

**Faculty Senate Minutes, Penn State Worthington Scranton
September 7, 2011
Dawson 10**

Meeting called to order at 12:00 pm by Dr. Gail Keating, Faculty Senate Chair

Approval of Minutes

The April 2011 minutes were approved.

Administrative Reports

1) Chancellor:

Chancellor Dr. Mary-Beth Krogh-Jespersen reported the following:

- Penn State has three Core Councils (Administrative, Academic, and World Campus/Continuing Education/Outreach) who were charged with eliminating from future budgets \$75 million of stimulus money Penn State had previously received. Recently the Core Councils issued recommendations; some of these have already been carried out. Dr. Krogh-Jespersen has not seen the administrative reports. Academic reports will be sent to the campus DAA's.
- Vice President for Commonwealth Campuses Dr. Madlyn Hanes shared the reports with the Chancellors of the Commonwealth Campuses and is currently deciding how to communicate results to our campus; we will have to wait for the official memo.
- Dr. Krogh-Jespersen went over a draft version of the recommendations for our campus with Dr. Hanes. There will be no "new or shocking" announcements.
- The AET and OLEAD programs will have to be eliminated on the Worthington Scranton campus. Programs with fewer than 20 enrolled students will be placed on a watch-list.
- The campus was required to recycle 2% of its budget.
- Next summer, the Board of Trustees, including the President and Provost, will visit Worthington Scranton July 11-12, 2012. The Board will tour the campus and has asked the science faculty members to show how they can deliver science instruction online. Dr. Krogh-Jespersen will meet with the science faculty and the DAA.
- The campus has also been directed to identify the next three academic programs to be added to programs offered locally and asked if the Curricular Affairs Committee and the Faculty Senate Executive Board should begin preliminary discussions. Dr. Krogh-Jespersen had already spoken to the Advisory Board. The plan is to move the campus forward.
- On September 21, 2011, the University Faculty Senate will visit the campus.
- The Worthington Scranton Campus is the first University College campus to reach its campus fundraising goal.

Dr. Alan Peslak asked what some of the positive news were that the Core Council had shared with the Chancellor. Dr. Krogh-Jespersen responded that Worthington Scranton had the highest percentage of students indicating that their campus location was their first choice. She was unable to comment on information revealed to other campuses.

2) Interim Director of Academic Affairs:

Dr. Molly Wertheimer reported the following:

- Sabbatical proposals are due on 9/15/11 to Dr. Sandy Gleason, Associate Dean for

Faculty and Research. Proposals being supported by the campus will be forwarded to her.

- Dr. Wertheimer is working on five promotion and tenure cases during 2011-2012. Dossiers are due to Dr. Gleason
- Regarding the budget: Academic Affairs received almost all the funding it had requested, except for professional development money. Academic Affairs had asked for about \$100,000 and received \$90,000, about \$10,000 less distributed across all faculty members. Dr. Wertheimer allocated the funding based on the career standing and aspirations of a faculty member (e.g., moving towards tenure and/or promotion; moving towards senior instructor). Program coordinators can use some discretion in funding faculty proposals, to help cover costs higher than their allotments, if funds are available. Dr. Wertheimer reminded faculty to use Research Development Grants and Teaching Development Grants to help pay for professional development expenses.
- Faculty and academic affairs, working together, saved a large sum of money through effective scheduling in the spring, summer, and fall semesters. These savings made it possible to fund professional development, including travel, at the same level as in the past.
- There now will be monthly meetings with Program Coordinators to work on various issues. Academic Affairs plans to continue “tight scheduling.” Programs are encouraged to rotate their courses efficiently to save money by not offering too many unnecessary alternative courses per semester. All courses required for students to make appropriate progress toward their degrees will be offered.
- The Humanities Laureate will visit our campus on November 4, 2011. Dr. Wertheimer thanked Dr. John Dolis and Dr. Kelley Wagers for chairing the committee to coordinate the visit.

University Faculty Senate Report:

University Faculty Senator Dr. Pat Hinchey reported the following:

- Representatives of campus police and security for the University spoke about concerns for student safety. A Behavior Threat Management Team will come to our campus. Guidelines for dealing with students with behavioral problems would be forthcoming. Dr. Hinchey clarified that while there had been some proposals nationwide to allow students to carry weapons on campuses, Penn State would not allow its students to carry weapons.
- The Core Council letters are beginning to have an impact. The Curricular Affairs Committee of the UFS noticed that some deans had tried to make changes without consulting the faculty. Dr. Hinchey clarified that the faculty controlled the curriculum, yet changes had been implemented by administrators.
- A model to follow was the College of Agriculture’s approach to needed modifications. There was a need to be efficient and to restructure, and the College of Agriculture was working with its faculty.
- Curricular Affairs also reviewed a proposal for a policy which had attempted to limit student travel dates for research to within academic semesters. This attempt had caused a controversy as such an expectation was not realistic and could not always be met. The UFS rejected to proposal and sent it back to the committee.

University Faculty Senator Dr. Durell Johnson reported the following:

- Cafeterias will feature nutritional information in the future.
- The Insurance and Benefits Committee examined the development of a tiered system for benefits that was tied to the salary, rather than continuing the current flat-rate system of

contributions. Those faculty members on family plans are said to often pay for single insurances.

- Regarding the TIAA-CREF retirement fund: the goal is to reduce the cost of fund management. The committee was examining the cost v. return. In the future, there may possibly be fewer investment options, but with higher returns.

The following discussion ensued:

Dr. Alan Peslak asked if details would be announced and if there would be an opportunity to comment on the changes. Dr. Johnson referred to the UFS website's committee reports section which features a full report. Dr. Peslak asked if there would be an opportunity to solicit input from the Faculty Senate. Dr. Johnson said that this effort would be Faculty Senate-driven. The TIAA-CREF changes would go into effect in October. Dr. Peslak asked if there would be changes to defined benefits. Dr. Johnson stated there would be an increase in the vesting period, lower growth rates, and other changes. Dr. Peslak asked where he could get more information. Director of Business Gene Grogan explained that information was coming out now. Dr. Johnson added that changes would not necessarily be retroactive; old contributions would stay, but new ones would be steered towards new investments. While some people might have felt "blindsided," the UFS minutes contained the reports. Everyone was encouraged to keep up with the minutes and reports. The information had not been presented last week for the first time. Dr. Wertheimer mentioned that she does not receive copies of the UFS minutes. Dr. Johnson reiterated that the minutes were available as public information on the UFS website.

Dr. Hinchey added to her report that last year, there was a question about taking minors on local campuses: If a student could take all required courses for a minor, could a student then take the minor at his or her local campus, even if the minor was not explicitly offered? Effective mid-October, students will now be able to declare minors without consultation of their advisors, via eLion. Our campus no longer needs permission to award minors.

Dr. Wertheimer added that we could offer minors budget permitting only.

University Faculty Council Report

No report at this time.

Committee Reports

Advising Committee:

Chair Dr. Russell Casey reported the following:

- Advising on the Fly will be held again this semester.
- The Committee had worked with its first advising focus group. One preliminary result of the meetings was the realization that many students do not know how to obtain a degree audit.
- Mark Banaszek would be involved with advising matters in the future.

Dr. Casey also reminded faculty that the Faculty Research Seminar would be continued this semester.

Curricular Affairs Committee:

Chair Dr. David Byman reported the following:

- The committee had reviewed the P-3 proposal for the discontinuation of the Architectural Engineering and Technology major. The committee was hereby informing the Faculty Senate of its support for the proposal to discontinue the major. The Faculty Senate will now need to vote on the Curricular Affairs Committee's recommendation.
- The committee wishes to commend Tina Merli on her work as Program Coordinator and thanks her for the many other responsibilities she took on in support of the AET program. It was the committee's "fondest hope" that she would be able to continue to work on the Worthington Scranton campus.
- Dr. Byman clarified that the discontinuation was a necessity because the program had extremely low enrollment. As clearly supported by the data reviewed by the committee, the campus AET program was no longer able to compete with programs at other area colleges.

Dr. Keating counted the number of faculty members present and concluded that the Faculty Senate did not have a quorum. The vote would therefore be taken online.

New Business:

Members of the Faculty Senate Executive Board Dr. Gail Keating, Faculty Senate Chair, and Joseph Fennewald, Chair Elect, reported the following on their recent review of the Worthington Scranton Faculty Senate Constitution, committee membership, and committee activities:

- The term for Executive Board officers (Chair, Secretary) on the Worthington Scranton campus follows the calendar year, while it follows the academic year on all other campuses, except for the Greater Allegheny campus.
- Other differences were found in the total number of standing committees. Our campus had fourteen committees, while many campuses had three or four (see Appendices A and B).
- The next steps recommended by the Chair and the Chair Elect were:
 - Synchronize the term cycles on our campus with those on most other campuses (academic year). The Constitution would need to be amended to allow the chair to serve an additional term (see below). As per the Constitution, Secretaries are allowed to serve for more than two semesters, but not more than two consecutive terms.
 - Our Constitution refers to the 1990 edition of the Robert's Rules of Order; this reference needs to be updated.
 - The above suggestions must be presented in writing and must then be voted on.
 - It is recommended that we discuss if we need all fourteen committees and to collect feedback on this issue.

Dr. Byman asked who would make the decisions, and Dr. Peslak asked what the objective of these changes were. Dr. Keating responded that the Constitution would be amended, and Mr. Fennewald clarified that some vague issues needed to be defined (e.g., bylaws), and clarifications and definitions would need to be added.

Dr. Keating explained that since Chair Elect Joseph Fennewald was leaving our campus, we would need to hold new elections. The next Chair should serve either three or one semester (instead of the usual two) to allow for a synchronization of the term cycles. Dr. Keating did not recommend a one-semester term, however, as the nature of the position required the Chair to gain some experience before being able to work effectively. The current Secretary, Dr. Éva

Tettenborn, and the Secretary Elect, M. Suzanne Harper, had already agreed to serve for three terms each to help move the term cycle to the academic year and to ensure that Secretary and Chair would serve simultaneous terms. While Dr. Tettenborn would cover the Fall 2011 semester, Ms. Harper would begin her three-semester term in January.

Dr. Peslak asked if we could ask the runner-up of the previous election to become Chair Elect. Dr. Keating explained that given the new circumstances, a new election was called for. Dr. Casey suggested the chairs of committees should be contacted to find out what they were doing. He also asked if Dr. Keating could run for another term; Dr. Keating said she could not. Dr. Keating stated that nominations for Chair Elect would be solicited in October. Dr. Wertheimer asked which committees our campus had that other campuses did not have. Furthermore, she asked for a definition of the relationship between the Honors and International Studies committees and the DAA's office, which is responsible for the Honors Program.

Dr. Peslak suggested that perhaps clearer definitions were needed for the committees' missions.

Other Business:

Dr. Wertheimer pointed out that there would be a meeting on September 13, 2011, between the Core Council and Chancellor Dr. Krogh-Jespersen. The Core Council plans to release a synchronized response to all campuses at the same time.

Sandy Feather explained that the Cabinet had reviewed the Strategic Plan, campus themes, the NSSE survey given to students, the goals for the campus, and historical data. Ms. Feather provided a handout.

Adjournment

The meeting adjourned at 1:05 pm.

Next Meeting

The next Faculty Senate Meeting will take place on Monday, October 3, 2011, at noon in the Sherbine Lounge.

Respectfully submitted,

Éva Tettenborn
Faculty Senate Secretary