

**COLLEGE COUNCIL MEETING MINUTES
FISHER COLLEGE OF SCIENCE AND MATHEMATICS
1:30 pm – 3:30 pm, May 12, 2023
Kistner Conference Room, SC 4230**

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.

Member (2022 – 2023) Attendees: Interim Dean: Chris Salice (ex-officio); Associate Dean: Vonnie Shields (ex-officio); **Chemistry:** Nicole Carbonaro; **Computer and Information Sciences:** Jinie Pak, Yeong-Tae Song; **Mathematics:** Min Ji (Vice Chairperson), Jing Tian; **Physics, Astronomy, & Geosciences:** Michelle Casey, Raj Kolagani (Corresponding Secretary); **At Large:** Faith Weeks (Biology), Pamela Lottero-Perdue (PAGS; Chairperson); **Students:** Emily O'Donnell on zoom (ENVS, Graduate); Kelsey Evans (Chemistry; Undergraduate).

Incoming (2023 – 2024) Member Attendees: **Biological Sciences:** Daniel Caetano; **Chemistry:** Shannon Stitzel; **Mathematics:** Na Zhang (via Zoom)..

Absent: **Biology,** Elana Ehrlich (Recording Secretary), Anne Estes; **Chemistry:** Stephen Hancock; **Physics, Astronomy, & Geosciences:** Jia-An Yan.

Non-Members in Attendance: Howard Kaplon (Dean's Office), Josh Wilhide (SC Building Manager), Mary Stapleton (STEM Center for Excellence).

1. Each member from the 2022-2023 and 2023-2024 FCSM College Council introduced themselves, as did non-voting ex-officio members and non-members in attendance.
2. The minutes from the April 14, 2023 FCSM Council meeting were approved by all 11 members present (and approved via email prior to the meeting by the other three members).
3. Announcements and remarks from Interim Dean Salice (no additional announcements from the Associate Dean).
 - 3.1. Promotion and Tenure folders are being set up by the Provost's Office and should be available to faculty soon. We will check folders for accuracy and completeness and to make sure the content is consistent with our P&T requirements. Lecturer promotion folders will also be available on SharePoint and that process should follow the process for tenure track faculty.
 - 3.2. Unlike in past years, the Office of Graduate Studies has decided to provide significant summer support for graduate students. I forwarded the request to Graduate Program Directors who completed the forms and OGS has made allocations (or agreed to pay) for a good number of students in our grad programs. This should continue for future years. The pay rate for GA's was increased this year to be equal to RA's and TA's. Along with increases in the cost of tuition, the total allotment of funds from OGS to FCSM increased but the number of graduate student lines stayed the same. Hence, programs should expect to fund the same number of students as they did last year unless additional support can be found as savings from not paying grad students in summer – potentially, those savings could be used to fund additional students. The mechanics and logistics of graduate student support is clearly a work in progress, but TU is headed in the right direction.
 - 3.3. Faculty searches have mostly been approved for late summer/early fall search times. This should improve our chances of success, especially for previously failed searches, by providing access to a larger applicant pool.

4. Announcements from the Council Chairperson
 - 4.1. Reminder to complete the President’s Cabinet Leadership Assessment. All have received a link to their email inboxes to do so. Members of the President’s Cabinet can be found online: <https://www.towson.edu/about/administration/council.html>. Faculty do not need to assess all the cabinet members — only those with whom faculty have had some interactions.
 - 4.2. Review of accomplishments and activities of the 2022-2023 FCSM College Council over the last year:
 - 4.2.1. Shifted from OneDrive to SharePoint for distributing information within the Council.
 - 4.2.2. Hosted a President’s Town Hall for the FCSM Community on October 7.
 - 4.2.3. Hosted a Provost’s Town Hall for the FCSM Community on November 18.
 - 4.2.4. Addressed a faculty-raised issue of the ramp at Glen Garage having a difficult-to-navigate juncture between concrete slabs; Chair communicated with facilities until it was resolved. (October/November 2022).
 - 4.2.5. Gathered and compiled input from departments in the Science Complex about the need for phones in research spaces; Corresponding secretary communicated with departmental representatives to share this with the Dean and Building Manager in FCSM. (Fall 2022).
 - 4.2.6. Gathered information about, wrote (Chair), edited, and approved an FCSM Team Teaching Policy. (November 2022 – February 2023; Approved February 2023).
 - 4.2.7. Rewrote the FCSM Constitution – Approved by the council in April 2023 and ratified by the college May 1, 2023.
 - 4.2.8. Rewrote the FCSM Bylaws – Approved by the council in April 2023.
 - 4.2.9. October 2022, we hosted Desiree Rowe, Chair of the Academic Senate – to discuss the importance of shared governance, answer questions about constitution and bylaws revisions.
 - 4.2.10. March 2023, we hosted Josh Wilhide, Science Complex Building Manager – to discuss updates related to the building.
 - 4.2.11. March 2023, we hosted Alexi Kolesnikov, Director of TU’s Office of Undergraduate Research – to discuss undergraduate research opportunities.
 - 4.2.12. Created and voted to approve the FCSM DEI Faculty Award (Approved February 2023).
 - 4.2.13. Created and voted to approve the FCSM DEI Staff Award (Approved February 2023).
 - 4.2.14. Created and voted to approve the FCSM Part-Time Faculty Award (Approved April 2023).
 - 4.2.15. Gathered feedback from the FCSM College Community (via a survey) to share with the new Dean about whether self-nominations should also be allowed for FCSM Awards (most think we should).
 - 4.2.16. Through work by the Chair, supported staff discussions, staff input on the revision to the FCSM Constitution, and supported the development of (and communicated with) the FCSM Staff Group (FSG).
 - 4.2.17. Created an Ad Hoc Student Council, including student representatives on the council, the Chair, and the Corresponding Secretary, that met multiple times to plan four meetings to gather input from graduate and undergraduate students about concerns, issues, and the possibility of forming an undergraduate and graduate student council.
 - 4.2.18. The undergraduate student representative and SGA representative met with undergraduate students on February 27 and May 1.
 - 4.2.19. The graduate representative and GSA representative met with graduate students on February 27 and May 1.

- 4.2.20. We encouraged FCSM faculty to apply for USM Regents Awards (both at the beginning and end of the academic year).
 - 4.2.21. We addressed other issues that were of concern to faculty concerning, for example: bird deaths from birds impacting large windows of the Science Complex, the number of EV chargers in the Glen Garage, and the problematic cancellation of research journals.
5. Highlights from FCSM Departments
- 5.1. Biological Sciences
 - 5.1.1. Searches:
 - 5.1.1.1. Clinical Assistant Professor of Anatomy and Physiology – interviews May 11 and May 12.
 - 5.1.1.2. Microbiology Tenure Track Search Failed. All three candidates accepted other positions. Extremely small application pool due to timing. New search Fall 2023.
 - 5.1.2. Fall 2023 – Science Education position due to Cindy Ghent retiring.
 - 5.1.3. New partnership with Economics for a New Supplemental Instruction Plus (SI+) program funded by RPAC for BIOL 200/L in Fall 2023.
 - 5.1.4. Proposal of Associate Chair position focused on assisting with research coordination, funding, etc.
 - 5.2. Chemistry
 - 5.2.1. The department of chemistry has been approved to conduct searches for a Forensic Scientist and an Organic Chemist in Fall 2023. These searches will start at our preferred time (August publication of advertisements) so we have the best chance for a competitive applicant pool.
 - 5.2.2. The department of chemistry has been approved to search for an extra temporary lecturer due and a Visiting Assistant Professor to help cover tenure track vacancies.
 - 5.2.3. Previously discussed curriculum changes to CHEM131 and the organic courses have been approved by TEEB and will be reviewed by CARC this week.
 - 5.2.4. The department of chemistry recently approved its governance document and PTRM documents to better align with those at the college and university levels.
 - 5.2.5. The chemistry department has elected Shannon Stitzel to serve as the assistant department chair in AY 2023-2025.
 - 5.3. Computer and Information Sciences: Experiencing lowering enrollment in master's programs. Competition from online master's programs in the area. May need to consider having an online TU master's program.
 - 5.4. Mathematics
 - 5.4.1. The department will have a hiring of five lecturers in the Summer.
 - 5.4.2. The department will have a hiring of one tenure-track position in the Fall.
 - 5.5. Physics, Astronomy, and Geosciences
 - 5.5.1. PAGES has filled the tenure-track position in astrophysics. Dr. Alan Jackson has been offered and accepted the position. He will join the faculty in August.
 - 5.5.2. Instrument support specialist (UEBL) – 1st offer rejected by top candidate; 2nd offer is currently out to candidate.
 - 5.5.3. Instrument support specialist (PAGES) - interviews completed, offer forthcoming or out currently.
 - 5.5.4. Admin for PAGES office hired. Michele Eastwood started May 10.

- 5.5.5. PAGS department is currently revising tenure-track hiring process and trying to document policy in writing to prepare for future searches. There is no document that details historical precedent for the hiring process that has been used over the last 10-15 years.
- 5.5.6. No tenure-track hiring for next year approved in PAGS in spite of multiple requests (science education and geosciences to support Sustainability PhD).
6. Standing Agenda Items:
 - 6.1. DEIJ actions, opportunities, issues, and concerns: DEIJ Task Force completed its visits to departments in FCSM.
 - 6.2. Senate update/communications (notes from FCSM Senate representatives):
 - 6.2.1. The senate voted to approve changes to section G of the Academic Dept Chairperson's Roles and Responsibilities policy. The biggest point of contention was the bolded words in the following statement "A summary of the results shall be provided to the chairperson **and the faculty** by the Dean no later than the last week of classes of the Spring semester."
 - 6.2.2. Senate did not pass the SGA Pass/CRD/F Bill.
 - 6.2.3. A new executive committee was voted in.
7. Nominations and voting for new FCSM College Council Executive Committee
 - 7.1. Chairperson Lottero-Perdue described the roles of each of the Executive Committee members as listed in the 2003 Constitution (under which we are currently operating) and the 2023 Constitution (that needs ratification by the TU Academic Senate).
 - 7.2. The 2023-2024 Council members present (n=12) called for nominations and voted as follows:
 - 7.2.1. Chair: Pamela Lottero-Perdue ran unopposed; all members present voted in favor of her continuing as Chair. She expressed willingness to assume the Chair responsibilities outlined in the 2023 Constitution if and when approved by the Academic Senate).
 - 7.2.2. Vice Chair: Jing Tian and Michelle Casey were nominated. Jing Tian received the majority of votes via a paper vote. She expressed willingness to assume the Vice Chair responsibilities outlined in the 2023 Constitution if and when approved by the Academic Senate.
 - 7.2.3. Co-Secretaries / Recording Secretary: Nicole Carbonaro ran unopposed; all members present voted in favor of her serving as recording secretary (and shifting into the 2023 "co-secretary" role. She expressed willingness to assume the Co-Secretary responsibilities outlined in the 2023 Constitution if and when approved by the Academic Senate.
 - 7.2.4. Co-Secretaries / Corresponding Secretary: Faith Weeks ran unopposed; all members present voted in favor of her serving as corresponding secretary. She expressed willingness to assume the Co-Secretary responsibilities outlined in the 2023 Constitution if and when approved by the Academic Senate.
8. Constitution and Bylaws Work:
 - 8.1. Chair Lottero-Perdue reiterated what was announced to faculty and staff via email in early May: that the 2023 FCSM College Constitution was ratified by the FCSM faculty electorate as specified in the 2003 FCSM College Constitution: 73 in favor, 5 against.
 - 8.2. Chair Lottero-Perdue shared that she has compiled a folder of documents to forward to leaders in the TU Academic Senate so that the 2023 FCSM College Constitution and Bylaws can go up for ratification by the Senate at its September 2023 meeting.
9. Ongoing Issues/Initiatives:
 - 9.1. Kelsey Evans, Undergraduate Student Representative and student leader on the Ad Hoc Student Council Committee, shared what occurred at the May 1 meeting (5:30-6:30 pm). Attendance was low (about five students) The following notes were taken:
 - 9.1.1. Further feedback on comments made in the previous meeting:

- 9.1.1.1. Flipped classroom - seemed like an experiment, teacher has the feedback that it wasn't helpful.
- 9.1.1.2. When professors try something new, they are not as lenient - especially post covid.
- 9.1.1.3. Professors are trying to prevent cheating but are not being realistic with the time given on tests.
- 9.1.2. Communication
 - 9.1.2.1. Biweekly newsletter.
 - 9.1.2.2. For the big screen, could it be divided into 4 sections with the use of QR codes.
 - 9.1.2.3. Having a stem newsletter (a centralized form of info) would lessen the need for the big screen.
 - 9.1.2.4. Have a link on the newsletter for student inquiries/input.
- 9.1.3. Outreach
 - 9.1.3.1. Extra credit for career workshops, outreach events, and seminars, students will be able to see for themselves if it applies to them.
 - 9.1.3.2. Target lower-level 200 classes and encourage professors to talk about the opportunities for extra credit.
- 9.1.4. Future student council
 - 9.1.4.1. Monthly meetings: send out a when2meet.
 - 9.1.4.2. Representatives will have the responsibility to spread awareness.
 - 9.1.4.3. Goal is to have a senior and a freshman rep. Mandatory number of meetings, reps go back with info from meetings with announcements.
- 9.2. Emily O'Donnell, Graduate Student Representative and student leader on the Ad Hoc Student Council Committee, shared what occurred at the May 1 meeting (4-5 pm). The goal of this meeting was to get answers to the questions: Who do we want to represent us? What issues do we want to address? How do we find those issues? Notes from the meeting were as follows:
 - 9.2.1. How do we communicate?
 - 9.2.1.1. Have a discord/slack/groupme or some channel where we can message more informally.
 - 9.2.1.2. Put up fliers around FCSM at the beginning of the semester.
 - 9.2.1.3. Email list just for grad students in FCSM (GSA can get this information for next year).
 - 9.2.1.4. Gauge interest across all of FCSM.
 - 9.2.1.5. Need new people because some will be graduating or will be bogged down by studies.
 - 9.2.1.6. Send out a doodle poll to this email list to find a date/time that works well for as many students as possible and have the first meeting 2-3 weeks into the semester.
 - 9.2.2. What would the student council look like?
 - 9.2.2.1. How many meetings to meet our goals?
 - 9.2.2.2. One meeting a month (four total per semester, two before meet and confer, two after) (May be best to have some virtual meetings).
 - 9.2.2.3. In addition, have one "open house" type meeting that's less formal and allows any student to come forward, perhaps admin/dean could attend?
 - 9.2.3. What are our goals?

- 9.2.3.1. Bring awareness to specific FCSM issues, things that student leaders can push to higher administration.
- 9.2.3.2. Get more transparency of what is going on behind the scenes: What is TU talking to other schools about? What progress is being made after the “meet and confer”?
- 9.2.3.3. Start by inviting everyone to the first meeting - introductory, share what our goals are, send survey afterwards to have students send concerns so we can vote and prioritize them.
- 9.2.3.4. Ask for 5 things to bring to the “meet and confer.”
- 9.2.3.5. Second meeting - start discussing prioritized concerns to prepare for the “meet and confer.”
- 9.2.3.6. Dean and higher administration can be invited to key meetings.
- 9.2.4. Who are the key members?
 - 9.2.4.1. FCSM GSA Rep and College Council Rep are the leads?
 - 9.2.4.2. Or should there be a President, VP, Secretary type of structure? Maybe two secretaries to offset the workload.
- 9.3. Library journal subscriptions to support research.
 - 9.3.1. No movement on this at a college level. Some discussions are being held in groups and departments.
 - 9.3.2. May need to have library liaisons from each department meet with library representatives. A key question: Is the library spending money on things we need?
 - 9.3.3. A challenge is that journals often come as part of a package, so it looks like we are spending money on journals about which we are not interested, but those may come with packages that include journals of interest.
- 9.4. EV parking assessment (Glen Garage): Representatives from each department are asked to share the number of EV parking spaces needed by faculty in their respective departments with Raj Kolagani. This was a request last month but was not realized, except one faculty member in math department responded that she is using the EV charging in Glen Garage.
- 10. New Business
 - 10.1. Chair Lottero-Perdue shared the link to the USM Board of Regents Faculty Awards, and asked departments to consider identifying deserving colleagues and reaching out to them. The FCSM College Council does not vet nominees, but rather communicates about the process so as to inform and encourage nominees.
 - 10.2. Items from the floor: We concluded by thanking Chris Salice for his contributions as Interim Dean and support for the work of the Council and shared governance, broadly.
- 11. Adjournment

Respectfully submitted,

Pamela S. Lottero-Perdue

Chair (serving also as Recording Secretary in this meeting)