



**PHILADELPHIA**  
UNIVERSITY

TO: Faculty, Staff and Administrators  
FROM: Megan Wood  
Manager of Faculty Affairs  
RE: May 14, 2015 Faculty Meeting Minutes

### **Approval of the Agenda**

Prof. Howard called the meeting to order on Tuesday, May 14, 2015 at 12:32 p.m. in the Kanbar Performance Space. The agenda was approved.

Thanks to Carla, Megan and Dana for assisting this year and setting up the adobe connect meetings for all of our faculty in the fall 2015. Each meeting is recorded and posted on the provost website for any faculty not able to attend.

### **Approval of the Minutes of the April 21, 2015 Full Faculty Meeting**

Prof. Howard asked for any corrections to the minutes of the April 21, 2015 faculty meeting, the minutes were approved.

### **Reports of the Provost / Dean of Faculty**

**Matt Baker**

Matt is filling in for Randy today. Matt gave thanks for to all for their hard work this year and for going above and beyond the call of duty including retention and recruitment support. This is the time of the year we celebrate our accomplishments:

#### **Promotions:**

Wachter-Schutz, Wendy	Promotion to Associate Professor
Lim, Chae-Mi	Promotion to Associate Professor
Russel, Philip	Promotion to Full Professor
Harnish, Christopher	Promotion to Associate Professor
Douglas, Kimberlee	Promotion to Associate Professor
Dunham, Donald	Promotion to Associate Professor
Ku, Kihong	Promotion to Associate Professor
Corlett, Tod	Promotion to Full Professor
Kratzer, David	Promotion to Associate Professor

#### **Sabbaticals:**

Meriel Tulante	Approved for one semester during the 2015-2016
Lloyd Russow	Approved for one semester during the 2015-2016

#### **Retirements:**

Harvey Lermack	
Mark Liff	
Rocky Rackover	
Susan Haiman	January 1, 2016
Harry Woodcock	
Ed Dowden	

Carter Pierce  
Stu Borowsky  
Marion Roydhouse  
Gotz Unger  
Greg Lucado

January 1, 2016  
January 1, 2016

Mike Leonard announced Gotz Unger's programs will be led by Tod Corlett. Marcia Weiss will be developing a new fusion center for fashion and textiles and will continue to manage BS in Textiles Program.

Matt Baker announced Randy Swearer's new position beginning June in San Francisco.

### **Faculty Voices - Open to Faculty**

Prof. Howard opened the floor to faculty voices.

Professor Long discussed Professor White's initiative to bring a CSA to PhilaU. Professor Long inquired about the challenges that may prevent this from occurring. Professor Fleming brought forward a summer concern. Discussion ensued.

Professor Dinero discussed speed bumps on campus roads and the re occurring issue. Dr. Spinelli addresses the concern. Dr. Spinelli has a call into the Mayor's office regarding the speed bumps. A note was sent to campus as soon as Dr Spinelli found out. Discussion ensued.

Megan Mills from advising announced the streets department of Philadelphia has created a website and a Facebook page for the public to follow all street work and timing of work. Megan urged colleagues to follow these web resources.

### **Reports of Standing Committee:**

#### **UARC – Faculty Research Survey Results**

**Prof. Datta, Dinero and Ku**

Professors Datta, Dinero and Ku presented the faculty research survey results. The presentation started with the background and why the need for the research survey arose. Research highlights were reviewed and included responses from 83 faculty. Research area / topics were presented in addition to challenges faculty face regarding research. Future plans were reviewed along with next steps with the survey data. Questions were welcomed from the floor. Professor Howard will send the PowerPoint slides.

#### **Shared Governance Committee & Trustees**

**Prof. Howard**

Professor Howard announced Shared Governance meets the 1<sup>st</sup> Tuesday of each month. Committee Chairs gave a summary report to the whole committee. These reports will go to David Ray to make the June 12<sup>th</sup> Board Meeting.

#### **Faculty Council - Committee Vacancies**

**Prof. Howard**

Faculty Council is responsible to refill open positions each year. Open positions will need to be replaced before the start of the fall 2015 semester. A new election cycle will begin in late January of 2016 for standing committee chairs for the next two years. If anyone is interested in serving on a committee, this gives you time to make a decision. If you would like additional details, please reach out to Professor Howard.

## **Special Reports**

### **Starfish - 2014-2015 Summary Report**

**Patricia Thatcher**

Patricia Thatcher, Director of Learning and Advising Center reviewed a presentation regarding Starfish. Over 8,000 advising flags were raised this year on the starfish advising tool. Patricia went over the statistics in the presentation. It is an incredible workload that is very important to our students here. Pat thanks everyone for their effort. We are at an 83% freshman retention rate. Thanks to the freshman advising crew for their hard work. Questions or comments were welcomed by the floor.

### **Admission - FL15 Status Report**

**Christina Greb**

Christina is on an interview off campus and President Spinelli was happy to announce the results. Dr. Spinelli reviewed enrollment projections for the fall 2015 and announced that enrollment is an institutional responsibility. There are challenges including a continued negative demographic trend. Discounts rates are increasing with our competitors and market share is very competitive. We are making a lot of improvements and we need to continue to make improvements on our transfer friendly efforts. International student competition is also competitive. Our retention rates have improved and the whole campus has made an effort and it has made a huge difference. Students are now aware of the competitive nature of higher education. We will most likely admit students until the first day of class as a new reality.

An admission summit will be held in June and an Adobe Connect offering will happen for faculty who are unable to attend on campus. It will be an intensive summer for us. Discussions from the floor ensued.

## **Unfinished business**

### **Policy – Children in the Classroom**

**Beth Shepard-Rabadam**

Beth presented the final language regarding children in an instructional setting. Beth appreciates everyone's work and passion on this important topic. From the last faculty meeting, additional language was asked to be edited. Beth currently has the new language and will continue to work with the Deans to work on process for each college. Beth worked with Legal to edit language and Legal was helpful in organizing the language. Beth reviewed the changes and distributed this edit last week to all faculty.

Questions from the floor were welcomed. Professor Corlett asked about definition of a child. Beth: We decided to leave the language open. Professor Corlett: Can we change the language from children to enrolled individuals. From the floor – it is there.

## **New Business**

### **Confer Undergraduate & Graduate Degrees**

**Prof. Singletary**

Professor Singletary made a motion to approve appropriate degrees be conferred to all undergraduate and graduate student who successfully completed their requirements this academic year. The motion was voted on: the motion was seconded: no opposition.

### **Faculty Handbook - SP15 Updates**

**Beth Shepard-Rabadam**

Beth reminded the faculty the 2015 Faculty Manual edits were sent last week to all faculty and Beth reviewed those edits again with the floor. Beth shared that meetings were had about 7 year dossier changes.

## **Changes to WebAdvisor**

**Beth Shepard-Rabadam**

Beth reviewed changes to Web Advisor. Two Web Advisor screens were merged into one screen to provide ease of use. Additional functions were added such as compensation dates. Beth demoed the new enhancements. Adjunct Faculty will be notified and the provost office wanted to share this information here today in case anyone has questions. There were no questions from the floor.

## **Student Evaluation of Teaching**

**Susan Frosten**

Provost Office has been working in collaboration with campus and now would like faculty feedback on the progression of the changes to the revision of the student evaluation of teaching. Upcoming workshops will occur to assist faculty. Susan reviewed the background of our current instrument. Susan referred to handouts on the tables for more details. This proposal is to develop a new evaluation feedback form from Dr. Thomas Angelo. Susan will be emailing the details to faculty including the information on the handouts. Susan thanks Pat Thatcher for bringing this forward and the Dr. Angelo encourages open source use of his product. Susan reviewed the details of the proposal. Colleges can add questions as an addendum to the standard set of questions for next year. Next, the provost office would like feedback from faculty and Susan will be emailing faculty to do so. Questions were open to the floor.

## **On-line Policies for Day-division Students**

**Susan Frosten and Carol Hermann**

Susan and Carol made a recommendation for day student to take day Division online courses. This was a joint initiative with the Provost Council and the Student Experience Committee has reviewed this recommendation. Committee members were named. Recommendations and benchmarking were reviewed. Goals for policy recommendations were reviewed in the presentation. The working group recommendations were also reviewed during questions from the floor.

## **Background Checks & Fingerprinting**

**Kathy Flannery**

Kathy reviewed the discussion around PA ACT 153. This goes into effect 2015 and we are waiting on further clarification from Harrisburg. PA ACT 153 applies to employees, volunteers and contractors in higher education. Questions from the floor were discussed Kathy offered that additional questions can be held off line with Human Resources. Kathy will come back in the fall to go over further details with faculty.

## **Report of the President**

**Dr. Stephen Spinelli**

Dr. Spinelli shared he had an effective meeting with Matt Baker as Provost to be. First on the agenda will be around faculty compensation and equity issues. A seminar will be forthcoming so we can answer specific questions. Dr. Spinelli announced the Celebration of Innovation was the most successful we have ever had and \$1 million in scholarship raised.

## **Announcements**

**Carla Mandell from Provost Office:** Carla made announcements regarding commencement. Monday there was an email reminder regarding faculty details for commencement. Lunch will be on your own for the day and faculty must be back in the robing room by 1:30pm. Important Note: The Broad Street entrance is our entrance to use. Robing will be in room 126B. It will be looked and staffed with a coat check. Megan Wood will monitor that room. Parking rates are increasing daily. There will be a recession off the stage this year. Carla went over recreational details including photo props. This will

be the largest class PhilaU has ever graduated. Carla reviewed faculty seating both on the stage and on the floor and announced our marshals. Carla will be sending a timeline by tomorrow via email. Please pick up faculty regalia in the Rena Rowan reading room if you have not already.

**Jeff Cepull from Information resources** – OIR will be offering training this summer. Several emails have already been sent. A variety of topics will be trained on over the summer in two week bursts. Training topics will include Blackboard, Adobe Connect and Keynote to name a few. You can sign up using the Eventbrite emails. Some trainings are longer than others and some will have lunch provided. OIR is able to do this with the support of the Center for Teaching Excellence.

Adjourned at 2:23 pm.