**University of Baltimore – University Faculty Senate**

Meeting Minutes: 06 February 2013

Attendance:

**Senators:** Dan Gerlowski (MSB / UFS President); Stephanie Gibson (CUSF); Christine Spencer (CPA / UFS Vice President); John Callahan (CUSF rep); Julie Simon (CAS); Dick Bucher (Adjunct); Ken Lasson (Law); JC Weiss (MSB); Betsy Yarrison (CAS); Stanley Kemp (CAS); Catherine Johnson (Library/ UFS Secretary); George Julnes (CPA); Dennis Pitta (MSB); Jose Anderson (Law); Bob Bogomolny (University President)

The meeting was called to order at 12:05 p.m. by UFS president Dan Gerlowski.

1. January minutes were **approved unanimously**.
2. The agenda was amended to include the space planning update after the president’s report, to postpone the proposal from the Academic Policy Committee regarding graduating with honors and to note that Beverley Schneller will present the General Education Council report on behalf of the committee chair. The revised agenda was **approved**.
3. UFS Secretary, Catherine Johnson, reported that the constitution has now been approved by the faculty. The next steps for the constitution include writing bylaws. President Gerlowski is seeking volunteers to help draft bylaws for presentation at the March meeting (or later) this academic year.
4. The University President reported the following:
	* Budget discussions involving the state legislature are taking place as of the time of this meeting. Those discussions seem promising to USM but the state government’s processes are not nearly complete.
	* The University is very close to final allocations on space as a result of the nearly finished new law school
	* President Bogomolny reported a practice at John Jay that includes a period in the middle of every day when no classes are held. He suggested it may be worthwhile to look into such a practice at UB providing student and faculty groups a dedicated time to meet.
	* The study group on enrollment will finish by the end of the month.
5. Steve Cassard provided a pre-brief of the town hall to be held on February 13. He noted that the current law building will soon be vacated. Priority in the vacated space will be given to learning. Additional classrooms will take some pressure off of the room scheduling, especially in the evenings. UFS President Gerlowski and UB President Bogomolny encouraged interested members of the university to attend the brown-bag discussion of space on February 13.
6. The Provost’s Report was not scheduled this meeting as the Provost may be attending other to other commitments; on several agenda items the Associate Provost will be speaking for Academic Affairs through prior arrangement with the provost. The provost arrived with some time and reported that he had attended the BOR Ed Policy committee meeting and that no programs were discontinued at this point.
7. The Strategic Planning Coordinating Committee has met and is currently formulating questions for distribution to the UB community. The survey results will be coupled with information gathered from interviews. The committee hopes to have a draft of a strategic plan by the end of the current semester, to revise that draft over the summer and to publish it for comment in the Fall 2013 semester. It will be a 3-year plan. The academic plan will be central to the strategic plan.
8. Deans Smith, Percy and Bryan presented the Academic Plan. They noted that the plan was never intended to be final but instead to represent the ideas from 4 informed voices on campus. The deans attended the meeting to get and encourage more feedback from the five academic divisions on campus. Dean Smith discussed the “setting the stage” document and some of the ideas that guided them in writing the academic plan. She then took questions which included a note about the challenges of international students (linguistics, plagiarism for example). Dean Smith responded by explaining that this and nearly all other aspects of the academic plan would require policies to implement but was glad to hear that senators saw the value in the vision of the plan. A few senators noted that these are good goals but that what is needed is an action plan to accompany these goals. Dean Smith responded by explaining that this document is being used to build consensus around these ideas and initiatives and the action plan can be developed after they know what people are interested in. President Bogomolny reminded the senate that as the university accepts these general goals and let them inform the university’s strategic plan then we’ll return to the colleges to make plans. Strategic planning is also a priority guide for budgeting. It was noted that faculty that participate in the initiatives supporting these goals should be rewarded and it was noted that each of the goals involved a substantial commitment of faculty resources – perhaps moved from other endeavors. Finally, Dean Smith noted that the creation of this document helped build partnerships across campus.
9. After a brief introduction of the new program, Master of Science in Nonprofit Management and Social Entrepreneurship, it was moved that we move the conversation from discussion to an action item for approval. That motion was **unanimously approved**. It was noted that there is a clear target audience for this program. It was moved that we approve the program. That motion was **unanimously approved.** A senator requested that a brief documentation of how these cross-college programs work be provided to assist in future collaborations.
10. Betsy Yarrison, on behalf of the Academic Policy Committee, presented proposal for new and revised academic policies governing the first-year experience at the University of Baltimore. After some explanation of the challenges or possible controversies surrounding each policy, it was moved that we approve the following: Policies concerning admission, policies concerning learning communities, policies concerning grading, policies concerning developmental coursework, declaring a major and policies concerning advising. The **motion was approved** with two abstentions.
11. The Governance Steering Committee, in the interest of time, focused its report by allocating its agenda time to Mary Maher of HR who reported that faculty salary compression studies are underway on campus. This faculty salary study is being done with the help of an outside firm. The team is working to identify four or five peer institutions and will look at internal equity and market competiveness. There is a desire to be sure that the work on the study is transparent. The consultants from the firm plan to come to a future faculty senate meeting and will embrace the shared governance model. When asked what the outcome will be, it was reported that this study will help the university put together a plan based on what is found. There is a plan to do a similar study for staff nest year.
12. Dick Bucher reported that the adjunct faculty met last Monday. They have developed and approved in principle their constitution. Representatives to UFS will be elected for two year terms.
13. Because the agenda could not be completed before the end of the allotted meeting time, there will be a brown-bag follow-up meeting held on February 20th at noon.

The meeting was adjourned at 1:58pm.

**University of Baltimore – University Faculty Senate**

Meeting Minutes: 20 February 2013

Attendance:

**Senators:** Dan Gerlowski (MSB / UFS President); Julie Simon (CAS); Christine Spencer (CPA / UFS Vice President); Dick Bucher (Adjunct); Jose Anderson (Law); Ken Lasson (Law); JC Weiss (MSB); Betsy Yarrison (CAS); Stanley Kemp (CAS); Dennis Pitta (MSB); Catherine Johnson (Library/ UFS Secretary); George Julnes (CPA); Stephanie Gibson (CUSF); Joseph Wood (Provost).

The meeting was called to order at 12:06 p.m. by UFS president Dan Gerlowski.

1. The agenda was amended to include the reading of a report for the graduate council and, in terms of new business, a request for approval by UFS of a graduation speaker for the next Law School graduation. The revised agenda was **approved**.
2. In the Provost’s report he noted that he is hopeful the new general education requirements will be effective for incoming freshman in Fall 2013. He included that the HEGIS code for IDIS courses outside of the IDIS program will likely be changed to UNIV or another appropriate code to help provide strength and clarity to the IDIS program. He reminded the UFS that we must make recommendations for the Regents Faculty Awards by the end of the semester. There are currently 3 nominees. He also reminded the body that nominations for the President’s Faculty Award were due February 17 and the deadline for the upcoming Fund for Excellence grants are coming soon and those submissions must be signed by a dean.
3. Harry Schuckel, Sr. VP, Admin & Finance, reports that the final university budget hearings are being held this week in Annapolis. The University budget committee has been meeting on a regular basis. Worksheets have been distributed to divisional heads and the budget calls will go out in the next 2-3 weeks. There will be a 3% tuition increase for undergraduate students to keep in line with the University System. Mr. Schuckel noted a few budget priorities and explained that he is striving for increased transparency in the budget process so members of the university community will have a sense of why things weren’t or couldn’t have been funded. Interested parties can find information about the budget schedule, information about the prior and current fiscal year and budget trends online here: http://www.ubalt.edu/about-ub/offices-and-services/budget/index.cfm
4. Michael Driscoll, University Registrar, reported that a reading day was added to the academic calendar for the Spring 2013 and Fall 2013 semesters. After the Fall 2013 semester he will assess the reading day and decide whether it is of value to students. Faculty members expressed concern over whether or not they could hold class activities on the reading day. Provost Wood noted that it may be permitted on a case-by-case basis with permission from the dean. Senators asked Mr. Driscoll to make the exam schedule available earlier or more accessible. Mr. Driscoll, indicated the reading days would be scheduled moving forward and his office would assess that action and inform UFS of that assessment in the future.
5. The Academic Policy Council brought forth the remaining policies that weren’t approved during the February 6 meeting, with some revisions, including a restatement of one item that was passed at the February 6 UFS meeting. After some discussion, it was moved that the discussion of these policies and their revisions be tabled. That motion was **approved**. It was then moved that we add these policies to agenda of the UFS March meeting and that the Academic Policy Committee inform the UFS of the exact form of the proposals the Friday before the March meeting. The motion was **approved**.
6. The report of the General Education Council was read into the record by UFS Secretary, Catherine Johnson. The submitted report is attached below. UFS President Dan Gerlowski recommended to members of the Council that they submit the overarching proposed “categories” to UFS for approval at the March meeting. The GEC was also asked to inform the Senate on the processes to be used to categorize and approve courses under the new categories, and provide documentation for other things recognized as completed in the report read into the record.
7. The Graduate Council report was read into the record by UFS Secretary, Catherine Johnson. The submitted report is attached below.
8. The space planning presentation made to the University community on February 13 is now available online: http://www.ubalt.edu/about-ub/offices-and-services/administration-and-finance/facilities/LC%20ReUse%20Summary%20021313C.pdf
9. The UB21 Steering/Learning Committee reported that they are in the process of identifying institutions for site visits to learn more about what these selected institutions do to support their students. These visits will be held with the intent of learning more about how we can support our students, how we can help them build successful academic habits, how we can help them succeed in developmental writing and math etc. The chair of the UB21 Learning Committee, Brian Etheridge, expressed interest in help from any interested members of the university community.
10. The Honors Council report, from chair Brian Etheridge, noted a significant increase in the enrollment of honors courses. He mentioned that there has been support for “honors-specific curricula” and that the current course being taught by Taylor Branch, modeled as a MOOC has been very successful thus far.
11. It was moved, seconded and **unanimously approved** that the UFS support the honorary degree candidate for the Law School.

The meeting was adjourned 1:36pm.

**Report of the General Education Council:**

General Education Council Ongoing Work: Spring 2013

1) Continued revision and troubleshooting of new General Education Program architecture (ongoing from Fall 2012).
2) Identification of where current Gen Ed courses fit into new program (accomplished over winter break)
3) Creation of new Course approval documents for in-committee work (winter break)
4) Working with Associate Deans and Program Directors for re-certification of courses into new Gen Ed Program and to raise faculty awareness of the new program (Spring 2013)
5) Developing an assessment plan for the new Gen Ed Program (Spring 2013)
6) Developing the new pieces of the Gen Ed Program-Sophomore Seminar; Capstone; Expanded Information Literacy Requirement (Spring 2013 into Fall 2013)

**Report of the Graduate Council:**

Graduate Council Report as Requested by UFS January 2013

Activities/Action Items from AY 2012-13:

Participated in planning of graduate student orientation (August 2012)

Initiated and introduced graduate meet and confer issues (October 2012): referred to Dr. Brown and M. Cardona for management by Provost as they were also handling the adjunct meet and confer organizational events.

Revised Graduate Handbook to include contract, appointment letter and provision for graduate teaching assistantships (November-December 2012)

Drafted policy for Administrative Leave of Absence (December 2012): Policy shared with UFS and EC (January-February 2013)

Next meeting: 28 February 2013: Agenda items: Graduate Student Professional Development Event, update on graduate student meet and confer, and discussion of graduate program assessment

Committee Members:
Fred Brown
Bridal Pearson
Kathryn Summers
Patria Julnes
Ron Desi
Peter Ramsey
Beverly Schneller, Chair
Ex officio: EMSA representatives as needed