

**Faculty Senate Minutes, Penn State Worthington Scranton
November 19, 2010
Dawson 10**

Meeting called to order at 12:05 pm by Dr. Parminder Parmar, Faculty Senate Chair

Approval of Minutes

The October minutes were approved.

Report of Chancellor and Director of Academic Affairs

Both the Chancellor and the Director of Academic Affairs were at a meeting in Wilkes-Barre. Therefore, their usual reports were not given.

Report of Director of Student and Enrollment Services

DSES Bill Bryan reported the following:

- The Fall 2010 semester had been exceptional for Student and Enrollment Services. (1) There were hardly any reports of student misconduct, likely due to faculty's early referral of student issues to various SES offices. (2) Student use of counseling services has increased. Hours available for counseling have been extended.
- Upcoming events for end of the semester include the following: workshop on bullying on 11/30; holiday breakfast on 12/8, 7:45 am - 10:30 am; "stress busters" workshop before finals. Emails about the events will be sent out. The DSES thanked faculty members for helping students throughout the semester.

Dr. Russel Casey asked if counseling services were free and confidential and if counselors were licensed; the DSES confirmed.

University Faculty Senate Report

Senator Dr. Pat Hinchey reported the following:

- Re. the UFS Committee for Textbooks: Dr. Hinchey reported that the College of Liberal Arts already has a policy in place that prohibits faculty from collecting royalties on sales to PSU students. Whether overall university policy should move in that direction is a question the committee left unresolved, recommending only that the issue be looked at closely by another committee in the future.
- Dr. Hinchey reminded faculty to consider using the library reserve desk to give students access to course readings by putting extra textbook copies on reserve.
- Dr. Hinchey now serves on the UFS's Curricular Affairs committee, on the General Education subcommittee. Since she is often asked to review course proposals on this committee, she encouraged faculty members who are working on course proposals in general education to seek out her assistance.
- The UFS has agreed to legislation that a student may complete any minor on any Penn State campus, as long as he or she is able to take all required courses. Since details of this

change have not been finalized yet, Dr. Hinchey reminded everyone not to take action regarding offered minors before the University had issued formal guidelines.

- There is a new online “hub” for disciplinary communities which may be accessed at facultycommunities.psu.edu. Faculty members may find that they are members of more than one disciplinary community.

University Faculty Council Report

Representative Dr. David Byman reminded faculty members that he had emailed a document about hiring guidelines for Fixed-Term I and II instructors to all Worthington Scranton faculty members. Council members would report the result of the vote held on their respective campuses to the Council. If approved, the guidelines would be presented to the Dean as a recommendation. The Council’s goal is to achieve uniform hiring standards across the University College.

Dr. Dale Holen asked if the document under review could become policy. Dr. Byman said that if adopted by the Dean, the guidelines could be made policies.

Dr. Parmar explained that the vote on the hiring guidelines had been tabled until December 6, 2010, to give all faculty members enough time to study the document in detail.

Dr. Byman stated that Council representatives would interview DAA’s to get their perspectives.

Dr. Hinchey asked that the Council should expand the document to include the World Campus as there were inconsistencies in hiring practices and teaching loads there as well.

Dr. Byman shared with faculty that the Council is currently gathering information on faculty rights in regards to campus-issued computers and laptops to achieve a uniform standard across the University College. Currently faculty computer rights in the University College varied widely, ranging from no access to faculty computers or laptops at all; to on-campus desktop computer use only; to full administrative rights on faculty laptops. Faculty without the needed administrator or user rights are unable to install/update software as needed, which can cause a problem for their research if they cannot wait for an appointment with (or do not have access to) ITS. However, any financial damage incurred due to faculty computer or laptop use is the campus’s responsibility. Therefore, currently only the Chancellors have the authority to decide about the use of campus technology. Dr. Rene Bishop recently participated in a video conference regarding the aforementioned issues and can be contacted with any questions.

Committee Reports

1) Advising Committee:

Dr. Russel Casey, committee chair, reported the following:

- Last week’s Advising on the Fly was a success. Dr. Casey distributed materials detailing the names of participating faculty members as well as listing numbers of participating students in the disciplines.
- Focus group meetings with students representing various majors will be conducted in February 2011; a report on the interviews about student experiences with advising will be ready

in March 2011. The committee will request the Schreyer Institute's assistance.

- To the best of Dr. Casey's knowledge, no other Penn State campus had held a comparable advising event yet, so Worthington Scranton might take the lead in new approaches to advising by modeling Advising on the Fly.
- In support of the planned focus group meetings, Dr. Casey asked that the Faculty Senate approve \$200 to support the events. Dr. Holen inquired about the use of the money, and Dr. Casey explained that it would be used for food and possibly give-away items to entice students to participate.

Associate Director of Enrollment Management Sandy Feather pointed out that there was a purchasing fund available for Penn State "tchotchkes" to give away to students. That way, the money approved by the Faculty Senate could go towards food only.

The Faculty Senate voted in favor of granting the \$200 to the Advising Committee.

- Dr. Casey reminded advisers to use the Advising Notes function in eLion to document all meetings with students. These notes are important in case of legal questions or advisee challenges to an adviser's supposed decisions; the created documentation helps reduce ambiguity in the advising process.
- Dr. Casey summed up Advising Week's main purpose as raising awareness for the importance of effective advising, and getting advisees to make and keep appointments with their advisers.

Sandy Feather offered her experiences gained at a recent national conference on enrollment management: her office could work with incoming freshmen to familiarize them with the proper terminology regarding college life, for example, to stop referring to professors and advisers as "teachers." This might help new students navigate the advising process better.

Dr. Éva Tettenborn asked that all advisers be mindful of the Advising Committee's goals of referring students to their proper advisers. She had heard from an advisee who—outside of Advising Week—had been allegedly advised by a faculty member outside of the AM ST major. Dr. Tettenborn pointed out that advisers working in specific majors may have particular information or insights regarding which courses would be scheduled in the following semesters, or how best to schedule courses to support a student's career plans.

This reminder was supported by Dr. Hinchey and Prof. Tina Merli, both of whom advise in restricted majors with very complex rules that a student must follow to graduate successfully. Agreeing with the comments, Dr. Casey mentioned that during Advising on the Fly, some students had to be turned down because a discipline-specific adviser was not available.

Dr. Parmar added that advisees needed to know all advisors were "on the same page": some students will try to claim that another faculty member in the same discipline had told them to do something that clearly wasn't in line with their major requirements, thus trying to make a third party responsible for advising issues. Therefore, she always tells her advisees that any faculty adviser in her department will give students the same advice as it is based on policies on record.

Assistant Director of Programs and Unions Matthew Nied said Student Government was currently looking into advising on other Penn State campuses.

2) Continuing Education Committee

Committee chair Dr. Kelley Wagers reported the following:

- The committee's goal is to facilitate collaboration between Continuing Education and the faculty.
- Last year, Continuing Education doubled its sales and contributed a profit to the campus.
- Currently, Continuing Education's efforts are directed towards resident instruction.
- A new certificate program Continuing Education has opened is Healthcare Informatics, a new and growing health care field that may draw on our existing IST, Business, and health care offerings.
- Dr. Wagers encouraged the faculty to inform the committee about any continuing education needs identified in the community.
- The committee invites interested faculty members to join it as membership would benefit from expansion.

Other Business

1) Student Government Association:

Matt Neid introduced the new SGA President, who spoke to the faculty and reiterated the SGA's commitment to representing student interests and building stronger connections between students and faculty, staff.

Dr. Byman invited the SGA to tell the Curricular Affairs committee if students were interested in any majors or minors we currently do not offer on campus.

Dr. Hinchey thanked the SGA for inviting faculty members to yesterday's SGA Thanksgiving lunch.

2) DAA Search

Dr. Alan Peslak reported that the committee was currently conducting phone interviews and was ahead of schedule.

3) Student Athletes

At the request of Assistant Director of Athletics Jeff Mallas, Dr. Parmar conveyed his thanks to the faculty for sharing information about student athletes' academic success with him.

4) Enrollment

Sandy Feather reported on the projected numbers of student enrollment. The expectations are that enrollment from the Lackawanna County service area will decrease, while numbers from other service area counties are expected to rise. However, the numbers will not be the only component impacting our enrollment, as academic readiness among high school graduates would also need to be considered and has been identified as a major factor.

Adjournment

The meeting adjourned at 12:45 pm.

Next Meeting

The next Faculty Senate meeting will take place on December 6, 2010, at noon.

Respectfully submitted,

Éva Tettenborn
Faculty Senate Secretary