# Faculty Council Meeting Agenda

# Monday September 21, 2015 – Glenhill Farmhouse, Memorial Room

In attendance: L. Aronne, M. Burke, C. Nagle, N. Shoenberger, P. Bhattacharjee, K. Noce,
M. Swinarski, E. Kuttenberg, V. Kazmerski, S. Gallagher, R. Weissbach, J. Mangus, D. Blasko, R. Ford, B. Light, J. Sitter, J. Amicangelo

1. Call to Order – Luciana Aronne, Faculty Council Chair 4:30 pm
2. Approval of minutes from last Faculty Council meeting on April 6, 2015 - Kathy Noce moved; Courtney Nagle seconded, all approved
3. Introduction of Officers and Standing Committees
	1. Officers
4. Faculty Council Chair – Luciana Aronne
5. Faculty Council Vice-Chair – Sharon Gallagher
6. Secretary – Vicki Kazmerski
	1. Committees
7. Academic Computing – Meg Burke
8. Athletics – Nicole Shoenberger
9. Curricular Affairs – Matt Swinarski
10. Faculty Affairs – Eva Kuttenberg
11. Research – Jay Amicangelo
12. Scholarship and Awards – Courtney Nagle
13. Student Life – Papiya Bhattacharjee
14. Undergraduate Studies – Kathy Noce
15. Engineering Representative – Rob Weissbach
	1. Representatives
16. Part-Time Faculty Representative – Renee Finnecy and Jennifer Mangus
17. Senate Representative – Sudarshan Nelatury
18. Student Representatives – Josh Sitter, SGA President

 Patrick Kress, SGA Vice President

* 1. Administration
		1. Interim Chancellor – Ralph Ford
		2. Senior Associate Dean – Bob Light
		3. Interim Associate Dean for Academic Affairs – Dawn Blasko
	2. Discussion of Charges – (See Appendix 1)
1. Faculty Affairs – E. Kuttenberg –
	1. proposed splitting Charge #1 of Faculty Affairs so that the Faculty Affairs committee will address the charge from the Faculty perspective and the Student Affairs committee will address it from a student perspective
	2. proposed a subcommittee for Non-tenure track faculty will look at FT promotions – the Faculty Affairs committee will focus on promotion to Full professor
2. Undergraduate Studies Committee – noted one person may be listed on the committee incorrectly – Check whether Severine Patanakul (BUS) should be Peerasit Patanakul (BUS).
3. Unfinished Business

Constitution Revisions – L. Aronne brought to Council for a vote for approval to bring revisions to faculty organization for a vote.

- no major content changes from spring version

- the order was modified to flow better.

- change of name from Faculty Organization to Faculty Senate to be more consistent with other campuses of Penn State. – Discussion of why ours were different.

- Question on make up of Faculty Organization of all staff with faculty - issue of percentages for voting –

- Several specific suggestions were made to the revised document (Version 9/11/15):

Article 1 – name – fix to Faculty Senate

Article II – section on student representation – how to make more specific which student is the representative on specific committee– Article 7 – section 5c -- suggestion that this is procedural and the SGA president should provide Chair the assignments

Article IV - Section 8 – add “senators” to nominations

* Section 3 - membership – correct to “chairs of faculty council standing committees”.
* Section 3 – consider – the Faculty Council – add in the Executive board of the Faculty senate to clarify – specify that the administrators are non-voting ex officio; add Past Chair as non-voting ex-officio member
* Section 8 Past Chair – add as part of the Faculty Council? Recommend as a non-voting ex-officio

Article VII Section 1a. Spell out the abbreviations for P & T

* Discussion on i), ii) and iii) – suggestion on wording is unclear; --change “at least” to “each of the”
* Section 2h - – ADD - under Director of Learning Resource Center as a non-voting ex officio member
* Section 3 – Discussed time limits for ad hoc committees. The discussion concluded with the idea that although when a committee is formed it should have a clear time line and charges. However, that is a procedure and as such should not be in the constitution.

Article X – Section 3 – propose to remove word “Electronic” from sentence 1.

* Discussed an inconsistency for the title - “Chair of Faculty Senate” or “Faculty Council Chair” or “the Chair” – e.g., article IV – old section 5 new 3. The decision was to change all to “the Chair.” At beginning add note – hereafter refer to
* These changes will be made and then the modified draft will be circulated via email. The Council agreed to vote electronically. If it is approved, it will be sent to the full Faculty Organization.
1. New Business
2. Luciana Aronne – To improve committee accountability, Aronne handed out a Template for Accountability (See Appendix 2) and minutes (See Appendix 3). For accountability a Committee chair would rate the members of the committee on a scale: very active (participate and attend), active (attend), non-active. This would be requested by beginning of December that Aronne can meet with non-active members. Meeting minutes. Changes were suggested to the template to list members and check who is present; the minutes should then be approved by the committee electronically within two weeks of the meeting then can be posted on the web.

Forms were approved as two separate documents. Committees need to be advised of the change.

1. Special Joint Committee – not looking at grievances – is a guidance in knowing where to go when there is a problem; asked Kuttenberg if have a rep from Faculty Affairs; support from R. Ford; not a decision making committee;

Ask for clarification on how distinguished from Ombuds; R. Ford and L. Aronne are working on the charge from the committee; will be discussed with the Directors;

1. Dawn Blasko – Academic Affairs update.
no report
2. Ralph Ford – College update.

- Proposed investigating how can we make sure Faculty Council/Organization functions more efficiently. There are often recommendations don’t make it to Directors. He is trying to establish more formal means of communication

- Chancellor- Discussion Forums *(See VI – c - below)*

- Finances and budget – will have some small meetings on budget education will be announced soon

- The official communicative name of our college is changing to “Penn State Behrend” – new logo for shield, letterhead will be phased in

1. Announcements
	1. Fall 2015 Faculty Council Meetings – Mondays October 19, Nov. 16 4:30-5:30
	2. Fall 2015 Faculty Organization Meetings – Monday Oct. 26, Tuesday Dec. 8 4:30-5:30
	3. Discussion Forums - 12:20-1:10 Metzgar Building
	Wednesday October 7 (Athletics)
	Monday November 9 (Green Dot)
	Wednesday December 2 (Canvas)
	Future – Lion Path in the spring
2. Adjournment

- Motion to adjourn – E. Kuttenberg; P. Bhattacharjee, seconded; Approved. Adjourned

## APPENDIX 1. Charges to Faculty Council Standing Committees

# ACADEMIC COMPUTING COMMITTEE

MEMBERS

Meg Burke, Chair (HSS)
Ron Del Porto (ENG)
Margaret Kertis (SCI)
Aaron Mauro (HSS)
Ido Millet (BUS)
Robin Panda (ENG)
Christopher Wassel (BUS)
Chuck Yeung (SCI)
Dawn Blasko, ex officio
Larry Kosin, ex officio

CHARGES 2015-2016

1. Interface with each standing School committee for computing to identify the technology needs of each school.
2. Continue to facilitate communication between IT and faculty. The committee could create a blog on new technology that faculty can access on the website. This can be a joint project with IT.
3. Investigate ways to reduce information overload and improve campus-wide communication.
4. Investigate ways to leverage smart phones, tablets, etc. Make it easier for students, faculty and staff to use mobile apps.
5. Support faculty and develop recommendations to assist with the transition of the Learning Management System from Angel to Canvas.
6. (Joint Charge) Work the undergraduate studies committee to find a way to let faculty know about the technology that is available on campus for them.

# ATHLETICS COMMITTEE

MEMBERS

Nicole Shoenberger, Chair (HSS)
Terry Blakney, (SCI)
Adam Combs (SCI)
Adam Hollinger (ENG)
Timothy Krause (BUS)
Craig Warren (HSS)
Chris Wassel (BUS)
Brian Young (ENG)
Brian Streeter, ex officio
Chuck Brown, ex officio

CHARGES 2015-2016

1. (Standing Charge) Consult and report on any actions taken or to be taken with respect to athletic standards related to the educational function of the college and the University.
2. (Standing Charge) Approve athletic schedules and eligibility of students for intercollegiate athletics.
3. Review procedures for student athletes missing classes and prepare a document for best practice recommendations that can be placed on the Behrend faculty website.

# CURRICULAR AFFAIRS COMMITTEE

MEMBERS

Matthew Swinarski, Chair (BUS)
Joel Hunt (HSS)
Amir Khalilollahi (ENG)
Glenn Kumhera (HSS)
Mike Lobaugh (ENG)
Sourish Sarkar (BUS)
Jennifer Ulrich (SCI)
Tia Young (SCI)
Rod Troester, ex officio

CHARGES 2015-2016

1. (Standing Charge) Make specific recommendations to the Associate Dean for Academic Affairs regarding proposals for the creation, revision, and discontinuance of programs and courses at Behrend based on review by the faculty, the committee membership and the committee chair. This standing charge involves reviewing all course and program proposals entered into the (Course Submission and Consultation System (CSCS) to ensure that the proper documentation and assessment has been performed for changes to the Behrend curriculum. These changes include new, altered, or dropped courses as well as new, altered, or dropped curriculum (minors and majors). The committee members are to assure that any curriculum changes do not adversely affect the other schools within the Behrend campus as well as adverse effects to other campuses.
2. Continue to work with the administration and appropriate support offices to improve the Behrend curriculum website. Follow up on the implementation of improvements from prior academic year.
3. Develop a set of “best practices” for all schools within the campus regarding how to develop and submit course, certificate, minor, and major proposals.

# FACULTY AFFAIRS COMMITTEE

MEMBERS

Eva Kuttenberg, Chair (HSS)
Dave Causgrove (BUS)
Bob Edwards (ENG)
Michael Naber (SCI)
Courtney Nagle (SCI)
Carol Putnam (BUS)
Ashley Sullivan (HSS)
Rob Weissbach (ENG)

CHARGES 2015-2016

1. Prepare a document containing best practices for improving student retention at Behrend.
2. The number of promotions of faculty to full professor are much lower than at University Park. The committee will review policies and procedures and develop best practices for promotion.
3. Develop recommendations to encourage more engaged scholarship at Penn State Behrend and to reward faculty appropriately.
4. Develop best practices for appointing, evaluating and rewarding program chairs.

# RESEARCH COMMITTEE

MEMBERS

Jay Amicangelo, Chair (SCI)
Mike Brown (BUS)
Huan Chen (HSS)
Varun Gupta (BUS)
Tom Noyes (HSS)
Mohammad Rasouli (ENG)
Alicyn Rhoades (ENG)
John Steffen (SCI)
Bob Light, ex officio

CHARGES 2015-2016

1. (Standing Charge) Review sabbatical leave applications and recommend individual for sabbatical.
2. (Standing Charge) Review nominations for and select recipients of the Council of Fellows Faculty Research Award and Council of Fellows Excellence in Outreach Award.
3. Create a list of people or administrative positions to contact for information from digital measures for both Charges 1 and 2. The committee will work with the appropriate Administrative Assistants to develop Digital Measure reports containing only material needed to review for faculty awards.
4. Develop a set of criteria for guidance on how to rank sabbatical applications for all members of the committee to follow. This will be done in consultation with the Associate Dean of Academic Affairs and the Senior Associate Dean for Research and Outreach & COO.

# SCHOLARSHIP AND AWARDS COMMITTEE

MEMBERS

Courtney Nagle, Chair (SCI)
Kerry Adzima (BUS)
Mary Grace Galinato (SCI)
David Kahl (HSS)
Ihab Ragai (ENG)
Eric Robbins (BUS)
Joshua Shaw (HSS)
Leo Sun (ENG)
Tera Van Doren, ex officio
Ken Miller, ex officio

CHARGES 2015-2016

1. (Standing Charge) Review student awards applications and nominations and recommend award recipients.
2. Change or make improvements to the nomination process to encourage more faculty and staff to give recommendations.
3. Determine criteria for awarding Chancellor’s Scholarship Fund and determine monetary value.

# STUDENT LIFE COMMITTEE

MEMBERS

Papiya Bhattacharjee, Chair(SCI)
Emily Cassano (HSS)
Charlotte de Vries (ENG)
D. J. Galiffa (SCI)
Shin Kwon, (BUS)
Lucy Lenhardt (ENG)
Angela Rood (HSS)
Janice Tottleben (BUS)
Ken Miller, ex officio
Joshua Sitter, president of SGA

CHARGES 2015-2016

1. (Standing Charge) In coordination with the Office of Student Affairs, review and report on implemented or recommended policies, programs, and services which regulate and support student life on campus.
2. To work with the Office of Student Affairs to establish and maintain a culture on campus that welcomes and supports international students to enhance their success at Behrend.
3. Continue to operationalize and monitor change of location and student retention from a student’s perspective. Implement metrics to monitor ongoing progress with respect to retention for different groups (ex., local versus international) of students.
4. Evaluate summer 2015 food delivery and determine if that is any need for further action.
5. Continue to promote voter registration among students, and measure the effectiveness of offering voter registration as part of New Student Orientation and Constitution Day. The committee should work with SGA to promote local registration and to be active in local issues.

# UNDERGRADUATE STUDIES COMMITTEE

MEMBERS

Kathy Noce, Chair (BUS)
George Dudas (ENG)
Daniel Galiffa (SCI)
Matthew Levy (HSS)
Janet Neigh (HSS)
Severine Patanakul (BUS)
Beth Potter, (SCI)
Stephen Strom (ENG)
Ruth Pflueger, ex officio

CHARGES 2015-2016

1. (Standing Charge) Review and recommend teaching and advising award recipients. Also, if approved, implement procedures for recommending a Research Mentor Award recipient.
2. Create a list of people or administrative positions to contact for information from digital measures for Charges 1. The committee will work with the appropriate Administrative Assistants to develop Digital Measure reports containing only material needed to review for faculty awards.
3. Review the new general education curriculum and put together a presentation to explain to faculty how to advise their students with these new general education requirements.
4. (Joint Charge) Work with the academic computing committee to find a way to let faculty know about the technology that is available on campus for them.
5. Monitor changes to assessment processes at Penn State Behrend and work with the centers for teaching and learning along with the Associate Dean of Academic Affairs to provide information to faculty.

## Appendix 2: Template for Accountability

College Committee Accountability

Name of College Committee:

Chair of College Committee:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Committee Members | Very Active | Active | Not Active |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Comments:

Appendix 3: Template for Committee Minutes

(Fill in Committee Name) Minutes

Members:

Date:

Where:

Members Present:

Summary of Topics Covered at Meeting:

Action Items Assigned:

|  |  |  |
| --- | --- | --- |
| Action Item Assigned | Person(s) Responsible | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Respectfully Submitted by: