Director, ATOD and Mr. Mark Tyler, Chief of Police)**

* Ms. Lauresa Wigfall’s presentation on “Marijuana Use on Campus” can be access from the UMES Senate webpage and Canvas. Below are some highlights from her presentation.
  + The center has been on campus since 1998 and is 100% funded by the Maryland Department of Health Office of Population Health Improvement.
  + Goal is to provide prevention, education, and screening and intervention, and referral to treatment services for students. Ultimate goal is to help prevent, delay, and reduce use.
  + Maryland College Alcohol Survey (MDCAS) – conducting survey since 2014, it gives us a snapshot of what’s going on specifically with our students related to their alcohol and substance use on our respective campus.
  + Research shows that the brain is not fully developed until about age 25. Looking at the 18- to 25-year-old range, where a lot of this new substance use happening, it will have impact on the brain – hinders them from being the most productive student that they can be while they’re here.
  + Products now can be 40 to 90% THC, which is the psychoactive ingredient that gives cannabis it’s high. It’s different from CBD, which is used to treat medical conditions – CBD has no high to it.
  + Seeing an increase in edible use, and have had to transport students to the hospital with suspected cannabis overdose because they’re eating more than the serving size.
  + Use interferes with college students’ potential – it’s associated with neurocognitive deficits, which hinders their ability to learn new tasks, have attention to memory, and be able to have executive function, which is everything that’s required for them to be a successful college student.
  + 25% of UMES students used cannabis during the past year.
  + Female students used more often. Some of our students are using excessively.
  + Methods of cannabis use – smoking, edibles, vaping, hookah smoking.
  + Harms Experience – highest one is smelled or observed cannabis use while walking outdoors on campus
  + Minimum age to legally use cannabis in the state of Maryland is 21.
  + The only place it’s legal to use cannabis is in the privacy of your own home.
  + UMSE abide by the Federal Drug Free Schools and Community Act, which requires all colleges and universities receiving federal funds to adopt implement programs, that include status of conduct. Students may not use or consume cannabis on campus or any places or activities affiliated with the university.
  + Marijuana is still illegal at the federal level. This is the law that UMES follow. Even if you’re 21, you can’t have more than 1 ½ ounces – more than that and there are penalties associated with possession. It’s illegal to smoke cannabis in public.
  + Created a separate cannabis policy, which prohibits any student, regardless of age, from using, possessing, distributing cannabis in any form, including edibles, on university owned or controlled property, or university affiliated activities off campus.
  + Policy Referrals – if a student violates the policy and if campus police is called, it’ll go through campus police and then it’ll go to Ms. Gail, who is in the Community Conduct and Standards Office. Then we have the first tier of the alcohol and drug policy; they come, we do Screening, Brief Intervention and Referral to Treatment.
  + Marijuana use at UMES is being addressed at the Individual, Population, and System levels.
* Chief Tyler commented that they continue to push the message out to students that we are 100% smoke-free campus; it’s not allowed on campus. They respond to number of calls every day in reference to marijuana usage on campus. There are several spots that are kind of targeted by students for use. They have their civilian security checking those spots every day and letting the campus police know if they need to intervene and make referrals to student conduct and to the ATOD office. Reach out to public safety if you observe or smell any of that so they can respond and hopefully intervene and work with the ATOD office.
* If you see something, say something.

Question from Dr. Dabipi – How do you handle usage in the residence hall? There is a student sleeping in their car due to smoking in the residence halls.

Answer – Pass that information on to us, even the vehicle information, that way we can look for that vehicle and try to help that student out. We’ll work with Residence Life and the ATOD Office to intervene.

1. **Announcements – All Members of Senate**

* Upcoming Events from UMES Extension
  + STEM Festival – October 21, 2023 in the EASC
  + 20th Annual Small Farm Conference – November 2 – 4, 2023
  + MD Agritourism Conference – December 10 – 12, 2023 in Cambridge, MD
* President’s Council on Issues Concerning Women (Dr. Kathryn Barrett-Gaines)
  + Dr. Barrett-Gaines thanked everyone who participated in the event where they learned about OIE and how it can help us. They’re going to distribute the recording of the event and a survey to find out how valuable it was for people, and also other recommendations people have for other units or personal things they want to learn about. Look in your email, they are also celebrating the accomplishments of women at UMES that have won awards for scholarly work.
* Dr. Robert Mock reported on the Customer Service Training occurring on October 26th and 27th from 12:00 to 4:00 pm. This is the same training that they had this summer. There will be an announcement going out regarding this and it will be hosted in the pharmacy building in the main auditorium on the first floor.

1. **Adjournment**

* Motion to Adjourn by Dr. Grace Namwamba, seconded by Ms. Lauresa Wigfall
* Meeting Adjourned around 12:12 pm