Minutes of the February 11, 2022, FCSM College Council Meeting

The FCSM College Council met in the Science Complex, Room 4230 at 1:30 p.m. with Dr. Pamela Lottero-Perdue, Chairperson, presiding. An option to Zoom into the meeting was made available; one participant attended via Zoom.

Member Attendees: FCSM: David Vanko, Vonnie Shields; Biological Sciences: Angela Cox, Anne Estes; Chemistry: Nicole Carbonaro, Stephen Hancock, Henderika van Huizen; Computer and Information Sciences: Joyram Chakraborty, Yeong-Tae Song; Mathematics: Min Ji, Jing Tian; Physics, Astronomy & Geosciences: Michelle Casey, Raj Kolagani; At Large: Faith Weeks (Biology), Pamela Lottero-Perdue (PAGS); Students: Kyle Hurley (Graduate), Alexandra Reifer (Undergraduate).

Chairperson Pamela Lottero-Perdue called the meeting to order at 1:30 p.m.

1. The Council welcomes Nicole Carbonaro from the Department of Chemistry who will serve on the FCSM Council while Henderika van Huizen is on leave.

2. Minutes from the December 10, 2021 FCSM Council meeting were approved unanimously with two abstentions (Carbonaro and Casey).

3. Announcements and remarks from Dean Vanko

   3.1. The terms of the chairs in the Departments of Biology, Chemistry, Mathematics, and PAGS will conclude at the end of AY2022-2023. Additionally, Dean Vanko will step down from his role as Dean effective July 1, 2022. Dean Vanko discussed plans and a general timeframe for selecting new college leadership.

   3.1.1. Spring 2022 The Provost’s office will work to ID the Interim Dean who will serve from July 1st until the permanent Dean has been selected.

   3.1.2. A national search will take place during Fall of 2022 with a target hire date of January 2023. The initial intent is that new chairs would be appointed by the new Dean of the FCSM as recommended by each department.

   3.2. Dean Vanko discussed the timeline for the appointment of new Department Chairs.

   3.2.1. Mike McGuire recently began as chairperson for Computer and Information Sciences, for a 3 ½ year term.

   3.2.2. The other departments are at various stages of discerning their next “chairs-in-waiting,” as they all are scheduled to begin their terms in AY22-23.

   3.3. Dean Vanko discussed progress on the R2 Strategic Action Plan

   3.3.1. Individual departments are currently conducting searches for existing SAPS for FA22 and are being asked to prioritize and request additional full-time faculty positions for FA23. About fifty new such positions have been approved University-wide.
3.3.2. The College is requesting approval for seven new technical staff positions, particularly for research support in the Science Complex.

3.3.3. The College is requesting doctoral research assistantships for DSc in IT program.

3.3.4. The Council discussed the relative requirements to achieve the R2 Carnegie classification which is evaluated every three years. We were most recently classified as a Doctoral/Professional University.

3.3.5. The University is now Interviewing for an Associate Provost for Research and Dean of Graduate Studies, who will have a prominent role strategizing how to increase research productivity and the number of doctoral degrees.

3.4. All eight AY22-23 sabbatical requests from the FCSM were successful.

3.5. FCSM held a very successful college DEIJ event on January 25th, attended by about 40 people.

3.6. March 5th, 2022 – the annual Women in Science Forum will be held from 9:30am until 1:00pm at the South Campus Pavilion. Speakers will include Dr. Kelly Elkins and Dr. Meghan May.

4. Guest Speaker: Dr. Jennifer E. Scott, Physics, Astronomy and Geosciences: Open Educational Resources

4.1. Dr. Scott defined Open Educational Resources (OERs) as materials that are available to faculty and students under a university license and are characterized by the 5 Rs. They are retainable, reusable, revisable, remixable, and redistributable.

4.2. Dr. Scott described OERs as low or no cost resources that enhance student learning and align with specific content. These resources are modular and can be mixed and matched.

4.3. Dr. Scott introduced the provost’s initiative to increase the use of these resources and the creation of a University-level “textbook and course material task force” which is charged with identifying ways that the university can increase the use of low or no cost resources to alleviate the financial burden to students. The task force has initiated the following procedures to achieve this goal.

4.3.1. Conduct a faculty survey to identify awareness and willingness to use OERs in their courses.

4.3.2. Hold education opportunities to help faculty find appropriate resources.

4.3.3. Identify high enrollment courses for which adoption of low/no cost OERs would have the greatest impact.

4.3.4. Revise the textbook adoption process to include a place for faculty to indicate that they are using low/no cost OERs.

4.3.5. Add the ability to designate a course as free or low-cost beginning Fall 2020. Faculty will have the opportunity to indicate that the course is free or low cost.

4.4. Dr. Scott discussed FACET OER grants which provide resources for faculty to explore ways to adopt OERs for their courses.

4.4.1. Exploratory grants of $500 are designed to support faculty exploring possibilities for adopting OERs.
4.4.2. Adoption grants of $1500 are designed to support faculty in actually adopting these resources.

4.4.3. Applications will be in spring and awardees will partner with FACET to assess the effectiveness of OERs.

4.4.4. The council discussed OER the Maryland Open Source Textbook (MOST) Commons (https://most.oercommons.org/) – an institutional “hubs” described on its website as “an online space designed to support faculty and staff in discovering materials, collaborating with colleagues, and contributing OER to improve curricula”

4.5. Dr. Scott and the Council discussed the need to evaluate the accessibility of online resources for students lacking a reliable internet connection. It was noted that some electronic resources offer printable pdfs and others include physical textbooks that are deeply discounted.

4.6. The council discussed that, currently, there is a dearth of problem set and homework resources but that these resources are being developed.

5. **Announcements from the Council Chairperson:** Council Chairperson Lottero-Perdue discussed the implementation of two new standing agenda items related to DEIJ initiatives and updates from the academic senate (to be delivered by one member of the council that will routinely attend academic senate meetings). See section 7 below.

6. **Highlights from FCSM Departments (Note: General updates are in the announcements folder in OneDrive.)**

6.1. Biological Sciences

6.1.1. Faculty Hiring – Will Ryan starts in August 2022, and Alice Besterman starts in January 2023. The Integrative Biology TT search is happening now. Interviews for the CAP in Cellular and Molecular Biology will begin in March. The AGEP Promise Postdoc/Research Fellow position has been approved and interviews will commence in April.

6.1.2. Curriculum – the following curriculum changes have been proposed to the registrar: (1) Degree in General Biology (GBIO) with concentrations in CMOP – Cell, Molecular, and Organismal Physiology, Ecology, Evolution, and Conservation, or SCED – Science Education. Students can also choose “no concentration” (2) PHYS212/241 will no longer be required of biology majors. Students can still take it if they have career interests that require it. Note that pre-professional schools (i.e., med school) still require PHYS212/241.

6.1.3. Leadership – The Dept. of Biological Sciences is voting on new Chair in April (to start Fall 2023). Candidates will campaign at March faculty meeting. A new Assistant Chair will be determined in May (to start Fall 2022).
6.2. Chemistry
6.2.1. The Department of Chemistry has voted to appoint Nicole Carbonaro as FCSM college council representative during representative Rika van Huizen’s leave.

6.2.2. The Department of Chemistry has extended invitations for on-campus interviews to three candidates for the tenure-track position in inorganic chemistry. Two-day visits will occur during the first three weeks of March 2022.

6.2.3. The Department of Chemistry has drafted an advertisement for a tenure track faculty position in forensic analytical chemistry which will post to various job boards in late February.

6.2.4. The ACS has unconditionally approved our program following an exhaustive periodic review.

6.2.5. The Department of Chemistry has received one self-nomination to become the next chair of the department beginning Fall 2023 (John Sivey).

6.3. Computer and Information Sciences
6.3.1. 2022 started off with our new chair, Mike McGuire.

6.3.2. CIS made revisions to the Department PTRM document to include language specific to clinical faculty has been approved by the College PTRM Committee and was submitted to the UPTRM Committee

6.3.3. CIS currently has two searches going on for 4 candidates - 2 in software engineering and 2 in system/cybersecurity. 9 candidate visits scheduled between now and March 2nd - 1 completed

6.3.4. A new program in Computer and Mathematical Sciences was approved.

6.3.5. Our DSc-to-PhD name change process has been paused. The Board of Regents first wants TU to revise our university mission statement to reflect university goals related to PhD

6.3.6. One tenure-track faculty member resigned during the pandemic

6.3.7. Number of graduates from CIS going into tenure-track positions is increasing.

6.3.8. Enrolled fewer doctoral students this past year. Additionally, domestic enrollment increased, and international enrollment decreased.

6.4. Mathematics
6.4.1. The math department discussed proposed changes to the chair election procedure during their December 2021 department meeting. The main change is to move the election from the spring semester to fall.

6.4.2. Curriculum change: ASRM committee is working on updating the curriculum for the ASRM concentration following the SOA’s curriculum change.

6.5. Physics, Astronomy, and Geosciences
6.5.1. The PAGs faculty voted to accept the proposed changes to the chair election procedure during their Feb. 3rd department meeting. Nominations for the position of chair (to replace David Schaefer starting Fall 2023) will be open from Feb. 21, 2022 until March 7, 2022. Voting will be completed and reported to the Dean of the College by April 22, 2022.
6.5.2. The PAGs DEI committee is hosting four “Coffee and Tea” discussions related to inclusive teaching practices in SC 2322 on the following dates:
   - Friday, March 4th, 1-2pm
   - Friday, April 8th, 1-2pm
   - Friday, April 29th, 1-2pm
   - Friday, May 20th, 1-2pm

6.5.3. PAGS is reformulating departmental committee structures. The Leadership Council drafted a structure in a two-day retreat which has been presented to the department. Discussions within different groups are happening and the final version will be voted on this spring.

7. New Standing Agenda Items:
   7.1. DEIJ actions, opportunities, issues, and concerns

   7.1.1. The college will hold monthly meetings on Fridays to discuss various elements related to DEIJ. From an email sent to the FCSM on 2/4/2022 from Amanda Charles and signed by Sandy Spitzer:

   7.1.1.1. All FCSM faculty and staff are invited to participate in a monthly discussion of topics related to inclusive pedagogy in STEM, organized by the TU STEM Education Center. These discussions are an extension of the faculty professional development that ran in Spring 2021, as well as a follow-up action from the FCSM DEIJ Summit held in January, and will give you the opportunity to share ideas with and learn from your peers related to STEM teaching and learning. To maximize opportunities for attendance, this semester’s meetings will be held virtually on Zoom.

   7.1.1.2. The sessions will be held approximately monthly on Fridays from 1-2pm on the following dates: Friday, February 25; Friday, April 1 (to avoid Spring Break); Friday, April 22; Friday, May 13

   7.1.1.3. Each meeting will include time for open sharing and collaborative problem-solving around issues of inclusive STEM teaching as well as more focused discussion of a particular issue, pedagogical strategy/technique, or research finding.

   7.1.2. PAGS has instituted DEIJ coffee and tea meetings on select Fridays throughout the spring 2022 semester – see departmental announcements for dates and times in section 6.5.2 above. The first of these meetings will relate to perceptions of belonging and mattering in higher education.

7.2. Updates from the Academic Senate

   7.2.1. There is currently no formal protocol for the FCSM council to interface with the academic senate

   7.2.2. The Council will identify a member that will attend monthly academic senate meetings and report relevant issues and activities to the FCSM council. The council will be accepting volunteers for this responsibility beginning with the Academic Senate meeting on March 7. If there are no volunteers, members of the council’s executive committee will serve as Academic Senate reporter.
7.2.3. The February 7 meeting was attended by FCSM council chairperson, Dr. Pamela Lottero-Perdue. Relevant topics of discussion include the following:

7.2.3.1. The Academic Senate discussed Final exam requirements stating that if a faculty member gives a final exam, it must be given during their scheduled final exam time. This is to ensure that faculty are meeting their instructional minute requirements. Final projects are an acceptable replacement for in-class final exams.

7.2.3.2. Faculty should retain final exams for 1 year.

7.2.3.3. The MERIT process will shift from faculty centric evaluation to chair centric evaluation. The timeframe for AR and CV submission was discussed. A timeframe was proposed such that faculty AR and CV materials will be submitted to the department chair by May 31 instead of the third Friday in June as is the current timeframe. Discussion during the meeting resulted in a suggestion maintain the traditional due date of the third Friday in June since the May 31 timeframe might be problematic for a number of reasons (including that course evaluations don’t become available until after May 31). Faculty will be granted “merit” or “no merit” and “no merit” decisions will go to the department PTRM committee for review.

8. Old Business:

8.1. The Council discussed a lack of plans to add an automatic opening feature to restroom doors.

8.1.1. The Council will push back on this and bring the issue to the Office of Inclusion and Institutional Equity (OIIE) as a matter of equity. Lottero-Perdue sent an email to Brian Jara, Assistant Director of Diversity Training and Educational Initiatives of OIIE, and Patricia Bradley, Vice President, OIIE.

8.1.2. The force required to open doors is technically within specification and there is no code requiring installation of automatic doors as per a building architect.

8.2. The Council discussed progress related to Shelter in Place and Active Shooter issues.

8.2.1. Leadership will complete a walkthrough during spring break with a TUPD tactical representative.

8.2.2. Lockless rooms will be retrofitted with locks.

8.2.3. Locking rooms have been identified with yellow “lock stickers.”

8.2.4. The council was asked to reach out to departments to solicit a list of items that need to be brought to the attention of the task force.

8.3. The Council discussed the January FCSM DEI Summit summary and that a formal summary, including actions that resulted from the Summit, are forthcoming.

9. New Business

9.1. Open Educational Resources (visit from Jennifer Scott) – Considerations for fall 2022 – see item number 4, above.

9.2. Updated FCSM Workload Guidelines document; Council members were asked to review proposed changes prior to our March meeting. Feedback and suggestions will be compiled and presented to the College leadership.
9.2.1. The council discussed aspects of the workload agreement as they relate to a transition to the R2 Carnegie classification. Specifically, the council discussed workload redistribution to 15 contact hours to pursue various forms of scholarship (grant writing, increased research activity) with tangible products.

9.2.2. The Council raised concerns about workload equity for lecturer/CAP positions related to equivalent teaching load. The Council discussed that increased lecture enrollment leads to a greater workload that is not captured in the 3 contact hours/week that the faculty member is credited with. That is 3 contact hours for a lecture course with 80 student enrollment should count more toward faculty workload than 3 contact hours for a course with a 35 student enrollment. Although lecturer and CAP workload is not addressed in the document under review, it was suggested that there is a strong need for such a document.

9.2.3. The council also discussed that service activities are often undervalued in PTRM discussions and are not fully accounted for in a given workload agreement. Research active faculty may skirt service with justification that they are research active.

9.3. The council discussed concerns regarding masks and enforcement of mask wearing.

9.4. The council discussed two upcoming Town Halls with the provost and president. Department members were asked to gather questions from departments in preparation for the following town halls.

9.4.1. With Provost Perreault, Friday, March 18, 2:00 p.m.

9.4.2. With President Schatzel Friday, April 22, 2:00 p.m.

9.5. The council discussed appointing an Academic Senate liaison to the College Council. This person would attend Academic senate meetings and report relevant senate discussions to the college council. Council members were asked to consider volunteering for this responsibility.

9.6. Items from the floor – there were no additional items raised.

10. Adjournment

10.1. A motion to adjourn (Chakraborty) was seconded (Carbonara) and unanimously carried (17 in favor, 0 opposed).

10.2. The meeting was adjourned by council chairperson Pamela Lottero-Perdue at 3:30 p.m.

Respectfully submitted,
Stephen P. Hancock
Recording Secretary.