**BEHREND FACULTY SENATE MEETING**

**Wednesday, Nov. 30, 2016**

**4:00 p.m. – Science 101**

**Behrend Faculty Senate and Council Website:**

[**https://psbehrend.psu.edu/intranet/faculty-resources/faculty-senate-and-council**](https://psbehrend.psu.edu/intranet/faculty-resources/faculty-senate-and-council)

1. Call to Order – Sharon Gallagher (H&SS), Behrend Faculty Senate Chair
2. Sharon Gallagher calls the meeting to order at 4:04 p.m.
3. Approval of minutes from Oct. 24, 2016 Behrend Faculty Senate Meeting
4. Motion to approve the minutes was made by Vicki Kazmerski and seconded by Luciana Aronne.
5. Behrend Faculty Council

 Laurie Urraro (H&SS), Vice-Chair

Jodi Styers (SCI), Secretary

Luciana Aronne (SCI), Past Chair

Blair Tuttle (SCI), Parliamentarian

Renee Finnecy (SCI) and Jennifer Mangus (BUS), Part-Time Faculty Representative

Moustafa Elhadary, SGA President, Student Representative

Hansel Lobo, SGA Vice President, Student Representative

 Behrend Faculty Council Committee Chairs:

Academic Computing: Aaron Mauro (H&SS)

Athletics: Terry Blakney (SCI)

Curricular Affairs: Matthew Swinarski (BUS)

Faculty Affairs: Michael Rutter (SCI)

 Research: Alicyn Rhoades (ENG)

Scholarship & Awards: Joshua Shaw (H&SS)

Student Life: Charlotte de Vries (ENG)

Undergraduate Studies: Joseph Previte (SCI)

University Faculty Senate & Their Committees

Paul Barney (SCI), Student Life Mike Lobaugh (ENG), Faculty Affairs
Terry Blakney (SCI), Intercollegiate Athletics Lisa Mangel (SCI), Outreach
Dawn Blasko (H&SS), Committees & Rules Sudarshan Nelatury (ENG), Research
Bill Lasher (ENG), Intra-University Relations Rod Troester (H&SS), Curricular Affairs

1. Reports from Behrend Faculty Council Committee Chairs
2. See committee chairs’ brief reports attached
3. Questions about reports:
	1. Luciana Aronne: Faculty aren’t happy about having to be available for make-up exams (as in current proposed make-up exam policy).
	2. Mike Rutter: The committee is trying to fine tune the wording on the policy. The committee wants to maintain environment and access to faculty without overburdening the faculty.
4. Announcements from University Faculty Senate
5. Next meeting: ***Tuesday, Dec. 6, 2016***
6. Rod Troester: The agenda for the meeting just came out today (<http://senate.psu.edu/senators/agendas-records/december-6-2016-agenda/> ).
	1. There is a session on AD-88 (Code of Responsible Conduct).
	2. To qualify for federal grant you money, faculty may now have to participate in drug testing.
	* Terry Blakney: Planning is voting on bi-annual usage of space report. Currently, the report is annual.
	* Luciana Aronne: A faculty member was looking in the minutes about the titles for non-tenure track faculty members and felt the ‘professor’ titles would hurt lecturers rather than help them.
	* Rod: Troester Faculty Affairs and Intra-University relations are working on this issue. I don’t know that it’s been decided but it’s on their plate. Bill Lasher is on the Intra-University Relations Committee and Mike Lobaugh is on the Faculty Affairs Committee so we will ask them to bring this up.
	* Sharon Gallagher: This might make it look like we have all tenured faculty rather than lecturers. Our professors work hard to earn their credentials and we don’t want the issue confused.
	1. Terry: They’ll also be voting on the deferred grades policy. They want to change “end of course” to “when grades are due”. This is a result of the end of class being listed as last day of classes. This really isn’t when the course ends. The course officially ends 48 hours after the final when grades are submitted.
	* Mike Rutter: That will create a different window for every class because we all take finals/file final grades on different days/times.
7. Discussing concerns for responding to hate speech
8. **Penn State Values** - <http://universityethics.psu.edu/penn-state-values>
9. **Faculty Rights Regarding Classroom Behavior** - <http://psbehrend.psu.edu/sites/default/files/intranet/faculty-resources/faculty-council/minutes/facultyrights.pdf>
	1. Sharon Gallagher: Around the election there was an increase in hate speech. We shared the documents (above) at Faculty Council but wanted to share them with a larger audience.
	* Ralph Ford: Glenhill has not been getting reports of hate speech but that doesn’t mean it’s not happening. If it is happening, he wants to know about it so he can look into it.
	* Sharon Gallagher: When this started happening, she spoke with Eric Corty, her director, about the issue. Melanie Hetzel-Riggin wrote the paragraphs for H&SS about addressing hate speech.
	* Eric Corty: Charisse Nixon has a hate speech document posted on her site, too.
	* Sharon Gallagher: This is a concern for international faculty too. There have been instances in the past of inappropriate comments (beyond the scope of teaching) on SRTE’s.
		+ Ralph Ford: When we had the paper system, you could remove inappropriate comments. That isn’t as easy in the digital form. If faculty encounter those comments in their SRTE’s, bring them to the attention of the school director to discuss avenues for addressing the situation.
10. SRTEs and late drop students
11. Sharon Gallagher: At our last Faculty Council meeting, it was mentioned that students that had late dropped a course were able to complete at SRTE for the course.
	1. Jane Brady: At the last AQ meeting, Mary Kahl said it was acknowledged that this is a problem. Students who late dropped a course were permitted to complete an SRTE. The problem was first noticed at the end of freshmen seminars in October. Mary Karl is hearing informally the issue has been fixed.
	* Josh Pannaman (Student Representative): Wouldn’t you want to hear what late drop students had to say? Wouldn’t it be good feedback? And how to improve it for other students?
	* Sharon Gallagher: Mostly, students late drop because they have determined they are failing.
	* Josh Pannaman: Wouldn’t you want to know why they’re failing and what you could?
	* Terry Blakney: You could email students that dropped the course to ask them if you were interested in obtaining this information. There is a greater chance that students will flame you if you allow them to complete an SRTE.
	* Mike Rutter: A period of time occurs between when a student drops the course and when SRTE’s are released.
	* Rod Troester: Is it possible that when someone late drops they are given an option to provide a reason for late drop?
	* Jane Brady: That is presented when students withdraw but not when they late drop.
	* Sharon Gallagher: Some students are courteous and will email or visit during office hours to explain why they are late dropping a course.
	* Charlotte de Vries: SRTE’s are used to determine if a teacher should continue to teach at Behrend. Anyone teaching freshmen courses might be perceived as being a worse teacher because these students are transitioning to being a college student and has a greater chance of finding the courses to be hard. Having something where late drop students provide a reason is a great, but we’re using SRTE’s to assess courses and teachers.
	* Mike Rutter: The math faculty did notice in the last week or so that the total number of students eligible to complete SRTE’s have changed/dropped. Did those people have a chance to fill out a SRTE before this was fixed? It seems like it’s been fixed, we’re just nervous about the courses that were short.
	* Sharon Gallagher: Mary Kahl will probably have more information on the issue. Faculty should take a close look at SRTE’s.
12. Luciana Aronne: Is there any update on the pre-requisite checks? Are we expanding on these?
	1. Jane Brady: We’re expanding slowly.
	2. Luciana Aronne: Currently, I have to hand check part-time faculty member’s rosters for lab to see which students have completed the previous lab course. Could we make chemistry labs next on the list?
	3. Jane Brady: Nursing is the next one. Math and IST are currently being enforced now. I understand it’s a safety issue for Chemistry. I’m not sure who makes that decision. It’s done university wide.
	4. Russ Warely: The College of Engineering at University Park has been able to implement their own homegrown pre-requisite check that allows them to access the data base. Engineering at Behrend is working to see if they can use their old system and be allowed to tap into the data base as well.
13. Rod Troester: There is an item on the Senate agenda to suspend the use of LionPath and go back to eLion.
14. Updates from Chancellor Ralph Ford
15. Civility discussion: Everyone received an email from Ralph Ford and resources from Sharon Gallagher. Listen to what students are saying. We should look at this as a learning opportunity, regardless of which side of the political spectrum you’re on. People are entitled to free speech but we won’t tolerate hate speech. As faculty, if you hear of this, let the Chancellor know. The students look up to faculty and want faculty to be part of the conversation.
	1. Mike Rutter: Do we monitor Twitter and sites like that?
	2. Ralph Ford: Student affairs monitors Yik Yak. This was particularly challenging last year but seems to be less active this year. But yes, we do. We also monitor Twitter. Last year, we had a case where there was a parody account of an engineering faculty member. Some of the posts crossed the line and the University was able to get the account shut down. There is only so much we can do. Bring those accounts and postings to our attention though if they cross the line
16. Voluntary Retirement Program: Once we know which positions are eligible to be filled in the upcoming year we’ll work with school directors and department heads. We won’t get all the lines back this year but we’ll work to get the dollars back for the next year.
	1. Rod Troester: Can’t the university anticipate this and budget money so we’re not going a year without a position. This is the second time we’ve done this and we’ve goofed it up both times.
	2. Ralph Ford: That would have been my preferred mode. But we’re bearing the load for the university at our level. We haven’t been given in exact number and we’re not sure where the funds are coming from. We’re making the best case we can.
17. Capital Campaign: We’re in the quiet phase. We’re having a shorter campaign. President Barron wants to do one that is 5 years long. The goal over 5 years is over $50 million. School directors and others have been involved. There is a good deal of donor interest. We have something called trustees scholarship in place. It is for students that have high financial need. If someone wants to create a trustee scholarship, the University will double the rate of return (about 10%). All four schools have endowments that produce at 4-5%. We are $50,000 shy of $2 million.
	1. Terry Blakney: Are you hearing anything about the number of applications being up or down?
	2. Ralph Ford: It’s too early to tell. Right now, at campuses, we’re up 500 applications relative to last year. Last year we were having issues with LionPath though. I have heard it will be a competitive year at University Park which means it will be for us too. I am worried about the impact of foreign students. The Chinese economy isn’t doing well. And we don’t know what the political situation in the United States is going to do. I wouldn’t be surprised if there was a small decrease in numbers. We set our target to be the same number of students as we have this year. We need to catch up on facilities (parking, residence halls) before we up numbers.
	3. Rod Troester: Are we still losing large numbers of international students to University Park? And if so, why are we so heavily recruiting them? It’s resource intensive for a year or two of them being here.
	4. Ralph Ford: Particularly with Chinese students, there is a registry kept by the government of approved schools. It only lists University Park which is where our Middle States accreditation is held. Right now, the strategy to get on the list is a long shot. Bill Gonda and Mary Ellen Madigan are working on the messaging. We’re one University. Everyone gets a Penn State University degree. The School of Business says students still aren’t buying it. Our goal is to be a destination campus. It sounds like they want to stay but it’s the registry.
	* Josh Pannaman: SGA is under the impression that the Chinese government doesn’t recognize diplomas from Behrend.
	* Ralph: We’re thinking about showing pictures of the diploma to help combat this. We have our work cut out for us.
18. Important dates to note on your calendar:
19. **Faculty Discussion Forums**
	1. Do you have an idea for a forum? Please contact Sharon Gallagher at smg16@psu.edu
	2. Watch your email for announcements for Spring 2017
	3. Trying to put together the entire semester slate of forum talks
	* Josh is charged with consulting the students to see if there are issues they want to feature of if they have specific concerns.
20. **Behrend Faculty Council Meetings**
	1. Curious about what happens at Council meetings? You are always welcome to attend!
	2. Wednesday, Dec. 7 at 3:30 p.m. in Reed 112
21. **Behrend Faculty Senate Meetings**
	1. Contact Sharon at smg16@psu.edu to add items to the agenda
	2. Watch your email for announcements for Spring 2017 meetings
22. **University Senate Meetings**
	1. Contact your Senators so they can share your concerns at University Park
	2. Dates of Senate Meetings:
	 Tuesday, Dec. 6, 2016
	 Tuesday, Jan. 24, 2017
	 Tuesday, Mar. 14, 2017
	 Tuesday, Apr. 25, 2017
23. Final Announcements and Comments
24. Ralph Ford: Faculty Forum: We used to have a teaching institute on campus about 15 years ago. Gannon has invited Dan Apple (Process Learning Institute). Would we want to host one for our faculty? Potentially over Christmas break or next summer. Before the start of a semester.
25. Adjournment
26. Motion to adjourn by Luciana Aronne. Seconded by Rod Troester. The meeting is adjourned.

Behrend Faculty Council Reports

**Academic Computing** – Chair, Aaron Mauro

We on the ACC have four charges:

Charge #1: Work with CeTLI/CTLI to devise a strategy to increase awareness of trainings available to faculty and to expand the types of trainings available to suit the needs of the faculty with regards to technology integration.

Charge #2: Work with IT to address the faculty needs as determined by the faculty survey (see Appendix A from 2015-2016 Committee Report) to update technology, increase lab space, fund additional SmartBoards, improve lighting in classrooms, permit administrative rights to faculty to update software without putting in a work order, etc.

Charge #3: Develop a plan to increase communication between the standing School committees for computing and the ACC to ensure that faculty technology needs are being met and heard.

Charge #4: Gather data on how faculty use technology in the classroom (including case studies, suggestions for working/use specific apps or programs in both teaching and faculty research, etc.) and determine how to best distribute this information for using technology in teaching and research to the faculty in a productive manner.

With regard to charges one and two, the ACC is opening a dialogue with both the CMC and the CTLI to determine how faculty input can help streamline the needed upgrades to faculty resources in the classroom and on the web. We are looking at helping to increase funding for new equipment and develop avenues for increasing visibility for CTLI activities on campus.

With regard to charge 3, we are using Yammer to communicate better with faculty and invite participation from across the campus. Faculty are welcome to join the Academic Computing Committee (Behrend) page to offer input or ask questions.

Charge four remains an open question. The ACC will work to offer qualitative assessment of digital tools on campus in the new year.

**Athletics** – Chair, Terry Blakney

Division III changes that will be voted on in January '17 NCAA convention:

1. The ability of a student athlete, who has graduated with an undergraduate
degree and still has athletic eligibility remaining, to transfer to a
different Division III institution to attend graduate school and to
participate in athletics.

2. Start allowing coaches to recruit at summer athletic camps and clinics.

**Curricular Affairs** – Chair, Matthew Swinarski

The committee is forming a new four member subcommittee to handle all graduate curricular proposals. The committee is also working on developing a standard workflow with related templates to aid the process for submitting new course proposals.

**Faculty Affairs** – Chair, Michael Rutter

Make-up Exam Policy

Since make-up exams for Penn State approved absences is required by Penn State policy, the committee feels that each school should make available space for students to make up exams. While we are still working out the details of a policy to propose (working with Undergraduate Studies), here are some highlights:

* Students have the right to make-up an exam in a suitable environment, such as a conference room or classroom.
* A faculty member should be available during the make-up exam. If the faculty administrating the exam is not able to be present, every effort should be made to find another faculty to present during the exam.
* School staff administering exams should be a last resort. Students and faculty need to find times that accommodate both parties.

Note, these proposals are only for instances of University approved absences. Make-up procedures for non-approved absences are at the discretion of the faculty member. Again, using school staff to administer exams should be the exception, not the rule.

If the number of approved absence make-up exams exceeds capacity, we will propose that Behrend consider an evening make-up exam “center”, which would utilize a classroom one or two nights a week and a dedicated staff person. Undergraduates should not administer exams to other undergraduates. Graduate students should be able to administer exams to undergraduates.

Common Syllabus Resources

The committee unanimously agreed that a standard “syllabus supplement” be made available on the Behrend web site that includes all the required syllabus policy statements (ex. academic integrity, disability services, and Title IX). This document should be maintained and updated each semester so that all the policies are current and new ones are added as appropriate. The committee chair has emailed Mary Kahl, Senior Associate Dean for Academic Affairs, to discuss such a document.

Changes in Disability Services Exam Policies

Before break, it was brought to Mike Rutter's attention by a faculty member that Disability Services has changed its policy about returning exams to faculty. The “return to faculty” option is no longer available, with pick-up or scan and email being the only two options for retrieving the exam. Mike brought this up at the November Faculty Council meeting and Mary Kahl emailed Mike over break with the following details:

* The change in policy is a function of the high demand for exam services and therefor a lack of staff to return exams individually to faculty members.
* Contrary to one rumor, scanned exams will not be destroyed, but held in the office.

Mike replied with the following points:

* There are some faculty who are not on campus doing normal business hours who need the original exam, not a scanned copy. Those faculty need to be accommodated.
* It was suggested that exams be returned in bulk once a day to school offices. School staff would than distribute the exams to individual faculty.

Discussions are continuing.

**Research** – Chair, Alicyn Rhoades

Nominations being reviewed and committee working on a metric for evaluation.

**Scholarship & Awards** – Chair, Joshua Shaw

Email sent out on Nov. 16 seeking nominations for the University-wide Student Achievement Awards. Nomination deadlines are ***Friday, Dec. 2*** so please submit your nominations soon.

**Student Life** – Chair, Charlotte de Vries

Student life’s main achievement this semester was assisting in shuttling the students to the polls on election day. Two vans were provided to shuttle students from Reed Union Building to the polls for Harborcreek Township’s 4th district. Over a hundred students received rides to the polls at the Eastside Assembly of God Church to vote in their first presidential election.

**Undergraduate Studies** – Chair, Joseph Previte

We reviewed the announcement and timeline for the teaching and advising awards and have moved the announcement earlier so that students who graduate in fall can participate. We are also reviewing the procedures for screening nominees for these awards.

In response to our charge to monitor the assessment of programs, we are in the process of collecting assessment information and procedures from each program within each of the 4 schools. It should be noted that assessment of programs is currently in flux, so we will also monitor changes in program assessment.

In response to our charge to update faculty on the new general education requirements, we are waiting for action from the University. When this occurs, we will act on this charge.

We are working with Faculty Affairs to create a best practices document for administering makeup exams. One problem that necessitated this is that some schools do not allow for faculty to use conference rooms to give makeup exams. As a result, makeup exams are given in places deemed inappropriate from a student's perspective (eg a desk in a noisy hallway, or unmonitored at the library).

We are also initiating better contact between our committee and SGA by having members of our committee attending SGA meetings occasionally.