

CAMPUS SENATE MINUTES: Tuesday, February 14, 2017

Attendance: R. Bartell, J. Burkholder, W. Cantor, M. Casteel, A. Dietz, J. Downing, D. Eicher-Catt, B. Eshbach, A. Fetterman, D. Folkers, C. Gaston, J. Giguere, S. Gill, F. Haag, C. Heydl-Cortinez, M. Jarrett, A. Kara, D. Latzko, F. Lugemwa, K. Magni, A. Mahmood, M. Marcus, M. Muller-Kahle, N. Muscanell, J. Nesbitt, M. Nicholas, J. Owen, J. Petko, J. Price, M. Ritchey, J. Siddique, A. Siddiqui, N. Sloboda, J. Smeltzer, S. Stelly, J. Sutton, A. Vardo-Zalik, E. Wenk, V. Ganescu, S. Lentz, H. Gumke, S. Ruch, R. Service, R. Archer-Clark, F. Baker, D. Chown, R. Farrell, S. Shaffer, M. Lin, C. Miller, and G. Kaur

Called to order at 12:05 p.m.

I. Approval of minutes from the January 5, 2017, Senate Meeting – Minutes were approved.

II. Communications from administration, faculty, and committees

- A. Announcements from the Chancellor, Dr. David Chown
The University Provost will be visiting the campus on Thursday, February 16. Please see the schedule of meetings sent in an earlier email. York campus will be hosting the PSUAC basketball men's and women's playoffs this coming weekend (February 18-19).
- B Announcements from the DAA, Dr. Bob Farrell

Informational

1. Important upcoming events and deadlines:

- Spring Break - March 6-10, 2017
- Tea with the DAA - Monday, March 13, 2017 (note: reschedule from March 1)
- Pullo Symposium - Thursday, March 30, 2017 from 12:00-1:00 p.m. in the Pullo Family Performing Arts Center (The Pullo Center) mezzanine atrium. This event showcases projects that were supported last year through The Pullo Grant Endowment.
- Late drop deadline - Friday, April 7, 2017
- Exhibition of Undergraduate Research - Tuesday, April 11, 2017, from 12:00 -1:00 p.m. in the Conference Center, Main Classroom Building.
- National DNA Day - Tuesday, April 25, 2017, from 12:00 - 1:00 p.m. in the Chancellor's Conference Room
- Last day of classes - Friday, April 28, 2017
- Final exams - Monday-Thursday, May 1-4, 2017
- Spring commencement - Friday, May 5, 2017 at 6:00 p.m. in The Pullo Center
- Summer Session 1 - Monday, May 15, 2017 - Friday, June 23, 2017
- Summer Session II - Wednesday, June 28, 2017 - Friday, August 9, 2017

2. Snow schedule: Please make sure that your students know how to proceed in the event of a weather delay. There are a few nonstandard courses this semester that do not conform to the snow delay schedule. Please work this out now in the event of any further inclement weather.
3. Second-year P&T dossiers have been completed and are now available for review by the local P&T committee.
4. The “Mid-semester Progress” reporting period is February 20 - March 13, 2017. This is part 2 of the new EPR procedures. Please take advantage of this opportunity to provide important feedback to your students. A total of 171 students received EPRs during the first reporting period.
5. Faculty advisers who received an email message from the Registrar listing advisees who are in academic warning status should meet with those students and fill out an academic action plan form as soon as possible. This is required in order for the Registrar to remove the hold. Until then, students will not be able to register for courses in either the summer or the fall.
6. 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.
7. Monday, February 27 and Tuesday, February 28 have been set aside for curriculum scheduling coordinators to confirm the fall 2017 schedule and request any minor adjustments before the students beginning registering for classes. The meetings will be held from 12:00 -1:30 p.m. in the Chancellor’s Conference Room. An email with this and other information will follow shortly.
8. Please check your summer 2017 teaching assignments (courses, classrooms, and meeting time) on LionPath for accuracy. Be sure to inform the Registrar immediately of any discrepancies.
9. Plan ahead for the fourth annual “Exhibition of Undergraduate Research and Creative Accomplishments” on Tuesday, April 11, 2017. Abstracts are due on Monday, March 27, and posters are due by noon on Tuesday, April 4, 2017.
10. Tea with the DAA on March 1 has been rescheduled. The new date is Monday, March 13.
11. Everyone should have scheduled their pre-March conference by now. March conferences with the Discipline Coordinators are schedule through the third week in March. Annual evaluation letters will be out by the first week in April.
12. Previously approved searches:

HD FS	Successfully completed
Business - FTM	Successfully completed
Accounting - TT	An offer has been made

13. VRP-induced searches

Business - TT	Committee being formed; ad placement imminent
Engineering - FT1	Committee in place; ad placement imminent
Kinesiology - FT1	Committee being formed; ad placement imminent

Nittany Success Center - Director	Committee in place; job description being formulated
Continuing Education	Job description being formulated
Engineering Support	Job description being formulated

14. Penn State York has been approved to once again run the summer PaSSS program. Students who participated last year and who have met the criteria will be invited to participate again this summer. The campus will also welcome a new cohort of incoming freshmen.
15. The deadlines for campus grants is approaching: March 10 for Pullo and Advisory Board grants, and March 24 for teaching development (TDG) and professional development (PDG) grants. Guidelines and application forms are in the Academic Affairs folder on Angel.
16. The deadline for program assessment reports is in June 2017. Each program should be in the assessment evidence collection phase now. Do not wait until the last minute. The assessment report is different from the assessment plans that were submitted in December 2016. Program coordinators should be taking the lead on this. All program coordinators have access to these materials at box.psu.edu.

Reminders

1. 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.
2. **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.
3. 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.
4. 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.
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 <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 <i>imperative</i> that you also notify your students directly using a predetermined protocol.

6. 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. Jane Sutton reported on the recent University Faculty Senate meeting and Commonwealth Caucus meeting. Information on replacement of faculty lost to VRP, impact on degree programs at campuses, and new budget model was presented at the Caucus, and reports on trends in higher education, recommendations to standardize titles for fixed term faculty across the University, and discussion of disciplinary connections within departments were among the topics at the University Faculty Senate meeting.

D. Announcements from Senate Committee Chairs

Dr. Joy Giguere-Faculty Affairs-colloquium will be held February 22 at noon in 107 Grumbacher; Joel Burkholder will be presenting.

Dr. Chuck Gaston-TLTAC survey of technology needs will be emailed to all this week

Dr. Judy Owen- Diversity Committee – presentation on Pennsylvania and the Underground Railroad rescheduled for February 23 at 12:05 pm.

Dr. Anne Vardo-Zalik – Teaching Award Subcommittee – nominations for the Burness Award for Excellence in Teaching now being accepted.

E. Announcements from Faculty Council Representatives

Dr. Noel Sloboda-reported on discussions in Faculty Council regarding policy for those seeking promotion to Full Professor to limit service for review to prior five years. Discussion of this policy by Campus Senate members followed. Dr. Sloboda also reminded members to consider nominating a colleague for a University College award. Information on nomination procedures was sent in an earlier email to the members.

F. Announcements from Faculty

Dr. Deborah Eicher-Catt – invited all members to a presentation at noon on February 16 by a media scholar.

G. Announcements from Staff

Holly Gumke – Human Resources is transitioning to WorkLion. A presentation will be made at the March Campus Senate meeting.

Ryan Service – a search has begun to find a replacement for Jessica Petrie. Accepted student receptions will be beginning in March-applications are up slightly compared to this time in 2016. Reminded members that Spring Open House will be April 1.

Rita Archer-Clark – reminded faculty to submit Spring 2017 final exam needs by the end of the day.

H. Announcements from Student Governance

Michelle Lin – reported on most recent CCSG meeting. March 22 will be Capitol day. Mentioned proposal by CCSG for syllabi to be archived online for student review.

I. Announcements from Senate Chair, Dr. Noel Sloboda

J. Announcements from Senate Chair-Elect

III. Unfinished Business

IV. New Business

Election of Chair-Elect, to become Campus Senate Chair July 1, 2017: Dr. Fulgentius Lugenwa elected.

Election, or call for volunteers, of two members to serve on the Faculty Scholarship of Research and Creative Achievement Committee – Drs. Anne Vardo-Zalik and Joy Giguere volunteered to serve.

Election of Faculty Council Representative (term beginning July 1, 2017) –Joan Smeltzer was elected.

Motion made by Faculty Affairs Committee:

MOTION TO REVISE THE PENN STATE YORK CAMPUS DOCUMENT:

TENURE AND PROMOTION REVIEW COMMITTEES GUIDELINES

MOTION RELATED TO CLARIFYING THE DOCUMENT (Editorial Changes)

MOTION: The Faculty Affairs Committee moves that the Promotion and Tenure Review Guidelines, Section C.2 be reworded to read as follows:

To be considered for promotion to full professor, a Professor Promotion Review Committee of three full professors will be elected. None should be on sabbatical leave. The chair of the committee ~~will be appointed by the Senate Chair~~ shall be chosen by the committee members. Two members of the committee must be from the candidate's discipline. Should it be necessary to include professor(s) from other campus(es) as member(s), the selection will be made by the DAA, guided by the following process: The candidate will provide the names of **at least two** ~~four~~ persons from his or her discipline and the **Discipline Coordinator** ~~DAA~~ will provide the names of **at least two** ~~four~~ persons from the candidate's discipline. The final decision will be made jointly by the **Discipline Coordinator** ~~Chair of the campus Professor~~

~~Promotion Review Committee~~ and the DAA. In the event consensus cannot be reached between the Discipline Coordinator and the DAA, the final decision will be made by the Chancellor of the candidate's home campus.

RATIONALE:

1. The Campus Senate Chair may or may not be a tenured faculty and hence may not be a valuable source in the selection process.
2. The committee chair should be collectively decided by the committee members.
3. Discipline Coordinators should be part of the selection process when external members are needed. They are knowledgeable of the candidate's background as well as the availability of full professors at other campuses.

Senate members expressed concerns regarding the wording that was not proposed for change in this motion. The motion was sent back to Faculty Affairs, with a request to review the wording of Section C.2 in its entirety. Suggestions for changes will be welcomed by Dr. Joy Giguere, co-chair of Faculty Affairs.

V. Forensic Business

VI. Adjournment was at 1:19 p.m.

VII. Next Meeting: Monday, March 20, 2017 12:05 p.m. 107 Grumbacher

Respectfully submitted,

Joan Smeltzer
Secretary