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

**Date and Time:**  April 23, 12:10-1:15 p.m.

**Location:** Online Zoom meeting

**Attendance:** Andy Landis, Nicole Muscanell, Joy Giguere, Suzanne Shaffer, Fred Haag, Jennifer Nesbitt, Bob Bartell, Scott Simmonds, Joel Burkholder, Andrew Caldwell, Dave Christiansen, Mark Casteel, Noel Sloboda, Emily Wenk, Harley Hartman, Megan Lorenz, Joe Downing, Michael Marcus, Anne Vardo-Zalik, Maureen Muller-Kahle, Marcy Nicholas, Amber Seidel, Robert Lehman, Francine Baker, Jane Pflaum, LeighAnn Fry, Deirdre Folkers, Ann Fetterman, Joe Kasten, Susan Ruch, Joan Smeltzer, Ryan Service, Holly Gumke, Kip Trout, Barb Eschbach, Bill Cantor, Sukhdeep Gill, Steve Lentz, Javed Siddique, Jamaria Ungast, Joy Royer, Mary Ritchey, Judy Owen, Ali Kara, Getinet Gawo, Jim Crivaro, Jessica Petko, Fulgentius Lugemwa, Asif Mahmood, Amy Harmon-Krtanjek, Robert Foschia, Andrea Giorgioni, Molly May, Manel, David Latzko, Duke Sarafian, Sonia Molloy, Allan Lehman, Cecilia Heydl-Cortinez, and Khara James

**I. Approval of minutes from the February 6, 2020, Senate Meeting**

Minutes approved.

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

A. Announcements from the Chancellor, Dr. Dave Christiansen

* Faculty can make short videos to congratulate our graduating students. The first part will be university-wide, but then after students can click on their campus link to see videos from faculty and students from their campus. Students can also create their own videos thanking their parents and faculty members. Real commencement will take place later (pending the virus).
* Ali Kara: Should we wear regalia?
* Dave Christiansen: You don’t have to; if you don’t, please wear solid neutral colors.
* Joy Giguere: Can we congratulate individual students by name?
* Dave: Will find out from University Park.
* Revamp of our website: We want to develop our website since we can’t have students come onto campus right now. Will be reaching out to faculty and program chairs. Want to personalize the information posted about each academic program.
* If you are coming on campus, remember, per the governor’s orders, you need to wear a mask at all times.
* At the town hall meeting on April 24 there will be updates on budgets and enrollment projections.

B. Announcements from the DAA, Dr. Bob Farrell

* If you are teaching over summer, you should have been contacted by an instructional designer. If you have not, please let Suzanne Shaffer know asap. If you were scheduled to teach online already, you would not fall into this category.
* Yesterday, we got news about internships. Please review if you are responsible for oversight of any internships.
* New campus programming: We have a new option for B.A. in English.
* Faculty searches: pulled plug on corporate communication. We are allowed to continue with psychology; we have a successful search; Stephen Foster will be joining as new psychology faculty in the fall. Also, the project supply candidate changed his mind and so will advocate to re-start that search.
* Anne Vardo-Zalik: What about undergraduate research over summer (are they allowed)?
* Bob Farrell: No, nobody can come onto campus until we get a greenlight, and all internships have to be completed with no contact.
* Ali Kara: Both MATH 110 and STAT 200 sections are closed for summer. Do we have any plans to add additional sections? I am forced to send my advisees to HACC for summer because they are prerequisites for the fall classes they intend to take.
* Bob Farrell: The University is trying to centralize offerings across the college. Math 110: our sections are full, but there are other campuses who have openings so it’d be hard to argue for additional sections. For right now, we are going to stay as is unless we get further guidance.
* Jess Petko is recipient of the University-wide award for excellence in teaching.
* Amy Harmon Krtanjek received mentoring award for mentoring teams in robotics.
* Emily Wenk and Andrea Giorgioni have been promoted.
* Deborah Eicher-Catt and Stuart Stelly are retiring. Nicole Muscanell is resigning her position also at the end of the academic year.
* Joan Smeltzer: Are the Board of Trustees still meeting at York this summer?
* Dave: Would be scrambling to find locations to host this meeting since some of our buildings are out of commission. So, suspecting they are going to cancel it, and that we will hear officially in next couple of weeks.
* Joy Giguere: I have graduating students who want guidance on the return of library materials once the semester is over.
* Barb Eshbach: Right now they have extended all the deadlines and are encouraging students not to return materials due to the quarantine. Please tell your students just to hold off for now.
* Joy Giguere: If they are graduating can they use the dropbox outside of Pullo?
* Barb: Yes, but right now nobody is emptying it. The one outside of Francine Baker’s office is very small. Also, don’t know about materials being contaminated. The janitorial staff has been asked to monitor the top one. The bottom one is bigger.
* Holly Gumke: Would encourage students to simply stay off campus for now. Don’t want to expose those who have to be there if possible.
* Duke Sarafian: Any idea when I am going be able to go back to my research/office?
* Bob Farrell: No official announcement yet; probably not any time before the governor announces it’s okay to be out.
* Duke: I meant the old research lab.

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

* Deirdre Folkers: will meet next week so will have more to report on after that. My committee is looking at one semester changes to student admissions; students who are unable to get transcripts.
* Jennifer Nesbitt: Want to see what is on the agenda for the University Faculty Senate next week? It's all right here! https://senate.psu.edu/senators/agendas-records/april-28-2020-agenda/

D. Announcements from Senate Committee Chairs

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

* Joan Smeltzer: The college and University are still supporting faculty who wish to go up for promotion. They are aware that the peer review process has been interrupted. They are working on trying to come up with some sort of a method for the fall in the event that we have to continue in remote format.

F. Announcements from Faculty

* Joan Smeltzer: Next Tuesday (April 28) will be last nosh for nerds (virtually).
* Dave Christiansen: The consensus so far is that we would be able to congratulate individual students in videos.

G. Announcements from Staff

* Allan Lehman: Programing in the new Graham Center for Innovation and Collaboration; There is a venue for faculty and staff to bring ideas. Three types of programming to take place (1) Graham Fellows Program for Entrepreneurial Leadership (2) Graham Center for Innovation and Collaboration, and (3) faculty initiated. For the faculty initiated events, some ideas include: an accounting panel, engineering networking evening, Phi Beta practice competition, and a design competition showcase.
* Deirdre Folkers: The IST faculty initiated the Etiquette Dinner many years ago but we are having difficulty continuing this program due to lack of complete funding. Once we have a venue in place for this program, might there be a possibility of enlarging this to include students beyond the Graham Fellows Program? This would help to leverage the cost of the presenters to assist additional students.
* Allan: Yes; this is something I’ve had conversations about. I do think that would be an opportunity. If there is an IST faculty who wants to discuss this further, we can certainly explore that.
* Holly Gumke: Back to Duke’s comment about office/research space. We don’t know yet. All construction was put on hold. Have ongoing conversations; the last we heard, the governor was hoping May 8 would be the restart, but think it’s probably going to be later than that given the number of COVID cases we currently have in York. I amm suspecting it might be sometime late summer that construction restarts. So, I really don’t know for sure.
* Suzanne Shaffer: Update on summer courses. She is aking some design content more widely available. Created a clearinghouse model: trying to identify who has content that could be shared. Concentrating on courses that haven’t been offered online. Polled all faculty to find out what their specific needs are. Everybody who is interested will be connected with an instructional designer, but won’t be until probably next week sometime. People seem to want more info on how to engage students remotely. TLT just started a four-week series on this issue. They are going to make the recordings available for those who can’t attend.
* Andrew Caldwell: He think students will need a little more access to advising immediately after semester and through summer (more than normal). Primarily, the alternative grading option will be something they likely need advising on. As it stands now, from May 20-29, students will have the ability to go in and use a grade-point average (GPA) calculator (not available yet), that will allow them to calculate different options depending on which grades they decide to go with. Also seeing anecdotally that students seem to be waiting longer to enroll given the current situation. If you (faculty) want to use time over the summer to meet virtually about advising issues please reach out.
* Bob Lehman: The incident on the April 17 during the colloquium—Zoom bomb during presentation. He is in the process of obtaining search warrants. On Tuesday there were five other incidents with Zoom bombing involving child pornography across the university. Don’t know if anyone filed their AD-72—this falls under that (for those who viewed the content displayed). For now, Lehman is taking care of it, but for the future, keep in mind that this is a report that must be filed for those involved.

H. Announcements from Student Governance, Khara James

* Just finished our elections: Khara James has been reelected along with current vice-president. Will continue to meet via Zoom. They are working on community service project thanking and supporting health care staff. Will be reaching out to faculty and staff to represent our campus for this project.

I. Announcements from Senate Chair, Dr. Andy Landis

* Thanks to all committee chairs for their work this past academic year.
* Thank you to Nicole Muscanell! ☺

J. Announcements from Senate Chair-Elect, Joan Smeltzer

* Look for communication from me over summer as we try to set up committees for next fall.

**III. Unfinished Business**

**IV. New Business**

* Comments from candidates for Chair-elect (Maureen Muller-Kahle and Anne Vardo-Zalik), Secretary (Jessica Petko and Noel Sloboda), and University Faculty Council (Joy Giguere and David Latzko)
* Motion from Faculty Affairs Committee: About how frequently the teaching faculty have peer reviews. Will vote on this issue externally via Qualtrics.
* Asif Mahmood: Purpose is to make the guidelines for the teaching line reviews to be more in line with those of the tenure line faculty. Main changes to change it from every two years to every five years with the exception that that DAA could request a teaching review, or if reviews are needed for promotion. Also recommending to change the number of visits from one to two visits.
* Marcy Nicholas: FT1s are going to be reviewed their first two years, then fifth year, would get two visits. That’s not necessarily for promotion? This is just for a normal review? Why is it two visits?
* Bob Farrell: The same person would go to your class twice.
* Marcy Nicholas: But the five-year review, they get reviewed every two years and they have two class visits, but when they go up for their fifth year -- they have one visit?
* Bob Farrell: They are supposed to have one person visit twice. If it’s not possible due to conflicting schedules, they could observe different classes, but two observations are supposed to happen.
* Marcy Nicholas: So for the continuing fifth year reviews they have two visits? This is nothing to do with promotion?
* Bob Farrell: Right.
* Joan Smelzter: University College (UC) guidelines want us to have two visits (two different days) by the same reviewer; not just two visits on the same day. It’s in alignment with the UC – is the intent.
* Dierdre Folkers: Peer review for promotion needs to be done in a particular time frame. Wouldn’t qualify if it was for example done five years prior; would still need to have an update to date review.
* Bob Farrell: Right; that is correct. OVPPC has allowed peer reviews that are NO older than one year.
* Marcy Nicholas: Teaching line faculty schedules for teaching could create problems getting those two reviews. Glad I will be reviewed by teaching line faculty. But, we are teaching and in class a lot and it’s going to be difficult to schedule those reviews.
* Bob Farrell: You could also opt to be reviewed by a tenured person if you are comfortable.
* Andy Landis: Anybody have problems with the motion?

**V. Forensic Business**

**VI. Adjournment**

**VII. Next Meeting:** Fall 2020

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.