CALL TO ORDER

Chair Newman called the meeting to order at 3:18 p.m.

ANNOUNCING NEW EXECUTIVE SECRETARY & DIRECTOR OF THE UNIVERSITY SENATE (INFORMATION)

Chair Newman introduced Veronica Marin, the new Executive Secretary and Director of the University Senate.

Chair Newman described Marin's leadership experience, knowledge of campus operations, appreciation for shared governance and collaborative nature. Newman shared that Marin had served as Assistant Director of Visitor Engagement for the Office of Undergraduate Admissions here at UMD, but most recently, she served as Director of Program Management for the McDonough School of Business at Georgetown University. Newman said that Marin started as the Senate Director on January 30, 2023.

APPROVAL OF THE MINUTES, DECEMBER 7, 2022 MEETING

Chair Newman announced that one correction was received for the December 7th minutes. The minutes previously read, "Senator Gandhi, PTK, BSOS, asked if APAS had consulted the Counseling Center..." and has been corrected to read "Senator Gandhi, PTK, BSOS, noted that APAS had consulted with the Counseling Center..."

Newman asked if there were any additional corrections or additions to the minutes as distributed.

Miriam Sharp, Exempt Staff, VPA, said that she would like for her name to be corrected.

Chair Newman asked that this be corrected in the minutes and asked if there were any other corrections. Seeing none, the minutes were approved as corrected.

REPORT OF THE CHAIR

Elections
Chair Newman announced that the candidacy period for the staff, student, and single-member constituency elections for the 2023-2024 Senate ended on February 3, 2023. Elections for these constituencies will begin on February 20, 2023. Newman encouraged attendees to vote for their Senators.

Newman also said that February 3rd was the deadline for the Deans to report the results of their faculty elections. Newly-elected faculty Senators will be eligible for nomination to our committees, councils, and leadership positions for the 2023-2024 academic year.

Nominations Committee

A verbatim recording of the meeting is on file in the Senate Office.

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Chair Newman updated the Senate on the Nominations Committee's work. It is tasked with identifying potential nominees for the Senate's elected committees and councils, including the Senate Executive Committee, the Committee on Committees, the Athletic Council, and the Council of University System Faculty.

Newman said that Senators would receive an email in the coming days soliciting self-nominations and nominations of their colleagues. It is important to have strong nominees running in these elections, and all are encouraged to consider running for these important positions.

TECHNICAL REVISIONS TO THE UNIVERSITY OF MARYLAND PROCEDURES ON CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT (SENATE DOCUMENT #22-23-17) (INFORMATION)

Chair Newman announced that provided in the materials today were the Technical Revisions to the University of Maryland Procedures on Conflict of Interest and Conflict of Commitment.

Newman summarized that on November 9, 2022, Patrick O'Shea, Chair, Conflict of Interest Committee, and Beth Brittan Powell, Director, Conflict of Interest Office, sent the Senate Office a proposal to update the Procedures on Conflict of Interest and Conflict of Commitment (II-3.10[B]) to reflect the current Conflict of Interest review procedures.

Newman mentioned that the procedures had been converted from paper form submissions to an electronic process through the Kuali Conflict of Interest (KCOI) disclosure system. The electronic system allows faculty and staff to disclose their outside activities and/or significant financial interests in outside organizations related to their University responsibilities by submitting a timely disclosure.

Newman said that these new processes made the references to paper submissions in the University of Maryland Procedures on Conflict of Interest and Conflict of Commitment (II-3.10[B]) obsolete. The policy's out-of-date web links were also in need of being updated to reference the new system.

Newman mentioned that the revisions to the procedures included removing the word "forms," incorporating terminology to align with the current practice in the KCOI system, and updating the title for an Office of Research administrator. Additional revisions addressed removing outdated terms and typographic errors.

Newman stressed that the revisions were all non-substantive and technical. Without the proposed revisions, the procedures caused confusion for campus community members who are required to comply with them.

Newman reported that the Senate Executive Committee was advised of the proposed technical revisions at its November 16, 2022 meeting. President Pines approved the revisions on December 16, 2022.

SPECIAL ORDER OF THE DAY

Jack Blanchard, Assistant Vice President, Associate Provost for Enterprise Resource Planning
Elevate Project Update

Newman welcomed Jack Blanchard, Associate Provost for Enterprise Resource Planning.

Blanchard began by explaining the purpose of Elevate, which is to modernize the Enterprise Resource Planning (ERP) system covering human resources, financial systems, and student-facing systems at the University. Blanchard said that the University is moving the ERP to the cloud by using Workday, a new software package.

Blanchard provided detailed information on how Workday was being integrated into University systems by highlighting the Project Implementation Teams (PIT Crews) who represented diverse perspectives from across the organization. These PIT Crews have contributed time to confirm configuration decisions, provide critical input, and communicate with their home units. There is also a faculty advisory committee that includes 20 faculty from both T/TK and PTK, instructional and research employees, and Chairs and Directors.

Blanchard went over the Elevate program timeline, announcing that the program was in the test and training preparation phase; he expects training to begin across campus in April 2023 and go through June 2023. Blanchard announced that Elevate is expected to go live in July 2023, but that there would be continued support for another 6 months.

Blanchard said that there is a new Workday Services Team being built up that will have 32 new staff positions dedicated exclusively to Workday support. He also said that additional Huron resources would be available between July and December.

Blanchard said that there would be critical evaluation of several technical metrics to assess the readiness of business units plus plans for transitioning from legacy systems to Elevate. This is part of the Go/No Go Assessment that will happen at each stage of the rollout. The first Go/No Go Assessment is scheduled for mid-February.

Blanchard described what would go into the Go/No Go Assessment and what would happen with each decision. If the decision was "Go," the Elevate implementation would proceed as planned and the next Go/No Go Assessment would take place in April. If the decision was "No Go," then Elevate would not be allowed to move forward in July. University leadership would re-evaluate the system and determine a new go live date. There are three Go/No Go checkpoints built into the implementation in February, late March, and June.

Blanchard announced that the training for Elevate will begin in April and offer on-demand computer-based training, instructor-led training via Zoom, user labs via Zoom, and over 400 job aids (instructions by task that are step-by-step) indexed on the web. Blanchard shared that he expected the general user to have about 45 minutes of training; the finance user will have about 5 hours of training; and human capital managers will have about 6 hours of training to become proficient in the new software. Blanchard also noted that pilot training modules are available and that some employees will get early access to Workday training so that feedback can be given.

Blanchard said that 2023 would be the time of preparation for Workday student-facing implementation, with a current go live date in the fall of 2026. Students will be the key stakeholders in this phase of development. Meetings are being held with the Graduate Student Government and the Student Government Association to ensure that every Student Advisory Council will be engaged, along with the administrators and staff involved with undergraduate and graduate programs. This phase is focused on assessing what students want in the new Workday systems, assessing the implications of the system, and developing communication strategies focused on continuous engagement of students throughout the project.

Blanchard announced that there would be two all-campus Zoom town halls in February that would cover the Go/No Go decision outcome, training and readiness, and the July transition. These meetings are scheduled for February 22, at 1pm, and February 23, 2023, at 11am, and will be recorded and available on the website at elevate.umd.edu.

Blanchard highlighted Elevate communication options including the website, a newsletter, and a contact form on the website for submitting questions about Elevate.

Chair Newman thanked Blanchard and opened the floor for questions.

Senator Straub, T/TK faculty, BSOS, asked Blanchard to provide more information on what would happen if the decision to move forward was "No Go."

Blanchard explained that if the decision was "No Go," the technical team, Elevate, and University leadership would review what was happening and decide how to mitigate the issues that were discovered. Once all of these had been assessed, a new go live date would be considered.

Newman asked whether there was any more discussion on Elevate. Seeing none, Newman thanked Blanchard for updating the Senate on the Elevate Project.

DISCUSSION OF ZOOM OR HYBRID MODALITY FOR 2023-2024 SENATE MEETINGS

Chair Newman said that in order to determine whether Senate meetings planned for the 2023-2024 academic year should take place in-person, using a hybrid model, or remain online exclusively, she would like to open the floor and have a discussion on opinions related to this topic.

Senator Vandergoot, T/TK Faculty, ARCH, said that she appreciated the Zoom format because of the chat function and the ability to record. She also suggested that having the meetings on Zoom helped the Senate reach quorum more easily.

Senator Moradi, PTK Faculty, CMNS, shared that Zoom was the only efficient way to attend Senate meetings because of the time, for him, that would be spent driving and parking for in-person meetings. Moradi said that he would prefer either a hybrid or online meeting.

Senator Moyle, T/TK Faculty, AGNR, said that he lives 2.5 hours away from the University and that a hybrid or Zoom meeting option was preferred.

Senator Lloyd, T/TK Faculty, ENGR, said that she had limited control over her teaching schedule and that Zoom made it much easier to attend Senate meetings.

Senator Ristvey, T/TK Faculty, AGNR, said that he taught on the eastern shore and that the flexibility of a hybrid option makes the Senate meetings much easier to attend.

Senator Raugh, PTK Faculty, CMNS, said that while she works on campus, her work hours make attending an in-person meeting inconvenient. Raugh asked if there has been more participation from Senators with the implementation of Zoom meetings.

Chair Newman suggested that with regard to Senators speaking during the meetings, Zoom meetings have been similar to in-person meetings, but that there has been no data collected.

Parliamentarian Falvey said that he thought more people were talking in the Zoom meetings than at in-person meetings.

Senator Hajiaghayi, T/TK Faculty, CMNS, said that he has read articles stating that Zoom meetings were much better for diversity and inclusion because people feel more comfortable giving their opinions.

Senator Goodman, T/TK Faculty, CMNS, said that since he was chair of the Senate, he has noticed that there has been a higher attendance for Zoom meetings. He noted that many faculty travel and teach and so attending Zoom meetings was easier.

Senator Straub, T/TK Faculty, BSOS, said that it seems to be unanimous that attendance at a Zoom meeting is higher and more diverse. Straub agreed that a Zoom meeting is more productive because he could look at two screens and see both information on the slides and people talking.

Chair Newman said that those commenting in the chat agreed with Straub regarding hybrid versus Zoom meetings.

Senator Tikekar, T/TK Faculty, AGNR, said that the benefits of Zoom included being engaged in the meeting but also being efficient. He said that hybrid meetings would be appropriate on certain occasions such as Presidential presentations, but that he preferred Zoom. Tikekar also stated that with a hybrid meeting the question and answer periods became more complicated.

Chair Newman said that it was clear that the Senate felt that Zoom meetings were preferable and thanked the Senate for all of their feedback.

NEW BUSINESS

Chair Newman said that one of the items discussed by Senate leadership is how to make Senators feel more engaged and invested in shared governance. Newman said that a lot of the work of the Senate happens in the committee meetings instead of the full Senate, and while being on the committees is a good way to get involved, many Senators do not have the time to do that. Newman asked for ideas on improving the Senate process and how the Senate works.

Senator Sharp, Exempt Staff, VPA, said that it was difficult for exempt staff Senators to communicate with their constituency because the listserv is limited to their home department.

Chair Newman said that this was a great point and that she had been talking with the provost about PTK faculty getting access to the listservs. T/TK faculty tend to be representing more discrete units and the PTK faculty represent their constituency as a whole. Newman said this same issue existed with staff and student constituencies and she would talk to administration about this.

Senator Cleaveland, T/TK Faculty, CMNS, suggested that at the beginning of each year there should be a reminder of the charge and structure of the Senate.

Senator Straub, T/TK Faculty, BSOS, said that he had created an ELMS page and invited BSOS constituents to register on it so that communication would be easier. He shared that while the ELMS page allowed for discussions and good communication, it was difficult to establish and maintain administratively.

Senator Hajiaghayi, T/TK Faculty, CMNS, suggested that there should be a session for new Senators to share some of their issues and discuss solutions. Hajiaghayi said that it might be good to have 15 minutes at the end of the Senate meetings for Senators to discuss ideas and issues that are mentioned by their constituents.

Chair Newman agreed and explained that while this had not been happening, that is what the new business section of the meetings is intended for. Newman noted that to start this discussion, a motion needs to be suggested and seconded. She also stressed that there has to be two way communication happening between the Senate and Senators and Senators and their constituents.

Senator Seybert, T/TK Faculty, BMGT, when considering making Senators feel that they are a part of the Senate process, said that he has at times felt the pressure of being a rubber stamp so as to not undo all of a committee's work by the time it is received by the Senate. Seybert asked if there might be a mechanism in place to see what the committees are working on before a final, Senate presentation.

Chair Newman said that the committees will share information with the Senate at an interim point of their work and mentioned that this has worked well in the past.

Senator Moradi, PTK Faculty, CMNS, seconded Seybert's comments and added that he felt as if he had to say yes to any recommendations presented because there was emphasis on how much time a committee had spent on their recommendations. Moradi agreed that there should be a way to provide information on policies that are being worked on before the committee presents the final recommendations to the Senate.

Senator Mark, T/TK Faculty, BGMT, agreed that interim reports from committees was a great idea and noted that the Student Conduct Committee did this last semester and the Senate appreciated the update. Mark fully endorsed this idea and said it would be useful to the Senate.

Senator Garcia Diaz, Exempt Staff, VPSA, added that some of the rules the Senate uses to allow Senators and others to speak can be considered exclusionary to women and people of color. There could be barriers that exist for these individuals that keep them from speaking in the Senate that should be addressed. Garcia Diaz noted that this was her first time speaking in a Senate meeting.

Chair Newman said that these suggestions are very helpful and that the Senate was going to work on this over the next year or so. She also asked that if anyone else has any suggestions for improving the Senate that they email her directly. Newman asked if there was any other new business.

Hajiaghayi asked about the Conflict of Interest policy. He asked what the timeline was for this policy revision and added that many faculty members in his department had expressed their unhappiness with the interim policy.

Newman said that the Conflict of Interest policy is currently in committee and that a survey for the whole campus is being created so everyone can contribute to the understanding of this issue. Newman said that there is no exact date yet, but the survey is supposed to be released this semester.

Interim Senate Director Brown said that the survey was likely to be released in March and the survey data collected should be released by May 1st at the latest.

Newman said that the committee will be presenting recommendations in the fall once the survey data is gathered and assessed.

Hajiaghayi said that the members on that committee will influence how the recommendations are formed and that regular faculty should be on the committee to provide feedback..

Moradi replied that there are a variety of people on the Research Council including faculty of different kinds and not just administration, students, and staff.

Newman said that the Research Council was charged with this policy work and it represented administration, faculty, staff, and students. Newman said that the interim policy was put in place because of legal issues and that recommendations from a variety of constituents will be taken into consideration.

Senator Deshpande, T/TK Faculty, CMNS, stated that if a permanent policy is not approved in the next few months, it could be problematic due to the delay and concerns around campus.

Newman stated that the need to put an interim policy in place is determined outside of the Senate or even University, by other factors. Newman mentioned that the committee, due to the complexity of the issue, wants to conduct their review correctly instead of quickly, even though the consequences of this is that the interim policy would be in place for a longer stretch of time.

Vice President Ball commented on Senators' concerns about the policy. He said that if a faculty member has an immediate issue, to email the chair of the Research Council. Ball noted that issues in CMNS have already been presented to the council and suggested that there could be a way to address the concerns within the interim policy.

ADJOURNMENT

The meeting was adjourned at 4:36 p.m.