

## CAMPUS SENATE MINUTES: Monday, March 20 2017

**Attendance:** R. Bartell, M. Casteel, A. Dietz, D. Folkers, C. Gaston, J. Giguere, F. Haag, H. Hartman, C. Heydl-Cortinez, A. Kara, J. Kasten, A. Landis, F. Lugemwa, K. Magni, A. Mahmood, M. Marcus, J. Nesbitt, J. Owen, J. Petko, M. Ritchey, A. Seidel, A. Siddiqui, N. Sloboda, J. Smeltzer, S. Stelly, J. Sutton, K. Swalgin, K. Trout, A. Vardo-Zalik, S. Lentz, H. Gumke, S. Simonds, A. Caldwell, D. Chown, R. Farrell, S. Shaffer, and A. White

**Called to order at 12:05 p.m.**

**I. Approval of minutes from the February 14 Senate Meeting** – Minutes were approved.

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

A. Announcements from the Chancellor, Dr. David Chown

Dr. Chown welcomed Scott Simonds, new Director of Student Affairs. He also reminded the members that Capitol Day would be held Wednesday, March 22 in Harrisburg.

B. Announcements from the DAA, Dr. Bob Farrell

### **Informational**

1. Important upcoming events and deadlines:

- Pullo Symposium - Thursday, March 30, 2017 from 12:00-1:00 p.m. on the mezzanine level of the Pullo Family Performing Arts Center (The Pullo Center). This event showcases projects that were supported last year through the Pullo grant endowment. Please stop by for food and conversation. Be sure to RSVP to Jamaira Unangst: [jeu5025@psu.edu](mailto:jeu5025@psu.edu).
- 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.
- Tea with the DAA - Tuesday, April 18, 2017 from 3:00-4:00 p.m. in the Chancellor's Conference Room.
- National DNA Day - ~~Tuesday, April 25~~ **Monday, April 24, 2017** from 12:00 - 1:00 p.m. in the Chancellor's Conference Room (**please note date change**).
- 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 I - Monday, May 15, 2017 - Friday, June 23, 2017.
- Summer Session II - Wednesday, June 28, 2017 - Wednesday, August 9, 2017.

2. March conferences (Discipline Coordinator, DAA, and Chancellor) are under way. Faculty annual evaluation letters will be out in mid-April.

3. 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.
4. 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.
5. 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.
6. New work-study guidelines: The awarding process for summer 2017 work-study will begin on April 1, 2017. To be eligible this year, students will need to be undergraduates enrolled in at least six credits and had earnings from fall 2106 and/or spring 2017. The changes are based on federal regulations and a decrease in our federal work-study allocation. There is no application process like there was in prior years and no option for students who are not enrolled during the summer.
7. PaSSS program students (new cohort and returning students) will be able carry their work award hours for three semesters (summer 2017, fall 2017, and spring 2018). Please think about your research needs and how one or more of these students might be able to assist you.
8. Previously approved searches:

HD FS	Successfully completed
Business – FTM	Successfully completed
Accounting – TT	Failed (again). Shall we convert this to an FTM search?

9. VRP-induced searches

Business - TT	Search in progress
Engineering - FT1	Search in progress
Kinesiology - FT1	Search in progress
NSC - Director	Search in progress
Continuing Education	Job description being formulated
Engineering Support	Job description being formulated

10. The campus community needs to begin thinking about how best to advocate for additional faculty/staff positions beginning in AY 2018-19. I am requesting that the Chair of the Campus Senate ask the Curricular Affairs Committee to begin discussions about possible trajectories for the campus as we move forward.

11. The deadline for teaching development (TDG) and professional development (PDG) grants is Friday, March 24, 2017. Guidelines and application forms are in the Academic Affairs folder on Angel.
12. 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.	<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 <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. Mark Casteel-next University Faculty Senate meeting will be held Tuesday, March 21.

Discussion on standardization of titles for non-tenured faculty is on that agenda for that meeting.

Dr. Jane Sutton-provided information on Faculty Senate reports regarding SRTes and syllabi.

D. Announcements from Senate Committee Chairs

Dr. Joy Giguere-Faculty Affairs-announced colloquium on Wednesday, March 22 at noon in 107 Grumbacher. Dr. Alyssa Dietz will be presenting. The third colloquium for the semester will be on Wednesday, April 19 at noon in 3 Romano, with Dr. Jorge Santiago-Blay presenting.

Dr. Stuart Stelly – Academic and Student Issues – announced that the committee is currently examining registration for ENGL 202 courses and out-of-class testing policies

E. Announcements from Faculty Council Representatives

Dr. Noel Sloboda – reminded the members of the approaching deadline for nominations for University College awards. Requested that the representatives distribute the call for nominations earlier next year, in hopes of more nominations being submitted.

F. Announcements from Faculty

Dr. Amber Seidel – the campus candlelight vigil for victims of abuse will be held during the Coffee Hour on March 30.

G. Announcements from Staff

Holly Gumke made a presentation on WorkLion.

Suzanne Shaffer- announced a presentation by Dr. Stephanie Winkeljohn-Black on managing anxiety in the classroom on Tuesday, March 28 at 12:05 in 107 Grumbacher. Shaffer also announced that May 9 will be Media Commons Day on campus.

Andrew Caldwell – reminded the members that Career Week will be March 27 through 31.

H. Announcements from Student Governance

Andrew White-announced an upcoming Student Debt Day, to be held with both HACC and York College; also, elections for Student Government Association (SGA) officers will be held in the coming weeks.

I. Announcements from Senate Chair, Dr. Noel Soboda

Dr. Sloboda announced that all Campus Senate committee reports should be submitted by 5:00 p.m. on April 14. Please email the reports to Senate Secretary Joan Smeltzer, with a copy to him. Elections for ombudsman, along with Campus Senate Chair Elect and Secretary will be held during the April 20 Senate meeting. There are currently only one nominee for both Chair Elect and Secretary positions.

J. Announcements from Senate Chair-Elect, Dr. Fulgentius Lugemwa

### **III. Unfinished Business**

#### Motions – Faculty Affairs

#### **MOTION #1: The Faculty Affairs Committee moves to eliminate the Penn State York Academic Unit Structure.**

##### **RATIONALE:**

Academic Unit structure was established in 2003 with an intention to organize cognate academic disciplines in a manner that emulates that which is found on the majority of colleges and universities in America. The secondary objective was to pave the way towards the stand-alone college option that was being considered for Penn State York.

As it was designed, academic units were intended to mimic departments or divisions and expected to accomplish the following objectives:

1. Facilitate intellectual, pedagogical and programmatic dialog among the faculty of similar disciplines.
2. Provide a mechanism for the distribution of resources to promote the development of intellectual, pedagogical and programmatic collaborative efforts.
3. Provide a vehicle for insuring representation from each broad epistemological component on the campus's strategic planning committee. In the case of Penn State York this is accomplished by having each unit elect a representative to our Strategic Planning Committee.
4. Provide a vehicle for insuring faculty participation in the campus budgeting process. In the case of Penn State York this is accomplished through the participation of a representative from each unit on the campus Budget/Steering Committee.
5. Provide an administrative structure that fosters two-way communication between the academic administration and the faculty in these groups. In the case of Penn State York, Unit Heads would:
  - a. Periodically meet with the DAA in order to bring programmatic and resource-related issues to his/her attention.
  - b. Periodically convene the unit in order to convey information from the DAA to the units.
  - c. Distribute funds allocated to the unit for the promotion of pedagogic innovation.
6. Provide a vehicle to bring curricular proposals, support needs and personnel recommendations to the appropriate administrative body and governance structure. In the case of Penn State York, this could be accomplished by having the Units endorse proposals originating in their disciplines and having the Unit Head bring these proposals to the appropriate administrator, and Senate Committee.

After almost fifteen years of its implementation, it is still not clear to most of the campus faculty/staff what this structure is nor has it effectively achieved mostly conceptual functions it was intended to accomplish to create value. It is mostly a non-existing structure with very limited practical value to campus operations. Usually units meet only once during the campus orientations in each semester and these unit meetings have not been anything more than a social gathering. Unit heads have mostly dealt with the distribution of minimal sums of money. If the senate votes in favor of the motion, we are suggesting that the funds that were made available for the units will be left to DAA's discretion to distribute as needed and the faculty representation in places where Unit Heads were involved will be similar to any other committees—based on targeted recruiting/leadership.

Vote count: 6 in favor and 2 opposed.

Discussion of this motion followed. It was noted that if this motion was approved and the unit structure eliminated, revision would need to be made as to the membership of the Curricular Affairs committee.

Voting on the motion was by a show of hands. Results were 10 in favor, 13 against, 2 abstentions. Motion was not approved.

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

**Current wording:**

1. To consider promotions 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. 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 the following process. The selection process will be as follows: The candidate will provide the names of four persons from his or her discipline, and the DAA will provide the names of four persons from the candidate's discipline. The final decision will be made jointly by the Chair of the campus Professor Promotion Review Committee and the DAA.

**Proposed wording:**

The full-professor Promotion Review Committee shall consist of at least three full professors. None should be on sabbatical leave. The chair of the committee must be a York campus faculty and shall be chosen by the review committee. 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 persons from his or her discipline and the Discipline Coordinator will provide the names of at least two persons from the candidate's discipline. The final decision will be made jointly by the Discipline Coordinator 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 committee chair should be collectively decided by the committee members.
2. 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.

After a brief discussion, this motion was unanimously approved.

**IV. New Business**

**V. Forensic Business**

**VI. Adjournment was at 1:11 p.m.**

**VII. Next Meeting:** Thursday, April 20 ,2017, 12:05 p.m. 107 Grumbacher

Respectfully submitted,

Joan Smeltzer  
Secretary