**Faculty Senate Meeting Minutes**

**Penn State Worthington Scranton**

**November 12, 2014**

The meeting was called to order at by Faculty Senate Secretary, Majid Chatsaz (filling in for the Cahir, Russell Casey) at 12:05pm. A motion to approve the corrected minutes of the September meeting was approved by Beatriz Rivera-Barns and seconded by Mike Evans followed by approval of the October meeting by Beatriz and Dale Holen.

**Administrative Reports**

**Chancellor Report**

* Dr K-J stated that we have received the auditor’s report back from UPark for both the financial part and the IT part and would be working on that as a written document; and thanked the faculty and staff for sharing their thoughts and their support. The IT folks toured the campus thought that our technology is in good shape and they were pleased, but still had to find something weak because “we” want money.
* Dr K-J reported that after the conversion of the FAR to the digital measures, now the second step is being taken for the conversion of staff members activity reports, which was called SRDP, to the online version.
* The chancellor mentioned that she had sent a three-page report on the university level strategic planning process, it seems to be on steroids as well, but she looks at it as last year while we were dealing with our unit strategic plan process, the provost and the deans, and chancellors were developing the themes that are going to be part of the university level strategic plan and then president Barron came on board and he has his six foundational principals, there are she believes about ten task forces, she’s been asked to be on CE and outreach task forces, she is interested to know if anyone has been invited to serve on a task force. By December 12 we have to have the three-page document summarizing the CE and outreach and then maybe details would be coming in by possibly late Spring or even longer and she is hoping that the document would be posted on the university’s website so that everybody can see what the university is planning.
* Dr. K-J continued reporting that tomorrow there will be a veteran’s ceremony at the flag pole and we have invited Tiffany Dickson who is the widow of Corporal Brain Dickson, a graduate of our campus, and we will present a lion to his wife to thank him for what he has done not only for the United States, but for Pennsylvania. As a show of support, she asked the faculty and staff to be there if their schedule permits.
* Dr. K-J offered to help with whatever she can about the next chancellor, one thing that she wants to stress and keeps coming out, and in her opinion it is a myth, is that it’s going to take the new chancellor a whole year to learn the Penn State system. People said this to her when she came on board, she thought, there are some 3000 universities in the United States with the exact same organizational structure, so how’s it going to be hard, so don’t let this new person whoever it is lose the hope, don’t tell you got a whole year, no, get the crowd running because that is exactly what is needed here.

**Interim Chief Academic Officer**

* Dr. H. Durell Johnson officially congratulated Dr. Milton Evans, Instructor of Nursing, as the Worthington Scranton Nursing Program Coordinator and appreciated the professional experience that Dr. Evans brings to the role.
* Dr. Johnson reminded everyone about the two different workshops on grant writing and funding.
* He reported that two workshops about promotion reviews to senior instructor and full professor will be held.
* Dr. Johnson reported that the ACUE report for the standardized schedule has been received, and it looks much better than he thought it would, there are some minimal changes to it, what the structure does is format the course offerings consistently across the university with minimal impact of the time gap between the courses on the MWF schedule, he doesn’t see this as being much an issue that was originally proposed, the committee that is looking at this has forwarded two potential schedules with one recommendation and as soon as ACUE has had a chance to review and has set their final review of it, Durell will forward any relevant information to us.
* Durell reported that he meets with Allison Burns and the PCs to review the summer schedule and look at the course offering and historical enrollments of the last couple of years and ask PCs to go back to the faculty for course offering.
* Dr. Johnson stated that information he received from a PC in relation to communication he had with UPark academic units and that is to remind that UPark academic programs cannot tell your students how to take classes and what classes to take, he mentioned that this seems to be a seasonal issue and there have been some communications between some professional advisors at UPark and some of the independent campuses about what students can and cannot take for entrance requirement for a UPark major, specifically the student decides to come back and take a summer class here it can be applied to a major outside of the University College, a Penn State course is a Penn State course. He forwarded this to somebody at the university not realizing that it would get forwarded to the deans and vice presidents throughout the university so his name is on the list somewhere, as he stated. Durell is hopeful that this alleviates some of the confusion and thinks that it is disservice to the student and the advising process that giving academic advice that runs into conflict with the university policy.
* Sandy Feather thanked John Drake in CE and announced that we are launching for the very first time this spring dual enrollment online for Psych 100 and HDFS 129.

**University Officers**

**Mr. Fred Aebli**

* Fred Aebli- Did not meet, no report.

**University College Faculty Council**

Renee Bishop

* Renee reported that, as the representative of the UC faculty council, they meet twice a year with Madelyn Hanes to discuss issues, and asked if there is any concern or issue to let her know.
* The four issues that were discussed this year were:
	+ Budget transparency at campuses and different practices across the campuses
	+ Bringing back the UC Awards, suggested by Rick Brazier who attended the meeting
	+ Number of tenured line vs fixed term faculty at different campuses
	+ Tenure success rate- some campuses have very low success rate and the comment was that if we are one university geographically dispersed, why are some campuses having a tough time?

Dr. Bishop reported that these are the topics that will be discussed in their next week meeting.

* Renee brought up the issue of time line for the term of UC faculty council and mentioned that historically they have served a three-year term but the campus has changed it to two. Discussions should take place to resolve the length of the term of this position. Renee added that meetings are conducted online and no travel is needed.

**Standing Committee reports**

**Student affairs Committee**- Fred Aebli reported that the committee has been inactive for a while but will kick into gear before the end of the semester to discuss activities for the spring. In spring semester the committee begins to review applicants for Atherton award for student leadership and certain service award and Eric Josephine Walker award. He offered to email the criteria and requirements to anyone interested. He asked the faculty to be more aware of the process and start the process of nomination early in the semester to have sufficient time for all involved so a proper job can be done. He likes to see more nominations and a bigger healthier pool, due diligence is required by the faculty and the students. A big issue that the committee has faced, he stated, has been the late submission of the nomination and by the time the nomination is submitted to the committee they see softness to the award nomination pool.

Sandy Feather followed up with saying that there is a committee charged by the chancellor, called E. Steward Committee. Mary Beth Benedict, Kim Bogdan, Angela Schuback and Sandy are members of this committee and they are in the process of writing up the procedure and the criteria for all awards as well as fellowships and yield. This will be presented to the chancellor in December and presented in January. What they want to do with this is to have open communication so that when the student affairs office or honors program recognizes and recommends students that they know are in E. Steward. Fred was asked by Mike Evans? to email the criteria and the eligibility for all awards to the campus.

**New business**

Sandy Feather & Dr. Michelle Schutt- Sandy reminded everyone that about 4 years ago when the concept of co-curricular or engaged was emerging through student affairs and it was about the same time that the middle states had visited the university and had charged all of the faculty and the units reporting the outcomes, over the summer, Marilee Mulvey, Dr. Michelle Schutt, and Dr. K-J and Sandy spent every week beginning to revisit this concept of student development. As Dr. Schutt was handing out two forms, Sandy gave all the credit to Marilee for researching, putting lots of documents together and compiling all the retaining activities that go on on this campus, and Michelle continued reporting the content of the one hand out saying that there are so many people working on retention in a variety of different ways, and until Marilee complied the results they didn’t even know that all these activities were going on simultaneously and this hand out is a good way to know what is going on as far as who does what. Michelle asked if there are other activities that are not on this compilation list let them know so that a comprehensive list can be made for assisting the retention efforts. Allan Peslak asked about the EPR collection on the list and Marilee explained some of the details of color coding of some of the activities to categorize the list, and Allan added that some identification of what faculty can do to help will be good. Marilee added by asking for helpful suggestions of the faculty to improve the list. Dr. Schutt continued by explaining the details of the second handout saying that they took all the activities that exist on the campus, broke them into three determined categories and cross compared them with the stages of Blooms, she added that they created a pretty comprehensive view on the activities we provide on this campus and how they assist with the co-curricular learning that is formal or informal learning that needs to take place with the students inside or outside of classroom. Parmindar suggested that she had one activity that she can add to this list. Dr. K-J added that they had a conference of campus chancellors and the President at the next board of trustees is going to do a presentation on one of his six principals with the student engagement, and Madlyn Hanes followed that up at that chancellors meeting with the student engagement panel and as she was listening to the panel she raised her hand and said that we have this sheet that we already spent four years to develop it, and she has it now, and president has it and all of the chancellors have it and she’s been getting feedback from the chancellors because different campuses have different emphasis for where they are located, for example Harrisburg has put large emphasis on citizenship contributing to government and their ideas could be shared with us as well, so it has broader applications than just here.

**Announcements**

Jeff Mallas- Jeff’s comments about the 6700 rule has bad audio quality and will be amended to the minutes at a later time.

A motion was made by Holen to adjourn the meeting which was seconded by Evans.

Respectfully Submitted,

Majid R. Chatsaz

Faculty Senate Secretary