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

**Date and Time:**  January 31, 2023, 12:15-1:30 p.m.

**Location:** Room 3, John J. Romano Administration Building (Romano)

**Attendees**: B. Bartell, E. Blanke, Y. Botanov, J. Burkholder, W. Cantor, M. Casteel, S. Foster, J. Giguere, F. Haag, H. Hartman, P. Hein, C. Heydl-Cortinez, A. Kara, M. Lorenz, A. Majeske, S. Molloy, J. Nesbitt, M. Nicholas, J. Petko, J. Price, M. Ritchey, J. Royer, H. Sarafian, J. Siddique, N. Sloboda, J. Smeltzer, J. St. Clair-Christman, K. Trout,A. Vardo-Zalik, E. Wenk, L. Brewster, J. Livengood, K. Schwienteck, D. Christiansen, R. Farrell, J. Gugino, H. Gumke, S. Ruch, R. Service-Manzo, L. Shields, and S. Simonds, and A. Baughman.

**I. Approval of minutes from the December 8, 2022, Senate Meeting**

Motion to approve by F. Haag and second from A. Majeske

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

A. Announcements from the Chancellor, Dr. Dave Christiansen

* Discussed what is a “budget cut,” which refers to recurring funds (e.g., salaries, maintenance) but not other types of budgets.
* Ali Kara: Question about DLC budget dollars and we are still unsure.
* Chancellor: We simply do not know. This is unrelated to summer courses.
* Stephen Lentz: Asked about the future related to this budget.
* Chancellor: more emphasis on fully enrolled classes.
* J. Smeltzer: should we be more competitive in our offerings to better allocate budget funds?
* Chancellor: discussed methods to do so.
* Chancellor: Open to new programs (e.g., nursing) and rethinking current programs (e.g., business/accounting),
* Yevgeny.Botanov: Are we open to more joint programs with Penn State Harrisburg?
* Chancellor: Yes.
* Chancellor: Very excited about the new first-year seminar and help integrate students into the campus community.

B. Announcements from the DAA, Dr. Bob Farrell

* Successful search for engineering.
* Unsuccessful search in project and supply chain management.
* J. Petco received a recent federal grant.
* University is reviewing policies and procedures for new Artificial Intelligence (AI) software that writes papers. More resources will follow soon.
* AI generated material is considered against our code of conduct.
* Campus grants are available and due soon.
* New email for non-crisis office IT issues.
* Marcy Nicholas: ChatGPT is actually used in other classrooms across the country. When do we move on from non-viable programs?
* DAA: Student numbers and project and supply chain management is shared with a campus.
* Chancellor: Budget for faculty for this position comes from another source.
* Ali Kara: overlap with other programs and lots of viability for program is there but the single position is not as serious.
* Joel Buckholder: Discussed the importance of AI literacy and ethical use.
* Noel Sloboda: Question about “standardization” of classroom size in DAA report.
* DAA: Examining best practices relevant to classroom sizes, needs for graduation, University policies.
* Emily Blanke and Anne Vardo-Zalik: pointed out of different sized lecture courses still treated the same.
* Joy Giguere: suggested lowering enrollment in other courses, which are bigger, to allow enrollment in other courses.
* Noel Sloboda: There will still be a large variability and unsure whether standardization is possible.

C. Announcements from University Senators, Dr. Jennifer Nesbitt and Joan Smeltzer

* Jennifer Nesbitt: Less active meeting, data management and sharing policies will change, new health insurance policies have caused some issues for folks (particularly for medications), the booklet for insurance was just published. Three University committees are seeking members: rights and responsibilities. promotion and review, standing committee on tenure. Deadline is 2/23.
* Jennifer Nesbitt: Term is coming to an end, and she will not run again. Willing to talk to anyone interested in the position.

D. Announcements from Senate Committee Chairs

* Fred Haag: Faculty Affairs committee meeting over lunch hour coming up.
* Faculty Affairs is now being led by co-chairs, Fred Haag and Ann Fetterman.
* Sonia. Molloy: from DEI committee, I Belong event coming up on March 23

E. Announcements from Faculty Council Representatives, Mary Ritchey and Dr. Joy Giguere

* Three different awards, you can self-nominate or nominate someone else. Due date is February 15.

F. Announcements from Faculty

* None

G. Announcement from Staff Advisory Council Chair, Jill Livengood

* Event coming up for interaction with co-workers. Open meeting coming up on March 2.

H. Announcements from Staff

* Loren Brewster: ID+ cards will be handed out tomorrow between 10:00 a.m.-3:00 p.m. in the Precision Custom Components (PCC) Community Room.
* Holly Gumke: Drone policies are still active, and a follow up email will be sent out. Police and public safety will be monitoring parking lots more closely. Make sure to have your parking pass.

I. Announcements from Student Governance, Xiomara (“Mara”) Larkin

* Not present

J. Announcements from Senate Chair, Bob Bartell

* None

K. Announcements from Senate Chair-Elect, Dr. Amber Majeske

* Sign the attendance sheet.

**III. Unfinished Business**

none

**IV. New Business**

none

**V. Forensic Business**

**A.** Brief review of ADA law and working with students with disabilities: Joel Gugino, director of the Nittany Success Center

* Presentation available on Canvas.
* Student: Ashley Bauchman spoke about her disability.
* Anne Vardo-Zalik: How do you deal with a last-minute health emergency from students (e.g., wake up and cannot come into class)? Student: students need to contact the faculty to discuss these situations.
* Joy Giguere: Are notetakers available?
* Joel Burkholder: We have budgetary restraints and volunteers have less oversight. Currently, no one on campus needs a notetaker and recording of lectures is allowed.
* Joy Giguere: It would be helpful to have an “on-call” notetaker.
* Aber Majeske: Question about the number of tutors.
* Joel Burkholder: Currently there are eight tutors and there is a plan to double the amount of tutors.
* Jennifer Nesbitt: Asked for clarification about retroactive accommodations.
* Joan. Smeltzer: Concerned about students that are not consistent with their accommodations.
* Joel Burkholder: Outlined how the process works and the students’ responsibilities.
* Joan Smeltzer: Concern from Senate about language appearing in accommodation letters that faculty were responsible for evacuating students with an accommodation in case of emergency.
* Fred Haag: Clarification about change of semester and letters.
* Joel Burkholder: New letter for each semester.

**VI. Adjournment**

Motion to approve by Joy Giguere and second from Jennifer Nesbitt

**VII. Next Meeting:** Tuesday, March 14, 2023, 12:15-1:30 p.m., Room 003 , John J. Romano Administration Building

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.