**Subject:** Penn State York Campus Senate Meeting Minutes

**Date and Time:**  November 4, 2021 12:15-1:30 p.m.

**Location: Room 3, John J. Romano Administration Building** (preferred) and Zoom (must authenticate)

**Attendees (In-Person):** R. Bartell, Y. Botanov, J. Burkholder, B. Eshbach, A. Fetterman, S. Foster, G. Gawo, S. Gill, F. Haag, J. P. Hein, A. Kara, A. Landis, F. Lugemwa,S. Molloy, J. Nesbitt, M. Nicholas, N. Ritchey, M. Sloboda, J. Smeltzer, A. Vardo-Zalik, H. Gumke, J Royer, S. Simonds, A. Caldwell, A. Lehman, R. Service Manzo, D. Chistiansen, R. Farrell, N. Rosario

**Attendees (On Zoom):** M. Coyle, J. Crivaro, , J. Downing, R. Foschia, H. Hartman, P. Hein, A. Kara, J. Kasten, D. Latzko, M. Marcus, M. Muller, H. Sarafian, J. Siddique, K. Trout, E. Wenk, S. Lentz, J. Livengood, L. Fry, R. Yuan, and K. Grey

1. **Approval of minutes from the September 16, 2021, Senate Meeting**

Minutes approved

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

1. Announcements from the Chancellor, Dr. Dave Christiansen

* With the loss of our student, Courtney Groft, please watch out for the students who may need services. Reminder of the red folder project that will assist in responding to student well-being.
* Printing moving to a cloud-based system of printing. This pushes the cost of printing from the University to students (.08 per page). We are trying to not participate in this. We will start just letting students print unlimited. Town Hall meeting Friday, November 12 at 12:15 p.m. and will be giving updates on faculty and staff searches, Romano building, and budget cuts. We are getting another 1 percent budget cut.

1. Announcements from the DAA, Dr. Bob Farrell

* Joan Smeltzer has been nominated for a teaching award.
* Judy Owen and Michael Marcus are retiring.
* Standard meeting times have been distributed to the program coordinator, please attend to this.
* Meeting patterns – need more classes meeting on Friday
* Late drop deadline is approaching. Remember how important it is to have grading completed in Canvas before the late deadline, so students are informed of their grade.
* Joan Smeltzer suggested if you meet by appointment then change this to a Friday.
* The in-person Undergraduate Research Fair is returning in the spring on Tuesday, April 12tentatively. Students can go to the regional fair, or the University Park (UP) fair and Academic Affairs will pay for travel. Jen Nesbitt pointed out that the UP fair is April 8. Sukhdeep Gill said she has had students take their posters to both York and UP.

1. Announcements from University Senators, Dr. Noel Sloboda and Dr. Jennifer Nesbitt

* Organizational work going on at University Faculty Senate. Call for transparency and revisiting of faculty assessment. Proposal to make the election day a holiday for Penn State.

1. Announcements from Senate Committee Chairs (as appropriate to business)

* Curricular affairs review documents are available.

1. Announcements from Faculty Council Representatives, Dr. Joe Downing and Dr. Joy Giguere

* No announcements

1. Announcements from Faculty (as appropriate to business)

* Announcement on Canvas

1. Announcement from Staff Advisory Council Chair, Joe Royer

* United Way campaign is coming to an end.
* 25Live initiative is coming to an end. If you are still having problems, reach out for support.

1. Announcements from Staff (as appropriate to business)

* Scott Simonds wanted to say thank you for reaching out to them. Please keep the coaches in your thoughts. Send off for the volleyball team was very inspiring.
* Doing best to obtain more counseling services as Sarah Bender has a heavy load. Everyone is at max and there is incredible wait time everywhere. Putting together some grief groups, so look for that information. Remember the red folder and please refer them. Memorial service details are being worked on now. There is interest to do something on campus, waiting for after the family services. The team is retiring Courtney’s number.

1. Announcements from Student Governance, Sohaib Tariq

* No announcement

1. Announcements from Senate Chair, Dr. Anne Vardo-Zalik

* Reports Due
* Need a replacement for Joe Downing for one semester for the spring

1. Announcements from Senate Chair-Elect, Bob Bartell

* No announcements
* Multicultural Club is celebrating Diwali on Friday, November 12, 5:00-8:00 p.m., The group is looking for individuals to participate in a fashion show.

**III. Unfinished Business**

**IV. New Business**

**V. Forensic Business**

Discussion: Process of cancelling under-enrolled classes   
University Policy: <https://undergrad.psu.edu/aappm/C-3-minimum-course-enrollment-threshold-expectations.html>

* See the previous addendum for details
* 100-300 level courses: fifteen students and 400 level courses: eight students
* Situation has improved in the last 2 years
* Being very strategic in reducing the number of sections
* Fall 2021 only pulled one class
* If need a class to support students to complete the major, then priority is given to run the course.
* If a faculty member is going to fall below load, do not want to put faculty into owing credits. It must be made up in some way and do not want to put faculty in this situation.
* Putting classes on Digital Learning Cooperative (DLC) is helpful. We do not realize any revenues for other campus students.
* Reevaluate the number of sections of courses
* Fall 2021 – 46 percent of classes are under enrolled – five campuses have a higher percentage than us.
* In the addendum there are criteria used to determine under enrollment.
* Looking at it strategically has led to improvements
* Noel Sloboda suggested we need more information on general education courses that are going to be provided so faculty can assess how many of each Gen Ed is being offered.
* Many of the adjunct’s classes were placed on the schedule with the assistant director of academic affairs. Dr. Farrell suggests that the adjuncts need to work with the planning area/program coordinators on campus to decide what courses are provided.
* Jen Nesbitt indicates that this will require more work for the schedulers and does not solve the issue of competition across disciplines for the Gen Ed categories. Recommends some more thought into how this can occur.
* Program coordinators need to talk with registrar and DAA to discuss issues and experiences in planning the curriculum.
* Marcy Nicholas wants to know who is in charge of the courses, for example all the humanities courses. Need a strategic plan in looking at Gen Ed. Problem may prevent a faculty in creating a course. Full-time faculty need to make sure that we have the enrollments and then if there is space for adjuncts. What is the strategic vision for full-time faculty to get the enrollments they need so we could offer some other courses?
* Summarize – Gen Ed diversity needs to be taken into consideration. 2016-21 Anne Vardo-Zalik looked at whether we have reduction in categories. We have a 50 percent reduction in GH courses this spring. This can guide us into a discussion about how many Gen Eds need to be in each category. We are seeing a decline, so we need to discuss how many courses we are offering. This can be another forensic discussion for the Senate meeting.
* Looked at each category and whether it was an interdomain or integrated course.
* Curricular affairs is looking at this Gen Ed issue. Joan Smeltzer is adding that some classes/disciplines need adjuncts like education.
* Anne Fetterman brought up issue about what are we doing to bring our numbers up. Dr. Christiansen discussed a successful enrollment campaign we had this year. We had the smallest decline of other campuses (1 percent) decline. A big part of our enrollment decline was international students. The University limited the number of international students to York and they are working on that. Importance needs to be on retention. Focus on providing students institutional support for retention. Look at the strategic plan to see action items on recruitment and retention. A lot of work is going on behind the scenes.
* Eugene Botonav asked if a student wants to take Gen Ed via the DLC, what should we do? Recommend encouraging students to register here.
* Fred Haag discussed losing students at this campus because they are not able to take the courses they need here, such as in political science. Need strategic planning to address this. Anne Vardo-Zalik met with Andrew Caldwell to discuss this issue. Looking at doing an advising session to look at examples of classes we do need. Please come to this adviser meeting if this is a need that you have identified.
* Noel Sloboda added which courses that are offered regularly need to go.
* Eugene Botonav asked about numbers on retention. Dr. Christiansen said we have improved over the years in retention but saw a dip during COVID-19. This is of major concern for the strategic teams. Marcy Nicholas added marketing piece is important, but we need to know about majors that cannot be supported here. We need all the pieces in place. Advising session will address this, so please attend to this meeting.

**VI. Adjournment**

**VII. Next Meeting:** December 9, 2021, 12:15-1:30 p.m., Room 3, John J. Romano Administration Building and via Zoom.

Proposals for new business by committees must be distributed to all members at least 72 hours prior to the meeting at which they are to be discussed. Except as otherwise provided, all meeting notices and agenda shall be distributed at least 48 hours in advance. Please get materials to the secretary in time for distribution.