UNIVERSITY OF NEW HAMPSHIRE  
2017-18 FACULTY SENATE XXII

The fundamental function of the approved minutes of the Faculty Senate is to accurately document actions taken by that body. Additionally, the minutes traditionally seek to provide context by capturing some statements of Senators, faculty in attendance, and guests. The minutes do not verify the veracity, authenticity, and/or accuracy of those statements.

Meeting called to order at 3:13 p.m. on November 6, 2017  MINUTES SUMMARY

I. Roll – The following senators were absent: Baldwin, Ballestero, Bstieler, Eshbach, Gardner, Gass, Herold, Roth, Simos, Theimer, and Wake. Barnett, Golomski, Hiller, Hopkins, Tenczar, and Whistler were excused. Hartman served as proxy for Trauntvein. Paul Dean, Ken LaValley, Heather Long, and Terri Winters were guests.

II. Remarks by and questions to the chair – The chair had no comments, and there were no questions.

III. Approval of the Senate minutes from October 23, 2017 – It was moved and seconded to approve the minutes of the October 23, 2017 meeting of the Senate. Three corrections were suggested, in Items II, VII, and VIII. Thus corrected, the minutes were unanimously approved, with four abstentions.

IV. Conversation with the dean of the UNH Cooperative Extension – The chair introduced Ken LaValley, dean of the UNH Cooperative Extension, who said he was grateful for a chance to speak to the Senate about who the Cooperative Extension is, and what they do. He urged faculty to look for key areas of collaboration with Extension faculty and specialists in our community.

The UNH Cooperative Extension has 150 employees in ten county offices. They also share space at the UNH-Manchester campus where they co-administer the STEM Discovery Lab there. In addition, they co-administer the Stormwater Research Center with the College of Engineering and Physical Sciences. Within the University System of New Hampshire, the Cooperative Extension engages about 174 faculty members.

There are four fundamental areas within the Cooperative Extension. The Community and Economic Development Program is a leverage group that works with other economic development groups within the university as well as across the state. They help communities set the table for business development, bringing businesses in and keeping them within those communities, working with community planners, volunteer groups, commissioners, and legislators.

The Food and Agriculture Program works with about 1,200 small farmer, as well as the immigrant communities in cities to help them, in entrepreneurial ways to develop foods that they can direct market through farmers’ markets and collaborative programs. They also do food and nutrition training with historic relationships with nutrition professors. The Nutrition Connection Program is important for them state-wide.
In Natural Resources, there are water, land, and wildlife habitat management programs, and marine related programs through their relationship with New Hampshire Sea Grant.

The Youth and Family Program is another fundamental extension area, of which 4-H programs are an essential part. Around 8,000 4-H youth are registered with their clubs. Ken encouraged faculty in disciplines which work with youth to consider the Extension programs a resource for research connections and networking. They work with at least 25,000 K-12 youth every year in the state, reaching about 110,000 NH state residents every year. They’re able to do that because they have a volunteer base of about 5,000 long-term adult volunteers in thirteen volunteer programs. These volunteers include STEM and Marine docents, among others.

Ken noted that about two years ago, UNH Development and Training was brought into Cooperative Extension. He said that this initiative allows Extension professionals to do assessments to build programs that are relevant to individual communities and the professionals, business owners, and teachers who are part of those communities. There are nearly fourteen staff members, and close to 400 adjunct faculty offering around 400 different programs serving 4,500-5,000 adult learners across the state, the importance of which is that training for the development of programs directed toward the clientele of any discipline can be co-developed with the Cooperative Extension. He used the example of Drone Certification courses, which were a collaboration between the Department of Transportation and the first responders’ community, who needed search and rescue drone certifications. Such certifications require state licensure that meets FAA regulations.

He also noted that UNH Development and Training can provide the resources for discipline specific conferences and training sessions that departments might like to sponsor on campus through their Total Solution program. Departments can focus on the agenda for the meetings, symposiums, or conferences, and Total Solutions can provide space management, enrollment management, transportation, hotels and more. This is a collaboration with UNH Professional Development and Training, the Paul College Executive Leadership Program, the Browne Center Conferencing Center, and Power Play.

The Cooperative Extension is the outreach arm of the university, here to help and serve the campus community. The only way to do this is to build relationships with faculty and academic departments. To that end, the Cooperative Extension is in year one of the implementation of a five-year strategic plan. Engagement in the academic experience of undergraduate and graduate students through eight paid internships is one of the main pillars of this plan. These internships correlate with capstone courses, and provide mentors for these students. In the past, much of the Cooperative Extensions work has been with the College of Life Science and Agriculture, but these internships are available across all colleges. The Extension can provide broad ranging, paid summer experiences that connect with school year academic experiences where students are able to apply what they’ve learned in the classroom.

After only one year, they have reached 310 undergraduates, and 72 graduate students. The Cooperative Extension offers one two-year, masters level, full-ride graduate assistantship every two year, available for any college. The assistantship is funded by the Cooperative
Extension, but is run by the academic unit faculty. The student’s research should have some applied aspect.

He noted that Cooperative Extension faculty are part of the CCLEAR faculty group, and that there are three levels of Extension faculty. Extension Program Managers and Teachers are field-based staff, most with bachelor’s degrees and some with master’s degrees. Extension Field Specialists are required to have master’s degrees, and some have doctorate degrees, and also work in the field. Extension Faculty are integrated within several colleges, with terminal degrees who teach and do research. There are about thirty of these Extension Faculty at UNH, who develop curriculum for the Field Specialists and Extension Teachers.

Ken concluded by inviting everyone to participate in the Extension’s first open house, scheduled for November 30, from 11:30 a.m. – 1:15 p.m. in the Strafford Room of the Memorial Union Building. He urged faculty to sign up for this Harvest Lunch and Learn, a café-style event with locally sourced food. Thirty faculty have signed up, and they have space for about 120 spots.

A senator asked if there is a cost for the services referenced above for conference support. Ken said that there is a charge, but that Total Solutions will work with faculty and departments to meet their needs within their budget. He is confident they can provide a more economical solution than other companies who provide similar services. The program is 100% revenue funded, so it is important that they maintain some sort of margin.

Another senator said that their experience with Cooperative Extension is from their offices in Nesmith where there were resources for learning how to preserve and can food, and asked if those services are still available. Ken said that they are, but that the Extension service is much more than that. He noted that the toll free number 1-877-EXT-GROW is a public resource which fields about 4,000 calls per year. There is also a web portal that provides a way for people to submit questions and get those questions directed to the right people to answer them.

A senator asked about the student internships. Ken said that there is an internship coordinator who can answer those questions. He said that there will also be information about the internship program at the Harvest Lunch and Learn event on November 30th. He said that, beyond the eight paid internships funded by the Cooperative Extension, they can also help departments connect their interested students with available internships. The Extension’s paid internships are six-week, $3,800 internships, plus $1,200 for supplies and travel expenses.

Another senator spoke about the need to provide real information on contributing to sustainability in agriculture, and asked if the Cooperative Extension is taking a meaningful role in providing accurate information to the public. Ken said that they do take a role in food security throughout the state. They also take a role in providing research-based information, and noted that the Cooperative Extension is 100% non-advocacy in their position; they provide evidence based research in order for people to make their own decisions. Ken mentioned that Cooperative Extension, COLSA, and the Sustainability Institute are co-sponsoring the Food Evolution Movie in a couple of weeks to that end. He said that there is a research repository similar to the library to provide information to the public.
The chair asked the senators to share the information from this discussion with their departments. Ken will share electronic copies of the handouts shared today with the Senate administrative assistant to distribute to all senators.

V. Update by the UNH Chief of Police – The chair introduced Chief Paul Dean of the UNH Police Department. Chief Dean opened by stating his philosophy that he works for all members of our campus community. He said that his responsibilities include public safety on all properties owned by UNH. He said that things are going well right now, with student arrests down by 33% and added that he believes this is the result of everyone’s efforts to keep students engaged. He said that property crime is unfortunately up 37%, and he said he is looking for ways to determine how to deal with that. With an open campus, it is difficult to control who is on our campus at any given time.

He said that Halloween went well, with about the same number of arrests, but a 57% jump in calls for service that weekend, which he said may have had to do with the severe storms that weekend. There are about 800 alarms monitored by the emergency dispatch center, and when the power goes out, those alarms go off and must be addressed. He added that the labs where research projects are going on are a top priority for monitoring when there are power outages.

He expressed concern about the rise in gun violence across the country. While it has not been a serious problem on our campus, he knows that we are not immune to such problems. He said that he has prepared an Active Shooter for Civilians Course which he teaches about 40-60 times per year, adding that he would love to provide this course to any department or group on campus who is interested in learning. The course takes about 45-60 minutes.

He also expressed concern about legislation in Concord regarding allowing guns to be carried on our campuses. He has argued against such legislation twice before the state with success. Right now, only law enforcement officials are permitted to carry guns on campus, and he would like to keep it that way.

The chief said he would like more opportunities to speak with faculty on campus in order to make sure that questions and concerns are addressed. A senator praised the chief’s policy of availability, noting that she was given his cell phone number during a recent issue in her department. The chief said his number is available to all, and invited the senators to call him with any questions or concerns: Cell – 603-834-1393, Home – 603-228-9034. He reiterated his willingness to provide training for any interested department or group on campus.

The Graduate Student Senate representative asked about self-defense courses on campus, noting that she has only seen them available for women. She asked if such courses were also available for men, and the chief said that there are such courses.

A senator referenced the increase in reports of individuals lurking near campus, and asked if this increase is a reflection of the increase in off-campus housing, or if we’re just getting better at reporting irregular behavior. The chief replied that while there is no shortage of unsavory individuals who are drawn to college campuses, he agreed that we are getting better at reporting. Another senator asked if the number of surveillance cameras on campus will be
increased. The chief said that we currently have about 300 such cameras on campus, which really isn’t very many, considering the area to be covered. Another ten cameras are being added outdoors, using the Blue Light posts as installation sites. He said that he worked with Donna Marie Sorrentino to determine where the high-risk areas are on campus, in order to place the cameras where they may be most effective.

Chief Dean then reminded the group about the Live Safe public safety application, designed by a UNH law student several years ago. He urged the senators to download the app. He said that with this app on their phones, students and faculty can have a live conversation with an emergency dispatcher, as well as take a picture or video of what is happening. This helps people who want to help in problematic situations, but who aren’t sure what to do. The app is available on the UNH mobile app. It can also be 100% anonymous if the use prefers that, and can be used for anything from reporting suspicious behavior to reporting lights that need replacing around campus.

A senator asked about the recent arrest on campus, and if it was related to a stalking case. The chief said that the stalking case is not related to the arrest, and that the young man arrested appears to responsible for fifty break-ins in the area. The stolen items have been retrieved and returned.

Another senator asked about the progress of the policy on Title IX mandatory reporting for faculty through the automated system. Chief Dean said that the system is up and seems to be working.

A senator noted that a large tree near one of the residence halls appears to be a prime spot for lurkers, and asked if there were any plans to remove the tree. Chief Dean said that was unlikely to happen, and not within his purview. The senator asked how to set up one of the training sessions the chief described earlier. He said he would gladly come to any department or group to provide customized instruction upon request. Last year in his conversation with the Senate, the chief provided a single page of instructions to guide faculty, and he said he would be glad to provide another such document. He also suggested a brown bag event, if faculty found that idea helpful.

Another Senator said that what he finds most alarming is the idea of students on campus with guns, compounded by alcohol consumption. Chief Dean agreed, and said that mental health issues complicate the situation even further, noting three to five transports to the Portsmouth Regional Hospital each week for students with mental health related issues.

The chair thanked Chief Dean for his time, and invited the senators to provide input to their state representatives regarding the House Bill on guns that the chief discussed.

VI. Presentation by Terri Winters, Director of Academic Technology – The chair welcomed Terri Winters, Director of Academic Technology, and Heather Longe, UNH Web and Mobile Development Team Manager. Terri shared a presentation on UNH’s updated web design for all schools and colleges. She said that in creating the new design, her team received great input from the Senate Information Technology Committee. The new design is complete. Faculty data has been transferred to myElements, and that information will be available to publish on
the website. The course catalog, Course Leaf, has been implemented and will be rendered on the website. CatImpact, from Course Leaf, which provides a searchable website for students to seek out information from the catalog on subjects and degrees. Calendar.unh.edu has also been upgraded, which will allow tagging of events to be pulled into the website. The test pilot release of the new web design was released to the Paul College on October 31, and they are building their new websites now. The remaining colleges will switch over in the coming months.

Terri urged faculty to log in to myElements and review their profile to make sure their research interests have been chosen and their biographies entered so that this information will be available.

Terri demonstrated the new web design in the Paul College pilot. She showed how all of the elements above have been pulled into the design in a manner that can be tailored to the needs of each department. She said that the plan is to provide training on content creation in the new site. There is a student team which will create empty pages for departments and programs, and then each college/school will be able to add their own content, including images, branding statements, and spotlight features. The student team will migrate two years of news into a publishing platform, as well as copy basic pages to the new site. The people content will be populated from Banner and myElements data.

For faculty web pages, the sources of information populating the pages will be

- Human Resources (who may be contacted if corrections need to be made)
- myElements system
- biography/overview from myElements
- other items which can be added through Drupal to the website by the content manager for each department.

Photographs of faculty research, scholarship, and teaching can be added with the assistance of department IT specialists. Academic Technology may be contacted when other items need to be added. Publication lists should be harvested from myElements or may be added manually. Terri said that the deans suggested posting the five most recent publications as well as the five most cited for each faculty member. A senator suggested that the deans’ suggested list might more appropriately be labeled “Selected Publications,” and Terri agreed to that suggested adjustment.

Terri said that there is a plan for the rollout of the new design across the colleges, as well as the migration of data to the new system. Faculty are welcome to cull their own profiles for items they would like to bring over. She noted that each department should have a content editor, who will update the website. There will be training for these individuals.

A senator noted that her department has recently revamped their website with a lot of attention to graduate and undergraduate programs on the website and asked if all of that work will be eliminated. Terri said that if the department has also updated the college catalog, the information should remain consistent. Terri suggested following up with that department chair.
regarding what has been updated in the catalog to make sure the information being migrated is the most current.

A senator commented that myElements seems to focus on academic programs as a method of recruitment of new students, with less information relevant to current students. Terri agreed that there is a definite emphasis on recruitment, and added that the strategy for existing students is to encourage them to use my.unh.edu to access information on academic programs. My.unh.edu is available for students and faculty and is a rich resource.

Another senator observed the technical difficulties experienced in today’s meeting, saying that it is often difficult to make multiple media connections in some classrooms, and asked if there is some way to make our classrooms more “plug and play” in regards to using media and technology. Terri said that each classroom has its own technology usage learning curve, and that AT is trying to simplify technology use as well as provide training.

A senator noted that there is a strong emphasis in the new web design on faculty publications, and noted that for some faculty, including clinical faculty, there might be other forums more pertinent to their work. Terri urged faculty to let her know what they would like to see on the website, and said her team will address those suggestions. She said that myElements could have additional fields added, if that is useful to faculty. A senator asked if there could be a link provided to faculty curriculum vitae. Terri said that they are trying to establish a way to upload CVs into myElements with the option to edit. This would be done on the myElements faculty profile page and then linked to the website.

Another senator asked if changes to the course catalog would automatically be reflected on the website. Terri said that the updates will be updated automatically, once the changes have been approved and added to the catalog. She suspects there will be some time lapse in the update.

A senator said he has had trouble finding myElements. Terri recommended going to www.elements.unh.edu, logging in with your UNH credentials. She said that there are training sessions going on all week, and that faculty are encouraged to call and arrange to attend a session. She said that her team is also willing to come to individual departments and provide training there.

The chair thanked Terri and Heather for their time.

VII. Report from the Finance and Administration Committee – Chris Shea, chair of the Senate Finance and Administration Committee (FAC) offered a report on her committee’s work so far this year. She reported that the first charge to her committee was to maintain the lines of communication that have been recently reestablished with the finance administration office. To that end, her committee has met four times with the vice president for finance and administration and his staff, and she reported that communication is good.

She also reported attending a recent Board of Trustees meeting on investments and financial affairs in Keene. The Senate FAC also has a representative on the newly formed Budget Advisory Committee, which has met
The second charge to the FAC was to review whether RCM has fulfilled its original goals. Her committee noted that RCM's first goal was to decentralize financial authority and accountability to the college level. The second goal was to simplify budget process and improve quality of forecasting and financial planning. The third major goal was to clarify financial conditions of all UNH units. The methodology was to change the ways revenues were allocated in order to allocate revenues and facilities to the colleges and to fund central administration costs and strategic initiatives as a sort of tax of the moneys going to the colleges. The verdict of the FAC was that RCM has, and has not, met these basic goals.

She said that there does not seem to be any perfect budget model, and that to determine if RCM has truly met its goals, one would have to compare it to what existed, or might have existed, before RCM. A brief document placed on the Senate SharePoint site, prepared by the Hanover Research group, provides a brief overview of six budget models, listing the pros and cons of each.

What UNH used before RCM was an incremental cost budget system, where each year the past year’s budget was reviewed and projections were made for the coming year based on inflation and other factors. The FAC believes that RCM has accomplished some of what it set out to do. She noted that rather than revenues being consistent with enrollments, we can see that revenues track enrollments. She also said that the flurry of end-of-year spending does not happen any more under RCM, as the reserves generally stay with the units and carry forward to the next year. One of the issues is that the solvency of one unit, and that unit’s freedom to spend their surplus as they please, can be significantly impacted by another unit’s insolvency. This solvency ratio requirement happens both at the college level as well as at the system level.

Regarding the changes in credit hour weighting, she said that the VPFA reports that those weightings do reflect the actual costs of different colleges. Her committee found that these changes create perverse incentives in a continually changing climate, and inhibits inter-unit collaboration and cooperation.

The third charge to the FAC regarding the central administration funding gap recovery. In FY 11, the state appropriation was cut from $68M to $36M, and the central administration absorbed 80% of that cut ($25.6M). RCM was tweaked to increase the revenue retention rate by 1% per year to resolve that gap and return those funds to the central administration. The Senate’s question is, will this rate be reduced (rather than continuing to increase) once the gap has been eliminated? Chris showed that the shortfall should be equalized in FY21, assuming a 4% growth in central administration expenses, yet there does not seem to be a plan to significantly reduce the amount the colleges are returning to the central administration. She suggested that this information might be an appropriate source for a future Senate motion requesting that the administration reduce that “tax” once the gap has been recovered.

The fourth charge to the FAC seeks information on the progress of the proposed Honors Program residential program, and Chris reported that the director of the Honors Program has communicated to the FAC that no funds have been raised to date towards that proposed plan.

The committee will report later regarding a more recent charge to investigate tuition increases.
A senator thanked Chris and the FAC for their work. She noted that, across the country, RCM seems to be an increasingly popular budget model, despite the fact that it seems very new to us here.

Another senator said that the credit weighting issues are closely related to our teaching, and she asked if any committees are examining these issues. Chris said that she is not aware of any current efforts to address the issue, but said that more collaboration is needed in the deans’ council to address the incentives issues. She welcomed input from faculty regarding possible actions the Senate might recommend.

The chair thanked the FAC for their report.

VIII. Report from the Research & Public Service Committee – David Finkelhor, chair of the Senate Research and Public Service Committee, provided an update on charges to his committee. The first charge asked if colleges are implementing the recommendations of the Senate ad hoc Promotion & Tenure Standards Oversight Committee. David reported that the general sense in the departments of the members of the RPSC is that no action is being taken to implement the 2015 recommendations. He said he would like to survey the Faculty Senate members to see if this is the case across all colleges. Then his committee would like to review these recommendations and their implementation with relevant university leadership. He invited suggestions and input from the Senate membership.

The second charge to the RPSC raises the question of whether there are ways to encourage interest in factoring in engagement activities in the promotion and tenure process guidelines. The committee found some interesting materials from Michigan State University, where they have established some guidelines for departments on this subject. David suggested that this might be a long term process. He has reached out to the provost on this topic and found her to be enthusiastic, and it is his hope that the provost will assign an administrator to oversee some kind of committee to investigate this matter, with faculty representation.

Another charge to the RPSC regards the university’s policy on start up companies at UNH. Mark Sedam and his Innovation Unit proposed a policy last year which was rejected by the Senate. One issue with that policy was the proposed limit of two years for any faculty member to serve as CEO of a start up company. Also of concern were limits on faculty interaction with graduate students. The Senate has asked for an updated draft of the policy, and it appears that the administration is working on a new draft, but there is nothing to share now. David noted that this policy affects a relatively small number of departments, but that it is a meaningful policy to those involved. He requested that senators from any departments in which there are faculty who are impacted by this policy contact him or a member of his committee in order to better inform their work.

Regarding the proposed drone policy at UNH, there is nothing new to report.

Another charge to the RPSC was to investigate how the research office is handling P&I accounts. The committee would like to wait and see how these issues play out before reporting further.
A senator asked what is meant by community involvement/engagement. David said that defining community engagement is key. He suggested that departments might want to suggest how they define such engagement, from community courses and training to social and political activism, each discipline has their own perspective on what engagement is, and it might be good to have a list of activities that might qualify as such. A senator noted that there are already activities listed under “Public Service” and that perhaps it’s just a matter of repackaging activities to identify them. David suggested that it certainly varies by department, but that there is value in making public what we are contributing to our communities as UNH faculty. He noted that some faculty feel that their contributions to the community are not valued in promotion and tenure reviews.

A senator noted that the RSPC charges 1 and 2 regarding promotion and tenure standards were discussed at length by the ad hoc Promotion and Tenure Standards Oversight Committee. That committee asked that departments be transparent about their values, but did not try to mandate any particular values to departments. Several senators gave examples of publishing, research, and teaching activities that they feel have not been given fair and appropriate weight in promotion and tenure reviews, suggesting that there is work to be done to bring clarity and balance to departmental standards for advancement.

IX. New Business – There was no new business.

X. Adjournment – Upon a motion and second to adjourn, the meeting was adjourned at 5:08 p.m.