

CAMPUS SENATE MINUTES: Thursday, April 20, 2017

Attendance: M. Casteel, A. Dietz, J. Downing, D. Eicher-Catt, D. Folkers, C. Gaston, J. Giguere, A. Giorgioni, F. Haag, C. Heydl-Cortinez, M. Jarrett, A. Kara, A. Landis, F. Lagemwa, K. Magni, A. Mahmood, N. Muscanell, J. Nesbitt, M. Nicholas, J. Owen, J. Petko, M. Ritchey, A. Seidel, J. Siddique, A. Siddiqui, N. Sloboda, J. Smeltzer, S. Stelly, J. Sutton, K. Trout, A. Vardo-Zalik, E. Wenk, V. Ganescu, S. Ruch, R. Service, R. Archer-Clark, R. Farrell, and S. Shaffer

Called to order at 12:06 pm.

I. Approval of minutes from the [date] Senate Meeting – Minutes were approved.

II. Communications from administration, faculty, and committees

A. Announcements from the Chancellor, Dr. David Chown

B. Announcements from the DAA, Dr. Bob Farrell

DAA Report to Campus Senate – April 20, 2017

Informational

1. Important upcoming events and deadlines:

- Academic Awards Ceremony - Sunday, April 23, 2017 beginning at 2:30 p.m. at Heritage Hills. Please RSVP to Cynthia Jones if you plan to attend.
- National DNA Day - Monday, April 24, 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 Family Performing Arts Center
- Summer Session I - Monday, May 15 - Friday, June 23, 2017
- Summer Session II - Wednesday, June 28 - Wednesday, August 9, 2017
- Fall faculty orientation - Wednesday, August 16, 2017
- Convocation - Friday, August 18, 2017

2. Congratulations are in order:

- Bill Cantor, senior instructor in IST, has been named recipient of the campus Academic Advising Award.
- Abdul Siddiqui, professor of mathematics, has been named recipient of the campus Faculty Scholarship of Research and Creative Accomplishment Award.

- Orsay Kucukemiroglu (professor of business administration) and Gene Ellis (part-time instructor communication arts and sciences) have been named recipients of the campus James H. Burness Award for Excellence in Teaching.
 - Joan Smeltzer, instructor in mathematics, has been named recipient of the University-wide Teresa Cohen Mathematical Service Award for Distinguished Undergraduate Teaching in Mathematics. Smeltzer also just received a grant from the Schreyer Institute to fund participation in the 2017 Lilly Conference on College and University Teaching.
 - Joe Downing, associate professor of communication arts and sciences, has just been awarded a General Education Integrative Studies Seed Grant. This is in support of the upcoming changes in the University's General Education program.
3. 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.
 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. The absolute last day that students can be added to the commencement program is Friday, April 28, 2017.
 5. PaSSS program students (new cohort and returning students) will be able to 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 (contact Jane Pflaum for information).
 6. VRP-induced searches

Engineering - FT1	Successfully completed
Kinesiology - FT1	Short list submitted
Business - TT	Search in progress
NSC - Director	Search in progress
Continuing Education	In progress
Engineering Support	In progress

7. 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.
8. Many thanks to everyone who stopped by the "Exhibition of Undergraduate Research and Creative Accomplishments" on April 11. Approximately ninety faculty, staff, students, and guests spent time looking at the posters and speaking with the students.
9. The deadline for program assessment reports is June 30, 2017. Thanks to everyone who met with Barbara Masi yesterday. The assessment report is different from the assessment plans that were submitted in December 2016. All program coordinators have access to the necessary materials at box.psu.edu.

Reminders

1. Please, no exams or other assessments greater than or equal to 10 percent of a student's final grade during the last week of class.
2. Be sure to review the final exam schedule with the students in each of your classes (and via Canvas) so that everyone knows where they are supposed to report, and when.
3. Final exam dates/times/location are not subject to change without prior authorization from Academic Affairs.
4. New work-study guidelines: To be eligible for summer work-study this year, undergraduate students will need to be enrolled in at least six credits and have had earnings from fall 2016 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 there are no options for students who are not enrolled during the summer.
5. **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.
6. 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 ambiguities in LionPath.
7. 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.
8. 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.
9. 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, or conference).	yk-cancel-class@lists.psu.edu It is imperative that you also notify your students directly using a predetermined

	protocol.
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10. Make sure that you have a departmental meeting at least once each semester, and remember to invite the adjunct faculty!
11. Congratulations to Dr. Stuart Stelly, recently promoted to the rank of senior instructor.

A question was raised regarding the fact that Monday, Wednesday classes in Summer II will have thirteen meetings-guidance was requested regarding the handling of this matter. Dr. Farrell indicated that faculty teaching Monday, Wednesday classes in Summer II should be aware that the Monday before July 4 was not a University holiday and to make certain that they have met the required amount of hours for the session.

C. Announcements from University Senators

1. Dr. Mark Casteel – Directed members to the University Faculty Senate reports on grade distribution and faculty salaries (please refer to the link contained in the agenda for the April 25 meeting); there will be a vote on a required syllabus statement regarding discrimination and non-tolerance and on a new well-being requirement being added to undergraduate general education requirements.
2. Dr. Jane Sutton – Directed the members to go to the University Faculty Senate website to review reports on general education assessment and the new requirement to list course goals and objectives on syllabi.

D. Announcements from Senate Committee Chairs

1. Dr. Joy Giguere – final Faculty Affairs colloquy scheduled for 12:00 p.m. on April 25 in 3 Romano-Dr. Jorge Santiago-Blay will be presenting.

E. Announcements from Faculty Council Representatives, Dr. Joe Downing and Dr. Noel Sloboda

F. Announcements from Faculty

1. Fred Haag – any faculty willing to serve on the Academic Integrity Committee should contact him or Dr. Farrell. The Chair of this committee must be a tenured faculty member.
2. Dr. Amber Seidel – Teaching International – next year’s focus will be on Scandanavia and water. If any of the past year’s TI topics (Pacific Islands and literacy) were incorporated in any course activities, please complete and return the form circulated in an earlier email to Dr. Seidel.

G. Announcements from Staff

1. Suzanne Shaffer – the last date to work in ANGEL is October 31, so anyone with material archived there should plan to move it to Canvas or Box prior to that date.

H. Announcements from Student Governance

I. Announcements from Senate Chair, Dr. Noel Sloboda

Dr. Sloboda thanked all committee chairs, along with Secretary Joan Smeltzer, for their service this past academic year. Dr. Michael Jarrett asked the members to thank Dr. Sloboda for his service, also.

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

III. Unfinished Business

IV. New Business

1. Elections

Campus Senate Chair-Elect for 2017-18 – Dr. Javed Siddique

Campus Senate Secretary for 2017-18 – Dr. Amber Seidel

Ombudsperson for 2017-19 – Dr. Sukhdeep Gill; Dr. Abdul Siddiqui (alternate)

2. Motion – Academic and Student Issues and Faculty Affairs Committees

Motion to dedicate office space for Penn State York adjunct faculty

The Academic and Student Issues and Faculty Affairs Committees both affirm the necessity of dedicated office space for adjunct faculty at Penn State York.

Individualized instruction is vital to student learning, satisfaction, and retention, and it cannot take place in common areas. Dedicated office space for faculty is also necessary to preserve student privacy during discussion of potentially sensitive academic and/or personal matters.

Finally, it is important that all faculty have secure computer access to complete tasks such as grading and uUniversity-mandated training.

No Senate committee can determine space allocation on this campus. We therefore ask administrators who do have such power to take this matter into consideration before the start of the 2017-18 academic year.

Discussion as to possible ideas for such a proposed space followed. Dr. Farrell indicated that the administration has been searching for a solution to this issue. The motion was unanimously approved.

3. Motion – TLTC

Please note that this is a revision to the version brought to the December 2016 meeting.

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. The modifications highlighted below were made in response to objections raised last fall.

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. Financial rewards are not essential, but might provide an incentive or generate desire. Alternative incentives such as release time also could help.

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 or other benefit must result from offering online courses.

The 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.

Discussion followed, and a sentence from the section mentioning campus income was removed at the request of Dr. Farrell. The motion was approved, with four abstentions and all other votes in favor of the motion.

V. Forensic Business

VI. Adjournment was at 12:59 p.m.

VII. Next Meeting: 12:00 p.m., August 18, 2017, Conference Center, Main Classroom Building

Respectfully submitted,
Joan Smeltzer
Secretary