

**Subject:** Agenda for Penn State York Campus Senate Meeting

**Date and Time:** Tuesday October 17, 2017 12:00 p.m.

**Location:** Room 107, M.S. Grumbacher Information Sciences and Technology Center

Voting attendees : **R. Bartell, J. Burkholder, W. Cantor, J. Crivaro, D. Eicher-Catt, J. Downing, D. Folkers, J. Giguere, F. Haag, C. Heydl-Cortinez, A. Kara, A. Landis, F. Lugemwa, A. Mahmood, M. Marcus, S. Molloy, N. Muscanell, M. Nicholas, J. Petko, R. Pierce, M. Ritchey, A. Seidel, J. Siddique, N. Sloboda, J. Smeltzer, S. Stelly, A. Vardo-Zalik, E. Wenk, B. Lentz, S. Ruch, H. Gumke, and S. Simonds**

Other attendees:

**F. Baker, D. Chown, R. Farrell, R. Lehman**

**Called to order at 12:10 p.m.**

### **I. Approval of minutes from the August 16, 2017, Senate Meeting**

Rick Peirce moved approve the minutes, Joy G. seconded the minutes. Minutes approved

### **II. Communications from administration, faculty, and committees**

#### **A. Announcements from the Chancellor, Dr. David Chown**

Open House was a great event. Heads up that the chancellor will be holding meetings for enrollment management. We've been diligent with our practices and management. Sometimes later this semester, we will have a campus meeting/forum on enrollment 101. Ways to be involved.

#### **B. Announcements from the DAA, Dr. Bob Farrell**

### **DAA Report to Campus Senate – October 17, 2017**

#### **Informational**

#### **1. Important upcoming events and deadlines:**

- Last day to late drop - Friday, November 10, 2017
- Thanksgiving holiday - Monday-Friday, November 20-24, 2017
- Last day of classes - Friday, December 8, 2017
- Last day to withdraw - Friday, December 8, 2017
- Final exams - Monday-Thursday, December 11-14, 2017
- Fall commencement - Friday, December 15, 2017 at 6:00 p.m. in the Pullo Family Performing Arts Center
- Spring orientation - Thursday, January 4, 2018
- Spring classes begin - Monday, January 8, 2018

#### **2. Congratulations are in order - books published:**

- Chris Rodkey, "Coloring Advent" (Jesse and Natalie Turri, co-authors).
- Isaac Catt, "Embodiment in the Semiotic Matrix: Communicology in Peirce, Dewey, Bateson, and Bourdieu."
- Rick Pierce, "The 10 Keys of Effective Supervision" (Jim Rowell, co-author).

- Bob Farrell, “RNA Methodologies: Laboratory Guide for Isolation and Characterization” (5th ed.)”
3. The campus has put forward nominations for two University-level teaching awards: Eisenhower Award (Ali Kara) and the Atherton Award (Anne Vardo-Zalik). Good luck, colleagues.
  4. Please welcome Amy Cody, the new Barnes and Noble bookstore manager. Amy will be reaching out to the faculty for book requests, and everyone should feel free to contact her directly with special requests or any concerns. Cody’s email is [ajc5@psu.edu](mailto:ajc5@psu.edu) and her direct-dial telephone number is 717-749-6196.
  5. Kathy Landis has returned to Academic Affairs, two days each week, while Christina Lee is on maternity leave. Please be sure to cc: Kathy ([kel1@psu.edu](mailto:kel1@psu.edu)) on correspondence to Academic Affairs.
  6. Academic Affairs will host a P&T and FT promotion workshop pertaining to dossier preparation, maintaining records in Digital Measures, and other related issues on Wednesday, October 25, at 12:05p.m. (location to be announced). All tenure-track and full-time fixed term faculty interested in learning about the process are strongly encouraged to attend.
  7. Approved searches (tenure-track accounting and tenure-track business) are underway.
  8. The campus has made a formal request to permanently fill all faculty positions that were vacated as part of the VRP last spring. We expect to hear back from OVPCC shortly.
  9. The fourth-year P&T dossiers and the professor promotion dossier have moved onto the local committees; the second-year dossier is in preparation and will be ready for the local committee in January.
  10. The University College has drafted guidelines governing the first-level promotion for fixed-term faculty for adaptation by the campus. The draft guidelines have been forwarded to the Chair of the Senate with a request for a motion from the Faculty Affairs Committee. These guidelines need to be approved on or before the November senate meeting so that the local fixed-term faculty promotion committee can be elected at that time.
  11. WorkDay is coming, soon. Faculty members who have work-study students or grants that are paying students wages will be responsible for electronically approving hours worked so that the student will be paid each pay period. This will be a condition for having students working with you. Web-based training will be available on October 23. Employees will have access to the system on Sunday, December 10.
  12. Please ensure that all of your advisees who think they are graduating this semester have filed their intent to graduate earlier this semester or otherwise notified the Registrar.

## **Reminders**

1. **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.
2. If you discover an academic integrity violation, please take the time to follow the prescribed process, which involves filling out the form found on ANGEL, in the Academic Affairs folder, in the sub-folder Undergraduate Students - Issues/Interests/Concerns. Return completed forms to Deirdre Folkers, Assistant Director of Academic Affairs, who will also be happy to assist you if you are unfamiliar with the process. Tracking academic integrity violations in this manner will help us identify chronic offenders, as violations will be posted to the University’s database of academic integrity violations.

3. 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 ambiguities in LionPath.

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:

Student is on your class roster but is not attending class. **yk-student-not-attending@lists.psu.edu**

Student is attending your class but is not on your class roster. **yk-student-not-attending@lists.psu.edu**

You need to cancel class for any reason (illness, weather, conference). **yk-cancel-class@lists.psu.edu**  
It is *imperative* that you also notify your students directly using a predetermined protocol.

### C. Announcements from University Senators

Please note that the York campus Senate meets on the same day as the University Senate so our senators were not able to attend. In an email they requested that future meetings avoid this overlap.

### D. Announcements from Senate Committee Chairs

- TALTC committee, a motion for strategic plan for online courses. Dr. Farrell is looking for a meeting time to begin the conversation. We do need to address the issues.
- Faculty Affairs: Faculty wide affairs meeting, there were twenty people in attendance. Issues brought forth. First colloquium speaker coming up. Deidre will remind part-time lectures about the space available for them to use. Update requested for permanent adjunct space. The space where Ann Fetterman was will now be an adjunct space. A desk with four computers are there. We are looking to create a schedule for them to use and not overlap. Part time faculty can request shelving and file boxes as needed.
- Diversity committee. Field trip to York College on Thursday at 12:15 to see an exhibit. Up to thirteen students can attend, sign up sheet in Student Affairs. Exhibit isn't open to the public, but they have access.

### E. Announcements from Faculty Council Representatives, Dr. Joe Downing and Joan Smeltzer

- No meeting has been set yet.

### F. Announcements from Faculty

- Jon Price/Joel Burkholder: TI 2017-18 (Region: Scandinavia; Theme: Water Resources)  
Working on creating a panel discussion for how to integrate into your classes.

### G. Announcements from Staff

- Suzanne Shaffer (IDS): Faculty Development Programming and Canvas Update – End of October you need to get everything out of Angel. If you want something for programming, let Shaffer know. We will be doing a panel discussion on the Teaching Excellence class in the spring. Update on the Resilience project. It could impact enrollment. 800 students took the survey. Aggregated data and predictive model for our campus will be coming. Cohort of FT1 to enhance portfolio in the spring. Deidre, IST 111, took the survey and it went over really well.

- Peggy Violette: Consideration Adjustment for Disability Services: The Nittany Success Center (NSC) will support the following change made at UP with absences to do disability. Usually a medical accommodation. These accommodations are given sparingly. The white piece of paper is the UP consideration adjustment. We need to complete a form and NSC will assist on the other side. She will also explain the law to students who may attempt to abuse it or help give wording to faculty needing to write this. The professor and student should review the student's consideration adjustments listed on the student's academic adjustment letter and Penn State Senate Policy 42-27, and agree on possible consideration adjustments for this course. These adjustments are provided based upon a student's disability documentation completed by a qualified professional. Please note that Senate Policy 42-27 states, "Instructors also should provide, within reason, opportunity to make up work for students who miss classes for other legitimate but unavoidable reasons."

The instructor should detail below the agreed upon Consideration Adjustments for the student in the course listed above. Copies of the completed agreement are to be kept by the student, professor and the Office for Disability Services. This agreement is valid only when both the student and faculty member have completed this form together and the form is returned to the Office for Disability Services.

If it is thought that attendance, assignment deadlines and scheduled exams/quizzes are an essential requirement for a course and an integral part of how the course is taught and/or how learning is to be demonstrated and measured, there can be a point at which disability related absences, missed assignments, and missed exams or quizzes cannot be reasonably accommodated. If at any point, the professor and/or the student have any concerns about this process or the agreed upon considerations, please contact the Office for Disability Services. This agreement is only applicable from the date it is signed and is not retroactive. The instructor should keep a copy of this form and give the original back to the student to turn into the campus disability services office.

- Dr. Farrell asked about proctoring an exam for a student from Fayette this afternoon at 3:05 to 4:25.
- Holly Gumke – new bookstore manager hired. Updated the group on renovations to the Nittany Success Center. Renovations started last Monday. Demolition is 95 percent complete. Scheduled to be finished Dec. 15. Today work on tiered sidewalks. HR annual ACT (compliance training) opens on Oct 23 to Feb. 23. GSI ineligibility list if you don't complete compliance training by Feb. 23. Celebration committee – monster mash ice cream from Berkey Creamery at 12:30 p.m. on Halloween. Question about clearances asked. We were told that they are good for five years and we will receive notifications when they need to be updated. Question about new HR hires, David Bearsly and Sarah Gonzelez, and who to go to for what. Regional partner – David – higher level person. Sarah's the boots on the ground. First stop is Sarah, then go to David.
- Bob – change on evacuation drills. We need to do every building each year. Hopefully within the next week or two.
- Student Affairs: Enrollment: numbers were a little down at open house. The surveys were very positive. Email if you have comments. Labs were open and students liked that.

#### H. Announcements from Student Governance

- Riley Cagle, one of our students and the Associate Director-Governmental Affairs Council of the Commonwealth Student Governments – combination of all student

governments that come together at UP. They are worried about the budget and he's meeting with legislators. Penn State President Eric Barron sent out a call to action. In there, there is a link to email your senator in that link. Tuition will have to be raised, we are missing millions of dollars from the budget. Please go and click on the link and ask the students to go to that email. Rick Pierce asked if the email can be resent with a link. Riley said that it would. We are allowed to sign it without worry about retribution or conflict of interest.

- SGA update: surveyed students few were up aware of SGA. Two events, free coffee/hot chocolate/tea – random act of kindness. Student appreciation day 300 coupons for fries and soda at Rosies.

#### I. Announcements from Senate Chair, Dr. Fulgentius Lugemwa

The August 16 elections to fill the positions of the Chair and core members of the local P&T Committee were invalidated after it was discovered that an ineligible candidate was elected Chair. The election of an ineligible candidate to chair the committee affected the election of the core committee members. Fresh elections using electronic ballots were carried out from August 25 -30 to elect the chair, and from August 31 to the September-6 to elect the other committee members. Joe Downing was elected chair of the P&T committee, and Ann Vardo-Zalik and Noel Sloboda were elected committee members.

Thanked Suzanne for setting up the electronic voting system, and the faculty for voting and for their patience while the voting system was being set up.

#### J. Announcements from Senate Chair-Elect, Dr. Javed Siddique

### III. Unfinished Business

#### Follow up on passed Motions:

1. Adjunct space: Motion to dedicate office space for Penn State York adjunct faculty The Academic and Student Issues and Faculty Affairs Committees both affirm the necessity of dedicated office space for adjunct faculty at Penn State York. Individualized instruction is vital to student learning, satisfaction, and retention, and it cannot take place in common areas. Dedicated office space for faculty is also necessary to preserve student privacy during discussion of potentially sensitive academic and/or personal matters. Finally, it is important that all faculty have secure computer access to complete tasks such as grading and University-mandated training. No Senate committee can determine space allocation on this campus. We therefore ask administrators who do have such power to take this matter into consideration before the start of the 2017-18 academic year. Discussion as to possible ideas for such a proposed space followed. Dr. Farrell indicated that the administration has been searching for a solution to this issue. The motion was unanimously approved.
2. Online Courses Motion: The Curricular Affairs Committee has voted to support/approve the rewording of the TLTAC motion as stated: "TLTAC recommends the development and implementation of a strategic planning process for future York online courses." The following identifies what we believe should happen regarding online courses at York; to make it happen, appropriate policies must be established and adequate resources and personnel must be clearly identified and committed. This plan was developed by TLTAC in October of 2016, with some later modification. The modifications highlighted below were made in response to objections raised last fall. The motion was approved, with four abstentions and all other votes in favor of the motion.

#### **IV. New Business**

Motion – Accounting Tenure Line Faculty Hire for AY 18-19 The Curricular Affairs Committee of the Penn State York Campus Senate moves that the Campus Senate express its support for the hiring of a Tenure Line faculty member in Accounting with the provision that an additional failed search for this position will result in a reevaluation of this position and/or the accounting option at the Penn State York Campus.

This search has failed three times. We are asking for the position again. If it fails again, then we will reconsider the position.

Ayes have it, motion carries. No nays.

#### **V. Forensic Business**

What will happen with the Old Nittany Success Center: Classroom space.

Rick Pierce wanted to know how that decision gets made. Librarians and HD FS folks were told in the past that it could be a space for the Social Science Lab.

Dr. Farrell's answer: The room will revert itself back into a classroom. We are a small campus with multiple needs. We used to have a space allocation committee when needed. But, we don't have that group now and there isn't a need. He did not answer who actually made the decision.

Joe Downing: How are we doing on the Social Science Research Lab?

Dr. Farrell's answer: We have to hire a firm to do the design the room. We agreed with Holly Gumke that we could all meet together. Amber Seidel will send out an email to establish a meeting. Concerns were raised by HD FS and psychology faculty regarding security.

#### **VI. Adjournment**

**Noel Sloboda motion to adjourn and Joe Downing second.**

**VII. Next Meeting:** November 16, 2017: 12:05-1:15 p.m. in 107 Grumbacher