**Faculty Council Meeting Agenda**

**Monday March 21, 2016 – Glenhill Farmhouse, Memorial Room**

1. Call to Order – Luciana Aronne, Faculty Council Chair

4:31 pm

Minutes are being circulated via email.

1. Updates from Officers and Standing Committees (If any)
   1. Officers
2. Faculty Council Chair – Luciana Aronne –

1 - bring to our attention: Call for Nomination for Service Awards – due March 30.

2 - Charges for next year – charges this year were based on reports from last year; request that each committee recommend charges for next year

M. Swinarski – recommend that at first meeting the committee should agree to the charges

L Aronne – says that chair sets the charges in consultation administrative liaison, Associate Dean and chairs of committees;

There was a discussion on order of how charges are set and an agreement that all committees should be making recommendation from each committee with the end of the year report. (These are due May 15.) Those reports go to Sharon Gallagher. (More on this will come out later)

3- Elections – role of the ombuds – defined in HR76 -

4 – A draft of BCF10 – Promotion of Faculty Members to the Rank of Senior Lecturer – was reviewed (Revised date of May 24, 2013). The document still needs to be clarified; DB – this will need to be clarified with respect to new University Senate policy; DB’s office will work on this during the summer.

ii. Faculty Council Vice-Chair – Sharon Gallagher – non-tenure track committee will have work to do next year

* 1. Committees

1. Academic Computing – Meg Burke – not here
2. Athletics – Nicole Shoenberger - next meeting is April 19 in which they will finish out the last charge of finalizing schedules
3. Curricular Affairs – Matt Swinarski – the committee is reviewing proposals and will be assessing charges and propose new charges for next year

iv. Faculty Affairs – Eva Kuttenberg – not here; report from Rob Weissbach

- adhoc committee on promotion to full professor has been meeting, Ralph, Bill Lasher, and Pam Silver met with the committee to discuss the process of promotion to Full professor; at end of year the committee will report on the process and will make recommendations for additional work

v. Research – Jay Amicangelo –

- Nomination Form Changes (Appendix C & D)

- For research award – need to clarify – that the nomination will go to Chancellor who forwards it to the school who will then select one nominee from each school.

- For Outreach Award – elaborated on nomination procedures – will be consistent with Research Award.

Propose these changes will go in effect next year.

- Ask for feedback – these will be more consistent across awards; any comments can be sent to Jay. Recommend that text should be consistent with Teaching Award that Kathy Noce is working on.

vi. Scholarship and Awards – Courtney Nagle

- interviewed 13 students for College-wide awards; names were submitted about awards, completing the major charge of the committee

vii. Student Life – Papiya Bhattacharjee-

- panel discussion will occur 3/22

- student retention- a survey went out from Ken Miller’s office to students who left Behrend for UP;

- a subcommittee is working on getting students to vote

- Q: meeting time was difficult to find;

viii. Undergraduate Studies – Kathy Noce – not here

- sent in a revised motion to make changes to the advising and teaching awards. (See Appendix A.) There was a lengthy discussion of the proposed document and several additional revisions were suggested. The outcome was that the document was sent back to the committee for further revision before voting on it.

ix. Engineering Representative – Rob Weissbach

- no new report

* 1. Representatives

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

ii. Senate Representative – Sudarshan Nelatury – represented by Dawn Blasko

- Senate has been very busy

- All reports passed: There are new general education criteria. All courses will be reviewed over the next three years; faculty will be asked to be consulted

- All general education courses will be reviewed every 5 years.

- Blasko noted that requests for substitution petitions and they don’t meet the criteria for Gen Ed. Everyone who teaches Gen Ed should review the criteria for Gen Ed to know what the objectives are. No curriculum will go through without objectives. Assessment must be linked to objectives. If the course meets criteria, it should be submitted for Gen Ed.

- Subcommittee for integrative studies – might cover two areas – e.g., GN/GS. Sarah Whitney will be working on this. There will be workshops at the end of the year. Once approved, will cover all colleges of the University. Can also be two courses that are linked.

- Health Care – changing – heads up to look for changes

- Fixed-term faculty changes – will need to create separate committees – Consider that instead of 3 committees at Behrend, have one committee since we have few Fixed-term faculty. Need 3-5 senior lecturers for each school to comprise the committees. Behrend only has 13 senior lectures of 92. Discussion of the procedure – recommend that if there are fewer than 3 senior lectures – should be one committee at the campus. The details of the procedures should not be in constitution.

iii. Student Representatives – Josh Sitter, SGA President

- CCSG– commonwealth – student government – developed a proposal requiring timely reporting of grades on Angel/Canvas; this led to a discussion by the faculty, including the point that faculty are not required to post any grade to Angel/Canvas.

- Diversity is going toward no smoking policy – working on common guidelines for all campuses

- at Behrend – looking at getting RA class as a Gen Ed course; making recommendation to get ROTC students to get preferred registration.

1. New Business

Bob Light – not here

Dawn Blasko – no report

Ralph Ford – not here

1. Announcements
   1. Faculty Senate Meeting – Monday April 25th 4:30-5:30 Reed Auditorium
   2. Discussion Forums - Monday April 18th Metzgar Living Room 12:20-1:10

Tracy Halmi – Advising

1. Adjournment

A motion to adjourn - Jay Amicangelo. Second by Rob Weissbach.

Meeting adjourned at 5:47 pm

**APPENDIX A:** Motion to faculty Council from Undergraduate Studies:

The Undergraduate Studies committee would like to make a motion to create another faculty award and make changes to the advising and teaching awards. We move that a new award called the **Research Mentor award** be added to annual awards given to faculty. This award would be given to a faculty member who has demonstrated a commitment to mentoring undergraduate research as demonstrated by the following:

* Supervision of thesis projects or course-related research projects
* Mentoring student presentations at local, regional, national, or international conferences
* Promoting student contributions to publications
* Organization of research conferences

Additionally, the committee would like to move to make changes to the nomination process for the Council of Fellows Excellence in Teaching Award and the Guy W. Wilson Award for Excellence in Academic Advising. The changes would include the following:

To be considered a candidate for either award, the faculty member nominations online or submitted to the school in writing. If a school has more than three candidates, the School Awards Committee or ad hoc committee will select the three best candidates that will be forwarded to the Undergraduate Studies committee. The school committee should be comprised of faculty members and not School Directors.

Faculty should be notified of their candidacy for the award and will be provided one to two weeks to write a personal reflection describing his/her advising/ teaching/ mentoring philosophy. Candidates should also review their portfolios before submission to the Undergraduate Studies Committee. The following would be the documentation required for each nomination:

**Council of Fellows Excellence in Teaching Award**

* Nomination submitted
* Copies of nomination letters of support(including students, other faculty, and school leadership)
* Teaching dossier (from Digital Measures) including SRTE scores for the last two school years
* Candidate’s personal reflection on teaching philosophy
* Other evidence of student learning should be provided for review (peer evaluation of teaching, letters from students, student comments obtained during exit interviews, etc.

**Guy W. Wilson Award for Excellence in Academic Advising**

* Nomination submitted
* Copies of nomination letters from students, faculty, parents, and administration emphasizing excellence in academic advising, individual student goal-setting and career planning, and personal counseling
* Number of advisees for current and previous school year
* Candidate’s personal reflection on advising philosophy
* Response from an online survey sent to students on adviser’s roster. Survey will inform students that their adviser is a candidate for the award and ask that they provide comments regarding their experience.