

# University Senate Meeting

September 5, 2024



## Senators and Deans

- Use the designated credentials sent to you via email.
- Log in to **Top Hat** on your mobile device or web browser (<https://app.tophat.com/e/>).
- Locate the University Senate Course.
- Enter the **Course Password: testudo2024**



**COURSE PASSWORD: testudo2024 | SEPTEMBER 5, 2024**

Go to **Top Hat** on a mobile device or at <https://app.tophat.com/e/>

**COURSE PASSWORD: testudo2024**

**Quorum: 93**

Senators & Deans: Press **1** in **Top Hat** to indicate that you are present for quorum purposes.

**The meeting will start once we reach the Quorum number above.**

1. Yes, present





# Agenda

1. Call to Order

A large yellow arrow graphic pointing to the right, positioned on the left side of the slide.

# Agenda

2. Approval of the May 7, 2024  
Senate Minutes (Action)



# Agenda

3. Report of the Chair

# Report of the Chair – SEC Meeting

- Under the Senate’s procedures, the Senate Executive Committee is responsible for setting the agenda for each Senate Meeting and they also charge the standing committees and the university councils of the Senate with specific reviews.
- The Senate Executive Committee met on August 19, 2024 for the first time this academic year and reviewed and approved the placement of all the items on the agenda for the Senate meeting today.
- Senators can follow the work of the committees through the agendas for their meetings on the Senate website or through tracking their charges on the Senate legislation page.



# Report of the Chair – Procedures and Guidelines

- All University policies and expectations for appropriate conduct continue to apply during virtual University Senate meetings.
- The Senate meeting today is being recorded (which is consistent with our normal in-person meetings). In this case, the entire Zoom meeting will be recorded but we will only save the audio from the meeting - the video recording will not be preserved.





# Report of the Chair – Procedures and Guidelines

- All participants have been muted upon entering the meeting.
- The chat feature is only enabled for Senators. In addition to comments or questions, Senators and Deans can raise **“Points of Order”** by simply stating **“Point of Order”** in the chat box.



# Report of the Chair – Procedures and Guidelines

- We will **NOT** respond to questions, comments, or technical difficulties in the Chat box. Any Senator or attendee who has technical difficulties should email [senate-admin@umd.edu](mailto:senate-admin@umd.edu) for immediate assistance from our staff.
- When the floor is open to discussion, Senators and Deans may use the “**Raise Your Hand**” feature, which you can find at the bottom of the Zoom window, to be called on to speak. If you click on that feature, your name will go to the top of the participants’ list and I’ll call on you and unmute and introduce yourself.



# Report of the Chair – Procedures and Guidelines

- While the Senate meeting is open to all members of the campus community, only Senators and Deans may vote or speak on the Senate floor without an introduction. Senators and Deans may also introduce members of the campus community to speak during discussion.



# Report of the Chair – Procedures and Guidelines

- If a Senator is introducing someone else to speak, the non-Senator should also raise their hand. I will unmute and speakers can unmute when appropriate.
- When an action item must be voted on, Senators and Deans will use their mobile device or a web browser to vote through **Top Hat** by pressing or clicking the circled numbers on their app. Action items are noted on the agenda.



## Report of the Chair – Procedures and Guidelines

- For action items, Senators will vote **1-in favor; 2-opposed; and 3-abstain** and the results will display on the screen immediately after the voting closes.



# Report of the Chair – Procedures and Guidelines

- Are there any questions about any of the procedures or guidelines that I have described? If so, please use the “**Raise Hand**” feature.



## Report of the Chair – 2024 Board of Regent Staff Awards

- One of our campus nominees was selected for an award this year:
  - **Errica Philpott-Barber for Inclusion, Multiculturalism, and Social Justice.**
  - Each awardee will receive a \$2,000 stipend and a plaque in recognition of the award.
  - The awards will be formally presented to the awardees at the Board of Regents September meeting.



Errica Philpott-Barber



# Report of the Chair – 2024 BOR Staff Awards

- I commend you, Errica, for your impressive accomplishments and thank you for all that you do for our University. On behalf of the University Senate, congratulations.
- Thank you to last year's Staff Affairs Committee members for their work in reviewing the nomination packets last year which was led by committee Chair Adrienne Mayo-Brown who is returning this year to chair the committee.





# Report of the Chair – Volunteers for the Nominations Committee

- Outgoing Senators will soon receive an email about volunteering for the Senate Nominations Committee.
- Every year, the Nominations Committee solicits nominations for the Senate Chair-Elect and membership on the Executive Committee, the Committee on Committees, and other University-wide committees and councils.



# Report of the Chair – Volunteers for the Nominations Committee

- To all our senators whose term ends in May 2025, I encourage you to self nominate for the Nominations Committee.
- The Nominations Committee is essential for soliciting nominations for our elected senate committees including; the Senate Executive Committee, Committee on Committees, Campus Transportation Advisory Committee (CTAC), the University Athletic Council, and the Council of University System Faculty. The committee will meet between January and April.



# Report of the Chair – Volunteers for the Nominations Committee

- The nomination form will be emailed to outgoing Senators on Monday, September 9 and self nominations are due Friday, October 11.
- Outgoing Senators interested in serving on the Nominations Committee, please submit the Google form linked in the email you will receive or contact the Senate Office at [senate-admin@umd.edu](mailto:senate-admin@umd.edu).



## Report of the Chair – Senate Office Staffing Updates

- The University Senate Office is currently hiring for an Assistant Director. The Assistant Director will serve as a key leader in the University Senate Office and as the Chief of Staff for the Senate Director. This is an exciting leadership opportunity for an individual who believes in shared governance and wants to have an impact on the future of the University.
- The application deadline is Friday, September 20.
- David Turner held this position since January 2023. David, on behalf of the Senate, thank you for your contributions and we wish you the best in your new role.





# Agenda

4.

Special Order

**Veronica Marin**

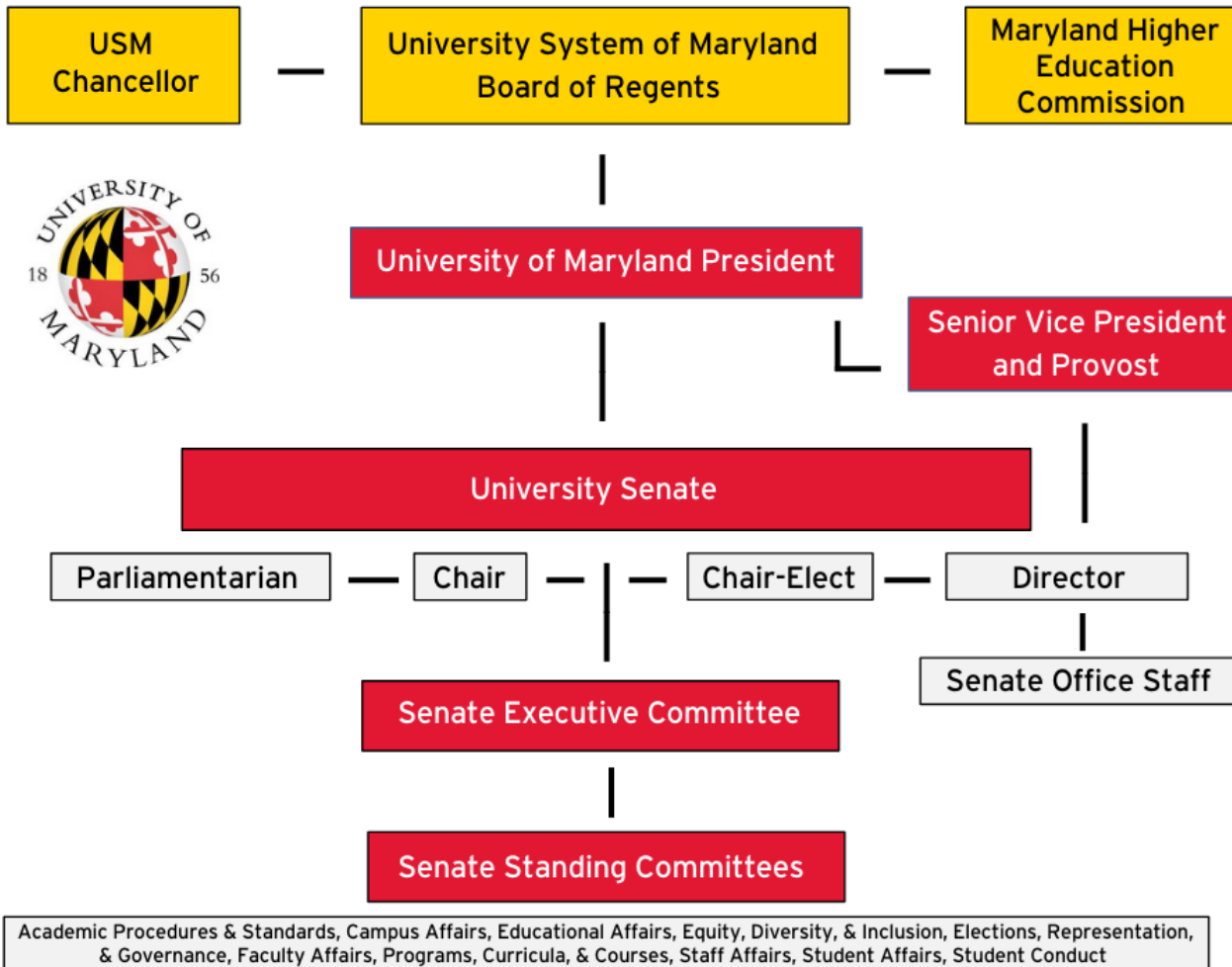
Director, University Senate  
*Orientation: Senators, Senate  
Meetings, and Shared  
Governance*

# Senator Training



UNIVERSITY SENATE





# Submitting a Proposal

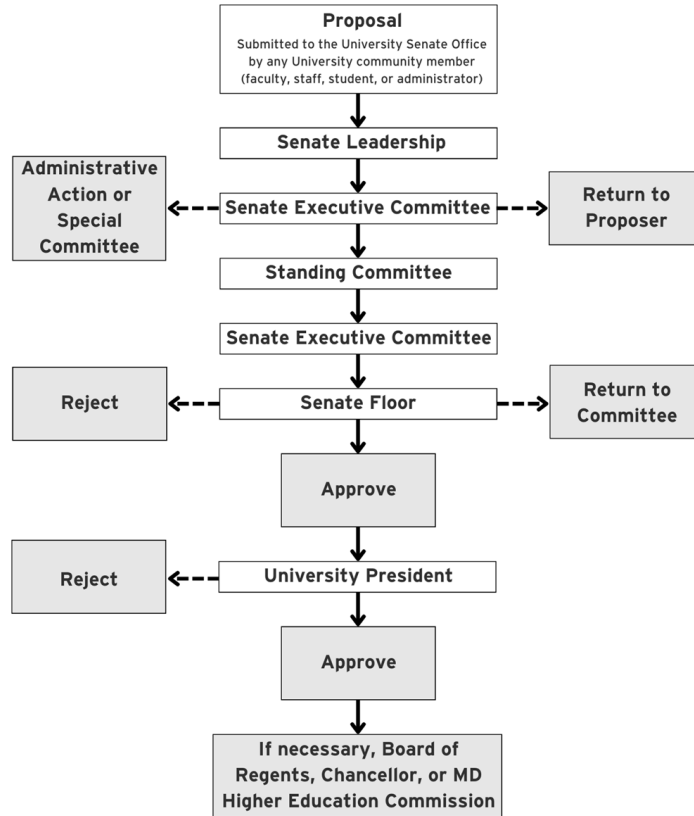
The Senate will only consider proposal matters within its purview including:

- 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





**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](mailto: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](mailto: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](mailto: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)**[Agenda](#) | [Materials](#) | [Slides](#)**December 4, 2024 (Wednesday)**[Agenda](#) | [Materials](#) | [Slides](#)

[< Meetings](#)[Meeting Materials](#)[Meeting Archives](#)[Virtual Meeting Guidance](#)[Excused Absence Request](#)[HOME](#) > [THE SENATE](#) > [MEETINGS](#) > [EXCUSED ABSENCE REQUEST](#)

# Excused Absence Request

Quorum for Senate meetings is set after calculating how many Senators will attend each meeting. If a Senator cannot attend a meeting or will be late, they should notify us using the appropriate excused absence form below so that we can have an accurate quorum. If you submit the form and your schedule subsequently changes and you are able to attend, please email the Senate Office at [senate-admin@umd.edu](mailto:senate-admin@umd.edu).

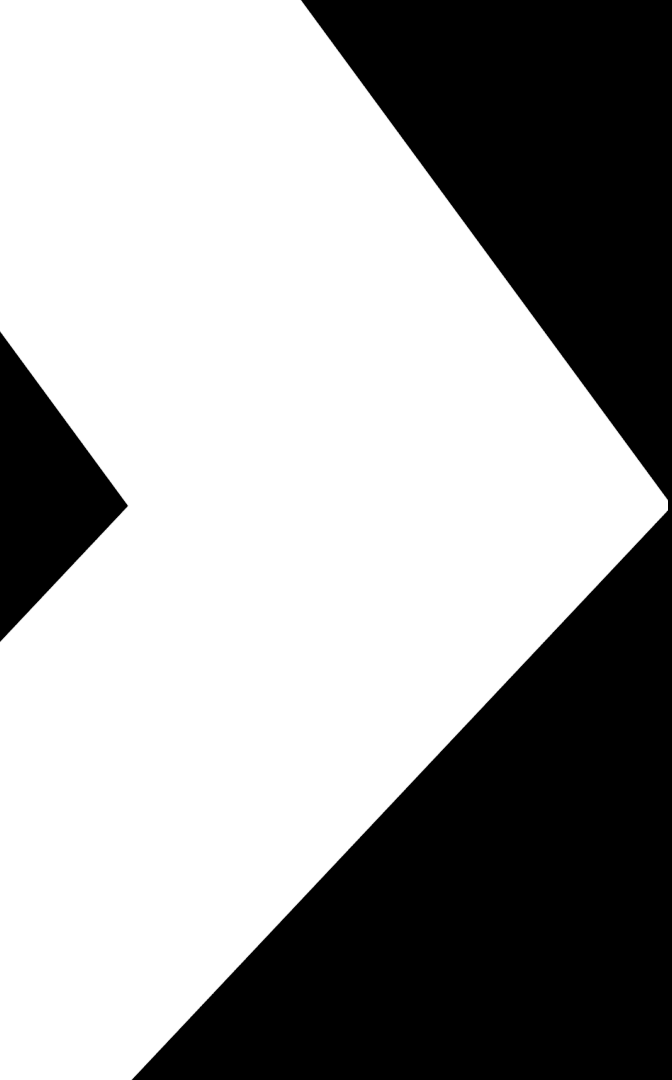
Meetings are held from 3:15 p.m. - 5:00 p.m. on Zoom unless noted otherwise.

## Fall 2024 Senate Meeting Schedule

Date	Location	Absence Request Form
Thursday, September 5, 2024	ZOOM	<a href="#">Excused Absence</a>
Thursday, October 10, 2024	Grand Ballroom, Stamp Student Union	<a href="#">Excused Absence</a>
Wednesday, November 6, 2024	ZOOM	<a href="#">Excused Absence</a>
Wednesday, December 4, 2024	ZOOM	<a href="#">Excused Absence</a>

## Spring 2025 Senate Meeting Schedule

Date	Location	Absence Request Form
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# Meeting Etiquette

# Meeting Etiquette

- Sign-in at [umd.zoom.us](https://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 [senatemeetinghelp@umd.edu](mailto:senatemeetinghelp@umd.edu) for tech 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.
- 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

- The **Chat box** will be used for communication from Senators when someone else has the floor. This may include special motions, such as Points of Order, Points of Information, and Points of Personal Privilege.
  - Points do not require a seconder.
  - Senators may post Points in the Chat for the Senate Chair to respond to immediately without using the Raise Hand feature.
- 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.



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**Voting**

# Logging into Top Hat

- Using your designated credentials, sign in to the Top Hat app or web browser <https://app.tophat.com/e/>.
- Enter “University of Maryland - College Park” as your institution.
- You will then have to log in with your designated credentials that resemble **Username: [learning+UMDsenateXXX@tophat.com](#)**.
- Enter Course Password **testudo2024** and click Join Course.
- You’re in! Access the Top Hat app to participate throughout the day.



# Voting

- All Senate votes are anonymous except for the quorum slide.
- For each action item, Senators will select:
  - **1 - In favor**
  - **2 - Opposed**
  - **3 - Abstain**





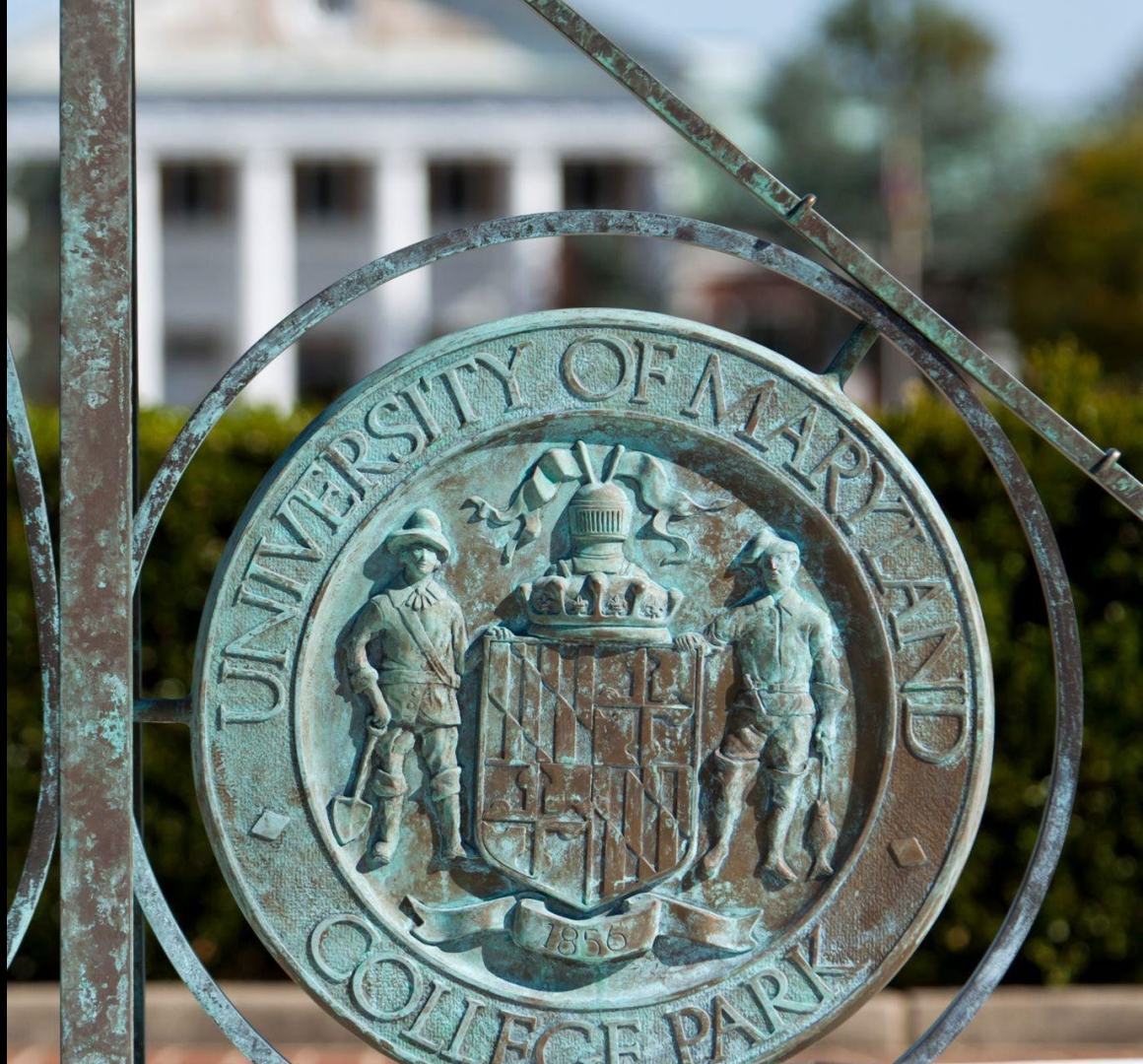
**Communication**

# Media Requests

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



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# Senator-Constituency Communication

- We have created Google Groups for all Senators to directly communicate with their constituency and provide updates after our Senate meetings. We are no longer utilizing CloudHQ, which was a platform we piloted last year.
- University Senate Leadership will email a **Senate Meeting Overview** to Senators so they can forward the information discussed with their constituency.
- Senators can use the **Senate Meeting Overview** as a starting point, and then add their own commentary regarding how these issues are relevant to their constituents.





# Senator-Constituency Communication

- 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 a list of your designated Google Groups.





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EMT



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People

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Chat

Panopto Recordings

Clickers

Course Reserves

Adobe Creative Cloud

Modules

# University Senate



## UNIVERSITY SENATE

### 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](http://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.



UNIVERSITY SENATE



# Agenda

5. 2023-2024 Senate Legislation Log  
(Senate Document #24-25-01)  
(Information)

## 2023-2024 Senate Legislation Log (Senate Document #24-25-01) (Information)

- The 2023-2024 legislation log has been provided as an informational item.
- It gives an overview of the work completed by the Senate during the last academic year and also includes any pending items that will carry over to this year.





# Agenda

6. 2024 Council of University Staff Elections (Senate Document #23-24-33) (Information)

## 2024 Council of University Staff Elections (Senate Document #23-24-33) (Information)

- The 2024 Council of University System Staff (CUSS) Elections were held by the University Senate Office last spring. There were 8 nominees.



# 2024 Council of University Staff Elections (Senate Document #23-24-33) (Information)

- The following staff members were elected to serve as primary representatives:
  - Meredith Carpenter
  - Kalia Patricio
  - Maureen Schrimpe





# 2024 Council of University Staff Elections (Senate Document #23-24-33) (Information)

- The three alternate representatives are:
  - Suzanne Ashour-Bailey
  - Adrienne Mayo-Brown
  - Namrata Ram-Andriessens



## 2024 Council of University Staff Elections (Senate Document #23-24-33) (Information)

- All representatives will serve two-year terms starting in August 2024. They will also serve as ex-officio members of the Staff Affairs Committee, as specified in the Senate Bylaws.



A large red graphic consisting of two overlapping triangles forming a larger triangle, pointing towards the right. It is positioned on the left side of the slide.

# Agenda

7. Technical and Legal Updates to VI-1.00 (B) University of Maryland Non-Discrimination Policy and Procedures (Senate Doc #23-24-15) (Information)

## **Technical and Legal Updates to VI-1.00 (B) University of Maryland Non-Discrimination Policy and Procedures (Senate Doc #23-24-15) (Information)**

- The Senate Executive Committee has the authority to act on behalf of the full Senate when a Senate meeting is not possible, such as during the summer (per the Senate Bylaws, section 4.3.a). In May 2024, the Committee acted on items 7, 8, and 9 on today's agenda under this authority.



## Technical and Legal Updates to VI-1.00 (B) University of Maryland Non-Discrimination Policy and Procedures (Senate Doc #23-24-15) (Information)

- The SEC approved the Equity, Diversity, and Inclusion Committee recommendations to consider the committee's work in their development of the interim Non-Discrimination policy and forwarded them to the Office of General Counsel, Office of Civil Rights & Sexual Misconduct, and the Office of the President. This was done in response to the U.S. Department of Education's new regulations on sex-based discrimination under Title IX, issued on April 19, 2024.
- A report of these actions, along with supporting materials, is included in your materials today.





# Agenda

8. Technical and Legal Updates to VI-1.60 (A) University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct (Senate Doc #23-24-16) (Information)

# **Technical and Legal Updates to VI-1.60 (A) University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct (Senate Doc #23-24-16) (Information)**

- As mentioned earlier, under section 4.3.a of our University Senate Bylaws, the Senate Executive Committee approved the Equity, Diversity, and Inclusion Committee's recommendations and referred them to the Office of General Counsel (OGC), the Office of Civil Rights & Sexual Misconduct (OCRSM), and the Office of the President.



## **Technical and Legal Updates to VI-1.60 (A) University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct (Senate Doc #23-24-16) (Information)**

- The Equity, Diversity, and Inclusion Committee considered the new federal regulations on sexual harassment and other sexual misconduct under Title IX, issued by the U.S. Department of Education on April 19, 2024. In light of these regulations, the committee recommends submitting its reports and recommendations to the Office of General Counsel, OCRSM, and the Office of the President to assist in developing the interim Sexual Harassment and Other Sexual Misconduct policy.
- A report of the Senate Executive Committee's actions, along with supporting materials, is included in your materials today.







# Agenda

9. Review of UMD Policy X-3.01 (A)  
Concerning Telephone Billing  
(Senate Doc #22-23-20)  
(Information)

## Review of UMD Policy X-3.01 (A) Concerning Telephone Billing (Senate Doc #22-23-20) (Information)

- As mentioned earlier, in May 2024 the Senate Executive Committee approved the Campus Affairs Committee's policy deactivation and its recommendations, which include the following:
- It strongly recommends deactivating the Telephone Billing Policy X-3.01(A).



## Review of UMD Policy X-3.01 (A) Concerning Telephone Billing (Senate Doc #22-23-20) (Information)

- While the University Senate does not oversee policy implementation, the Campus Affairs Committee also suggests the following for consideration:
  - It strongly recommends that wireless and wired communications be centrally funded by the Division of Information Technology's base budget.
  - It strongly recommends establishing a process for Deans to engage with the Vice President for the Division of Information Technology when significant new technology is being considered, to discuss its potential impact on educational and research missions.





# Agenda

10. Approval of the 2024-2025  
Committee & Council Slates  
(Senate Document #24-25-02)  
(Action)

## Approval of the 2024-2025 Committee & Council Slates (Senate Document #24-25-02) (Action)

- The Committee on Committees reviewed the statements of 154 volunteers at the end of the spring semester, to select new committee members to fill the 92 open positions on Senate committees for the coming year.
- The committee endeavored to create balanced committees, considering the gender, College, and departmental make-up of continuing members. New members were selected in June and July for all vacancies.



## Approval of the 2024-2025 Committee & Council Slates (Senate Document #24-25-02) (Action)

- The slates of the University Library Council and IT Council were also developed and were approved by the Committee, in accordance with the Senate Bylaws. The slates for the Research Council have not been created yet.
- You will note that there is red text on the slates, which indicate that vacancies remain.
- These vacancies will be filled in accordance with the Bylaws.



# Approval of the 2024-2025 Committee & Council Slates (Senate Document #24-25-02) (Action)

2024-2025 Committee on Committees – Sara Dammeyer, Chair

Joseph Barnet (BSOS, Faculty)

Kim Gonzalez (BMGT, Exempt Staff)

Ebony Coffey (VPA, Non-Exempt Staff)

Michael Kio (ENGR, Faculty)

Ivy Lyons (JOUR, Graduate)

Jessica O'Hara (SVPAAP, Faculty)

Rustam Biswas (BMGT, Undergraduate)

Mohammad Hajiaghayi (CMNS, Faculty)

Brit Saksvig (SPHL, Faculty)

Chris Lewis (ARHU, Faculty)



## Approval of the 2024-2025 Committee & Council Slates (Senate Document #24-25-02) (Action)

- The Committee on Committees moves that these slates be approved by the University Senate for the 2024-2025 academic year.





## Discussion

10. Approval of the 2024-2025 Committee & Council Slates  
(Senate Document #24-25-02) (Action)



# Approval of the 2024-2025 Committee & Council Slates (Senate Document #24-25-02) (Action)

1. In Favor
2. Opposed
3. Abstain



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# Agenda

11. New Business
12. Adjournment

**Thank you for  
attending!**





M. KILDIN LIBRARY

A R M O P