

Faculty Senate Meeting Minutes
Penn State Worthington Scranton
January 15, 2013

The meeting was called to order at 12:05 P.M. by faculty senate chair, Beatriz Rivera-Barnes. A motion to approve the minutes from the December meeting was made by Linda McAndrew and seconded by Janet Melnick.

Administrative Reports

Chancellor

1. Chancellor Mary-Beth Krogh-Jespersen said that while university issues will continue to be of concern this year, the campus focus will be on academic and student affairs. She said that a number of initiatives are currently in progress with members of the campus reaching out to the community. Among them are a Bioscience Initiative and an Additive Manufacturing Location Initiative.

The Bioscience Initiative is an attempt to foster regional collaboration among the Commonwealth Medical College, local colleges and universities and science and health companies such as Sanofi-Pasteur. The Initiative is in its initial stages, with workshops and forums, which representatives of our campus are attending. An Assets Inventory has been set up to serve as a resource for collaboration and a repository for research produced by faculty at regional colleges and universities. Our faculty names and areas of expertise have been submitted and in the future we hope to have faculty research linked on it.

Penn State University recently received a huge federal grant to form an Additive Manufacturing location in Latrobe. Locally, we have an opportunity in the field because of companies such as Gentex to do some training. Currently, we are looking into what it might cost to add a lab with an additive printer. If we end up offering training, the IST faculty might get involved.

2. Discussion will take place regarding adding an accounting option to our Business major and a four-year nursing degree. The Chancellors in the Eastern Alliance have received funding from the Commission for Adult Learners to have clear criteria set up for the BSB collaboration in order to evaluate portfolios, which will be done by faculty experts.
3. Performance evaluation for faculty and staff will be taking place in the near future.

4. A number of workshops will be set up, among them one by the Behavioral Threat Management Team. The head of that committee at U Park may be invited to visit.
5. When setting goals for next year during the FAR meeting, Dr. Krogh-Jespersen said faculty should consider preparing a proposal to ask for research funding, which is available.
6. Program co-ordinators should be working on budget planning for next year, and should be realistic in making those plans.

Chief Academic Officer

1. Dr. Patrick emphasized the importance of accurately tracking class attendance. As was conveyed in recently circulated e-mails by Dr. Patrick and Dr. Pangborn, this semester all instructors who assign an F grade to a student who was receiving financial aid will have to provide attendance information for that student (in particular, last date of attendance). No grade will be able to be entered until this information is provided. This is now a federal requirement.
2. The Advising Development series will continue. (Caressa Gearhart passed out a handout of dates.) Dr. Patrick said he wants everyone to have attended at least two during the academic year.
3. The FAR deadline is January 31. Dr. Patrick reminded faculty who have not yet scheduled their annual evaluation meeting with him to do so.
4. Dr. Patrick referred to a circulated form that shows the results of the Advance Registration Retention Process. Dr. Patrick reminded everyone of the process that was initiated last semester where every adviser was sent a list of advisees who had not pre-registered for the spring semester and asked to contact them. The form showed that if the adviser had had an actual discussion with the advisee, the advisee was much more likely to register for the spring semester. Statistics backed this point, showing that 85% of those students who had spoken directly to their adviser registered for spring classes as opposed to only 40% who registered if the adviser had not had a personal discussion with them. Because of its obvious success, this process will continue in the spring for fall registration. Dr. Patrick noted that the form had assigned a rating of 1, 2 or 3 to each faculty member. [In a follow-up e-mail Dr. Patrick explained the rating: 1—the faculty member clearly noted a contact and discussion with each advisee; 2—the faculty member noted a contact and discussion with some advisees but not all; 3—the faculty member noted a contact with some or all advisees but did not note any discussion or outcome. In the e-mail Dr. Patrick reiterated that these rating were not intended to be punitive but to provide the faculty with potential improvements that could be made in the process.] Dr. Patrick acknowledged Suzanne Morgan for all the work she put into compiling the information on the form.

5. Dr. Patrick said that monies available for research have been rolled over into the current semester, and he encouraged faculty to apply for funds. Money is also still available for equipment needs. He said that \$2200 in undergraduate research funds are also still available. However, these funds cannot be rolled over and if not used by the end of the spring semester will be lost. He encouraged faculty to support students for travel to conferences, as a valid way for the funds to be used.
6. Three faculty searches are currently ongoing: IST, physics/math and business. Candidates will be narrowed to three with interviews beginning in February with the hope of having the positions filled for fall semester.
7. Dr. Patrick announced that Durrell Johnson will be relinquishing his position as Assistant Director of Academic Affairs (ADAA) and returning to full time teaching and research. Dr. Patrick said he is looking for someone to fill the position who has budgeting and scheduling experience, experience that program coordinators would have, but anyone with interest and qualifications is welcome to apply. Patrick said he hopes to fill the position by spring.

University Officers

Alan Peslak reported on a polycom meeting he recently had with members of the University College Faculty Council. The emphasis was on online and hybrid courses.

1. If we offer a course and students from other campuses take it, the total number of students will now count toward determining whether a course is under enrolled. Previously, only the number of the students at the offering campus was considered.
2. A new position has been created in University College for coordinating the different options that exist for all the different online and hybrid courses.
3. When the discussion turned to workload guidelines with faculty being asked to do more, the question was asked if administrators and staff were also being asked to do more. The answer was yes--two examples : The Hazleton Chancellor will be retiring and the Chancellor of Wilkes-Barre will then serve as the Chancellor of both campuses; at Dubois the Chancellor and CAO positions have been combined.
4. The ISIS system, the student information records system that deals with everything from admissions through grading, will be replaced, probably by a third party vendor at an expense of approximately \$100 million.

Committee Reports

Faculty Affairs

Gina Gray reported that the committee met a number of times before the end of the fall semester to discuss the issue referred to the committee regarding faculty workload guidelines. Concerns from discussions at the meetings will be passed on to Dr. Patrick.

Curricular Affairs

David Byman, chair, said the committee will be meeting in the near future to discuss the feasibility of the campus offering a Spanish minor. A questionnaire to determine interest will be circulated among students.

Other Reports

1. Eileen Giovagnoli, coordinator of the Learning Center, announced that the Learning Center is in the process of establishing an online scheduling system. With the system students will be able to schedule a tutoring session or sign up for workshops. The system will also serve as a resource for the Learning Center to track the activity of the Center. The system will be demonstrated at a future Faculty Senate meeting.
2. Caressa Gearhart and Michelle Schutt reported that, following the guidelines of the Council for the Advancement of Standards in Higher Education (CAS), the University is initiating changes to orientation for new students to better help students transition to college. In this regard, a new office, the Office for Orientation and Transition Programs, has been established at U Park and campuses will be making some changes to their orientation programs to conform. The major change is that FTCAP will now be called New Student Orientation, but scheduling of classes with advisers will continue as it has in the past. Michelle worked through a Power Point prepared by University Park. It outlined the objectives and goals of the new Orientation program, which include helping students to become familiar with the campus, their community and their fellow new students.

Sandy Feather mentioned that a family and parent orientation is being planned. She asked if the co-curricular passport and first year engagement initiatives that were begun this year would continue and the answer was yes.

Fred Aebli asked if anyone at University Park is tracking students who leave University Park and return to our campus and why they do return. Sandy Feather said that the Office of Institutional Planning is responsible for retention data. University College has

also begun to collect data and our campus is looking at data such as that which Fred mentioned. Dr. Patrick said his office is working on a semester by semester report on retention by program.

Caressa Gearhart stressed that academic advising during the summer would continue as it has in the past and she would soon be calling for faculty to serve as advisers. She also said that the New Student Orientation planning committee is looking for faculty members to join and she asked anyone interested to let her know.

3. John Tobin, Coordinator of Career Services, announced the second annual Speed Mentoring session to be held on Wednesday, January 30, from 11:30 A.M. to 1:30 P.M. As previously, campus alumni who are now established in the work place will return to campus to share their expertise in their given field. (A flyer was distributed with names and their positions.) The event is co-sponsored by Career Services and the Alumni Office and will provide valuable information for all students from those who have undeclared majors to those who are looking to enter the work force in the near future. Key chains and lunch will be given to those who attend. Everyone is asked to encourage students to attend.

Sandy Feather said that her department will also be doing a form of speed mentoring. On February 1 students from Dunmore High School will come to campus to meet with current IST students. She said she hopes to expand the concept to all programs and majors.

At 12:40 Janet Melnick called to adjourn the meeting. The motion was seconded by Alan Peslak.

Respectfully submitted,

Suzanne Harper

Faculty Senate Secretary