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

**Date and Time:**  October 24th, 2019: 12:10-1:15 p.m.

**Location:** Room 003, John J. Romano Administration Building (Romano)

**Attendance: Bob Bartell, Eugene Botanov, Joel Burkholder, Bill Cantor, Mark Casteel, James Crivaro, Barb Escbach, Getinet Gawo, Joy Giguere, Fred Haag, Amy Harmon Krtanjek, Harley Hartman, Cecilia Heydl-Cortinez, Ali Kara, Andy Landis, Megan Lorenz, Asif Mahmood, Michael Marcus, Sonia Molloy, Nicole Muscanell, Jennifer Nesbitt, Marcy Nicholas, Judy Owen, Jessica Petko, Mary Ritchey, Duke Sarafian, Amber Seidel, Abdul Siddiqui, Noel Sloboda, Joan Smeltzer, Stuart Stelly, Kip Trout, Anne Vardo-Zalik, Emily Wenk, Holly Gumke, Jane Pflaum, Joe Royer, Scott Simonds, Dave Christiansen, Sue Ruch, Ryan Service, and Suzanne Shaffer**

**I. Approval of minutes from the September 26, 2019 Senate Meeting**

* Minutes approved

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

A. Announcements from the Chancellor, Dr. Dave Christiansen

* Official fall enrollment. Last year at 948, this year at 828. About 60 percent in the decline was due to loss of international students. Service area down as well. Need to take a hard look at recruitment and retention.
* Across the Penn State campuses, seventeen of the nineteen are down in enrollment. University Park (UP) is up 450. Because we are down, we are having budget cuts. The campus is looking at a series of strategies for conducing these budget cuts.
* TLTAC—The Graham Center for Innovation and Collaboration (The Graham Center) will be completed in late spring 2020. Elias room that CE is in will be evacuated. Make recommendations about how we might utilize that space via TLTAC. Recommendations will be considered as decisions are made.
* Course scheduling – Curricular affairs committee raised several issues about scheduling (1) publications of courses, (2) multiple sections being schedule at same time, (3) assignment of rooms. Committee recommendation: need to provide a schedule that offers largest variety of meeting times with least amount of interference for students as they make progress towards their degree.
* Christiansen’s presentation on course scheduling policy: policy says it’s focused on students making academic progress. To achieve this, we need to schedule courses across all days of week and throughout scheduling periods. Standard scheduling periods should be used to schedule courses—no more than 45 percent of total course offerings can be offered between 10:00 a.m. to 2:00 p.m.; programs course offerings must be distributed across the week. How is Penn State York doing with these guidelines? 🡪 66 percent of our courses are offered during the standard periods. Christiansen would like to see us get to ~30 percent in the non-standard category; 44.2 percent of our courses are offered during primetime (10:00 a.m.-2:00 p.m.); We are the worst in the University with courses being offered across the five days of the week. This last recommendation (distribution across days) comes from faculty senate.
* Dr. Amber Seidel – faculty senate said that this recommendation did NOT come from them.
* Christiansen – it was a shared task force appointed by faculty senate and undergraduate education. We have been told to treat this as a faculty senate document (this was ten years ago).
* Seidel – we are losing students; maybe this is a department by department issue.
* Christiansen – I am more concerned about our entire campus, not program by program.
* Dr. Noel Sloboda – where does the responsibility lie for all of this? Is it registrar’s responsibility, or faculty’s responsibility?
* Joan Smeltzer – Friday scheduling: I am hearing that this is a conflict with what you identify as the first priority of scheduling—making academic progress.
* Christiansen – we are improving here on the offering of Friday courses.
* Fred Haag – of all our resident courses, more than 15 percent had a meeting on a Friday (looked at the schedule last year). So, where is this 7 percent statistic coming from? I have taught Friday classes since 1987.
* Christiansen – they run it through I2 program which generates these reports.
* Seidel – does it count independent studies that don’t have meetings listed? A lot of those are on Fridays.
* Christiansen – I don’t think it’s counting those. Only courses with defined times. Back to Noel’s point about responsibility 🡪 C1 policy says the academic unit and the faculty within those units along with the Registrar’s office have a shared responsibility to make this type of schedule. Currently talking with Bob Farrell about starting fresh each semester vs. rolling over courses every year.
* Dr. Mark Casteel – we only have three faculty members in psychology and must roll some courses over every year or every other year.
* Dr. Ann Vardo-Zalik – Statement on course scheduling and administrative tasks: “Let us be faculty. Stop giving us administrative tasks to do. Stop giving us assignments that take away time from class instruction, diversifying our pedagogy, updating our lectures, meeting with students, and engaging students in first class research. All these things are critical retention tools and yet they are the first to be tossed aside when we are required to do these administrative tasks. We are not admin. We are faculty. Let us do what we were hired to do.”
* Christiansen – I asked Bob Farrell to take a hard look at how he does the summer schedule. We need to be much more strategic. Look at enrollment histories.
* Seidel – do agree with trying to make different times/days work wouldn’t work for rolling over; we do need to be flexible an open.
* Jennifer Nesbitt – question about the police station – The Bradley Building could be a good site for that.
* Christiansen – were told The Bradley building was not appropriate for this.
* Holly Gumke – that location is not central enough either.
* Sloboda – I think faculty need to be involved in review of the summer course offerings.

B. Announcements from the DAA, Dr. Bob Farrell

* The monthly DAA report was submitted prior to the meeting. He was at another campus on Penn State business and therefore unable to deliver it himself.

C. Announcements from University Senators, Deirdre Folkers and Jennifer Nesbitt

* Next meeting is coming up Monday/Tuesday

D. Announcements from Senate Committee Chairs

* Dr. Jessica Petko: ASIC meet earlier in the month: (1) academic awards – it would be good to recognize students for their poster presentations at the award ceremony. At some point, maybe asking for faculty judges from each discipline.
* Sloboda – what was the response from faculty about the original inquiry about doing this?
* Petko – all feedback so far has been positive. (2) the reinstatement of first-year seminar – plan is to have a town hall meeting where we discuss thoughts on this, and these suggestions will be forwarded to the administration.
* Bob Bartell (FAC): Tuesday, November. 19 is our second faculty colloquium by Joel Burkholder and Jorge Santiago-Blay. Nosh for nerds will nosh after the presentations.

E. Announcements from Faculty Council Representatives, Joe Downing and Joan Smeltzer

* Joan Smeltzer – committee that will review AD77 has been charged. Next meeting is Nov. 5 and the statement from FAC (SRTEs) is on the list.

F. Announcements from Faculty

* Dr. Ali Kara – had our second conference with Harrisburg Area Community College (HACC) on Tuesday. October. 22. We are planning on doing this again in the spring (~March 25: topic is on emotional intelligence). Need help from people who have experience in organizing workshops on emotional intelligence.
* Barb Eshbach – short story dispenser now available in the library. A University-wide contest is being conducted with the dispenser. Students, faculty, and staff can all participate.
* Dr. Stuart Stelly – Reminder that the Penn State Laureate will be here on November. 6.

G. Announcements from Staff

* Enrollment Management Update – Ryan Service and Scott Simonds
* Ryan Service: Open house 386 total people, 163 students – this was our largest open house. Right now, doing a major push encouraging students to register for spring semester.
* Scott Simonds: Starfish; the student success team download these lists of flags and sort it out and attempt an intervention for any student who receive more than two flags.
* Gumke – moving is starting week of November 4 and on.

H. Announcements from Student Governance

* Kara James – We have eleven SGA Senators this year (up from 2018). Working this year on doing polls on advising. Should they do polling on the Friday class issues?

I. Announcements from Senate Chair, Dr. Andy Landis

* The meeting next time is back in the M.S. Grumbacher Information Sciences and Technology Center (Grumbacher).

J. Announcements from Senate Chair-Elect, Joan Smeltzer

* N/A

**III. Unfinished Business**

**IV. New Business**

* **Motion: FTM Engineering Faculty Hire**

*Motion*

The Curricular Affairs Committee (CAC) moves that the Penn State York Campus Senate express its support for the search for an FTM faculty member in engineering. Pending administrative approval, this search would be conducted during Academic Year 2020-21, with a successful candidate beginning Academic Year 2021-22.

*Rationale*

This faculty member will teach engineering courses to reduce regular overloads for current engineering faculty. This academic year, full-time Penn State York faculty will teach 21+ credits in overloads; the previous year they taught 24+ credits in overloads. CAC deems this not only out of line with best educational practices but also unsustainable over the long term. The ideal candidate will have the skills, education, and experience required to teach the following engineering subjects: CAD, SolidWorks (EDSGN 100); CNC, Robotics and Manufacturing (IET 215, IET 216); LabView (EMET 230, EMET 330); Mechanical Principles, Statics, and Dynamics (MchT 111, MET 210W); Electrical Principles (EET 105, EET 114, EET 118) Programmable Logic Controllers (EET 275, EMET 430) and Electrical Machines and Drives (EET 214, EET 215, EMET 325), and other courses as required. Availability of qualified FT2 faculty to run the courses is limited. So too is the ability of current faculty to continually take on overloads.

* Sloboda: faculty in engineering were all regularly doing overloads, so they are coming forward with a motion for support for a search for an FTM faculty.
* Casteel – is it a financial wash with the projected salary for an FTM?
* Christiansen – it’s not a wash.
* Kara – can one person teach all these types of courses listed?
* Harley Hartman – we would shift things around in order to accommodate a good candidate’s strengths. This is just a brief list of where they have overloads.
* Seidel – have we already tried adjuncts?
* Amy Harmon-Krtanjek – we do currently hire adjuncts; it would be hard to get an adjunct for some of these courses.
* Sloboda – this is a big number of credits.
* Dr. Joy Giguere – why this vs. a tenure track?
* Michael Marcus – in spring one faculty member is scheduled for twenty-two contact hours.
* Hartman – this stems from brining on the new EMT program without adding faculty.
* Kara – how did we pass the accreditation?
* Hartman – they focus more on outcomes now.
* Marcus – i.e., they ask have you ever had a student not be able to get through the two-year program? The answer is always no.
* All were in favor of passing this motion.

**V. Forensic Business**

* N/A

**VI. Adjournment**

**VII. Next Meeting:** November 12, 2019 – 107 Grumbacher

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.