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

**Date and Time:**  September 26, 2019: 12:10-1:15 p.m.

**Location:** Room107, M.S. Grumbacher Information Sciences and Technology Center (Grumbacher)

**Attendance: Bob Bartell, Joel Burkholder, Mark Casteel, James Crivaro, Joe Downing, Getinet Gawo, Joy Giguere, Fred Haag, Amy Harmon Krtanjek, Cecilia Heydl-Cortinez, Ali Kara, Andy Landis, Asif Mahmood, Michael Marcus, Molly May, Sonia Molloy, Nicole Muscanell, Jennifer Nesbitt, Marcy Nicholas, Judy Owen, Jessica Petko, Jane Pflaum, Mary Ritchey, Amber Seidel, Javed Siddique, Noel Sloboda, Joan Smeltzer, Stuart Stelly, Anne Vardo-Zalik, Emily Wenk, Steve Lentz, Holly Gumke, Joe Royer, Scott Simonds, Christiansen, Bob Farrell, Robert Lehman, Sue Ruch, Ryan Service, and Suzanne Shaffer**

**I. Approval of minutes from the August 22, 2019, Senate Meeting**

* Minutes approved

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

A. Announcements from the Chancellor, Dr. Dave Christiansen

* General Salary Increase (GSI) – appreciates our patience with the salary process. There are some issues with supplemental contracts.
* Fred Haag: will people be notified about those issues?
* Sue Ruch: yes, the people affected will get notified by Dave Beardsley. It didn’t pick up the retro piece of September for those affected.
* Penn State Board of Trustee’s visit is next summer. Team members were on campus yesterday. There are going to be multiple meetings and events in various locations on campus. This visit will be different than 2007 – it will be a full two days, instead of one.
* Current enrollment is 835 – down from 948 (our official census enrollment last year).
* The October 19 open house has more than ninety people registered at this time; last year it was only round thirty-five.
* Construction updates: Graham Center for Innovation and Collaboration is proceeding fine. Main Classroom Building – got the abatement review in (where there is asbestos—they found a lot). This means we will have to vacate almost every room in that building next semester. We will have to start this process in November.
* Holly Gumke: It will take a lot of labor, and we have to find a lot of space to place furniture, etc. Classrooms will not be affected this semester.
* Joan Smeltzer: is there any possibility of improving the design of some of those classrooms as part of this process?
* Holly Gumke: Yes, for example the blackboards will be coming out because of the asbestos. We can’t get new furniture. Will also be working with the Teaching, Learning Technology Advisory Committee (TLTAC.
* AC14 – 5-year evaluation of academic administrators. It’s time for that to happen with Bob Farrell and his office. Three purpose - (1) a review of the office as well as its’ leadership, (2) to assess the strengths and weaknesses of the office and its’ leadership, (3) to make recommendations to the next higher leadership, Dr. Christiansen. The assumption is that a committee will be appointed by faculty to get feedback from peers on Farrell and the office (once he gets approval from the OVPCC). All faculty will have an opportunity to provide feedback via the committee. When he gets the report, he shares the recommendations with everyone. Farrell will have 30 days to respond to the feedback. After this, Dr. Christiansen will provide a basic summary to the entire campus.

B. Announcements from the DAA, Dr. Bob Farrell

* We have received a full six-year re-accreditation for all our engineering programs.
* Jess Petko and Harley Hartman have received nominations for university wide teaching awards.
* Communication Arts and Sciences (CAS) – paperwork to close out is moving forward efficiently. One part has been approved, and the other part is out for approval.
* Remind your advisees to apply for graduation.; window for online registration has closed, so they will need to go to the Registrar’s office.
* Feedback from assessment reports was sent out on September 13. Meet with your departments to talk about those results. Dr. Farrell will meet with departments very soon.
* On October 16th promotion and tenure meetings will be offered. Dr. Rick Brazier will be there.
* Final exam schedule is out. Double check this and make sure to share it with your students. Notice that there is a trend now in which faculty are asking Nittany Success Center to proctor final exams because they can’t be there. This is unacceptable. The Nittany Success Center is designated for students with documented accommodations.

C. Announcements from University Senators, Deirdre Folkers and Dr. Jennifer Nesbitt

* Jen Nesbitt:
  + You are free to raise issues with Nesbitt and Folkers that you would like to be addressed by the Senate. Two major issues that all committees were asked to address (1) one Penn State 2025 and (2) the issue of sustainability. So, it would be useful if our campus started having discussion about these things in the future. Some of it seems like it will be related to curricular coherence.
  + The student life committee is looking into guidelines on writing of letters of recommendation because there is a lot of misinformation about those guidelines.
  + Other topics that came up: the professionalization of advising, pay for play with athletes, and risk management in inhibiting faculty research.
  + There is more in the report (emailed by Nicole Muscanell) if you are interested.
* Bob Farrell: Did they give examples about anything that is egregious with writing letters of recommendation?
* Jen Nesbitt: No, but someone at another university was sued for withdrawing a letter when they found out a student was going to a school in Israel. The committee is seeking to clarify the FERPA responsibilities and provide more relevant info, i.e., there is also a form that students can fill out and give permission for you to share some of their academic info in your letters. Also, the waiver the student signs is only for the receiving institution.
* Joy Giguere: Is there anyone from our campus who is on the sustainability issue (committee)?
* Jen Nesbitt: I don’t know. There are various committees across the system, but I don’t know the specific details.

D. Announcements from Senate Committee Chairs

* Marcy Nicholas:
  + TLTAC previously made a recommendation about the infrastructure and support for the development of online courses. With the next strategic planning cycle coming up—this would be a good opportunity to make recommendations. Faculty can’t be expected to be experts in the design of online courses. Recommendations include a course load for faculty teaching these courses, hiring experts that can train faculty in online course design and other online platforms, etc.
  + TLTAC survey – they are looking at the data and all issues brought up by faculty who completed the survey.
* Bob Farrell: the entire process of managing online courses recently has come under new leadership. The digital learning cooperative is not part of the world campus. Leadership has changed and now those initiatives are changing. There is no expectation that anybody here would have to become an expert at web design. Faculty who need training have been put in touch with appropriate contacts within the Penn State system.
* Bob Bartell: First presenter of colloquia series is Duke Sarafian. Still looking for one presenter for the spring semester. Contact Bob or Asif if interested.

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

* Joan Smeltzer: First meeting was September 5 at University Park. Two committees will be formed: (1) AD77 – conflict of commitment policy, (2) Dr Brazier will be forming a task force to review workload guidelines for the university college. They will also take up some issues that Bob Farrell alluded to, i.e., there are no guidelines for “common sense” behavior for faculty on campus (what are appropriate expectations for faculty during semesters and summer). Committees are looking for input so if you have ideas contact Joan Smeltzer or Joe Downing.
* Dave Christiansen: there have been conversations about what is expected from faculty, for example do we expect faculty to be on campus five days a week for forty hours? One dean talked about wanting faculty to do work over the summer (36-week contract)—this is unclear because what are the dates for the contract? So, this taskforce comes from that conversation.
* Noel Sloboda: Will this cover issues that have come up in the past such as number of preps?
* Joe Downing: Over the last two years there has been some discussion as well about program coordinators getting course releases – some campuses do that, some don’t.

F. Announcements from Faculty

* Stuart Stelly: Penn State Laureate is coming to campus on November 6. If you are interested in having him visit your classroom, please let Stelly know.

G. Announcements from Staff

* Suzanne Shaffer:
  + On November 5 there will be a workshop on immersive technology.
  + We also have new technology on campus – Oculus Go’s (360 video experience). Get in touch with Shaffer if you are interested in your students using this equipment and want tips.
* Ryan Service: Open house is on Saturday, October 19.

H. Announcements from Student Governance

I. Announcements from Senate Chair, Dr. Andy Landis

* Andy Landis: We are considering making a permanent parliamentarian. For this semester, Mark Casteel will act as this position.

J. Announcements from Senate Chair-Elect, Joan Smeltzer

**III. Unfinished Business**

* Andy Landis: Status of Teaching International (TI). Many people said it’s a good thing, but nobody wants to take responsibility for it. If you want to get involved with it, get in touch with Bob Farrell. It’s not a Senate committee—so it’s really a committee under the supervision of Farrell.

**IV. New Business**

* TLTAC motion: Revision to the by-laws (See below)
* Motion approved

**V. Forensic Business**

**VI. Adjournment**

* Meeting adjourned

**VII. Next Meeting:** October 24, 2019, in Room 3 (Lecture Hall), John J. Romano Administration Building (Romano)

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.

**Teaching, Learning, Technology Advisory Committee Motion**

**Article II Functions of Standing Committees**

Current wording:

D. Teaching, Learning Technology Advisory Committee

This committee addresses issues relating to academic technology, classroom technology, and faculty development needs in teaching and learning. The committee assesses technology and training needs, recommends technology standards for classrooms and campus infrastructure and develops classroom improvement proposals. The director of academic affairs, Registrar, director of Business Services, director of Information Technology, campus Instructional Designer, and the Coordinator of the Master of Education in Teaching and Curriculum are ex-officio members. Student representatives are encouraged to serve on this committee.

Suggested Revision to the TLTAC Description:

D. Teaching, Learning Technology Advisory Committee

This committee addresses issues relating to academic technology, classroom technology, and faculty development needs in scholarship, teaching and learning, and campus space allocation. The committee assesses technology and training needs, recommends technology standards for classrooms and campus infrastructure, develops classroom improvement proposals, and recommends course of action regarding space allocation. Upon notification by the campus administration that space is available, the committee can assess faculty needs and recommend a course of action. The director of academic affairs, Registrar, director of business services, director of Information Technology, campus Instructional Designer, and the coordinator of the Master of Education in Teaching and Curriculum are ex-officio members. Student representatives are encouraged to serve on this committee.