

College Council Meeting Minutes
FISHER COLLEGE OF SCIENCE AND MATHEMATICS
1:30 – 3:30 pm, October 11, 2024

2023-2024 Member Attendees Present

Biological Sciences: Elana Ehrlich and Daniel Caetano (Co-Secretary) **Chemistry:** Shannon Stitzel and Nicole Carbonaro (Vice-Chairperson) **Computer and Information Sciences:** Jinie Pak and Nam Nguyen; **Mathematics:** Xiaoyin Wang and Na Zhang; **Physics, Astronomy, & Geosciences:** Jia-An Yan and Parviz Ghavamian (Chairperson); **Lecturers and Clinical Faculty:** Miriam Parnes; **Inclusive Student Success:** Nichole Mason; **STEM Education:** Kristin Frank (Co-Secretary); **Staff:** Kara Berger, Hannah Berry and Kristin Pinkowski; **Students:** Jaelyn McCracken (Chemistry; Undergraduate) and Miracle Eze (Biology, Graduate)

Non-Voting, Ex-Officio:

Dean: Matthew Nugent; **Associate Dean:** Ming Tomayko; **Building Manager:** Josh Wilhide

Visitors/Guests: Will Shipley (Mathematics), Amanda Charles, Howard Kaplon

1. Approval of minutes from the September 13, 2024, FCSM College Council Meeting. Minutes were approved (17 approved – all present approved).
2. Guest Speaker Robert Karp was postponed.
3. Announcements and remarks from the Dean Nugent.
 - A. Ph.D. in Sustainability and Environment Change: The new Ph.D. program proposal was submitted in the summer and rejected. TU appealed the decision. MHEC denied the appeal and TU submitted a new appeal to the decision. There will be a new hearing with the full commission in November and TU will have a chance to respond to Morgan State objections and then a vote will happen.
 - B. Faculty and Staff awards: The Dean is meeting with the committee, and we should have a date scheduled. Call for nominations and rubrics will be posted soon. Awardees will be decided between the end of November until December 13th. The members of the staff/faculty who received an award last year will take part in the committee that will choose next year's awards.
 - C. Budget: Academic affairs has been asked to undergo an exercise to determine how to deal with a 2% to 3% cut in the base funding. The goal is to generate a possible reduced budget without requiring any furloughs or layoffs. No cuts have been announced as of yet. 3% of the FCSM budget would be around \$1.5 million. The Dean highlighted that there is no reason to be alarmed. The Dean also stated that our college is doing well.
 - D. New university budget model committee: President Ginsberg formed a new committee including Dean Plowfield (College of Health Professions) and Dean Nugent (FCSM) that is charged with analyzing the current approach to the university budget and considering various alternative budget models.
 - E. The sabbatical application process as currently listed on the FCSM website needs revision. Faculty proposing sabbatical leave should meet with their Department Chair first, who upon approval will forward the application to the Dean. The faculty member then arranges a meeting with the dean to discuss their application and answer any questions. The application needs to be submitted by November 15th.
 - F. Update on enrollment: University enrollment is currently at 19,403 compared to 19,527 last year. The FCSM enrollment is 4,330 (3,821 undergraduate students and 509 graduate students) compared to 4,205 last year. FCSM welcomed 181 new graduate students enrolled. Strategies to increase enrollment seem to be working.

- G. This summer the OTS replaced and upgraded all academic computers to be compatible with Windows 11 (hundreds of computers in the Science Complex building and 8000 York Road buildings). OTS was not able to replace secondary computers (such as faculty computers in labs). However, the Dean's office is working to upgrade secondary computers essential for scholarship (such as servers for computationally demanding research). So far, the Dean's office has invested \$75,000 to upgrade these computers.
4. Announcements from the Council Chairperson
- A. The College Council selected Sonali Raje (Chemistry) as the FCSM Representative to Course Evaluation Task Force.
5. Highlights from FCSM Departments
- A. Biological Sciences
- 1) There are two searches in progress. One search for a conservation and sustainability faculty (tenure track) and another for physiology (tenure track).
- B. Chemistry
- 1) The passing of George Kram (lab manager) was announced. George worked at TU for 24 years.
 - 2) A former undergraduate major will receive the Dean's recognition award.
- C. Computer and Information Sciences
- 1) Hiring four tenure track faculty members.
 - 2) The department holds cybersecurity related seminars biweekly.
 - 3) Department is using an Instagram account to reach students more efficiently.
- D. Mathematics
- 1) The 13th Regional Undergraduate Mathematics Research Conference will be held in our department on Saturday, November 9th. Students with research are encouraged to apply.
- E. Physics, Astronomy, and Geosciences
- 1) The search committee for a currently open position will have the first meeting on October 11th to discuss the tenure track applicant pool.
- F. Lectures and Clinical Faculty
- 1) Nothing to report.
- G. STEM Education
- 1) Working to establish goals and expectations. Anyone with questions or issues is asked to please communicate with the committee.
- H. Inclusive Student Success
- 1) Fall seminar with Kathryn Seigfried-Spellar, Ph.D., M.A. will happen on October 24th.
- I. Diversity, Equity, Inclusion and Justice
- 1) New publication from TU faculty: "Integrating a DEI Focus in a CURE Development Model Across STEM Departments" by Leann Norman, Laura Gough, Matthew Hemm, Jacqueline Doyle, Kelly Elkins, Brian Jara, Rommel Miranda.
 - 2) DEI Summit 2024 will happen on Friday (November 1st) from 10 a.m. to 3 p.m. in the University Union Ballrooms D and E. The theme will be "How Diversity in Education, Civic Discourse & Interfaith Dialogues Shape Belonging".
 - 3) Immersive Dialogue Training: TU's Office of Inclusion & Institutional Equity will be hosting various dialogue opportunities for faculty and staff over the next few months. These sessions will be an immersive dialogue training followed by an opportunity to practice dialogue. More information: <https://towson.my.salesforce-sites.com/events#/list?type=Dialogue>
- J. Staff
- 1) Kara, Hannah, and Kristin sent an email to all staff re-capping the September College Council meeting and announcing monthly staff office hours.

- 2) A staff feedback form was created for staff to send along their concerns and suggestions to the College Council staff representatives.
 - 3) Staff office hours will be held on the second Tuesday of each month 9-10 a.m. via Zoom and in person in SC 4230 (hybrid).
 - 4) Planning a newsletter that will be sent to the staff. Also have some office hours to have staff get together and bring issues.
- K. Students (Undergraduate, Graduate)
- 1) Students contacted the FCSM representative in GSA to ask about creating events exclusively for FCSM graduate students. Students are currently brainstorming ideas.
 - 2) Students question about not knowing how to get involved in research.
 - 3) Students question the role of the departments in connecting students with opportunities. Students point out that email is not a preferred means of communication as many students do not check their emails.
6. Standing Agenda Items:
- A. Senate update/communications
- 1) The new Academic Senate (AS) Vice-Chair is Cheryl Brown.
 - 2) The AS executive committee is going to create a committee to address concerns about our Middle States Accreditation visit last year.
 - 3) A revision in the ART document will include replacing the titles of Lecturer I, II, and III. The new titles will be Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. This will be effective for contracts issued next fall.
 - 4) The Provost's office is coordinating with FACET to purchase monthly ChatGPT licenses. Once this is done, the Provost's office will allow faculty to temporarily use these. The Provost also noted that faculty currently have access to Co-pilot.
 - 5) The AS Chair and member at large (Ellen Hondrogiannis) will meet with the College Council Chairs on Wednesday October 16th to discuss the college's constitutions/bylaws. Topic: Elected vs Appointed positions at colleges.
 - 6) Background: This started when CLA submitted their constitution to Senate for approval. Their current constitution stipulated election of reps to CC. The revised constitution, approved by CLA, allows faculty to be appointed to the CC. This was not approved by the Senate. So, the question is: what is the policy?
 - 7) The Provost's opinion was that it really depends on whether the College Council is an advisory committee to the college dean, or if the College Council is part of shared governance. If part of shared governance, then members should be elected. If an advisory body, then members could be appointed. So, it comes down to deciding which.
7. Ongoing Issues/Initiatives/Old Business:
- A. Lecturer feedback on Microsoft forms (Carbonaro)
- 1) We brainstormed ideas of how to put together a form to get feedback from lecturers.
- B. Input from the Dean regarding the posting of electronic displays in the Science Complex.
- 1) The process is simple. Email highlights and news to fcsm@towson.edu with "Celebrating FCSM" in the subject line, and it will be advertised on the screen in Science Commons on Wednesdays.
 - 2) Discussion about sharing these slides through email. The Dean stated that this could be done.
- C. Discussion on the posting printed materials (department-specific, research related) in Science Complex spaces
- 1) The faculty would like to have more prominent places to hang posters and other research related material with the goal of showing students (and visitors) that there are many research projects going on in the FCSM.

- 2) The Dean states that use of space is limited and the decision of what can be placed in the walls is beyond the Dean's Office. The Dean suggested that faculty should fully utilize the current available spaces before requesting new spaces.
8. New Business
 - A. Nothing.
 9. Announcements from the Associate Dean Tomayko.
 - A. Erik Silldorff (Biology) was recognized as the TU nominee for the Regent's excellence in teaching award.
 - B. We are planning to offer a series of workshops related to advising. Some will be "ask me anything" and some will focus on lesser-known features in SSC navigate.
 - C. We are working with Tutoring and Learning on a proposal to purchase t-shirts for tutors so they can be easily identified.
 - D. The search committee for the STEM Program director will be holding Zoom interviews next week.
 - E. The Career Center is hosting a Pathways to Federal Employment event on October 17, 2024. Please let students know about the event. Even first-year students can get internship opportunities.
 - F. FCSM and the Career Center are hosting an "Ask me anything" event on Oct 29th from 4–6 p.m. in YR459. This is to help students learn about career center resources and prepare their materials for seeking jobs.
 - G. Feedback from September Open House events - prospective students and their families toured the Science Complex on Saturday. However, there is little activity in the building on weekends. Searching for ways to show the activity in the Science Complex building to visitors on the weekend.
 - H. I am meeting with Pam Lottero-Perdue next week to talk about fostering communication between student representatives on the college council and their constituents.
 - I. Update on assessment – CORE assessments due December 20th, program assessments due in February. Narrative statements are optional. Data will be collected through Qualtrics rather than Planning Module.
 - J. FCSM Spring Welcome back will take place on Thursday January 23rd from 9 a.m.-1:30 p.m. There will be announcements from the Dean, a teaching panel, and DEI discussions.
 - K. Amy Levine from Human Resources will provide a feedback training workshop on January 31, 2025. This first training will focus on faculty giving feedback to students. A second training on February 28th will focus on faculty-to-faculty feedback.

10. Adjournment

Respectfully Submitted,

Daniel Caetano and Kristin Frank
Co-Secretaries