

University Coordinating Council
May 5, 2017 1:30-3:00 p.m.
Administrative Conference Room DAdB 520
Approved 10/6/2017

Attendees: Chancellor Black, Carla Boyd, Molly Harney, Sarah Hatfield, Mike Kenyanya, Krista Twu
Excused: Cody Brumbaugh, Jeff Romano
Guest: Rebecca de Souza

Call to Order

The chair called the meeting to order at 1:30 p.m.
The chair requested to add Krista Twu to the agenda to present the student athletes and extended absences form for review.

Approval of the April 21, 2017, meeting minutes

The members did not approve the April 21, 2017, minutes because of specific language needing revision. The chair recommended a revision of the language following with the minutes routed to the UCC members and approved online.

Information Sharing

Faculty Council, Molly Harney

The Graduate Council will be forwarding two policies one concerning faculty qualifications with a suggestion for review, and the other relates to an incomplete policy.

System-wide strategic plan and the strength weakness opportunities and threats (SWOT) analysis. Conversations have taken place about the relationship between what is being identified through the system strategic planning process, and the alignment with the university senate and where does the Faculty Council fit. A faculty member raised this awareness about the senate, how do we all work together and how does the UMD governance align with the university system. David Beard is a faculty representative on the SWOT Task Force and serves as the chair of the Research, Scholarship, and Creative Activities Subcommittee. David shared his concern with the four identified key findings about the uniqueness of UMD that include the athletics is strong, the buildings are sustainable, community outreach, and the lake is a big factor. Research, scholarship and creative activities was not mentioned. The chair will discuss the SWOT report with Jen Mencl.

Miscellaneous

Bob Feyen, Faculty Council, created a flow chart depicting the makeup of governance council, committees, and subcommittees. The council members discussed the effectiveness of on-line course evaluations and whether the process should continue. The Curriculum Subcommittee is discussing the current turnaround time of 21 days for transfer evaluations and recommending a revision to 5 days. The transfer evaluations come through electronically via the transfer evaluation software. The Registrar and international programs would be interested in collaborating with faculty on this issue.

Teaching & Learning Committee, Sarah Hatfield, Chair

The committee held their last meeting on April 26. The Shared Governance Task Force representatives shared their predictions about possible revisions to the Constitution and Bylaw document. Paula Pedersen attended the meeting and shared support initiatives, and faculty and staff training opportunities for inclusivity in teaching and learning at UMD. Paula reviewed the campus climate and training and education websites and discussed current initiatives such as intercultural leadership development, the intercultural pedagogy community of practice, and certificate programs. Kathy Obear will be coming to campus to discuss creating inclusive classrooms, and addressing instability and macroaggressions. Two members from the Assessment Subcommittee presented on the review and evaluation of campus assessment practices. Please see the report [A Comprehensive Review and Evaluation of UMD Campus Assessment Practices](#).

Athletics Committee, Krista Twu

Krista provided a form recommended by Steve Castleberry, faculty athletic representative that concerns extended absences outside of the UMD competitive schedules. The athletes want to complete their work and finish their degrees rather than accept an incomplete. The UCC recommended the form be shared with the Faculty Council.

Action: A motion was made by Krista Twu and seconded by Carla Boyd to share the extended absences outside of UMD competitive schedules form with Faculty Council for review. The motion met with unanimous approval.

Strategic Planning & Budget, Carla Boyd

The School of Fine Arts dean search is wrapping up. The Vice Chancellor Lisa Erwin reported about student conduct at the end of the spring term. Vice Chancellor Steve Keto indicated the budget is looking worrisome and members were encouraged to advocate to the legislative representatives and the governor. The compact letter includes four major parts: academic priorities (strategic enrollment management funding), funding for an equal opportunity Title IX investigator, two additional mental health counseling positions, and revenues concerning Division 1 and Division II athletics. Three first three items total approximately \$1.5 million.

Strategic Enrollment Management (SEM) Subcommittee has done good work with first generation students and retention. From this work, a model for success coaching was created and Chancellor Black encouraged SEM to move forward with implementation.

The SP&B members gathered items from 2014-2017 relating to the strategic plan. Jen Mencl has included the items in a report that show alignment with the strategic goals and measurements. The members made a recommendation to the Shared Governance Task Force representatives to add the positions of Resource Responsibility Center Manager and Academic Budget Officer to the committee membership. Carla raised the idea discussed at a previous UCC meeting about the committee splitting to two committees or subcommittees that focus on strategic planning and budget. This is a future discussion.

Staff Council, Joel Sanderson

The members discussed the employee recognition event and indicated the overall event was good, but the invitation to campus was too informal and vague. The system-wide strategic plan

work is encouraging. The council has three meetings remaining with the meeting in May with outgoing and incoming members. Remaining agenda items include the election for chair and vice chair positions. The lunch and learn session scheduled this week was attended well.

Student Association, Mike Kenyanya

The association has not met, but some events did occur including Late Night Library held during finals week. Mike sent an email to all students to contact the Conference Committee members, which includes the governor. The system-wide student senate met yesterday and during this meeting, Mike nominated a UMD student for a senator position. Sean Huls, UMD Chief of Police, indicated he is hiring two additional officers and is creating a safety committee that will report to Chancellor. Mike along with students reviewed the draft Sexual Misconduct Policy with Dr. Erwin.

Chancellor reported the budget is worrisome and it may be a difficult couple of years for UMD. Chancellor is working very closely with the Governor's Office.

Higher Learning Commission, Jen Mencl

Jen Mencl discussed the importance of documenting and evaluating governance work. It is a continuous cycle with evaluating practices and deciding whether to continue. The HLC assurance argument (21 core components) provides narrative and evidence (websites, meeting minutes, reports) that support the narrative. A peer review team evaluates each of the core components and provides a rating.

For further information, please review the website: <http://www.d.umn.edu/accreditation>. The ten-year review is in 2018.

- Criteria 5a 4 is relevant to the Staff Council. The Lynda Lunch sessions hosted by Staff Council is a good example of work to document. The evaluation component could be the discussions about how the session can improve.
- Websites will also track governance activity (policies, minutes, agendas).

Additional discussion was specific to how to follow policy discussion and process within governance. The chair explained the intent is to create a shared governance website that will include the process flow of the policies and tracking the discussions that occur in governance.

The next steps may include thinking and evaluating governance work and how this work relates to continuous improvement. Once the vote of the Constitution and Bylaws is complete, make forward progress with onboarding, orientation, creating websites, and documenting decision-making processes.

Governance Update – Molly Harney, Char, Shared Governance Task Force

The Constitution and Bylaw document is posted for the 10-day review. The vote is scheduled for the week of May 15, 2017. To date 15 comments have been received with the majority being positive.

Grading and Transcripts Policy; Section C: Incompletes was put forth by Graduate Council – Molly Harney

The chair of Graduate Council put forth two policies for review. The Graduate Faculty Qualifications Policy revisions include a review of graduate faculty requirements every 5 years. The Grading and Transcripts Policy Section C: Incompletes revision includes allowing the incomplete to go for one year. The Teaching & Learning Committee members did review the Section C: Incompletes and was in approval of the revisions.

Transfer Evaluation Software, Sarah Hatfield

The chair of Teaching & Learning brought this issue to the UCC. The transfer credit timeline is currently 21 days for review with the Curriculum Subcommittee recommending a change to 5 days (a clarification of working days is upcoming). The Registrar would like the flexibility to work with faculty on this issue. The software does not handle international credit. The process should be reviewed and streamlined. It may be best to wait for the new director of international programs for a review.

Adjourn 3:00 p.m.