

CAMPUS SENATE MINUTES: 1 December 2016

Attendance: R. Archer-Clark, R. Bartell, J. Burkholder, W. Cantor, M. Casteel, A. Dietz, A. Fetterman, D. Folkers, C. Gaston, J. Giguere, S. Gill, F. Haag, H. Hartman, M. Jarrett, A. Kara, J. Kasten, A. Landis, F. Lugenwa, K. Magni, A. Mahmood, M. Marcus, N. Muscanell, J. Nesbitt, 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, S. Lentz, H. Gumke, S. Ruch, R. Service, P. Tanner, F. Baker, A. Caldwell, D. Chown, R. Farrell, S. Yoder, M. Lin, Y. Liu, G. Kaur, A. White, S. Johnson, and C. Miller

Called to order at 12:05 p.m.

I. Approval of minutes from the November 14, 2016, Senate Meeting – Minutes were approved.

II. Communications from administration, faculty, and committees

A. Announcements from the Chancellor, Dr. David Chown

Dr. Chown reported that he had met with the OVPCC and requested that positions to be vacated due to the early retirement program be filled. No timeline has been provided from the University at this point as to when these staffing decisions will be made. Dr. Chown also announced several upcoming campus events and encouraged all to attend.

B. Announcements from the DAA, Dr. Bob Farrell

Informational

1. Important upcoming events and deadlines:

- 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. in The Pullo Center
- Spring Orientation - Thursday, January 5, 2017 at 8:30 a.m. in the Conference Center
- First day of classes for the Spring 2017 semester - Monday, January 9, 2017
- Federal holiday - no classes - Monday, January 16, 2017

2. Student Rating of Teaching Effectiveness (SRTEs) are now open. Please encourage your students to complete the SRTE for each class. You can track the completion rate on Angel.

3. Please ensure that all of your advisees who think they are graduating did, in fact, either file their intent to graduate earlier this semester or otherwise notified the Registrar. The absolute last day that students can be added to the commencement program is Friday, December 9, 2016.

4. Please check your spring 2017 teaching assignments (courses, classrooms, and meeting time) on LionPath for accuracy. Be sure to inform the Registrar immediately of any discrepancies.
5. Searches:

HD FS	An offer has been made
Accounting - TT	Interviews under way
Business - FTM	Search under way
Business - TT	Not approved by University Park; decision is being appealed
VRP vacancies	No word yet from University Park

6. The

updated fall 2016 final exam schedule has been released to faculty and students. Thanks to everyone who looked it over. A few minor adjustments were necessary and have been made. Be sure to alert your students to any changes in the schedule, which appear in red font.

7. 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.
8. Faculty marshals for commencement have been notified. All faculty and staff are encouraged to participate in commencement, in full academic regalia.
9. Requests for summer teaching assignments should have already been sent to

YK-SUMMER@LISTS.PSU.EDU

The last date for you to request a summer teaching assignment is Monday, December 5, 2016, at 5:00 p.m. The plan is to release the summer schedule prior to the end of the semester. Adjuncts should contact Deirdre Folkers.

10. The second of two important events for tenure-track faculty:

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

Tuesday, December 6, 2016

Chancellor's Conference Room from 12:10-1:10 p.m. (note location change)

Dr. Richard Brazier, Associate Dean for Faculty and Research

11. *Any* faculty member who would like an individual meeting with Dr. Brazier on Tuesday, December 6, should refer to the November 29 email message sent by Christina Lee regarding how to sign up for a meeting time.
12. 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.
13. 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 greatly appreciated.

14. 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. 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.
6. 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 <u>not</u> 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.

7. 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

D. Announcements from Senate Committee Chairs

Any committee that has not yet submitted a report for fall 2016 is asked to do so immediately. Anne Fetterman announced that the Academic Awards reception will be held April 23, 2017.

E. Announcements from Faculty Council Representatives

F. Announcements from Faculty

G. Announcements from Staff

Holly Gumke announced that two final dates (December 1 and 2) remain for faculty and staff to complete benefit choices in ESSIC. Sheri Yoder spoke briefly about her role providing services and support for international students attending the campus.

H. Announcements from Student Governance

Michelle Lin reported on SGA activities for fall 2016 and announced a significant increase in student participation in all governance and club meetings and activities over the course of the semester.

I. Announcements from Senate Chair, Dr. Noel Sloboda

Dr. Sloboda thanked the committees for their work during the fall semester and reminded those chairs that have not yet submitted a report for the fall semester to do so as soon as possible.

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

III. Unfinished Business

IV. New Business

MOTION: The Academic and Student Issues moves that the Campus Senate By-Laws governing the James H. Burness Excellence in Teaching Award be revised.

Current version:

ACADEMIC AND STUDENT ISSUES COMMITTEE (ASIC) – TEACHING AWARD SUBCOMMITTEE

1. Unit

This subcommittee selects the recipients of the James H. Burness Excellence in Teaching Award. The Award is given annually to recognize any aspect of excellent instruction (lectures, demonstrations, classroom activities, handling of discussions, individual attention, laboratory instruction, etc.) that contributes to the academic quality of Penn State York. Two awards are bestowed each academic year, one for a full-time faculty member and one for a part-time faculty member.

2. Composition and Size of the Teaching Award Subcommittee

Membership is composed of the four most recent full-time faculty recipients, the most recent part-time faculty recipient (if he or she is able to serve), and the director of academic affairs (ex officio). Each faculty member will chair this body during his or her fourth year, before he or she rotates off the subcommittee.

3. Award Eligibility

All full-time faculty (Tenure Line, FT1, and FTM) will be considered for the full-time teaching award. Full-time faculty who teach a part-time load due to administrative responsibilities, course releases, or extenuating circumstances will be considered for the full-time award. Adjunct (FT2) faculty will be

considered for the part-time teaching award. Exceptions for both awards: any previous James H. Burness awardee will not be eligible for consideration for four academic years after receiving the award. Special cases will be considered at the discretion of the Teaching Award Subcommittee in consultation with ASIC.

4. Nomination and Selection Procedures

The subcommittee will solicit nominations during both fall semester and spring semester using email messages to the student and the faculty list serves as well as postings on the Penn State York website. The opening and closing dates for these nomination windows will be established annually by the subcommittee. Nominations will be accepted from any students, faculty, and staff that have observed excellent instruction. The subcommittee will use classroom observations of finalists (as well as any other means it deems appropriate) to determine the annual award winner.

5. Citation

A citation outlining the teaching excellence of the awardee and signed by the Teaching Award Subcommittee members will be presented to the awardee at the annual awards program. The previous year's recipient will present this citation. It is the responsibility of the chair to work with the director of academic affairs in securing the certificate as well as funds for the monetary prize (\$600 full-time; \$600 part-time) associated with this award.

6. Oversight

ASIC will receive at least one annual report from the Teaching Award Subcommittee. In addition, ASIC will periodically review the above rules and procedures, in consultation with the Teaching Award Subcommittee, and recommend any necessary changes to the Campus Senate. ASIC will advocate for the subcommittee in seeking any support it requires from the Senate.

New Version: Modifications from the current by-laws are underlined

Red = changes recommended by Dr. Jennifer Nesbitt, 11/28/16

III. ACADEMIC AND STUDENT ISSUES COMMITTEE (ASIC) - Dr. James H. Burness Excellence in Teaching Award Sub-Committee

1. Unit

This subcommittee selects the recipients of the James H. Burness Excellence in Teaching Award. The award is given annually to recognize any aspect of excellent instruction (lectures, demonstrations, classroom activities, handling of discussions, individual attention, laboratory instruction, etc.) that contributes to the academic quality of Penn State York. The purpose of the award is to recognize excellence in instruction, not to identify the "most popular" faculty member. Two awards are bestowed each year, one on a full-time faculty member and one on a part-time member of the faculty.

2. Composition and Size of the Teaching Award Subcommittee

Membership is comprised of the four most recent full-time faculty recipients, the most recent part-time faculty recipient (if they are able to serve), and the director of academic affairs. Each full-time faculty member will chair this body during his or her fourth year, before he or she rotates off the subcommittee. In case of an exception (due to retirement, sabbatical, medical reasons, etc.), the composition of the committee is decided by the outgoing chair in consultation with ASIC.

3. Award Eligibility

All full-time Penn State York faculty (Tenure-Line, FT1, and FTM), shall be considered for the full-time teaching award. Tenured or full-time faculty who only teach a part-time load shall be considered as "full-time" for the purposes of this award.

Adjunct Penn State York (FT2) faculty shall be considered for the part-time teaching award.

Faculty from other campuses involved in shared-courses are ineligible for this award.

Award recipients from the four immediately preceding academic years are ineligible for consideration.

4. Nomination and Selection Procedures

The awards committee shall solicit nominations during the fall and spring semesters. The committee chairperson is responsible for arranging the call for nominations. Nominations will be requested through an email to the student and the faculty list serves, as well as postings on the Penn State York website. Nominations will be accepted only from faculty, staff and current Penn State students.

Nominations will be evaluated in the spring semester and finalists will be chosen for each category. A minimum of two finalists for the adjunct award and three finalists for the full-time award must be selected. In the event that sufficient finalists cannot be determined, the committee will make further requests to the faculty/staff via the List Serve for nominations. The finalists will be announced to the campus and additional comments from the faculty/staff and the student body will also be requested (via the list serves). A teaching peer-review will be conducted for one class for each of the finalists during the spring semester, with those students being given an in-class survey. Faculty nominated during the fall semester will have their classroom evaluation performed during the fall semester if they are not teaching in the spring. The committee and faculty member will work together to determine the class to be surveyed. In addition to a thorough peer-review, the class session will also be video recorded, so that each member of the award committee has the opportunity to review every candidate. Students in each class will be notified of the video recording ahead of the teaching review and all videos will be deleted after the final selection has been made. The committee will determine the recipient of the teaching award based upon criteria including strength of nominations, record of previous nominations, teaching demonstration, student surveys, and other evidence of sustained teaching excellence.

The opening and closing dates of these nomination windows shall be established by the Teaching Awards Committee, but will generally conform to the following schedule:

- Window to seek nominations during the fall semester: November
- Window to seek nominations during the spring semester: Mid-February to mid-March
- Announcements of finalists: By the end of March
- Class visitations and announcement of award recipients: By the end of first full week of April (to be coordinated with the DAA/Academic Awards committee)

The committee may decide to not select an award recipient in either category if it does not find sufficient evidence of excellence in teaching.

5. Citation

A citation outlining the teaching excellence of the awardee and signed by the Teaching Award Subcommittee members will be presented to the awardee at the annual awards program. The previous year's recipient will present this citation. It is the responsibility of the chair to work with the director of academic affairs in securing the certificate as well as funds for the monetary prize (a minimum of \$600 full-time; \$600 part-time) associated with this award.

6. Oversight

ASIC will receive at least one annual report from the Teaching Award Subcommittee. In addition, ASIC will periodically review the above rules and procedures, in consultation with the Teaching Award Subcommittee, and recommend any necessary changes to the Campus Senate. ASIC will advocate for the subcommittee in seeking any support it requires from the Senate.

The motion was unanimously approved by voice vote.

V. Forensic Business

Dr. Chuck Gaston presented the following list of recommended practices for the development and administration of online courses at the York campus:

Development of a strategic plan for online courses at York

At last April's Senate meeting, the following motion was passed unanimously, according to the minutes:

- Motion: The Curricular Affairs Committee has voted to support/approve the re-wording 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.

Legal compliance must be assured and must be maintained to avoid lawsuits.

Resources must exist to help create content that is appropriately accessible. The York faculty person developing a course should not be expected to have the programming expertise to meet all accessibility requirements.

Knowledgeable resources must be identified and available to verify that a course complies with all laws. The York faculty person developing a course should not be expected to be aware of all laws.

A mechanism must exist to review each course periodically to assure that compliance continues as laws change. Again, this should not be the sole responsibility of the York faculty member.

<http://accessibility.psu.edu/accommodations/usability/>

Lists what needs to be done for compliance, but not necessarily who is responsible.

<http://web.uri.edu/online/legalities-accreditation-federal-regulations-ada/>

Shows how the University of Rhode Island addresses such issues. Problems are listed, along with available resources and recommendations for further improvement. We might learn from them.

Faculty must have adequate incentive to develop and/or offer online courses.

Desire to develop or offer an online course must exist. No faculty should be coerced into the effort. Financial rewards are not essential, but might provide an incentive or generate desire. Alternative incentives such as release time also could help. Faculty must not be coerced under protest to continue offering an online course.

Faculty must have adequate support to develop and/or offer online courses.

Skilled support (people and software) must exist. Faculty should not be expected to learn on their own all the nuances of course development software. Unless

enrollment is limited to local students who can come to campus occasionally, some mechanism must exist to assure academic integrity (secure testing?).

The campus must have adequate incentive to support online courses.

Some campus income must result from offering online courses. It was reported that in one past situation, a York course had enrollment from another campus, but no corresponding income. Further, enrollment income should be sufficient to justify the offering. The net benefit to the campus over time should exceed the net cost of developing and offering a course.

Students must have adequate incentive to enroll in online courses.

Anecdotal reports of student interest could justify developing and offering a course online; however, a survey of students enrolled should clearly support repeated offerings. A formal survey, rather than anecdotal reports, would provide better justification.

If a course is developed without documented student interest, or is offered only in online format, data must be collected to assure that student acceptance and student performance are adequate. Faculty opinion must be taken into account as well.

It should be as easy for students to learn about online offerings as it is for "regular" courses. Also, if special personal hardware is required, that should be clear.

A mechanism must exist to assure and maintain quality of online courses.

An online course should not continue to be offered unless there is a person or organization committed to maintaining it according to Penn State standards. Also, it should not be offered initially unless it passes some type of quality assessment.

<https://weblearning.psu.edu/resources/penn-state-online-resources/qualityassurance/>

This provides quality guidelines, but implementation is "up to the local academic unit" unless the course is offered via World Campus or the Penn State e-Learning Cooperative.

The following links are less specific to topics above, but are included for completeness.

<https://weblearning.psu.edu/resources/university-policies/>

This provides links to a number of policies, some of which apply here.

<http://accessibility.psu.edu/accommodations/>

This provides a multitude of information and links about accessibility in general.

<https://weblearning.psu.edu/resources/penn-state-online-resources/>

This provides many links related to on-line courses, with a short paragraph about each link.

VI. Adjournment was at 12:31 p.m.

VII. Next Meetings: January 5, 2017

Respectfully submitted,

Joan Smeltzer
Secretary

