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

**Date and Time:**  January 7, 2022 12:15-1:30 PM

**Location:** ZOOM (must authenticate) <https://psu.zoom.us/j/93373092961?pwd=T2duWUs0djVTN2lKVGc0eUM4bVZpdz09>

**Attendees:** R. Bartell, Y. Botanov, J. Burkholder, W. Cantor, M. Casteel, M. Coyle, J. Crivaro, B. Eshbach, A. Fetterman, R. Foschia, S. Foster, G. Gawo, J. Giguere, S. Gill, F. Haag, H. Hartman, P. Hein, C. Heydl-Cortinez, A. Kara, J. Kasten, A. Landis, D. Latzko, M. Lorenz, F. Lugemwa, M. Marcus, S. Molly May, S. Molloy, J. Nesbitt, M. Nicholas, J. Petko, M. Ritchey, H. Sarafian, A. Siddique, N. Sloboda, J. Smeltzer, A. Vardo-Zalik, E. Wenk, S. Lentz, H. Gumke , J. Livengood, J. Royer, A. Caldwell, D. Chistiansen, B. Dennis, R. Farrell, L. Fry, A. Lehman, , K. Schwienteck, R. Service Manzo, J. Pflaum, W. Arnold, J. Ivingood, J. Santiago-Blay, and S. Ruch

1. **Approval of minutes from the December 9, 2021, Senate Meeting - Approved**

**II. Communications from administration, faculty, and committees**

1. Announcements from the Chancellor, Dr. Dave Christiansen
	1. Decision of the University to continue face-to-face instruction was made and communicated to the chancellor. They were able to express their concerns regarding the welfare of the community. Moving forward with face-to-face. Discussion about faculty scheduling 25 percent of classes remotely without any approval for pedagogical or other reasons. Provost reiterated faculty members do not need approval, but they do need to inform the faculty head that they are moving it remotely unless it was already scheduled.
2. Announcements from the DAA, Dr. Bob Farrell
	1. Report sent to campus
	2. Reminder the weather protocol changed last year. It is updated on the website. Recommend putting this information into your syllabus.
	3. Importance of having someone available to cover for you if you are ill or need to care for someone in your family.
	4. Search for new instructional designer ¾ time person. If you have instructional needs, contact Liz Huck.
	5. Scholarship recognition for faculty Friday, February 25.
	6. Undergraduate research fair on April 12.
	7. Overload teaching, need approval from Dr. Farrell’s office.
	8. Always been the position of the University that 25 percent of the class can be online. Weather does not count. On-campus approvals are done at planning meeting.
	9. May earn up to 20 percent above base salary before you meet that threshold and for summer it is 33 percent.
	10. Pre-March conferences – For teaching for this academic year do we have to SRTE’s and alternative course assessments? Dr. Farrell said that he checked this and we are only supposed to do one. SRTE data will automatically enter the FAR. Need one alternative course assessment for each academic year.
3. Announcements from University Senators, Dr. Jennifer Nesbitt and Dr. Noel Sloboda
	1. Sent announcement by email for opportunities for university-level service
	2. Meeting for 2022 next week
4. Announcements from Senate Committee Chairs
	1. None
5. Announcements from Faculty Council Representatives, Dr. Joy Giguere and Dr. Robert Foschia
	1. Keep in mind colleagues for faculty awards for teaching, research, and service
6. Announcements from Faculty
	1. None
7. Announcement from Staff Advisory Council Chair, Joe Royer
	1. None
	2. Thank you to the Staff Advisory Council (SAC) for the party
8. Announcements from Staff
	1. Holly Gumke – Renovations to 200 wing of Main Classroom building to address sound proofing and these will be completed by classes. Room 207 does have some work still on blackboard and outlets on floor as they prepare for the carpet.
	2. Pandemic – York County is averaging over 900 a day and we have a federal strike force here in York. Thank you for your vigilance. Masking update will be coming out talking about well-fitting multi-layered masks like KN95 masks. Mask update is guidance and not recommending cloth masks now.
	3. Updated CDC guidance questions – the University will update to these guidelines. Contact Occupational Medicine for assistance if diagnosed. Please do not come to work sick.
	4. If students do not wear mask, refer them to student affairs. Dr. Farrell said that after asking student to wear mask and they still refuse then cancel class and go to Dr. Farrell. Classrooms will have masks in classrooms. If the boxes are empty contact Holly Gumke.
	5. Allan Lehman – Seen a significance more use of the space in the Graham Center for Innovation and Collaboration (The Graham Center). If you want to use the space, areas are reservable on 25Live. The large event space seats 100 people space. That space can also be divided off for private meetings. If you want to collaborate on an event, contact Allan Lehman. Large recruiting this fall for the Graham Fellows Program for Entrepreneurial Leadership program (The Graham Fellows Program). For fall 2021, twenty-five candidates entered the program and ten students graduated. If you have a student that would be a good fit, then refer them to Allan.
	6. Ryan Service Manzo – Admissions updates – Summer/fall 22 applications 567, offers are 235, referral offers are 291 with total offers of 536 and 38 commits. Penn State is approaching 100,000 applications. Spring semester focus in working on yielding the offers to commits. Scholarship awarding for new season will kick off. Yield efforts until May 1. Accepted Students Programs – February 21, March 18, April 15, and May 12 (Virtual). Spring Open House-March 26.

1. Announcements from Student Governance, Sohaib Tariq
	1. None
2. Announcements from Senate Chair, Dr. Anne Vardo-Zalik
	1. Senate Committee Charge Meeting: Wednesday, January 19, 2022: 12:05-1:00 p.m., Elias 2 and ZOOM
3. Announcements from Senate Chair-Elect, Bob Bartell
	1. None

**III. Unfinished Business**

**IV. New Business**

**V. Forensic Business**

A. Advising Discussion: Advising expectations and resources for faculty advisers

* Joan Smeltzer – Academic Advising Council chair – One thing we do is look at the most recent surveys that Andrew Caldwell receives. Spring 2021 student survey was sent online, which was the first time in-person. There was a lot to see that was positive. They were happy with the virtual New Student Orientation (NSO), which was the first time. Given the circumstances, there was a lot to be pleased with. Some comments caught the eye of the committee membership to bring to the faculty to get feedback. Advising is becoming an important part of our review and we have been engaging with our advisees on a regular basis. Students still commented on reaching out to advisors that do not return their communication and some students stating some faculty admits they do not do good advising. We are looking for feedback on how to improve advising on our campus. Good opportunity to have a community wide conversation to tackle problems that seem to be pervasive. The themes have stayed the same from students concerns.
* Noel Sloboda – We have a situation where many of us do not advise in our field so naturally students are going to have a different perception of advising than we have in our fields. Students may not have an idea of advising beyond NSO and what they can and cannot expect from advisors at this campus.
* Jennifer Nesbitt – Step back and put into place 50 percent of what is said should be considered. May have difficulty in students not following up on the processes that they are supposed to follow.
* Making lists of responsibilities of the academic advisor and advisee. Andrew Caldwell provided a link to the policies 32-30.
* Fred Haag recommended that faculty enroll in OL 3800 Excellence in Academic Advising or OL 3850 through World Campus faculty training.
* Joan Smeltzer– Inequities in academic advisers load. When you do an excellence job as an adviser, you will end up with more advisees. We need an idea on how to address this as an issue and Joan has discussed this with Dr. Farrell. Noel does not think that is a concern.
* Dr. Farrell – Faculty have come to talk with him about concerns about faculty. He takes that concern by having them get trained by Andrew Caldwell. Please let him know if this is happening now.
* Marcy Nicholas– Recommend hiring professional advisors as faculty are not professional advisors. How do we manage the work that advising is now with notes and starfish notices?
* Ann Fetterman – New faculty should take the NSO orientation that reviews what the university does.
* OL 3825 and OL 3850 are on under resourced students and are great courses.
* Dr. Farrell – Good advising leads to retaining students. During review, discuss what you do to stay in touch with your advisees. You should reach out to your advisees. Try intrusive advising.
* Fred Haag – Reported advisers used to approve the courses that students registered for and that is gone. Discussed students do not keep appointments and change majors without keeping appointments. Other problem is that there are constant changes and more tools and it is a lot to keep up with when we have these changes.
* Joan Smeltzer – What do you think if the faculty advising council can make a minimal list of duties for advisers and students?
* Dr. Farrell – Agree that this list is a good idea. Take a few seconds and put entries into starfish will help document the missed appointments. The advisers at Penn State York are amazing advisers and Dr. Farrell appreciates your work. Meeting via Zoom is a good way to meet on a more flexible schedule.
* Fred Haag – Advising council can have some meetings to give best practices versus a sheet that faculty would be held to.
* Joan Smeltzer – more for students to know appropriate expectations.
* Marcy Nicholas – It is different advising in a program versus students in a college where you are not advising students in a program that you have a relationship with.
* Andrew Caldwell – Thank you to everyone for sharing feedback and in particular how to help students understand expectations. This is affirmation that this is one path to discuss this.

**VI. Adjournment**

**VII. Next Meeting:** March 1, 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.