

UNIVERSITY OF MAINE SYSTEM  
Board of Trustees Meeting

at the University of Maine System  
March 16, 2009

**Academic and Student Affairs Meeting**

- Present:** **Committee Members:** William Johnson, Chair of the Student Affairs Committee; Marjorie Medd, Chair of the Academic Affairs Committee; Jean Flahive, Tamera Grieshaber, Barry McCrum, Wayne Newell, and Lyndel Wishcamper. **Other Trustees:** James Dowe, Norman Fournier, and Charles O’Leary. **Chancellor:** Richard Pattenaude. **Faculty Representatives:** Jerry LaSala, Terry Colby, and Shallee Page. **Student Representatives:** Ashley Davis, Antonio Mosquera, and Charles Weiss. **System Staff:** James Breece, Rosa Redonnett, and Kelley Wiltbank.
- Absent:** Susan Gendron, Charles Johnson, Krisandra Horn, Paul Mitchell, and Victoria Murphy.

Trustees William Johnson and Marjorie Medd called the meeting to order.

**Academic Affairs Update.** Dr. James Breece, Vice Chancellor for Academic Affairs, presented the Academic Affairs update. As part of the Trustee’s Financial Guidelines approved on October 7, 2008, each university was asked to monitor low enrolled courses with 12 or fewer students. The Chief Academic Officers, working with the Vice Chancellor for Academic Affairs, conducted this review of courses in the Spring 2009 semester. This review resulted in overall System savings of close to a million dollars for Spring 2009, with the majority of those savings coming from reduction in course overload funds.

In summary there were 300 classes that were cancelled for the Spring semester. There are some classes with low enrollment that cannot be cancelled such as independent study courses, clinical courses in the Nursing area that are State mandated, laboratories for safety reasons or limited equipment, and those needed for graduation. Some courses are cross listed with multiple departments or sites so it may look like there is low enrollment for that location but it is being offered at several locations.

Because of this exercise, many of the universities established a formal review process or review board that will continue. In particular, USM has established a Scheduled Development and Curriculum Management Team which means they are being proactive versus reactive about courses being developed. They are looking at student needs, student schedules, and curriculums and will minimize from the onset the need for course cancellation.

**New Challenges, New Directions – Arena 2**

Dr. Breece commented on the New Challenges, New Directions – Arena 2 which is reviewing programs that graduate fewer than 5 students. The Chief Academic Officers are working on “brokered degrees” through collaborative distance education technology. The Committee for Arena 2 is reviewing the concept of optimal sizing for student-faculty ratios, enrollment targets, and graduation rates.

Trustee Wishcamper asked about establishing goals and targets System-wide as well as best practices for all campuses for course cancellation. Dr. Breece responded that the Chief Academic Officers are sharing information among their colleagues. Chancellor Pattenaude commented that

because of the differences between the campuses the UMS is setting matrixes by looking at national norms for student-faculty ratio by institutional type as well as other areas.

**Program Eliminations – UM (BA in Environment Management and Policy and BS in Information Systems Engineering).** Dr. Breece explained the program eliminations proposed by the University of Maine. The BS in Information Systems Engineering has low enrollments, and its elimination will allow the Department of Spatial Information Science and Engineering to focus on its very strong graduate and funded research programs. The elimination of the BS in Environmental Management and Policy is a result of the reorganization of the School of Economics. Students interested in the subject area, which was contained under the Environmental Management and Policy degree, will now be able to receive an equivalent education through concentrations offered under the BS in Economics degree. The elimination of these programs will have no negative impact on faculty or students.

On a motion by Trustee McCrum, which was seconded by Trustee Flahive, the recommendation will be forwarded to the consent agenda for action.

**Academic Program Proposal – UMM (BA in Interdisciplinary Studies).** Dr. Breece discussed the academic program proposal for the University of Maine at Machias. UMM is proposing the creation of the Bachelor of Arts in Interdisciplinary Studies (BAIS). The primary goal is to offer a broad, flexible, interdisciplinary Liberal Arts degree that:

- Prepares students to appreciate and apply multiple perspectives in complex settings
- Balances rigor with breadth
- Complements UMM's existing degree programs
- Enhance UMM's mission by providing alternate Liberal Arts approaches with low implementation costs

The BAIS program would enable students to tailor an in-depth course of study to their interests while supporting current UMM offerings. There is considerable evidence of interest among current students for a broad, interdisciplinary degree option. The program would support UMM's Liberal Arts focus and recruiting efforts, and would provide for seamless transfer from Washington County Community College and others, serving regional needs.

President Huggins commented that this degree will be a retention tool for UMM because approximately 10% of the students enter as undeclared majors. This degree provides the students with an academic department to assist them and facilitate the transfer into another department. This degree is also strategically moving toward the Environmental Liberal Arts brand for UMM.

On a motion by Trustee Newell, which was seconded by Trustee Flahive, the recommendation will be forwarded to the consent agenda for action.

**Proposed Revisions to the Board Policy on Human Subject Review.** Dr. Breece explained the proposed revisions to the Board Policy on Human Subject Review. Last year a task force was appointed to review and update the Board policy and administrative procedures for Human Subject Research. The current Board policy and procedures were written in 1990 and have not been revised since. The newly proposed policy and procedures state what constitutes research, and offers guidelines for universities on what sort of research may require Institutional Review Board (IRB) oversight.

The members of the task force who worked on this policy are: Terry Adams - UMA; Jean Cashman - UMPI; Michael Eckardt - UM, Chair; William Harrison – USM; Ron Mosley – UMM; Steven Quackenbush – UMF; Jenny Radsma – UMFK; and Kelley Wiltbank – UMS.

Dr. Michael Eckardt, Vice President for Research at UM, and Dr. William Harrison, Director of Research and Compliance at USM, provided an overview of the proposed revisions to the policy. Research with human subjects shall be guided by three general ethical principles: respect for persons, beneficence, and justice. These principles and the rules that may be derived from them shall form the analytical framework for determining whether and how research with human subjects may be conducted. The IRB is a research review committee whose primary purpose is to review all research involving human subjects and to provide oversight of human subjects' protections. All IRBs are local which means each campus has their own IRB. The IRB must be registered and duly constituted. Another requirement is for the IRBs to have administrative support for recordkeeping. This function would need to be someone other than an IRB committee member. The level of this support would have to be from an area other than Sponsored Programs to avoid conflict of interest and could be shared among campuses or centralized. Class projects dealing with human subjects will have to go before the IRB for approval. All campuses that accept federally funded non-exempt human subject research must have a Federal Wide Assurance which is administered by the US Department of Health & Human Services. This agreement is guided by the ethical principles of the *Belmont Report*.

The proposed policy and procedures on Human Subject Review are presented as an information item at this time. At the May Board meeting, the Board of Trustees will be asked to approve the new policy and endorse the administrative procedures.

**Spring Enrollment Report.** Dr. Breece provided an update on the Spring Enrollment. Each February, the University System takes a statistical snapshot of the student population and produces a summary report. These reports are designed to display trends and changes in the student body over time. This information is used to help shape policy and practices in order to better serve the needs of Maine's citizens.

Spring FTE enrollment continues to remain over 22,000, with FTE enrollment at 22,165, a 1% decrease over last spring. First-time, first-year students increased by 60 students from Spring 2008, an increase of 18.3%. Headcount enrollment for Spring 2009 is 30,531 students, a decrease of 3.2% from Spring 2008. Compared to last spring, the number of full-time students is down by 45 and the number of part-time students is down by 949. Students who are Maine residents number 26,630, 88% of total enrollment. In-state enrollment decreased by 1,092 (-3.9%) students and out-of-state enrollment increased by 98 students (2.6%). Women make up 60% of the student body while men account for 40%, which is an increase of .3%. The non-degree students are down by 25% and online courses have increased by 30% ; overall distance education is up by 13%.

Trustee Wishcamper asked how the Fall enrollment looks at this point. Ms. Rosa Redonnett, Executive Director of Student Affairs, responded that applications appear to be down but deposits have increased. Trustee Flahive suggested that the Committee have an update on financial aid for the May meeting,

**Executive Session**

On a motion by Trustee McCrum, which was seconded by Trustee Flahive, the Academic and Student Affairs Committee agreed to go into Executive Session for the purpose of discussing personnel issues including tenure nominations.

On a motion by Trustee William Johnson, which was seconded by Trustee McCrum, the Academic and Student Affairs Committee concluded executive session.

On a motion by Trustee William Johnson, which was seconded by Trustee Fournier, the Academic and Student Affairs Committee agreed to forward the tenure nominations as presented to the consent agenda for action.

Adjournment.

Ellen Doughty for  
J. Kelley Wiltbank, Clerk