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## Faculty Senate Agenda

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**FACULTY SENATE  
AGENDA**

**April 3, 2013**

**Bangor Room, Memorial Union**

3:00 pm refreshments with agenda starting at 3:15 pm

**I. Welcome and Announcements**

**II. Approval of 27 February 2013 Minutes**

See DRAFT at <http://umaine.edu/facultysenate/senate-minutes/2012-2013/february-27-2013/>

Also in Appendix 2

**III. Committee Reports**

Board of Trustees Representative – Bob Rice

Academic Affairs – Richard Borgman & Judy Kuhns-Hastings

Constitution & Bylaws – Mick Peterson

Research & Scholarship – Robert Gundersen

Finance & Institutional Planning – Jim McClymer & Tom Sandford

University Environment – Andrew Reeve & Michael Scott

Library Advisory – Robert Rice & Howard Segal

Service & Outreach – Emmanuel Boss & Claire Sullivan

Committee on Committees – Roy Turner

Program Creation & Reorganization Review – Mick Peterson

General Education – Harlan Onsrud

Ad Hoc IT Advisory – Martha Novy-Broderick & Michael Scott

Reports of Faculty Members on Committees of the Administration

Blue Sky Steering Committee: *Harlan Onsrud, Robert Rice*

Pathway 1: Serving Our State: Catalyzing Maine's Revitalization, *Michael Peterson*

Pathway 2: Securing Our Future: Ensuring Financial Sustainability, *Jim McClymer*

Pathway 3: Embracing a Culture of Excellence: Promoting Spirit, Community and Collaboration, *Rick Borgman*

Pathway 4: Transforming Lives: Strengthening the UMaine Undergraduate and Graduate Student Experience, *Judy-Kuhns Hastings*

Pathway 5: Restoring the Dream: Renewing Pride and Stewardship of Place, *Doug Bousfield*  
*Other Committees of the Administration*

**IV. Questions of the Administration**

**V. Old Business**

**VI. New Business**

Committee on Committees - Election of Officers for 2013-2014 (Appendix 3)

PCRRC - Motion to Recommend Approval of the Proposed Creation of the School of Food and Agriculture (Appendix 4)

Academic Affairs Committee Motion - Military Credit: Policy Adjustment (Appendix 5)

Academic Affairs Committee Motion - Change of Grade Policy Adjustment (Appendix 6)

**VII. Adjourn**

## APPENDIX 1

Sept 12, 2012

### Fall 2012 Faculty Senate Committee Agendas

The designated areas of responsibility for each standing committee may be found in Article IV at <http://umaine.edu/facultysenate/bylaws/>

#### **Academic Affairs**

Co-Chairs: Richard Borgman and Judy Kuhns-Hastings

- 1.) Change of Grade Policy (to complete from last year—involves procedures for faculty to change a students' grade).
- 2.) Work towards retention of tenure stream positions to ensure curriculum integrity. That is, explore the issue of tenure track positions versus the move to temporary, adjunct, non-tenure faculty.
- 3.) Academic Affairs was charged to serve as an initial inquiry group to gather basic information about certificates and existing review processes at both undergrad and grad level.
- 4.) Academic Affairs was requested to explore a potential calendar change. Perhaps a modified Tu/Th and Mon/Wed sort of schedule, with MWF classes in morning and M/W classes in afternoon. (Started last year. We have gathered some data from other schools and need to move forward.)
- 5.) Common core and articulation agreements.
- 6.) Course credit for military experiences
- 7.) Clarifying peer definition and peer selection for all new faculty hires.
- 8.) General: Process any requests to the Senate relating to academic matters including university-wide degree requirements, curriculum matters involving two or more colleges, the academic calendar, academic freedom, academic standards, academic performance, the assessment of academic outcomes, academic titles, criteria for ranks, admission standards, grading, evaluation of teaching, student academic standing, honorary degrees, and the library.

#### **Committee on Committees**

Chair: Roy Turner

- 1.) Process requests to the Faculty Senate for appointment or nomination of faculty members to campus committees formed by the administration or others
- 2.) General: Make recommendations to the President of the Senate for all faculty members of each standing committee. At the March meeting, the Committee on Committees presents preferably at least two candidates for Vice President/President-elect, Secretary and Board of Trustees Representative.

#### **Constitution and Bylaws**

Chair: Mick Peterson

- 1.) Review the Constitution and Bylaws and propose and process any amendments as needed
- 2.) Review the Faculty Hand-Book, develop a revised draft, post as a web-based html draft, solicit comments and potential revisions and propose for approval by the Senate
- 3.) General: Review any proposed amendments to the Constitution and Bylaws of the Faculty Senate.

#### **Finance and Institutional Planning**

Co-Chairs: Jim McClymer and Tom Sanford

- 1.) Pursue increased transparency of academic financing
- 2.) Assess financial and institutional planning implications of Blue Sky proposed actions
- 3.) Pursue greater committee inclusion in campus and system financial planning processes
- 4.) Review experimental funding of programs
- 5.) General: Review matters and make recommendations to the Senate in matters relating to administrative organization, institutional planning, and budgetary issues affecting university priorities and allocation.

#### **General Education**

Chair: to be named

- 1.) Track and assess development and revision of campus General Education course requirements
- 2.) Explore alternative General Education models with the goal of achieving more effective models

3.) General: Serve as a liaison with all campus administrative committees dealing with general education and bring to the attention of the Faculty Senate issues relating to general education

### **Library Advisory Committee**

Co-Chairs: Robert Rice and Howard Segal

- 1.) Facilitate and promote means for populating the Digital Commons (i.e. the campus Institutional Repository hosted by Fogler Library)
- 2.) General: Review and make recommendations to the Senate in matters relating to the functions of the library including physical plant needs, staffing levels, financial support, service to the academic community, adoption of new technology and policies affecting the campus academic environment.

### **Program Creation and Reorganization Review Committee**

Chair: Michael Grillo

- 1.) Follow up the processing of all academic programs that went through a suspension process but that have not yet been formally eliminated or reconstituted in another form. Document the findings on the web.
- 2.) Facilitate interdisciplinary program development as appropriate.
- 3.) Track and assess proposals for undergraduate and graduate certificate academic program proposals.
- 4.) Assess e-learning programs potentially affecting existing academic programs
- 5.) General: Receive and review proposals for the creation, elimination and reorganization of academic programs and present recommendations to the faculty senate for approval.

### **Research and Scholarship**

Chair: Robert Gundersen

- 1.) Support expanded faculty Peer Mentoring for research and scholarship
- 2.) Work with the *Office of Research and Sponsored Programs* and the *University Research Council* to assess progress on the *Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity* (Jan 2012) with due consideration to the comments made in *Faculty Responses to the UMaine Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity* (150 faculty survey responses, April 2012) (See <http://umaine.edu/facultysenate/documents/>).
- 3.) General: Review and make recommendations to the Senate on matters relating to research including research priorities, research funds, patents, the protection of human and animal subjects, and research safety.

### **Service and Outreach**

Co-Chairs: Emmanuel Boss and Claire Sullivan

- 1.) Document or develop service learning opportunities for undergrad and grad students with communities, non-profits, companies and agencies (e.g. implementation is typically at the academic department level)
- 2.) Explore options for better highlighting faculty service to disciplines or professions
- 3.) Keep the campus informed about criteria needed to attain or retain campus stature or credentials with external audiences, e.g. Carnegie Classification, and make suggestions to retain or achieve
- 4.) General: Review and make recommendations to the Senate regarding service and outreach issues and opportunities that affect the university and its communities.

### **University Environment**

Co-Chairs: Andrew Reeve and Michael Scott

- 1.) Pursue means for achieving better interdisciplinary campus experiences and academic programs for students without undercutting core programs
- 2.) Pursue physical and technology improvements for classrooms
- 3.) Pursue electronic teaching, research and communication infrastructure improvements in consultation with the IT Ad Hoc Committee
- 4.) General: Review and make recommendations to the Senate in matters relating to the academic and physical environments of the University including cultural programs, energy and resource conservation, sustainability, free speech and assembly, athletics, public relations, residential life, safety, facilities, and conduct.

### **Ad Hoc IT Advisory Committee**

Co-Chairs: Martha Novy-Broderick and Michael Scott

- 1.) Pursue further co-ordination of the various IT groups on campus and across System

- 2.) Work with the Academic Affairs Committee on how academic needs might better drive development of the technologies required for various modes of E-Learning
- 3.) Pursue electronic teaching, research and communication infrastructure improvements in consultation with the Environment Committee
- 4.) Assess progress on the *The University of Maine Information Technology Strategic Plan* (Final Draft 23 Feb 2012) with due consideration to the comments made in *Faculty Responses to the UMaine Information Technology Strategic Plan* (127 faculty survey responses, April 2012) (See <http://umaine.edu/facultysenate/documents/>).

## APPENDIX 2

### DRAFT FACULTY SENATE MINUTES February 27, 2013

#### DRAFT FACULTY SENATE MINUTES February 27, 2013

**Present:** Steven Barkan, Jason Bolton, Emmanuel Boss, Ian Bricknell, William Congleton, Mauricio da Cunha, Charlsye Diaz, Marcia Douglas, Thane Fremouw, Michael Grillo, Robert Gundersen, Gordon Hamilton, Dennis King, Dorothy Klimis-Zacas, Judy Kuhns-Hastings, Mary Ellin Logue, David Marcincowski, James McClymer, Paul Myer, Martha Novy-Broderick, Harlan Onsrud, Ray Pelletier, Michael Peterson, Andrew Reeve, Brian Robinson, Thomas Sandford, Michael Scott, Howard Segal, Claire Sullivan, Chuck Wallace, Gail Werrbach, Bob Rice, Kathryn Slott, Stuart Marrs, Melvin Johnson, Edward Ashworth, Charles Rodda (GSG), Robert Strong, Paul W Ferguson, Alicia Bolduc (Stud. Gov)

**Absent:** John Allen, Richard Borgman, Douglas Bousfield, Dick Brucher, Stephen Coghlan, Benildo de los Reyes, Dylan Dryer, Janet Fairman, Ramesh Gupta, Clarissa Henry, Steven Kimball, Bill Livingston, Robert Milardo, Jay Rasaiah, Roy Turner, Mark Wells, David Yarborough, Susan Hunter, Molly MacLean

The meeting was called to order at 3:15 pm

#### **I. Welcome and Announcements:**

Harlan stated that the elected members of Faculty Senate discussed Work to Rule in closed session at 3:00 so the Full Senate meeting was starting at 4:00pm instead. There's a desire to move forward but to what extent is unclear. The Faculty Senate Executive Committee will discuss and bring back recommendations to the elected members.

#### **II. Approval of January 30, 2013 Minutes**

**Vote:** Unanimous

#### **III. Committee Reports**

##### **BOT Rep – Robert Rice**

The Finance and Facilities Committee will meet on March 7 in Augusta. On the agenda are: final report for procurements and expansion of the field houses anticipated repairs. The repairs are funded by bonds and private funds. The BOT's next meeting is March 18.

##### **Academic Affairs –Richard Borgman & Judy Kuhns-Hastings**

Met with Provost Hunter. There were two questions regarding the long-term strategies of faculty percentages which are going down; 2001 47% tenure, 2011 23%; Graduate faculty 2001 73% tenure and 66% in 2011. Provost Hunter didn't have an answers or a goal but stated searches are still going on. Second issue was professional development for faculty. There's a concern that there are more part-time adjunct faculty than people that can evaluate them. Some faculty have been here a long time and have never had professional development. Provost Hunter said she would explore the issue.

Q. Can you see if there's a standard for best practices.

A. Yes

##### **Constitution & Bylaws – Mick Peterson**

No report.

##### **Research & Scholarship – Robert Gundersen**

Met yesterday, trying to strategize some mechanism for achieving some of the goals of the strategic plan i.e., grant support and writing, and finding grant opportunities. Looking for help at the college level for grant writing.

##### **Finance & Institutional Planning – James McClymer & Tom Sandford**

Outcomes Based Funding was discussed. President Ferguson was successful at modifying the proposal. It's difficult to understand the rationale behind it. The next meeting will be March 28. Also discussed Janet and Claire reporting to Elected Members at the March 20<sup>th</sup> senate meeting.

##### **University Environment – Andrew Reeve & Mike Scott**

Met with Janet Waldron on January 17 and discussed identifying funds to improve classrooms and possibility of having a faculty committee.

##### **Library Advisory – Robert Rice & Howard Segal**

No report.

##### **Service & Outreach – Emmanuel Boss & Claire Sullivan**

Carnegie met today to develop a plan to move that forward. Dean & Directors survey... **I missed this and couldn't hear Claire on recording.**

##### **Committee on Committees – Roy Turner**

Search Committee for the Business School Dean needs one person. Also working on a list of actual Committees of the Administration that are active.

##### **Program Creation & Reorganization Review – Mick Peterson**

A public meeting for NSFA's School of Food and Agriculture finally took place, a motion will be forthcoming. The degree

eliminations may wait due to Work to Rule. Other CLAS proposals will be coming forward in the future. The committee is trying to put together a template to simplify the procedures, streamline, and make it more effective.

**General Education – Vacancy**

Nothing significant since the last meeting. Syllabi worked on for Student Learning Outcomes and will present that in a month or so.

**Ad Hoc IT – Martha Novy-Broderick & Mike Scott**

Anyone else having trouble with network problems on a laptop, curious. Others raised their hands. It's interfering with class. There should be a mechanism to correct the issues so they don't interfere with class.

**Committee of the Administration**

**Blue Sky Reports**

**Blue Sky Steering Committee – Bob Rice** – No report.

**Pathway 1 – Mick Peterson** – No report.

**Pathway 2 – Jim McClymer** – The President and Julie visited to discuss the website and how people know there's new information available. Also looking at issues Blue Sky is facing. Interesting how accounting is listed internally, issue is things can't be communicated when they're listed as different things.

**Pathway 3 – Rick Borgman** – No report.

**Pathway 4 – Judy Kuhns-Hastings** – There will be a subcommittee meeting the first Wednesday after break.

**Pathway 5 – Doug Bousfield** – No report.

**IV. Open Comments from the Administration**

Q. Is there administrative support for a fair contract for the faculty?

A. We had a good conversation with the faculty group and discussed what Work to Rule can and cannot do. All campus presidents are trying to refocus the conversation to strategic investment in faculty. If we can get the Board and System to refocus and revisit what priorities are and strategically invest in faculty and get the conversations back on track. It's time to plan a long commitment to investing in faculty. Blue Sky is a growth model in getting there quicker. Not just cutting budgets but get trustees to discuss strategically and honoring investment. Jim stated it's hard to be optimistic when the system report is full of errors. A lot that is very concerning and we need to solve the problem first. President Ferguson thought they needed to be solved at the same time.

Q. To Jimmy Jung, are we getting more applications in the year you've been here.

A. Yes, up in applications by 950 +/-, which exceeds last year and out-of-state is up 1,100+. The System numbers are down for in state except Farmington. There have been 1,600 admitted but confirmations are down, we think they're waiting for financial aid letters first. Optimistic.

Q. There are foreign students in the state at several high schools, is the university trying to recruit those students.

A. The Maine Global Partnership have a lot of foreign students. Janet and Claire have given money for a scholarship for those students to apply for. We're going to campuses that have these students and letting them know the large international diversity of students at UMaine.

Q. There's an Enrollment Management Strategic Plan, is it available for faculty to see?

A. It's currently being printed and the full version will be available to the senate soon.

Stuart Marrs stated UMaine has been talking to a company regarding room scheduling services to optimize scheduling. There will be a pilot program but they need data and input. Information will regard faculty need, the cleaner the data the better the scheduling will be.

**V. Old Business**

None

**VI. New Business**

None

Adjourned at 4:45 pm

Respectfully submitted

Kathryn Slott

### APPENDIX 3

#### Committee on Committees Election of UMaine Faculty Senate Officers for 2013-2014

Nominations as received and accepted by the Committee on Committees in accordance with the procedures set forth in the Bylaws are as follows:

President: Harlan Onsrud  
Vice-President: Michael Peterson  
Secretary: Kathryn Slott  
Board of Trustees Representative: Robert Rice

Further nominations may be accepted from the floor.

### APPENDIX 4

#### *Motion to Recommend Approval of the Proposed Creation of the School of Food and Agriculture The Program Creation and Reorganization Review Committee (PCRRC)*

In accordance with the approved University of Maine's Process, the PCRRC has discussed and held the required public meeting on February 20, 2013 for the proposed creation of the School of Food and Agriculture. Discussions and the public hearing clarified several justifications for merging the departments of Plant, Soil and Environmental Sciences; Animal and Veterinary Sciences; and Food Science and Human Nutrition. The new school will improve student support relative to the existing departmental structure. The creation of a school will also address some issues identified in external program reviews and will better align the program with funding agency structure. Finding no compelling arguments against this new structure, the PCRRC recommends that the Senate support the creation of the School of Food and Agriculture.

### APPENDIX 5

Subject: Military Credit: Policy Adjustment  
From: The Academic Affairs Committee  
To: Faculty Senate  
Date: April 3, 2013

Below please find a motion to accept revised wording for policy re. Military Credit. This language has been revised to reflect faculty Senate concerns. The current policy can be found below in the discussion.

**Motion:** The Faculty Senate approves the following language for the Undergraduate Catalog:

Military Credit:

Credit allowed will be based on recommendations of the American Council on Education (ACE) and National College Credit Recommendation Service (National CCRS, formerly National PONSIS) and will correspond to subject areas offered at the University of Maine. Only courses recommended at the upper or lower baccalaureate level will be considered for transfer credit. A maximum of 15 credits will be allowed as military transfer credit (not including prior experiential learning and credit for standardized tests) and the courses will count as elective credit only unless an exception is made. The process for an exception is as follows: the student should contact his or her college or school Associate Dean who will forward the material to the appropriate department chair, unit director, or faculty member who will make the appropriate decision.



Credit for military experience: credit for learning due to duties or a position in the military is considered prior learning and will be considered in the same way as other prior experiential learning. See subsection “Prior Learning Credit” in this section.

## **Discussion and Notes**

### *Current Policy*

#### Military Credit:

Credit for military experience or corporate training programs: Normally will be allowed according to the recommendations of the American Council on Education (ACE) and National Program on Noncollegiate Sponsored Instruction (PONSI). Credit allowed in this way normally counts for elective credit only. Courses considered to be at the upper baccalaureate level will be the only courses considered for transfer credit. All military students will receive 2 credits of KPE 100X for basics/recruit training.

The revised wording removes any reference to corporate training programs, limits credit to 15 credits, and now allows for both upper and lower baccalaureate level courses to be accepted.

The credit limit protects the students in this way: these credits come in as free electives in most all cases. Having too many free electives only increases overall credits without moving a student toward graduation. This has financial aid implications.

As always, and as is now clearly stated, credits must correspond to subject areas offered at the University of Maine. This policy refers only to coursework. Credit for work experience is covered through the university’s prior experiential learning policy.

Who or what is doing the reviewing and recommending? ACE (The American Council on Education) is a nationally known and accepted organization that reviews courses to see if they are at a level of rigor and content equal to a college course and then recommends appropriate college credit. National CCRS is a similar organization developed by the Board of Regents of the University of the State of New York.

Why change the policy now? A system-wide group was tasked by the Transfer Steering Committee to look into military credit. That group recommended the expansion to upper and lower baccalaureate courses. But it clearly left all specifics of policy to the campuses. This is totally our wording and our policy.

## **APPENDIX 6**

Subject: Change of Grade Policy Adjustment  
From: The Academic Affairs Committee  
To: Faculty Senate  
Date: April 3, 2013

Below please find a motion to accept revised wording for a change of grade. The current policy can be found below in the discussion.

**Motion:** The Faculty Senate approves the following language for the Undergraduate Catalog and, when revised, the faculty Handbook:

### **The Change of Grade Policy**

Instructors desiring to change a grade after official posting should submit a grade change request to the MaineStreet Grade Roster. Normally, grade changes are a result of clerical errors or errors of omission. Grade changes made beyond six months of the end of a semester require approval from the Associate Dean or designee. The decision of the Associate Dean may be appealed to the faculty of the Curriculum Committee of the faculty member’s college (or equivalent academic unit) which shall be the final authority.

When entering the grade change on MaineStreet, the instructor should enter a brief written rationale containing their reasons for wanting to change the grade.

If a student wishes to improve a grade, then the option to repeat the course should be considered. For policy regarding incomplete grades, please see the incomplete grade policy in this catalogue.

## **Discussion and Notes**

*Existing policy as cited in the 1988 Faculty Handbook:*

“All grades changed by an instructor should state the reason for the change, and must be approved by the Dean of the College. The only exception to this change is a change from an Incomplete to a letter grade (see section on change of Incomplete grades which follows.)

The purpose of this procedure is to assure that grade changes are clearly justified for academic reasons. A change of grade should be a rarity, made only when legitimate mistakes such as computational errors, cause the initial grade to be incorrect. Change of Grade cards (YELLOW CARDS) are available in the Dean’s Office. After the card has all the appropriate signatures, it is forwarded by the Dean’s Office to the Registrar’s Office.”

The policy has to be changed to reflect the move from cards to MaineStreet. But the new policy also allows a six-month window for a grade change by the professor with no required approval. After six months the grade change will be reviewed, but a potential denial by an Associate Dean can be appealed to a faculty group—the faculty of the College Curriculum Committee.