

UNIVERSITY OF MAINE SYSTEM  
Board of Trustees Meeting

at the University of Maine System  
Rudman Conference Room, 253 Estabrooke Hall, Orono

October 30, 2018

**Academic and Student Affairs Committee Meeting**

**Present: Committee Members:** Lisa Eames, Chair (at USM); James Erwin (at USM), Betsy Timm (at USM), David MacMahon (at USM) Michelle Hood (by phone), Kelly Martin (by phone), Trevor Hustus (at USM) and Grog Johnson (at USM). **Other Trustees–Non Voting:** Angel Loredó. **Presidents:** Glenn Cummings (at USM), John Short (at UMFK), and Ray Rice (at UMPI). **Faculty Representatives:** Matthew Bampton (at USM), Lisa Leduc (at UMPI), Patti Miles, Heather Ball, and Tim Surette. **Student Representatives:** Evan Zarkadas (at UMPI), Sam Atwood, and Teresa Plummer (at USM). **System Staff:** Ellen Doughty, Robert Neely (at USM), David Demers (at USM), Kay Kimball (at UMM), Robert Placido (Texas), Sam Warren (at USM), James Thelen (at USM), Donna Seppy (at UMA) and Rosa Redonnett (at USM). **Others Present:** Jeannine Uzzi (at USM), Andrew Egan (at UMM), Kathy Yardley (at UMF), Debra Allen (at USM), Nancy Davis Griffin (at USM), Jared Cash (at USM), Tex Boggs (at UMFK), Jeff Hecker, Joe Szakas (at UMA), and Carolyn Dorsey (at UMPI).

**Committee Members Absent:**

Trustee Eames, Chair, welcomed everyone and called the meeting to order.

**Fall Enrollment Report.** UMS Chief Student Affairs Officer, Ms. Rosa Redonnett provided a brief overview of the 2018 Fall Enrollment report. While the UMS enrollment picture is relatively positive, the underlying issues that are well known still exist and can and will be critical factors in enrollment reports in the future. Also, it is important to note that there are additional underlying reasons for all individual campus' enrollment beyond the broader global issues.

The 2018 Fall Enrollment report shows headcount at 2.5%, full-time equivalent (FTE) at 1.0%, and credit hours at 0.9%, all at an increase, driven predominantly by increases at UMA, UMPI and USM. Associate degree enrollment increased slightly, however is still down 45% over last five years. Early College/Dual enrollment headcount (all counted as non-degree undergraduate) has grown from 1152 students for the Fall 2013 semester to 3031 for the Fall 2018 semester and credit hours grew 25.7% compared to Fall 2017. Credit hours from early college programs now account for 4.7 % of all undergraduate credit hours and 11.8% of undergraduate headcount. UMS has 3031 early college students enrolled for Fall 2018, with the highest concentrations at UMFK, USM, UMPI, and UMA, in that order. Five of the seven campuses saw increases in credit hours. UMF experienced the largest decline all within undergraduate enrollment and UMM also continued to decline. UMA, UMPI and USM saw increases in overall in-state enrollment from the credit hour perspective; additionally, these campuses plus UMFK saw increases from the headcount perspective. Overall, the UMS in-state headcount enrollment increased by 2.1%.

Out-of-state student headcount enrollment grew 6.2% (5.9% undergraduate, 6.6% graduate) and credit hour enrollment grew 6.6%. Every campus with the exception of UMM saw increases in out-of-state credit hours (UM 8.2%); UMA (27.3%); UMFK (7.4%); UMPI (1.8%) and USM (3.0%). Full-time credit hours grew by 0.1% with only UMA and USM increasing. Graduate student credit hours were the

highest they have been in five years and showed an increase of 4.3%. Part time enrollment grew by 4.6% and this can in all likelihood be attributed in part to the increase in early college, since these students are considered part time.

Although the incoming class was down 0.4%, UMS showed increases in first time students (1.0%), graduate students (1.7%), and Law students (3.5%). In-state full and part time, first time new student headcount increased 5.7% while out-of-state first time new student headcount decreased by 7.9%. In-state and out-of-state full time new graduate student headcount increased 1.7%. UMS had a 2.8% decrease in overall transfer students with a 1.3% decrease in those transfers from the Maine Community College System (MCCS). UMS did have a 3.8% increase in out-of-state transfers for Fall 2018. Distance education which is defined for the purpose of the 2018 Fall enrollment report as credit hours generated by those courses which are offered via distance modalities, increased by 8.2% and traditional on campus course credits decreased by 1.0%. UMS showed continuing increases in online credit hours (8.6%). Online credit hours for Fall 2018 account for 18.5% of total credit hours which is an increase from 17.2% in 2017. Total distance credit hours represent 21.4% of all credit hours.

**Annual Awarding of Academic Degrees.** Trustee Eames explained that annually the Academic & Student Affairs Committee requests that the Board approve the awarding of academic degrees in accordance with Board of Trustees policy.

On a motion by Trustee Hustus, which was seconded by Trustee Timm, the Academic and Student Affairs Committee agreed to forward this item to the Consent Agenda for the November 18-19, 2018 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees approves the recommendation of the Academic and Student Affairs Committee to authorize the awarding of degrees during Commencement ceremonies for the 2018-2019 academic year to those students fully recommended by the appropriate faculties and the presidents of the respective institutions of the University of Maine System.

**2020 & 2021 Academic Year Calendar.** Ms. Redonnett and Vice Chancellor for Academic Affairs, Dr. Robert Neely presented the 2020-2021 UMS Academic Calendar. The Academic Calendar is typically updated every three years. To enable campus academic and service departments to plan more effectively, the Registrars/Student Records Directors proposed to the Chief Academic Officer Council (CAOC) that beginning with the Academic Year (AY) 2020-2021 calendar, an additional year would be presented on an annual basis. Per said request, the AY 2020-2021 is the first calendar to be presented with the additional information.

**Campus Implementation Plans and Next Steps for Academic Partnerships.** Associate Vice Chancellor for Academic Affairs, Dr. Robert Placido provided an update on the UMS implementation plans for Academic Partnerships (AP). After over a year of due diligence and campus conversations, a master contract at the University of Maine System level was signed with AP in August 2018. This master contract outlines the general framework for the agreement with addenda included to list the specific programs that will be incorporated at each institution. At this time, a small select list of programs from USM, UMFK and UMPI will participate. The implementation begins with a six to seven week assessment and then a project plan will be created and initiated. UMS has been assigned an Executive Sponsor, Mr. Chris Shenk, from AP. Mr. Shenk has begun the initial conversations with the campuses and has started building AP internal teams to support the UMS implementation. The AP team consists of a Managing Director, Instructional Design Team, Partner Support Manager, Marketing Team, Field Sales Team, Enrollment Services Team, and Retention Services Team. The UMS goal is to

bring the first set of programs online next Fall; however, there will be a better idea of a realistic timeline once the initial assessment is complete.

**Second Reading of Proposed Revisions to Board Policy 311: Intra-system Student Exchange.**

General Counsel and Chief of Staff, Mr. James Thelen provided an overview and second reading of the proposed revisions to Board Policy 311: Intra-system Student Exchange. By resolution at the July 2018 Board meeting, the Board of Trustees noted that existing Board Policy 311 addresses a UMS student's ability to take courses at System universities other than the campus where he or she matriculated. Board Policy 311 was adopted in November 1990 and has not been substantively changed since then. At the time the policy was adopted, a UMS student from one System university who wished to take a course from a different UMS university was able to do so, but was treated as a transfer student and was required to wait to register until all students at that university had registered. Board Policy 311 was adopted then to provide that students matriculating at one UMS university would be allowed to pre-register for courses at another UMS university and have the same privileges as students matriculated at that other university.

A first draft of the revisions to Board Policy 311 was presented at the September 11, 2018 Academic and Student Affairs Committee meeting. After receiving input from the Committee, the UMS President's Council, and the Chief Academic Affairs Council, additional revisions were made and the draft Policy 311 was presented for discussion at the September 16-17, 2018 Board of Trustees meeting. After consideration at the October 30, 2018 Academic & Student Affairs Committee meeting, it was requested that the Committee forward the final proposed revisions to Board Policy 311 to the November 18-19, 2018 Board meeting for approval.

On a motion by Trustee Hustus, which was seconded by Trustee Timm, the Academic and Student Affairs Committee agreed to forward this item to the November 18-19, 2018 Board of Trustees meeting for approval of the following resolution:

That the Board of Trustees accepts the recommendations of the Academic and Student Affairs Committee and approves the revised version of Board Policy 311: Intra-system Student Exchange as presented.

**Programs for Examination.** Vice Chancellor Neely provided a brief update on UMS Programs for Examination. During the September 18, 2017 meeting of the UMS Board of Trustees, an annual process for examining academic programs throughout the System was approved. The process, entitled Programs for Examination (PFE), established minimum thresholds regarding the number of majors, the number of graduates, and the number of faculty for each UMS program. The PFE process was launched for the first time on August 1, 2018 with distribution of the data for each of the three criteria, as well as other background data to be of use during discussions of particular programs. For 2018, 29% of the UMS programs fell below the established thresholds, ranging from 13 – 55%, depending on the campus. By November 15, 2018 Chief Academic Officers (CAOs) will notify the Vice Chancellor for Academic Affairs' (VCAA) office of those programs that are stable, despite not meeting one of the criteria. By the March 7, 2019 meeting of the CAO Council, CAOs will discuss with the VCAA and CAO Council action steps for the remaining programs that were flagged for examination. The VCAA will follow-up with each CAO regarding implementation of those action steps.

**2018-2019 Program Innovation Fund (PIF).** Vice Chancellor Neely provided information on the 2018-2019 Program Innovation Fund program. The UMS 2018-2019 Program Innovation Fund process formally began on September 21, 2018 with a request for pre-proposals from interested faculty on each of the seven campuses. The request was sent for distribution to the CAO's along with a scoring rubric so

applicants could gauge the relative strengths of their ideas in advance. This year's criteria closely align with Board priorities to address workforce needs, increase adult degree attainment, and develop credentials of value. Pre-proposals were due to be submitted by October 28, 2018. The Chief Academic Officers Council (CAOC) and members of the Vice Chancellor for Academic Affairs' office will review each pre-proposal and score it based on how well it meets the criteria according to the rubric. The CAOC will meet and discuss the relative merits of each of the pre-proposals at the December 6, 2018 meeting. Deputy Vice Chancellor for Academic Affairs, Dr. Kay Kimball will inform applicants of the collective recommendations from the CAOC, and ask for full proposals for those selected for further development. Full proposals will be due March 11, 2019 for consideration with final selection at the May 2, 2019 CAOC meeting.

**2018 Recommendations for Adult Degree Completion.** Ms. Redonnett provided an overview of the 2018 recommendations for the UMS Adult Degree Completion (ADC) program. A critical element of Maine's economic future centers on increasing statewide educational attainment so that 60% of Maine adults ages 25 and over, have a post-secondary degree or a vocationally significant credential by 2025. Given Maine's demographics, that number cannot be reached without a major increase in the number of adults seeking and obtaining post-secondary credentials. Engaging adult learners is a well-established UMS priority. Recently, led in part by UMS, Maine was one of four states selected by the State Higher Education Executive Officer (SHEEO) organization with funding from Lumina to participate in a multi-state pilot for engaging and retaining adult learners (Maine's Adult Promise). UMS's ADC initiative has been active since 2013 and in November 2013, the Board of Trustees passed a resolution recognizing adult learners as a core student constituency. Key findings from the 2013 Adult Baccalaureate Completion & Distance Education (ABCDE) report show that most of UMS's institutions serve and are structured to serve traditional age college students. Additional findings from the 2013 report show a need for State-wide outreach programs, improvements in faculty and staff professional development, and additional funding resources are needed to advance the UMS ADC initiatives.

Pivotal findings from the 2018 ADC report, reinforce and mirror the same issues found in the 2013 ABCDE report. The 2018 report recommendations include improving marketing and outreach to adult learners, working with MaineSpark and similar programs to garner State-wide support, and requesting dedicated State funding similar to the funding received for Early College initiatives. It is also strongly recommended that UMS identify and commit the resources necessary to realize this plan. In order to do this UMS needs to identify clear leadership for the ADC effort across the System and empower that individual to work with UMS campuses to improve and enhance service, and to work with the VCAA and campus leadership in the successful development of the UMS ADC initiatives. Improved professional development for faculty and staff, improvements and additions to online learning programs, and intense progress in the area of flexible academic programming are also substantial recommendations for ensuring the success of UMS's ADC program. The Board of Trustees recognize and support the need for dedicated resources and leadership to enhance and improve the UMS Adult Degree Completion initiatives.

**Faculty Representatives Discussion.** UMA Faculty Representative to the Board of Trustees, Mr. Tim Surette reported that since the adoption of Board Policy 214 – Institutional Authority of Political Matters, he has been approached by several other faculty members with questions regarding violations of the Policy. Mr. Surette requested information on resources available to provide guidance on interpreting Board Policy 214. UMS General Counsel and Chief of Staff, Mr. James Thelen responded that when a faculty or staff member has a question about interpreting Board Policy 214, they should be referred to the UMS General Counsel's Office for clarification.

**Student Representatives Discussion.** The Student Representatives who were present had no items to discuss.

Additional information about the meeting can be found on the Board of Trustees website:

<http://staticweb.maine.edu/wp-content/uploads/2018/10/ASA-MtgMat-103018-rev102918.pdf?0d0f03>

Adjournment,

Heather A. Massey for  
Ellen N. Doughty, Clerk