

University Coordinating Council
January 21, 2022
12:30-1:45 pm via Zoom
Approved 3.30.22

Attendees: Abel Knochel, Anne Hinderliter, Jason Coyle, Gabbie Raymond, Justin Gervais, Katherine Schofield, Matthew Rosendahl, Michael Wendinger, Nam Nguyen,
Excused: Luke Grote, Anna Counihan
Guest: AVC Jerry Pepper

In absence of UCC leadership, Wendy Larrivy, Chair called the meeting to order and began with introductions. Nam Nguyen, Vice President of Student Association, is replacing Annie Counihan.

For Discussion and/or Action

AVC Jen Mencl submitted the Faculty Qualifications Policy for information only; the policy does not need additional input. The policy was updated December 2021 with a correction: instructors of graduate courses do not need to be a member of UMD's Graduate Faculty because being a Graduate Faculty is specific to non-instructional activities.

[Faculty Qualifications Policy Update - UCC Form](#)
[UMD Faculty Qualifications Policy Fall 2021 Updates](#)

Old Business

At the November 12, 2021, UCC meeting, AVC Jerry Pepper presented the proposed Academic Integrity Working Group proposal which concerns creating a permanent subcommittee for Academic Integrity. Representatives from Strategic Planning & Budget Committee, Staff Senate, Faculty Senate, Student Association, and Student Experiences requested to discuss this proposal with constituents. AVC Jerry Pepper reported this proposal was tabled due to the chaos of the pandemic and lack of time available that students, faculty, and staff have to take on additional assignments. Another concern is the support of the UCC which currently is operating without a chair or vice chair. AVC Pepper also reported that data indicated there were 47 reports of cheating on a campus of 9000 students. The Academic Integrity Working Group will continue to meet during spring semester under the direction of Dr. Katie Jackson. Lisa Kittelson, Staff Senate, reported the senators suggested an academic advisor representative be included in the membership because of the intersection between students and faculty and student life and associated with some concerns that arise from academic integrity. Anne shared that an action item from the Anti-Racist Learning Community (ARLC) is maintaining the diversity and inclusion work of curriculum to mitigate cheating. Cheating and social and economic privilege can parallel because not all students can afford access to answer keys.

[UCC Form for Proposed Academic Integrity Working Group](#)
[Academic Integrity WG Proposed Charge](#)

UCC Leadership Roles

UCC Action: Abel Knochel made a motion for Anne Hinderliter to serve as chair and Matthew Rosendahl to serve as vice chair of UCC through the spring of 2022. Jacob Coyle seconded the motion which met with unanimous approval.

For Action and/or Discussion

AVC Pepper explained that as part of the ongoing review of academic policies that have occurred the past two years, the Course Enrollment Limits and Cancellation policy is relatively brief. A unit must maintain a policy regarding cancellation of low enrollment courses or classes, including those offered fall, spring, and summer- it's important to identify that summer is included in this policy now. There is a provision in the contract about paying faculty and that doesn't change, but the policy may differ across schools and colleges. A conversation should happen prior to a course cancellation; a department head should not unilaterally make that decision. Jason, Student Association, reported that it would be preferable if the cancellation occurred prior to the term start, but no later than the second class. A notice should be sent to students enrolled in these courses if they are to be cancelled so the students can add or replace courses in the beginning of the semester. AVC Pepper will add a statement to reflect that if a course is a likely candidate for cancellation, the instructor should inform students as early as possible and no later than the first-class meeting. ***UCC Action: Jason Coyle called the question and vote was taken to proceed with the revision stated by AVC Pepper. Motion passed.*** Mike Wendinger, Chair, Teaching and Learning Committee, will bring the statement back to the committee for information only. A final copy of this policy will be reviewed by council members at the next meeting and forwarded to the Chancellor and EVCAA for recommendation.

[UCC Form - Course Enrollment Limits and Cancellation Course Enroll Limits and Cancellation Policy](#)

AVC Pepper shared that a conversation with the students about their perspective on the impact of exams outside of a regular class time. Jason noted that near the bottom of this policy it discusses exams strictly being one hour 15 minutes – it is important to clarify that this would not apply to take home exams as they're often much longer than that timeframe and include night exams also. Personal problems (i.e., work) for exams scheduled for days that aren't class days is an issue and ties in with Anne's comments about diversity and inclusion. Some disadvantaged groups of students need to one or more college jobs. Jacob also asked how the Disability Resource Center is involved in these policies. AVC Pepper shared that students are having an issue with overlapping take home exams and an unlimited amount of time to access that exam.

[UCC Form - Exams Outside of Regular Class Time Exams Outside of Regular Class Time](#)

Review and Approval Minutes

The minutes of November 12, 2021, were approved as presented.

Information Sharing

Faculty Senate – Anne Hinderliter, Chair

Anne reported the faculty are planning the fall assembly agenda.

Student Experience – Jason Coyle, Chair

Jason reported the committee will meet on November 24th.

Staff Senate – Lisa Kittelson, Co-chair and Justin Gervais, Co-chair

Lisa reported the staff are planning the spring assembly as a forum including senior leadership.

Adjourn 1:45pm

Wendy J Larrivy