COUNCIL of UNIVERSITY SYSTEM FACULTY

Minutes for CUSF Executive Committee
Monday, April 6, 2020

Attendees: Elizabeth Brunn (UMGC), Karen Clark (UMB), Robert Kauffman (Frostburg), Erika Covington (Coppin), Phil Evers (UMCP), Zakiya Lee (USM), and Joann Boughman (USM)

Robert Kauffman, CUSF Chair, called the meeting to order in the Zoom Room courtesy of UMGC:
- A brief discussion on platforms for audio/video meetings took place prior to calling the meeting to order and will continue as needed later in the meeting.
- Approval of executive committee minutes: approved and seconded pending additional review to follow.

Chancellor's Council/USM:
- A main topic surrounded the COVID-19.
- The Councils gave reports and updates on the situation. Robert Kauffman shared that the Chancellor offered very nice comments regarding his attendance at the March CUSF Council meeting. He had several take-a-ways from the meeting along with his great appreciation for all the work taking place. The topics also included teleconferencing. Robert Kauffman stated he had shared his thought that it is easier said than done to engage in teleconferencing and implementing can also be challenging. Elizabeth Brunn added that it is important to discuss teleconferencing as we move forward with our CUSF meetings.

Committee Reports:
- ART Workgroup Update - No update currently. Zakiya Lee added this group will be meeting later this month.
- Chair's Report: Robert Kauffman noted that the State of Shared Governance survey results will come out shortly. Overall, 11 of 12 campuses indicated shared governance is "alive and healthy" on their campuses. He noted three trends:
    - Declining participation in CUSF; Faculty Senates citing workload issues impacting degrees of participation.
    - Differences in informing and consulting with faculty. Consultation involves being involved in the process. This issue has been identified in previous shared governance reports.
    - Concerns from Senate Chairs regarding shared governance at the sub-unit level.
    - Philip Evers asked when the report will be finished.
    - Robert said he sent it to Zakiya Lee to review on Friday. Zakiya Lee said she would review it by close of business today. (Secretary's Note: The report is dated April 8th).
    - Robert Kauffman added that there is a public and a confidential report. The confidential report includes all the completed surveys with added comments (raw report). This report goes directly to the Chancellor as he reviews it closely and uses it for the presidents' evaluations.
    - The public document is more of a summary of themes and, thus, aggregate information.
    - Philip Evers asked if some of the public information could be included in the upcoming newsletter.
    - Erika Covington asked if the public report would be shared with CUSF. The response was that the public document will be shared and could help with identifying areas CUSF could work on moving forward.

- Emeritus Faculty BOR member – There was no report currently.

- Newsletter Update: Philip Evers and Ericka Covington are working on it.

- o Robert Kauffman was asked to provide about 300 words by the first part of May for the newsletter. The shared governance conversation is one topic. Pictures for Advocacy Day with a summary of attendees and some information regarding discussions with the legislators may be included in the newsletter as another topic.
- o The challenges of going online to teach and meet considering that many students have never taken any online courses was a topic.
- o Zakiya Lee added that the Chancellor's statements and USM perspectives on this and other topics can be found on the USM website.
- o Another possible topic mentioned for the newsletter was about academic integrity. However, it is still in process and will be going through editing. Therefore, it is not ready for the newsletter. It was added that the academic integrity policy proposals will come to the CUSF meeting in April or May for a vote. Zakiya Lee did ask that she, Joann Boughman, and MJ Bishop review it before going to CUSF for a vote.

State of Shared Governance: See information provided above

Elections: Presently there is one nominee for at large, and that is Ellen Schaefer-Salins from Salisbury. No one else for the other at large position or secretary has come forward at this time. Marc Pound was suggested as a possible nominee for secretary, as was Susan Antol. Elizabeth Brunn said recording meetings makes it easier and more complete to assist the secretary in writing the minutes.

The Upcoming Senate Chair's Meeting:
- Elizabeth Brunn reviewed the tentative agenda that she put together. She said that she had pulled together a list of topics including, civility, the shared governance report, the ART policy, and the workload policy. Participation levels, renumeration, and coursework release are associated topics, as well as the tech issue Julie Simon brought up that UB is having faculty sign a non-disclosure agreement regarding use of personal information associated with teaching, such as using Blackboard. Academic integrity is a continued topic. COVID-19 will be part of the Chancellor's discussion. Then we need to ask the Senate Chairs topics they would like to talk about and our strategic plan. Elizabeth Brunn spoke to our 2020 strategic goals.
- Joann Boughman added that most likely, the development of the new USM strategic plan will start up this summer. She also suggested that we ask faculty Senate Chairs how they think faculty are doing with remote learning, as the Chancellor will want to know so he can consider anything at his level that he can do to help to improve this for faculty.
- Robert Kauffman added that he had sent out a request for any questions from the Senate Chairs but so far, no responses.
- In terms of summer courses, Joann Boughman indicated that all the campuses are ready to do remote classes throughout the summer. Some of our institutions have two sessions over the summer. Those that do are hoping the second session may not need to be all online as well as looking for internships that might be possible over the summer. Regarding the fall, it is being explored as we move forward.
- Elizabeth Brunn offered there could be a possibility of using micro internships with big companies. She added that some of the companies give students a project asking them to complete with time frame and deliverables and pay them. Joann Boughman requested that further information be forwarded to her.
- The April 16 CUSF meeting agenda was reviewed. It was discussed to ask the CUSF members what their challenges are at this time to determine any themes for groups to work on.
  - o Joann Boughman indicated that this it could help identify where the areas are for training that would be beneficial; especially for the institutions that don't have the same degree of infrastructure that some of our bigger institutions have. It is important to ask, as otherwise, we would not hear these concerns and needs.

The March minutes of CUSF were reviewed and the motion to approved was pending any final edits by Zakiya Lee.

A discussion regarding online meetings:
- Elizabeth Brunn noted that the March meeting had a very good turnout, as people participated who generally do not attend or participate in person. One reason offered was easy accessibility and less conflict with schedules (not having to take time to drive to and from). Other than elections must be by secret ballot (Section 6.2), the bylaws don't prohibit online meetings or phone voting.
- Roberts Rules of Order is based on presence, and it is important to note that this was established before any online meetings were available. Ideas for methods of our meetings include that we can look at mixing face-to-face and online meetings having some meetings online versus all face-to-face and only voting when in person. Or, we can establish changes to allow voting online. The benefit of online meetings is that we have an audio/video and transcript that helps with the documentation of the minutes. Further thoughts included the benefits of face-to-face meetings at the various campuses yet, as technology changes, it will become more accepted to meet virtually. Voting needs to be discussed as to what method(s) of voting count, face-to-face only or face-to-face and online/virtual. This will also factor in regarding when we need a quorum. Robert Kauffman suggested to add this to the general discussion at the end of the April meeting. He also suggested to make sure time was devoted in the meeting in May to setup goals and objectives for next year. Elizabeth Brunn added the need to include plans to continue the orientation of new members.

Robert Kauffman brought up the short survey for Senate Presidents regarding administrative support.
- The beginning of the survey explains there are two issues identified in the state of shared governance survey and they are: 1) that increasing workload demands are potentially resulting in less participation in shared governance, and 2) the degree of support provided by the institutions to shared governance. The primary purpose of this survey is to address the support given to the Chairs. Due to the diversity of the institutions, the questions are relatively open-ended. Responders brief comments will be extremely helpful and help clarify their situation within a very diverse System. The survey contains 11 (some open-ended) questions. Three basic themes are included: renumeration, workload or release time, and administrative support. This discussion led to what USM has available for release time or renumeration of CUSF officers. Much of this is not widely known. The next step is to bring forward the survey results of the Senate Presidents. Then, move forward with further information regarding serving as a CUSF officer or member.

Meeting adjourned.

Respectfully Submitted April 11, 2020

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