May 5, 2017

TO: Members of the Academic & Student Affairs Committee

FR: Tracy B. Bigney, Clerk of the Board

RE: May 16, 2017 Academic & Student Affairs Committee Meeting

The Academic & Student Affairs Committee will meet from **9:00 am to 12:00 pm on Tuesday, May 16, 2017.** The meeting will be held at the University of Maine System Executive Offices in the Rudman Conference Room, 253 Estabrooke Hall, 15 Estabrooke Drive in Orono. The following Polycom sites are available:

- UMA – 125 Robinson Hall
- UMF – Executive Conference Room, Merrill Hall
- UMFK – Alumni Conference Room
- UMM – Executive Conference Room, Powers Hall
- UMPI – Executive Conference Room, Preble Hall
- USM – 419/427 Wishcamper Center, Portland

Refreshments will be available at the UMS and the USM locations. The meeting materials are posted to the Dillgent Board portal under the Academic and Student Affairs Committee section. In addition, the materials are posted on the Board of Trustees website (http://www.maine.edu/about-the-system/board-of-trustees/meeting-agendas/academic-student-affairs-committee/). If you have questions about the meeting arrangements or accessing the meeting materials, please call me at 581-5841.

If you have any questions or desire additional information about the agenda items, please call Robert Neely at 581-5843 or Rosa Redonnett at 621-3419.

cc: Trustees not on the Academic and Student Affairs Committee
   James Page, Chancellor
   Faculty & Student Representatives
   Presidents
   Rebecca Wyke
   Robert Neely
   Rosa Redonnett
Board of Trustees
Academic and Student Affairs Committee
May 16, 2017    9:00 am-12:00 pm
University of Maine System Executive Offices
253 Estabrooke Hall, University of Maine

Tab 1   Board Policy 402 and UMS Implementation: Resolution Discussion
        9:00-9:15am

Tab 2   Amendment to Appointment End Date for the University of Maine Board of Agriculture
        9:15-9:20am

Tab 3   Update: Active Shooter Training
        9:20-9:25am

Tab 4   Reorganization: University of Maine at Presque Isle
        9:25-9:50am

Tab 5   VCAA Update: New Initiatives Related to Academic Transformation:
        Statewide Nursing Summit
        Administrative Program Integration Teams
        Programs: Annual examination & Review of Approval Process
        9:50-10:20am

Tab 6   Update: Unified Online/Distance Education
        10:20-10:45am

Tab 7   Update: “One University” and NEASC
        10:45-11:15am

Tab 8   Faculty Representatives: Duties & Obligations
Tab 9   Faculty Representatives: Discussion
        11:15-11:30am

Tab 10  Student Representatives: Discussion
        11:30-11:45

Executive Session to discuss personnel matters
        11:45-11:55pm

The Academic and Student Affairs committee will come out of executive session to discuss the following:

Tab 11  Tenure Request: Vice President for Research and Dean of the Graduate School
Tab 12  Tenure Request: Stephen E. King Chair in Literature
        11:55-12 Noon

Action items are noted in red.

Note: Times are estimated based upon the anticipated length for presentation or discussion of a particular topic.
An item may be brought up earlier or the order of items changed for effective deliberation of matters before the Committee.
University of Maine System
15 Estabrooke Drive, Orono

Rudman Conference Room
253 Estabrooke Hall, 2nd Floor
15 Estabrooke Drive, Orono

Directions to the UMS located on the UMaine Campus

From the South on I-95: take exit 191 to Kelly Road and turn right. Continue on Kelly Road for 1 mile until you reach the traffic light, then turn left onto Route 2 and go through downtown Orono. Cross the river. Turn left at the lights onto College Avenue. Buchanan Alumni House will be the first campus-related building on your right. Right after the Buchanan Alumni House, take a right onto Mason Road. Estabrooke Hall is the building on the right after Lengyel.

From the North on I-95: take exit 191 to Kelly Road and turn left. Continue on Kelly Road for 1 mile until you reach the traffic light, then turn left onto Route 2 and go through downtown Orono. Cross the river. Turn left at the lights onto College Avenue. Buchanan Alumni House will be the first campus-related building on your right. Right after the Buchanan Alumni House, take a right onto Mason Road. Estabrooke Hall is the building on the right after Lengyel.

The UMS is located on the 2nd floor of Estabrooke Hall. Enter Estabrooke Hall from the back of the building, the entrance closes to Deering Hall.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Board Policy 402 - Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation: Resolution

2. INITIATED BY: Gregory G. Johnson, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

Board Policy 402, Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation, was approved at the May 2015 Board of Trustees meeting. At the same time, we updated the Student Conduct Code and several other related policies.

At the March 2017 meeting of the Academic and Student Affairs Committee, a full briefing was provided to the Committee. Since our last report (June 2016), much activity has occurred, including launching the third year of our online training, the delivery of comprehensive training for all Title IX and Student Conduct staff, focused training for specific campuses (including Student Conduct Review Boards), and the implementation of a System-wide case management system for our student conduct cases (and associated behavioral intervention tracking) and for our internal investigations specific to HR which is leading to a better alignment of practices across our campuses and to the potential for sharing cases as necessary. In addition, the Department of Learning and Organizational Development, led by Megan Clough, is developing a comprehensive approach to employee training and tracking which will further the important training already conducted specific to Board Policy 402; an overview of this was presented to the Academic and Student Affairs Committee at its January 2017 meeting.

At the May 2017 meeting of the Committee, we will revisit a suggested resolution to clarify and confirm our commitment to ensuring that our employees and students receive appropriate training and educational programs related to this important issue. Presidents and staff who work with these situations agree that this is the best and most logical approach for the UMS at this time, and this approach is one which, when training is required, is the most common approach at campuses across the country. Language already contained within the policy permits this clarification so there is no need to change the language within the policy.
5. TEXT OF PROPOSED RESOLUTION:

The Academic and Student Affairs Committee forwards this item to the Consent Agenda at the May 21-22, 2017 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees and the campuses of the University of Maine System reaffirm their commitment to ensuring that all employees and students participate in appropriate training and educational programs connected to Board policy 402. As mandatory reporters, all employees are required to participate in this training and/or other equivalent educational program. Participating in appropriate training and/or other educational programming is required of all newly matriculated students as well as any other key populations as indicated by each campus and is strongly recommended for all other students.

05/05/17
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Amendment to Appointment End Date for the University of Maine Board of Agriculture

2. **INITIATED BY:** James H. Page, Chancellor

3. **BOARD INFORMATION:**

   **BOARD ACTION:** X

4. **BACKGROUND:**

   At the January 2017 Board of Trustees meeting, the Board approved the appointment of Dr. Ellen Mallory, Associate Professor of Sustainable Agriculture and Extension Sustainable Agriculture Specialist, to the University of Maine Board of Agriculture.

   Dr. Lois Berg Stack, Professor of Sustainable Agriculture/Ornamental Horticulture Specialist, was appointed to the Board of Agriculture for a five-year term beginning in 2015. Dr. Stack retired as of December 31, 2016.

   This action is being presented to the Academic & Student Affairs Committee to amend the resolution that indicated Dr. Mallory’s five-year term to the Board of Agriculture will end on December 31, 2021. Legislation dictates that Dr. Mallory will serve the balance of Dr. Stack’s term ending March 19, 2018.

5. **TEXT OF PROPOSED RESOLUTION:**

   That the Academic and Student Affairs Committee forwards this item to the Consent Agenda at the May 21-22, 2017 Board of Trustees meeting for approval of the following resolution:

   That the Board of Trustees approves Dr. Ellen Mallory as the research faculty appointment to the UMaine Board of Agriculture effective January 1, 2017. Dr. Ellen Mallory will complete the term of Dr. Lois Berg Stack.

5/8/17
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Active Shooter Training: Update

2. **INITIATED BY:** Gregory G. Johnson, Chair

3. **BOARD INFORMATION:** X **BOARD ACTION:**

4. **BACKGROUND:**

   In keeping with our University of Maine System commitment to maintain a safe and healthy work environment for all members of our common higher education community, access to a special emergency preparedness resource related to active shooter training was made available to employees and students beginning in the fall semester.

   All employees and students were strongly encouraged to view the Safety and Environmental Management Office’s Active Shooter Training video, *Shots Fired on Campus*.

   This important resource is designed to help employees and students prepare and respond to active shooter incidents and to share critical information and guidance on how to both recognize and survive an active shooter situation.

   The video is available at: [https://umaine.edu/police/active-shooter/](https://umaine.edu/police/active-shooter/)

   Mr. Chip Gavin, UMS Chief General Services Officer, will update the Academic and Student Affairs Committee of the Board on the roll out of this training.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Reorganization: University of Maine at Presque Isle

2. INITIATED BY: Trustee Gregory G. Johnson, Chair

3. BOARD INFORMATION:
   BOARD ACTION: X

4. BACKGROUND:

   The University of Maine at Presque Isle (UMPI) has completed a semester-long process of analyzing, collecting input and feedback, and developing recommendations for the University’s organizational structure. In the proposed plan, the current format at UMPI of three “colleges,” the College of Arts and Sciences, the College of Professional Programs, and the College of Education (with one chair currently assigned to both Professional Programs and Education), would formally be reduced to two colleges (Arts and Sciences; Professional Studies and Education) with an Academic Dean serving each. The new structure provides for greater organizational coherence and the minimization of potential unit silos, supports cross-functional collaborations, maximizes the effectiveness of continuous systems improvement initiatives, potentially reduces administrative costs, and reduces the number of direct reports to the President and Provost.

   The proposed structure also allows for potential expansion of collaborative positions and shared programming with other UMS institutions (e.g., UMFK) by piloting a newly created position of the Executive Vice President for Collaboration and Strategic Alliances, reporting directly to both the UMPI and UMFK Presidents. This position ensures effective coordination of future and ongoing collaborative engagements in academic as well as administrative areas while ensuring institutional integrity and authority. This position is being piloted through July 2018 and will be evaluated in Spring 2018 for continuation.

5. Text of Proposed Resolution:

   That the Academic and Student Affairs Committee forwards this item to the Consent Agenda at the May 21-22, 2017 Board of Trustees meeting for approval of the following resolution:

   That the Board of Trustees approves the proposed reorganization of the University of Maine at Presque Isle resulting in a structure of two academic colleges (Arts and Sciences; Professional Studies and Education), with an Academic Dean serving each college.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Update: Progress related to Academic Transformation

2. INITIATED BY: Trustee Gregory G. Johnson, Chair

3. BOARD INFORMATION: X BOARD ACTION:

4. BACKGROUND:

Progress in several key areas related to Academic Transformation will be discussed:

a. Co-sponsorship of the Maine Nursing Summit – the organizing committee for this initiative, composed of representatives from UMS, MCCS, Maine government, and the health care industry, has outlined a Summit agenda leading to action-oriented targets and strategies to deal with the Maine nursing shortage.

b. Administrative PI teams – progress will be detailed for the Financial Program Administration team, Student Issues Program Integration team, and the Library Resources team.

c. Academic Programs – as a result of an April 13, 2017 retreat with the UMS Chief Academic Officers, meaningful progress has been made in the areas of:

   • Annual Examination: overview of a proposed, annual methodology using three simple metrics to ensure appropriate, ongoing attention to academic programs;

   • Review of Approval Process: development of a pathway for expedited review of programs that meet specific criteria related to Academic Transformation is underway. Details requiring Board of Trustees action in the coming months will be described.
AGENDA ITEM SUMMARY

1. NAME OF ITEM:  Update: Unified Online/Distance Education

2. INITIATED BY:  Gregory G. Johnson, Chair

3. BOARD INFORMATION:  X  BOARD ACTION:  

4. BACKGROUND:

The intent of this informational item is to provide information to the Board of Trustees in several key areas related to distance education across the UMS. Thus, the following areas will be addressed by the Vice Chancellor for Academic Affairs:

1. Unified Online report and resultant work
2. Program integration and possibilities for new online programming
3. Online programs launched over the past two years
4. Trends in UMS online offerings
   a. ten-year longitudinal patterns in SCH & % SCH production
      i. by modality
      ii. by campus
   b. Online programs launched over the past two years
   c. % of students enrolled in UMS programs from Maine
   d. other
5. Future considerations regarding online offerings
AGENDA ITEM SUMMARY

1. NAME OF ITEM: One University and NEASC

2. INITIATED BY: Gregory G. Johnson, Chair

3. BOARD INFORMATION:  X  BOARD ACTION:

4. BACKGROUND:

The UMS is involved in ongoing discussions with the New England Association of Schools and Colleges (NEASC), including a UMS team visit to NEASC offices in early April, as well as other face-to-face and phone conversations.

Additionally, a UMS team is expected to provide a report to the Commission on Institutions of Higher Education (CIHE) on June 9, 2017. Chancellor Page will outline the outcome of these communications with NEASC and CIHE regarding the One University initiative, UMS shared services, and expectations regarding multi-campus academic programs.

05/05/17
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Faculty Representatives: Duties and Obligations

2. INITIATED BY: Gregory G. Johnson, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

The Faculty Representatives to the Board of Trustees (BOT) will present the final version of the recently developed and approved document regarding the Duties and Obligations for BOT Faculty Representatives. This document was developed by the Faculty Representatives to the Board of Trustees working with Chancellor Page. The document has been accepted by the Faculty Senate or Assembly at each of the seven universities.

5. Text of the Proposed Resolution:

That the Academic and Student Affairs Committee forwards this item to the Consent Agenda at the May 21-22, 2017 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees endorses the Duties and Obligations for Faculty Representatives to the University of Maine System Board of Trustees.

05/05/17
Duties and Obligations for Faculty Representatives to the University of Maine System Board of Trustees

Preamble

In order to fulfill the requirement for Faculty and campus representation to the Board of Trustees, the current Faculty Representatives working with the Chancellor and the Academic and Student Affairs Committee Chair have developed a set of goals and responsibilities. The aim is to foster better communication among the parties to better serve the Universities of Maine, their faculties, and their students.

This document outlines the basic responsibilities of the Faculty Representatives, along with the resources that are needed in order to meet these obligations. Having a description of expectations will help those who wish to undertake this role for their campus understand the commitment they are making and illustrate to local administration the need to have schedule flexibility and support. The duties and obligations defined below are intended to be consistent with the Board statement on shared governance as found in Board policy 205. (http://staticweb.maine.edu/wp-content/uploads/2013/08/StatementofSharedGovernance.pdf?565a1d).

This document is the product of several months of work by current and past Representatives, the Chancellor, Vice Chancellor for Academic Affairs, and Chair of the Academic and Student Affairs Committee. Once a final draft is accepted by the participants, the document will be shared with the Faculty Senates or Assemblies for their approval. This document will be the guidance by which success of the Faculty-BoT-Chancellor working relationship is determined.
Duties and Obligations of UMS Faculty Representatives to the Board of Trustees

Goals
The goal of this document is to clearly describe the duties and obligations of Faculty Representatives to better enable them to...

1. be effective representatives to the Board of Trustees in conjunction with the Board Policy Manual (Governance and Legal Affairs, Section 205, Faculty and Student Representation to Board).
2. meet the expectations of the UMS Board of Trustees.
3. meet the expectations of their own campus faculty constituents.

Outline of Duties and Obligations

It shall be the responsibility of the Faculty Representative to:

1. Attend UMS Board of Trustees meetings to advocate in the best interest of the faculty in service to their respective students, community, institution, and the University of Maine System as a whole.
2. Communicate between Board meetings with other Faculty Representatives.
3. Maintain an effective method to communicate with faculty. Examples such as 1 & 2 below:
   1. Have a system to collect data and share it as appropriate.
   2. Develop a communication tool with a mechanism to collect feedback.
4. Provide the primary report of Board meetings to their respective faculties.
5. Act and speak on behalf of our respective faculties and the Universities of Maine when needed.
6. Represent the BoT and Chancellor back to the faculty (can indicate support or not of a particular issue but will present all information in an objective manner).
7. Be knowledgeable of the nature, needs, and concerns of their respective faculties, and of the University System.
8. Be knowledgeable with the nature and process of decision making within the University of Maine System.
9. Serve as a non-voting member of the committee(s) to which they have been appointed.
10. Serve as a meeting coordinator for the faculty representatives when the BoT meets on the representative’s home campus.

11. Respond to additional mutually agreed upon expectations of their respective faculties and the Board of Trustees.

**Proposed Additional Responsibilities to Improve and/or Sustain Effective Communication:**

1. Meet with the Vice Chancellor for Academic Affairs monthly and once a semester with the Chancellor.

2. In order to become acquainted with what would be coming up and to provide feedback, representatives meet at an appropriate time within the fiscal year with Chairs of committees on which they serve, the Chair of Board of Trustees, CAOs, and committee chairs as needed.

3. The Board of Trustees Faculty Representatives should meet regularly either in person or virtually.

4. Help plan and attend annual Board of Trustee Faculty Representative Retreat.

5. Provide summaries of faculty positions, reactions, and concerns related to the business of the Board of Trustees.

**Resources needed to achieve Board of Trustee Faculty Representatives’ duties and obligations:**

In order for Faculty Representatives to fulfill their duties, we request the following:

1. Campuses, the Board of Trustees and the Chancellor support Faculty Representatives in their duties and obligations outlined above.

2. Course scheduling priority for BoT representatives to have Mondays (or whatever meeting day is usual) available, in recognition that in order to serve as a Faculty Representative, BoT meeting days must remain open.

3. Administrative support as available, including formal orientation materials for new faculty representatives.

4. Timely scheduling of committee meetings with sensitivity to course scheduling so that Faculty representatives can meet with the committees to which they have been assigned.
5. Support (travel, accommodations, food) for yearly faculty representative retreats and various meetings (with budget to be developed in consultation with the Chancellor).

6. Continued support (travel, accommodations) for participation in BoT meetings.

7. Acceptance of faculty written or oral reports included as appropriate under board policy and as needed on board actions to be noted for the record.

8. To the extent possible, executive summaries of subsequent board action items distributed to faculty representatives *five days in advance* of committee meetings to enable effective communication with our respective faculties.

9. Faculty representatives should also receive copies of handouts. If the handouts are not available during the meeting, they will be distributed when they become available.

10. Include Faculty Representatives in an effective feedback loop process to facilitate continuous improvement.
AGENDA ITEM SUMMARY

1. **NAME OF ITEM:** Faculty Representatives: Discussion

2. **INITIATED BY:** Gregory G. Johnson, Chair

3. **BOARD INFORMATION:** X

4. **BOARD ACTION:**

   **BACKGROUND:**

   The Faculty Representatives to the Board of Trustees have determined an agenda of topical areas they would like to address with the Board Academic and Student Affairs Committee.

05/05/17
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Student Representatives: Discussion
2. INITIATED BY: Gregory G. Johnson, Chair
3. BOARD INFORMATION: X BOARD ACTION:
4. BACKGROUND:

The Student Representatives to the Board of Trustees have determined an agenda of topical areas they would like to address with the Board Academic and Student Affairs Committee. They will discuss these with the Committee; the discussion will be led by Samuel Borer, UM Student Representative to the Board of Trustees.
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Tenure Request: Vice President for Research and Dean of the Graduate School

2. INITIATED BY: Trustee Gregory G. Johnson, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

President Susan J. Hunter has requested approval of tenure at the rank of Professor, effective July 1, 2017, in support of the appointment of the Vice President for Research and Dean of the Graduate School at the University of Maine.

According to Board tenure guidelines a “university employee in a position at the level of vice president may be considered for tenure” providing evaluation for tenure occurred at the “time of appointment to the administrative position.” Thus, per policy and as would be expected for any tenure evaluation, the candidate’s credentials and academic productivity for tenure at the rank of Professor have been reviewed at all appropriate UMaine administrative levels, i.e., Department (Peer Committee and Chair), Dean Humphrey, Provost Hecker and President Hunter.

Tenure would be effective if/when the administrative position ends and the individual assumes a full-time faculty position in the Department of Electrical and Computer Engineering, in accordance with the Board policy.

5. Text of Proposed Resolution:

That the Academic and Student Affairs Committee forwards this item to the May 21-22, 2017 Board of Trustees meeting for approval of the following resolution:

    That the Board of Trustees approves tenure at the rank of professor to the candidate for Vice President for Research and Dean of the Graduate School at the University of Maine, with tenure to be effective if/when the administrative position ends and the individual assumes a full-time faculty position in the Department of Electrical and Computer Engineering, in accordance with Board policy.

05/05/17
AGENDA ITEM SUMMARY

1. NAME OF ITEM: Tenure Request: Stephen E. King Chair in Literature

2. INITIATED BY: Trustee Gregory G. Johnson, Chair

3. BOARD INFORMATION: BOARD ACTION: X

4. BACKGROUND:

President Susan J. Hunter has requested approval of tenure at the rank of Professor for the Stephen E. King Chair in Literature. Tenure will be effective upon the date of initial appointment, August 28, 2017.

Board tenure guidelines state: “At the time of initial appointment, exceptionally qualified individuals may be accorded tenure at the rank of full professor with the approval of the appointment by the Board of Trustees.” Thus, per policy and as would be expected for any tenure evaluation, the candidate’s credentials and academic productivity for tenure at the rank of Professor have been reviewed at all appropriate UMaine administrative levels, i.e., Department (Peer Committee and Chair), Dean Haddad, Provost Hecker and President Hunter.

5. Text of Proposed Resolution:

That the Academic and Student Affairs Committee forwards this item to the May 21-22, 2017 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves tenure at the rank of professor to the candidate for Stephen E. King Chair in Literature at the University of Maine, with tenure to be effective on the date of initial hire, August 28, 2017.

05/05/17