**Faculty Senate**

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# Annual Report of the Faculty Senate
### Including President's Report, Committee Agendas and Annual Final Committee Reports
### 2013-2014 Academic Year
### Issued 13 May 2014

**President's Report**

All standing committees of the Faculty Senate were operational and busy this year. The standing committees and their designated areas of responsibility may be found in Article IV at http://umaine.edu/facultysenate/bylaws/ The Elected Members Committee met nine times during the academic year and the full Faculty Senate met eight times (reference: http://umaine.edu/facultysenate/meeting-dates/).

Motions approved by the Faculty Senate included:
- Motion to support the proposed Departmental Structure for the College of Education and Human Development
- Motion on Shared Governance
- Motion to Update the Policy on Requirements for a University of Maine Undergraduate Degree
- Motion to accept a General Definition for Community Engagement
- Motion to accept revised wording for a policy regarding Military Credit
- Motion to accept a Block Transfer among UMS campuses in Meeting General Education Requirements
- Motion for Course-by-Course Articulation Agreements among UMS campuses for Transfer of General Education Courses
- Motion for Development and Maintenance of a Course Transfer Articulation Database and Generation of User Friendly Course Transfer Tables
- Motion to Number the Sections of the Faculty Handbook
- Motion to Create a Chapter of the Faculty Handbook Devoted to Research and Scholarly Activity
- Motion to Modify the Preamble to the Faculty Handbook
- Motion to Modify the *Research and Scholarship at UMaine* section of the Faculty Handbook
- Motion to Regularly Assess Faculty Satisfaction at the University of Maine
- Motion to Discard Certain Printed Periodicals at Fogler Library
- Motion Concerning a Course Designator for Community Engagement/Service-Learning
- Motion to Eliminate the BA in Latin
- Motion Regarding the Proposal to Eliminate the BA in German
- Motion to eliminate the B.S. in Forest Ecosystems
- Motion to eliminate the B.S. in Wood Science and Technology
- Motion to eliminate the B.S. in Aquaculture
- Motion to recommend approval of the MS in Spatial Informatics
- Motion to Revise Section 2.1 and 2.2 of the Faculty Handbook
- Motion to Support a Classroom Scheduling Recommendation
- Motion on a Conflict of Interest Policy Concerning Use of Faculty Authored Instructional Materials
- Motion to Accept Faculty Handbook Sections 2.5 through 3.8
- Motion to Accept Faculty Handbook Section 3.6.9 on Change of Grades
- Motion to Eliminate the Master of Public Administration and Bachelor of Arts in Public Management
- Motion to Eliminate the Masters of Music in Conducting
- Motion to Accept Faculty Handbook Chapter 6

Reference: http://umaine.edu/facultysenate/motions-passed-2/motions-passed-2013-2014/

Resolutions approved by the Faculty Senate included:
- Resolution to convene an open meeting of campus-wide academic IT stakeholders to discuss concerns with current implementation strategies and timelines of The University of Maine System (UMS) Information Technology (IT) Transformation Plan.
- Resolution concerning the Process for Updating the Faculty Handbook
- Resolution of support for our colleagues, students and staff at the University of Southern Maine
- Resolution concerning Financial Sustainability and Academic Excellence

Surveys and polls approved and accomplished by the Elected Members or the Faculty Senate included those addressing:
- Online Teaching and Advisor Evaluation Form Demonstrations
  http://survey.spatial.maine.edu/index.php/survey/index/sid/386738/lang/en
- Survey on International Activities at the University of Maine

The Senate continued involvement with the Blue Sky strategic plan through participation in campus forums, working groups formed under Vice-Presidents of the administration and with the Senate President serving on the Blue Sky oversight committee.

The Senate organized and participated in a meeting involving representatives of elected faculty leaders from all seven UMS campuses. Invited participants included Faculty Senate Presidents, Vice-Presidents, Board of Trustee Faculty Representatives and two representatives of AFUM.

Among presentations and reports requested from and supplied by the administration included:
April 2 - Chancellor James Page, State of the UMS and relations to the Flagship
March 19 - Vice President Janet Waldron, Financial Status of UMaine
May 14 - Jimmy Jung, VP for Enrollment Management with Jeff Hecker, Exec VP for Academic Affairs

Respectfully submitted, Harlan Onsrud, President 2013-2014, UMaine Faculty Senate

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**Academic Affairs Committee**
Co-Chairs: Richard Borgman and Judy Kuhns-Hastings

**Agenda for 2013-2014**
1.) Work with Provost and Associate Provost on policy for faculty authored materials.
2.) Finalize a recommendation re. classroom scheduling change.
3.) Recommend approval of university calendar.
4.) Continue to advocate for retention of tenure stream positions to ensure curriculum integrity. That is, monitor and report on issue of tenure track vs move to temporary, adjunct, non-tenure faculty.
5.) Other issues as they arise.
6.) General Responsibilities from Bylaws: Process any requests to the Senate relating to academic matters including university-wide degree requirements, curriculum matters involving two or more colleges, the academic calendar, academic freedom, academic standards, academic performance, the assessment of academic outcomes, academic titles, criteria for ranks, admission standards, grading, evaluation of teaching, student academic standing, honorary degrees, and the library.

**End of Year Report**
Initiatives completed:
1. **Change of Grade Policy**: The committee was able to pass a revision to the change of grade policy, a process that started in 2011-12. On April 30, 2014 the Senate passes a motion to accept the changes, and the Provost indicated acceptance. This will be Faculty Handbook section 3.6.9.
2. **Classroom scheduling change recommendation**: On April 30, 2014 the Senate approved a motion in support of the Academic Affairs Committee's recommendation. Over a period of about 1.5 years, the Committee received feedback from faculty and students; met with the Vice President for Enrollment Management; looked at schedules used at other schools; and read the Infosilem report (Infosilem is a provider of scheduling software that has

analyzed our schedule) and met with a representative of that firm. While the report written by Academic Affairs urges the University to adopt more two day a week (1 1/4 hour each) scheduling blocks, the motion from the Senate requires the University to investigate the possibility of adding more two-day-a-week scheduling options and respond to the Faculty Senate at the first full Faculty Senate meeting of Fall semester, 2014.

3. **Revised faculty handbook section 2.5 through 3.8.** The Faculty Handbook has been largely revised and approved this year. The Academic Affairs committee was given a large section of the handbook to revise and completed its task. Our portion was approved April 30, 2014.

4. **Conflict of Interest Policy Concerning Use of Faculty Authored Instructional Materials**. This policy was approved by the Faculty Senate April 30, 2014 after extensive meetings with faculty and administrators across the campus, as well as research into policies at other schools across the country.

5. **Military Credit**: Revision of the policy regarding awarding credit for courses taken in the military. This policy was tabled on April 3, 2013 due to work to rule. It was passed officially December 18, 2014.

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**Committee on Committees**
Chair: Senate President with Executive Committee serving in the role as Committee on Committees

**Agenda for 2013-2014**
1.) Process requests to the Faculty Senate for appointment or nomination of faculty members to campus committees formed by the administration or others
2) General Responsibilities from Bylaws: The Committee on Committees shall, at the request of the University President or designee, recommend faculty members to standing and ad hoc administrative committees or shall provide a list to the President or designee of faculty members who have agreed to serve on a specific committee. Make recommendations to the President of the Senate for all faculty members of each standing committee. At the March meeting, the Committee on Committees presents preferably at least two candidates for Vice President/President-elect, Secretary and Board of Trustees Representative.

**End of Year Report**
The Faculty Senate Executive Committee acted as the Committee on Committees during 2013-2014. A process was developed for (a) receiving requests from the Provost and other UMaine officers to fill committees of the administration (b) issuing calls to the faculty-at-large when appropriate and (c) selecting from among nominations as warranted and forwarding nominations to the administration. The Faculty Senate support staff, Kim Junkins, largely manages the process of accepting nominations and issuing draft letters for the President to approve. A request was made to the administration to create a website that would post the charters of all committees of the administration but the site has not been created as of the end of the academic year.

Among the committees for which we supplied nominations include the following:
- University Teaching Council
- Faculty Research Funds Committee
- Visiting Libra Diversity Professorship Review
- Dean Ashworth Review Committee
- Scientific Misconduct Committee
- Search Committee for Dean, College of Liberal Arts and Sciences
- Provost's Advisory Team on Signature and Emerging Programs (Blue Sky)

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**Constitution and Bylaws Committee**
Chair: Mick Peterson

**Agenda for 2013-2014**
1.) Review the Constitution and Bylaws and propose and process any amendments as needed
2.) Review the Faculty Hand-Book, develop a revised draft, post as a web-based html draft, solicit comments and potential revisions and propose for approval by the Senate

3.) General Responsibilities from Bylaws: any proposed amendments to the Constitution and Bylaws of the Faculty Senate.

**End of Year Report**
Members: Martha Novy-Broderick, Dorothy Klimis-Zacas

During the period from September 2013 through April 2014, the constitution and bylaws committee worked primarily on the faculty handbook.

**1.) Amendments to Bylaws and Constitution**
No amendments were made and the interpretation of existing documents was in general not controversial

**2.) Faculty Handbook**
The current faculty handbook which was approved in April 2003 was reaffirmed in a resolution passed in January. A process for revision was also adopted as well as a numbering scheme for the faculty handbook. In addition sections were moved to create a chapter on research and scholarship. Six additional motions updated specific sections of the handbook. With the exception of the preamble and a section on academic freedom, all of the motions came from the committees responsible for the specific sections of the handbook. The process which is now in place promises to provide a path forward for maintaining a more up to date reference document for the faculty and administration.

The updated document is now ready for posting on the university servers.

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**Finance and Institutional Planning Committee**
Co-Chairs: Jim McClymer and Tom Sandford

**Agenda for 2013-2014**
1.) Pursue greater inclusion in campus and system financial planning processes
2.) Participate in and respond to Blue Sky Task force 2 recommendations and actions
3.) Assess the structuring of student fees and their expenditure distribution
4.) General Responsibilities from Bylaws: Review matters and make recommendations to the Senate in matters relating to administrative organization, institutional planning, and budgetary issues affecting university priorities and allocation.

**End of Year Report**

FIPC put forward a motion updating Chapter 6 of the Faculty Handbook

FIPC continued to refine what will be the first draft of the annual administrative report that is due at the end of May 2014. This report, which is intended to be a work in progress and to be modified as required, is to meet the needs of the Faculty to better understand and to provide input into the budgeting priorities of the University of Maine. This report grew out of a 2012 motion (attached) that was withdrawn.

FIPC discussed the budgetary impacts of System policies concerning administrative consolidation at the System level & the "Performance Based Funding Model". These System initiates have negative financial and/or operational impacts on the University of Maine.

FIPC also discussed the recently approved bond that is being used to renovate some STEM classrooms/facilities.

The Senate members of the Committee wish to thank the Administrative member of the committee; Janet Waldron, Claire Strickland, Jeffery St. John and Ted Coladarci.

We wish to take this opportunity to thank Janet Waldron for her years of dedication, good humor and collegiality. We wish her the best in her new position.

2012  Motion from the Faculty Senate serving as a Foundation for the Annual Report

Scholarship, teaching and service are the Mission of the University of Maine.  In order to meet the Mission the University Community requires an understanding of revenue and expenses associated with the academic and other units of the University. This understanding is made difficult by UMaine accounting practices, which do not ascribe revenue to academic units from their primary sources of revenue.   Therefore, be it resolved that:

Each year 1 month prior to the financial update presented to the Senate  the University of Maine shall issue a written report to the Faculty Senate on revenue for each College and College like entity. This report will include:
1. Tuition revenue (SCH*appropriate tuition rate) and fees
2. Total indirect cost return associated with grants and contracts
3.  Salaries and fringe paid from grants and contracts with a break out for
    a. Number of graduate and undergraduate students supported,
    b. Dollar value of this support
    c. Dollar value of tuition and fees paid from grants and contracts.
4. Gifts & donations, interest on money held by and for the college.
5. Other income generated by or for the college including federal, state or other support {such as earmarked funds, experiment station funds, etc.}.
6. Total grants and contracts (- indirect, salaries and fringe)
7. Total salaries/wages and salary/wages for each category (Faculty, Professional, Clerical and Administrative, other)
8. E&G operating expense and
9. % of E&G budget towards instruction and research for the University.

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**General Education Committee**
Chair: Harlan Onsrud

**Agenda for 2013-2014**
1.) Track and assess development and revision of campus General Education course requirements
2.) Explore alternative General Education models with the goal of achieving more effective models
3.) Interface with the University of Maine System in regard to the transferability of general education requirements among the UMS campuses and from Maine's community colleges
4.) General Responsibilities from Bylaws: Serve as a liaison with all campus administrative committees dealing with general education and bring to the attention of the Faculty Senate issues relating to general education

**End of Year Report**
The chair of the General Education Committee met with and co-chaired the University of Maine System General Education Transfer Credit Workgroup. That group met approximately every two weeks throughout the 2013-2014 academic year by teleconference. The work of the group resulted in the passage of a block transfer motion being passed by the Faculty Senates of all seven campuses; see the Motions or Minutes of April 3, 2014. A revised draft Large Block General Education Transfer proposal and an initial draft Small Block General Education Transfer proposal were also developed and circulated to the Faculty Senate in May 2014. Updated versions of these documents may come before the Senates of the seven campuses during the 2014-2015 academic year.

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**Library Advisory Committee**
Co-Chairs: Robert Rice and Howard Segal

**Agenda for 2013-2014**
1.) Facilitate and promote means for populating the Digital Commons (i.e. the campus Institutional Repository hosted by Fogler Library)
2.) General Responsibilities from Bylaws: Review and make recommendations to the Senate in matters relating to the functions of the library including physical plant needs, staffing levels, financial support, service to the academic community, adoption of new technology and policies affecting the campus academic environment.

**End of Year Report**

Highlights from the work of the Committee and the Library

- The Library Committee met several times with Librarian Joyce Rumery, who is wonderful to work with and who cares deeply about our students and our faculty alike. She provides ample information and addresses every question and concern that we raise.
- There was continuing financial support by UMaine for the collections, thanks above all to Janet Waldron.
- Thanks to funding by President Ferguson, reconfiguration of part of first floor of Fogler Library was completed by fall 2013, resulting in three new rooms now being used for various purposes and by several campus groups that will generate increased use of the library. The rooms are for use by the Center for Excellence in Teaching and Assessment, the Tutor Program, and the Writing Center. The rooms used by the Tutor Program and the Writing Center are also available for group study by students. The students schedule the rooms through the Circulation Department.
- The Committee drafted and the Senate passed a motion to allow the library staff to begin discard of JSTOR journals. This will help with the space issues the Committee has recognized over the past years. The motion that was passed is:
    - The Faculty Senate of the University of Maine approves library discard of those periodical volumes for which there is duplicate content in the JSTOR archives purchased by the library.
- The library will acquire a new integrated library system which will be installed sometime after July 1, 2014. The current system is Millennium from Innovative Interfaces and the move will be to the new Innovative product Sierra. Most of the changes with the new system are back room updates that will involve circulation and cataloging staff. Users will see little difference.
- The Digital Commons is now at nine other libraries in the state. The Commons are at the Maine State Library, Bangor Public Library, Portland Public Library, University of New England, the University of Southern Maine, Bowdoin, Bates, Colby, and Jackson Laboratory. We still need to work on the growth of the Digital Commons and need to promote it further among faculty, staff, and graduate students. We are the only campus (now at USM) within the UME System to have established our own Digital Commons after the System refused to fund it for all seven campuses. Then Provost Hunter funded it for our campus. As of April 2014 there are more than 9,902 items in the UMaine Digital Commons that have been downloaded more than 298,352 times.
- The library will be using LibGuides for courses in fall 2014. This is new software that will allow for more flexibility for the presentation of resources for courses.
- Fogler Library is a part of the Maine Shared Collections Cooperative, a group of eight libraries working on legacy print collections. The purpose is to allow libraries to use the retention commitments made by MSCS libraries as a guide when making their own retention decisions.
- Customer Service training for all library staff completed in fall 2013. The training resulted in a Standards of Service Documented adopted by all staff.

We wish to thank the following individuals for serving on the Library Advisory Committee this year: Joyce Rumery, Robert Hodges, Mary Ellin Logue, Michael Montgomery, Harlan Onsrud

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**Program Creation and Reorganization Review Committee**
Co-Chairs: Brian Robinson and Mick Peterson

**Agenda for 2013-2014**
1.) Follow up the processing of all academic programs that went through a suspension process but that have not yet been formally eliminated or reconstituted in another form. Document the findings on the web.
2.) Facilitate interdisciplinary program development as appropriate.
3.) Continue to fine-tune committee procedures to make them clear for new committee members and users.
4.) Monitor growing use of certificates, minors and other evolving academic activities which impact faculty and students.

5.) General Responsibilities from Bylaws: Receive and review proposals for the creation, elimination and reorganization of academic programs and present recommendations to the faculty senate for approval.

**End of Year Report**
The major efforts of the PCRRC committee for this year involved committee review and open faculty meetings that are required for program creations, reorganizations and eliminations. A relatively large number of program eliminations were brought forward from the previous year, when they were held in abeyance due to the work-to-rule process that was in effect into the fall of 2013. Efforts to clarify committee procedures were pursued largely in the context of regular proceedings, still with the goal of improving in house guidelines for new committee members. Motions were presented and passed for the following categories and proposals. All motions were passed in support of the proposals except for the elimination of the B.A. in German which was continued pending further study.

**Academic Degree Program Eliminations: Continued from 2012/2013, with date of PCRRC motion.**
> B.S. in Aquaculture, April 2, 2014
> B.S. in Forest Ecosystem Science, April 2, 2014
> B.S. in Wood Science and Technology, April 2, 2014
> B.A. in German, April 2, 2014
> > (PCRRC recommended keeping the BA in German in suspension, rather than eliminating it, until May 30, 2015, pending further review of language needs to support UMaine's mission.
> B.A. in Latin, April 2, 2014
> Master of Music in Conducting, April 30, 2014
> Master of Public Administration (MPA), April 30, 2014
> B.A. in Public Management, April 30, 2014

**New Academic Degree Program Proposals**
> Proposal for MS in Spatial Informatics. The recommendation of the PCRRC to create the M.S. in Spatial Informatics in the School of Computing and Information Science was approved by the Faculty Senate April 2, 2014.

**Unit Reorganization Proposals**
> COEHD proposal to create three new departments was approved by the Faculty Senate on October 16, 2013.

**Unit Creation Proposals (non-degree),** The proposal to create an Institute for Leadership and Democracy was submitted to the PCRRC but withdrawn December 9, 2013.

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**Research and Scholarship Committee**
Chair: Emmanuel Boss and Mauricio da Cunha

**Agenda for 2013-2014**
1.) Support expanded faculty Peer Mentoring for research and scholarship
2.) Work with the *Office of Research and Sponsored Programs* and the *University Research Council* to assess progress on the *Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity* (Jan 2012) with due consideration to the comments made in *Faculty Responses to the UMaine Strategic Implementation Plan for Enhancement of Research, Scholarship, and Creative Activity* (150 faculty survey responses, April 2012) (See http://umaine.edu/facultysenate/documents/).
3.) General Responsibilities from Bylaws: Review and make recommendations to the Senate on matters relating to research including research priorities, research funds, patents, the protection of human and animal subjects, and research safety.

**End of Year Report**

The following report is a summary and the committee's full report with Appendices may be found under Documents at the Senate's web site.

**List of Activities:**

During the period of September 2013 and April 2014, the research committee Co-Chair da Cunha and the entire committee met with the Vice President for Research, Prof. Carol Kim, in September and October of 2013, respectively. During these meetings, the committee brought suggestion to the VPR and collected her feedback as summarized below:

**1.) The major agenda items brought to the meeting and reported to the Senate during the September 2013 meeting with Prof. da Cunha:**
i. To invite her for the research committee meetings.
ii. Inquire Carol about her plans for the office.
    She indicated her willingness to work with the faculty towards improving research related activities.
    The VPR mentioned that one of her first initiatives is to search for criteria to apply to $ allocation towards facilities, centers, and project cost sharing. She indicated that she will work with the Univ. Research Council to elaborate a Strategic Plan for Research.
    She also indicated that she would like to prepare a Strategic Plan for research, involving: Federal funding, Teaching, Partnership with business, Spin-offs and investigate how these several items fit in the MEIF funding she manages.
iii. Discuss the following items as points requiring action or current attention at UMaine:
    a.) Return of indirect
    b.) Lack of TA in some colleges, in particular in the College of Engineering
    c.) Need and usefulness of a Grant Seeker / organizer to help establish new research program putting together diverse groups within the University through proposal writing.
    d.) Need to refocus University towards research and away from "undergraduate only" to collect tuition $ initiative, which levels the University to Community Colleges and hampers exploring the academic production level from an University environment.
    e.) Infrastructure / ORSP must be revisited -> current faces strong limitation in support for proposal preparation / management.
    f.) Support after funding: Travel, purchases, account management / $ reports required by some agencies, and return of indirect mentioned in item (a) above.
    g.) Need to be more aggressive in going after funding from FOUNDATIONS. Support from ORSP and coordination with other University offices would be very helpful to target this very important source of funding not very well explored at UMaine.

**2.) Summary: First Research and Scholar Committee meeting Fall 2013 Oct. 31st, 2013.**
1. The VPR indicated that she has been in learning mode for the last 7 weeks. She has been working towards gathering necessary information for her future decisions, through meetings with the heads of all the units where research is performed on campus (including all the deans, and director of schools/department that are research oriented).
2. She reiterated that she is very interested in interacting and learning from all who care about research on campus, as already reported in the Senate by Mauricio after his first meeting with her in Sept. 2013.
3. She will be traveling to the EPSCOR meeting and is planning to meet with several VPR from the NE region from which she hopes to learn. 4. Indirect return is on the table with support from the administration, and the VPR indicated that it will be implemented. No details as of yet on to whom (units, researchers) and when.
5. The VPR is working with ORSP to look for possibilities to better streamline their work.
6. The VPR is hoping to meet monthly with research unit directors and, separately, with the URC. She has formed a small committee to align her activities with those of the Blue Sky plan.
7. The committee is looking to engage both VPR and VPF to explore novel ways by which the university could commit resources that are currently not in the VPR's budget in order to bring significant additional grants to campus.

The Senate Research Committee also organized a meeting with the VP for finance in March 2014. The discussion with the VPF covered topics of research grant returns; cost-sharing by UMaine; incentives for research; buildings and facilities maintenance; and faculty hiring. Janet Fairman presented the result of the UMAPIT effort to help faculty with proposal writing (see Appendix I). The VP suggested that given its success the campus leadership would continue to support it.

These meetings with the VPR and VPF were expected to lead to a follow-up meeting where both VPR and VPC would jointly discuss issues with the Research Committee. However the VPF announced in April 2014 that she was leaving UMaine, which compromised the referred meeting in the short-term.

However the Research Committee still plans to meet with both the VPR and the replacement for the VPC as soon as possible.

The chairs of the committee participated in the University Research Council meetings where they regularly voiced the need for incentives for research. They also participated in the recent research summit with the UMS Chancellor where ideas to stimulate research with direct relevance for Maine were discussed.

The committee revised and updated the research and scholarly activity sections of the faculty handbook (see Appendix II), which were voted in a motion by the faculty senate and have replaced the old section.

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**Service and Outreach Committee**
Co-Chairs: Martha Broderick and David Yarborough

**Agenda for 2013-2014**
1.) Document or develop service learning opportunities for undergrad and grad students with communities, non-profits, companies and agencies (e.g. implementation is typically at the academic department level)
2.) Explore options for better highlighting faculty service to disciplines or professions
3.) Keep the campus informed about criteria needed to attain or retain campus stature or credentials with external audiences, e.g. Carnegie Classification, and make suggestions to retain or achieve
4.) General Responsibilities from Bylaws: Review and make recommendations to the Senate regarding service and outreach issues and opportunities that affect the university and its communities.

**End of Year Report**
Work continued in developing the justification for the 2015 application for a Carnegie Classification for Community Engagement, the Service and Outreach Committee with Claire Sullivan leading the effort. In support of this document two motions were drafted by the service and outreach committee and passed by the Senate.

**Motion 1:** The Service and Outreach Committee of the Faculty Senate recommend passage of a general definition for Community Engagement at the University of Maine.

Community Engagement describes the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity (Carnegie Foundation for the Advancement of Teaching).

The Faculty Senate of the University of Maine adopted the following general definition for Community Engagement. This definition will serve as a guide in the development of Community Engagement opportunities and partnerships between students, University of Maine faculty and staff, and communities throughout the State of Maine and beyond. Community Engagement at the University of Maine is defined as *the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity*. Motion was passed on November 13, 2013.

**Motion 2:** To develop a service-learning designator to bring us in line with other Carnegie Classified land-grant universities. Having a process to identify a service-learning course will aid in the reclassification process in the future. The Carnegie Classification for Community Engagement application asks for the number of service learning courses taught; number of departments; number of faculty; number of students; as well as questions related to general education; core courses; courses in the major; capstone; internships/co-ops, study abroad, student research, student leadership courses, first year experience courses; graduate courses in service-learning.

A course would be designated SL when it meets the following criteria:
• Graduate or undergraduate course
• Integrates meaningful service with and course content.
• The service addresses a community need.
• Demonstrates one or more collaborative partnerships: Mutual benefits for the community partner and the students.
Follows processes that are agreed upon by the partner and the instructor.

• Student assessment and academic credit are based upon the demonstration of student learning, not on the service hours.
• Critical reflection is part of the assessment process.
• Public dissemination of project, products or findings

The Service and Outreach Committee of the Faculty Senate moved that:
The undergraduate and graduate course approval and updating processes be revised to incorporate assessment of whether a course meets the above stated service learning criteria and, if so, the course should be designated as such within the undergraduate or graduate catalogs.
Motion was passed on April 2, 2014.

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**University Environment Committee**
Co-Chairs: Michael Scott and David Townsend

**Agenda for 2013-2014**
1.) Pursue means for achieving better interdisciplinary campus experiences and academic programs for students without undercutting core programs
2.) Pursue physical and technology improvements for classrooms
3.) Pursue electronic teaching, research and communication infrastructure improvements in consultation with the IT Ad Hoc Committee
4.) General Responsibilities from Bylaws: Review and make recommendations to the Senate in matters relating to the academic and physical environments of the University including cultural programs, energy and resource conservation, sustainability, free speech and assembly, athletics, public relations, residential life, safety, facilities, and conduct.

**End of Year Report**
Worked with the VP of Administration to develop a campus wide classroom committee. This committee was formed in early spring semester with it's first meeting held in April. Committee membership is Jeff St. John, Michael Scott, David Townsend, Angela McMCormack, John Gregory, Stewart Harvey, Caroline McDonough, Ronald Mahoney, Roberta Hussey. Discussed at the first meeting 1) the group's charge as outlined above, 2) some opportunities for input on campus space issues, and 3) the committee's reporting structure in view of VP Waldron's impending departure.

Reviewed the elimination of the University's Employees Assistant Program. Met with **Dr**. Polly Moutevelis-Burgess to obtain background information on the potential loss of this program and the impact on the University Community. Also met with Judy Ryan, Vice President of Human Resources to discuss how the Employee Assistant Program would transition over to Cigna and to verify that no service currently offered by EAP would be eliminated.

Worked with the VP of Administration to develop a campus wide classroom committee. This committee was formed in early spring semester with it's inaugural meeting held in April 2014.

The committee sponsored the following approved resolution:

**Motion to Regularly Assess Faculty Satisfaction at the University of Maine**
From the UMaine Faculty Senate Environment Committee

**Background**
Faculty members at the University of Maine have expressed a desire to have a regular and standardized assessment of faculty satisfaction. The Environment Committee would like this regular survey to allow for establishment of an initial standardized base line assessment of faculty satisfaction, provide a basis for national comparison with like institutions, and enable longitudinal comparisons over time at our own institution.

After reviewing the various standardized surveys discussed in the Hanover Research document titled *Assessing Faculty and Staff Satisfaction (Feb 2012)* and the recent UMaine Rising Tide *Survey of Faculty Satisfaction (2011)*, we recommend that the survey administered by HERI (http://www.heri.ucla.edu/facoverview.php) be regularly used to best meet the standardization and comparison goals sought by the faculty.

**Motion**
The Faculty Senate urges the Administration of the University of Maine to arrange for and fund participation by University of Maine faculty at least once every three years in the core set of questions contained in the HERI Faculty Survey Instrument. Further, we recommend the University's participation in the Campus Climate Module, the Academic Advising Module and the STEM Module.

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**Ad Hoc IT Advisory Committee**
Co-Chairs: Michael Scott

**Agenda for 2013-2014**
1.) Pursue further co-ordination of the various IT groups on campus and across System
2.) Work with the Academic Affairs Committee on how academic needs might better drive development of the technologies required for various modes of E-Learning
3.) Pursue electronic teaching, research and communication infrastructure improvements in consultation with the Environment Committee
4.) Assess progress on the *The University of Maine Information Technology Strategic Plan* (Final Draft 23 Feb 2012) with due consideration to the comments made in *Faculty Responses to the UMaine Information Technology Strategic Plan* (127 faculty survey responses, April 2012) (See 2011-2012 at http://umaine.edu/facultysenate/documents/)

**End of Year Report**
Met with the University of Maine's Information Technology Strategic Council throughout the year to review the impact of the systems plan on centralization of IT services. Discussed and questioned how the System Administrative restructuring effected UMaine's IT Strategic Plan from 2012/13.

We began with the question of where are we with the initiatives and what has happened since the date the plan was accepted by UMaine administration. One concern that came up throughout the discussion was the lack of transparency with the UMS IT operation.

Discussed the IT Leadership and Governance section of the Strategic Plan
IT Leadership and Governance
- We cannot have a CIO position on campus
- How do we begin initiatives in the best interest for this campus, we have our own requirements based on our own unique mission. We need an independent position or council to be the advocate for UMaine. One example is the classroom situation at UMaine. Faculty know the condition of the classrooms, why do we have to wait for Sightlines or others. The classroom committee will be reconvened and may be the answer to some of the classroom concerns.
- We need to review Dick Thompson's organization chart with the six leadership positions. We may need to make use of these people for the needs of UMaine.
- We have our campus leadership – the Faculty Senate and the Classroom Committee. We need to join forces in a strategic way, both through the Senate and Academic Affairs.
- How do we handle the areas of complaint, they need to be coordinated and brought forward. For example the ownership of rooms within Shibles.
- There is the question of how much we can do with the power pulled away from the campus. BlackBoard is an example, the next upgrade is planned for July 24. This is a high volume time for our students.
- We need to reframe how we respond. Since the System has this responsibility there should be someone from the System IT at each Faculty Senate meeting to answer any questions that come up. We need to know who is responsible for what and have them answer our questions.
- We need to know who to call for problems.
- There are negative consequences, moving Apple sales to the MarketPlace will make the cost more per device, if the store closes there will be no option for consulting or other services offered by the store

**Looking Forward:**
IT centralization, responsiveness, services, and lack of local control requires us to be: vigilant about IT centralization and monitor the response times, the services, and the impacts on departmental budgets; concern that the centralization of IT

and the services will negatively impact the students, faculty, and staff of UMaine; that although the negative impacts will be because of the centralization it will perceived to be a problem that is UMaine's responsibility.

The Committee sponsored a motion critical of the IT situation on the campus (See the first motion at http://umaine.edu/facultysenate/motions-passed-2/motions-passed-2013-2014/). Based on passage of the motion the Administration held an IT Open Forum with Janet Waldron, Dick Thompson and John Gregory.