**UMCES Faculty Senate, Zoom Meeting:**

**Feb. 17, 2021, 1:00-3:00**

Attendees: Mike Wilberg, Sook Chung, Victoria Coles, Helen Bailey, Judy O’Neal, Mario Tamburri, Mark Cochrane, Bob Hilderbrand, Alexandra Fries, Anna Windle, Larry Sanford, and Dave Nemazie; Peter Goodwin

1) updates on the administrative review

2) updates on the annual review process

3) 2021 UMCES Convocation

4) updates from the administration

Location: Zoom:

1. **updates on the administrative review**:
2. COVID: Mike and Kia serve on covid communication team; all employees must fill out the form: and submitting test results.

AL; following 2x a week Frostburg University: the rest UMCES: once/month: submitted to HR.edu IMET: UMCES:

even after vaccination, should have a monthly test.

1. Reaccreditation process: administrative council meeting: Review for policies on every 5 years.

Education Initiatives: Dave reported:

Denise Yost left UMCES for Colorado:

Ricky Arnold: taking over some of Denise jobs-Education matters

Follow up on certificates programs: moving forward: Ricky and Bill? at Ex platform for global reach and top universities are using

Larry provided updates.

Commencement: May 27th- Thursday: virtual: 1 pm

Faculty who has a student graduated/graduating needs to record a 1 min video.

1. Kilbourn: leading the learning outcomes assessment annual committee meetings:

Including comprehensive examinations to assess the progress of all graduate students

Self-study: March 19: UMCES for review: draft of self-study: mid/ end of April.

1. DEIC: working with UMBIUD program at UMCES: Judy O'Neal, staff members and students.

Producing a plan: to navigate it with other universities. Sometime this semester.

1. **updates on the annual review process**:

Mike: David Secor and Curtis Henry co-led the administrative review process that provided suggestions for improvements: suggestions: key issues: new ideas to improve the process: Report was sent to the President’s office in Dec. 2020.

Peter:

Sent to Peter’s office- Peter’s response: we have two Fulbright awards:

More Nomination for some of national and international, Environmental awards as institutions.

Administrative reviews:

Peter acknowledged the report is through and useful: but has not been addressed due to two reasons: 1) budget: uncertainty of FY22: and 2) involves going through CP: CP is aware of the issues: updating the software:

Lynn: assisting CP for putting together new software tools:

One recommendation: having an external review for the business process: pro vs cons.

Peter is thinking about pros and cons using external review process:

But thinking internal: through and useful.

Mike sent us the review document:

Recommending External review: committee thought to get perspectives and transformative ideas from external reviews instead of internal one.

Mario asked about internal review: Peter: Mike addressed: the review is internal review: Areas: concerns: and identification of issues: addressing

Structural deficiency:

Judy O’Neal raised invoicing issues: need addressed sooner: one person is doing the job. Potential solution: structural issue:

System of training people: so that there is no gap/not really on a single person.

Need investment at the university level.

Helen also addressed about effectiveness issue: a long-term and short-term solution: Because of the 2022 budget, it may need a gradual approach: Lynn is putting things together:

**Next senate meeting will address this (Administrative Review) issue**:

Mario stated, documented the issues. For two years, nothing much is addressed to resolve the issues. Peter response:

Mike wrapped up: Heather (AL AD) and Curtis (HPL AD): differences on practices among the labs: cross training across the lab: to get some time to work together.

Peter addressed to be collegial and friendly: but division between staff vs researchers:

Two different communities: enhancing communication to build a deep connection between staff and researchers.

Mike pointed out about training faculty on administration- steps: protocol:

Larry: before we had combined student and staff handbook: faculty handbook is never updated. Recommended the senate to lead this:

Faculty handbook:

Helen: CBL has a CBL handbook on website: not necessary to be final

Mike: we do need documentation: handbook

Helen: some of urgent administrative issues have not been addressed

III. Annual review committee:

Report to executive committee:

Annual review process: update the expectation of faculty performance:

End of April: need to complete

Form: FRA annual review tomorrow: when is due date?

Faculty: from director:

Both faculty: administration: UMCES. To collect matrices, we need.

1. **2021 UMCES Convocation:**

What kind of format: **virtual**; half and half: in person:

June 24:

10-4 pm: Zoom meeting:

The program: by the end of May:

Will be engaging virtual environment.

Next meeting: two senates: convocarion planning:

Coordinating activity: one more senate helping me.

Including REFF program by Nina Lamba.

1. **updates from the administration**

Mike addressed about in coming senates: senate chairs: who are up for their terms.

Mike’s term is up!

Next month: sending an email out to call for nominating a senate chair

End of march: another meeting: