**Faculty Council Meeting Minutes**

**Monday 13 October 2014 – Glenhill Farmhouse Memorial Room**

Present: D. Williams, V. Kazmerski, L. Aronne, G. Walters, K. Danvers, T. Mastroberadino, D. Bechtold, A. Combs, B. Potter, D. Birx, D. Blasko

1. Call to Order – Darren Williams, Faculty Council Chair – 8:04 a.m.
2. Approval of minutes from last Faculty Council meeting - Monday September 15, 2014

- Motion to approve – L. Aronne, second by A. Combs, approved

1. Chancellor - Don Birx

- Associate Dean search update; no national search at this time; positive response to email request asking about extending D. Blasko’s interim appointment

- School of Science Director search update - moving forward; review of apps in November

- “Women’s Issues” group – D. Birx provided background information on the committee; There was discussion about how the group will work with the Institutional Equity and Diversity Committee

- Budget - things are improving across campuses; funding improving;

1. Reports of Officers and Standing Committees
   1. Officers
2. Faculty Council Chair - Darren Williams

- Vice Chair search update – L. Aronne introduced as Vice Chair and Parliamentarian

- Best electronic polling practices - investigate Angel to conduct future elections; need for date/time stamp. D. Williams to talk with Xi Dunsworth

- Revision of the Behrend Constitution in progress (e.g., separation of Vice Chair and Parliamentarian, P&T guidelines – *see Appendix 1*) - work through the leadership team of Faculty Council

- Suggestion to offer a Help Session for writing of narrative statements

ii. Secretary Vicki Kazmerski – no report

* 1. Committees

1. Academic Computing - George Walters

- October 6 meeting summary (*see Appendix 2)*

*-* Classroom technology – discussion that the issue is being addressed by the Undergraduate Studies Committee as well so there is a need for coordination between the two committees, issues of classrooms in the new building and the replacement of clickers with phone apps

1. Athletics –represented by Alternate Adam Combs –

- Golf course will be closing to save the maintenance costs

- Scheduling for student athletes will be adjusted so that noon to 5 will be considered a half day

1. Curricular Affairs – Mike Lobaugh – not present

iv. Faculty Affairs – Luciana Aronne

- Appointment of new Chair – Eva Guttenberg will be chair, John Champagne will represent the committee at the Faculty Council meetings.

- Topic for discussion: P&T how to treat prior work credit in a fair and consistent manner across schools

- Topic for discussion: how SRTES are evaluated and conducted for team-taught courses

1. Research – Tony Mastroberardino

- Meeting soon to discuss sabbaticals – will make recommendations by end of month – 9 applications; 5 or 6 likely to be approved

vi. Scholarship and Awards – Jason Bennett – not present

vii. Student Life – Kreag Danvers

- has not met yet; the vacancy on the committee has been filled

viii. Undergraduate Studies – Beth Potter

- Gen Ed Task Force visit to Behrend; will be summarized at the next Faculty Organization meeting

* 1. Representatives

1. Part-Time Faculty Representative – Renee Finnecy – not present

ii. Senate Representative - Bill Lasher – not present – V. Kazmerski read the report that B. Lasher sent – *see Appendix 3*.

iii. Student Representatives represented by D. Bechtold – left before discussion

- Constitution Day activities -- Lion Entertainment Board will organize for next year in Sept.

- SRTE window and best practices

– The Student Life committee had requested a three week period to fill out. This was discussed among the officers present. Those in attendance did not support the extension. D. Williams motioned to not have the window extended. V. Kazmerski seconded. All agreed not to extend the window for completing the SRTEs.

- D. Blasko said there is some discussion among student groups to release SRTE scores to students to use to choose faculty;

* 1. Administration
     1. Senior Associate Dean - Bob Light
     2. Interim Associate Dean for Academic Affairs - Dawn Blasko

Curricular changes

1. Unfinished Business
2. New Business
   1. IEDC committee
3. Announcements
   1. FA14 Faculty Council Meeting – Monday Nov. 17
   2. FA14 Faculty Organization Meetings – Monday Oct. 27, Friday Dec. 12
   3. FA14 University Senate Meetings – Tuesdays Oct. 21, Dec. 9
4. Adjournment:

- Motion to adjourn by G. Walters, Seconded by L. Aronne, Adjourned 9:32 a.m.

**Appendix 1:**

**Revisions to the P&T Guidelines of the Behrend Constitution**

**Written by Bill Lasher and approved by Dawn Blasko and Darren Williams on October 6 2014. Changes have not been formally approved and are open to discussion.**

The Promotion and Tenure Review Committee consists of nine members: two elected from each School, and one, the Chair, who serves a one-year term, appointed by the Chancellor from members who have served on the Committee within the last five years. Committee members must be tenured and have the minimum rank of Associate Professor, and each member (other than the chair) serves a two-year term with the terms of the School representatives staggered. Elected members who complete two consecutive two-year terms will not be eligible to serve again until two years have elapsed. The Committee is responsible for the review of faculty for promotion and tenure as specified in the University's *Promotion and Tenure Review Procedures and Regulations* (HR23), *Definition of Academic Ranks* (HR21), the Penn State Behrend's *Promotion and Tenure Policy*, and the Administrative Guidelines to HR23.

~~If the Committee has an odd number of faculty with the rank of Professor (with a minimum of three), they review applicants being considered for promotion to Professor. If there is an even number of Professors or less than three faculty with the rank of Professor, the minimum number of additional members necessary to fulfill the previous requirement is appointed by the Chancellor.~~

When there are candidates being considered for promotion to Professor, an ad-hoc Committee will be formed from those with rank of Professor on the College Committee, subject to the following conditions:

1. The number of members will be odd
2. There will be a member from at least three schools and no more than two members from a single school
3. There will be at least one member from the candidate’s school

The Chancellor will appoint additional members to the ad-hoc Committee if needed to meet these criteria. If the Chair of the P&T Committee does not have rank of Professor, the Chancellor will appoint a chair from those on the ad-hoc Committee.

**Appendix 2: Academic Computing Committee Meeting Minutes**

**Monday, 6 Oct 2014, Reed 112**

Present: George Walters, Frank DeWolf, Bill Baxter, Joe Beilein, Ido Millet, Robin Panda, Dawn Blasko, Larry Kosin, Shawn Alexander, Rick Sawtelle

1. The meeting started at 12:20 PM.
2. Everyone introduced themselves.
3. Potential charges (from last year’s committee) were discussed
   1. Investigate what technologies should be represented in a modern technology classroom.
      1. The committee would look at what we presently have and what additional technologies are available. Findings and recommendations would be given in the final report to the faculty council.
      2. Those present generally agreed that this charge should be done.
   2. Identify central computer services at University Park that our faculty can use and identify which of these should be implemented here on campus.
      1. The committee would investigate computer services available at University Park such as software, compute clusters, etc. A list of useful services and their associated costs (if any) would compiled and made available to the Behrend community, such as on the Behrend website.
      2. Those present generally agreed that this charge should be done.
   3. Explore making Behrend a more information rich environment by allowing students, faculty, and visitors with smartphones to use near field communications (NFC) or QR codes to get location-specific information. This might include checking local lab use or room availability, identifying office hours, running demos, or getting information on the research done in a research lab.
      1. The committee would investigate this and look at ways to facilitate the use by faculty.
      2. It was noted that this charge may relate to the second charge. Perhaps University Park already has resources in place to facilitate this.
      3. Those present did not agree that this charge should or should not be done. One suggested it was a solution looking for a problem. One suggested it would be problematic if, for example, some labs had information available but others did not, because it would look bad to visitors. Others suggested it would be useful and that it would be a positive for visitors.
      4. A decision to do or not do this charge will be made later.
4. Shawn Alexander and Rick Sawtelle discussed the Technology audit done in June
   1. The committee can support IT initiatives by facilitating communications between IT and the faculty as a whole. IT currently communicates with school leadership (e.g. Directors) and this has been effective, but the committee can facilitate communication as well.
   2. One initiative is to downgrade user rights on faculty computers from administrative rights to user rights to improve network security.
      1. This was discussed at length by the committee and the discussion was not completed by the end of the meeting.
      2. Time frame to implement this is beginning of January before classes start.
         1. Concerns were raised that some faculty do not arrive until the day before classes and might find they have a problem too late.
         2. One suggestion was to delay until a few weeks into classes.
         3. There was broad consensus to test this as soon as possible
      3. Proposed test plan
         1. Start with members of the committee first, then a larger set of faculty.
         2. User rights would be downgraded for the faculty members account. A second account would be created with administrative rights. Faculty would only use the administrative account when necessary. IT could track how often that happened to identify potential problems.
      4. This was discussed at length by the committee and the discussion was not fully completed by the end of the meeting because several members had class at 1:25. However, there was general consensus for the proposed test plan.
5. The meeting was adjourned at 1:20 PM

**Appendix 3:** **Senate report from Bill Lasher, Senate Council Rep**

The next Senate meeting will be held on Tuesday, October 21.  By far the most important topic of discussion will be a report from the General Education Task Force.  This report is included in the Senate agenda which should be available tomorrow.  It is almost 100 pages in length but is exceedingly well written and quite informative.  Anyone with an interest in what we are going to do with gen ed should read this report.  The report presents three “prototypes” for discussion, and emphasizes that the final proposal will most likely be a combination of these prototypes as well as other ideas.  The report also discusses a framework for assessment, which will be part of gen ed reform.

The Intra-University Relations committee will present a report on student transition from Commonwealth Campuses to University Park.  This report presents data that shows that the typical student sees a GPA decrease of about 0.5 when transferring to UP.  Of particular interest to Behrend is that the GPA drop of our students is the lowest in the University (average of 0.19 over the past three years).  The report suggests looking at best practices of the campuses with the lowest drop.

There will also be several legislative reports on changes to the Senate C&B and some additional informational reports.  There will be a forensic discussion on a proposed process for revising and updating AD 47, General Standards of Professional Ethics.

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