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

**Date and Time:**  August 17, 2023, 11:45 a.m.-1:00 p.m.

**Location:** Conference Center

**Attendees:** R. Bartell, N. Bayzar Shourabi, E. Blanke, B. Brennan, J. Burkholder, A. Caldwell,W. Cantor, M. Casteel, D. Christiansen, M. Coyle, J. Crivaro, B. Dennis, J. Downing, B. Eshbach, R. Farrell, A. Fetterman, S. Foster, J. Giguere, S. Gill, A. Giorgioni, J. Gugino, H. Gumke, F. Haag, H. Hartman, C. Heydl-Cortinez, A. Kara, D. Koons, A. Landis, D. Latzko, A. Lehman, M. Lorenz, F. Lugemwa, A. Majeske, J. May, S. Molloy, M. Muller-Kahle, M. Nicholas, J. Petko, J. Price, L. Primich, M. Ritchey, T. Rohrbach, J. Royer, S. Ruch, H. Sarafian, K. Schwientick, R. Service-Manzo, J. Siddique, A. Siddiqui, N. Sloboda, J. Smeltzer, A. Vardo-Zalik, and E. Wenk.

**I. Approval of minutes from the April 27th, 2023, Senate Meeting**

* Motion to approve by Fred Haag and second by Dr. Mark Casteel. Minutes approved.

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

A. Announcements from the Chancellor, Dr. Dave Christiansen

* None to report (reported at orientation).

B. Announcements from the DAA, Dr. Bob Farrell

* Sabbatical proposals due by September 1, 2023. Please carpool if traveling to University Park (UP) and avoid overnight stays if possible. Academic discipline meetings must be notified in advance to Academic Affairs. Wherever you travel, please let Academic Affairs know in advance, and have receipts submitted within thirty days. Travel Safety Network (tsn.psu.edu) must be used to register a trip prior to international travel. Student presentations at conferences can be reimbursed but not if paid out of pocket of faculty. External consulting reports must be registered in AC80 form sent out by Academic Affairs. Academic Integrity forms are now completely online (<https://ai.la.psu.edu>).
* Nearly all Academic Affairs forms are not electronic forms, please submit through ykacadaffairs@psu.edu via their place on the Canvas course.
* Please remind students to apply to graduate from August 14-September 5 (if graduating in fall).
* Please complete Early Progress Repotys (EPR) and M
* Mid-Semester reports in Starfish- reminders will be sent out.
* Ensure that you have office hours scheduled (at least 2 per week).
* Potential three-year rotation for program coordinator duties.
* Teaching Development Grants (TDGs) and Professional Development Grants (PDGs) no longer exist. Pullo grants, Advisory Board grants, and Research Development Grants (RDGs) will continue. Stricter boundaries are now in place for spending grant money within the fiscal year of the won award (unspent dollars sent back to campus).
* Dr. Sukhdeep Gill asked about presence of Unit funds: these will no longer be available either. Unit will request funds through the director of Academic Affairs (DAA).
* Dr. Sukhdeep Gill asked what purpose Unit head now serves: primarily to contribute to curricular affairs and develop interdisciplinary collaboration.
* Dr. Joy Giguere asked about requirements for getting funding: DAA notes no new requirements will be in place.
* Marcy Nicholas notes frustration that TDGs are being removed when the University is encouraging us to retain students.
* Dr. Marshall Coyle questions if purchasing software has been made any easier: the difficulty attaining access will likely not change. Please submit requests early for software.

C. Announcements from University Senators, Joan Smeltzer and Bob Bartell

* Please refer to July meeting notes from Joan Smeltzer’s email. Look for another email in September.

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

* Nothing to report.

E. Announcements from Diversity, Equity and Inclusion (DEI) Committee

* Not a Senate Committee, Dr. Sonia Molloy will make comment.
* Dr. Sonia Molloy: A large list of clubs and events are created to provide to the new DEI committee. Summer institute was attended by committee members this previous summer and submitted general plan for furthering DEI issues on campus.

F. Announcement from Staff Advisory Committee (SAC), Beth Brennan

* Name change: Staff Advisory Committee, not Council.

G. Announcements from Senate Committee Chairs

* Make sure you have committee chairs.

H. Announcements from Faculty

* Dr. Ann Vardo-Zalik: There is a new Office of the Vice President for Commonwealth Campuses (OVPCC) grant just for undergraduate research separate from Erickson grant, deadline end of October.

I. Announcements from Staff

* Thank you, Susan Conway, Jamaira Unangst, and Jane Pflaum, for putting this event together.
* Katie Schwientick: Everyone will have a final exam period. Digital Learning Cooperative (DLC) sections will be looked at closely to avoid students circumventing the system. A new program is being designed to code in LionPath who is leaving the campus. If you overhear a student is not returning, we want you to help direct them to the Registrar so we can get data on them. All DLC requests must go through the Registrar here.
* Jennifer Geubtner-May: If anybody wants to welcome OLLI members into class, please reach out. Any way to incorporate them is great.
* Tuesday and Thursday, 3:05-4:20 p.m. class available with Fulgentius Lugemwa, reach out if folks need the course.

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

* None to report.

K. Announcements from Senate Chair, Dr. Amber Majeske

* None to report.

L. Announcements from Senate Chair-Elect, Dr. Joy Giguere

* None to report. We need a new Student Government Association (SGA) student to take over for Xiomara Larkin, last year’s SGA president who has moved on to UP.

**III. Unfinished Business**

* None to report.

**IV. New Business**

Promotion and Tenure Committee Elections.

Promotion Committee Chair- Dr. Abdul Saddiqui

Promotion and Tenure Chair (Four-year review)- Dr. Mark Casteel

Promotion and Tenure Core Committee- Dr. Joy Giguere and Dr. Sonia Molloy

Promotion Committee Chair (Teaching-Line)- Harley Hartman

Promotion Committee (Teaching Line) Committee- Bob Bartell and Bill Cantor

**V. Forensic Business**

* None to report.

**VI. Adjournment**

* Motion to adjourn from Fred Haag, second from Dr. Mark Casteel. Meeting adjourned.

**VII. Unit Meetings**

**VIII. Next Meeting:** Wednesday, September 20, 12:15-1:15 p.m. Room 106, 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 the materials to the secretary in time for distribution.