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

**Date and Time:**  December 10, 2020 12:15-1:30 p.m.,

**Location:** Online Zoom meeting

Attendees: B. Bartell, Y. Botanov, J. Burkholder, W. Cantor, M. Casteel, M. Coyle, J. Crivaro, J. Downing, A. Fetterman, D. Folkers, R. Foschia, S. Foster, G. Gawo, J. Giguere,

S. Gill, A. Giorgioni, F. Haag, A. Harmon-Krtanjek,H. Hartman, C. Heydl-Cortinez, A. Kara, A. Landis, M. Lorenz, M. Marcus, S. Molly May, S. Molloy, M. Muller, J. Nesbitt, M. Nicholas, J. Owen, J. Petko, J. Price, M. Ritchey, H. Sarafian, A. Seidel, J. Siddique, N. Sloboda, J. Smeltzer, K. Trout, A. Vardo-Zalik, E. Wenk, M. Wijesinha, S. Lentz, J. Pflaum, J. Royer, R. Service, S. Simonds, D. Christiansen, R. Farrell, H. Gumke, A. Lehman, R. Lehman, S. Shaffer, K. James, P. Bowen, and H. Decker

**I. Approval of minutes from the November 12, 2020, Senate Meeting**

**Approved**

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

A. Announcements from the Chancellor, Dr. Dave Christiansen

To bring you up to date on activities: Transition to remote went well. Working on enrollment for next semester. There has been a surge of COVID cases in York County, so Holly Gumke sent out a note indicating that campus is closed, and you should only come in if absolutely necessary. The University may bring forward a delay in the start of the spring semester or start out remote. For right now we start Jan 19. Any student coming to campus must be tested. President Barron wanted to make an announcement this week about next semester but is holding off until we have more information.

Ali Kara – The enrollment decline hasn’t been realized. Enrollment is down 2 percent. What is going to be happening next fall?

David Christiansen – This is not known yet. The University isn’t concerned with just tuition dollars but also other input of dollars from hospitality/housing.

Dierdre Folkers – Will all faculty teaching face to face to be tested?

David Christiansen– No plan to have mandatory testing currently. Voluntary testing is available.

Heidi Decker – Is there a possibility that spring 2021 will be 100 percent online?

David Christiansen – Hasn’t heard anything about that but there is always that possibility. In actuality, the University is optimistic. Looking forward to fall semester when we will go back to a new sort of normal with vaccines and the like.

B. Announcements from the DAA, Dr. Bob Farrell

* Information on preparation of 2020 Faculty Activity Reports
	+ Included in his report tables that the University put together. SRTE data from Spring and Summer 2020 is private. Will not be included in FAR. As far as the Fall semester, inclusion is optional. If you put them in for a fourth-year review, they will remain in there. You must make the decision by the next review. If undergoing promotion review and dossier has already gone to the local committee, there is not an opportunity to change your mind.
	+ The University is asking each faculty member to reflect on what worked and what didn’t work for remote learning. This is intended to be formative in understanding what did work during COVID. There is no such thing as the “right thing” to write. You may choose to include thoughtful reflections on how you can do better, lessons learned, what worked and what didn’t, mid semester review data, alternative teaching assessments. There is no expectation that you will do this for every class. Pick one class and focus in on it. Link on keep teaching fourth and fifth pages of DAA report that includes examples of alternative assessments. By the end of December there should be a modification to the FAR template that will allow you to insert a good faith effort statement on delivering classes remotely. This is nothing to panic about.
	+ Service sections will be filled out as usual.
	+ For professional development/scholarship sections include trainings that you attended for teaching preparation. For conferences, put down intended plans even if you couldn’t go because of a cancellation. Do put in virtual conferences. January 25 is the due date for FAR. Sign up information will be sent out soon for pre-March conferences which will be held virtually.
* Third page item 15, Francine Baker is stepping down from her position as coordinator of the graduate program, which she has held with us since 2015. Thanks to Francine for all the work she has done.
* There have been emails from faculty indicating that students are not happy that they will not walk for graduation. Those students will be invited to come back when we have live graduation to have their moment in the spotlight.
* Please include wellness days in your spring syllabi. No instruction on wellness days.

Questions:

Joy Giguere– Can we choose to include SRTE numbers only or must we also include comments. Must we include all classes if we include SRTE data, or can we pick and choose which classes?

Bob Farrell – If you choose to include SRTE it will be all of the comments and numbers.

Marcy Nicholas– Can you please repeat where info about teaching should be placed. Bob Farrell – In the narrative statement, because it’s up front.

Jen Nesbitt – Why is there a need to prove good faith effort? We are professionals and are always expected to give our best effort.

Bob Farrell – This is out of the Provost office and is beyond the campus level. Rationale is probably that they want faculty to understand that these are challenging times and to provide a basis of conversation with the DAA during Pre-March Conferences.

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

Deirdre Folkers – We sent out a copy of the report from the promotion taskforce. Tenure line faculty or faculty considering promotion to full professor are encouraged to look at those slides. The Education Committee finalized language on upper limit of credits per semester and has proposed 24 credits as the maximum. President Barron gave a report on efforts toward diversity and inclusion. Nick jones gave update on COVID.

Jennifer Nesbitt – Seconds looking at the promotion presentation.

D. Announcements from Senate Committee Chairs

Ann Fetterman– Awards Committee – In 2021, we will probably not have celebration. We will still recognize and honor our students. Nominations will probably begin in February. Be thinking about nominations.

E. Announcements from Faculty Council Representatives, Drs. Joe Downing and Joy Giguere

Joy Giguere– There is a call for nominations for University College Awards in teaching scholarship and service. Nominations are due in January. At the second meeting of the semester, Rick Brasier couldn’t make it, so were not able to deal with many agenda items (ex. changes to constistution). Next meeting they will vote on the new constitution. Spent time on teaching peer reviews during the pandemic. No regularity with which campuses are proceeding with these. We have been following university guidelines virtually. Many campuses are providing a narrative of teaching or some other evidence rather than peer review.

Bob Farrell– We intend to follow the review process as scheduled to maintain the structure of the process.

Deirdre Folkers – From the Commonwealth Caucus – Peer reviews are not consistent at many other campuses and there is no track record for review for many teaching line or Tenure line faculty.

F. Announcements from Faculty

G. Announcement from Staff Advisory Council (SAC) Chair, Jane Pflaum

December 15 is the next regular meeting. Information has been sent in email. Some initiative include updates for 25Live and professional development opportunities. Happy Holidays!

H. Announcements from Staff

Barb Dennis via Joan Smeltzer – Penn State has launched a new website and there are some concerns regarding information that is contained in that the “find a campus” function is not longer available. She wanted to stress that locally, we don’t have a lot of control of content of website. Individuals that are concerned, please contact Amanda Englert or Sara Simcox at University Park.

H. Announcements from Student Governance, Khara James

Nothing to report.

I. Announcements from Senate Chair, Joan Smeltzer

Thanks to committee chairs for submitting reports on time.

Senate meeting dates

 January 8, 2021 - 12:00 p.m.

 February 15, 2021 - 12:15 p.m.

 March 16, 2021 - 12:15 p.m.

 April 22, 2021 - 12:15 p.m.

Charge Meeting: January 11, 2021 – 1:00 p.m.

Committee reports due: April 15, 2021

Request photos of family holiday celebrations.

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

**Best wishes for productive end of the semester and safe holiday break.**

**III. Unfinished Business**

**IV. New Business**

**V. Forensic Business**

**VI. Adjournment**

**VII. Next Meeting:** January 8, 2021 - 12:00-1:15 p.m.

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 send materials to the secretary in time for distribution.

**Spring 2021 Campus Senate meetings: January 8, February 25, March 16, April 22**

 **All meetings (except January 8) held 12:15-1:30 p.m.**