



PHILADELPHIA
UNIVERSITY

TO: Faculty, Staff and Administrators
FROM: Megan Wood
Manager of Faculty Affairs, Office of the Provost
RE: February 17, 2015 Faculty Meeting Minutes

Approval of the Agenda

Prof. Howard called the meeting to order on Tuesday, February 17, 2015 at 12:32 p.m. in the Kanbar Performance Space. The agenda was approved.

Approval of the Minutes of the January 20, 2015 Full Faculty Meeting

Prof. Howard asked for any corrections to the minutes of the January 20, 2015 faculty meeting, the minutes were approved.

Reports of the Provost / Dean of Faculty Provost

Provost Randy Swearer

Dr. Swearer announced the retirement of Professor Marion Roydhouse from Philadelphia University, effective January 1, 2016. Professor Roydhouse will step down as the Founding Director of the Center for Teaching Innovation and Nexus Learning on June 30, and will continue to serve as special advisor to the Provost through the fall 2015 semester. Professor Roydhouse will be named Professor Emerita of History and Founding Director Emerita of the Center for Teaching Innovation and Nexus Learning.

Professor Jeff Ashley will assume the position of Director of the Center for Teaching Innovation and Nexus Learning on September 1.

Dr. Swearer additionally announced the faculty development initiative for the strategic build plan with focus on adjunct faculty and their important role at PhilaU. Such initiatives include revisions of the adjunct faculty manual, adjunct orientation meetings and inclusion in Shared Governance. PhilaU will be working with consultants on workshops and anonymity will be preserved throughout the process. The Provost Office will schedule interviews for this process and will consult teaching schedules for 1 hour intervals to move the initiative forward.

Faculty Voices

Automatic calendar updates for courses

B. Shepard-Rabadam

Beth Shepard-Rabadam announced functionality to populate faculty calendars with teaching schedules. Beth gauged faculty interest in having faculty teaching schedules populated in Outlook either automatically with assistance from OIR or through an iCal. Consensus is yes, Beth will work with OIR for a possible fall 2015 implementation.

How do you define a 9 month Contract

Dr. N. Howard

Professor Howard initiated conversation regarding 9 month contracts. One view is that 9 month contract ends with commencement and begins with convocation. Reflections from the faculty body surrounded reasonability of faculty attending meetings during University breaks such as 1 week prior to semester

start dates, consideration of infringing on research time, practice time and professional performance and whether contract language should be generic or specific if revised. Additional discussions followed.

Children in the classroom

Dr. N. Howard

Professor Howard initiated conversation regarding the lack of policy on children in the classroom. There has been a difference of opinion in prior conversations. Professor Howard opened the floor for discussion. Thoughts regarding safety, security, scope, previous occurrences, and sensitive classroom subject content were discussed in addition to insurance and liability concerns. Consensus that a policy is needed.

Open to Faculty.

A question from the floor was asked regarding how should those supervising adjunct faculty respond if at all to national adjunct walk out day. Questions from the audience were responded to.

Professor Pastore asked if faculty will have tuition benefits for family of full time employees for graduate studies. Dean Baker announced this was discussed at President Council and it was determined additional info was needed to proceed with conversation.

Professor Klemens requested when campus is making inclement weather announcements, can the announcements more specific about class and start times for new students / faculty to avoid confusion? Questions from the floor were responded to.

Reports of Standing Committee:

Student Experience Committee

Prof. Carol Hermann

Professor Hermann was not in attendance. Professor Rogers, Chair of subcommittee, is asking SGA to put together focus groups for children in classroom discussion.

Teaching Learning & Assessment

Prof. Barbara Kimmelman

Professor Kimmelman announced UTLA is working on a revision to the faculty / course evaluation form to make it consistent across PhilaU with options for colleges to add questions to a standard set of a questions for consistency and flexibility to assess student learning. Susan Frostén announced an initiative is being taken to the PhilaU committees from the Provost Office to provide feedback regarding evaluations. Susan Frostén will be going to several other stakeholders to receive recommendations. Patricia Thatcher, Co-chair of UTLA announced on March 30th a workshop will be held with lunch to demonstrate how to fill out an assessment, all are invited to come.

Special Reports

Commencement Update

Carla Mandell and Beth Shepard-Rabadam

Carla Mandell announced this year we have a larger than usual class with 200+ additional students walking and presented the new commencement webpage:

<http://www.philau.edu/commencement/index.html>. Additional details were provided regarding Commencement ticket wristbands, parking, and transportation. Any questions regarding commencement, please forward to commencement@PhilaU.edu.

Carla announced the timeline for faculty for the day of Commencement: There will be a shuttle at 8am to have faculty at the Convention Center 9am. Lunch is on your own. There will be a robing room with a coat check for your personal belongings when you leave the Convention Center between ceremonies.

Carla asked faculty to please complete the Faculty Regalia Forms distributed at this meeting so the Provost Office can store data in a database. The Provost Office must order Regalia by March 16th for any Faculty needing to rent.

Dr. Howard reminded faculty they are required to be at both ceremonies contractually regardless of which discipline you teach. In addition, PhilaU pays hundreds of dollars annually to rent and restock who do not pick up their regalia. If you are a no show to commencement and regalia is ordered for you, you will be charged a \$25 restocking fee beginning with the 2015 Commencement.

Unfinished business

None

New Business

Writing for Hallmark

Prof. Katie Gindelsparger

Professor Gindelsparger presented to the faculty the Writing for Hallmarks report. PhilaU taught 82 sections over the year in all writing courses and reminded faculty that writing belongs to everyone at PhilaU. Correction to PowerPoint slide: should say writing 201 not 200 for Hallmarks Core.

Report of the President

Dr. Stephen Spinelli

Dr. Spinelli was not in attendance

Announcements

James Hartman announced PhilaU is in the early planning phase of budgets which will need to be voted on at the Board of Trustees Meeting in March. The Budget Advisory Committee is comprised of a variety representative from every area and are:

Jean Bail – CSHLA

David Breiner – CAB

Les Sztandera - SBA

Mike Leonard – SDE

Jeff Ashley - Chair of UARC

Maryellen Woltman - CPS

Beth Shepard-Rabadam- Provost Office

Professor Marion Roydhouse announced the Celebrate Nexus Learning Week dates of February 23rd – 27th, handouts were distributed. Faculty announced specific sessions to be held during the Celebrate Nexus Learning Week and awards that will be presented at the Grand Celebration on Thursday, February 26th.

Professor Van Dahm announced Unity week will occur in March after spring break. Please consider having an open class if you teach on diversity. Please reach out to Professor Van Dahm for assistance with open classes for unity week in March

Professor Rogers announced the Honors Program is doing service learning during spring break. Next week will be a dodge ball tournament and all proceed go to raising funds for travel to a soup kitchen for service learning details will follow via email.

Adjourned at 1:59 pm.