



COUNCIL of UNIVERSITY SYSTEM FACULTY

Strengthening Higher Education through Shared Governance

Minutes CUSF Executive Committee

Monday, May 4, 2020

Virtual Attendees: Philip Evers (CP), Elizabeth Brunn (UMGC), Karen Clark (UMB), Ericka Covington (Coppin), Zakiya Lee (USM), Jay Zimmerman (Towson), Julie Simon (UB), & Ellen Schaefer-Salins.

Meeting called to order. Minutes approved by Executive Committee pending any final edits.

Chancellor's Council: No meeting was held.

Further updates From Robert Kauffman:

- Board of Regents met this past Friday. Information is available online about the meeting.
- Robert Kauffman asked Zakiya Lee for any other information to share. From the meeting held last Friday the first hour or so of the meeting focused on financial issues that we are likely to encounter presented by a crediting agency. More information is on the website and it appears USM is doing ok at present. Robert Kauffman indicated he could cut out materials from the pptx to share. Further discussion surrounded the topic of graduating seniors' movements as to whether staying in state for higher education or moving out of state. He explained that we are a net exporter of graduating high school seniors (about 25%) to other states and that we are looking at that market to tap as to how we can keep those leaving in Maryland.

Zakiya Lee added that in this moment due to economic hardships keeping students in state is a potential positive factor.

Elizabeth Brunn: Shared that she has been appointed to a committee that will decide on a template for the steps, stages, and/or procedures of how the universities will go back to school in the fall. When looking more closely our enrollment figures are ok for the most part with an increase in in-state students.

Further discussion surrounded students attracted to IVY league schools in some instances because they could not get into College Park with the high GPA required. The topic of more students staying in-state might increase the need for seats and therefore impact costs where bringing in out of state students they pay higher tuitions.

Zakiya Lee: Presently we have 3 or 4 schools that are enrollment challenged. Given that point we would not necessarily need many more seats. A factor that impacts the economics in Maryland is when students leave to go to another school they generally do not return to Maryland to work. Those that stay here for higher education are more likely to remain.

Elizabeth Brunn: The economic tax base varies and there are concerns over disparities. The public wants to make sure to take advantage of the lower tuition by remaining in-state.

Robert Kauffman: It is important to seek a ratio of in-state to out of state as we are an economic engine to have graduates stay in Maryland for their higher education. What we are seeing as an issue is there are times when students cannot get into College Park and they do not consider any of our other institutions and then leave and go out of state.

Ericka Covington: Some students do go to other colleges in state, such as community colleges, then some transferring into our universities.

Zakiya Lee: We will hear more about this as Joann Boughman is on a call about this very topic. We also need to focus on adult learners and those underprepared to go to school for higher education.

Potpourri of Items:

- ART Workgroup Update: Zakiya Lee indicated the group has met once so far with a good introductory meeting. The sense is it will move along more smoothly than previous workgroups for this topic from a few years back. The goal is to have it wrapped up next year about this time with drafts and comments for CUSF to review. The group is working with a 17-page document paring it down into a framework to provide structure and the ability to apply to each institution.

Chairs Report-Robert Kauffman:

- Highlights: State of shared governance report completed and passed on to the Chancellor. The public version is out there and available.
- The survey of institutional support for Senate Chairs: The commentary report will come back to CUSF as a separate agenda item. It has been reviewed by the Senate Chairs, by Zakiya Lee and by Robert Kauffman. The survey of institutional support for CUSF members was in the form of a commentary. It needs updated because of information from College Park since their members do receive some support not captured originally.
- Senate Chairs report: If you have not read the commentary the Senate Chairs tend to get 3 credits of reassignment time. Two of the institutions provide both reassignment time and a stipend. College Park gets a stipend and can buy out the time. Four institutions do not receive either one to be Senate Chair. Hopefully, this survey will help them to get needed resources. The 1.60 policy indicates the need to provide support but does not say what the support should be. For administrative support, some institutions do need to provide some support. In terms of budgets this also varies. Six of the institutions have a budget. Some have coverage from the president or provost's budgets. College Park has the largest budget. For those institutions that do have budgets some drop down to the range between \$2000-\$2500. For some major committees' chairs also get reassignment time such as the vice chairs, but not well founded. The full report provides much greater detail.

Emeritus Faculty: No Report

Newsletter – Update:

- Phil Evers and Ericka Covington indicated it is mostly finished as they have received the Chancellor's draft from Zakiya Lee, and all is basically done. Once getting the last part pasted in it will be ready as a final draft to submit.
- Robert Kauffman: Indicated it needs to be finished and submitted to be ready for the BORS meeting. Once ready it should be sent to Zakiya Lee for review by the end of the

week. Materials need to be submitted to the BORS for the next Chancellors Council meeting first week in June.

Survey of Senate Chairs on Institutional Support: Robert Kauffman:

- As was discussed earlier it has been fully reviewed. It was noted there were a few quotes that were concerning but as quotes they will remain.
- It was motioned and approved to move forward to the Senate Chairs and others. As the Senate Chairs have already read and approved the report will send out the final report to the Senate Chairs, the Chancellors council, and the presidents.

Senate Chair's Meeting- Elizabeth Brunn:

- There were additional comments though nothing different than what was said at the CUSF meeting in April. Most of the focus was around MJ Bishop's presentation with working online and the impact of COVID 19. It would be good if we could have MJ Bishop speak to CUSF on May 14th for a few minutes summarizing what she presented to the Senate Chairs. Members could provide feedback as to what they think should happen for support in the fall.

Tentative Approval of Senate Chair's Minutes: It was discussed that these minutes should be approved prior to the next Senate Chairs meeting scheduled for October 2020. Waiting until fall to review and approve these minutes was brought up as a concern. Further decision led to the decision to review as soon as possible using email. Zakiya Lee indicated she would get to them to review in the next couple of days.

Elizabeth Brunn: Would add further to request to have MJ Bishop speak to CUSF as discussed above and to focus the conversation in the fall (to get faculty feedback and ideas for support). Elizabeth Brunn and Joann Boughman to discuss and move forward. Elizabeth Brunn indicated to add a brief report about the committee working on the framework for plans of proposed school openings in the fall for discussion and feedback.

For further clarification to ask MJ Bishop to come to the May meeting for a minimal discussion could take place possibly feedback from faculty. however, Zakiya Lee and Joann Boughman need to have a copy to review and then move for further work and a vote from CUSF possibly in September.

Elizabeth Brunn: The topic of our academic integrity work was mentioned, and the present state of this work will be continuing with review by MJ Bishop, Zakiya Lee, and Joann Boughman. No real movement will take place until next hear.

Minutes from the April CUSF meeting:

- Both Robert Kauffman and Karen Clark had reviewed minutes. Motion passed to accept pending review by Zakiya Lee.

Agenda for the CUSF meeting May 14th. Reviewed items.

Robert Kauffman to add MJ Bishop tentatively if available to attend and address any questions at the May meeting if she is available.

Elizabeth Brunn: Requested to potentially add a brief discussion about the plans for fall opening of schools with Joann Boughman's input.

Elizabeth Brunn: Regarding meetings for the fall we need a motion regarding the format of our meetings and to review bylaws for both the format of our meetings and voting requirements. Given the requirements to meet virtually we need to have the ability to vote online.

Online meetings in 2021:

- Three points were discussed:
- At present to remain meeting virtually allowing voting with logged in virtually until further changes.
- Use a hybrid format which would allow both in person and virtual attendance (and voting via a platform such as Zoom when meeting virtually).
- When possible to go back to all face to face with not voting if logging in virtually.

Elizabeth Brunn: Suggested to make a motion to pursue what is necessary based on the changes due to the COVID 19 crisis within the bylaws. Before this crisis, a member could not vote if not physically present at the meeting. With the recent events we have modified and allowed members to vote via the use of virtual platform (Zoom in this case) as it provides the ability to be anonymous via a polling feature. When possible to continue with the face to face meetings we need to consider allowing voting for those that log in remotely via the platform. Given the verbiage of the present bylaws we should have a vote to change the bylaws language to allow this step.

Jay Zimmerman: Indicated there was no problem particularly to meet virtually given the better technology but felt over many years his experiences have led to a much better sense of the campuses and fellow members when meeting face to face and is afraid of losing that valuable experience. Concern was expressed that if voting is allowed remotely then face to face attendance would fall and many have attended because that was the only way to have their vote count.

Elizabeth Brunn: Indicated noticing in the last year when meeting face to face the university hosting the meetings asked for attendance numbers due to costs to host the meetings (to justify the costs).

For next year one proposal is to meet in hybrid format (interspersing face to face meetings with alternate virtual meetings except for the Joint meetings).

The issues involved with any of the meetings is cost of food (when face to face), traveling distances and time it takes to travel, and conflicts with scheduled classes, therefore unable to attend face to face meetings. In some instances, the signal strength for the virtual meetings is insufficient and at times having difficulty using the technology. The benefits for virtual meetings can be increased attendance for those that travel or have class conflicts on days of meetings they could not travel to attend physically but could meet virtually for at least part of the meeting- if not all of the meeting time. Therefore, increasing attendance and participation.

Elizabeth Brunn asked the question of where the rule came from that members could not vote over the phone or remotely. There was no discernable response to answer that question.

Robert Kaufman: Indicated the issue is whether we could have online meetings as well as voting online.

Robert Kauffman to discuss options regarding meetings moving forward after fall of 2020: Three points were discussed:

At present to remain meeting virtually allowing voting with logged in virtually until further changes.

When possible to go back to all face to face

Use a hybrid format which would allow both in person and virtual attendance (and voting via a platform such as Zoom when meeting virtually).

Totally online.

Julie Simon: Suggested to beta test online voting and meeting with passing a temporary resolution to do so for next year to see how it works.

Robert Kauffman: The question was asked as to how it was recorded in minutes from March since we had passed a motion then to accept online voting during the crisis.

Karen Clark: The minutes were reviewed, and the motion restated. The consensus was we could do online voting until the end of the virus crisis. The motion read from the general CUSF led to the consensus of Ex Com to continue online voting until further reevaluation by the end of the fall semester of 2020. Approved and seconded.

Considering this point, we do not need to decide until the end of the fall 2020. Therefore, no issue with online voting until end of 2020 fall semester. Pending further developments of the crisis in the fall will determine how this moves forward in 2021.

Jay Zimmerman indicated should just stay all online through the end of the fall semester as there will be no real uniformity (as noted above). Erika Covington agrees especially if a second wave and how we the campuses can or will be able to open. Julie Simon agrees to remain all online until the end of the fall semester and then evaluate. Suggested using options such as Microsoft Teams, Zoom, etc.

Karen Clark brought up about having a USM platform. Zakiya Lee indicated there was a USM platform that did not role out well and consistent.

Robert Kauffman indicated to discuss at the CUSF meeting hearing having all fall meetings online and re-evaluate at end of semester. The caveat is much can happen in the next few months to keep watch on any changes.

Robert Kauffman asked for any further discussion, none. Motion passed to continue to allow online voting.

Planned meeting dates/times for Ex Com in the fall.

- Robert Kauffman indicated the Ex Com meetings were on Mondays follow the Chancellor's meeting however, that meeting times and days may change in the fall moving forward.
- Jay Zimmerman: Understands he will have to run some sort of Senate Chairs meeting for fall and spring. Elizabeth Brunn with work with Jay Zimmerman for these meetings and to review for updates the existing shared governance report. It was noted that this report identified some needs for updating and that Jay Zimmerman, as the Vice Chair will take on this task for revisions.

Elizabeth Brunn: Mentioned the topic of talking with the new members about their ideas for next year's CUSF work at the May meeting.

Robert Kauffman: Expressed that he was not sure that was always done before at the May meeting.

Further ideas on agenda items for next year:

- Senate chairs surveys
- Elizabeth Brunn to follow through on the academic integrity policies
- IPE strategic initiatives across the system and to interface our resources to develop better relationships
- Civility issue
- Review the BOR policies for any that are outdated. Consider Jay Zimmerman to do as the Vice Chair.
- Review the technology policy. Zakiya Lee indicated there is more current information and indicated to provide suggestions to Joann Boughman and herself. The System is working to engage recognized changes and work with information technology specialist.

Ericka Covington: Brought up to topic of developing plans regarding online work electronic submissions.

Elizabeth Brunn added electronic examples such as taking exams with video technology used to monitor students while taking an exam exists. An issue of this technology is privacy. Topics include responsibility of using a personal computer and signing to protect student information.

Elizabeth Brunn added that the legislative committee has not done anything for two years. Ericka Covington a member of the committee added that it is a big challenge as to what this committee can do other than Advocacy Day. She added insightful input can be given on bills yet to make the most impact is challenging other than going to the State House on Advocacy Day. Phil Evers added it could be likely that the individual universities and System do not want faculty doing anything. It was suggested to have this committee merge with faculty concerns. Ericka Covington: Suggested all semesters get a meeting called with the Universities legislator person and for some it is difficult and uncomfortable to do so. It would be good to have a unified agenda for any legislative activities.

Robert Kauffman suggesting for faculty concerns to continue with the topic of faculty and course evaluations.

No other discussion ensued.
Motion to adjourn.

Respectfully submitted May 11, 2020,

Karen Clark

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