Penn State Behrend Faculty Council

Tuesday, Feb. 28, 2017

9:00 a.m. in Reed 112

*In attendance:* Sharon Gallagher, Laurie Urraro, Luciana Aronne, Blair Tuttle, Ralph Ford, Mary Kahl, Paul Barney, Rod Troester, Terry Blakney, Matt Swinarski, Mike Rutter, Joseph Previte, Melanie Hetzel-Riggin, Aaron Mauro, Charlotte de Vries, SGA rep Joshua Pannaman

1. Call to order by Chair

A. Call to order at 9:03 am by Faculty Council Chair Sharon Gallagher

1. Approval of Minutes from Jan. 31, 2017
	* 1. Motion to approve minutes made by Luciana Aronne
		2. Seconded by Matt Swinarski
		3. Minutes approved unanimously at 9:04 am
2. Reports of Officers and Standing Committees
3. Officers
4. Laurie Urraro, Vice Chair
	1. FAS Chat on 2-22-17 went well: next proposed FAS Chat is with Asian American student groups on 3-22-17 (date/ room will be solidified in poster announcement)
	2. County Council Chair Jay Breneman will be hosting the public rally on immigration sometime in March; Behrend students will be involved; will follow-up with date when determined (Jay Breneman will pay for T-Shirts for students to show support of immigrants)
5. Jodie Styers, Secretary
	1. Not present, no report
6. Luciana Aronne, Past Chair
	1. Is there a report on promotion of Associate professors to Full professors? Can we see it this year or next year?
	2. Sharon: Reminders have been sent to Diane Parente, who is writing it
	3. Mike Rutter was on committee last year and can speak to content
	4. Last e-mail from Diane yesterday said that she had another calculation to make and would have it done soon, to share with the committee first then send out
	5. Mike R: They should keep people who volunteered to write it working on it
7. Blair Tuttle, Parliamentarian
	1. No report
8. Committees
9. Aaron Mauro, Chair of Academic Computing
	1. Running out of charges; collecting data from faculty/ interviewing school reps
	2. Please share any opinions you have as the committee is looking for feedback
	3. Rod T: Are there plans to make technology more sustainable? Instead of waiting for things to time out and then having to replace something, there used to be a system
	4. Aaron M: spoke to Jon Fontecchio and there is no running yearly budget for hardware
	5. There was a recommendation that it is much more ad hoc
	6. On computing side of things, it comes up against budget (certain laid plan with this) CMC and computer center in flux due to shared responsibilities between the two
	7. Can ask to clarify these responsibilities
	8. That will be time for more concrete plan for timed upgrades (last part of recommendations)
	9. Details and reports on yammer site
10. Terry Blakney, Chair of Athletics:
	1. At NCAA meetings, they did vote to deregulate clinics since, as of right now, they have to file paperwork saying it was not a recruiting event
	2. Students considered ‘fair game’ as of 9th grade
	3. Voted to deregulate clinics and camps
	4. Hoping people do not feel pressured to come to camps and clinics, thus freeing up paperwork

e. Luciana: When and where does it take place? Is there an e-mail explaining this? Is there a way the sports camps can be advertised better?

f. Rod: They should be published in College for Kids

g. Luciana: It may be published there, but unsure of where

h. Terry: They do a separate brochure: will check current marketing plan for this

1. Matthew Swinarski, Chair of Curricular Affairs
	1. Committee met last week
	2. Charge 2 is tabled until 3 is completed (development of course proposal process, so all of schools have submitted their current guides, being compiled into one guide)
	3. Revision of curricular guide for college on charges
	4. With regard to graduate curricular approval process, there will be approvals coming through
	5. Recommendation is to approve an ad hoc committee
	6. Decision was to include only members from Curricular Affairs committee with graduate faculty status and schools with graduate programs
	7. Sharon: Who are members?
	8. Matt: Melanie Hetzel-Riggin, Mike Lobaugh, Matt Swinarski (chair of committee)
	9. There was a proposal to create separate graduate curricular affairs committee with elected members
	10. Complications with that committee with regard to how elections are done: responsibilities and membership are easy (1 rep), but how this is done is more complicated since the committee cannot go by what it is in current by-laws
	11. Must be nominated by faculty with graduate standing, elected by faculty with graduate standing, in graduate school
	12. Appointment is by chair of faculty council, but this cannot happen since chair may not have faculty standing; it would then go to Dean of research & outreach
	13. All this must be written up: will create written formal proposal of this and present at next meeting (there may be a constitutional change in this)

n. Sharon: depending on what vote is for NTT faculty meeting, there may be constitutional changes here as well

o. Matt: Next week, committee will get proposal of responsibilities, nominations, changes and will have 10 days before next meeting

p. Paul: Are course proposals for graduate school on a separate committee?

q. Matt: Only faculty with graduate school status can look at this

r. Melanie: University wide committee requires that graduate curricular proposal seen by a graduate curricular committee with graduate faculty looking at it; will help if need help in drafting

1. Michael Rutter, Chair of Faculty Affairs
	1. At last council meeting, talked about testing procedures and creation of testing site
	2. Ken miller reached out and Joe P. did research
	3. Penn State Abington has a small testing center, so this could be a model
	4. Abington’s testing center is for: make up exams, overflow for disability services, World Campus exams (Penn State Behrend does proctor world campus exams)
	5. Inquires as to if a lab space can be secured, how to get going as soon as possible
	6. Note: this is not a computerized testing center, but rather a small room, with 9 – 12 seats
	7. Staffing is an issue, which administration must decide on
	8. Person who runs Abington testing center is an administrative assistant for e-learning center (split position)
	9. Center function oscillates per need
	10. Joe and Mike will talk to committees, but demand is high, most likely will have to restrict to legitimate exam reasons (i.e. make up exams for university excused absences)
	11. Will have to be monitored, but looks possible

l. Joe: This center will help with regard to Athletics, traveling: currently some coaches serve as proctors for makeups, etc. (will be a good idea across the board)

m. Mike: Makeup exams will help disability services with overload

n. Melanie: Can a grad assistant help out?

o. Mike: Undergrad students cannot proctor exams; Grad students may be able to proctor undergrads, but cannot proctor other grad students

p. Todd Say inquired as to wiring room for cameras, as Abington’s is

q. Ralph: Edinboro’s testing sites are wired for cameras

r. Mike: If the choice is to start up without cameras just to start it up, should move forward

s. Sharon: Did Ken suggest a space?

t. Mike: Ken talked to computer people and looked at labs with lower usage; Not sure where this is going yet; Some labs on campus could be converted to this; One concern is that these spaces are not good testing sites for lack of space to take exam; Fasenmyer ma be an option with upcoming renovations as long as construction is not going on at same time

u. Sharon: Could library spaces be used?

v. Mike: There are labs in the library; general library space is off limits and the rooms are for group tutoring

w. Melanie: What about Knowledge Park?

x. Mike: Do not want to use rooms there, but Knowledge Park (Merwin) might be an option

y. Melanie: There are some computer-like labs in Knowledge Park that may be available

z. Charlotte: Student Life is wanting to assess need for spaces, having forum with students for wish list; can include this for discussion later on (working with Ken on this)

aa. Ralph: May be short-term solution but long-term, for Master Plan: would like to turn library into Knowledge Commons; can look at usage of books and can take out some of stacks (digitized) to set up learning & teaching center in library

bb. Mike: This was mentioned also; the actual computer lab usage across campus is increasing campus-wide, so we cannot really take a lab for 8 hours a day

1. Alicyn Rhoades, Chair of Research: Not present, no report
2. Joshua Shaw, Chair of Scholarship & Awards: Not present, report read by Sharon
	1. Committee review nominees for college-wide awards
	2. 20 nominations
	3. Met on 2-17-17 to select finalists
	4. Will interview 14 students after spring break from March 13 – 15th, then will meet on 3-17 to determine recipients of awards
3. Charlotte de Vries, Chair of Student Life:
	1. With regard to Lionpath, some of charges for student life are becoming things we cannot do, but can encourage for international students
	2. Talked to Ken Miller about services for international students, and they are doing things there
	3. Student Life may need to reassess charges for next year due to inability to achieve some (others are working on other charges)

d. Sharon: Concern for students and faculty alike on campus with regard to immigration support and international students

e. Charlotte: Can look into this; has not heard anything directly with students, although there was an incident in Burke (someone wrote ‘make America great again’ in senior design room)

f. Joshua P: No issues reported to SGA

g. Sharon: Heard of issues with Muslim female students being harassed by men on campus, shoved against a wall and had their hijabs almost pulled off by the assailants

h. Charlotte: Will speak to Andy H. and can report it

1. Joseph Previte, Chair of Undergraduate Studies
	1. Charge to keep faculty up to date with Gen Ed changes
	2. Will be implemented summer 2018 for fall 2018
	3. Interim director and associate dean of Gen Ed Maggie Slattery will be visiting Behrend and will present on lines of what we wanted
	4. The subcommittee will defer to her presentation, which is online at [www.gened.psu.edu](http://www.gened.psu.edu) (about 54 minutes) with everything current where Gen Ed stands and changes forthcoming

e. Rod: Does it talk about grant process?

f. Joe: Grant process is included and also talks about new categories (2 presentations)

g. There are grant opportunities for these courses

h. Mary: Called last week and was told that Maggie Slattery is ‘making rounds’ now, so will be at Behrend perhaps this spring, perhaps next fall; nonetheless, for sure, everything needs to launch/ be in place by fall 2018

i. Mike: Have there been grants announced for inter-disciplinarity?

j. Rod: deadline is today

k. Luciana: No guidance for writing these, but are trying again; need template/ help, as they are not easy to write

l. Mike: They did announce one round of funding; Did Behrend get it?

m. Mary: These are 2 processes: Luciana is talking about in-house applications at Behrend, there is also one at UP

n. Mike: We are developing in-house procedures

o. Joe: Impossible to be inter-disciplinary with Math, as it is GQ (English and math are not inter-disciplinary cross-sections)

1. Representatives
2. Renee Finnecy and Jennifer Mangus, Part-Time Faculty Representatives: Not present, no report
3. Rod Troester, Filling in for Sudarshan Nelatury ,University Faculty Senate Representative
4. Attended most recent University Faculty Senate Council last week
5. A few things on agenda for March 14th: forensic reports on educational equity and workLion, adult learners at Penn State; Legislative reports to clarify requirements for syllabi and what should be included/ not included (we have discussed different blurbs to put on syllabi); Advisory and consultative reports (have revised 8084, preferred name & gender identity policy); NTT standardized titles will most likely go forward; we have most recent version of that
6. Sharon: Most recent version of proposed NTT tiers attached in minutes beforehand from last meeting
7. Rod: With regard to NTT proposed language changes: There are three levels, and levels are somewhat different depending on terminal degree or not
8. The concern also is how to transition people from where they are to where they will be for longer-term contracts
9. This may not be on agenda since this needs to be vetted better through administration before contractual implications take place (currently just a desire to sort this out before going to president’s desk)
10. Also a report on library space usage and outreach programs to high school/ middle school students
11. Informational reports on elections and senate rosters
12. SRTE report
13. Routine end of the year session reports
14. Terry: Anything on athletics being a standing committee?
15. Rod: If there, it would be under legislative reports

m. Sharon: Are these available online now?

n. Rod: Now in draft form but as soon as agenda is published will be available

o. Paul: Agenda should be published today (usually a week before meeting, not counting spring break)

p. Sharon: Last year it came out toward end of week before spring break, but we want to raise awareness before spring break

1. Joshua Pannaman, Student/Senate Representatives
	1. Moustafa Elhadary is not here today and did not provide report
	2. Laurie: E-mail me and his report can be included in minutes

c. Matt: Does SGA membership include a graduate student?

d. Josh: It can and should, but, at current time, there is no grad student on SGA; any interested parties, let Josh know

e. Melanie: How does nomination process work?

f. Josh: Person would be appointed & approved by Senate

1. Dr. Ralph Ford, Chancellor:
	* Enrollment & Admissions is looking good for next year with regard to incoming Freshman class
	* Thanks for those who came to Open House this last weekend, designed for students who are seniors trying to make final decision
	* Open House showed great innovation from various schools, such as alumni speaking to parents, current students speaking to students
	* This is the time of ‘yield’, and retention
	* Luciana: Some talk that only a few people came through Science and Business and the rest were held back
	* Ralph: There definitely appeared to be more than 16 people
	* Blair: Definitely more than 16 people
	* Rod: How is this done? How is this directed to school?
	* Ralph: For students who have been accepted and they then decide where they go
	* Rod: This is usually a smaller Open House as it is a more select audience
	* Ralph: Definitely smaller: 200 + students total across four schools
	* Mary: Students go wherever they want to
	* Matt: of students who came here, what percentage actually come here as a student? How effective are open houses?
	* Ralph: Do not have the exact number but can find out
	* The yield rate is important, typically dropping across universities as students apply to more schools (rate is those who apply versus those who are accepted); we try to ‘yield’ those students, usually 50% across board
	* Matt: Is the number those students who apply, are offered, and then accept? If the number is before Open House, does Open House change it? Effectiveness would be at a different rate
	* Ralph: They are ‘offered’ students but who have not yet ‘accepted’
	* Mary: Acceptance is on our part, not theirs
	* Matt: Seems to be different metrics
	* Rod: Should Admissions be keeping track of what works/ does not work in a systematic way, interviewing people out the door?
	* Ralph: We should invite admissions in and have them talk to Faculty Council, as there are different targets for different processes each year
	* Matt: Want increased applications, different offers, different metrics for each one
	* Ralph: We need to know target for each open house

Associate Dean of Academic Affairs Mary Kahl:

* + Spread word that March 13th is deadline for mid-semester reporting in Starfish
	+ If there is an idea for potential jobs for PASSS students, each job on campus this summer needs to be posted (cannot simply assign students), up to 10 hours a week
	+ Send any brainstorms/ ideas regarding potential employment opportunities to Mary or Mary Ellen Madigan
	+ Need to post jobs for listing of employment opportunities on campus for PASSS students
	+ Sharon: What is the deadline for this?
	+ Mary: Ideally, would like to have these posted by Mid-May, so needed by May 1st
	+ Rod: Is this the same system that work study jobs belong to?
	+ Mary: These students are not going on federal work study
	+ Matt: Does this include grad assistants?
	+ Mary: No, only the 40 students coming for PASSS program
	+ Ralph and Mary have talked about ideas of workshops for faculty talking about preparation for next level of faculty rank
	+ Would like to hold a workshop for NTT faculty this spring, and another for tenured track faculty in fall, and would like feedback in terms of timing, i.e. would it be better this spring, or both groups in fall?
	+ Idea would be to invite 4 school directors and have in place some feedback to find out and articulate what the expectations are from each of the four schools in terms of moving up ladder (will wait for vote on nomenclature, as this may change part of what is done)
	+ E-mail Mary informally about timing, as they should be held when people can be there
	+ Sharon: If vote goes through, all schools will have discussions as to how to define tracts, and it will be hard to advise in workshops if there are redefinitions going on
	+ Matt: On college committee, there was a discussion about consistency across schools; as each school has own policy, when up to colleges, it became muddled; is there a document that states how this works? Much of workload policies was changed in School of Business
	+ Mary: Guiding document is what goes in every 2, 4, 6 year file; that has not changed over time
	+ Ralph: Schools usually set expectations for rank; tend to see more definitions there; Business was asked for more specificity
	+ More general on college level, as they are looking at equity across schools
	+ Matt: College committee should get guidelines of each school
	+ Ralph: They are in the dossiers
	+ Luciana: For clarification purposes, we want to have workshop on NTT faculty with regard to new titles, then another TT faculty
	+ Melanie: Tenure-track faculty versus tenured faculty really needs two different workshops
	+ Mary: Yes!
	+ Ralph: Having senior faculty on committee would be helpful, but something to think about
	+ Mary: Want to have as much information/ sharing of information as possible, but should be helpful information
	+ Luciana: Then you may also need feedback beforehand on workloads for NTT faculty in terms of students, time, etc.; Before a workshop, you need to know the people with whom you are talking, so feedback on this would be good as well
	+ Mary: Idea is to facilitate construction of these, not to lead these
	+ Rod: Something cutting across schools that is vague for NTT folks is research expectation, if there is one; This eliminates or enables people, and needs to state clearly that, if you are promoted, you do or do not have to have research expectation
	+ Ralph: For Senior lecturer, there should be research scholarship, not necessarily as much as tenured track, but some; The levels will help to define this; Will see what comes out of the Senate
	+ Rod: Good to move from one step to next without component, but the last few years have included the process to recognize this part of faculty; would demoralize faculty if they are castigated for lack of research
	+ Ralph: Can do research scholarship without necessarily publishing papers; there are other ways to demonstrate excellence in field for NTT faculty
	+ Sharon: This would be a good thing to bring up/ discuss with NTT folks in meeting
1. New Business
2. Moustafa Elhadary, SGA President (not present)
3. Sharon: Recent Faculty Discussion Forum about SRTEs went very well, with excellent attendance and conversation, follow-up, even from those who were not there (e-mailed thoughts/ opinions)
4. Announcements
5. Faculty Council Meetings for Spring 2017:
* Tuesday, Mar. 28 at 3:30 p.m. in Reed 112
* Monday, Apr. 17 at 4:30 p.m. in Reed 113
1. Faculty Senate Meetings for Spring 2017 – Faculty Committee Updates from Chairs Requested
* Tuesday, Apr. 18 at 4:30 p.m. in Burke 180
1. University Senate Meetings – Spring 2017
* Tuesday, Mar. 14, 2017
* Tuesday, Apr. 25, 2017
1. Adjournment
	* 1. Motion to adjourn made by Rod Troester
		2. Motion seconded by Mike Rutter
		3. Meeting adjourned at 10:04 by Sharon Gallagher

Respectfully submitted by:

Laurie L. Urraro (For Jodie Styers)