

CAMPUS SENATE MINUTES: November 14, 2016

Attendance: R. Bartell, J. Burkholder, M. Casteel, A. Dietz, J. Downing, B. Eshbach, D. Folkers, J. Giguere, F. Haag, H. Hartman, M. Jarrett, A. Kara, K. Magni, A. Mahmood, M. Muller-Kahle, N. Muscanell, J. Nesbitt, M. Nicholas, J. Owen, J. Petko, J. Price, N. Sloboda, J. Smeltzer, S. Stelly, K. Trout, A. Vardo-Zalik, V. Ganescu, S. Magstadt, J. Emery, H. Gumke, P. Tanner, A. Caldwell, D. Chown, R. Farrell, S. Shaffer, J. Keller, Y. Liu, G. Kaur, and A. White

Called to order at 12:05 p.m.

I. Approval of minutes from the October 4 Senate Meeting

Minutes were approved.

II. Communications from administration, faculty, and committees

A. Announcements from the Chancellor, Dr. David Chown

The request to begin searches for all positions open as a result of the voluntary retirement program have been submitted. Information regarding the results of this request will be communicated when it is received.

B. Announcements from the DAA, Dr. Bob Farrell

Informational

1. Important upcoming events and deadlines:

- Thanksgiving - no classes - Monday-Friday, November 21-25, 2016
- Last day of classes - Friday, December 9, 2016
- Last day to withdraw for the semester - Friday, December 9, 2016
- Final exams - Monday-Thursday, December 12-15, 2016
- Fall commencement - Friday, December 16, 2016 at 6:00 p.m.
- Spring Orientation - Thursday, January 5, 2017
- First day of classes for the Spring 2017 semester - Monday, January 9, 2017

2. We have a new Registrar. Welcome Rita Archer-Clark!

3. Searches:

Registrar	Completed; Rita Archer-Clark [rxa258@psu.edu; 771-4056]
HDFS	Interviews underway
Accounting - TT	Search underway
Business - FTM	Search underway
Business - TT	Not approved by University Park; decision is being appealed

4. Polaris website conversion occurred on October 18, 2016. It is a good idea to become familiar with the layout of the new campus website. Be sure to check your personal, departmental, and related web pages for accuracy. Updates and corrections should be sent to Barbara Dennis (bhd5@psu.edu) with a cc: to Dave McLaughlin (dcm20@psu.edu) if you have not done so already.
5. The fall 2016 final exam schedule has been released. Thanks to everyone who has looked it over. A few minor adjustments were necessary and have been made. The updated schedule will be sent to the students next week. Be sure to alert your students to any changes in the schedule, which will appear in red font.
6. Please be sure to review the University's guidelines pertaining to the administering of final exams: <https://www.registrar.psu.edu/exams/final.cfm>. It is expected that all faculty members will adhere to these guidelines.
7. Requests for summer teaching assignments should be sent without delay to
YK-SUMMER@LISTS.PSU.EDU
8. Academic Affairs is sponsoring two important events for tenure-track faculty:

Navigating Digital Measures and YOUR Role in Dossier Preparation

Thursday, November 17, 2016

113 Romano from 12:10 - 1:10 p.m.

Presented by the Office of Academic Affairs

P&T Evaluation Beyond the Campus: A Conversation with the Associate Dean

Tuesday, December 6, 2016

113 Romano from 12:10 - 1:10 p.m.

Dr. Richard Brazier, Associate Dean for Faculty and Research, will visit Penn State York to discuss the P&T process beyond the campus level. There will also be opportunities for all faculty members to schedule individual appoints with Dr. Brazier throughout the day. Scheduling details to follow.

9. The P&T fourth-year, sixth-year, and full professor dossiers have been evaluated by the local committees and have moved on to University Park.
10. The deadline for assessment plan completion is Friday, December 16. Please be sure to use the templates and follow the instructions carefully. All program coordinators have access to these materials at box.psu.edu. A more comprehensive report will be due in June 2017.
11. The spring 2017 schedule is visible on LionPath. Check it for accuracy now.
12. Planning meetings for the fall 2017 and spring 2018 semesters will occur during the week of November 28. Please be sure that there is consensus among the faculty in your department regarding teaching assignments before coming to the meeting.
13. A total of 878 early progress reports (EPRs) were issued this semester to 388 different students. Each student received a personalized message from the DAA inviting them to come in for an in-person conversation and, more importantly, to be attentive to the faculty recommendations for improving their classroom performance. Ten students replied, via email, and zero students stopped by Academic Affairs.
14. Tea with the DAA (for faculty): Tuesday, November 15, from 3:00 - 4:00 p.m. in the Chancellor's Conference Room. An RSVP would be appreciated.
15. Tea with the DAA (for staff): Monday, December 5, from 3:00 - 4:00 p.m. in the Chancellor's Conference Room. An RSVP would be appreciated.

Reminders

1. Plan ahead for the fourth annual undergraduate research fair on Tuesday, April 11, 2017.
2. If you have not done so already, please meet with your advisees sometime soon to ensure that they are making appropriate academic progress toward the completion of their degree, especially given some of the confusion in LionPath.
3. **If you plan to hire a work study student, you MUST obtain authorization from the Office of Academic Affairs in advance, and every semester.** If this protocol is not followed, then the student will not be paid. Work-study positions are awarded one semester at a time, meaning that a work-study student in the fall semester must reapply if they wish to continue working in the spring. This protects the work-study supervisor as well as the student.
4. If you have a purchasing request of any type, please be sure to deliver it to Academic Affairs as far in advance as possible. On-the-spot requests for same-day purchases cannot be accommodated. Avoid disappointment - plan ahead.
5. Important email addresses to have readily accessible:

<p>Student is on your class roster but is not attending class.</p>	<p><u>yk-student-not-attending@lists.psu.edu</u></p>
<p>Student is attending your class but is <u>not</u> on your class roster.</p>	<p><u>yk-student-not-attending@lists.psu.edu</u></p>
<p>You need to cancel class for <u>any</u> reason (illness, weather, conference).</p>	<p><u>yk-cancel-class@lists.psu.edu</u> Indicate what classes are being cancelled, the meeting time, the room, and the method you used to contact your students. In so doing, we will have information for inquiring students and appropriate signage will be posted for the benefit of students who may be unaware of the cancellation. It is <i>imperative</i> that you also notify your students directly using a predetermined means.</p>

5. Please update your webpage regularly, including your picture, and be sure to include your Penn State email address.
6. Make sure that you have a departmental meeting at least once each semester, and remember to invite the adjunct faculty!

C. Announcements from University Senators

Dr. Jane Sutton reported from the last meeting. Courses with I designation may now be proposed. Dr. Jennifer Nesbitt raised a question regarding the service record of those being considered for promotion to full professor being limited to the last five years. After discussion it was suggested that this issue be discussed with the University Faculty Senate Faculty Affairs committee, with the ombudsperson and perhaps direct discussion with Dr. Rick Brazier.

D. Announcements from Senate Committee Chairs

Dr. Joy Giguere issued an invitation to Dr. Nicole Muscanell's upcoming colloquium at 12:00 p.m. on Wednesday, November 30 in Room 107, M.S. Grumbacher Information Sciences and Technology Center (Grumbacher).

E. Announcements from Faculty Council Representatives

No announcements.

F. Announcements from Faculty

1. Fred Haag, chair of the Academic Integrity Committee, requested that everyone follow the University's regulations for reporting student violations.
2. Dr. Michael Jarrett directed attention to his recent email calling for nominations for the Research and Creative Achievement Award. Deadline for nomination is January 15, 2017.
3. Jon Price, member of campus Enrollment Management Team (EMT) Committee, discussed recent committee activity. Exit interviews for graduating seniors, campus certificate programs versus academic minors and a physical space for veterans to use have been on the committee's agenda. 202 Grumbacher has now been designated as a temporary space for campus veterans to use.
4. It was noted that Dr. Abdul Siddiqui will now serve as campus Ombudsperson, with Dr. Maureen Muller-Kahle as alternate. In addition, Joan Smeltzer will serve as Exit Interview Officer for faculty.
5. Dr. Jane Sutton announced her appointment as Chair of the Full Professor Promotion and Tenure Committee, in accordance with Campus Senate rules. She also brought attention to the fact that members of that committee are elected, but the Chair is appointed and suggested that the Senate may wish to review and change this process in order to ensure that all future Chairs of this committee be required to be members of the York campus faculty.
6. Dr. Anne Vardo-Zalik reminded those assembled that nominations for the James H. Burness Teaching award for the fall 2016 semester will close at 5:00 p.m. on November 30, 2016. Students were encourage to submit nominations.

G. Announcements from Staff

1. Jody Keller announced the kick-off of the Start Up Challenge would be this week. This competition is being run by the Graham Center for Entrepreneurial Leadership Studies and was funded via a \$50,000 grant from Invent Penn State.
2. Patrick Tanner reminded everyone that concerns regarding student behavior should be sent to him, and the earlier he is informed of such issues, the better he is able to assist.

H. Announcements from Student Governance

Gunveen Kaur, Mr. Yang Liu and Andrew Scott presented a report on various activities and concerns of the Student Government Association (SGA). A particular topic of concern was difficulties in promoting student participation in campus activities and

challenges in recruiting faculty to serve as advisers for campus clubs and organizations.

I. Announcements from Senate Chair, Dr. Noel Sloboda

End of semester committee reports are due by December 1, 2016. Please include the dates of each committee meeting and a list of members attending each meeting. Please forward all reports to him and Joan Smeltzer.

J. Announcements from Senate Chair-Elect, Dr. Jennifer Nesbitt

No announcements.

III. Unfinished Business

IV. New Business

Faculty Affairs:

1. **MOTION:** The Faculty Affairs Committee moves that the Penn State York Campus modify the York Campus Peer Review of Teaching Guidelines, Section A.3 be reworded to read as follows:

A. Selection of the Evaluator

~~3. Except for those faculty member undergoing review, all tenured York Campus will be eligible to serve as evaluators of their tenured colleagues, and those York Campus faculty members who have successfully completed fourth-year or sixth-year review (including those already tenured) will be eligible to evaluate Fixed Term I faculty and instructors.~~

Replace it with

A. Selection of the Evaluator

3. Peer reviewers must be full-time, tenured faculty members or senior instructors.

The motion was approved by a show of hands.

2. Response to a proposal recommending inclusion of a statement on syllabi regarding availability of Counseling Services for students at the York Campus:

Proposed statement to be included in syllabi:

Students may face a variety of concerns over the course of their time at Penn State York - depressed mood, anxiety, stress, family concerns, body image, substance use, sexuality, and many others that may interfere with their ability to focus on their studies. Counseling Services provides FREE mental health and social support for all currently enrolled students. Staff follow strict legal and ethical guidelines concerning the confidentiality of counseling. Counseling Services is located in the Joe and Rosie Ruhl Student Community Center (Ruhl) in the Student Affairs suite, and can be reached by phone at 717- 771-4088. You can find more information at the Counseling Services webpage, york.psu.edu/student-life/services/personal-counseling.

With regards to the question about the inclusion of a statement on availability of counseling services in the syllabi, we do not object to this recommendation. However, we suggest that all such statements be accessed by using a web link; that is, each faculty would simply include the link in their course syllabi and students can access the up to date information from the linked location.

Discussion followed this recommendation-concern was expressed regarding inclusion of this statement on syllabi, since syllabi should contain content related to courses. Dr. Farrell indicated that this statement has been mandated for inclusion in course syllabi by chancellors at some campuses.

3. Recommendation regarding faculty access to the Ruhl Building:

The Faculty Affairs Committee would like to recommend that campus administration have a more inclusive access policy to the restricted areas of the Ruhl Center for current faculty, past full time faculty, and past part-time faculty.

Holly Gumke reminded those assembled that access to campus athletic facilities is governed by AD 73 and cannot be changed.

V. Forensic Business

VI. Adjournment was at 1:12 p.m.

VII. Next Meetings: December 1, 2016: 12:05-1:15 p.m. in 107 Grumbacher

Respectfully submitted,

Joan Smeltzer

Secretary