**Faculty Organization Meeting Minutes**

**Monday Apr. 27, 2015 – 180 Burke, 3:30 PM**

1. Call to Order – Darren Williams, Faculty Council Chair

- motion – Bennett; second – Gamble – called to order at 3:32

1. Approval of minutes from last Faculty Organization meeting on February 11, 2015

- motion to approve – D. Williams. Second – L. Aronne

- approved

1. Reports of Officers and Standing Committees
   1. Officers
2. Faculty Council Chair - Darren Williams – no report

ii. Faculty Council Vice Chair - Luciana Aronne - no report

iii. Secretary - Vicki Kazmerski – no report

* 1. Committees

1. Academic Computing - George Walters– no report
2. Athletics – Terry Blakney or Alternate– no report
3. Curricular Affairs – Mike Lobaugh – no report

iv. Faculty Affairs – Eva Kuttenberg *(See Appendix 1 for full report of recommendations.)*

The committee discussed several items this year and developed a set of recommendations to improve faculty engagement and reduce barriers for shared governance.

To improve faculty engagement:

1) All four schools are encouraged to hold one annual peer group meeting for Lecturers; one for Assistant Professors; one for Associate Professors, and one for Professors with their School Directors to create an opportunity for discussion that does not exclusively focus on performance evaluation.

2) Implement a common hour (also see Goal #1, objective # 4 in response to climate survey conducted spring 2011)

The committee also looked at the committee structure at the four schools and noted that there is a great deal of variability; e.g., there are few committees of recruitment and retention – The Faculty Affairs committee recommends that there should be one in each school.

They recommend that there be a structure established at the school level similar to Faculty Council where committee chairs meet with the Director and can hear the reports of the School committees.

They recommend that each school have and nomination committee to recruit faculty to committees.

They recommend that ways be found to motivate and reward outreach and recruitment and retention.

Regarding School Documents – they found there is no consistency among four schools. One example is in terminology - Department chairs vs Program chairs vs. program coordinators. The terms should be consistent across schools. There should also be a process in place for appointment/election with faculty input and also for review; suggestion for term limits.

Policies and procedures – These should not only be listed on a website, there should be a procedure for reporting violations of policies and procedures.

The entire Behrend community should be reminded that the key to genuine shared governance is broad and unending conversation and communication.

Comments: – D. Blasko – thanked E. Kuttenberg for bringing these ideas to light.

1. Research – Tony Mastroberardino –

- Award winners announced –

Kilic Kanat for Research

Courtney Nagel for Outreach

vi. Scholarship and Awards – Jason Bennett – no report

vii. Student Life – Kreag Danvers – no report

viii. Undergraduate Studies – Beth Potter- no report

ix. Academic Advising ad-hoc committee – Elizabeth Fogle, Linda Hajec

- work for past year – over last summer – one rep from each school, chaired by T. Halmi; reviewed several other campuses and looking to establish guidelines for advising – a survey is being conducted; in fall 2015 there will be student focus groups to collect data on advising; move away from anecdotal data to data-driven; this committee was charged by Matt Swinarski -

Q: When is there a report out? A: Do not expect a full report until 2016.

D. Williams – requested an annual report for this year.

ix. Non-Tenure Track Subcommittee – Luciana Aronne

- originated out of Faculty Affairs; looking at best practices in terms of support, promotion, review

- 2 reps from each school – names are on the website

- This year – focused on policy and procedure – specifically looked at BCF7: Mentoring; BCF19 – renewal length; BCF 21 – Workload – presented at Faculty Council April’s meeting – will be meeting with administration this summer

- also sent a survey to each director ; members of the committee are meeting with the directors about questions and concerns

- there is a disconnect between how FTMs, directors, administrators, and other faculty view the roles of the FT faculty

- extended review practices were reviewed – the faculty are looking for standardization across schools; there is a lot of variation from full review to no review; Next year the committee will be making recommendations

– Sharon Gallagher will chair the subcommittee next year.

- A major goal for next year – is to review workloads and guidelines for promotion to Senior Lecturer

* 1. Representatives

1. Part-Time Faculty Representative – Renee Finnecy – no report

ii. Senate Representative - Bill Lasher – no report

iii. Student Representatives - Amyelia Payne, SGA President – no report

* 1. Administration
     + 1. Chancellor - Don Birx discussed the Behrend budget and enrollments

- 14 campuses of 19 have declining enrollments which has been putting financial pressure on us.

- Birx has engaged in strong discussion with the UP administration; we can’t have cuts, we need growth to match our enrollment growths and UP agreed. We will be getting more of our dollars returned. We will be able to match faculty hiring to growth. The worst seems to be over, next year should be better; enrollment growth is better

- There are plans for doubling the size of Erie Hall and finishing Jordan Road;

- The Advanced Manufacturing center is moving along

- this summer a hotel across from campus will be built

- Tripp Hall is next on the list for construction

- Behrend won a contract with Erie Gaming Commission and will take the lead on a major project, the Ignite Erie Industry+University Business Acceleration Collaborative (See story at: http://psbehrend.psu.edu/news-events/in-the-spotlight/behrend-to-lead-regional-innovation-collaborative)

Q: College of engineering going to increase by 25% - how is that justified? D. Birx – there are some inequities among campuses. This has brought this up with the Central Administration. It requires more than just talk.

* + 1. Senior Associate Dean - Bob Light – no report
    2. Interim Associate Dean for Academic Affairs - Dawn Blasko and Jane Brady discussed:

- Lionpath Changes –This is a new system to replace ISIS. It is a three-year venture that involves not only the student system, but the 80 other systems that run on this system; This past year has been behind the scenes transfer of information; Some changes are coming on line: the entrance to major process will change after spring 2016, after that students can declare their major after they meet entrance to major requirements – all online; the registration completion will occur when a student registers; there will be a prerequisite check that is being piloted; Admissions will be the first group on campus to see the new system; Training plans underway; Jane Brady is the contact person on campus for the transfer to LionPath. There is a web link to pose questions.

- Transfer credit initiatives – will be much more specific and require fewer substitutions; this is being done by teams of faculty. Please help out if asked to review a course; starting with the 30 institutions where most of the transfers come from

- University calendar – start and end courses at same times by fall 2016. Behrend is trying it out for spring 2016. There will be few exemptions – try to fit better into the systems. There will be a new system to schedule rooms – more automatic which may lead to some changes; D. Williams: This new schedule allows for more flexibility to schedule a common hour. D. Blasko – common hours are set at the campus level.

- Adopting the University course scheduling model, or not.

- Q: on efficiency of changing the system – A: this was a big university-wide initiative to make for more similarities across campuses;

Q: when is the common hour on our campus?

A: D. Williams – there hasn’t been an agreed upon hour;

D. Birx – recommend a group of faculty investigate the common hour over the summer; it’s a major change; D. Blakso – recommend include scheduling office with the faculty; J. Brady – registrar’s office is trying to get a sense of the spring 2016 schedule early so they can try to get a sense of how many exemptions are being requested.

Q: How advanced is the request system to allow for requests for special rooms for special resources such as software

A: there are mechanisms that can preassign specific courses to specific labs – there is an optimizer function that is used for more general classes based on size of class and size of room; This function is not available until fall 2016.

Discussion – concerns over time slots

IV. Unfinished Business - update on Faculty Org Constitution revisions

- are posted on angel

- need 50% of the Behrend faculty to approve it. Only 6 people voted to the request. So a paper ballot will be sent out in the fall.

1. New Business
2. Announcements – Darren turn over chair position to Luciana.

L. Aronne -- Introduction of New Faculty Officers for next year:

Ombuds: Rod Troester; Alternate Ombuds: Michael Campbell   
Athletics: Nicole Shoenberger   
Curricular Affairs: Matthew Swinarski  
Research: Jay Amicangelo  
Student Life: Papiya Bhattacharjee   
Undergraduate Studies: Kathleen Noce   
Academic Computing: Margaret Burke   
Faculty Affairs: Eva Kuttenberg   
Scholarships and Awards: Courtney Nagle

Vice Chair: Sharon Gallagher

Chair: Luciana Aronne

Secretary: Vicki Kazmerski

Part-Time Reps: Renee Finnecy and Jennifer Mangus

Faculty Senate: Kathy Noce, Mike Lobaugh, Charisse Nixon,

Dawn Blasko, Rod Troester, Lisa Mangel, Sudarshan Nelatury, Bill Lasher, and Amir Khalilollahi (alternate)

1. Adjournment

- motion to adjourn – D. Williams

- second by M. Naber

- adjourned at 4:25 pm

**Appendix 1.**

**Recommendations to Improve Faculty Engagement and Reduce Barriers for Shared Governance**

**GOAL**: Increase Transparency and Consultation - Avoid Unilateral Decision Making

**Recommendations to Improve Faculty Engagement**

1. All four schools are encouraged to hold one annual peer group meeting for Lecturers; one for Assistant Professors; one for Associate Professors, and one for Professors with their School Directors to create an opportunity for discussion that does not exclusively focus on performance evaluation.
2. Implement a common hour (also see Goal #1, objective # 4 in response to climate survey conducted spring 2011)

**Recommendations to Reduce Barriers for Shared Governance**

**Since committee work is a fundamental aspect of shared governance, the faculty affairs committee recommends that**

1. All four schools revisit committee structures in response to new faculty roles in outreach, recruitment and retention, and student-centered initiatives.

Moreover, all schools are encouraged to align standing committees with faculty council committees to increase dialogue and collaboration.

**Faculty Council Standing Committees**

Academic Computing Committee

Athletics Committee

Curricular Affairs Committee

Faculty Affairs Committee

Research Committee

Scholarships and Awards Committee

Student Life Committee

Undergraduate Studies Committee

Institutional and Educational Diversity Affairs Committee [to resume work fall 2015)

All Faculty Council Committee Chairs report at Faculty Council Meetings (typically 3 per semester) and Faculty Organization Meetings (also typically 3 per semester).

Minutes from meetings and final reports are posted on Behrend’s intranet site.

This model might also work well for individual schools. All school committee chairs could meet at least once or twice per semester with their School Directors. Such meetings might facilitate discussion and enhance transparency, especially if minutes from school committee meetings are posted on ANGEL so that all faculty members within a specific school have access to pertinent information.

Such practice might also free up time at school meetings that can then be used for discussing existing and new policies, revising them, and/or voting on implementing them.

**Standing Committees per Academic School**

**School of Business (committee structure in line with accreditation requirements)**

Industry Partnership Committee (6 members)

Learning Innovations Committee (3 members)

Assurance of Learning (5 members)

Undergraduate Curricular Committee (6 members)

Graduate Curricular Committee (6 members)

Research Committee (4 members)

Student Professional Development Committee (5 members)

Student Leaders Committee (3 graduate students and presidents from student clubs)

Annual Evaluation Committee (6 members)

Promotions and Tenure Committee (3 members)

**School of Engineering**

Annual Performance Evaluation & Extended Review Committee (6 department chairs)

Promotion and Tenure Committee (6 members)

Curricular Affairs Committee (7 members)

Research and Outreach Committee (8 members)

Computing Instructional Support Committee (7 members)

Recruiting and Retention Committee (8 members)

Scholarships and Awards Committee (6 members)

Women in Engineering Committee (5 members)

Nominating Committee – appointed by director

**School of Humanities and Social Sciences**

Academic Program and Policy Committee (7 members; open rank)

Annual Review Committee (12 members; one from each discipline; open rank + 1 chair – tenured)

Promotion and Tenure Committee (5 members – tenured)

Research and Outreach Committee (5 members – open rank)

Digital Resources Committee (6 members – open rank)

Endowment Advisory Committee (5 members – one per rank)

Extended Review Committee (3 members – one tenured/2 open rank)

Nominations and Elections Committee (5 members – open rank)

**School of Science**

Academic Program Committee (4 members)

Academic Personnel Committee (5 members)

Research Committee (6 members)

Promotion and Tenure Committee (5 members)

Scholarships and Awards Committee (4 members)

Nominating Committee (4 members)

Peer Review Coordinator (elected)

**Noteworthy observations:**

Only one school as a peer review coordinator but all schools require peer reviews.

Since recruitment and retention are becoming ever more important, all four schools should consider adding such a committee as one of their standing committees.

1. **Elections** (also see Goal #5 Objective # 2 formulated in response to climate survey conducted April 2011)

We believe that committee work will work best if all schools have nominating committees whose members are elected by all faculty members in a school. Once a nominatingcommittee is elected, its first charge is to elect a chair. The nominating committee should prepare and oversee all elections for faculty council positions and for standing school committee positions and make every effort to find at least two candidates willing to run for election per vacant position; they should encourage and accept nominations and self-nominations, and conduct elections via electronic ballot (e.g. survey monkey). The School of Humanities and Social Sciences is happy to report that this is already happening.

1. **Value**

Schools are encouraged to find ways for balancing committees conducting performance reviews with those enriching the intellectual climate of the college, and those making strides in outreach and/or recruitment/retention. They should find ways for motivating and rewarding outreach practices. (See responses to climate survey conducted April 2011).

1. **Program Chairs**

All four schools should agree on one title to be used for all four schools. Current practice includes three different titles: department chairs, program chairs, program coordinators. In the absence of departments at Behrend and in the interest of consistency, school directors might want to agree to either have program chairs or program coordinators to avoid confusion.

All four schools are encouraged to up-date their policies for and roles of program chairs. Committee members from several schools urged for more transparency in the process of **electing (rather than appointing) program chairs** and of their roles which seem to have significantly evolved over the past decade. Currently there does not seem to be much if any faculty consultation within programs.

There should be input from all faculty members in a designated program to elect a program chair for an initial period of three years. In the third year there should be a performance review with input from all faculty members in a program and from the School Director; there should be term limits for program chairs.

1. **Violation of Policies and Procedures**

The college should develop clear directives for reporting violations of policies and procedures. Perhaps an elected college ethics officer could oversee implementation of college policies and bring to the chair of faculty council any perceived violations.

1. **The entire Behrend community should be reminded that the key to genuine shared governance is broad and unending conversation and communication.**