**UMCES senate meeting- minutes Thursday, May 28, 9:00-11:00-Zoom meeting**

Attendees: Mike Wilberg, Sook Chung, Victoria Coles, Christine Knauss (GSC rep), Larry Sanford, Judy O’Neil, Helen Bailey, Alexandra Fries (FRA rep), Jerry Frank (FRA rep), Christina Goethel (GSC rep), Mario Tamburri, Mark Castro, Mark Cochrane, Dave Nemazie, and Bob Hilderbrand

**Meeting agenda**

9:00 – Welcome

9:05 - Approval of minutes from last meeting (on the faculty senate shared drive)

9:10 - Welcome for new members (O’Neil, Hilderbrand, Fries)

9:15 - Update from UMCES administration (Nemazie and Sanford)

9:45 - Committee on revising the Annual Review process for faculty

10:15 - Shared governance survey update

10:30 - USM Board of Regents awards

10:45 - New business

10:55 - Thank you to those member rotating off (Jerry Frank, Mark Castro, Jeff Cornwell)

11:00 - Adjourn

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9:00 – Welcome remark: new members:

Alexandra Fries- FRA; Judy O’Neil for HPL; Bob Hilderbrand for AL

Rotating off: Mark Castro, Jeff Corwell, Jerry Frank

9:05 - Approval of minutes from last meeting (on the faculty senate shared drive)

approved-no issues raised.

9:15 - Update from UMCES administration (Nemazie and Sanford?)

Larry **Sanford:**

* Self-studies: Due to COVID-19, a bit delayed.
* All in progress; for completing a mid-June report; and, end of June to the external committee Accreditation process: The chair of the accreditation evaluation team is Dr. Margaret (Meg) Tivey https://www.whoi.edu/profile/mktivey/. She will be visiting UMCES in the beginning of December. Next year Feb. site visit of the full accreditation review committee.
* Meetings are coming/: curriculum committee meets this afternoon.
* Graduate Faculty Council next meeting Monday, June 1st.
* The first meeting of new MEES program, course, and curriculum committee: Larry Sanford chair. Will review use of MEES 699: course designation
* Larry and Denis Yost applied for funding to USM, for the Cares Act funding from UM Global Campus to transition eight courses edX platform. 5 are proposed for the fall semester and 3 for the spring.

Possibility of collecting tuition

Opening up for new teaching methods

8 TA for six months: TA will do a bulk of the work.

It may be used to help students who need more funding due to COVID 19.

* UMCES Diversity, Equity, and Inclusion Collaborative will be announced soon
* Memberships are set: meeting in sometime June: Assess about what has been done at the UMCES level first:

3.2 Dave Namazie:

* USM expects a budget cut due to the state economy (Chancellor wants to protect faculty and staff), although not yet formal:
* No cuts expected for fiscal year 2020; for the next fiscal year, starting July 1, 2020, a large cut expected; we are planning: grants: federal and states: could be at reduced levels. We are in a somewhat better situation that other USM institutions as we do not rely on Students’ enrollment and tuitions:
* Commencement: 05/29/20 at 1 pm for one or so hours.

Faculty: recorded videos: appreciated the faulty effort.

We are encouraged to attend online commencement.

Peter’s announcement tomorrow at 1 pm – asking people to RSVP

* Reactivation of research: Mike Roman chairs the committee about how to begin the reactivate the research: includes representatives from FRA; faculty; staff; G.Students: 16-18 people: developed a 2pg document: phase 0: ability for one of the lab member of each faculty unit to visit their lab for an inventory of what they need for phase 1.

Sometime June phase 1 open: critical research begins: managed by lab directors:

Faculty member: send a request: There will be contact tracking for each building.

Honor system: if you are ill, you should not be in; check your temperature:

>100.4; you should not enter the building.

Where have you been, movement tracking? In Maryland or contiguous states: do not need self-quarantine: if out of the region: you need to be quarantined for 14 days before you are allowed to reenter UMCES buildings.

Not easy to set up a protocol: due to lack of testing and tracking etc.

Avoid the outbreak: and moving smoothly into the transition to normal.

Phases 0 and 1 would be public on Monday:

Cleaning and access to the building are lab level.

These are all at the lab level.

UMCES- wide plan reviewed at the state level and announced on Monday.

Question: When will work-related travel be allowed? To be determined, in part based on the Governor’s direction.  R/V Rachel Carson can be used with collaboration with Captain; Not full crew, perhaps. Will not be allowed to stay onboard overnight. Traveling may be allowed (refer to policy), but two wks quarantine is required for travel outside the region (MD or contiguous states). Avoid car pooling for research if possible to maintain social distancing.

* Planning efforts: executive council: board of visitors meeting led by Stuart Clarke;
* Internal review on CA staffing is on hold for the moment due to limited manpower.

**9.45 Committee on revising the Annual Review process for faculty**

Update from President Goodwin on revising procedures for annual reviews:

The annual review process for faculty: Dave Secor and senate provided good documentation of how faculty are reviewed at other institutions:

A couple of issues: clarifying some of the items:

1. Ensuring a smooth transition from annual reviews to 3-year reviews, to promotion/tenure
2. Develop a more uniform approach across the labs. Total uniformity is likely not possible.

Graduate University, not research center, faculty contribution to university functions

Not everyone is for teaching and research:

Diversity issues: if someone is actively promoting the UMCES diversity mission, there should be some mechanism to recognize their efforts: At the institutional level of efforts have to be recognized.

Those who do not fall into traditional measurements of research and teaching, how do we compensate or recognize their effort putting toward at institutional levels.

The faculty senate will develop a subcommittee to revise the annual review process for faculty in UMCES. The charge will be developed soon in coordination with President Goodwin.

* Question: will annual reviews of FRAs be included?

FRA reviewed can be included.

**10:00- USM Board of Regents awards**

* Strategies for recognition at the system level.

Mike described that UMCES has one nomination for board of regents award:

teaching, research, service, and mentorship. We have not been successful last two years nominating people for the service category, possibly better with Research category.

This is partly due to the fact that the system pushed all USM institutions to nominate candidates. Hence it is now more competitive. Twice as many applications submitted as awards given out.

Finding the right category: research: would be a good one;

Question: can we put forward the same person multiple times until we get the award? How often can the same person be nominated?

Answer: yes, we may want to make that explicit in the next call this fall (2020).

Board of regents awards: strategy: research area: what they are looking for…

Helen also stated that the nominee deserves some recognition at some levels at UMCES levels: a Certificate or so.

Dave mentioned about Peter’s view on UMCES faculty recognition: He plans find a way to develop a faculty (It can start with BR award nominee) Portfolio for an international award/recognition (not developed by senate, but by Peter’s office?)

Peter’s office is compiling the list of awards which UMCES faculty can apply for.

Dave: there will be a FRA faculty support award at commencement:

Victoria shared about AGU award: some institutions nominate someone every year: That may be a good model for UMCES to follow

6. **Shared governance survey update**:

Mike addressed: in the past 5 yrs, the annual survey of shared governance was completed by the faculty senate and coordinated by CUSF. It was provided to the chancellor for the president’s annual review. It was not previously shared with the president. This year it went to the presidents (including the confidential comments). USM faculty senate Chairs groups is revisiting the process of this survey, but it may provide an opportunity to improve shared governance in UMCES.

The faculty senate chair reviewing the survey with the President may be a way to improve shared governance at UMCES.

In the past UMCES has received low marks on faculty involvement in University-level budgeting.

Budget: entire budget or administrative budget:

Helen shared about the budget decision of CBL: Tom included more faulty involvement: since his review.

Mike: we have the opportunity to talk about this with Peter:

Dave: depends on the level of granularity: faculty should provide some input:

Needs more discussion: what level should the faulty be involved.

Helen: It may be possible to have the faculty provide input on priorities for areas that could benefit most from more resources.

Mario stated about the desire for more transparency of budgeting in UMCES.

Mike said that the faculty senate’s role is to advise the administration

Dave responded that Lynn briefs the Executive Committee. Perhaps this kind of briefing could be done by Lynn at the next faculty senate meeting.

If there is any flexibility at what levels?

Mike said that the system is expecting a budget cut: reaching out to senate about potential ways to handle budget cuts may be helpful for UMCES.

**8. New business?**

Alexandra Fries (Ian): Q- reviewed all the past senate minutes where she could not locate any statement about ‘Employee handbook?’

Larry said that: E. handbook includes everyone: students; faculty; FRA; etc.

We only have a student handbook.

Do we need each category of the handbook? Alexandra said that she developed an Ian handbook.

Larry thought that each lab is so different and a generic handbook may not work:

Mario: general employer guideline: each lab should have its own as we are all different.

Mike will look into previous faculty senate discussions about developing an UMCES faculty handbook.

Mike thanked the members who are rotating off the faculty senate: Mark Castro, Jeff Cornwell, Jerry Frank, Christina Goethel, and Christine Knauss.

June 2nd there will be a new student rep.

Mike thanked for the productive academic year and there will likely be a meeting sometime this summer.

Adjourned at 10:31am