

Subject: Agenda for Penn State York Campus Senate Meeting

Date and Time: February 7, 2019: 12:10-1:15 p.m.

Location: Romano 003 (Lecture Hall)

Attendance: Bob Bartell, Joel Burkholder, Mark Casteel, James Crivaro, Deborah Eicher-Catt, Barb Eshbach, Ann Fetterman, Deirdre Folkers, Joy Giguere, Sukhdeep Gill, Fred Haag, Cecilia Heydl-Cortinez, Joe Kasten, Andy Landis, Fulgentius Lugemwa, Asif Mahmood, Sonia Molloy, Jennifer Nesbitt, Marcy Nicholas, Jessica Petko, Rick Pierce, Mary Ritchey, Amber Seidel, Javed Siddique, Abdul Siddiqui, Noel Sloboda, Joan Smeltzer, Stuart Stelly, Kip Trout, Anne Vardo-Zalik, Steve Lentz, Walter Arnold, Sue Ruch, Ryan Service, Scott Simonds, Andrew Caldwell, Dave Christiansen, Robert Farrell, Holly Gumke, Robert Lehman, Leann Fry, Suzanne Shaffer, Charissa Strode, and Patty Bowen

I. Approval of minutes from the January 3 Senate Meeting

- Bob Farrell question: on page 2, what did Joe Downing mean in his update from faculty council representatives
 - o Response from secretary: you'll have to ask Joe that question, I just typed what he said
- Deirdre Folkers: please indicate that in my report from university senators, my statements concerning "democratic use of light" were made snarkily
 - o Annotation made by secretary
- Minutes approved

II. Communications from administration, faculty, and committees

A. Announcements from the Chancellor, Dr. Dave Christiansen

- Associate Vice President Alan Rieck of the Office of Undergraduate Education will visit campus on Tuesday, February 19 and wants to meet with faculty/staff who have a vested interest in student research, business, entrepreneurship, etc.; we will try to schedule something during the common hour; notes that Rieck is a "good guy" who knows what it's like to work at a campus other than University Park
- Notification from University police services that we need a new police office on campus; Bob Lehman has sent me the criteria; we need separate spaces for interviewing victims/subjects, spaces to store evidence securely; right now, you have to walk through a busy hallway, through the business suite, and then a small space at the end where Lehman is located.
 - o Bob Lehman: we might be the smallest campus, in terms of allocated space
 - o Dave Christiansen: the University will pay for renovations to a new space, so that's the good news, and therefore we need to identify a space; it needs to have easy access from the outside, officers need to have easy access to their vehicles

- Noel Sloboda: Is there a deadline?
- Holly Gumke: We're currently non-compliant, so hopefully by summer we can identify a space and get first on the list
- Dave Christiansen: right now, there are not enough funds available, so we need to move fast
- Noel Sloboda: isn't the old Graham Center available?
- Dave Christiansen: that would be costly
- Thanks to the efforts of Holly Gumke, we are moving forward again with the bid process for The Graham Center; we hope to have funds secured so we can put the building out for bid at the end of this month (in the best of all worlds); we really want to make this year's cycle for building so we don't have to get into competition for bids and the costs will skyrocket
- I am going to charge a new committee to search for the Graham Center's director; Sukhdeep Gill has agreed to chair the committee; the committee should be charged in the next week or two, put out an add in March, have initial interviews and campus visits in April, have new director start in June or July
 - Amy Krtanek has been doing a great job as interim director
- You may remember hearing from IT that there was a phishing exercise and everyone was sent an email over a month period that was fake, and if you pushed the link, you were sent to a PSU website that educated you on phishing; 18 people on our campus failed this test and clicked on the link
 - After the training, those 18 were sent another email and 11 still clicked on the link!
 - If you're ever suspicious about an email, move your cursor over the link to see the url; you can also email phishing@psu.edu or call Loren Brewster
- Staff Advisory Task Force: it would be nice to have a dedicated voice of the staff that they can use to talk to the chancellor to identify issues/concerns they have that he can address; there will be a task force formed to develop the goals (there are ten people on the "working group")
- The importance of retention: this year is going to be a recruiting/admissions cycle for us; we need to convert applications and offers to paid accepts; it's going to be hard for us to do that when we're having more competition from other non-Penn State campuses

- We also need to work on retention of our current students; be aware of the steps that you can take to help them, and the resources we have on campus
 - Reach out to Scott Simonds, Sarah Bender, or Peggy Violette if you think a student needs particular help
 - Let's be aware of how we can support our students
- Barb Eshbach: I'm worried about the people who are going to apply for The Graham Center director position, because the language implied that it's an impermanent position
 - Holly Gumke: it was probably initially presented as a fixed-term position; but I would refer to Sue Ruch on how that funding was put together
 - Dave Christiansen: it's a delicate conversation, but the advertisement itself could have scared off some people
 - Barb Eshbach: had conversations with potential applicants who felt as though it was a temporary position

B. Announcements from the DAA, Dr. Bob Farrell

- The link for the Undergraduate Research Fair is up on the campus website
 - When the student registers for the research fair and is getting ready to upload their abstract, the third page has information on the cash prizes that will be awarded by the library and the student can opt in or out of consideration (award comes from the library, posters judged by Joel Burkholder and Barb Eshbach)
 - Please encourage your students to participate, this is probably a great retention tool that makes them feel valued and encouraged
 - Research fair is April 9; deadline for registration is April 1
- Summer Session I: the Monday after the semester ends will be for final exams
- Summer Session II will start on the Wednesday after finals for Summer Session I
- Faculty searches
 - We finally sealed the deal on that accounting position! Molly McFadden May will join us in the fall, she's coming from Tulsa, Oklahoma
 - We made an offer on the supply chain search and the candidate did not accept, so the committee is quickly reconvening to do a phone interview with an additional candidate
 - Communications and Math/Physics are still under way
- Can a faculty member require a student to get permission from them to get tutoring services at the Nittany Success Center

- The answer is no, that is an inappropriate constraint to put on the students; the Nittany Success Center is available to tuition-paying students as a service to them
- Faculty can work with the Nittany Success Center regarding what types/levels of tutoring they can offer your students
- There have been some questions/concerns/episodes related to understanding student rights under the Americans With Disabilities Act
 - We will hold a tutorial, especially for new faculty, that outlines student rights under this Act
 - If a student presents you with a letter that provides them with an accommodation, that is non-negotiable, you are obligated to conform to those guidelines, there is no flexibility
 - If you believe a student is trying to work around the system in order to get accommodations to which they are not entitled, then that is a conversation that needs to be undertaken with Peggy Violette
 - We wanted to do this at January Orientation, but there wasn't enough space in the day's schedule to fit it in
 - If you have any questions, reach out to Dr. Farrell or Peggy Violette
 - Joan Smeltzer: There is a well-defined process and a form that Peggy can give you; she serves as the mediator; we are never to negotiate directly with the student
 - Don't ever ask the student "What's wrong with you?" if they present you with paperwork
- Please proofread your FAR and make sure you put in goals

C. Announcements from University Senators

- Deirdre Folkers: (snarkily) I attended my morning meeting by phone, which was as rewarding as you may imagine it would be; we've been taking up this issue of students taking overloads within a reasonable and unreasonable ranges (some students have taken 37 and 46 credits in a given semester); the committee had requested data on this topic (students with a grade-point average (GPA) of 2.5 or lower do worse with overloads); we're hoping to set a maximum upper-limit and place constraints on students based upon their GPA; I'm disappointed to say that after discussion, we agreed on only two things: 1) we are going to promote a hard limit of 30 credits per semester; 2) students with a GPA below 2.0 may not overload (max credit limit of 19)

- You may not overload prior to the first day of classes, but after the first day, all bets are off and that's when students overload; even students who ended the prior semester below 2.0, because of the lag to academic warning, those students can have overloaded before anyone catches the fact that they are in warning status
- Kip Trout: did the committee discuss the relationship between this and late-drop limits?
- Deirdre Folkers: there are students who did poorly and decide to overload to try and bring up their GPA; the greatest pushback came from the student representative on the committee (we're paying money and should be able to take as many credits as we want)
- Bob Farrell: when they took away the late-drop credits, there was a lot of anarchy; when a student drops a class, that now counts as an attempt at a class and so they're playing with fire if they overload and drop classes
- Jennifer Nesbitt: after debate, the changes to the advising policies of Penn State were voted on and passed; there are substantial changes to the language that will eventually have an impact on how faculty will be expected to advise students; everyone should be aware and read those policies once they become available; they are more clear and directive
- Deirdre Folkers: there was a faculty benefits report with lots of discussion; many expressed dissatisfaction with Aetna and their willingness to approve/disapprove treatments; you can get the link to the report on the university senate website

D. Announcements from Senate Committee Chairs

- Deborah Eicher-Catt: call for nominations for the teaching award will go out, and the period will be February 11 until March 1; the announcement will come out with a link for nominations; we called for nominations in the fall and received seventeen nomination, which might be a record for full-time, and four nominations for part-time
- Ann Fetterman: the campus award ceremony will be April 28; everyone received an email and will also get a flyer in their mailbox; please nominate students!
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E. Announcements from Faculty Council Representatives, Dr. Joe Downing and Joan Smeltzer

- Joan Smeltzer: sorry for all the notifications for the UC award

F. Announcements from Faculty

- Sukhdeep Gill: we are having the book drive, we've raised 50 percent (\$1,500), so please donate whatever you can and make checks out to Martin Library
- Joan Smeltzer: Pi Day is coming up, and I've put out a call for volunteers; if you're willing to help me during the noon hour, Asif and I would appreciate it; we'll have a pie-eating contest; March 14, 12:15 p.m.

G. Announcements from Staff

- Andrew Caldwell: February 13, there will be an adviser session addressing Starfish, 12:20 p.m. and I'll get out a classroom in the next few days
- Ryan Service: Dave Christiansen mentioned we're entering yield season, we're seeing quite an increase in applications, we have 403 out-of-state applications; many of these students don't appear to understand the PSU structure; new student program is coming up on February 18; Spring Open House is March 30 (Saturday), and we're moving to a breakout session format, we're looking for presenters to help with those sessions; at 10:10 tomorrow morning we'll have our first candidate for the admissions counselor position (thanks to Jessica Petko and Sonia Molloy for serving on that search committee)
- Scott Simonds: the workshop that Bob Farrell, Sarah Bender and I held with you at Orientation, I talked about the red folder idea: each campus is getting one, you'll all get one in your mailbox and it's personalized to York

H. Announcements from Student Governance

- Charissa Strode: We have a charging station in the Lair as a trial run, so far the feedback's been really good; if all goes well, we should have more of them along with lockboxes so you can charge your phone while you're in class
 - o Student government is doing a diversity summit and have spoken with sociology and women's studies professors about having a "privilege walk;" there will also be a roundtable discussion to get into the diverse culture we have on this campus; we want students to understand what ethnocentrism is

I. Announcements from Senate Chair, Dr. Javed Siddique

- the next meeting will be Tuesday, March 12 and it and the April meeting will be here in Romano 003 (Lecture Hall)
- Noel Sloboda: can the incoming chair please schedule some future meetings for Monday/Wednesday as well as Tuesday/Thursday

J. Announcements from Senate Chair-Elect, Dr. Andy Landis

III. Unfinished Business

IV. New Business

Vote for University Senator (term to expire in 2023)

- Jennifer Nesbitt elected as senator; Fred Haag will be the alternate

From Bob Farrell: Alternatives to the current compressed schedule during inclement weather

- We continue to struggle with how classes are handled when we have a two-hour weather delay
- In the last three years since the rollout of LionPath and the standard schedule, we have a lot of non-standard classes that are scheduled
- My staff was inundated with calls from faculty with questions about when their classes should meet when we had our last delay
- If we have a two-hour delay, any classes before 10:00 a.m. are cancelled
 - o Fred Haag: No!
 - o Bob Farrell: I'm throwing it out for consideration, since we don't have that many snow days anyway
 - o Fred Haag: I knew this would be your alternate, but those of us who have 8:00 a.m. classes, they're two-hours long and you asked faculty to put the information for delays on the syllabus and the faculty member can adjust the nonstandard course time after conferral with the DAA; you're searching for a solution because some people communicated poorly, this will hurt other faculty
 - o Bob Farrell: we are sharing more and more classes across campuses via video conferencing; we're out of sync with other campuses that address this issue differently; maybe the solution is to have the Senators bring it to the floor of the Senate so we can standardize it across the university, because this problem will get worse as we share more classes across the campuses
- Mary Ritchey: when we close late, those later classes just get cancelled
- Amber Seidel: my husband teaches at a campus where when there's a delay, those morning classes just get cancelled; I have a zoom class and so when campus cancelled late, I still had class
- Bob Farrell: I have no intention, and neither does David Christiansen, to change anything this semester; I'm asking you, please, to figure out when your class meets in the case of a delay and communicate that to students
- Charissa Strobe: I live 30 minutes away and if the roads are really bad I email my professor to say I'm not coming in; I didn't know we're not centralized with class scheduling, so I got texts about the delay and while the information is in the class syllabus, most students just throw that away
- Anne Vardo-Zalik: online where there's the snow schedule, it has Tuesday/Thursday but not Monday/Wednesday
- Suzanne Shaffer: if anyone wants to know how to use Zoom, please call me
- Ann Fetterman: email your class and just have them meet by Zoom
- Deirdre Folkers: when you're sharing classes across the state, some level of disconnect is to be expected
- Bob Farrell: maybe the appropriate thing is to maintain the status quo, but if anyone has an idea, we should talk about it later on

- Dave Christiansen: when I was in the OVPCC, we looked at this, and thought it would be good to have everyone on the same schedule, but the campuses all make different decisions regarding delays or cancellations
- Deirdre Folkers: I'm happy if anyone just needs to figure it out what they're supposed to do
- Scott Simonds: we have to communicate with student employees quickly, and we use an app called GroupMe to text the class and they never need to know your cell phone number

From Curricular Affairs: Review of current majors at Penn State York (see attached document with questions for the review process)

- Noel Sloboda: we're trying to be more proactive in advocating for faculty by fulfilling part of our charge which is to periodically review programs and their needs; we want to have the same questions for every program and we're open to whatever input people may have and would like to start by doing two programs per semester and that may change according to campus needs and senate leadership; we're going to work alphabetically through all of our majors and use that information for advocacy to the senate
- Joan Smeltzer: we're not looking to harm anybody; we want to be better informed when it comes to need for faculty positions
- Jennifer Nesbitt: questions 2 and 3, are you going to be working with offices elsewhere in order to get the data to answer these; or will it come down to the program coordinator to give this information
 - o Noel Sloboda: a program coordinator can simply say I don't know; we know that certain programs are not being sufficiently advertised; we want this to be primarily faculty-to-faculty; it can be simple things like internal marketing (bulletin boards on campus, for example); we're not asking for a formal report, we just want a baseline for a conversation with our colleagues so we can contextualize the problems faced by the programs (e.g., lab space, curricular affairs could have been helpful there); we really need to get ahead on our hires (we want to be proactive rather than reactive)
 - o Jennifer Nesbitt: this is a great thing that you're doing that's long overdue

V. Forensic Business

Discussion of One Penn State 2025 Initiative – intention to provide feedback to the University Faculty Senate (continued from January 3)

- Javed Siddique: we're going to put this off to the next meeting
- Kip Trout: Charissa Strode has accepted my son's proposal of marriage and they will be married May 2020

VI. Adjournment

Motion: Noel Sloboda
Second: Sukhdeep Gill

VII. Next Meetings: Tuesday, March 12th

Proposals for new business by committees must be distributed to all members at least 72 hours prior to the meeting at which they are to be discussed. Except as otherwise provided, all meeting notices and agenda shall be distributed at least 48 hours in advance. Please get materials to the secretary in time for distribution.