

University Coordinating Council  
January 29, 2016, Mtg #7  
Approved 02/19/16

Attendees: Chancellor Black, Rodger Brannan, Cody Brumbaugh, Nathan Ernst, Viktor Nemykin, Marc Seigar, Julie Slowiak, Joel Youngblom

The Chair called the meeting to order at 3:00 p.m. The December 4, 2015, meeting minutes were approved with noted revisions.

Lynne Williams, Director of University Marketing and Public Relations (UMPR), was unable to attend the meeting, but rescheduled to the February 19, 2016, meeting.

### **Information Sharing**

*Faculty Council, Marc Seigar, Chair*

The council has met twice since the last UCC meeting. Chancellor attended the meeting on January 22, 2016, and answered questions about the campus reorganization. Members of the council were aware three candidates for the Interim Executive Vice Chancellor for Academic Administration position were on campus. Marc asked whether any decisions been made on the interim and also the search committee members.

*Teaching and Learning Committee (TLC), Julie Slowiak, Chair*

The committee met on January 27, 2016. The academic calendar was brought to the committee for discussion, but Julie stated the issue is currently being discussed by the Faculty Council and that she planned to bring the proposed changes from Faculty Council to TLC at a later date when the draft proposal was available for dissemination. New courses have been added for Liberal Education.

Center for Teaching Excellence – The task force has moved forward with a proposal. Mitra Emad is the Interim Director for the Center through spring semester after which time a permanent director may be in place by fall. Proposals will go out in the spring searching for Faculty Fellows to support the Center for the fall semester. An Advisory Board has been established with representatives from all colleges consisting of faculty, staff, graduate, and undergraduate students. The board has met once and discussed 3-4 events that can help support the Center. Jerry Pepper hopes to have a half time staff support person assigned to assist the center. A staff member asked if the Center for Teaching Excellence is similar to the Center for Learning and Writing Excellence. Is the Center for Learning and Writing Excellence formerly the Learning Commons, but under potentially a new name? Does the Center include the Writing Center, SSP, Tutoring Center, Multimedia Hub and Reference Desk? Julie will contact Jill Jensen for clarification on the name of the center and website development.

UMD First Day of Class Attendance Policy – A faculty representative brought this issue to the committee in hopes of clarification of policy and to determine consistency of enforcement on campus. As an example from the current semester, a student did not attend the first day of class which was full and had a waiting list. The faculty member was unable to drop the student from the course so they called the Office of the Register and found that they also are unable to drop the student from a course. Another committee member noted that this is handled by collegiate advising staff. In this particular situation, it could not be handled by the college because the student belonged to a different collegiate unit than the course was in. Administrative staff in the Labovitz School of Business and Economics (LSBE) are able to cancel courses, but that is not the case in all collegiate units.

Mac Liebl, Student Association, brought forth to the committee a proposed revision to two policies (Teaching and Learning: Instructor and Student Responsibilities and Midterm Grade Alerts for Academic Performance) regarding timely feedback on graded work. The recommendations included a change to require midterm grade alerts, for all courses, not just 1x and 2x courses, and for all students, not just students who are in jeopardy of failing. This item was for discussion only. The Student Association will discuss potential revisions based on TLC's and will bring this item back to the group for action at an upcoming meeting.

Upcoming agenda items include a discussion on high school prep requirements, credit for prior learning, and ACT cutoffs for Admissions.

#### *Chancellor Black*

Employee Engagement Survey - The results are now being released to the Units and Chancellor expects a public announcement (internal and external) next week. The participation rate varies by unit, but increased from the previous year for both faculty and staff.

Interim Executive Vice Chancellor for Academic Administration (EVCAA) - Three candidates were on campus for a one-day interview earlier this week. There was a small group formed to represent the academic units. Overall there was strong consensus for one candidate. The Chancellor expects to make an announcement early next week.

Executive Vice Chancellor for Academic Administration (EVCAA) Search Committee – The search committee is formed and the members will receive invitations early next week. Committee representation includes a total of 17 (10 faculty – 2 from each school or college; an officer from the University Education Association (UEA); 3 members of the Faculty Council and 1 Dean, 1 staff from Academic Affairs, and 1 student). Vice Chancellor Keto will chair the committee. The search committee is scheduled to meet on February 9, 2016.

#### Human Resources and Equal Opportunity (HR&EO)

Effective February 1, 2016, Vice Chancellor Keto will lead the department on an interim basis. He will assist with prioritizing work and perform a review of the finances and processes (i.e. are there issues that may be referred directly to the Twin Cities). Mary Cameron, HR&EO Manager, will manage the day-to-day office operations and oversee the staff. Melissa Honkola, former Director of HR&EO, will be available on a part-time basis as the union contract contact, and to finish up existing projects. Chancellor discussed the need for an interim Director of HR&EO with *HR Connection* and they currently have identified interested individuals. He will postpone this option and give Vice Chancellor Keto and Mary Cameron the opportunity to identify what is really needed with the Director position. A faculty member suggested contacting Nik Hassan, associate professor from the Labovitz School of Business and Economics. He recently sent an email stating his class would be able to work on projects such as performing a process analysis. Chancellor indicated he is contacting Dean Amy Hietapelto for options within LSBE rather than external consultants.

#### Town Hall Meeting Follow Up

Chancellor felt the participation in each Town Hall was good and appreciated everyone's efforts. Chancellor will have more information after a discussion with the Strategic Planning & Budget Committee at their February 10<sup>th</sup> meeting. There is a lot of interesting dialog happening and Chancellor hopes we can solve the financial issues in a strategic and mutually beneficial manner.

*Strategic Planning & Budget Committee, Viktor Nemykin, Chair*

The committee met on January 28, 2016, and discussed budget, allocation, strategic planning, and updates from the Strategic Enrollment Management (SEM) Subcommittee and the Facilities Management Subcommittee. The Campus Compact is due before March 1, the Annual budget in June. Vice Chancellor Keto will bring additional budget detail to the next committee meeting for additional information.

*Student Educational Experiences Committee, Cody Brumbaugh, Chair*

The committee will meet on February 8, 2016. Possible agenda items include campus safety with Sean Huls, UMD Police Chief.

*Student Association, Nathan Ernst, Chair*

The Student Association is reviewing the Midterm Grade Alerts for Academic Performance Policy and will provide revisions to the Teaching and Learning Committee. The Federal Bureau of Investigation (FBI) trainer and Sean Huls, UMD Police Chief, will offer the active shooter training session for students and staff that was recently provided to the faculty. Student Association is reforming their fund allocation process to the organized student groups, clubs, etc. The funding received from the Student Services Fee will now be distributed in the spring rather than fall. Chancellor will be meeting with students to review the visionary questions for discussion at a student meeting.

*Campus Athletic Committee, Rodger Brannan, Chair*

The committee met January 28, 2016, and discussed priority registration. A situation has occurred where student athletes have registered and the practice schedule has changed.

*Staff Council, Joel Youngblom, Chair*

The council invited Melissa Honkola, Director of Human Resources and Equal Opportunity, Vice Chancellor Keto, Executive Vice Chancellor for Academic Administration Schokker, and Chancellor Black to their meetings. Sean Huls, UMD Police Chief, will also be meeting with the council in the future.

Constitution and Bylaws of the University of Minnesota Duluth

The members reviewed the Constitution and Bylaws for potential amendments. The Staff Council Chair stated according to the Constitution and Bylaws *Article II. Committee Procedures, Number 3* “a person may only serve as a voting member on one governance committee unless they are an *ex-officio* voting member due to their role on another committee. For instance, UCC members serve on UCC because of their roles as chairs on other committees.” The University Coordinating Council (UCC) is aware of the issue and it will be addressed when the document is reviewed. There are additional suggested revisions to be made such as renaming groups and deleting position titles no longer on campus. The Staff Council is considering structural changes, but will wait until the campus restructuring is complete. The Faculty Council will also review the Constitution and Bylaws for any additional revisions.

Onboarding – An onboarding checklist is complete and on the HR&EO forms website. This is a Google document that can be customized based on the needs of each department or unit and can be used with all employee groups.

Working Groups – The council is exploring additional working groups focused on human resources issues such as grievance reporting, bullying, training, supervisory training, conflict resolution, merit pay. How can the Staff Council best partner with HR&EO?

Regarding the Minnesota Open Meeting Law the council does not follow Roberts Rules of Order, but rather requires a hand-raising process. If guests attend a meeting, they will be encouraged to follow the hand raising process as well.

#### **Faculty Town Hall Feedback – November 4, 2015**

Mary Keenan, co-chair of the Strategic Enrollment Management Subcommittee (SEM) sent a memo to Marc Seigar, Chair, UCC, regarding two comments received from the town hall. The intent is to refer this information to the appropriate committee within the shared governance structure. The comments stated include changes to first year grading practices and space and facility related. A discussion on *1<sup>st</sup> year GPA – no F – grade for 1<sup>st</sup> year; no-credit, not factored into ultimate GPA* was the understanding that students will get grades except if they fail the grade would be converted to an unsatisfactory rather than a F grade. This is an attempt at trying to lessen the blow of the F grade. A student commented that if a student enrolls in courses for a major that require a C grade and earns an F grade that may be converted, but if they earn a D they will need to repeat the course. The second grade you earn will override the GPA, but the original grade will still appear on the transcript. If a course was failed and a student did not receive a grade, the transcript would indicate an unsatisfactory. How does accreditation factor with the suggested change in grading practices? A faculty member indicated students are not prepared for college which is possibly why ACT scores are a topic in the TLC. With revisions to the Midterm Grade Alerts for Academic Performance Policy students will be more aware of progress by week 8 so faculty can better advise. UCC agreed this particular issue is better handled through advising.

A discussion on the space and facility comments indicated a need for more gathering and quiet space for students (i.e. RSOP area in front of ice).

***UCC Action: A motion was made by Viktor Nemykin to refer the Changes to first year grading practices to the Teaching and Learning Committee. This motion was seconded by Joel Youngblom. The motion was approved unanimously.***

***UCC Action: A motion was made by Joel Youngblom to refer the space and facilities related information to the Facilities Subcommittee of the Strategic Planning & Budget Committee. This motion was seconded by Cody Brumbaugh. The motion was approved unanimously.***

#### **Credit for Prior Learning Policy – Julie Slowiak, Chair, Teaching and Learning Committee**

This policy was endorsed by TLC, brought to the UCC who recommended it move to the Faculty Council for review. The Faculty Council requested it be reviewed by a subcommittee. Because this policy was endorsed by TLC another governance entity should not take action. UCC should recommend further action. Procedurally UCC should not take action until all appropriate parties have reviewed. The committees should work together and share information rather than make final approvals. It would be more appropriate to invite a representative to attend a meeting of the committee that introduced the item. Marc will arrange for a Faculty Council representative attend a TLC meeting to discuss the above policy suggestions.

#### **Academic Calendar - Marc Seigar**

Chancellor stated the calendar will need to be widely distributed to Staff Council, Teaching and Learning Committee, Chancellor's Senior Leadership Council, Student Association, Department of Intercollegiate Athletics, Facilities Management, and other groups. The Faculty Council would like the Academic Calendar reviewed every two years.

***UCC Action: A motion was made by Julie Slowiak to refer the Academic Calendar to the respective committees of the UCC representatives. The motion was seconded by Nate Ernst. The motion was approved unanimously.***

A staff member asked whether the floating holidays have been determined for the 2019-2020 calendar year. Chancellor will follow up at a later date.

**Next Meeting**

The next meeting is scheduled for February 19, 2016. Chancellor has a donor commitment, but suggested Andrea Schokker and the Interim EVCAA Brian Levin-Stankevich attend the meeting in his absence.

**Adjourn 4:30 p.m.**