# Faculty Council Meeting Minutes

**Monday 15 September 2014**

**Glenhill Farmhouse, Memorial Room**

## Call to Order – Darren Williams, Faculty Council Chair – 8:01 am

## Approval of the Minutes of the Meeting

Darren Williams motioned to approve; Luciana Aronne seconded; approved

## Reports of Officers and Standing Committees

* 1. **Officers**

1. Faculty Council Chair – Darren Williams

- Vice Chair search update – Constitution requires from Council, no one interested; Darren Williams and Dawn Blasko got approval from UP for a general election ; no volunteers so the Nominating committee was asked to recruit a nominee

- General Education Task Force visit to Behrend Oct. 15– re. gen ed revisions – Last year there was a discussion to have themes in the gen ed curriculum; interest in themes has waned due to expression from campuses that they don’t have the resources to offer them; emphasis on more oversight and standards across the campuses and possibly the reduction of the number of credits; Beth Potter and Darren working on developing the agenda for the Oct.15 meeting; Bill Lasher urges everyone to be involved

ii. Secretary – Vicki Kazmerski – request for reports emailed to vak1@psu.edu

* 1. **Committees**

1. **Academic Computing** – George Walters – no meeting yet
2. **Athletics** – Terry Blakney or Alternate – Terry not here, has class at 8 am; scanners will be installed to check IDs at Junker
3. **Curricular Affairs** – Mike Lobaugh - P3s; draft of curricular guide for Behrend; proposals had been sitting on this summer; UP requested that committee meet in the summer; Behrend had not been meeting in summer so our proposals were late in getting to senate – missed first deadline; everything is electronic so it shouldn’t be difficult to review proposals during the summer; The committee will investigate the possibility of extending the committee’s responsibilities to include summer work; the committee will investigate whether a 5 day hold can be implemented for minor changes rather than a 10 day hold;

iv. **Faculty Affairs** – Luciana Aronne

- see Attached Report

1. **Research – Tony Mastroberardino** – have not met yet

- Standing charge 1: Review sabbatical applications (Fall)

- Standing charge 2: Select Faculty Research and Outreach Awards (Spring)

- New Charge - Review recommendations on sabbaticals;

- New Charge - Use Digital measures to print out faculty work for evaluation for awards

Darren Williams asked Don Birx - if sabbatical funding will be affected by budget cuts; Don Birx explained that there is a budget deficit and they are looking at budget; Bob Light said that only high quality applications should be put forward, faculty are reminded that sabbaticals are not an entitlement. About half to two-thirds may be funded.

There was a discussion on Work Load weights – e.g., If have high service load; can weights be negotiated for evaluation; Dr. Birx says can negotiate weights with Directors – will talk with Directors about why not being implemented; Dawn Blasko added that some schools have forms to fill out to make these changes

**vi. Scholarship and Awards – Jason Bennett**

- Met once to discuss time line.

- Standing charge of University awards begins in November.

- Second charge from prior year work with Jane Brady on Chancellor Scholarship Fund. Unsure of whether to continue charge; Dr. Birx raised the issue of whether scholarships be tailored to certain populations or programs; There was discussion about developing scholarships to retain students to stay at Behrend.

**vii. Student Life – Kreag Danvers (See attached report)**

– met with Ken Miller

- International students significant growth in number; resources are limited

* Retain students at Behrend
* Dietary concerns, especially for international students
* Summer food options too limited
* Jordan Road crossing concern
* New charges:
  + Standing policy reviews coordinate with Office of Student Affairs
  + Continue charge to register students for vote
  + Work with Student Affairs to develop a culture to support international.
  + Encourage stay at Behrend
  + Explore summer food Work with Student Affairs and with Direct
  + Explore Jordan Road safety. There was a discussion of the concerns on this topic.
  + Carry over to implement 3 week SRTE window – There was a discussion of SRTE administration with many faculty concerns over this; It was suggested that this is a faculty concern, will be added to faculty affairs committee.

**viii. Undergraduate Studies – Beth Potter**

- met and discussed charges:

1) Of several recommendations that were made by the CQI Team on Instructional Facilities, the committee has chosen to focus on updating our technology in the classroom. The first goal of the committee is to get an understanding of the technology that is being put into the classrooms within the new engineering building.

2) Support the gen ed task force when they visit on Oct 15 – looking for input on what the changes would be before their visit – will be a town hall meeting; possibly have a follow-up meeting;

3) Awards – teaching and advisory – consider a adding a research mentor award – R. Light suggests that funds might be able to come from an endowment that funds other awards

* 1. **Representatives**

1. **Part-Time Faculty Representative – Renee Finnecy**

- no report

**ii. Senate Representative – Bill Lasher**

- left before he was able to report but sent the attached report.

**iii. Student Representatives – Amyelia Payne, SGA President,** Ryan Walker, SGA Vice President

- Concern with Jordan Road

- Working with registering the vote

- Exploring making campus smoke free

- The Behrend SGA is working with the Council of Commonwealth Student Government on several issues:

in-change of location GPA –

advisor ratings by students

- SGA – international student integration – an app – Yik Yak - for phone that shows a lot of racism and sexism – exploring what can be done on campus to limit Yik Yak use on campus

- sexual assault – awareness campaign

- alcohol policy – looking at whether policies should be university wide or campus by campus; would like to lift the ban on alcohol on campuses

* 1. **Administration**
     1. **Chancellor - Don Birx -**

–Advisory Committee” group (See Addendum Report)- adhoc committee – issues that don’t fit with ombudsman issues – looking for feedback –Darren Williams suggests emailing to Faculty Org and then discuss at next meeting; Don Birx agreed to that procedure; suggestion to add a representative from engineering; Don and Darren agreed

- Searches for Associate Dean and School of Science Director Searches --

Searches being considered within constraints of budget; Dr. Birx suggested to continue with Dawn; Darren send an email to the faculty for consideration and feedback; Bob Light supports the idea;

* + 1. **Senior Associate Dean – Bob Light** – no comments
    2. **Interim Associate Dean for Academic Affairs** – Dawn Blasko

- Curricular review timelines and backlogs – addressed by Curricular Committee

- SRTE window and best practices – some concern of pre-tenure people about any change in the process;

## Unfinished Business

- none

## New Business

- AD-14 Reviews for S. Hicks and other administrators (issue raised by K. Wolfe)

- R. Light is up this year; S. Hicks, D. Birx, and R. Ford are up next year; Don Birx initiates the review; Don Birx’s supervisor initiates for him;

- Dawn Blasko suggested forming an ad-hoc committee on reviewing the Behrend Constitution and consider changing to online elections

## Announcements

- FA14 Faculty Council Meetings – Mondays Oct. 13 and Nov. 17 – 8 am --

- FA14 Faculty Organization Meetings – Monday Oct. 27, Friday Dec. 12

- FA14 University Senate Meetings – Tuesdays Oct. 21, Dec. 9

## Adjournment

- Darren adjourned the meeting. 9:29 a.m.

**Faculty Affairs Committee**

**Charges for the 2014/2015 Academic Year**

**Report Submitted by L. Aronne**

### Charge 1: Fixed Term and Fixed Term Multi-Year faculty concerns

**Background**: ongoing work of the committee, identified by previous climate survey

**Who assigned the charge:** self-charged, ongoing

**Status:** Motion to form a committee to investigate policies and procedures across the four Schools concerning annual review and renewal of contracts for so-called contingent faculty (FT1 and FTM). (See attached) This committee will then compile a list of best practices and suggest appropriate college-wide policies to insure transparency and equity across the college around both contractual and annual reviews.

**Accomplishments**: see above

**Future Actions**: next year's Faculty Affairs committee must appoint this subcommittee, including its chair, and present regular reports to Faculty Council/Organization concerning its progress.

*Note*: This charge is going to now be the charge for the subcommittee that will be formed soon and no longer a charge for faculty affairs. An email was sent out Wednesday September 10th asking for volunteers to be members on the committee. Sixteen have responded so far.

**Charge 2**: Faculty new roles and workload adjustments

**Background**: The increasing role faculty are being asked to play in student recruitment and retention has raised issues concerning how faculty might best serve the recruitment and retention process, how faculty should be compensated for this additional work, lack of clear shared goals between all the various stakeholders (faculty, marketing, admissions, administration), and lack of equivalent resources.

**Who assigned charge**: Chair of Committee in consultation with committee members and Chair of Faculty Council

**Status**: ongoing

**Accomplishments**: Invited Bill Gonda and Mary Ellen Madigan to meet with Faculty Organization. Identified tensions between the expectations of marketing, admissions, faculty and administrators around the issue of the role of faculty in the recruitment process. Identified “mixed signals” we seem to be getting from University Park around pursuing new, highly targeted majors specific to Penn State Erie.

**Future Actions**: Work with the four Schools to determine efficacy of current marketing and recruitment strategies. Investigate how faculty will be compensated for their additional efforts. Work with the administration to insure that all four Schools are provided with equivalent resources to pursue recruitment and retention. Work with administrators, faculty, and staff to insure a coherent and effective message and strategy for recruitment and retention.

*Note*: One representative from each school on the faculty affairs committee will gather information regarding recruiting and retention policies for their school for faculty. A list of best practices will be compiled and shared with faculty council. It is asked of the directors of each school and the administration how faculty will be compensated for their efforts in recruiting and retention.

### Charge 3: 2013 School-Level Practices memo

**Background**: several faculty raised concerns about the memo, from the way it seemed to implicitly put the blame on faculty for the tightening budget and fall in enrollment minus any evidence that they were responsible or in a position to remedy either. (See above). Concern was also expressed that the memo suggested actions that might violate college and university policies.

**Who assigned charge**: Chair of Faculty Council and Committee in consultation with committee members and Chair of Faculty Affairs Committee

**Status**: completed

**Accomplishments**: written response, presented at April 16 Faculty Council meeting. Distributed by Chair of Faculty Council to School Directors

**Future Actions:** waiting for response from the administration

*Note*: I sent an email to Dawn Wed Sept 10th asking if we will get a response.

**Charge 4**: Yearly report on salary differentials

**Background**: several years ago, the committee received a report from Dr. Light concerning attempts to rectify some of the largest inequities between faculty salaries across the four Schools. Dr. Light presented a report comparing PSU salaries to other universities and detailing progress that had been made since a previous meeting, held several years earlier, between Dr. Light, then Chancellor Jack Burke, and several H & SS faculty members.

**Who assigned charge:** Committee self-charged

What is important about the charge: while faculty assume that market concerns will necessarily inflect salaries, the margin of difference between faculty salaries between Schools is far greater than at other PSU locations.

**Status**: Dr. Light felt that, given that little progress had been made, it would be better to postpone such a meeting until next October.

**Accomplishments**: tabled until next year

**Future Actions**: Next year's Chair should invite Dr. Light to the committee's October meeting, the results of which should be made available to all faculty as soon as possible. This should become a standing charge.

*Note*: It was suggested that if salaries are much lower, can scholarly funds be increased so the faculty in Humanities and Social Sciences and Science are able to attend conferences internationally? It appears that other Penn State campuses have a much bigger scholarly activity fund for the same disciplines mentioned here at Behrend. It also appears that support for attending conferences is different for each school on campus.

**Charge 5**: Inform faculty how to manage their SRTEs

**Who assigned the charge**: from last year's Faculty Affairs report

**Background**: a visit from the Schreyer's institute on teaching during the course of which faculty were encouraged to take control of their own SRTEs prompted the committee to investigate strategies to do so.

**Status:** completed

**Accomplishments**: presented relevant information at a Faculty Organization meeting, distributed by email information to faculty

**Future actions**: Faculty should continually be reminded of strategies to take control of their SRTEs – primarily, to develop a climate of shared feedback. They should also be reminded of the resources at Penn State Erie available to pursue this goal. Committee should investigate potential abuses of the use of SRTEs in hiring and firing decisions. The Schreyer's Institute, for example, insists that the SRTEs ever never intended to be use as the single measurement of teaching success, yet apparently they are used in some instances in this way.

***Note***: The presentation given by Pelin Bicen at a faculty organization meeting last year was very informative and it is felt that this charge can be taken off the list. However, the potential abuses of the use of SRTE’s in the hiring and firing of faculty should be addressed by the subcommittee mentioned in Charge 1.

### Charge 6: Improve faculty engagement and reduce barriers to shared governance

**Who assigned the Charge**: Committee self-charged.

**Background**: the Jerry Sandusky sex crimes cover-up, the Take of your Health insurance debacle, and information gathered anecdotally from individual faculty members suggests a system-wide climate of secrecy and lack of accountability, a conclusion offered also by the Freeh report and the recent report of the Task Force called in response to the Health Matters issue. During the course of its work at Penn State Erie, the Committee discovered several recent instances wherein Faculty were completely cut out of the consultation process in terms of matters such as curricular reform and administrative policies. Our Constitution clearly establishes the role the Faculty Organization is to play in these matters. President Erickson recently issued new guidelines concerning consultation – proving that there is in fact a system-wide problem.

**Status:** ongoing

**Accomplishments**: the committee continually raised the issue of lack of transparency, accountability, consultation, and cooperation on the part of the administration, and identified a long-standing pattern of what can be described as a paternalistic culture at Penn State. It referred potential abuses of the P-3 process to the appropriate senators and Faculty Council committees.

**Future Actions**. The committee must continue to be vigilant in its identification of barriers to shared governance and to propose appropriate remedies for past abuses. Changing climate is a long, arduous process, but the committee feels such work is vital to the health, current and future, of the institution.

*Note:* The committee will continue to address this concern. It obvious that all of the charges listed are affected by lack of transparency and consultation. The committee has a suggestion with regards to our senators that represent Behrend. It would be helpful to faculty if on the Behrend website for faculty and staff, the list of senators can also include the committees that they serve on in the senate. This would make it easy for faculty to contact the right person to address their concerns or issues. It would also be helpful if the senators gave a short summary of what was discussed at their specific committee meeting and have that available on the website as well.

### Charge 7: Determining the vision of Behrend

**Who assigned the Charge:** Committee self-charged.

**Background:** At the first faculty affairs meeting for the 2014/2015 academic year, committee members were concerned that there is a lack of a unified vision for Behrend between the four schools and the administration.

**Planned action:** Committee members from each school will meet with their directors to determine the direction and vision of their school and Behrend. This will be collected by the chair of faculty affairs and compared with the vision the administration provides for each school and Behrend. Referring to the strategic planning documents will also offer insight on vision and direction by schools and the college.

*Note:* There was a suggestion from the committee to address a concern with tenure and promotion. The committee would like faculty on the promotion and tenure committee to be reminded that they must obey the written guidelines provided by Penn State. There was discussion that if traditions are not in the policy, but are desired to be continued, the policies need to be revised to take these traditions into account.

# STUDENT LIFE COMMITTEE REPORT TO COUNCIL

**Sept. 15, 2014**

**Submitted by K. Danvers**

The Student Life Committee met on Tuesday, Sept. 09. Ken Miller provided our Committee with a Student Affairs Update. Some key issues include:

1. Significant growth of international students and the importance of supporting their success
2. Student change of location and the desire to retain students so that they complete their 4-year degree at Behrend.
3. Dietary issues and student needs to cook on campus – particularly international students
4. Limited availability of summer food venues on campus

* The SGA President also discussed ongoing concerns regarding Jordan Road crossing. SGA provided a petition with 350 signatures to Harbor Creek Supervisors. Supervisors wanted feedback from residents of Jordan Road and SGA obtained resident feedback that was opposed.

Our Committee will have the following charges for the 2014-15 year:

Standing Charge: *Coordinate* with *the Office of Student Affairs to review and report on implemented or recommended policies, programs, and services which regulate and support student life on campus.*

Specific charges:

1. *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.*
2. *To work with the Office of Student Affairs to better inform students of educational options and advantages of remaining at Behrend to complete their 4-yr degrees rather relocating after 2 years.*
3. *To work through the Office of Student Affairs and with the Director of Food Services to explore options to expand summer food venues and enhance the Behrend experience for visitors.*
4. *To work through the Office of Student Affairs and with SGA to explore Jordan Road options to increase student safety.*
5. *Continue the charge of promoting voter registration as part of New Student Orientation.*

Carryover charge from last year: To implement 3-week SRTE window after addressing faculty and staff feedback and obtaining Council’s approval.

We considered the 2 comments provided via the ANGEL Forum and recommend to Council the implementation of a 3-week SRTE window on a trial basis for the forthcoming year. Upon completion of a trial, the Committee will evaluate results and report findings to Council.

### Report from Senate Representative – Bill Lasher

In addition to being on Senate, I am also the Behrend rep to the Senate Council, which among other things sets the agenda for the Senate.  There’s a lot that goes on at Senate so I will focus on those issues that I think are most relevant to Behrend; if you see other items on the Senate agenda that you would like me to discuss please let me know.

At the last Senate meeting there was a forensic discussion regarding two administrative policies on conduct and conflict of interest.  To my knowledge this is the first time that the Senate was asked to comment on proposed AD policies before they are implemented, and I consider this to be a significant advance in shared governance.  There was also a forensic discussion on a proposal to replace the 4 Penn State principles with a set of Penn State Values.  We should be seeing something on this in the future.

There was a significant legislative change to policies related to Academic Warning, Drop Action and Reinstatement.  One of the major changes is the elimination of the concept of grade point deficiencies.  Academic actions will now be based on GPA.  It will take some time to implement the changes but I expect this to be done prior to next fall.

There was an advisory and consultative report to revise the guidelines for AD14 (Administrative Reviews) to provide better feedback to faculty on the actions resulting from these reviews.  This needs to be approved by the president to take effect.