

Faculty Senate Summer Advisory Committee

2021 Report

The Faculty Senate Summer Advisory Committee (SAC) was established in 2014 to attempt to provide faculty viewpoints to the Administration during the summer, when most faculty are not on contract. The SAC is a small advisory committee to the Provost, but it does not have formal authority to speak for the Faculty Senate (or the Faculty).

The 2021 Senate Advisory Committee (SAC), which consisted of the members identified below, had six meetings with the Provost from 1 June 2021 through 19 August 2021.

Anita Brown	Vice President 2020-2021 Faculty Senate
Thomas Lamey	Faculty Senator representing the College of Health and Human Services
John Nieves	Faculty Senator representing the Fulton School of Liberal Arts
Jose Juncosa	Faculty Senator representing the Henson School of Science and Technology
Teddy Stocking	Faculty Senator representing the Library
Dan Ervin	Faculty Senator representing the Perdue School of Business
Ron Siers	Faculty Senator representing the Seidel School of Education

After each month, SAC notes were distributed, via email to All Faculty. The three sets of notes are appended to this report (the last set of notes first being distributed with this report).

The SAC discussed a variety of issues with the Provost including

- Enrollment decline
- Revenue loss and “right sizing” of the budget
- Policies related to COVID for Fall 2021
- How the new general education curriculum will be implemented

It was agreed that the Faculty Senate would at least need to

- Continue planning the revision of the general education curriculum, including provision of a tentative timeline
- Develop a process for final review of the online version of the Faculty Handbook
- Provide clear guidance regarding data requested for the Faculty Financial Oversight Committee
- Receive the report and recommendations for the Diversity and Inclusion in Tenure and Promotion (DEI in T&P) Workgroup
- Provide clear expectations regarding involvement in candidate searches outside of Academic Affairs
- Determine how it will revisit the Faculty Senate recommendation (the Faculty Welfare COVID report regarding tenure and promotion) made on 13 April 2021 to the Provost

Notes from Senate Advisory Committee June Meetings

Tuesday, 1 June 2021, 9:00 – 10:00 am (Members Present: Provost Olmstead, Dan Ervin, Jose Juncosa, Thomas Lamey, John Nieves, Ron Siers, Teddy Stocking)

and Thursday, 17 June 2021, 2:00 – 3:30 pm (Members Present: Provost Olmstead, Anita Brown, Dan Ervin, Jose Juncosa, Thomas Lamey, John Nieves, Ron Siers, Teddy Stocking)

1. Enrollment Updates:
 - a. Overall enrollments down about 6%.
 - b. Numbers attending virtual orientation are lower than expected.
 - c. New student and transfer students about as expected.
 - d. Returning students declining about 8% relative to last year this time.
 - e. A trend appears to be that while flagship and private higher education institutions are not experiencing enrollment declines, public comprehensive institutions are; SU will need to be creative and pro-active to maintain appropriate enrollments.

2. Budget Updates
 - a. Overview will be presented at Strategic Planning and Budgeting Committee (SPBC) Meeting on 24 June.
 - b. Could be worse, some cuts needed.
 1. Food/travel may be cut some but not at levels previously anticipated.
 2. Budget is being supported by Fund Balance and HEERF II (this will not continue, so we must plan for future years).
 3. 2020-2021 had a smaller entering class than usual. The lack of tuition for that class year will impact us for four years.
 4. May not be able to hire in programs that are not growing.
 5. Discussion occurred regarding why Academic Affairs budget is less than 50% of total budget. Provost Olmstead will be discussing with Financial Affairs personnel the “right sizing” of our budget.
 - c. As budget is shaped, we should consider that Faculty and academics must be reasonably supported.

3. Fall Planning:
 - a. Expecting essentially normal operations in Fall.
 - b. Mask mandate is evolving:
 1. UMCP lifted mask mandate for vaccinated campus members, but how do you know who is vaccinated.
 2. University Health Planning Team of the SU COVID-19 Task Force reviewing.
 - c. ~73% of employees are known to be vaccinated:
 1. SU cannot know how many employees are vaccinated unless, in Gull Net, employees give permission for SU to obtain their vaccination status from the Board of Health.
 2. It is more difficult to verify vaccinations received out of state.

3. Knowing numbers of campus community vaccinated will impact policies. We cannot know yet how many students are vaccinated and how many freely disclose that information.
 4. Campus members who are exempt, not vaccinated, or who do not disclose their vaccination status will need to be COVID tested every Tuesday and Thursday or lose access to campus. If work is impacted by this loss of access to campus, loss of access will not be an acceptable excuse.
 - d. Concerns about delta variant and employee and student comfort being on campus if mask mandate and COVID testing removed were discussed.
 - e. University employees without a record of vaccination on file with SU, will not be able to participate in University-supported travel. This means no reimbursement, no use of SU resources, etc. Implementation of this policy is still under investigation.
 1. It is expected that students participating in off-campus clinicals and K-12 internships will be vaccinated.
4. Work Group for Diversity and Inclusion (D&I) in Tenure and Promotion (T&P):
- a. Members are: T. Reid (CHHS); J. King, Y. Okubo, A. Logan, A. Gonzalez (Fulton); A. Ali, M. Chen (Henson); A. Poddar, H. Yao, J. Caviglia-Harris (Perdue); S. Clark (Seidel) and J. Clark (ex officio and facilitator).
 - b. First meeting on 6/21.
 - c. Work group will review approaches adopted at other campuses.
 - d. Work group will focus just on DEI in T&P, not all the issues that impact equity in faculty careers. Charge Provost planned for work group is to:
 1. Examine current University-wide criteria;
 2. Research best practices and challenges associated with more explicit recognition of DEI efforts in tenure and promotion processes;
 3. Recommend specific criteria that could be adopted at the University level to evaluate DEI contributions in the T&P process;
 4. Review best practices and make recommendations regarding how to best support for faculty DEI-related work.
 - e. Discussion occurred regarding that in presentations to the FS, the Provost, at some point, had indicated that this work group would complete research only, and hence there could be a concern that the charge would not adhere to what had been publicly announced to FS. Discussion should continue at next SAC regarding this concern and how to handle recommendations from this work group.
5. General Education Planning:
- a. In accordance with 27 April 2021 motions, FS is putting together an ad hoc committee that will develop the proposed bylaws language to establish a General Education Oversight Committee (GEOC). Hopefully that committee will be established by 9 July. If the FS and the Faculty approve the bylaws changes to establish this GEOC, then the GEOC will oversee the transition to the alternate general education model that was approved by the Faculty in May 2021, and the members of the GEOC will be selected by the faculty via electronic vote conducted by the Membership and Elections Committee.

- b. Melissa Boog, Associate Vice President of Academic Affairs, discussed the value of sharing SLOs and developing a process for entry of information relevant to the SLOs into Curriculog.
 - c. Discussion ensued relating to establishing a process to expedite the approval of current courses receiving general education credit in a COMAR-required category for the “new” general education model. It was agreed that the FS Vice President and the Associate Vice President of Academic Affairs would establish a meeting, or meetings, separate from the SAC meetings, to consider this topic.

- 6. Summer Writing Program:
 - a. Launched on 6/15 with more than 35 participants ranging from lecturer to full professor.
 - b. Program appears to be well-received.

- 7. UMES/Wor-Wic Scholarships:
 - a. UMES just announced that some of the funds donated by MacKenzie Scott will be used to provide scholarships to Wor-Wic graduates who continue their education at UMES.
 - b. SU does not have funds to make such scholarships available.
 - c. SU will still try to recruit from Wor-Wic and other community colleges.

- 8. Initiatives to deal with changing student populations:
 - a. Especially after changes to learning during COVID-19 pandemic, we must consider changes in preparedness and outlook of students.
 - b. The Dean for each school or college is working with the Faculty to consider approaches related to curricular adaptations due to the pandemic.
 - c. Helping students to re-engage in the classroom and to consider their fears regarding engagement will be important.
 - d. Long term-changes and follow up on student success will be necessary.

- 9. Impending Loss of Gull Net
 - a. People Soft will not be supported after 2030.
 - b. It has been decided that WorkDay will be replacing People Soft for financials and human resources. SU is part of a five-school system within the USM to make this switch. USM is providing financial assistance to the group to effect the change.
 - c. Student/academic record management system will also need to change, but a platform will eventually need to be selected. So that we keep this major change in mind, the Provost will add to the calendar the date that People Soft must be replaced.

- 10. Congratulations to SU Baseball Team on winning the Division III College World Series!

- 11. SAC will continue to meet approximately every two weeks until mid-August.

Notes from Senate Advisory Committee July Meetings

Tuesday, 30 June 2021, 3:15 – 4:30 pm (Members Present: Provost Olmstead, Anita Brown, Dan Ervin, Jose Juncosa, Deneen Long-White (for Thomas Lamey), John Nieves, Ron Siers, Teddy Stocking)

and Tuesday, 13 July 2021, 9:00 – 10:15 am (Members Present: Provost Olmstead, Anita Brown, Dan Ervin, Jose Juncosa, Thomas Lamey, John Nieves, Teddy Stocking)

1. Faculty Welfare COVID report regarding tenure and promotion recommended by the Faculty Senate (FS) on 13 April 2021:
 - a. Provost Olmstead is concerned that some components of the report may be problematic and would like the FS to discuss those concerns.
 - b. She returned the recommendation to the FS for some reconsideration.
2. Enrollment/budget updates – at the time of these SAC meetings, there did not appear to be significant changes from what was reported in June
3. Florida HB 233 effective as law 1 July 2021
 - a. The law requires an annual survey at all state institutions of higher education on intellectual freedom and viewpoint diversity which the bill identified as “the exposure of students, faculty, and staff to, and the encouragement of their exploration of a variety of ideological and political perspectives.”
 - b. The law also permits students to record professors without obtaining permission.
 - c. Provost Olmstead agreed to discuss this law (including whether the USM might address) with President Wight.
 - d. Some SAC members suggested it would be worthwhile to see if other states pass similar laws as well as how the implementation occurs in Florida
4. Diversity and Inclusion in Tenure and Promotion (DEI in T&P) Workgroup
 - a. Has met and is continuing to meet over the summer
 - b. Expressed concern regarding student evaluations - SAC agreed to bring concerns to FS in retreat or a meeting
 - c. Report and recommendations will be brought to FS
5. Fall Planning
 - a. ~80-85% Mask mandate - still evolving
 1. Discussion occurred regarding how teaching is more effective without masks but public health must be primary consideration
 2. If factors such as student vaccination rates indicate masking must continue, University Health Planning Team will discuss whether vaccinated Faculty could teach without masks
 - b. ~80-85 % of employees have vaccination on record with SU
 - c. University-supported travel will be prohibited for individuals who are not compliant with the vaccination mandate.
 1. process for tracking vaccinated/non-vaccinated travel requests not defined yet
 - d. Delta variant is troublesome and could cause alteration of our planned policies.
 - e. Faculty will not be expected to give non-compliant students make-up opportunities

- f. Faculty will likely be made aware of student excused health concerns through communications from Campus Health or SU Cares.
 - g. Unless metrics lead to policy change, Faculty will not be expected to provide online substitution for face-to-face activities unless so indicated in the syllabus.
6. Faculty Handbook
- a. Conversion of Faculty Handbook to Online version is well underway. This has been a major undertaking by various members of the faculty and administration including Tara Smith, Christine Smith, the Provost, and many faculty and staff who reviewed various sections.
 - b. Handbook includes a new process that will pay for travel for interviewing candidates rather than reimbursing them (and a process for pre-paying relocation expenses). The FS has not seen this policy yet and will review as part of the comprehensive handbook final approval.
 - c. Faculty Senate needs to design process to complete final review.
 - d. After online handbook is approved by Faculty Senate, it will be publicly available.
7. New Faculty Orientation
- a. As part of a series of meetings over the summer, new Faculty were invited to meet with the Provost in July. The July activities are meant to be voluntary. A concern is whether the new Faculty viewed participation as voluntary. Not all new Faculty attended.
 - b. In past, requests had occurred for new faculty to obtain access to SU resources (email, MyClasses, etc.) prior to the beginning of contract in mid-August. Faculty have access to many resources in site similar to MyClasses (SUCCEED) that has a variety of resources ranging from how to put a syllabus together to library services. The Provost's Office is working on getting incoming faculty affiliate access by July 1.
 - c. Faculty Senate may wish to promote more Faculty involvement in planning of new Faculty orientation (there is a New Faculty Orientation Committee comprised of faculty who started at SU in the last few years).
8. Administrative Changes:
- a. SAC requested Provost Olmstead determine for all SU administration for the past few years the number of PIN lines added/removed and the raises received.
 - b. information will be provided to the Faculty Financial Oversight Committee (FFOC) for review and consideration. SAC agreed that the FS would make Faculty aware of results of review of this data.
 - c. Provost Olmstead has asked for a more specific request (timeframe, positions to be included, etc.).
9. Gen Ed Revision Planning (additional activity has occurred since these meetings):
- a. The ad hoc committee that will submit proposed bylaws language to the Faculty Senate for the establishment of a General Education Oversight Committee (GEOC) is nearly formed. The hope is for this committee to meet by the 1st week in August.
 - b. Significant planning is necessary to be able to roll out a new general education program in Fall 2023.
 - c. Melissa Boog, Associate Vice President of Academic Affairs, is eager to assist Faculty in implementing a smooth curricular process for this change. She presented a possible timeline for review of courses to be completed prior to Fall 2023. The plan involves

review of current general education courses that satisfy COMAR requirements for incorporation into the new model first. Due to the new distribution of Student Learning Outcomes (SLOs), some instructors and departments will have to decide which categories in the new General Education model are appropriate for their courses, even within COMAR categories.

- d. The plan presented by Melissa Boog included building forms into Curriculog for submission of planned assessment of Student Learning Objectives (SLOs) within specified categories using the current process for curricular approval of general education courses, but using the SLOs appropriate to the new categories.
- e. This coming Fall, the Faculty Senate expects that Faculty will be asked to approve the creation of a new General Education Oversight Committee charged with approving courses for General Education and developing related procedures and requirements. This committee could not be elected and seated until December 2021 at the earliest. It would not seem reasonable to identify the submission and review process before the GEOC has been established.
- f. Melissa Boog agreed to investigate whether forms could be built in Curriculog for current courses awarding general education credit in COMAR requirements with a stipulation that additional information may be needed (should the GEOC and FS determine such) and then adjust forms and permit submission of any additional information by Faculty without the need to re-enter information already submitted into Curriculog.
- g. The full expectations of some categories of the new general education model are not clear (First Year Seminar, Tagged Courses, and Experiential Learning for example) and must be developed through the GEOC and the FS. This could take significant time to include appropriate Faculty input.
- h. The Faculty Senate had intended that if a full-implementation of the new general education model was inhibited by the ability to develop all processes and needed courses by Fall 2023, that a roll out in phases be considered.
- i. The FS officers and Melissa Boog will meet to discuss how to move the general education roll out forward.

Notes from Senate Advisory Committee August Meetings

Tuesday, 3 August 2021, 2:30-3:30 pm (Members Present: Provost Olmstead, Anita Brown, Dan Ervin, Jose Juncosa, Thomas Lamey, John Nieves, Ron Siers, Teddy Stocking)

and Thursday, 19 August 2021, 10:00-11:00 am (Members Present: Provost Olmstead, Anita Brown, Dan Ervin, Jose Juncosa, Thomas Lamey, John Nieves, Ron Siers, Teddy Stocking)

1. Semester Launch Events Planned

Adjunct Faculty Orientation 8/23; Chairs and Program Directors Institute 8/24; New Faculty Orientation 8/24; Faculty Development Day 8/25; Provost's Welcome 8/25; School/College Welcomes 8/25; Academic Affairs Town Hall 8/26; Civic Reflection 8/27; Department/Program Welcomes 8/27; New Student Convocation (moved to Friday evening) 8/27; Place as Text 8/29

2. Enrollment updates

- a. Enrollments are down by about 7-8% from last year. Budgeting has been carried out expecting a 6% decline.
- b. SU will need to be creative and pro-active to maintain appropriate enrollments.

3. Faculty Extra-Instructional Productivity (FEIP) Survey

- a. Deadline was extended to increase Faculty participation.
- b. The data collected is used to represent SU's productivity in high-level reports reviewed by the University System of Maryland (USM) and other state officials, and thus impacts how these officials view SU.
- c. There were Faculty complaints regarding the complexity of entry and final submission in Digital Measures. Perhaps some improvements may be made.

4. Faculty Handbook

- a. Online version of Faculty Handbook launch is planned for end of October. If needed, there will be a disclaimer that the Handbook is under construction.
- b. Faculty Senate needs to design a process to complete the final review. Faculty Senate officers are discussing a plan to bring to the Faculty Senate.
- c. At the first Faculty Senate meeting, Provost Olmstead will display a preview of the online version of the Faculty Handbook.

5. Faculty Participation in Searches

- a. Faculty Senate officers are discussing plans for the search for the Associate Vice President of Human Resources with Dr. Janet Wormack, Vice President of Administration and Finance.
- b. Faculty Senate needs to develop clear expectations for their involvement in administrative personnel searches outside of Academic Affairs.
- c. Those expectations must be discussed with the Provost.

6. Fall COVID Planning

- a. More than 80% of all employees, and more than 70% of all students are currently known to be vaccinated.
- b. Return to Campus Guide is still under revision.
- c. The current plan is for students and faculty to wear masks in instructional spaces. Concerns have been expressed by both faculty and staff that this may not be sufficient. The administration and Campus Health are examining current data and evaluating the best approach. It is possible that the mask mandate on campus will change.
- d. Some Faculty will want/need microphones if wearing masks. Ken Kundell, AVP/Chief Information Officer / Information Technology has been informed of this concern. This concern was also discussed at the last Academic Town Hall.
- e. Provost is investigating whether student workers, and perhaps students in activities other than classes, may show the front page of their Gull Net account that indicates COVID status as cleared or not, as a check for entrance.
- f. Faculty, students, and staff may make an appointment with Campus Health to be fit for the N95 or KN95 mask and to receive a box of these for free.
- g. Faculty, staff, and students who have not provided SU with record of full vaccination will need to be COVID tested essentially every Tuesday and Thursday. Anyone not compliant with this policy will lose access to campus buildings and on campus computers. Inability to complete work due to this loss of access will not be excused.
- h. Policies related to COVID that impact instruction are not all the same as last year:
 - i. Students who are not compliant with this policy will not be able to attend classes and will be coded blue/grey on course rosters in Gull Net. Rosters will be updated each day at 7 am.
 - ii. Faculty will not be expected to provide make up opportunities to students who are not compliant with COVID policies.
 - iii. Students who have health issues, such as, but not limited to a positive COVID test, or need to isolate due to COVID exposure, will be coded yellow on course rosters in Gull Net.
 - iv. Faculty teaching in a face to face or hybrid format are not expected to offer remote learning opportunities to students.
 - v. Senators suggested it would be beneficial to again include a statement in the syllabus regarding the possible need to alter the course due to COVID.
 - vi. There are no longer special policies for students who must miss class due to COVID symptoms, positivity, or quarantine. Faculty will work with these students the same as they do for students who have other illnesses that prevent them from attending courses in accordance with the Emergency Absence Policy.
- i. The Provost will distribute possible language to use in syllabi regarding remote instruction, make up work, and possible changes to a course.
- j. To make some of this information clearly visible to students, the Provost will also add some COVID policies to the SU Course Related Policies and Resources link that is available on all MyClasses courses.

7. General Education Reform Planning

- a. The Faculty Senate Ad Hoc Committee that will develop proposed bylaws language to establish an elected, standing committee of the Faculty Senate to oversee general education has been formed and is meeting. Elizabeth Ragan is chairing that committee.

The members are:

Diane Davis	College of Health and Human Services Representative
Richard Bowler, Shawn McEntee	Fulton Representatives
Jennifer Nyland, Mark deSocio	Henson Representatives
Teddy Stocking	Library Representative
Kashi Khazeh	Perdue Representative
Sandy Pope	Seidel Representative
Aaron Willis	Diversity Council Representative
Michael McCarthy	UCC Faculty Representative
Shawn McEntee	GESC Faculty Representative
Beth Ragan	Faculty Senator (or former) with bylaws writing experience
Melissa Boog (nonvoting)	Associate VP of Academic Affairs
Martin Hunter (nonvoting)	Registrar's Representative
Stacia Kock (nonvoting)	Clarke Honors College Representative

- b. The Faculty Senate officers and some SAC members have been examining the timeline for transitioning to the new general education curriculum. They have discussed the timeline with Melissa Boog, Associate VP of Academic Affairs, and have developed a plausible plan.
- c. So that Faculty may have some guidance regarding a timeline, the Faculty Senate officers will devise a tentative timeline, with some explanation and detail, to be distributed at the Chairs and Program Directors Institute on 24 August. It will need to be made clear that this tentative timeline is not an official timeline because it will not have been considered by the Faculty Senate committees nor the Faculty Senate.