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## Faculty Senate Agenda

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**DRAFT FACULTY SENATE  
AGENDA**

**November 13, 2013**

**Wells Commons**

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

**I. Welcome and Announcements**

**II. Approval of 16 October 2013 Minutes**

See DRAFT at <http://umaine.edu/facultysenate/senate-minutes/2013-2014/october-16-2013/>

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 – Emmanuel Boss & Mauricio de Cunha

Finance & Institutional Planning – Jim McClymer & Tom Sandford

University Environment – Michael Scott

Library Advisory – Robert Rice & Howard Segal

Service & Outreach – Martha Broderick & David Yarborough

Committee on Committees – <vacant, FS Exec Comm acting as this committee>

Program Creation & Reorganization Review – Brian Robinson & Mick Peterson

General Education – Harlan Onsrud

Ad Hoc IT Advisory – Michael Scott

Reports of Faculty Members on Committees of the Administration

**IV. Questions of the Administration**

**V. Old Business**

**VI. New Business**

Motion to Update the Policy on Requirements for a University of Maine Undergraduate Degree –

See Appendix 3

Motion to accept a General Definition for Community Engagement, from the Service & Outreach

Committee – See Appendix 4

**VII. Adjourn**

## APPENDIX 1

### Faculty Senate, 2013-2014 Academic Year Committee Agendas

The designated areas of responsibility for each standing committee may be found in Article IV at <http://umaine.edu/facultysenate/bylaws/>. A summary of these responsibilities is included under the last item for each committee titled *General*.

#### Academic Affairs

Co-Chairs: [Richard Borgman](#) and [Judy Kuhns-Hastings](#)

- 1.) Work with Provost and Associate Provost on policy for faculty authored materials.
- 2.) Finalize a recommendation re. classroom scheduling change.
- 3.) Recommend approval of university calendar.
- 4.) Continue to advocate for retention of tenure stream positions to ensure curriculum integrity. That is, monitor and report on issue of tenure track vs move to temporary, adjunct, non-tenure faculty.
- 5.) Other issues as they arise.

*From Bylaws:* 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

Co-Chairs: [tba \(Executive Committee now serving in role as Committee on Committees\)](#)

- 1.) Process requests to the Faculty Senate for appointment or nomination of faculty members to campus committees formed by the administration or others

*From Constitution and Bylaws:* The Committee on Committees shall, at the request of the University President or designee, recommend faculty members to standing and ad hoc administrative committees or shall provide a list to the President or designee of faculty members who have agreed to serve on a specific committee. 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

Co-Chairs: [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

*From Bylaws:* Review any proposed amendments to the Constitution and Bylaws of the Faculty Senate.

#### Finance and Institutional Planning

Co-Chairs: [Tom Sandford](#) and [Jim McClymer](#)

- 1.) Pursue greater inclusion in campus and system financial planning processes
- 2.) Participate in and respond to Blue Sky Task force 2 recommendations and actions
- 3.) Assess the structuring of student fees and their expenditure distribution

*From Bylaws:* 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

Co-Chairs: [Harlan Onsrud](#)

- 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.) Interface with the University of Maine System in regard to the transferability of general education requirements among the UMS campuses and from Maine's community colleges

*From Bylaws:* 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)

*From Bylaws:* 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**

Co-Chairs: [Brian Robinson](#) and [Mick Peterson](#)

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.) Continue to fine-tune committee procedures to make them clear for new committee members and users.

4.) Monitor growing use of certificates, minors and other evolving academic activities which impact faculty and students.

*From Bylaws:* 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**

Co-Chairs: [Emmanuel Boss](#) and [Mauricio da Cunha](#)

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/>).

*From Bylaws:* 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: [Martha Broderick](#) & [Dave Yarborough](#)

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

*From Bylaws:* 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: [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

*From Bylaws:* 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: [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 2011-2012 at <http://umaine.edu/facultysenate/documents/>)

## APPENDIX 2

### DRAFT FACULTY SENATE MINUTES

October 16, 2013

#### DRAFT FACULTY SENATE MINUTES

October 16, 2013

**Present:** Dick Brucher, Stephen Coghlan, Micheal Montgomery for George Criner, Mauricio da Cunha, Janet Fairman, Michael Grillo, Judy Kuhns-Hastings, James McClymer, Robert Milardo, Martha Novy-Broderick, Harlan Onsrud, Michael Peterson, Jay Rasiaiah, Jonathan Rubin, Thomas Sandford, Allan Smith, David Townsend, Clayton Wheeler, David Yarborough, Bob Rice, Kathryn Slott, William Dee Nichols, Paul W. Ferguson, Jeff Hecker, Carol Kim, Janet Waldron, Alicia Bolduc (Stud. Gov), Abigail Jones (Grad Stud Gov). Melvin Johnson, Charles Rote

**Absent:** John Allen, Steve Barkan, Jason Bolton, Richard Borgman, Emmanuel Boss, Ian Bricknell, William Congleton, Benildo de los Reyes, Charlsye Diaz, Marcia Douglas, Scott Dunning, Dylan Dryer, Thane Fremouw, Robert Gundersen, Ramesh Gupta, Gordon Hamilton, Clarissa Henry, Steven Kimball, Dennis King, Dorothy Klimis-Zacas, Mary Ellin Logue, Paul Myer, Ray Pelletier, Andrew Reeve, Brian Robinson, Michael Scott, Howard Segal, Mark Wells, Gail Werrbach, Susan Wheaton, Peter C. Altmann,  
The meeting was called to order at 3:20 pm

#### I. Welcome and Announcements:

There will be a Community Conversation and breakfast on October 25, 2013 at Wells Commons.

#### II. Approval of May 1, 2013 Minutes

**Vote:** Motion approved.

#### III. Committee Reports

##### BOT Rep – Robert Rice

There's good news for UMaine, on October 15, 2013 the official headcount was announced. UMaine looks good with an increase over last year, up 3.2% in terms of total headcount. Total credit hours up for in-state at 0.4% and out-of-state up 17.6%. Undergraduate fte up 380 for a total of 7804, Graduate Students numbers are at 1,171 students, down a little from 2012 when there were 1,236. "Thank you Jimmy Jung for all your effort." The October 6 and 7 BOT meeting discussed some strategic issues regarding education. Those issues will be on the floor at the next meeting November 21. The Transfer metrics is near completion. Next they'll look at transfer among programs across all campuses. Dr. Hunter addressed the BOT for the first time and laid out her plans.

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

No report.

##### Constitution & Bylaws – Mick Peterson

No report.

##### Research & Scholarship – Emmanuel Boss & Mauricio de Cunha

No report.

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

The report from the System Office equals 5,000 additional credit hours from last year.

##### University Environment –Mike Scott & OPEN

No report.

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

The committee met on October 3, 2013. The Digital Common is now offered at nine other libraries in the state. UMaine has over 8,000 items which have been downloaded over 200,000 times. There are three new rooms in the Information Commons, a classroom, two small writing and tutor rooms, and journals are now on level 2. Level 2B is closed and will house government documents and maps. With an increase in requests for Reference Staff assistance the hours at the desk have changed so it is covered during peak hours.

##### Service & Outreach – Martha Broderick & David Yarborough

The Carnegie Fund application is progressing. The next Carnegie meeting will be on 11/1/13.

##### Committee on Committees – OPEN

Functioning but still no Chair. Requests are being processed by the Executive Committee when they come in.

##### Program Creation & Reorganization Review – Brian Robinson & Mick Peterson

A motion under New Business. Institute for Leadership and Democracy will be moving forward and a public meeting will be scheduled. Moving forward with public meetings on the backlog of program elimination.

##### General Education – Harlan Onsrud

There's activity at the System level for transfer of Gen Ed courses. There is no intention of a System wide common Gen Ed requirement but only that they transfer when appropriate. The Registrars and campus Administrators from each campus are involved in the process and a key priority of our representative is to encourage faculty involvement on core evaluation. Also, making it easier on students, parents, administrators, etc. on knowing which courses transfer and that there isn't a problem transferring.

## **Ad Hoc IT – Michael Scott & OPEN**

No report.

## **Committee of the Administration**

No report.

### **IV. Questions to and Comments from the Administration**

Q. There was a motion last month to convene an open meeting of campus wide IT to discuss strategies and timeline of the University of Maine System. What progress has been made to convene this open campus conversation?

A. Janet Waldron pointed out that Dick Thompson was at the meeting along with John Gregory. They're trying to arrange a date for a meeting when Mike Scott is back, so looking at early November.

Both met with the President's Cabinet and had good discussions about issues that came up and about communication. John Gregory still attends Janet's direct reports monthly meetings. The two governing IT Counsels have been convened and met with Dick and John.

Q. Is there any opportunity for open forums with students and faculty? Some students were out of sorts due to the disruption of IT and it would be good if they could air their grievances.

A. The issues were gone over with the Help Center and a survey was completed with over 500 responses. Those responses are being analyzed now.

Q. Martha Novy-Broderick stated the system crashed today during her class. A forum would help students and faculty now.

A. Dick Thompson was unaware of a crash today but would check in to it.

Q. Who should be called when the system crashes?

A. Report it to the Help Desk. The UMaine Help Desk communicates with the System Help Desk to see if it's a UMaine issue or system wide.

Q. At a meeting recently we were given three pages of enrollment targets and goals report. The three pages came from a 32-page report that had no mention of investing in faculty with the increase in students. Is there a strategy in place with the increase in students, do we hire new faculty after or before students arrive?

A. Jeff Hecker said "yes". We are looking at College priorities for faculty hiring, enrollment growth, teaching needs, and faculty positions in a variety of ways.

Q. The template showed requests can be made but then asked how it will be funded. Doesn't seem to work if funds come out of the department. If a request is put in for a lecturer the tuition money would more than cover it but we'd be told that's not how it works. If using funds from an open position due to retirement it won't help the issue because a department will still have more students and less faculty.

A. We're not sure what the answer is but we're trying to get ahead of it. Extra tuition funds don't always equal extra funds, it's not that straight forward.

### **V. Old Business**

None

### **VI. New Business**

#### **Motion to support the proposed Departmental Structure for the College of Education and Human Development. Program Creation & Reorganization Review Committee**

Background

COEHD does not have departments. Three new departments are proposed, including A) Exercise Science and STEM Education; B) Teacher and Counselor Education; and C): Educational Leadership, Higher Education and Human Development. The COEHD proposal was posted on the PCRRC website on August 21, and the open meeting was held on October 4, 2013, attended by Dean Nichols and seven faculty including the new chairs, and four PCRRC committee members. Everyone at the meeting was in favor of the new departmental organization. Concern was raised regarding departmental names to assure that the disciplines are clear to students. It was agreed that naming and content of the departments was an ongoing project, but that the number of departments and their makeup took into consideration existing programs and faculty. The PCRRC committee voted to recommend that the Faculty Senate support the full proposal for the creation of new departments in the College of Education and Human Development

Motion:

The Full Faculty Senate supports the full proposal for the creation of new departments in the College of Education and Human Development.

#### **Discussion**

The Education faculty seem to be in support of the motion.

**Motion: Approved**

#### **Motion on Shared Governance from the Faculty Senate of the University of Maine to President Ferguson**

Motion of the Faculty Senate Executive Committee

In April, 2009, the Faculty Senate of the University of Maine and the President of the University and its administration agreed to share governance in all academic affairs. The principles of shared governance are documented in the *University of Maine Shared Governance Policy* (available at <http://umaine.edu/facultysenate/files/2010/12/SharedGovernanceUMaine.pdf>). The sense of trust and collaboration captured in this policy is emphasized by terms such as “shared confidence,” “mutual respect,” “mutual desire to collaborate,” “collaborative process.”

Due to a perceived need to move quickly, both administrators and faculty agree that during the summer of 2013 a number of administrative searches were not performed in full accordance with the agreed-on shared governance policies. This motion should not be interpreted as a statement for or against any individual appointed to a position. The failure to follow the *Shared Governance Policy* did not provide the faculty sufficient input or information to make a determination of the appropriateness of appointments. The *Shared Governance Policy* must be followed in order to ensure a fair, open, and collaborative process.

**THEREFORE IT IS MOVED** that the Faculty Senate requires that the principles of shared governance detailed in the *University of Maine Shared Governance Policy* be followed in the future. There is no emergency or expediency justifying circumvention of these core principles, no matter the time of year.

The sections of the *Shared Governance Policy* relevant to the selection of deans, provost, associate provost and other vice presidents and appended as part of this motion are as follows:

From Section II E (a) which states:

The faculty and administration will collaborate in the recruitment and selection of deans, the provost, associate provosts, and other vice presidents. Administrative searches are normally competitive and include open sessions to allow faculty members and other appropriate sectors within the university community to meet and give input regarding candidates. Search committees for administrators will include faculty chosen by accepted faculty governance procedures, as specified in Section A. Faculty representatives shall comprise at least half of each search committee for deans and associate provosts.

Section A in the above paragraph refers to Section II A which states:

Representation of the faculty at all levels of University shared governance will be: a) chosen by direct election by the faculty to the Faculty Senate; b) appointed by an elected faculty officer; or c) appointed by an administrator from a list of several nominated by the Committee on Committees of the Senate. For some committees, faculty members may be appointed directly by the administration or other representative body, as long as there are also faculty representatives on these committees appointed according to a, b, or c above.

**Discussion:**

No discussion other than two emails from Senators opposed to the motion that were mentioned.

**Motion: Approved**

Adjourned at 3:55 pm  
Respectfully submitted  
Kathryn Slott

## Appendix 3

### Motion to Update the Policy on Requirements for a University of Maine Undergraduate Degree

#### Background

The Faculty Senate Constitution, Section 1, Article 3 on Jurisdiction states as follows:

Degree requirements. Subject to other provisions of this Constitution, the Senate shall have the authority to act in behalf of the faculty in establishing University-wide degree requirements.

As the Faculty Senate revises and updates the Faculty Handbook, it intends to adopt and reaffirm policies related to degree requirement and curriculum matters that are already in place subject to minor revisions and updates. Among the policies found in the existing Student Handbook published at <http://www.umaine.edu/handbook/> (including but not limited to the section on Awarding of Degrees found at <http://umaine.edu/handbook/academics/awarding-of-degrees/>) are those that relate to the granting of University of Maine undergraduate degrees.

#### Motion

The Faculty Senate moves that the policies on granting University of Maine undergraduate degrees are hereby adopted and reconfirmed with minor changes as follows:

#### **Policy on Requirements for a University of Maine Undergraduate Degree**

The faculty of the University of Maine determines the requirements for all degrees awarded by the University. The faculty determines that an undergraduate baccalaureate degree requires all of the following:

The student must accumulate a minimum of 120 credit hours. The program in which the student is registered may have additional requirements.

The student must receive acceptable grades in all courses required by his or her academic major.

The student must achieve an accumulative average of not less than 2.0 in University of Maine courses. The program in which the student is registered may have additional requirements.

A minimum of 30 credits originating from the University of Maine Campus is required for the attainment of any bachelor's degree. This policy can be fulfilled in one of two ways: 1) by taking 30 credits in the senior year, or 2) by taking 30 credits at the 300 to 400 level during any year of study. There are two exceptions to this policy:

Exception 1. Students who have already completed three or more years at the University of Maine (minimum of 90 credits of University of Maine courses) when, in the opinion of the student's academic program faculty in consultation with the student's dean, there is sufficient and valid reason to complete the senior year elsewhere.

Exception 2. Students who have completed a minimum of three years of work at the University of Maine and who have been admitted to an accredited professional school of medicine, dentistry, veterinary medicine, or divinity. With the approval of the student's dean in consultation with the student's program faculty, these students may qualify for the appropriate bachelor's degree at the University of Maine upon receipt of the professional degree.

Transfer credits applicable to the granting of a University of Maine undergraduate degree normally must be from a school accredited by one of the following regional accrediting bodies:

Middle States Association of Colleges and Schools  
North Central Association of Colleges and Schools

New England Association of Schools and Colleges  
Northwest Commission on Colleges and Universities  
Southern Association of Colleges and Schools  
Western Association of Schools and Colleges

For international colleges or universities, the international equivalent of regional accreditation or Ministry of Education recognition will be considered.

If course work was completed at a school not regionally accredited, a student may specifically request that their course work be considered for transfer. These recommendations include, but are not limited to:

1. The educational quality of the sending institution.
2. The comparability of credit to be transferred to the University of Maine.
3. Applicability of the credit in relation to the programs being offered at the University of Maine.
4. Additional documentation that the student may be required to provide regarding the course work for transferability.

See Transfer Credit Policy for details on transferring in credits from other schools or for courses taken while in the military service.

## Appendix 4

### **Motion to accept a General Definition for Community Engagement Service and Outreach Committee Recommendation, November 2013**

#### Rationale:

The Service and Outreach Committee of the Faculty Senate is recommending passage of the following motion, which includes a general definition for Community Engagement at the University of Maine. We are recommending this definition for Community Engagement because the new report from the President's roundtable mentions the Carnegie definition and it is more inclusive of all the types of Community Engagement activities that might be engaged in or through a land grant institution like the University of Maine. The definition can be found below and at the Carnegie website:

Community Engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity (Carnegie Foundation for the Advancement of Teaching). [http://classifications.carnegiefoundation.org/descriptions/community\\_engagement.php?key=1213](http://classifications.carnegiefoundation.org/descriptions/community_engagement.php?key=1213)

#### Motion:

The Faculty Senate of the University of Maine adopts the following general definition for Community Engagement. This definition will serve as a guide in the development of Community Engagement opportunities and partnerships between students, University of Maine faculty and staff, and communities throughout the State of Maine and beyond. Community Engagement at the University of Maine is defined as *the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity* (Carnegie Foundation for the Advancement of Teaching).