

ST MARY'S
COLLEGE of MARYLAND

The National Public Honors College

BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE

Open Session
May 15, 2020



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
REPORT SUMMARY**

Date of Meeting: May 15, 2020

Date of Next Meeting: TBD

Committee Chair: Peter Bruns

Committee Members: Board Chair Lex Birney, Paula Collins, Gail Harmon, President Tuajuanda Jordan, Larry Leak '76, William Seale

Staff Member: Michael Wick

Faculty Members: Jeff Byrd, Lindsay Jamieson

Dashboard Metrics: N/A

Executive Summary:

Discussion Items

Faculty Senate Report

Dean of Faculty Report

Information Items

Minutes of January 31, 2020

Action Item(s) related to specific strategic plan goals as appropriate:

II.A. Recommendation to Approve 2020 Candidates for Graduation



**ACADEMIC AFFAIRS COMMITTEE
MEETING OF MAY 15, 2020**

**OPEN SESSION
AGENDA**

- I. CALL TO ORDER**
- II. DISCUSSION ITEMS**
 - A. Faculty Senate Report Page 1
 - B. Dean of Faculty Report Page 3
- III. ACTION ITEM**
 - A. Recommendation to Approve 2020 Candidates for Graduation Page 7
- IV. INFORMATION ITEM**
 - A. Meeting Minutes of January 31, 2020 Page 8

The committee expects to close a portion of this meeting.

Faculty Senate President Report to the AAC

Jeffrey Byrd, Faculty Senate President

Spring 2020 Online

The College completed the Spring 2020 academic semester but it was anything but normal. When it became apparent that the semester would be completed remotely, the faculty and staff quickly learned how to provide an excellent remote learning education. Though faculty were creating on the fly, students and faculty alike, reported that everything went as well as could possibly be imagined. A special thanks to Samantha Elliott (Director - Center for Inclusive Teaching & Learning), Jennifer Falkowski (Senior Instructional Technologist) and all of IT for their work with the faculty. They provided workshops, equipment, and support so that the faculty were as ready as possible for the experience.

April Faculty meeting

Our April faculty meeting was held via Zoom with 124 in attendance! Having 5 screens of participants was challenging but, with the proper support and rules, the meeting went off without a hitch. Anne Marie Brady helped us with the electronic voting and Lindsay Jamieson and Geoff Bowers helped me manage the questions, motions, and admittance to the session. At that meeting we accomplished specific business that you should be aware of:

- 1) Senate President – The faculty elected Dr. Libby Williams (Psychology) for a 3-yr term. Dr. Williams has been dept chair, Dean of the Core Curriculum & First-year Experience and President of the Society for the Advancement of Psychotherapy, to name a few of her leadership roles. She has been a faculty member at SMCM for 23 years. I am extremely excited because Dr. Williams was my Vice President when I was Senate President many moons ago, so I know, first-hand, that she will make an excellent President!
- 2) LEAD Curriculum – The faculty approved the implementation document put forward by the LEAD Implementation Team. The only portion of the LEAD curriculum that is still on hold is the revised CORE101/102 sequence. The faculty postponed implementation of the new CORE102 (and revised CORE101) until 2022 so that a full resource analysis can be done. The faculty felt they did not have enough tenured/tenure-track faculty at the moment to fully implement the change because of the number of lines that have been put on hold. Until the overall number of faculty and students stabilize, the faculty were not comfortable making CORE102 required this year.
- 3) New Minors – The faculty resoundingly approved two new minors and forwarded them to the Provost
 - a. Creative Writing Minor
 - b. Music Arts Administration Minor

New Majors

- 1) Neuroscience Major – The Neuroscience Major Committee forwarded the proposed curriculum to the Curriculum Review Committee of the Senate. The CRC approved

the major and the Senate is discussing the major at our meeting of May 7, 2020. I will provide an update as to where the major stands during my oral Faculty Senate President report.

- 2) Data Science Major – The Data Science Major Committee forwarded a proposed curriculum to the CRC at their meeting at the end of April. The CRC had questions about the proposal and returned it to the DSMC for update. The DSMC welcomed the comments and is working on their response. This major should be to the faculty in September.
- 3) Marine Science Major – The Marine Science Major Committee has formulated the proposed curriculum but is working on how to garner funding for the program, prior to forwarding the curriculum to the CRC. This should go to the CRC in the early fall.
- 4) Business Major – The Provost will update the Board on where the proposal of this major stands.

My Last Meeting as Senate President

I agreed to serve as president for the year to help the faculty transition to the new senate structure. The new senate structure has allowed the senate to remain very focused on issues in front of the faculty. With the senate being smaller and with having senators represent a much wider audience than their departments, all senate members were viewing every issue with an eye as to what was best for the overall faculty and college. Also, with the senate being much smaller, all senators understood the responsibility placed on their shoulders when discussing each item. In addition, division meetings were well received and allowed smaller groups of faculty to discuss issues important to faculty in each division, prior to bringing them to the whole faculty. Overall, the transition has gone as well as could be expected and I believe the faculty understand the benefits of the revised system.

With this being my last meeting, I would like to thank the faculty, administration, and board for putting up with me this year. It has been my pleasure to serve the college during this period of transition. My tenure began, the very first day, with the announcement of prioritization and ended with prioritization, remote learning, a postponed graduation, and discussions regarding the next steps for the college. To say it was an easy year would be an understatement but I felt honored to be the person in this position during all of it.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS**

PROVOST REPORT – SPECIAL REPORT ON COVID-19 RESPONSE

Needless to say, the Spring 2020 term has been dominated by the COVID-19 pandemic. Therefore, I have focused this Provost Report on activities related to our collective response. Before doing so, however, I provide just a brief update on two of the ongoing “business as usual” initiatives.

The LEAD curriculum implementation is continuing according to plan despite the COVID-19 outbreak. My office continues to work on articulation agreements with Maryland community colleges, although the pace of progress has slowed due to most institutions shifting their energy and attention to COVID-19.

REMOTE TEACHING AND LEARNING

As you are likely aware, the College moved to remote teaching and learning starting March 23, 2020 and continued in that delivery mode through the end of the Spring term. One hundred percent of courses were moved to remote instruction including physical education courses, studio art courses, science laboratory courses, and so on. For example, a physical education course on sailing we moved to a sailing theory course; studio art students were shipped supplies and continued their work at home under the careful guidance of faculty via Zoom sessions; several physics laboratory courses were moved to a wide array of instructional simulations made available by the national physics education community. The herculean effort of the faculty to make this happen was awe inspiring. I cannot thank them or recognize them enough for their tremendous flexibility and dedication. Bravo to all.

According to a survey of faculty, 77% said they were teaching all or part of their courses synchronously speaking to the quality and interactivity of their remote instruction.

Of course, the impact of remote teaching and learning spreads far beyond the borders of the classroom. While a couple dozen faculty/student collaborative research projects (mostly St. Mary's Projects) continued via face-to-face research due to the physical nature of the work, other faculty members found creative yet productive alternatives. For example, a faculty member in biology moved independent research projects for one of his classes to focus on the skills of grant proposal writing.

The Office of Student Support Services (OS3) moved all tutoring and student support online. The Office held daily “Open Office Hours” via Zoom to allow students full access to the staff. The Office staff continued to use the Beacon system to monitor student engagement, engaging in

outreach to students in need and providing appropriate interventions. These supports seem to have been effective as current projections indicate that the first-to-second year retention rate will remain strong despite the pandemic.

Working with Department Chairs and Program Coordinators, we revised a collection of standard operating practices and procedures to remove hurdles to student success in the remote instruction world. Below is a representative list of the changes.

- We provided all students with the option to replace grades with a pass whenever the grade meets the minimum necessary level for the course according to the catalog. We worked with Maryland community colleges to allow similar pass/fail grading at their institutions to seamlessly transfer to the College without harm to the students.
- We waived the Experiencing Liberal Arts in the World (ELAW) requirement for graduating seniors whose planned ELAW activity was cancelled due to COVID-19.
- We moved the late withdraw date to May 1, 2020, and dropped the late withdraw fee.
- We paid for students abroad to return to the United States before the completion of their terms abroad. Most students were allowed to complete the term remotely.
- We refunded the full cost of College-sponsored study tours that were cancelled due to the pandemic.
- We purchased the enterprise license for Zoom allowing all faculty, staff, and students to access the professional version of the platform.
- We moved the Library to remote operations providing students with remote database access and implementing a mailing program to deliver any needed hardcopy materials.
- We replaced the annual Awards Convocation with an online recognition page complete with the ability for viewers to give shout outs to the awardees via social media. This effort was largely the result of work by Carolyn Curry's staff and I want to express my appreciation for all their hard work.
- We have surveyed students multiple times on their experience with remote teaching and learning. In each survey, we asked students if they would like to have a specific support office contact them. Ninety one students were effectively connected with support through these surveys.

We also modified standard operating procedures for faculty to reduce professional stress and ensure that the pandemic did not have a negative impact on faculty careers. Representative changes are listed below.

- We paused the tenure clock for all probationary faculty while providing an opt-out clause to allow those ready to stand for tenure the opportunity to do so without delay.
- We made Spring 2020 course evaluations optional in all personnel reviews. The course evaluations were given to students as a means for them to reflect on their experience but the results are not required to be used by any faculty standing for formal review. Of course, a faculty can choose to include the results if they so wish.

- We issued travel reimbursement payments to those faculty who had purchased airline tickets to attend professional opportunities that were cancelled. This is despite the airline's decision to not issue refunds.
- We moved Advising Day to a remote advising process with students connecting to their advisers using Zoom or other synchronous technology. Faculty were provided with professional development on advising topics specific to COVID-19. Eighty-two percent (82%) of students responding to an online survey indicated that their remote advising appointment was at least as effective as the regular in-person advising.
- Perhaps needless to say, we have reinvented the programming of the Center for Inclusive Teaching & Learning (CITL) to focus on transition to remote teaching and learning. To assist with the programming, we have partnered with University of Maryland – Baltimore County and the University of Maryland – Global Campus to provide access to their depth and breadth of expertise in this area.

Of course, there are a thousand other little things we and others have done for one another that has made this transition to remote operations not only possible but effective.

REMOTE DESOUSA BRENT SCHOLARS PROGRAM

This is the second year of attempting to use the DeSousa Brent Scholars (DBS) program as a strategy to produce student *deposits* rather than strictly as a *yield* strategy. We have also started to integrate DBS into the general Admissions timeline with the hope of leveraging the program as a strategy for increasing *applications* to the College.

Working with Admissions, the DBS program has invited 362 students accepted to the College to join us as DB Scholars (invitations went to students in two waves – February 26th and April 9th). The DB Office sent texts and made phone calls to invited students welcoming them to the program and encouraging them to accept the invitation and join the DBS community of scholars. On April 27th, the DB Office held an online webinar on the program in hopes of landing additional invitees.

Currently, 43 incoming students have accepted the invitation. Of the 43 students, 29 have submitted deposits for the Fall.

The College's goal is for 60 incoming DBS participants. Based on prior years, the DBS population of students tend to deposit later than other students, most likely for financial reasons. For this reason, we are confident that we will reach or almost reach the goal of 60 incoming scholars.

COMMUNITY OUTREACH

Consistent with The St. Mary's Way, members of the College community have turned their collective eyes to the larger St. Mary's community.

Under the leadership of Dr. Meenakshi Brewster, St. Mary's County Health Officer, faculty from the College have participated in a "science expert panel" to discuss and educate the general public on the science behind COVID-19. The group meets weekly to provide the Health Department with scientific information Dr. Brewster can present to her various constituencies. Behind the scenes, the group works on models for the county and stays current with the relevant scientific literature.

Under the coordination of Dr. Kevin Emerson in Biology, surplus emergency supplies from the College have been collected and donated to local frontline providers. These include masks, gloves, and other personal protective equipment.

Dr. Troy Townsend and his students have been 3D printing masks for the Southern Maryland Health Department. To date, over 100 masks have been printed with plans to print 100 more per week through June. The Patuxent Partnership (TPP) has supported this work by donating a second 3D printer to the College.

Although perhaps not as organized as the above initiatives, many individual faculty, staff, and students from the College community are also engaged in similar public service.

MOVING FORWARD

As we move into summer and eventually to the 2020-2021 academic year, we are already planning on additional changes in response to the pandemic to better position the College, our students, staff, and faculty for success.

- All 2020 summer session classes have been moved to remote instruction.
- The Student Orientation, Advising, and Registration (SOAR) summer pre-matriculation program for students has been moved entirely online (affectionately called eSOAR).
- College planning is underway for a hybrid instructional environment in the fall. The College will return to its position as a residential college with a hybrid in-person/remote instructional design. Students will be able to attend classes, remotely and/or face-to-face to realize appropriate social distancing protocols. College operations will be nimble allowing smooth and planned transitions between traditional face-to-face teaching and learning and remote teaching and learning.

As evident by this report, we are enormously proud of and grateful for the way the College community has responded to this unprecedented interruption. This horrific pandemic has only reinforced our steadfast belief that regardless of the challenge, the faculty, staff, and students of St. Mary's College of Maryland will...

“Continue to let all that is good in humanity prevail.”¹

Respectfully.

¹President Tuajuanda C. Jordan.

**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**ACTION ITEM III.A.
RECOMMENDATION TO APPROVE
2020 CANDIDATES FOR GRADUATION**

RECOMMENDED ACTION:

On recommendation of the Provost and Dean of Faculty, and with the concurrence of the faculty, the candidates for the degree of Bachelor of Arts, Bachelor of Science, and Master of Arts in Teaching are recommended for approval.

RATIONALE:

By action of the Maryland State Legislature in 1964 St. Mary's College of Maryland was authorized to become a public, four-year college with its own Board of Trustees. The Board of Trustees is vested with all the powers, rights and privileges attending the responsibility of full governance of St. Mary's College of Maryland. The College Bylaws enumerate the duties, powers, and responsibilities of the Board of Trustees, officers of the College and the faculty.



**BOARD OF TRUSTEES
ACADEMIC AFFAIRS COMMITTEE**

**OPEN SESSION
MINUTES**

Date of Meeting: January 31, 2020

Status of Minutes: Approved February 13, 2020

Academic Affairs Committee Members Present: Committee Chair Peter Bruns, Board Chair Lex Birney, Paula Collins, Gail Harmon, President Tuajuanda Jordan, Larry Leak '76, William Seale

Committee Members Absent:

Staff Member: Michael Wick

Others Present: Carlos Alcazar, John Bell '95, Betsy Barreto, Allison Boyle, Leonard Brown, Donny Bryan '73, Jeffrey Byrd, Tayo Clyburn, Carolyn Curry, Judy Fillius '79, Susan Dyer, David Hautanen, Sven Holmes, Jasmine Long'21, Joan Pickett, Paul Pusecker, Jennifer Sivak, Danielle Troyan '92, Allan Wagaman '06, Raymond Wernecke, John Wobensmith '93, Anna Yates

Executive Summary

Academic Affairs Committee Chair Bruns called the meeting to order at 1:42 p.m.

Faculty Senate Report

Faculty Senate President Jeff Byrd provided the Committee with an update on the prioritization of programs. The faculty asked for the ability to provide additional metrics. At the January 28 faculty meeting, 17 additional metrics were proposed and 6 metrics were voted through (along with 5 corresponding equity metrics).

Dean of Faculty Report

Provost Wick provided information on the LEAD Core Curriculum courses that have been developed and offered. Chair Bruns asked about the impact to students who completed the 1st semester in the Justice Integrated Inquiry track but did not sign up for the 2nd semester. Provost Wick explained that several of the students had already completed portions of their Core Requirements and therefore did not need to continue in the integrated inquiry. No students were disadvantaged by participation in the integrated inquiry. Chair Bruns inquired about faculty resource concerns and subsequent recommendation to delay implementation of the two Core courses until Fall 2022. Provost Wick explained that the resources are in place. Faculty need time to see what is involved in teaching the quantitative portion of Core 102 and to consider the implications on the overall array of course offerings if the Core 102 requirement were added.

The Committee was updated on the DeSousa Brent Scholars Program. The program was expanded to invite students who had completed applications (instead of solely from the paid deposit list) in an effort to attract more students to the College. Of the 60 students invited from the Fall 2019 class, 55 have accepted.

Progress on articulation agreements with Maryland community colleges was provided. Chair Bruns noted the absence of agreements with the International Languages and Cultures department. Provost Wick explained our International Languages and Cultures program takes an integrated approach that does not fit well with community college courses. Board Chair Birney asked that going forward the articulation agreement update should include an “anticipated results date” for agreements in final draft stage.

Action Item:

III.A. Recommendation to Approve SMCM Degree Policy on Good Standing

Committee Action Taken/Action in Progress:

The proposed action item was approved by the Academic Affairs Committee at its meeting on January 31, 2020.

Recommendation to the Board:

The Academic Affairs Committee recommended approval of this action item by the Board of Trustees at its meeting on February 1, 2020.

Meeting adjourned at 2:00 p.m.