**University of Baltimore – University Faculty Senate**

Draft Meeting Minutes: September 3, 2014

**Attendance**

**Present:** Catherine Johnson (Library – UFS vice president), Colin Starger (Law), Dan Gerlowski (MSB – UFS President), George Julnes (CPA), Heather Pfeifer (CPA), J.C. Weiss (MSB), John Bates (CAS), Jose Anderson (Law), Joseph Wood (Provost), Richard Bucher (Adjunct Faculty), Julie Simon (CAS- CUSF), Kurt Schmoke (UFS President), Patria Julnes (CPA- CUSF), Sam Brown (CPA), Stan Kemp (CAS), Stephanie Gibson (CAS). Absent: Dennis Pitta (MSB), Cassandra Havard (Law)

**Guests:** Mason Paris, Laura Bryan, Michael Driscoll, Catherine Anderson, Christine Spencer; William Schnirel, Kristen Tull, David Bobart, Julie Purcell, Susan Schubert

1. Approval of August minutes
   1. **Minutes approved unanimously** with correction that Catherine Andersen was present
2. Approval of September Agenda
   1. **Agenda approved unanimously** with note that President and Provost report will be floating with respect to times they can speak.
3. Women’s forum
   1. UFS endorsed nominees for the USM Women’s Forum to send forward to President Schmoke: Jaime Lee, Kristen Eysell, Betsy Nix and Fiona Glade.
4. Changes to UB Email – Handout attached at end of minutes.
   1. Changing to Microsoft Office 365
      1. Email moved to the cloud
         1. Space increased to 50GB
      2. OneDrive – cloud personal storage space
         1. 1TB of space
      3. Free access and download of Microsoft Office software for UB students, all points access from UB faculty
      4. Team Sites (project based collaboration)
   2. Pilot testing in late September
   3. Roll out to faculty and students before fall exams
   4. Users will not be forced to move, no existing functionality will disappear immediately including access to M, R, and T drives.
   5. There will be a sequence of events to share information about the change via town halls, web pages of instructions, etc.
5. President’s update
   1. Policy on admitting Freshmen
      1. Observation that we are better at educating 25 year olds than educating 18 year olds. In the coming months, but before end of the Fall term, we need to gather input and make a decision regarding our freshman admission policy that will make UB move more consistently with our institutional strengths, differentiate us from other local universities in the eyes of potential students, enhance our brand, and enable us to fulfill our mission. Options might include improving what we now do, adopting a strategy of only select programs for freshman, or eliminate admitting freshman. Whatever we do we need to ensure the full range of support services needed by students. What is the rationale for the way that we approach freshmen? Seems to be a big expenditure for little return
      2. A senator introduced a UFS Resolution calling for assurances that if the freshman program were smaller than its current size, no faculty lines would be withdrawn. The President assured us that this was not his current thinking and that it was kind of early in the discussion to call for this. The motion supporting the resolution was tabled pending further discussion and formation of a firmer policy change
      3. This will be under discussion through the next month so October will not be too late for feedback
      4. Issues raised include cost of freshmen, differentiating UB in field of schools and focusing on strengths, improvement of relationship with feeder schools, mixing traditional and non traditional students
      5. Laura Bryan stated that she had discussed possibilities for a select group of programs with Daniel Page given that he currently manages the freshman programs, along with others in CAS. She indicated that a document existed showing potential select programs at UB.
      6. A number of senators asked questions and provided immediate feedback. Issues raised included: support for considering our strengths in setting strategy, levels of support needed for select programs, impact on our brand of a program that does not fulfill its mission, logistical issues given that we currently also have a large sophomore group, impact on Middle States reporting, and other issues.
      7. Senators are asked to gather input from college/school faculty and report that input back to the UFS and President Schmoke. This will be an agenda item for our October meeting.
6. Provost Report
   1. 1-4 no update, still in process. Pointed out that USM discussions related to workload reporting were part of the a bigger Appointment, Rank, and Tenure (ART) discussion, and that the terminal leave discussion was part of a larger look at retirement policies.
   2. Policies on policies—we will finish, but as part of middle states we will review all policies to determine whether they help or hinder student success.
   3. COACHE—forwarded to work life committee
7. New proposal to create new law school center – CLIPT center, Prof. Hubbard
   1. Intellectual property and technology resources
   2. Will not require additional resources
   3. Promote activities related to property law, an area in which there are great new opportunities
   4. Discussion among senators centered on integrating this new center with other programs at UB within and outside of the Law School. Individual Senators reminded to follow up individually on these wonderful synergistic ideas.
   5. Motion to support new center
      1. **Motion passes unanimously**
8. Committees Initiatives
   1. Motion to adopt committee charges
      1. **Motion passes unanimously**
9. Recommendation of research council
   * 1. Have produced a number of initiatives that are proposed which the UFS can recommend to the provost
     2. Motion to endorse
        1. **Motion passes unanimously**
10. Streamlining and improving communication structure of UFS and committees
    1. Document seeks to streamline and codify the communication process
    2. Also clarify the responsibility of everyone involved, universal participation will be the key to effectiveness
    3. A plan for disseminating and building awareness of this new structure will be developed by the UFS Executive Committee
    4. Motion to have this included in the by laws
       1. **Motion passes unanimously**
11. Executive Committee
    1. Seek to add college/school faculty senate presidents to the regular list that is specified in the constitution as members of the UFS Executive Committee.
    2. Motion for temporary approval , but the constitution will have to be changed in the future toto permanently implement. Names of new UFS Executive Committee are part of our agenda.
       1. **Motion to approve passes unanimously**
12. Data on Student Success study group
    1. Data mining to determine the characteristics of students relative to level of success at UB
    2. Dan Gerlowski, George Julnes, and Stan Kemp will serve as the data team. If others are interested their names should be forwarded to the current members serving. Per the motion made the data team will reach out to faculty across campus seeking ideas as to what types of analyses would be useful. Further this group will work with others on campus, particularly with the Provost Office on identifying questions for analysis and obtaining access to the needed data.
       1. **Motion to approve group passes unanimously**
13. Repeat Policy – Motion found at end of minutes.
    1. Motion by Exec committee for Academic policy committee to reconsider this issue is withdrawn
    2. Two time limit to take course with a petition possible for a third and beyond, provided application and special study plan are developed
    3. Counted times will include withdrawals
    4. Hold probably be an out for extenuating circumstances
       1. **Motion to accept revised motion passed unanimously**
14. E-Learning Center Report
    1. Ad hoc committee would like online enrollment cap at 22 students, provost states this should be dealt with in the colleges
       1. Issues will be taken back to school senates
    2. The Provost questioned the background research or best practice statement claiming a class size of 22 students or less being optimal for all programs, pedagogies, and teaching styles. While some documentation is contained in the written reports, the Provost was asked to consider that the recommendation came from a group of UB faculty with multiple years of teaching experience at UB and that this experience also needs to be reflected in considering policies on class size.

**Meeting adjourned at approximately 1:50 pm**

1. Forward names of faculty endorsed by UFS to serve on USM Women’s Forum to President Schmoke’s office
2. Notify President and Provost that CLIPT was approved
3. Forward committee initiatives to respective committee chairs and request timely feedback
4. Forward research council document to Provost’s office and Deans. Ask for thoughts/timeline on implementation.
5. Add communications document to UFS bylaws.
6. Forward Course Repeat Policy to Provost’s Office
7. Forward e-learning document to college senates and request feedback/comment. Encourage them to consider University wide guidelines and practices.



**is Moving to the**

**Microsoft Office 365 – Hosted Services**

* **Email** (increased quota from 1 GB --> 50 GB)
* **OneDrive** 1 TB of personal cloud file storage
* Microsoft **Office** software via web browser
* **Lync** synchronous communication tools (IM & conferencing)
* **Team** **Sites** (project based collaboration)

**When:**

* Test and pilot users beginning September 2014
* Staged transitions for faculty and students before fall 2014 exams

**Students:**

* Free Microsoft Office download for personal use

**Proposed wording, Motion Regarding what constitutes an attempt to pass a course:**

Undergraduate students shall be limited to *two* attempts to complete any course taken within their undergraduate programs at the University of Baltimore. *An attempt to complete a course is defined as a student’s enrollment in that course in a given term that continues after the end of the official University of Baltimore add/drop period, ~~resulting in the recording of a letter grade, W, WA, or FA for that student~~*~~.~~

A student may petition the undergraduate program director for *a third and absolutely final attempt to complete a course* in that program. Such a petition must be submitted in writing no less than 14 calendar days before the start of the semester in which the course attempt is requested, and must include both an explanation of the need to retake the course, and a learning plan detailing the actions that the student will take to insure successful course completion on this final attempt. The learning plan should be developed with input from and must be approved by the student’s academic program advisor. The student also is encouraged to complete a tutoring contract that should be signed by a representative of the UB Achievement and Learning Center, and to include this contract with the written petition.