

Penn State Behrend Faculty Council Meeting

February 21st, 2018

4 pm Reed 114

Present: Melanie Hetzel-Riggin, Ozgun Caliskan-Demirag Tim Krause, Laurie Urraro, Sharon Gallagher, Luciana Aronne, Robin Panda, Alicyn Rhoades, Pam Silver, Ralph Ford, Rod Troester, Omar Ashour, Eric Corty, Jane Ingold, Jay Americangelo, Constantijn van der Wegen, Moustafa Elhadary, Megan Stutz, Lisa Jo Elliot.

Call to order by Chair Laurie Urraro at 4:05.

Approval of Minutes from November 27th, 2017 meeting

Eric Corty moved that the minutes be accepted as written. Tim Krause seconded. Motion passed.

Reports of Officers and Standing Committees

Officers:

Laurie Urraro, Chair:

Thanks to task force that worked on changes to the constitution.

Thanks to Academic Affairs and Undergraduate Studies for working together to secure a testing site.

There was a snafu in the election of senators and that part of the election will be redone.

There will be discussion at the meeting about updates to the Constitution. As a reminder, here is the process: As per Article X of the Constitution, any Faculty member (including the Chair), can propose amendments to the Constitution. If an amendment receives a 2/3 vote by electronic ballot of the Council's voting membership, it must be submitted to the membership of the Senate within fifteen working days. A vote by Faculty Senate is then scheduled to occur within the ensuing fifteen working days. Final College approval of the amendment requires a majority of the voting members of the Senate.

The Common Hour issue has been made a charge for Faculty Affairs.

Tim Krause, Vice Chair:

(See Appendix A for complete list of proposed changes to the constitution.)

There were 15 suggestions for changes in the Constitution. Members of the committee reviewed them and they were discussed with Pam Silver. It was decided that two were administration functions: Specify that the Chair needs three course releases per academic year and Specify membership of committees such as ALT (Academic Leadership Team),

CLT (College Leadership Team), CAC (Chancellor's Advisory Council) so as to include the Chair of Faculty Council.

Three were considered a strong yes: Correct any typos, grammatical, and/or formatting errors in the Constitution document, Update NTT (Fixed Term and Standing Non-Tenure Line) information with regard to newest changes, and Clarify Section 3 of Article X (Amendments) to indicate that amendments need to be approved by a majority of "all eligible voting" members of the Faculty Senate (not "voting members," as currently worded).

NTT should now be called Fixed-Term and Standing Non-Tenure Line.

Ralph clarified how the nominations committee works. He convenes as non-voting member. The advantage is that his office has the support material. There was discussion about what the intent was of the suggestion. Perhaps the past-chair should be on the committee.

Discussion followed on several of the proposed amendments. After clarification from Melanie Hetzel-Riggin on why it is important, "Add graduate studies committee as a full-fledged standing committee" was upgraded to a strong yes. (See Appendix B for details of this proposed amendment.)

All faculty members can attend Faculty Council meetings and should read the minutes.

There was discussion about how many votes constitute a quorum.

We have been calling NTT by the wrong name. It should be Fixed-Term and Standing, Non-tenure-line Faculty. After some discussion, "Add NTT as a full-fledged, standing committee" was upgraded to Strong yes.

Laurie thanked the committee for all of their hard work.

Jane Ingold, Secretary: No report.

Sharon Gallagher, Past Chair:

Sharon asked about the effects of shifting enrollment in general education with the recent changes. Pam said that integrated courses will be protected for freshmen. It is difficult to predict how this going to play out. For this year we made sure we had enough seats for half of our incoming freshmen

Luciana Aronne, Parliamentarian: No report.

Committees:

Academic Computing: Chair Robin Panda reported that they have talked to all schools about lack of computing spaces. Labs have been taken up all day by classes. Some students are having problems because they need software that is only in certain labs and those labs are unavailable to them. Right now you can install software on any machine but UP wants that changed so that certain labs have certain software and it will be even more of an issue. Discussion followed about different problems faculty and students have and may have with labs.

Athletics: No Report.

Curricular Affairs: No report. (Melanie had to leave).

Faculty Affairs: Chair Ozgun Caliskan-Demirag reported that they completed their first charge to set up a testing center. They moved on to Common Hour. Survey results are in. They will meet Friday to discuss them. They are considering best practices with regard to program chairs. She is making a table based on how each school does it.

Research: Chair Alicyn Rhoades reminded everyone that sabbatical applications have guidelines that must be followed. Ivor has them.

Scholarship and Awards: The committee received 34 completed applications out of 42 nominations. This was a big yield and they thank everyone who nominated a student. They selected interview finalists and started the interview process. They plan to finish before spring break. (as reported by Chair Sarah Whitney to Laurie via email)

Student Life: Chair Omar Ashour, They are working on two charges. The first is the vision of a Behrend graduate. The second is SGA's State Day proposal. They will be sending faculty a survey about the latter.

Undergraduate Studies: The testing center is up and being used. Glenn Kumhera is working with Emily Artello to understand the new Gen Ed requirements and the two of them have been working with faculty to educate them about the changes. They are also working a charge initiated by the SGA involving faculty returning work and posting grades in a timely manner. (as reported by Chair Joseph Previte to Laurie via email)

Institutional Education Diversity: Not Present.

Representatives:

Denise Divins and David Waples, Part-Time Faculty Representatives: Not present.

Rod Troester, University Senate Faculty Representative: Two important reports have come out; one is on promotion to professor and the other is an interim report on implementing AC21. Applications are up but international applications are down. The Undergraduate Bulletin will be online sometime in March. IT is running a phishing campaign.

Moustafa Elhadary, Student/Senate Representatives: The SGA Correspondence dinner will be held on April 5. There was a survey about State Day and about 650 students responded with 90% in favor of it. They attended the Council of Commonwealth Student Governments, which voted for a resolution on smoke free campuses. Common Hour works at other campuses but our SGA does not believe it will work here and voted against it. There is a new amnesty program so that if a student calls for help for a fellow student who is intoxicated neither will be punished.

Dr. Ralph Ford, Chancellor: No report (had to leave early).

Dr. Pam Silver, Interim Associate Dean for Academic Affairs: No report (had to leave early).

Dr. Ivor Knight, Associate Dean for Research and Graduate Studies: Not present.

Old Business: None.

New Business: None.

Announcements

The first FAS Chat of the semester will be on Tuesday, February 27th, 4 pm, Metzgar and will feature ABC and OACS.

The first Faculty Luncheon Forum of the semester will take place on February 23rd in conjunction with students from SGA to discuss academic advising.

Next Faculty Senate meeting: Wednesday, February 28th, 4 pm (Reed Auditorium)

Next Faculty Council meeting: TBD

University Senate Meetings (UP): March 13th, 2018 and April 24th, 2018

Adjournment: Luciana Aronne moved that the meeting adjourn. Sharon Gallagher seconded. Motion was passed. Meeting adjourned at 5:18 PM.

Appendix A

Proposed Amendments to the Behrend Faculty Senate Constitution

1. Correct any typos, grammatical, and/or formatting errors in the Constitution document
2. Update NTT information with regard to newest changes
3. Clarify Section 3 of Article X (Amendments) to indicate that amendments need to be approved by a majority of "all eligible voting" members of the Faculty Senate (not "voting members," as currently worded)
4. Add NTT as a full-fledged, standing committee (proposal from NTT subcommittee attached, see below)
5. Add descriptions of Faculty Council and Faculty Senate meetings (with particular attention as to how to distinguish between the two)
6. Specify that the Chair needs 3 course releases per academic year
7. Specify that the Vice Chair of Faculty Council chairs the Nominations Committee, that the Nominations Committee should include the Past Chair as a member, and that, with regard to administration, only the ADAA is invited as an ex officio but is a non-voting member. Administration can e-mail suggestions along with the rest of faculty
8. Specify membership of committees such as ALT (Academic Leadership Team), CLT (College Leadership Team), CAC (Chancellor's Advisory Council) so as to include the Chair of Faculty Council
9. Add Graduate Studies committee as a full-fledged, standing committee (proposal from Curricular Affairs attached, see below)
10. Rethink the committee structure; only committees with standing charges (tasks that need to be done every year) should be kept, all others should be dropped (like Faculty Affairs). "Special projects" should be done through ad hoc committees charged by Faculty Senate
11. Change Council meetings to specify that all Council meetings are open to faculty, but every other meeting is closed to Administration
12. Every other Faculty Senate meeting should be closed to administration as well. They can alternate so administration is not closed out of both Council and Senate in the same set of meetings
13. Re-write/ refine process of changing Constitution (i.e. specifically what must be done to change it)
14. Be more specific with regard to the non-voting capacity of administrators in certain areas
15. Create a grievance committee for faculty, whereby the committee would then decide if the grievance goes on to HR and suggest how HR would handle the situation

APPENDIX B
GRADUATE CURRICULAR AFFAIRS COMMITTEE PROPOSAL

Proposal: Establish a Graduate Curricular Affairs Committee as follows:

- Responsibilities: to review and evaluate all graduate course and curriculum proposals submitted by the Schools of the College. To create a *Guide to Behrend College Graduate Curricular Procedures*. The policies and procedures in the *Guide to Behrend College Graduate Curricular Procedures* are subject to the approval of Faculty Council and are to be consistent with the *University Graduate School Guide to Curricular Procedures*. The Graduate Curricular Affairs Committee will maintain and make available the *Guide to Behrend College Graduate Curricular Procedures* which provides instructions for submitting graduate course and curriculum proposals. The committee will study and review all existing graduate courses and curricula of the College and maintains liaison with the College administration and faculty as necessary for the implementation of the procedures outlined in the *Guide to Behrend College Graduate Curricular Procedures*.
- Membership: Membership will include at least one representative have University Graduate School standing from each School approved to offer a graduate program. Committee members will serves a two-year term with the terms of the School representatives staggered. Behrend's Graduate Council Representative will serve as the *ex officio*, non-voting member of the Behrend College Graduate Curricular Affairs Committee. A graduate student representative is to be appointed to the Graduate Curricular Affairs Committee. The representative is selected from those names submitted by the school directors with graduate programs and appointed by the Chair of the Graduate Curricular Affairs Committee. The committee will consist of an odd number of members (including the committee chair but excluding Behrend's Graduate Council Representative and the graduate student representative). All elected committee members will serve as the Graduate Curricular Affairs Committee Nominating Committee and will presents a slate of nominees for the committee's Chair to the Chair of the Faculty Council prior to February 28. Elections are by secret ballot of the members of the Faculty Organization have University Graduate School standing. Each elected chair serves a one-year term, unless reelected.
- Standing Charge(s): To make specific recommendations to the Senior Associate Dean for Research and Outreach regarding proposals for the creation, revision, and discontinuance of graduate programs and courses at Behrend.