**Subject:** Minutes for Penn State York Campus Senate Meeting

**Date and Time:**  March 1, 2022, 12:15-1:30 p.m.

**Location: Romano 003 and** ZOOM (if needed, must authenticate) <https://psu.zoom.us/j/93373092961?pwd=T2duWUs0djVTN2lKVGc0eUM4bVZpdz09>

**Attendees:** R. Bartell, Y. Botanov, J. Burkholder, M. Casteel, J. Crivaro, B. Eshbach, S. Foster, G. Gawo, J. Giguere, S. Gill, A. Giorgioni, F. Haag, H. Hartman, P. Hein, C. Heydl-Cortinez, J. Kasten, A. Landis, F. Lugemwa, S. Molly May, S. Molloy, J. Nesbitt, M. Nicholas, J. Petko, J. Price, M. Ritchey, H. Sarafian, A. Siddique, N. Sloboda, J. Smeltzer, K. Trout, A. Vardo-Zalik, E. Wenk, S. Lentz, J. Livengood, J. Royer, A. Caldwell, D. Chistiansen, R. Farrell, L. Fry, A. Lehman, , K. Schwienteck, R. Service Manzo, and J. Pflaum,

1. **Approval of minutes from the January 7, 2022, Senate Meeting –** Approved
2. **Communications from administration, faculty, and committees**
3. Announcements from the Chancellor, Dr. Dave Christiansen
* Covid requirements – Will follow the new CDC guidelines. All but two campuses are medium or low where you do not need a mask. University Park (UP) and another campus are still too high. There should be a letter out soon about the new guidelines and it will be on a county-by-county basis. There are concerns about spring break with students traveling, so they will be cautious. We, York, are now a green area.
* The new president of Penn State, Neeli Bendapudi, will be visiting the campus Friday, March 18in the afternoon., and Thursday, April 7will be the Provost’s annual visit
* First IT/cybersecurity teaching line search failed and readvertised and seeing a more robust pool of candidates.
* New hybrid admissions/marketing staff member will start June 1, 60 percent admissions and 40 percent marketing
* Thanks to the TLTAC committee and the report that was very useful for faculty to talk about the issues with the classrooms. Dr. Christiansen will be touring the classrooms and solutions will be examined.
* Question – Do we have an ability to reduce the number of chairs in a classroom to make it comfortable for learning? We do have some autonomy on this, but we do have some standards to follow.
1. Announcements from the DAA, Dr. Bob Farrell
* Effective fall semester no remote-synchronous instruction. If you have a situation that you believe requires a continued accommodation, then follow the link in the DAA report to the Americans with Disabilities Act coordinator.
* Postponed Faculty Scholarship event and will work on planning how this will be structured in the future.
* Undergraduate research fair is April 12, 2022. The link is in the DAA report and on the campus webpage. Email to students will be sent with the link.
* Effective March 1, 2022, Jon Price will be the assistant director of Academic Affairs. He has given up his role as the local coordinator of graduate programs.
* Erin Nelson will pick up the responsibility of the master of education in teaching and curriculum program and continue working in the admissions office.
* Biology search has been successfully completed.
* Other two searches are in-progress.
1. Announcements from University Senators, Dr. Jennifer Nesbitt and Dr. Noel Sloboda
* Meeting in transitional phase with many things in progress.
* Committee on Education is reviewing policies on exam proctoring.
* Ongoing discussion on faculty affairs on the ability to be graduate faculty.
* Ongoing discussion on impacts of covid on research and on tenure.

D. Announcements from Senate Committee Chairs

 1. Faculty Affairs Committee (FAC)

* Survey regarding campus support for research has been sent out. FAC needs your input so please fill this out.
* Town hall on March 25,2022, from 12:15-1:15 p.m. on Zoom. Link is on Senate Canvas page.
* Jennifer Nesbitt expressed being uncomfortable with the wording on reduction on workload.
* Robert Farrell suggested the terminology work reassignment instead of reduction.
* Joan Smeltzer stated there is an open-ended opportunity to provide details.
* Marcy Nicholas asked what is the intention behind the word work reduction.
* Joan Smeltzer stated the nature of the questions was more in the form of prompts and trying to be more global.
* Work reassignment definition – If you have a project that is going on than you would have work reassigned to address this time needed.
* Fred Haag stated that it is intended to be all encompassing to consider the time needed for research. The intent was not to show that the faculty does not want to do their work. It is intended to add information.

##  2. Teaching, Learning Technology Advisory Committee (TLTAC)

* Kip Trout – Thank you for responding to the TLTAC survey. It has been sent to administration. This will be continued on a semester-by-semester basis. Please try to respond. The data is very helpful and as a committee we welcome any further concerns or comments. If your comments did not show up, please email the committee.
1. Announcements from Faculty Council Representatives, Dr. Joy Giguere and Dr. Robert Foschia
* Rick Braizer is the interim dean of University College.
* No longer a physical faculty handbook, see policy.psu.edu for the faculty handbook. It is currently undergoing revisions for language and inclusivity.
* The council examined the reporting academic integrity violations and pulled together number of violations over the years. The numbers are not the reality, so they recommend looking inward to make sure that when faculty do encounter academic integrity then it is reported.
* Joy Giguere can send you the report of the numbers if you are interested, please contact her.

F. Announcements from Faculty

* The colloquium by Kip Trout will be on Zoom on March 30, 2022
* The Rainbow Paws club is holding an event on March 31, 2022, in the conference center on pronoun protocol. Please come attend this event and encourage your classes to attend.
* Noel Sloboda – We have a writing lab (OWL). Please use it and tell students about the support they can have.
* Barb Eshbach on behalf of Ann Fetterman – *Not a Box* book will be given to younger children and other books will be given to other ages. We are partnering with Martin Library to provide a book to every pre-k-6th grade student. Have alumni and current students who are active in plans for additional opportunities to contribute and participate.
* Penn State short edition spring contest for short stories. Please see the link in the announcements. Open to all faculty, staff, and students. Only students are eligible for cash awards.
* Penn Players will perform April 14, 2022, in the Pullo Family Performing Arts Center (The Pullo Center).

G. Announcement from Staff Advisory Council Chair, Joe Royer

* Turned in the report for the brainstorming session. Ongoing work on the orientation and mentor program for the strategic plan. Finished training. Worked with student affairs to offer the fitness trainings, please take advantage of the opportunities..

H. Announcements from Staff

 1. Joe Royer- software purchasing

* Conducted a training in January. It is recorded and the link is in Canvas. The process is not good and based on the information we provided they are aware of the issues. There is not enough feedback once you send on the forms. The end is when you get an email that says yes, you are able to purchase the software. Plan ahead and start the process early. Our office is there to help you navigate if you need them.
1. Announcements from Student Governance, Sohaib Tariq
* No announcements

J. Announcements from Senate Chair, Dr. Anne Vardo-Zalik

* The constitution has been ratified again from the revisions made in the 2020-2021 academic year.
* Nominations for faculty scholarship award is open and needs to be sent to the Faculty Affairs Committee no later than 5:00 p.m. on March 18, 2022.
* At the April 28 Campus Senate meeting, we will be voting for the following: Senate Secretary, Senate Chair-Elect, University Senator (four-yr term) and alternate, University College Faculty Council Member (four-year term) and alternate. If you wish to be on the ballot for any of these positions, please email Anne Vardo Zalik and Sonia before April 1, 2022.
* Will be forming a nominating committee, but please do not wait if you want to be nominated.
* Senate committee reports are due by April 14, 2022, by 5:00 p.m.

K. Announcements from Senate Chair-Elect, Bob Bartell

* No announcements

**III. Unfinished Business**

**IV. New Business**

**V. Forensic Business**

A. Discussion: Faculty grant to enhance student learning opportunities

* Faculty grant to enhance student learning opportunities. Academic excellence committee recommended plans. Two action items 3.2.2 and 3.3.1. Set aside in the budget $20,000 to establish funds relevant to faculty projects in the 2022-23 academic year.
* A maximum of ten grants at $2,0000 a piece will be awarded to support the development of projects
* 3.2.1 (faculty-led trips and activities tied to student research) Example of this grant are community-based instruction or student research, trip to a historical or cultural site, or field research.
* The Faculty Affairs committee would work with DAA to look at proposals.
* All full-time faculty members are eligible. Individuals and teams may apply and can submit proposals.
* 3.3.1 (faculty cross-disciplinary collaborations) – One or more faculty members develop an inter-domain course or offer an existing course. Examples are research across disciplinary topic or work toward a grant, one or more faculty oversee students from multiple programs on a single project.
* Question Stephen Lentz – Why is this only for full-time faculty?
* Dr. David Christiansen - Will look at how it is written and work with Faculty Affairs committee.
* Joan Smeltzer – Would this approval process be like others?
* Dr. David Christiansen - This announcement is just to start the conversation and we will work together.
* Fred Haag – What is the cost of buses to Washington D.C.? Suggests making the process similar to the Teaching Development Grant (TDG)
* Joan Smeltzer - Are we looking at process?
* Dr. David Christiansen - Would like feedback on process, outcomes, sample projects. Just stay true to the objectives and outcomes.
* Fred Haag– When would this money be released?
* Dr. David Christiansen - In the fall semester.
* Joan Smeltzer – asked Dr. Christiansen to send an email to co-chairs with the information and the charge.
* Discussed options of funding and how many grants – want feedback from faculty on what is appropriate.

B. Discussion: Implementation of an on-campus, proctor service via the DAA’s office for exam make-ups

* Discussion regarding whether faculty would use a proctor service for giving make-up exams if it was made available.
* The proctor service would not be mandatory but would be there if you need it.
* Would anyone use this? A few raised hands that it would be useful.
* Joy Giguere - This would be most useful for those who are not on campus most of the time. For those of us here, it is easier to make-up exams.
* Anne Vardo-Zalik -– This may be more useful for adjunct faculty.
* Fred Haag– Our students most likely will not be able to come at a certain time.
* Noel Sloboda– It may not serve students well due to their flexible needs.
* Anne Vardo-Zalik – Could be a list of possible times that we could proctor.
* Noel Sloboda– Make-ups need to be available soon after the exam due to learning needs.
* Anne Vardo-Zalik – Will send this to the adjunct faculty to see if this is a need and how we can help.
* Harley Hartman – In years past, we took care of that within our discipline.
* Dr. David Christiansen - One of the academic disciplinary groups discussed that sometimes it is difficult to provide make-up exams. Try to set up some possible times/days that would have a staff member available to proctor an exam.

**VI. Adjournment**

**VII. Next Meeting:** April 28, 2022,12:15-1:30 p.m., Romano 003 and ZOOM

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.