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## Faculty Senate Agenda

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# FACULTY SENATE AGENDA

May 1, 2013

**Bangor Room, Memorial Union**

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

## **I. Welcome and Announcements**

Reception: Full Faculty Senate, University Club, 4:00-5:00 pm, May 15

## **II. Approval of 3 April 2013 Minutes**

See DRAFT at <http://umaine.edu/facultysenate/senate-minutes/2012-2013/april-3-2013/>

Also in Appendix 2

## **III. Committee Reports (See Appendix 1)**

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**

Motion to Cancel Classes on Veterans Day - Academic Affairs Committee (Appendix 3)

Resolution in Support of Veteran's Day Observances and Activities (Appendix 3)

Motion to Approve Transfer of SPIA to CLAS- Reorganization Proposal - PCRRC (Appendix 4)

Motion to Cancel May 29 Meeting of Faculty Senate

## **VII. Adjourn**

**APPENDIX 1**  
**Committee Agendas and Annual Final Committee Reports**  
**2012-2013 Academic Year**

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

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**Academic Affairs Committee**

Co-Chairs: Richard Borgman and Judy Kuhns-Hastings

**Agenda for 2012-2013**

- 1.) Work towards retention of tenure stream positions to ensure curriculum integrity
- 2.) Strengthen academic units by clarifying peer definitions and peer selection
- 3.) Track academic program planning in relation to System-wide initiatives and planning
- 4.) Develop a clear, consistently applied faculty counter-offer policy when offers are received from other institutions
- 5.) 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.

**End of Year Report**

**Initiatives completed:**

1. **Change of Grade Policy:** The committee took up the effort to revise the change of grade policy, a holdover from 2011-12. Finally, on April 3, 2013 the Senate indicated their support of the motion (available in the minutes for April 3, 2013 at <http://umaine.edu/facultysenate/senate-minutes/2012-2013/april-3-2013/>). However, the motion was tabled due to work to rule.
2. **Military Credit:** Revision of the policy regarding awarding credit for courses taken in the military. On April 3, 2013 the Senate indicated their support for the motion attached. However, the motion was tabled due to work to rule. (Available in the minutes for April 3, 2013 at <http://umaine.edu/facultysenate/senate-minutes/2012-2013/april-3-2013/>.)
3. **Support of spring break:** The system indicated that we were to change our spring break from our long-standing two week, middle of the semester. We refused to entertain the notion because our calendar has been published for the next two years. This item will return. We did speak with a number of units on campus in support of not changing our spring break.

**Initiatives still under consideration for 2012-13:**

1. **Veterans Day observance.** We are following up on a resolution from the Student Senate to cancel classes on Veterans Day to honor those who have served. A motion is likely to come before the Faculty Senate on May 2.
2. **Course approval process and policy.** The Academic Affairs Committee is meeting with the Associate Deans to discuss changes.

**Major Discussions:** At our meetings we have had several discussions with invited guests on important issues.

1. **Credit transfer Initiative:** October 24, 2012: The Provost joined us to discuss issues surrounding the credit transfer initiative.
2. **Military credit:** January 28, 2013, met with Kathy M. Ouellette (Academic Transcript Evaluator) and Kim Page (Director) of Student Records.
3. **Full-time tenure track vs. part-time non-tenure track trend:** We received reports and follow-up data from Ted Coladarci. We met with the Provost on February 18, 2013.
4. **Classroom scheduling change:** Met with Jimmy Jung on March 25, 2013 to discuss the scheduling software he will be testing. Some information he requested had created inquiries from faculty.

**Issue to carry over till next year:**

**Classroom scheduling calendar adjustment.** The committee met with head of enrollment management Dr. Jimmy Jung and polled faculty about the possibility of a M/W class schedule, at minimum in the afternoon, like the Tu/Thur schedule. There is overwhelming support for and logic to such a change. However, Dr. Jung wishes to test the concept using the classroom scheduling software he will run simulations on this summer. The committee needs to follow-up early in the fall semester.

**Issues not addressed this year; on the table for next year:**

1. Common core and articulation agreements was a request from 2011-12 academic year. However, this is (thankfully) not yet upon us. The committee has been involved with and has been monitoring the entire credit transfer process being pushed by the system.
2. 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. We did not address this at all this year.

We wish to thank the following individuals for serving on the Academic Affairs Committee this year: Stuart Marrs, Charlsye Diaz, Michael Grillo, Dorothy Klimis-Zacas, and Bob Milardo

**Committee on Committees**

Chair: Roy Turner

**Agenda for 2012-2013**

- 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.

**End of Year Report**

This year, the Committee on Committees has been asked to recommend faculty members to fill 18 committees. We have found over 60 faculty volunteers to fill the slots on 16 of the committees. We still have two committees with outstanding needs: Faculty Research Funds Committee and the Provost's Promotion and Tenure Advisory Committee.

<b>Committee</b>	<b>#</b>
4th Year Evaluation of Executive Director of Cooperative Extension	9
4th Year Review for Stuart Marrs	9
Athletic Advisor Board	2
Campus Planning Committee	5
Cultural Affairs Committee	3
Faculty Awards Committee	2
Honorary Degree Committee	2
Parking and Transportation Committee	2
President's Council on Disabilities	2
Scientific Misconduct Committee	5
Search Committee for Associate Provost and Dean of Lifelong Learning	2
Search Committee for Dean of Honors College	6
Search Committee for Dean of Maine Business School	4
Search Committee for VP for Research	6
Student Conduct Committee	3
UPCC	1

I wish to thank Dennis King and Doug Bousfield for serving on the Committee on Committees this year.

## **Constitution and Bylaws Committee**

Chair: Mick Peterson

### **Agenda for 2012-2013**

- 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.

### **End of Year Report**

This year the constitution and bylaws committee did not have a lot of activity. No amendments were proposed or made to the constitution and bylaws. The one effort was a short review of possible mechanisms and structures for a web based faculty handbook. It was determined that this type of an effort should be undertaken systematically and will require clearly defined goals to avoid the problems that have bedeviled this project in previous years. A number of good models exist for consideration.

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## **Finance and Institutional Planning Committee**

Co-Chairs: Jim McClymer and Tom Sandford

### **Agenda for 2012-2013**

- 1.) Pursue greater inclusion in campus and system financial planning processes
- 2.) Explore alternative funding models and opportunities as State funding decreases and the Maine's traditional student population declines
- 3.) Assess the structuring of student fees and their expenditure distribution
- 4.) 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.

### **End of Year Report**

<<None to date.>>

We wish to thank the following individuals for serving on the Finance and Institutional Planning Committee this year:

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## **General Education Committee**

Chair: Harlan Onsrud

### **Agenda for 2012-2013**

- 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

### **End of Year Report**

Student Learning Outcomes (SLOs) for General Education courses were approved in the previous year by the Faculty Senate. These SLOs now need to be incorporated into the content and reflected in the syllabi of general education courses across the campus. To facilitate this process it was decided to provide illustrative syllabi that have incorporated the SLOs in each of the primary general education categories. The compilation of these exemplars is being led by Stuart Marrs for the administration.

The Committee did not pursue aggressively the incorporation of SLOs into all of the general education course syllabi this year because there is an initiative active at the University of Maine System level concerning acceptance of general education requirements among the UMS campuses. The results of that effort may result in some potential changes to general education requirements on our own campus. Thus, although SLOs must be incorporated into the syllabi of newly proposed general education courses, the committee will not push for the incorporation of SLOs into the syllabi of all general education courses on campus until the UMS issues are resolved.

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## **Library Advisory Committee**

Co-Chairs: Robert Rice and Howard Segal

### **Agenda for 2012-2013**

- 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.

### **End of Year Report**

The Library Committee met several times with Librarian Joyce Rumery, who is wonderful to work with and who cares deeply about our students and our faculty alike. She provides ample information and addresses every question and concern that we raise.

- 1) Continued financial support by UMaine for the collections, thanks above all to Janet Waldron
- 2) Thanks to funding by President Ferguson, reconfiguration of part of first floor of Fogler Library to be accomplished this late spring and summer resulting in three new rooms to be used for various purposes and by several campus groups that will generate increased use of the library.
- 3) Need for more storage space as both the campus Library Annex and parts of the former Bangor Seminary Library get filled up. Provost Hunter is aware of this need and is sympathetic.
- 4) Growth of the Digital Commons and need to promote it further among faculty, staff, and grad students. We are the only campus within the UME System to have established our own Digital Commons after the System refused to fund it for all seven campuses. Provost Hunter funded it for our campus. As of now there are more than 5400 items that have been downloaded more than 131,000 times.
- 5) Completion of NEASC 5th year document. The Library Committee reviewed Joyce's drafts and made suggestions.
- 6) Customer Service training for all library staff to be done in fall 2013.
- 7) All-day Maine InfoNet E-Collection Summit to take place on our campus on May 24--open to all. Part of ongoing discussions and policies about e-books and digitization.
- 8) Forthcoming May 2013 special issue of Maine Policy Review on Maine libraries, including contributions by Joyce and others from UME.

We wish to thank the following individuals for serving on the Library Advisory Committee this year: Joyce Rumery, Robert Hodges, Mary Ellin Logue, Michael Montgomery, Harlan Onsrud

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

Chair: Michael Peterson

### **Agenda for 2012-2013**

- 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.) General: Receive and review proposals for the creation, elimination and reorganization of academic programs and present recommendations to the faculty senate for approval.

### **End of Year Report**

The major efforts for this year have included both formal and informal reviews of new degrees, reorganizations and reinstatements. A large amount of the effort associated with these programs has been associated with addressing the ambiguities in the process and an effort to maintain an open and fair but responsive process. The new degrees include:

M.S. in Spatial Informatics

M.S. in Bioinformatics

Ph.D. in Communications

B.A. in Human Dimensions in Climate Change

Among the Unit Reorganization and Reinstatement reviews are:

Reinstatement of the Women's, Gender and Sexuality Studies

Organization of the School of Food and Agriculture

Move of the School of Policy and International Affairs (pending)

Among the efforts which have been tabled by the committee are program eliminations including the B.S. in Aquiculture, B.S. in Forest Ecosystems Science, B.S. in Wood Science and Technology, B.A. in German, B.A. in Latin and the Master of Music in Conducting. The program eliminations were not deemed to have an impact on the education of the students at UMaine and thus were tabled.

Among the long-term goals is a clarified process for the committee review. The PCRRC committee intends to address ambiguities in the policy and procedures manual that create uncertainties and delay. In Chapter 1 of the manual, the responsibility of the committee is defined to include "both creation and reorganization of academic degree programs as well as creation and reorganization of academic units." However, in Appendix B of Chapter 4, it states that the PCRRC determines a Pre-proposal should go to a full proposal if the proposed reorganization has "potentially significant academic impacts." The meaning of "potentially significant academic impacts" is not defined and potentially leaves out reorganization of units and faculty. This results in uncertainty on the part of the committee and often hope/pressure on the part of reorganized units that no formal proposal, public hearing or vote is necessary. We seek to lessen the perception that the PCRRC is an onerous part of reorganization by making clear and thus expediting the steps of the process.

We wish to thank the following individuals for serving on the PCRRC this year: Michael Grillo, Dennis King, Ian Briknell, Brian Robinson, Marcia Douglas, John Allen, Dick Brucher

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## **Research and Scholarship Committee**

Chair: Robert Gundersen

### **Agenda for 2012-2013**

- 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.

### **End of Year Report**

Our primary topic of discussion was to request support from the Offices of the President, Provost and Vice President for Research for hiring grant preparation personnel at the college level.

As stated in the Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity of 2012, UMaine's research vision is: *To provide the research infrastructure and environment necessary to foster innovation within the State of Maine and the Nation and to educate students to become the future workforce by providing them with access to cutting-edge research opportunities driven by societal needs.*

The Plan's research goals for UMaine (out to 2017) are to increase research expenditures by 25%, increase industry-funded research 2-fold, increase private foundation funding 4-fold, increased externally funded graduate and

undergraduate students 2-fold each and finally to increase recognition of UMaine research programs such that UMaine would be listed as a top 100 research institutions nationwide by FY2017 as measured by *The Top American Research Universities*.

The Plan suggests enhancement of human resources and administrative procedures as one means to attain these goals. Suggestions for the additional resources needed to support grant preparation and investment were: 1) Increase funding equivalent to two additional grant specialists in ORSP in order to streamline administrative procedures to improve efficiency by increasing administrative support such that, where possible, the administrative burden is shifted away from PI's. 2) *Hire grant-writing specialists whose primary focus is to help streamline the proposal submission process, identify new, multidisciplinary or multiarea opportunities, expand the number of proposal submissions and increase the success rate.*

The Research and Scholarship Committee (RSC) of the Faculty Senate, together with a subcommittee of the University Research Council (URC) conducted an online survey of faculty and professional staff perceptions of supports and barriers in their efforts to engage in and expand extramural research in March and April of 2012. Given the University's goals for expanding its research effort and external funding, together with reductions in personnel and state funding in recent years, it is important to identify ways we can move research forward. The survey was meant to gather faculty and staff suggestions to help the committee make specific and relevant recommendations to inform the development of our University's strategic plan. A full summary of the survey results can be found at:

<http://umaine.edu/facultysenate/committees/research-committee/>

A lack of "time" and "University funding" were the most frequently cited factors that currently constrain faculty research efforts, followed by a lack of support from University administration/ ORSP, and College or Unit administration. Two result of interest to the committee were, a larger percentage of Associate and Assistant Professors (12% and 16% respectively) cited a lack of support from the University Administration or ORSP compared with faculty in other ranks and faculty at the rank of Associate Professor cited a lack of support in preparing grant proposals (25%) and post-award grant administration (12%) at a higher frequency than did faculty in other ranks.

The types of support that faculty say they need to engage in or expand their research activity varies considerably by faculty rank. However two areas where there was the most agreement about the need for support were: increased support from the University administration and ORSP (cited by 10-27%), and increased support with preparation of grant proposals (10-30%). Most respondents praised the assistance of ORSP staff, but felt this unit was understaffed to meet the needs for both pre-award and post-award grant management. Related to this was a concern about the level of bureaucracy to submit proposals and manage grants, and a request to streamline this process and provide staffing support, both within ORSP and at the Unit level to assist.

Based on these survey results and discussions with Mike Hastings and his staff at OSRP, this committee is recommending that each College hire staff to aid faculty in grant identification, preparation and organization. Each College should determine its needs, as to number of staff and whether hiring is for part-time or full time positions. To fund these new positions, we are requesting that financial support come from the upper administration.

We wish to thank the following individuals for serving on the Research and Scholarship Committee this year: Janet Fairman, Mauricio Pereira da Cunha, Steven Barkan, Dorothy Klimis-Zacas, Benildo de los Reyes

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## **Service and Outreach Committee**

Co-Chairs: Emmanuel Boss and Claire Sullivan

### **Agenda for 2012-2013**

- 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.

## **End of Year Report**

In preparation for the 2015 application for a Carnegie Classification for Community Engagement, the Service and Outreach Committee formulated a survey using Qualtrics and asked directors and deans to complete it in order to assess community engagement activities on campus. The questions were based on the 2008 Carnegie Classification for Community Engagement application. Eighteen questions were asked with subparts.

A list of university-community partnerships was generated. This information will be used to select 15 partnerships to be highlighted in the 2015 Carnegie Reclassification for Community Engagement application.

The survey also attempted to document the number of service-learning courses being documented on campus and other community engagement projects, outreach activities and engaged scholarship.

Discussions with faculty interested in teaching service-learning courses occurred on an individual basis. Several new service-learning courses began Spring, 2013.

Options for highlighting all forms of Community Engagement, including faculty service, were discussed at several meetings throughout the year. Claire Sullivan spoke to the Blue Sky, Pathway 3 Committee on Marketing and Communication options. She also attended the Provost Council meeting to explain the purpose of the Deans/Directors survey, provide definitions for Community Engagement activities, and inform those present about the criteria needed to attain reclassification.

Recommendations were made to President Ferguson and Provost Hunter to promote the institutionalization of Community Engagement on this campus.

Future recommendations: Develop an institutional definition for Community Engagement (motion); Participate in the completion of the 2015 Carnegie Reclassification application (due April, 2014).

We wish to thank the following individuals for serving on the Service and Outreach Committee this year: Andy Reeve and Dave Yarborough

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## **University Environment Committee**

Co-Chairs: Andrew Reeve and Michael Scott

### **Agenda for 2012-2013**

- 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.

## **End of Year Report**

The Environment Committee spent the early portion of the year scheduling a meeting with Vice President Waldron to discuss improving the classroom environment. The Environment Committee met with Janet Waldron, Stuart Marris, Stewart Harvey, and John Gregory on January, 17 2013 to discuss implementing faculty guided improvement of teaching spaces. Subsequently, Mike Scott and I had several conversations with Janet Waldron immediately after Faculty Senate sessions, but made no significant progress on the classroom discussion, other than receiving assurances that funding options were being assessed to allow faculty to pursue improvements in classrooms.

The co-chairs received an e-mail on April 1, 2013 from Vice President Marris suggesting scheduling of regular meetings at the start of Fall, 2013 between the Environment Committee and administrators. In preparation for this meeting, Stewart Harvey will compile a list of teaching spaces. Furthermore, Vice President Marris suggested integration of this work with

the efforts of the Blue Sky Pathway 5 group. The leadership in the 2013-2014 Environment Committee should begin their work by arranging a regular meeting time with Vice President Marrs (eg. Monthly).

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

Co-Chairs: Martha Novy-Broderick and Michael Scott

#### **Agenda for 2012-2013**

- 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/>).

#### **End of Year Report**

The IT Ad Hoc Committee focused our attention on the realignment of IT under the systems office. This was outlined in the **Administrative Review: Information Technology Services** January 11, 2013 and approved by the Board of Trustees. The outcome of this new policy is that all campus IT now falls directly under the umbrella of the UMS CIO Dick Thompson. The committee met with Dick Thompson and John Gregory the University of Maine's campus Executive Director of IT in February to obtain a better understanding of the impact of this realignment for our campus. From this meeting no details were available as this was a new policy and details of implementation were still being worked out. This will impact the reporting line of our campus IT as the executive director will both report to the Janet Waldron as well as Dick Thompson.

The other major development this year was the implementation of the 2012 Information Technology Strategic Plan initiative #1 which called for the formation of two committees as part of the plan's IT Leadership and Governance. The two committees are the Strategic Committee for Information Technology (SCIT) and the Board for the Review of IT Effectiveness. (BRITE).

The first group, the Strategic Committee for Information Technology (SCIT) would be responsible for providing recommendations to senior executive leadership at UMaine. Namely, the President, Provost, Vice President for Administration and Finance, and Vice President for Research. The UMS CIO will serve as a non-voting member. The SCIT would provide a cross-functional group of not more than ten mid to senior level personnel at the University who bring perspective on academic, student-related, operational, research, and administrative directions.

The second group, the Board for the Review of IT Effectiveness (BRITE) would serve as the primary body to evaluate IT standards and operations under the guidance of the SCIT. This team would consist of IT practitioners and student representation. One of their first initiatives would be to establish a Technical Reference Model (TRM) to serve as a baseline for introducing new technologies at UMaine and determining if existing services can meet new needs as they are requested by the community at-large.

Faculty Senate will have one representative on SCIT, which currently is assigned to Mike Scott. The BRITE committee will have one Faculty representative from each college.

The IT Ad Hoc committee would like to thank Martha Broderick, Emmanuel Boss and Mike Scott for their service this year.

## APPENDIX 2

### DRAFT FACULTY SENATE MINUTES

April 3, 2013

**Present:** Steven Barkan, Jason Bolton, Richard Borgman, Ian Bricknell, Dick Brucher, Stephen Coghlan, Mauricio da Cunha, Marcia Douglas, Janet Fairman, Thane Fremouw, Michael Grillo, Robert Gundersen, Gordon Hamilton, Dennis King, Judy Kuhns-Hastings, Mary Ellin Logue, Paul Myer, Harlan Onsrud, Ray Pelletier, Michael Peterson, Andrew Reeve, Brian Robinson, Thomas Sandford, Howard Segal, Roy Turner, Chuck Wallace, Gail Werrbach, David Yarborough, Bob Rice, Kathryn Slott, Susan Hunter, Edward Ashworth, Michael Montgomery (for Jonathan Rubin)

**Absent:** John Allen, Emmanuel Boss, Douglas Bousfield, William Congleton, Benildo de los Reyes, Charlsye Diaz, Dylan Dyer, Ramesh Gupta, Clarissa Henry, Steven Kimball, Dorothy Klimis-Zacas, Bill Livingston, David Marcincowski, James McClymer, Robert Milardo, Martha Novy-Broderick, Jay Rasiaiah, Michael Scott, Claire Sullivan, Mark Wells, Molly MacLean, Stuart Marris, Melvin Johnson, Charles Rodda (GSG), Robert Strong, Paul W Ferguson, Alicia Bolduc (Stud. Gov)

The meeting was called to order at 3:15 pm

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

Harlan encouraged faculty to order robes for graduation and to attend commencement activities to support students and departments. The poll on potential Work to Rule received 384 responses or 64% return rate. The poll can be viewed on the Faculty Senate website under Documents.

All faculty should have received a message from President Ferguson regarding the Work to Rule vote. The tone was supportive of faculty and responsive. President Ferguson, Vice President Waldron, and Provost Hunter will be visiting each college on campus to discuss issues.

At the next Elected Members meeting, April 17, Provost Hunter and Ted Coladarci will address a series of questions submitted by the Faculty Senate elected members on the Academic Status of the university.

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

**Vote:** Motion carried.

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

##### **BOT Rep – Robert Rice**

Funding has been increased for the Memorial Gym/Fieldhouse renovation by \$1 million for roof repair and general repair. The System is moving quickly with the Procurement Administrative Review which is for preferred travel centralization and new PCard restrictions. The next BOT meeting is in May. Michelle Hood is stepping down as Chair of the Board, the BOT votes as a group on a new candidate, usually takes place in July.

**Q.** Howard Segal stated that a bill received by his department for security screening of a new hire. Should departments be billed for this?

**A.** There is a new policy that requires background checks. Who should be paying for that is unclear. Provost Hunter stated that there has been a broadening of background checks but she's not sure about the rules for paying for those checks. This is a system wide policy.

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

Two motions under New Business. The committee met a couple weeks ago and had Jimmy Jung attend to discuss correspondence sent to faculty regarding parameters on teaching next fall.

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

No report.

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

No report but a report regarding a new University Policy on Conflict of Interest. University Research Council subcommittee updated a policy based on the US Dept. of Health and Human Resources requirements. Primary change is that in order to apply for a grant you have to have Conflict of Interest Training. These need to be done before the grant is submitted and the training is good for four years. The committee decided the policy would apply to all grant proposals, not just those for US Dept. of HHR.

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

The Senate received a letter from Karen Merrydaughter, a UM grad, regarding fossil fuels divestiture. The committee met with Janet Waldron and will report on findings at the next elected members meeting.

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

The committee was contacted by Stuart Marris stating classroom inventory is ongoing.

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

No report.

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

No report.

**Committee on Committees – Roy Turner**

No report.

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

Motion coming up under New Business.

**General Education – Harlan Onsrud**

The process is slow, this campus developed student learning outcomes for Gen Ed requirements. Currently on hold, waiting to see if there's something forthcoming system wide relative to Gen Ed.

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

No report.

**Committee of the Administration**

**Blue Sky Reports**

**Blue Sky Steering Committee – Bob Rice** – absent.

Harlan stated that in the Work to Rule poll a majority thought Bob and Harlan should not continue participating. Harlan has decided to continue to meet based on the need for continuing dialogue and to promote the priority issues put forth by the Senate supporting students and faculty. He hopes to have a report on the progress of those priorities very shortly.

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

**Pathway 2 – Jim McClymer** – No report.

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

**Pathway 4 – Judy Kuhns-Hastings** – Met and had a long discussion with Dan Sandweiss. He was requesting direction from Pathway 4 for the Graduate School.

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

**IV. Open Comments from the Administration**

Q. Where can we find announcements for the VP for Research interview schedule?

A. The initial notices were posted on FirstClass which now seems like that wasn't the best way to distribute them. They've now been sent to all faculty and the CV's and information will be on the Research page. <http://umaine.edu/research>.

**V. Old Business**

None

**VI. New Business**

*Election of Officers for Faculty Senate 2013-2014*

There were no additional nominations from the floor so a vote was taken on the slate put forward of:

President – Harlan Onsrud

VP – Mick Peterson

Secretary – Kathryn Slott

Board of Trustees Representative – Robert Rice

Vote: Approved as listed.

*Motion to Recommend Approval of the Proposed Creation of the School of Food and Agriculture*

*The Program Creation and Reorganization Review Committee (PCRRRC)*

**28 February, 2013**

In accordance with the approved University of Maine's Process, the PCRRRC 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 PCRRRC recommends that the Senate support the creation of the School of Food and Agriculture.

**Vote:** Carried

*Military Credit: Policy Adjustment*

**The Academic Affairs Committee**

**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.

**A motion was made to table the motion on the basis of Work to Rule.**

**Vote: Carried**

#### ***Change of Grade Policy Adjustment***

#### **The Academic Affairs Committee**

**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.

**A motion was made to table the motion due to Work to Rule.**

**Vote: Carried**

Adjourned at 3:55 pm

Respectfully submitted

Kathryn Slott

APPENDIX 3

Results of a Faculty Poll concerning the Cancellation of Classes on Veterans Day

See

<http://umaine.edu/facultysenate/files/2013/04/VeteransDayPollRESULTS.pdf>

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Subject: Cancellation of classes on Veterans Day  
From: The Academic Affairs Committee  
To: Faculty Senate  
Date: May 1, 2013

Below please find a motion to cancel classes on Veterans Day. Notes and explanations follow.

**Motion to Cancel Classes on Veterans Day**

**Motion:**

To observe the sacrifices that veterans and their families make for our country, the University of Maine will cancel all classes on Veterans Day (November 11) except classes that meet only one day a week, subject to:

If Veterans Day falls on a weekend the University will cancel classes on the weekday when Veterans Day is officially observed.

Because the University calendar for the next two academic years is already published, the University will not cancel classes on Veterans Day until November of 2015.

**Notes:**

This action supports a University of Maine student government resolution recommending that in observance of Veterans Day the University of Maine cancel classes. Resolution # 34S-50-02-19-13, passed 2-19-2013.

The idea of once-a-week classes meeting on that day follows the Maine Day policy, which says: "Classes will be canceled on that day with the exception of classes, including laboratories, which meet two or fewer times per week." (<http://umaine.edu/studentaffairs/maineday/>.) Maine Day always falls on a Wednesday. The once-a-week policy makes more sense for Veterans Day which can fall on any day of the week.

Veterans Day is not a national holiday. However, Federal government offices are closed on November 11. If Veterans Day falls on a Saturday, they are closed on Friday November 10. If Veterans Day falls on a Sunday, they are closed on Monday November 12. Our policy echoes this policy.

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Subject: Observance of Veterans Day  
From: The Academic Affairs Committee  
To: Faculty Senate  
Date: May 1, 2013

**Resolution in Support of Veteran's Day Observances and Activities**

The Faculty Senate supports the following resolution.

The University is cancelling classes to commemorate the men and women who have served our country in the armed forces. It is not simply to give students a day off from class. We therefore expect that the University will expand and develop events on that day to include the campus community in this commemoration and encourage a campus conversation about veterans, veteran issues, promotion of peace and other appropriate topics.

**APPENDIX 4**  
**Motion to Approve Transfer of SPIA to CLAS**

Whereas,

the PCRRC has reviewed the proposal to move the School of Policy and International Affairs from the Graduate School to the College of Liberal Arts and Sciences;  
reservations were presented about the benefits of the move by the Chair of International Business Policy and Strategy in the Maine School of Business;  
these were distributed and posted and a committee meeting was held with deans, directors and chairs of the units involved;  
responses were made to the questions raised and although not to the satisfaction of the original respondent there was strong support by all of the participating units; and  
the committee decided that positive affects of the move were presented and that these do not appear to negatively impact students or faculty.

Therefore, the PCRRC moves that the Faculty Senate approve the transfer of SPIA from the Graduate School to the College of Liberal Arts and Sciences.

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**Notes: Summary of PCRRC process to move SPIA to CLAS.**

Posted by Brian Robinson (co-chair PCRRC) and Michael Petersen (chair PCRRC),  
April 27, 2013.

**Phase 2.**

The presenters of the SPIA proposal were informed that the process needed to go through the PCRRC on Feb. 6, 2013 and pre-proposal was submitted on March 7, 2013. The pre-proposal was complete.

**Phase 3.**

Before the pre-proposal was moved to a final proposal, John Mahon communicated strong dissatisfaction with the plan. A meeting was scheduled for April 12, with John and the deans, directors, and chairs of the SPIA proposal. The meeting was scheduled prior to submission of the final proposal to help resolve issues. It was well attended except that John could not make it and instead sent an email with his list of concerns on the day of the meeting. The full list was read and addressed point by point. John's letter and a summary of responses with the pre-proposal were posted on the PCRRC web page. The pre-proposal went to a full proposal, essentially as resubmission of the pre-proposal with proper cover letter as agreed upon at the meeting of April 12.

After the lengthy meeting of August 12 we did not propose to repeat the meeting in 10 days (as required for a public hearing), but rather that with proper posting it could be presented at the Senate Meeting of May 1. This was intended as a means to allow the proposal to be considered this year. John's comments were intended to stop the proposed move of SPIA altogether, with no suggestions for improving it, and given that during the meeting of April 12, the benefits of the plan were enumerated, we chose to move if forward. There has been a great deal of information exchange in the mean time with much of it posted on the PCRRC web page. At this point there has not been additional support to stop the SPIA proposal, beyond John's continued effort, but the issue has been raised as to whether PCRRC procedures have been adequately followed. This accompanied letters of support for the SPIA proposal from administrators of SPIA and CLASS and additional polling of SPIA cooperating faculty from both sides of the argument.

We want to make it clear that we are seeking an expedited Phase 3, lacking a formal public hearing (which requires ten days notice) but with extensive communication at the committee meeting of April 12 and posting of pertinent materials for discussion before the May 1 Senate meeting. We consider that John's comments have been fully presented, as part of the proper procedures of the PCRRC. We seek to expedite the process so that it will not be delayed until the next year, but with no intent to limit the already extensive communication.

We add that part of the problem stems from ambiguities in the PCRRC manual with regard to the decision to move a pre-proposal to a full proposal, resulting in uncertainty and delays on the part of administrators and the PCRRC. This is a problem we intend to address in the following year, but it is also one of the reasons that we do not want to unnecessarily delay current proposals.