

## **Campus senate minutes: October 4, 2016**

### **Attendance:**

R. Bartell, J. Burkholder, M. Casteel, A. Dietz, J. Downing, B. Eshbach, A. Fetterman, D. Folkers, C. Gaston, J. Giguere, S. Gill, F. Haag, C. Heydl-Cortinez, M. Jarrett, A. Kara, J. Kasten, A. Landis, F. Lugenwa, K. Magni, A. Mahmood, M. Marcus, M. Muller-Kahle, N. Muscanell, M. Nicholas, J. Owen, J. Petko, J. Price, M. Ritchey, A. Seidel, A. Siddiqui, N. Sloboda, J. Smeltzer, S. Stelly, K. Swalgin, K. Trout, A. Vardo-Zalik, V. Ganescu, S. Lentz, S. MagstadtH. Gumke, R. Service, P. Tanner, F. Baker, A. Caldwell, D. Chown, R. Farrell, S. Shaffer, R. Lehman, M. Lin, Y. Liu, K. Almeida, C. Miller, and A. White

### **Called to order at 12:05 p,m,**

**I. Approval of minutes from the August 17, 2016 Senate Meeting** – Minutes were approved.

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

A. Announcements from the Chancellor, Dr. David Chown  
Report on number of retirements stemming from early retirement offer made by the University to faculty and staff. There is currently no procedure in place for replacing retirees. Provost has assured everyone that campuses will be “made whole” again.

B. Announcements from the DAA, Dr. Bob Farrell

#### Informational

1. Important upcoming events and deadlines:

- Open House, Saturday, October 15, 2016
- Late Drop deadline, Friday, November 11, 2016
- 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. The Polaris conversion of the campus website, and all supporting pages, will occur on October 18, 2016. It is imperative that (a) your personal information in Digital Measures is up-to-date, and that (b) web pages related to the two- and four-year degrees that we offer are accurate. Updates should be sent Barbara Dennis (bhd5@psu.edu) with a cc: to Dave McLaughlin (dcm20@psu.edu) if you have not done so already.

Communication Arts and Sciences - <http://yk.psu.edu/Academics/Degrees/cascc.htm>

English - <http://yk.psu.edu/Academics/Degrees/english.htm>

Psychology (B.A. and B.S) - <http://yk.psu.edu/Academics/Degrees/34268.htm>

Biology - <http://yk.psu.edu/Academics/Degrees/biocc.htm>

Business - <http://yk.psu.edu/Academics/Degrees/business.htm>

EMET - <http://yk.psu.edu/Academics/Degrees/emet.htm>

HD FS - <http://yk.psu.edu/Academics/Degrees/hdfs.htm>  
 IST - <http://yk.psu.edu/Academics/Degrees/isscc.htm>  
 Science - <http://yk.psu.edu/Academics/Degrees/science.htm>

3. Preparation of the promotion and tenure fourth-year, sixth-year, and full professor dossiers is on schedule. The local P&T Committees will have access to these materials on or before October 11, 2016.
4. Please be attentive to the assessment protocol(s) that your department sent forward last spring, as the University will be looking for assessment data before the end of this academic year.
5. Eighteen members of the campus community were eligible to participate in the voluntary retirement program (VRP), ten of whom decided to do so (seven faculty, three staff). Once the protocol is released for requesting authorization to fill those positions for AY 2017-18, the appropriate senate committees will be consulted. In the meantime, each academic area should be thinking strategically about possible next steps.
6. Searches:

Registrar	Offer has been made
HDFS	Search under way
Accounting - TT	Committee will be convened this week
Business - FTM	Committee will be convened this week
Business - TT	Not approved by University Park; decision will be appealed

7. Penn State York has been approved to run the PaSSS program again in summer 2017. Last year's participants will be invited to participate again, and a new first-year cohort will be identified.
8. No one has stepped forward to assume oversight of the Comprehensive Studies Program (CSP), formerly the EOP program. It looks like an oversight committee will need to be formed. Please let me know right away if you would like to be part of it. This is a very worthwhile program which has a small budget for various extracurricular on- and off-campus activities.
9. The spring 2017 schedule is visible on LionPath, and is still undergoing adjustments and updates, all of which are being entered by personnel at University Park. Your patience, as always, is greatly appreciated.
10. The fall 2016 final exam schedule is nearing completion. Your patience, as always, is greatly appreciated.
11. The Penn State Day Fall Open House is scheduled for Saturday, October 15, 2016. Please contact Ryan Service ([rjs434@psu.edu](mailto:rjs434@psu.edu)) or Shelly Drabik ([mmd15@psu.edu](mailto:mmd15@psu.edu)) to see how you can assist.

12. The Early Progress Report (EPR) reporting period will end on October 10 at 11:00 p.m.; many thanks to everyone who has already completed the process. All students who receive one or more EPRs will receive a personalized message from the DAA inviting them to be attentive to the faculty recommendations for improving their classroom performance.

13. Tea with the DAA: Thursday, October 13, from 3:00-4:00 p.m. in the Chancellor’s Conference Room. An RSVP would be appreciated.

Reminders

1. Plan ahead for the third 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 Penn State York Office of Academic Affairs in advance. If this protocol is not followed, then the student will not be paid. Please note that 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. Please review classroom policies: return graded papers and exams in a timely manner, reply to student email messages and phone calls in a timely manner, and don’t let class out an hour early. Also, please do not plan to give any final exams during the last week of classes.

Student is on your class roster but is not attending class.	<b>yk-student-not-attending@lists.psu.edu</b>
Student is attending your class but is <u>not</u> on your class roster.	<b>yk-student-not-attending@lists.psu.edu</b>
You need to cancel class for any reason (illness, weather, conference).	<b>yk-cancel-class@lists.psu.edu</b> It is <b>imperative</b> that you also notify your students directly using a predetermined protocol.

7. 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.

8. 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. Mark Casteel encouraged all to read the University Faculty Senate minutes for details regarding various forensic discussions held during the September meeting.

D. Announcements from Senate Committee Chairs

1. Dr. Joy Giguere- Faculty Affairs- first colloquium will be held Thursday, October 13, with Dr. Chuck Gaston presenting.
2. Dr. Ali Kara – Faculty Affairs – committee is discussing campus unit structure, peer review guidelines and electronic voting by Campus Senate members.

E. Announcements from Faculty Council Representatives

Dr. Noel Sloboda announced that the Faculty Council continues to make progress on University College awards.

F. Announcements from Faculty

Barb Eshbach requested that students meet with her to discuss their needs and current library hours.

F. Announcements from Staff

1. Holly Gumke – grand opening of Joe and Rosie Ruhl Student Community Center (Ruhl Building) will be Wednesday, October 12 at noon. Classes will begin occurring in the new building on Monday, October 17.
2. Bob Lehman – training for faculty and staff on evacuation and lockdown procedures on Monday, October 18 at noon in 112 Romano; please note that PSU ID cards will be required to access areas in new Ruhl Building, particularly athletic areas
3. Suzanne Shaffer – only a few faculty yet to be trained on converting courses and working in Canvas; additional training sessions will be held in October, November and during the Spring 17 semester. Please remember that courses will no longer be able to make use of ANGEL after the end of Summer 2017.
4. Gayle Woodard – provided explanation of Hearts and Flowers fund at the York campus and accepted donations toward that fund.
5. Patrick Tanner – please remember that his office is available to assist with classroom behavior issues.
6. Ryan Service – reminder that the Penn State Day Fall Open House will be on Saturday, October 15. Thanks to all who have responded to requests for assistance with the Open House.

G. Announcements from Student Governance

Student Government Association (SGA) President Michelle Lin announced the names of students nominated by SGA to serve on several Campus Senate Committees:

Academic Advising Council – Alex Liu

Academic and Student Issues – Andrew White

TLTAC – Colin Miller

Lin also expressed her thanks to faculty for their continued support of students, and her concern regarding inclusion of all students in campus activities and governance.

H. Announcements from Senate Chair, Dr. Noel Sloboda

A charge meeting for all Campus Senate committee chairpersons was held in late August. All committees have clearly defined agendas.

J. Announcements from Senate Chair-Elect, Dr. Jennifer Nesbitt - none

**III. Unfinished Business**

**IV. New Business**

A. Business Tenure Line Faculty Hire for AY 17-18

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 business for the upcoming 2017-18 academic year.

Motion was unanimously approved by voice vote.

B. Business FTM Faculty Hire for AY 17-18

The Curricular Affairs Committee of the Penn State York Campus Senate moves that the Campus Senate express its support for the hiring of a full-time multi-year faculty member in business for the upcoming 2017-18 academic year.

Motion was unanimously approved by voice vote.

**V. Forensic Business**

A discussion regarding the need for increased and improved space for adjunct faculty to work, store classroom materials, and meet privately with students was initiated by Dr. Steve Lentz.

**VI. Adjournment was at 12:55 p.m.**

**VII. Next Meeting: Monday, November 14 at 12:05 p.m. in Room 107, M.S. Grumbacher Information Sciences and Technology Center (Grumbacher)**

Respectfully submitted,

Joan Smeltzer  
Secretary