

University Senate Meeting

May 7, 2025



Agenda

1. Call to Order

Call to Order – New Senators

- Welcome to all new Senators!
- Thank you for your service to the Senate and the University!



Call to Order – New Senators

- We encourage you to be actively engaged in discussions at our meetings because that is the real value of our model of shared governance: allowing all constituencies to have a voice in issues and University policies that affect them.



Call to Order – Procedures & Guidelines

- We are using the Zoom Webinar format for the meeting. Senators received a separate email directly from Zoom to join the meeting as a Panelist, which allows them to fully participate in the meeting.
- Members of the campus community use the general link to join as Attendees.



Call to Order – Procedures & Guidelines

- While this is a virtual meeting, we will adhere to Senate procedures for in-person meetings as closely as possible.
- Please remember that all University policies and expectations for appropriate conduct still apply during all University Senate meetings.



Call to Order – Procedures & Guidelines

- The Senate meeting today is being recorded.
- The audio from all Senate meetings utilized to create meeting minutes that will be available prior to the following meeting.



Call to Order – Procedures & Guidelines

- The standard protocol for our meetings is as follows: when I open the floor to discussion, Senators may use the ‘Raise Hand’ feature, which is located at the bottom of the Zoom window.
- In addition, if you click on the Participants option at the bottom of the Zoom window, you can see a list of all Senators and the Raise Hand icon next to those who have raised their Hand.



Call to Order – Procedures & Guidelines

- All Participants are **Muted** when entering the Zoom. You will be asked to unmute yourself when you are recognized to speak. Please listen for that request so you can unmute.
- University Senate Meetings are open to all members of the campus, however, only Senators and Deans may vote.



Call to Order – Procedures & Guidelines

- Senators and Deans may speak and introduce campus community members to speak during discussion of any action items.
- On Zoom, Senators and Deans are labeled as Panelists and non-Senators/campus community members are labeled as attendees.



Call to Order – Procedures & Guidelines

- Attendees who would like to identify a Senator to introduce them to speak can find a complete list of Senators at <https://senate.umd.edu/CurrentSenators>.



Call to Order – Procedures & Guidelines

- All speakers **must first state their name and constituency** after being called on.



Call to Order – Chat Etiquette

- The Chat box is not part of the official record.
- If you would like to speak, please use the raise hand feature and wait to be recognized.



Call to Order – Questions

- Are there any questions about any of the procedures or guidelines that I have described?
- If so, please use the **Raise Hand** feature at the bottom of the Zoom window in the **reactions** option and I will call on you to speak.



Agenda

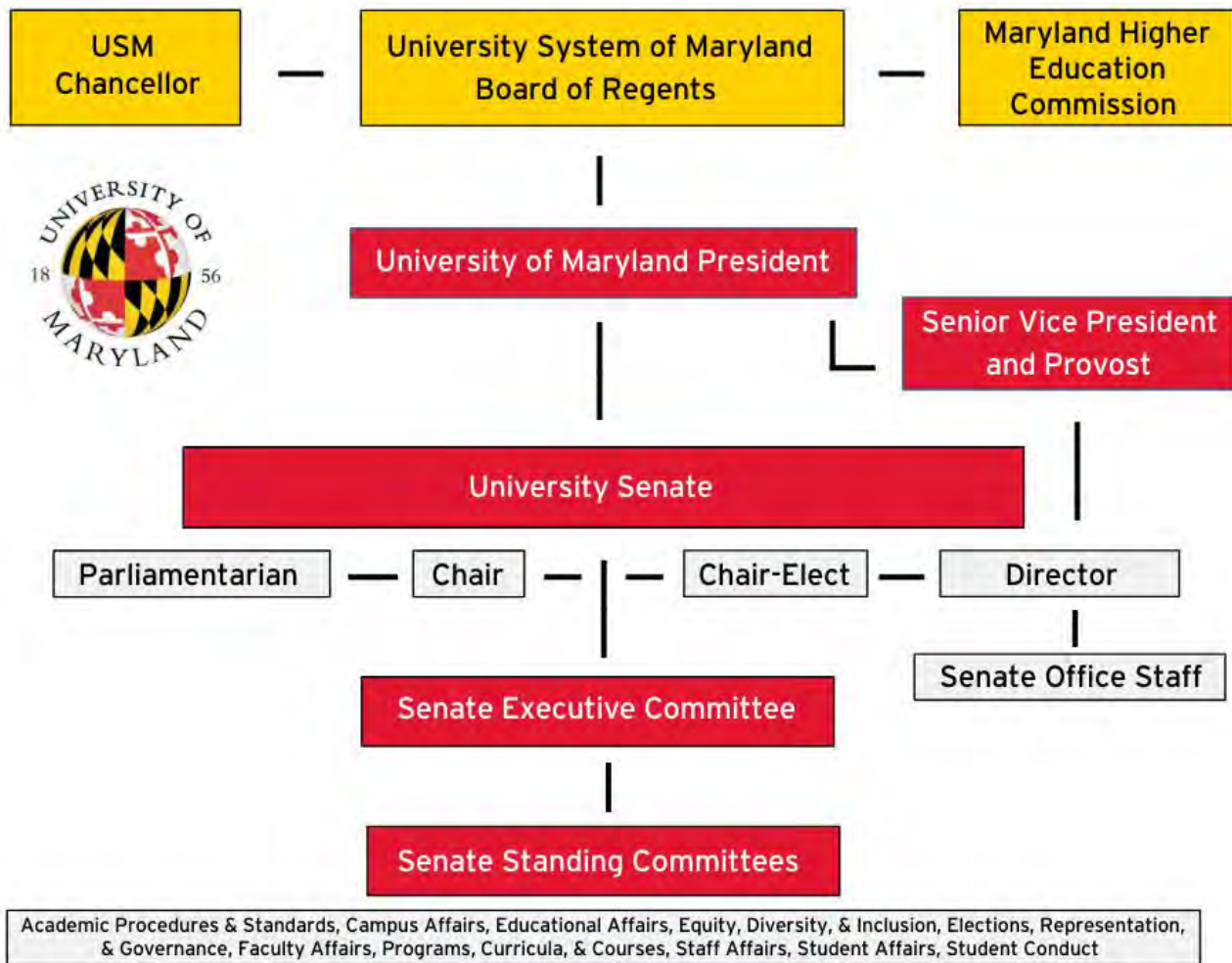
2. Special Order
Veronica Marin
Director, University Senate
Orientation: Senators, Senate Meetings, and
Shared Governance (Information)

Senator Training



UNIVERSITY SENATE





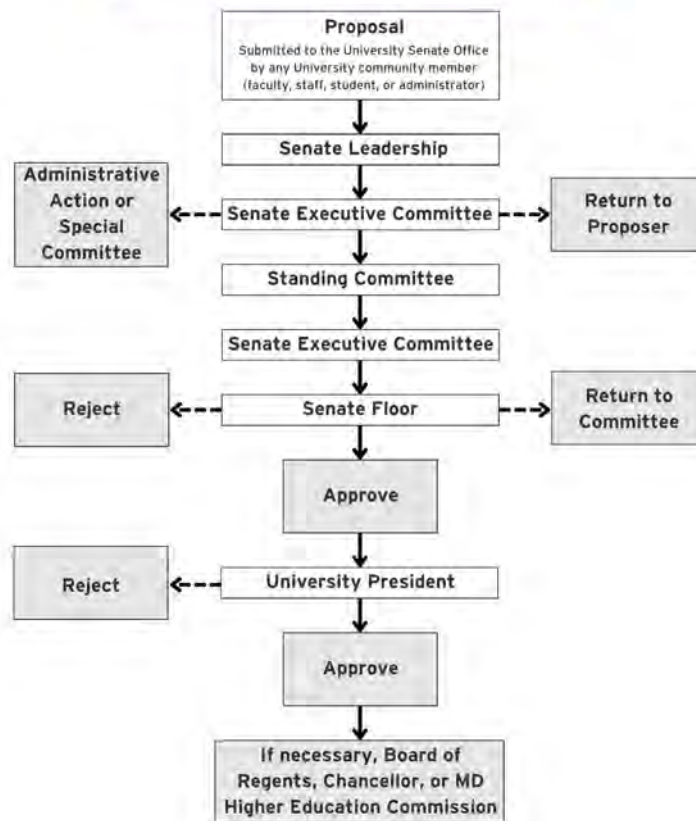
Submitting a Proposal

The Senate will only consider proposal matters within its purview including:

- University Policies and Procedures (including revisions to new and existing policies and procedures)
- Campus-wide safety issues
- Approval of guiding documents (e.g., the Strategic Plan, the Climate Action Plan)
- Oversight and creation/elimination of academic programs (e.g., General Education, new degree programs and certificates)



University Senate Proposal Pathway



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Expectations

Senator Expectations

- Review materials before meetings (*e.g. legislation, University policies*)
- Attend monthly meetings
- Contribute to discussions, when appropriate, and in a concise and polite manner
- Vote on reports and proposals
- Elect the members of the Executive Committee, the Chair-Elect, and other University & System councils and committees



[The Senate](#)[All Senators](#)[Senate Structure](#)**Meetings**[Meeting Materials](#)[Meeting Archives](#)[Virtual Meeting Guidance](#)[Excused Absence Request](#)[Senator Resources](#)[Find My Senator](#)[HOME](#) > [THE SENATE](#) > [MEETINGS](#)

Meetings

The Senate meets four or five times per semester (typically once a month), with special meetings scheduled as necessary. The materials for Senate meetings are made available to the public via the Senate website one week prior to each scheduled meeting. The Senate Chair presides over each meeting. All Senate meetings are open to the public, but only Senators may actively participate and vote at the meetings. The majority of Senate meetings will be held virtually via Zoom, with the exception of the two meetings where President Pines will deliver his State of the Campus Address. Those meetings will be held in person in the Colony Ballroom of the Stamp Student Union but a virtual option will be offered for those who need it.

If you would like to receive general updates and reminders about senate meetings, you can subscribe to the general Senate listserv by sending an email to listserv@listserv.umd.edu with the body of the email containing: subscribe senate-public name-of-subscriber (ie. subscribe senate-public Joe Smith).

During the Senate meeting, Senators who have any trouble accessing the meeting via Zoom, voting via Top Hat, or who experience other technical difficulties should email senatemeetinghelp@umd.edu for immediate support from IT staff.

If you are planning to attend any Senate Meeting and require accessibility accommodations, please contact the University Senate Office at senateoffice@umd.edu or (301) 405-5805 at least a month in advance of the scheduled meeting date.

Senate Meeting Schedule 2024-2025

Unless otherwise noted, Senate Meetings will be held from 3:15PM-5:00PM.

Fall 2024

September 5, 2024 (Thursday)[Agenda](#) | [Materials](#) | [Slides](#)**October 10, 2024 (Thursday)**[Agenda](#) | [Materials](#) | [Slides](#)**November 6, 2024 (Wednesday)**

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November 6, 2024 (Wednesday)

[Agenda](#) | [Materials](#) | [Slides](#)

December 4, 2024 (Wednesday) - President's State of Campus Address

[Agenda](#) | [Materials](#) | [Slides](#) | [President's Slides](#)

Spring 2025

February 5, 2025 (Wednesday)

[Agenda](#) | [Materials](#) | [Slides](#)

March 6, 2025 (Thursday) - President's State of Campus Address

[Agenda](#) | [Materials](#) | [Slides](#) | [President's Slides](#)

April 2, 2025 (Wednesday)

[Agenda](#) | [Materials](#) | [Slides](#) | [Provost's Slides](#)

April 24, 2025 (Thursday)

[Agenda](#) | [Materials](#) | [Slides](#)

May 7, 2025 (Wednesday) - Transition Meeting

[Agenda](#) | [Materials](#) | [Slides](#)

[VIEW SENATE MEETING ARCHIVES](#)

[EXCUSED ABSENCE REQUEST](#)



Meeting Etiquette

Meeting Etiquette

- Sign-in at umd.zoom.us using your UMD directory ID and password first before clicking on the meeting link.
- Use your individualized link to ensure you can participate as a panelist.
- Please mute yourself unless you are speaking.
- Email senate-admin@umd.edu for support during meetings.



Meeting Etiquette

- The Senate Chair will lead the meeting and moderate all discussions.
- Only Senators, those introduced by Senators, or committee members whose report is being presented at the time, may speak.
 - If a Senator wants to introduce a non-Senator to speak, then both the Senator and non-Senator should use the Raise hand feature
- Those who wish to speak must use the “**Raise Hand**” feature at the bottom of the Zoom window.
 - The Senate Chair will recognize speakers and they will be unmuted to speak.
 - Speakers **MUST** state their **name**, **constituency**, and **unit** for the record each time they speak.



Meeting Etiquette

When recognized by the chair, Senators may:

- (a) provide comments on the current agenda item.
- (b) make motions related to the current item (e.g. amend the proposal, refer the proposal to back to committee, postpone consideration of the current item)
- (c) ask the Chair to clarify any procedural issues;
- (d) with the Chair's permission, direct a question relevant to the current item to the presenter or another Senator
- (e) with the Chair's permission introduce a non-Senator who wishes to speak on the current agenda item



Meeting Etiquette

- Special motions, such as Points of Order, Points of Information, and Points of Personal Privilege:
 - Points of Order need to be raised immediately when there is thought to be a breach of the rules. Therefore, the Senator raising will need to interrupt the proceedings to make it. Please use the Raise hand feature only so the Chair may identify who is speaking
 - Senators may say “I raise a point of order”
 - Points do not require a seconder.
 - Once a Point of Order is raised, the current debate or proceedings would stop.
 - The Chair will ask their Senator to state their point. The Senator should introduce themselves and state their point for the record.
 - Then the Chair would then rule on the point.



Meeting Etiquette

- You must stay on topic. Discussion must be relevant to the current agenda item.
- Comments should be concise and to the point in order to allow all interested parties an opportunity to contribute.
- To speak more than once on an agenda item you must wait until every other Senator has had a chance to speak.



The background features a large, bright yellow chevron pointing to the right, set against a solid black background. The word "Voting" is written in white, bold, sans-serif font, positioned to the right of the yellow shape.

Voting

Voting

Voting is the key responsibility for all Senators on all actions brought before the Senate body.

What is Top Hat?

Top Hat is the voting platform used during University Senate meetings.

How is Top Hat used?

At the start of each meeting, Senators will use Top Hat to confirm their attendance through a quorum vote, followed by voting on action items throughout the session. Senators may access Top Hat using either a mobile device or a web browser.



Before the meeting

- One week prior to the Senate Meeting you will receive an email entitled: “***Important Senator Information for the [Date of the] Senate Meeting***”
- This email will contain the important COURSE PASSWORD needed to vote during that meeting.
- **Please do not share this code with any other individuals.**



Logging into Top Hat

- The University Senate uses one Top Hat account for the entire voting body (meaning you do not need to create an account).
- At each meeting you will access the University Senate Meeting using a QR code or by typing the URL: app.tophat.com/guest.
- Enter First and Last Name, UMD email address, and the *unique Course Password*.
- You're in! Throughout the meeting votes will appear on your device.



Voting

- Questions will automatically appear during the meeting when it is time to vote on an item.
- All Senate votes are anonymous unless explicitly stated by the Chair.
- For each action item, Senators may select:
 - **A - In favor**
 - **B - Opposed**
 - **C - Abstain**
- **Make sure you select 'submit' when selecting your vote!**





Communication

Senator-Constituency Communication

- In May 2023, a Senator Communication Working Group was created to develop a way for Senators to communicate with their constituency and launch at the beginning of the 2023-2024 academic year.
- We have created Google Groups for all Senators to directly communicate with their constituency and provide updates after our Senate meetings.
- University Senate Leadership will provide a Meeting Overview for Senators to share information that was discussed at the previous Senate meeting with their constituency.
- Senators can use this email as a starting point, and may add their own commentary regarding how these issues are relevant to their constituents.



Senator-Constituency Communication

- As a Senator, it is your responsibility to keep your constituency informed.
- Your assigned Google Groups include more than individuals you may interest on a daily basis.
 - Constituency groups range from 20 - 900 members
- Please ensure you are communicating the meetings items highlighted in the Senate Meeting Overview after each Senate meeting. You may add your thoughts to your email, **but you must specify** that they are your own and not of the University Senate.
- The University Senate Office will send an email to Senators with further instructions and provide a list of your designated Google Groups soon.



Media Requests

Chairs,
committee
members, and
Senators **cannot**
speak on behalf
of the Senate.



UNIVERSITY SENATE





Account



Dashboard



Courses



Calendar



Inbox



Portfolio



History



CourseExp



Help



EMT



Course Policies



Logout



UniversitySenate



Immersive Reader

Home

Discussions

People

Pages

Modules

Quizzes

Assignments

Lucid (Whiteboard)

University Senate ▲



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Welcome!

Thank you for volunteering your time and skills as a member of the University Senate. Here you will find a variety of resources to assist you during your service with the Senate. We

hope that you will utilize these resources often.

Do not hesitate to reach out to The University Senate with any questions or concerns.

[Click Here for Senator Training and Resources](#)

1100 Marie Mount Hall, 7814 Regents Drive
College Park, MD 20742

301.405.5805 | senate-admin@umd.edu

senate.umd.edu

24/7 Canvas Chat Support

...or call 1-833-566-3347 (staff/faculty)
1-877-399-4090 (students)

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now

How to use UMD Canvas ▼

Textbooks

Adopt Textbook



Thank you!

Please reference the Senator ELMS modules throughout the year for additional resources.



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Agenda

3. Election of the Senate Chair-Elect (Action)

Election of the Senate Chair-Elect (Action)

- All Senators and Deans are eligible to vote for the Chair-Elect.
- All Senators received a copy of the slate of nominees and statements with their materials for this meeting.



Election of the Senate Chair-Elect (Action)



A. Shannon Hayes Buenaflor,
ENGR



B. Wendy Stickle,
BSOS



C. Patrick Wohlfarth,
BSOS



Agenda

4. Approval of the April 24, 2025 Senate Meeting Minutes (Action)

Agenda

5. Nominations Committee: Transition Meeting
Slate 2025 (Senate Document #24-25-36)
(Action)

Transition Meeting Slate 2025 (Senate Document #24-25-36) (Action)

- Remaining Transition Elections will be held online through Qualtrics with separate elections for each of the major constituencies (faculty, exempt and non-exempt staff, graduate students, and undergraduate students).
- The Qualtrics survey will be distributed this evening.
Responses are due this Sunday, May 11th at 11:59 p.m.



Transition Meeting Slate 2025 (Senate Document #24-25-36) (Action)

- Senate *Bylaws* state that we must allow for nominations from the floor for all the elections.
- Use the **Raise Hand feature** to nominate yourself or another Senator when I call for nominations for each committee or council.



Transition Meeting Slate 2025 (Senate Document #24-25-36) (Action)

- Names of nominees from the floor will be included on the ballots but nominees **may not make a statement now or include one on the ballot.**



Transition Meeting Slate – Nominations from the Floor (Action)

- University Senate Executive Committee
- *All Senators are eligible*



Transition Meeting Slate – Nominations from the Floor (Action)

- Committee on Committees
 - Only Senators are eligible: Faculty, Exempt-Staff, Graduate Students, and Undergraduate Students
 - Please note: Faculty cannot be from CMNS, BSOS, or ARHU



Transition Meeting Slate – Nominations from the Floor (Action)

- University Athletic Council
 - Any Faculty, and Staff (Exempt or Non-Exempt)
 - Do not have to be Senators



Transition Meeting Slate – Nominations from the Floor (Action)

- Council of University System Faculty (CUSF)
 - Any Faculty member is eligible
 - Do not have to be Senators



Transition Meeting Slate – Nominations from the Floor (Action)

- Campus Transportation Advisory Committee (CTAC)
 - Any Faculty, Staff (Exempt or Non-Exempt)
 - Only Senators: Undergraduate Student



Transition Meeting Slate 2025 (Senate Document #24-25-36) (Action)

- Each ballot lists the maximum number of candidates that Senators can vote for on the top, the names of the candidates and their unit, and if you click on the names, their statements.
- Simply check the boxes next to the candidates that you wish to vote for on each ballot.

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TRANSITION ELECTIONS

Committee on Committees

Please vote for **3 candidates**. Click on an individual candidate's name if you would like to review their statement.

☐

Joseph Barnet | Lecturer, Psychology

College of Behavioral & Social Sciences

☐

Mohammad T. Hajiaghayi | Professor, Computer Science

College of Computer, Mathematical, & Natural Sciences

☐

Chris Lewis | Assistant Clinical Professor, Languages, Literatures, & Cultures

College of Arts & Humanities



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Transition Meeting Slate 2025 (Senate Document #24-25-36) (Action)

- At the end, you will see a summary of everyone that you voted for, and you can either go back and make changes or submit your final votes. You may also go back and change your votes if you choose until the deadline.

You have selected the following candidates:

Senate Executive Committee

Richard Blanton | Faculty Specialist, Engineering Information Technology

A. James Clark School of Engineering

Sarah Dammeyer | Senior Lecturer, English

College of Arts & Humanities

Committee on Committees

Donald J. Bolger | Associate Professor, Human Development & Quantitative Methodology

College of Education

Athletic Council

Henry Boyd | Tyser Teaching Fellow, Marketing

Robert H. Smith School of Business

Council of University System Faculty (CUSF)

Rosellina Ferraro | Associate Professor, Marketing

Robert H. Smith School of Business



Transition Meeting Slate 2025 (Senate Document #24-25-36) (Action)

- Senators will have until **11:59 p.m. on Sunday May 11th** to complete voting.
- Winners will be announced **after the voting closes.**



Agenda

6. ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22) (Action)

ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The University Plan requires that all Colleges and Schools be governed by a Plan of Organization. These Plans must conform to provisions and principles set forth in the University's Plan, the Bylaws of the University Senate, the Policy on Shared Governance in the University System of Maryland, and best practices in shared governance.
- Revisions to these Plans must be reviewed and approved by the Elections, Representation, & Governance (ERG) Committee, the Senate, and the President.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The Philip Merrill College of Journalism (AGNR) submitted revisions to its Plan of Organization to the University Senate Office for review in October 2024.
- Article 11 of the Plan of Organization for Shared Governance provides provisions for the review of College, School, and the Library Plans of Organization every ten years, with the College of Journalism being most recently reviewed in 2013.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The ERG Committee initially reviewed the Plan of Organization, as submitted, in October of 2024, where members noted that the revisions indicate the secretary to the College Assembly has changed to the Dean's Executive Assistant, when it was previously a non-voting member.
- The committee also highlighted the democratic nature of the assembly, specifically allowing each individual at 50% or higher full-time employment (FTE) a vote.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The committee examined the Best Practices Checklist and returned to the College six recommendations surrounding membership classifications, executive authority, frequency of meetings, elections, uniform practice, and executive committee and chair selection.
- In February 2025, the College of Journalism returned an amended Plan with amendments or explanations when appropriate.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The ERG Committee reviewed the updated Plan of Organization in March 2025 at their meeting and did a final review. The consensus was in favor of approval, and was finalized by an email vote with unanimous approval.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The College Assembly finalized a vote on the Plan of Organization, including Appointment, Promotion and Tenure (APT) and Appointment, Evaluation, and Promotion portions on April 2, 2025.
- With the final College Approval there were technical changes made to the Plan, in order to bring the Plan of Organization into compliance with the AEP/APT portions.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- These included removing a duplicated sentence, rephrasing in section V.G.1, and updating the table of contents page numbers.
- The JOUR College Assembly approved the revised version of its Plan in a college vote concluding on April 2, 2025.
- The Faculty Affairs Committee Working Group convened in April 2025 and reviewed the AEP/APT portions, as it pertains to faculty life.
- The Faculty Affairs Committee approved the AEP/APT portions of the Plan on April 18, 2025.



ERG Report: Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- The ERG Committee approved the additional minor technical amendments via email vote on April 18, 2025.
- The ERG Committee asks that Senate vote to approve the Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22).



Discussion

**Revisions to the Philip Merrill College of
Journalism Plan of Organization (Senate
Document #24-25-22)**



Revisions to the Philip Merrill College of Journalism Plan of Organization (Senate Document #24-25-22)

- A. In Favor
- B. Opposed
- C. Abstain



Agenda

7. Report of the Outgoing Chair, Jordan Sly
(Information)

Agenda

8. Report of the Incoming Chair, Sarah Dammeyer (Information)

Report of the Incoming Chair – Thank you!

Presented to

Jordan Sly

University Senate Chair
2024-2025

In recognition of his distinguished leadership of the University Senate and commitment to shared governance at the University of Maryland.



Report of the Incoming Chair – Senate Schedule

- The Senate schedule for the 2025-2026 academic year has been finalized.
- We try to balance the schedule between the MWF and the TU/TH class schedule so that no one misses all of the meetings due to a class conflict.



Report of the Incoming Chair – Senate Schedule

- Senate meetings will continue to be held from 3:15 – 5:00 p.m.
- 7 meetings will be held solely on Zoom; the two meetings for the State of the Campus Address will be held in person with a virtual option for those who need it.



Report of the Incoming Chair – Senate Schedule

| Fall 2025 | Spring 2026 |
|--------------------------------------|-----------------------------------|
| September 11, 2025 (Thursday) | February 3, 2026 (Tuesday) |
| October 15, 2025 (Wednesday)* | March 4, 2026 (Wednesday)* |
| November 5, 2025 (Wednesday) | April 9, 2026 (Thursday)** |
| December 2, 2025 (Tuesday) | April 21, 2026 (Tuesday) |
| | May 6, 2026 (Wednesday)*** |

*President's State of Campus Address

**Provost's Strategic Plan Update

***Senate Transition Meeting



Agenda

9. New Business
10. Adjournment

**Thank you for
attending!**

