UMES Senate Meeting

Minutes for November 12, 2013

11am Frederick Douglass Library

I. The meeting was called to order at 11:05am.

II. The October 8th, 2013 minutes were approved and carried.

III. New Business

Maryland Charity Campaign
- Ms. Billie spoke about the campaign wrapping up and encouraged members of the body who had not contributed to the campaign to do so online. The current pledges stood at $8000 while the university’s goal is $20,000

Provost update
- Dr. Nykiel announced that Kiah Hall had been closed due to an oil leak whose fumes had spilled out from the basement. The building was closed to air out until November 12 at noon.
- New programs for the new academic plan included seven (7) that were sent in. There was to be a meeting on November 21st to further discuss the plan. Additional program suggestions included:
  1. B.S. in Health Sciences and 2+2
  2. Major or minor and Certificate Program in Health Care Administration
  3. M. S. in Health Administration (Online)
  4. Post-Professional Doctorate of Physical Therapy (100% Online)
  5. Medical Informatics (B. S. or B. A.) (Online potential)
  6. Masters in Regulatory Compliance or Hazardous Material Management
  7. B.S. in Biotechnology and M.S. in Biotechnology
  
Dr. Nykiel thanks Dr. Talley for the submissions to get into the 10-year plan.
- The faculty development survey indicated that classroom teaching effectiveness, online teaching certification, and a faculty enrichment data bank were highly desired. Workshops to address these areas are planned for January 14-16, 2014.
- Advising updates are coming online.
- A committee to look into department chair tenure is being assembled with representation from faculty, chairs, deans, and someone from the provost’s office.
- Dr. Nykiel thanked Dr. Mark Williams on the listing of minor and major on transcripts and will seek clarification on the progress of this request.
IV. Old Business

Update on ‘Student Retention’ committee: Dr. Talley provided an update on the committee’s findings which comprise of poor math results, hawk pride, and caring faculty.

1. Students need to be registered on the first day of class, however the first day of class appear to not use class time effectively. Administrative affairs may need to change date for last day of registration. As opposed to the first week of classes.

2. Books: Help students have financial aid information by March 1st. Discussion centered around looking at textbook requirements and posting syllabi online and revisiting add/drop registration deadlines.

3. Understanding all advising networks – the process and signature requirements; activation process needs to be understood by all advisors and relevant faculty. Discussion centered on the need for SGA representatives to be present in the meetings of faculty perceptions and student reality. Dr Chapin stated we have the obligation to keep students on the catalog they came in versus following curriculum changes; students are choosing courses independently of advisors’ recommendations.

4. At-risk-students which are about 1300. The CAAS office need to be provided with more assistance to help students with their academic skills. Students need to be met where they are to help them move on.

Dr. Johnson asked the body to send emails to the committee members on additional questions and/or suggestions

Academic Affairs and Curriculum Process review

- Ms. Demanche reported that there were 22 different proposals that have procedural difficulties. There is need to clear up requirements to enable the committee to process the forms.

- The meeting with Dr. Sims-Tucker and Dr. Nykiel addressed the tedious process for program development and curriculum changes. Dr. Sims-Tucker will speak with Mr. Gaston about implementing a fully electronic system to move the process through departmental, school levels, and be housed in the Provost’s office until Senate approves them. This will enable permanent storage of all forms as well.

- The forms and procedures to complete program development and curriculum changes are on the academic affairs website; the problem may be in knowing how to process ‘minor changes’ versus ‘whole program’ changes. The academic affairs committee is not
responsible for addressing forms that incorrectly completed. Incomplete forms will be returned.

- Proposal was made to provide workshops for new chairs, deans, and faculty to understand processes and procedures in academic matters related to course approvals and curriculum changes.
- Ms. Demanche eagerly requested that until there is some coordination for courses going forward, that a moratorium of new programs. A discussion followed this proposal wherein the minutes were suspended.
- Old business was adjourned to the next meeting.

The meeting was adjourned at 12:10 pm.