College-wide Meeting Minutes
Friday, April 2, 2021, 1:00 p.m.
Zoom Meeting

Attendees: Dean Mary Gresham, Amy Cates, Asli Sezen-Barrie, Betsy Webb, Bob Lehnhard, Bryan Silverman, Casey Kelly, Catharine Biddle, Chris Nightingale, Craig Mason, Dan Puhlman, Debra Hogate, Deborah Rooks-Ellis, Diane Jackson, Diane Legrande, Dominick Varney, Donna Doherty, Sandy Caron, Elizabeth Allan, Elizabeth Hufnagel, Eric Pandiscio, Erin Straine, Faith Erhardt, Heidi Carlow, Ian Cameron, Ian Mette Jane Wellman-Little, Jesse Kaye-Schiess, Jim Artesani, Jo-Ellen Carr, Julie DellaMattera, Justin Dimmel, Kathie Wing, Kathleen Gillon, Lauren Jacobs, Leah Hakkola, Maria Frankland, Maryellen Mahoney-O’Neill, Mia Morrison, Nick Slabyj, Patricia Lech, Rebecca Buchanan, Richard Kent, Richard Ackerman, Sara Flanagan, Sarah Howorth, Shannan Fotter, Shihfen Tu, Sid Mitchell, Steve Allan, Susan Bennett-Armistead, Susan Gardner, Tammy Mills, Timothy Reagan, Valerie Smith, Vi Thai, Dee Nichols

Approval of Meeting Minutes – January 29, 2021 unanimously approved.

Independent Study Procedure – Jim Artesani shared a draft of the document and reviewed the highlights, the most notable being that the school director needs to be notified by the faculty member if they have a student that needs an Independent Study as the school directors need to budget accordingly. There is a form that needs to be submitted along with the student’s program of study. Jim then opened up for questions/discussion. It was agreed among the college that scheduling the independent studies at the time the courses for the particular semester are being scheduled, would be best. There may be some exceptions, however, those must be submitted a minimum of four weeks prior to semester. Jim will update the procedure accordingly and will share with the FAC for their review on behalf of the faculty.

Educational Trip Leader Permit – Lauren Jacobs presented regarding this new state permit needed. Registered Maine Guide statute is any overnight trip away from potable water or any trip leading on water of any kind that is part of your job, you must be a registered Maine guide. The goal is that there will be an educational trip leader permit system that will have them be in compliance. This has not been approved yet, but is in the process. What this would mean for the college: having wilderness first aid for a 1 credit course; also another course consideration is a cross listed 400 level and 500 level outdoor learning for educators.

Committee reports:

Faculty Advisory Council – It was noted that the faculty voted and approved the requested updates to the FAC and Awards Committee bylaws. The changes will next be submitted to the Provost for his approval. Ian Mette noted that the council has been discussing the desire to fill
the Associate Dean position and establishing a protocol with the new Provost about course buyouts, overhead costs and what the rules of engagement might be.

Dean Gresham shared that the paperwork was submitted for a replacement for Mary Mahoney-O’Neil’s position. The request for an Assistant Dean for Undergraduate Education and Accreditation. The Provost advised that this will be on hold until the next dean arrives so that he or she will have a voice in shaping the position. She confirmed that she had notified the Provost that there are four people that have taken on these additional responsibilities and it is burdensome for them to do so, but it is understandable that the desire is for the input of the incoming dean.

Faculty Senate – Dee Nichols provided an update. At the last full senate meeting, there were four motions: two of which were pass/fail extension and withdrawal extension. Student Government Association said it was the most pressing issue they have ever faced and FS responded. Another came out of Academic Affairs requesting a better flow and transparency of information and changes coming from the system regarding board policies, APLs, multi-campus programming. They system did respond and shared some flow charts, but the motion itself has not been approved. Last motion came from the Faculty Instructional Technology Committee requesting additional resources in regard to technology. Other main topics of conversation are regarding unified accreditation, unified catalog and the Research Learning Experience. The unified catalog is moving along in a normal trajectory and they are making progress. Dee noted that the Chancellor has stated that there is a September 22 deadline of having a System Unified Catalog. The main takeaway is that these conversations will be coming soon and we will need to identify faculty from this college to join a university wide task force for this initiative.

RLE – The Executive committee met with the President and Provost and this is a very important initiative to them both. This is a pilot and they would like all areas to share diverse and creative ideas. Deb Allen’s shop will be assessing the piloted programs that are happening over the summer and this fall and additional information will be forthcoming. Research and Scholarship Committee – Asli Sezen-Barrie shared that their team has also been discussing ideas for the RLE. She also updated that the Environment Committee is working on spousal hires and Dee confirmed this has been a topic amongst the Senate, as well.

COEHD needs to submit a proposal. It will need faculty support.

PREP – Betsy Webb shared the details regarding the upcoming Professional Development Day on March 19, 2021. She invited any of the faculty that are interested in sharing a presentation to contact her as there are six slots that need to be filled. There will be approximately 1400 educators participating and would like to be able to offer options to them and encourage them to come back and take more classes to expand their skillsets.

The Provost joined the meeting to discuss how we can contribute to the university’s goal of becoming R1 and he shared his expectations for promotion and tenure and reappointments. He would like to see actual independent review findings from each level, not “cut and paste.” Research and grants received should be considered when evaluating the faculty. It is important to review and refresh the criteria periodically. Shihfen Tu inquired if the thought is for each school to have their own P&T criteria or is he looking at college wide criteria? The Provost responded that the model he is used to is there is minimum criteria that the university and the
union agree to, then each department creates their own as long as it does not go below the minimum. He feels it is necessary to have the colleges/departments share feedback on this as they know their departments best. The Provost did confirm that whatever criteria the current faculty were hired with, it will be what they keep, regardless of future changes/updates.

Dee Nichols noted that it would be helpful to have additional funding for our research and doctoral students. The Provost shared that we do have budget constraints, but he understood the concern. He updated of a task force that is working on a potential revenue sharing model that they hope to present to the President by the end of February and be ready to share with the university within a few months. The idea is to increase incentive. Craig Mason stated the revenue sharing/incentive should go back to the school or program of where they are from. The Provost understood the thought and it will be addressed if needed, but at this time, the funding would go back to the college for distribution. Dean Gresham stated that we have many certificate programs and the Provost noted that those could possibly become for revenue, as well.

Dean Gresham shared that there has been preliminary discussion on how we can connect the faculty with grant writing experience with those that are applying, but do not have experience. They could share their expertise from past scenarios. Jim Artesani also noted the need for a process for faculty to notify the Dean’s office and School Director when the grant submission process begins to allow time for review and feedback. He appreciates any input that anyone may have as this process begins to develop. It is noted that a meeting about this should be separate and localized for those that are interested in being involved.

There was also mention of collaborating with other areas to provide additional areas of study/certification. We need to capitalize on areas of study that are prominent that we could be a part of, such as; outdoor leadership and climate change.

Committee reports:

**Faculty Senate** – Dee Nichols shared that there has been conversation about having faculty voice at the system level and how do we define that collaboration. As this evolves, we will need to have an ongoing committee that looks at system-level shared governance. He noted that enrollment is up and we broke the record for graduate enrollment. He also updated that with several administration departures, the consideration is looking to create two associate provost positions in their place to fill in some of the current voids. Asli Sezen-Barrie shared that they are finishing up the survey on covid-19 and hope to get approval to share it soon.

**Diversity and Difference** – Cat Biddle shared that their committee has been reviewing whether we should have a hate speech committee, and they recently submitted their recommendation to Dean Gresham. During this review, they found several resources that they will share with the faculty that could be helpful. She also noted that the other project they are working on is an asset based survey of equity oriented activities within the college. They are hoping to expand the data we currently have on what others are doing in areas of research, in teaching and in service. They will share a form in hopes that faculty will “do a bit of bragging” and share their work. They also intend to schedule time to speak with directors to obtain feedback. Their goal is to conclude by the end of the semester noting where we are now and where we want to go as a college so we can plan activities for next year. Dean Gresham noted that she is on a campus wide diversity committee and they are looking to gather data to supply the President with what’s going on in the
curriculum to support diversity, equity and inclusion. Surveys will be distributed from both areas soon.

**Faculty Advisory Council** – Ian Mette shared that they are working to finalize the bylaws. They have been discussing how they may be able to use program gift funds to help with student retention and how the dean’s office could work with program coordinators to disburse. In addition, they are working to finalize awards committee bylaws and hope to have a final report at the next college-wide.

**College Curriculum Committee** report submitted by Sandy Caron. Members: Rebecca Buchanan, Sandy Caron (Chair), Bryan Silverman, Sherrie Weeks

Since our last College meeting, we reviewed and approved 12 requests:

**10 course modifications:**
- 3 course description changes to more accurately reflect the content (KPE 209: Wilderness First Responder, EHD 571: Qualitative Research: Theory, Design and Practice & EHD 572: Advanced Qualitative Research)
- 7 course prerequisites changes for SED courses (513, 520, 532, 544, 545, 553, 556) to say "SED student or permission"

**2 new courses:**
- SED 625: Special Education Internship for Maine's Alternative Certification and Mentorship Program - to meet required certification for those seeking alternate certification
- ESC 555: Engineering Design Process for K-12 Educators - to meet new science ed standards

Lessons learned in COEHD regarding online instruction – Shihfen Tu inquired of the faculty if there are any issues, strategies or tips that anyone would like to share. Should there be forums created to discuss these issues and/or suggestions and share ideas on this topic? One issue noted is students not turning cameras on when participating in their courses online. It was noted it would be very difficult to monitor in the large classes. Also, that there are several valid reasons why they may not have it on; for example, their location, their internet connection, their surrounding environment, etc. The important concern is how do we encourage participation? One note is that having polls within those courses, perhaps as extra credit, is helpful. Have an honest conversation and outline of why it would be beneficial to have cameras on when possible.

Dean Gresham updated that we did not end up needing to provide scholarships to any students this semester. However, please notify the dean’s office if you do know of any students that are having financial difficulty, as we may be able to assist. Karen Keim stated that if any students need assistance in applying for COVID help, please direct them to her and she can assign one of her staff to help them.

Jim Artesani shared that Justin Dimmel has volunteered to chair a committee to review and update the conceptual framework document. If you are interested in participating, contact Justin directly.