



COUNCIL of UNIVERSITY  
SYSTEM FACULTY

CUSF Action Plan  
Academic Year 2017-2018

Approved 10/16/17

The following is the Action Plan for CUSF for 2017-18. The purpose of the Action Plan is to determine the tasks projected for completion during the academic year of 2017-2018. The Action Plan is derived from CUSF's mission and vision statement.

Procedurally, not all goals may have tasks identified for this year. There are only a limited number of items that can be completed. This doesn't diminish their importance. It only indicates that at this time there are no priority tasks associated with the goal. For example, Goal 3.0 will grow quickly as System identifies policies to review.

**Goal 1.0: Increase communications and advocacy with its constituents.**

Communications is one of the cornerstones of providing an effective organizational structure for CUSF. Within CUSF, the main lines of communication exist upward with the Chancellor and the BOR. It exists downward to the individual campus, and it exists laterally between campuses. In addition, there are lines of communication between the Councils, with external organizations such as the AAUP, with other State agencies, and with the Legislature. This goal focuses on strengthening these lines of communication and advocating for strengthening higher education within the State of Maryland. Creating a newsletter or participating in Annapolis Day with the Legislature are examples of tasks addressing this goal.

**Task 1.1 (AI-101): Annapolis Day** – During the legislative session, Annapolis Day is a day where USM and its Councils spend the day advocating for USM with the Legislature. It is an important function where future efforts build upon the success of the 2016 efforts. In the past, this task has been tasked to the **Legislative Committee** and should continue there as one of their primary responsibilities for the year.

*Group/Persons Tasked:* Legislative Committee Chair; Chris Brittan-Powell

*Product:* Annapolis Day

*Projected Completion Date:* February 2018

**Task 1.2/1.3 (AI-102/AI-103): Newsletter** – In 2015, CUSF developed a newsletter. Three issues were published. The newsletter is considered the responsibility of one of the at-large ExCom members. This practice will be continued. In 2016-17 two issues were published, one in fall semester (AL102) and one in spring semester (AL103). This is a reasonable number and practice. The value of the newsletter is that it provides a summary of the activities of CUSF.

*Group/Persons Tasked:* At-large position

*Product:* Two newsletters, one in December (AL102) and one in April (AL103)

*Projected Completion Date:* December/April

**Task 1.4 (AI-104): Abbreviated Minutes** – The Secretary will create shortly after the Council meeting a summative or abbreviated minutes for dissemination to the campus liaisons.

*Group/Persons Tasked:* Secretary

*Product:* Abbreviated Minutes

*Projected Completion Date:* September through May

**Task 1.5 (AI-105): Social Media Platform** – This past year Rajeswari implement SLACK. Through no fault of hers, there has been a slow uptake on its use. Its use needs to be reexamined and developed further.

*Group/Persons Tasked:* Rajeswari Kolagani

*Product:* Active use of SLACK

*Projected Completion Date:* May 2018

## **Goal 2.0: Strengthen shared governance within the USM institutions.**

Under the Shared Governance Policy [I-6.00], shared governance is also implemented at the institutional level. This goal focuses on implementing and strengthening shared governance at the institutional level. First, it advises the Chancellor. Second, CUSF is a resource to System institutions. Third, the other institutions in the System are a resource to each other where CUSF can become the link between them. In a very real sense, it is sharing shared governance between campuses. The creation of the Senate chair's report on the State of Share Governance within the System is an example of a task designed to help fulfill this goal.

**Task 2.1 (AI-201): SCSSSG Procedures** – With the survey being utilized, it is necessary to take the next step and revise the procedures to make the survey more representative of the faculty. This will increase its impact and usability in the evaluation process. It may be a situation of tweaking and emphasis rather than making major changes. The Chair will work with the Vice Chair and the senate chairs to strengthen the data collection and make the survey more representative of the faculty.

*Group/Persons Tasked:* Chair, Vice Chair and Senate Chairs

*Product:* Revise Procedures

*Projected Completion Date:* November 2017

**Task 2.2 (AI-202): Senate Chairs Survey on the State of Shared Governance (SCSSSG)** – The survey will be conducted again this year. Necessary revisions (i.e. survey instrument) will be made and a longitudinal analysis will be performed this year. The Vice Chair is tasked to collect the data and the Chair is tasked to write the report.

*Group/Persons Tasked:* Vice Chair, Chair

*Product:* Report to Chancellor

*Projected Completion Date:* April 2017

**Task 2.3 (AI-203): Shared Practices** – The purpose of “shared practices” is increase the discourse between CUSF institutions. The emphasis is on shared practices rather than best practices. This will involve the creation of a simple “listserv” faculty chairs which can be a simple email list. The vice chair will determine issues or topics on which information needs to be collected. They will be prioritized. A report will be written on the singular topics. The reports will be placed on the webpage.

*Group/Persons Tasked:* Vice Chair

*Product:* One to three reports completed and placed on the webpage

*Projected Completion Date:* May 2017

**Task 2.4 (AI-204): Peer Review Committee** – The purpose of the Peer Review Committee is to strengthen shared governance on individual campuses by reviewing shared governance practices on other campuses. As envisioned, the Peer Review Committee can be implemented at the request of the faculty or by the Chancellor. Currently, this initiative is on hold.

**Goal #3.0: Advise and work with USM on major policy initiatives.**

This goal addresses a major role of CUSF under the Shared Governance Policy [I-6.00] to advise the Chancellor and USM on policy matters affecting the System. Although these initiatives can be initiated by CUSF, they are generally initiated by System.

**Task 3.1 (AI-301): E&E 2.0 Initiative**

*Group/Persons Tasked:* To be determined

*Product:* To be determined

*Projected Completion Date:* To be determined

**Task 3.2 (AI-302): Workload Task Force**

*Group/Persons Tasked:* To be determined

*Product:* To be determined

*Projected Completion Date:* To be determined

**Task 3.3 (AI-303): Inclusion and Diversity Taskforce**

*Group/Persons Tasked:* Benjamin Arah

*Product:* To be determined

*Projected Completion Date:* To be determined

**Task 3.4 (AI-304): Inclusion and Diversity Committee** – ExCom suggested that an Ad Hoc committee on inclusion and diversity be formed.

*Group/Persons Tasked:* To be determined

*Product:* Report

*Projected Completion Date:* To be determined

**Task 3.5 (AI-305): ART Task Force**

*Group/Persons Tasked:* To be determined

*Product:* To be determined

*Projected Completion Date:* To be determined

**Goal #4.0: Advocate for faculty welfare.**

This goal relates to issues and concerns that strengthen the faculty in delivering their institutional functions and that contributes to their general welfare. Normally, tasks under this goal are addressed by the Faculty Concerns standing committee.

**Task 4.1 (AI-401): Regent's Awards** – The Regent's Award is a yearly function of CUSF. The Awards Committee review nominations from campuses and makes recommendations for the award (AI401).

*Group/Persons Tasked:* Jay Zimmerman

*Product:* Nominations

*Projected Completion Date:* December

**Task 4.2 (AI-402): Regent's Awards - Nomination Process** – There are modifications to the awards process that need to be addressed. These issues include the following but may include other issues as well: 1) Review the current process by which the number of nominees per institution per category is determined, 2) Propose to keep or revise the current process by which the number of nominees per institution per category is determined, 3) If the preference is to keep the current process, consider including a minimum and maximum number of applicants per category, and 4) If the preference is to revise the current process, create or identify a sliding scale to determine the of number of nominees allowed per category per institution.

*Group/Persons Tasked:* Jay Zimmerman, Zakiya, and Regent's Committee (if needed)

*Product:* Recommendations with CUSF approval

*Projected Completion Date:* March

**Task 4.3 (AI-403): Joint Resolution on Ombudsperson** – Under the tutelage of Richard Manski at UMB in 2013, CUSF passed a resolution indicating the need for a System supplied ombudsperson. Since its passage, the motion remained dormant until Sherrye Larkins (Chair, CUSS) rejuvenated the motion and movement. Currently, there are three parts to a joint motion that is working its way through the Councils. Each USM institutions will make available to the students, staff and faculty ombudsperson services. Where possible these services will be consistent with the recommended policies and practices of the International Ombudsman Association or a similar association. And, each USM institution will develop an implementation plan. Currently, the joint resolution (i.e. faculty, students, and staff) is working its way through the System. The Presidents council may be the fourth Council joining in on the resolution.

*Group/Persons Tasked:* Chair, CUSF

*Product:* Passage of the resolution by three, possibly four, of the Councils

*Projected Completion Date:* October, November 2017

**Task 4.4 (AI-404): Changing Face of the Faculty** – The focus of this issue is on the changing face of the faculty or the plight of the adjuncts. It is important for CUSF to reach out and represent the interests of all faculty including part-time and adjuncts while maintaining its traditional core values. Last year, changes in the faculty, students and classroom were addressed. This year the September meeting is at Shady Grove. There is no faculty senate at Shady Grove or Hagerstown. At this stage, the objective is informational and to have at least one panel discussion addressing the issue other than the welcome at the Shady Grove meeting.

*Group/Persons Tasked:* Joann Boughman, rbk

*Product:* At least one panel discussion

*Projected Completion Date:* December Council meeting

**Task 4.5 (AI-405): White Paper - Academic Dishonesty and Plagiarism** – The Education Policy Committee will write a white paper on the issues related to the current state of academic dishonesty within the University System. The paper will examine the implications it has for the need to develop a statewide CUSF endorsed policy for handling academic dishonesty. The paper will address the various types of academic dishonesty, the influence that technology has placed upon the burden of maintaining student honesty, the legal aspects related to punishment, legal avenues of copyright enforcement for the

Universities in the system and possible recommendations for future policy development.

*Group/Persons Tasked:* Education Policy Committee

*Product:* A white paper or position paper; December program

*Projected Completion Date:* April 2018

**Task 4.6 (AI-406): Association of Retirement Organizations in Higher Education (AROHE) –**

Martha Siegel, Professor Emeritus at Towson, presented on TURFA (Towson University Retired Faculty Association) at the September meeting. A need was determined to explore and develop guidelines for similar services and organizations on other campuses. The group can review the internet, the national organization, and determine recommended practices offered by other universities.

*Group/Persons Tasked:* Faculty Concerns Committee

*Product:* A white paper of the recommendations for distribution to the institutions

*Projected Completion Date:* April 2018

**Goal #5.0: Strengthen CUSF's organizational structure and increase its visibility.**

A strong organizational structure enhances the organization's ability to deliver its services. This goal focuses on improving CUSF's organizational structure and on enhancing its ability to advocate for CUSF as a Council. The focus of this goal is on strengthening CUSF itself as a Council defined under the Shared Governance Policy [I-6.00]. The creation of a strategic plan is an example of a task fulfilling this goal. It is suggested that a periodic review of the Practices (Section III) in the Shared Governance Policy be reviewed for issues and practices to be examined and developed by CUSF.

**Task 5.1 (AI-501): Action Items for 2017-18** – Based on the goals of the organization, the purpose of a strategic plan is to provide an implementation plan of the tasks the organization seeks to fulfill its goals. Think of it as a formalized “do list.” The process began at the April and May meetings where the items were reviewed and new items identified. The new Council will revisit the new plan at the September meeting with the new incoming Council and approve it at either the September or October meeting.

*Group/Persons Tasked:* Chair, ExCom, Council Committees, Members

*Product:* Action Item Plan

*Projected Completion Date:* September or October Council meeting

**Task 5.2 (AI-502): Orientation Session** – ExCom recommended the development of an orientation session for new Council members prior to the beginning of the September meeting. The session will help new members to “hit the ground running.” This task would be tasked to the Chair and ExecCom

*Group/Persons Tasked:* ExecCom, Chair

*Product:* Orientation session prior to the September CUSF meeting

*Projected Completion Date:* September 2017

**Task 5.3 (AI-503): MHEC Faculty Advisory Council** – The Chair of CUSF works with the Senate Chairs to provide System with recommendations to the Faculty Advisory Council. Normally, the process begins sometime after the first of the year and is completed early in the semester. It may be desirable to delegate this task to the Vice Chair who works with the Senate Chairs.

*Group/Persons Tasked:* Chair or Vice Chair

*Product:* Recommendations to the Advisory Council

*Projected Completion Date:* March 2018

**Task 5.4 (AI-504): Focus Groups Regarding Image of CUSF On-campus** – Initially, a review of ways to increase and strengthen the visibility of CUSF on the individual campuses with the Senate Chairs and Council members. The purpose of this review is to determine the need and course of action to be taken. This task would be tasked initially to the Chair, Vice Chair or a select committee.

*Group/Persons Tasked:* Chair, Vice Chair or committee; CUSF representatives

*Product:* Agenda item at Senate Chairs Meeting & summary statement to CUSF Council.

*Projected Completion Date:* December 2016

**Task 5.5 (AI-505): Constitution Amendment** – The Membership and Rules Committee recommends amending the constitution so that it does not require campus approval. Item #2 of ARTICLE IV - Section 1. Amendments reads “(2) *referral of the proposed amendment to the faculty governing bodies of the constituent institutions for consideration and comment;*”

*Group/Persons Tasked:* Membership and Rules Committee

*Product:* Amendment to the Constitution

*Projected Completion Date:* May 2018