



**PHILADELPHIA**  
UNIVERSITY

TO: Faculty, Staff and Administrators  
FROM: Carla Mandell  
Executive Administrative Assistant, Office of the Provost  
RE: November 18, 2014 Faculty Meeting Minutes

### **Approval of the Agenda**

Prof. Howard called the meeting to order on Tuesday, November 18, 2014 at 12:32 p.m. in the Kanbar Performance Space. The agenda was approved.

### **Approval of the Minutes of the October 21, 2014 Full Faculty Meeting**

Prof. Howard asked for any corrections to the minutes of the October 21, 2014 faculty meeting; no corrections were made, thus, the minutes were approved.

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

#### **Provost**

**Provost Randy Swearer**

Dr. Swearer announced that the process for the Faculty Research Grants will be announced on December 1<sup>st</sup>.

#### **Faculty Voices**

David Rogers brought a product from the book store that states PhilaU Girls Do It Better, there will be a group to get student voices involved in what is sold. He encourages others to get involved. There are several products that can be viewed as derogatory or offensive. He also asked for consideration to providing child care on campus. Chris Pastore thanked David for bringing these issues to the faculty's attention.

Valerie Hanson also thanked Prof. Rogers and asked for support for aiding faculty being asked to attend evening events to help with balancing work and family.

Jeanne Felter mentioned that these bookstore products are being discussed in the Title IX committee.

#### **Faculty Council**

**Dr. Nancy Howard**

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

##### **Academic Resources**

**Prof. Jeff Ashley**

Prof. Ashley is passing the mic to Raju Parrakkal announced the Knowledge Exchange initiative. He explained how many in the campus community don't know what research is being done by other faculty. It would be great to support and educate the community. It's a brown bag event and will be starting in February 2015.

##### **Personnel**

**Prof. Valerie Hanson**

Prof. Hanson provided an update that the UPC is working on issues that have been announced and more will come in the Spring 2015.

## **Shared Governance**

**Dr. Nancy Howard**

Dr. Howard announced that in nature of saving time, members and charges will be sent via email to the faculty. The number of charges the SGC is responsible for is numerous.

## **Special Reports**

None

## **Unfinished business**

None

## **New business**

### **Faculty Manual Revision Update**

**Mary Clare Venuto**

MC Venuto reported that they continue working with the UPC and the Deans on the faculty manual. Since last presented, the Provost's office has met with CAFE faculty about the Evidence of Professional Development, the UPC to discuss a number of review procedures and the Deans and UPC members to debrief on the new procedures relative to the fall 2014 reviews.

To date we have received the Evidence of Professional Development from CAFE, SBA and SDE. CSHLA submitted in the spring semester. These will be synthesized and presented to the UPC, Provost and President.

Manual will be distributed to the faculty on December 8<sup>th</sup>. The manual will be posted to the Provost's Office webpage and saved to Artemis. A vote of the Faculty will be held in January to give faculty time to read the manual.

## **EthicsPoint**

**Kathy Flannery**

Kathy reported the resource is available for reporting issues to HR. These are anonymous reports. The link is located on the HR section of the website. Questions taken from the audience.

## **Hallmark Update**

**Prof. Tom Schrand**

Prof. Schrand reported on some developments on the Hallmarks program. Pathbrite e-portfolio is now up and running. It took longer than expected. This is linked through Blackboard. He thanked Barbara Thomas, Kerry Fretz and Jeff Cepull for their help with getting this up and running. The website has been updated with description of the Hallmarks program, including resources for students and faculty. [www.philau.edu/hallmarks](http://www.philau.edu/hallmarks) The Program Maps will be linked here. At this time Law & Society has created their prototype.

There are still permission issues to work out. Students will be able to make their portfolios public by sending out the link, however the default will be private to the student.

Question was asked how do the freshman know how to do this and use their final paper as an artifact this late in the semester. The First Year Seminar will be the introduction going forward but this was not the case this year due to the late role out. It will be discussed in the DBTU course and in Writing 1 this semester. Prof. Kimmelman suggested that Faculty teaching core classes to show this and explain the Hallmarks program. Hallmarks Goal Descriptions is the descriptive of what learning outcomes is being met.

## **Report of the President**

**Dr. Stephen Spinelli**

Dr. Spinelli reported that there was an exit interview with the ABET Accreditation board today. There were no recommendations, no issues reported. This was a tremendous achievement for the Engineering program and the University.

Dr. Spinelli explained that the new Ravenhill space is to be thought of as a living and learning space. This space opens December 1<sup>st</sup>.

The Capital Campaign has raised over \$59 million. This is an increase of \$240,000 over the last report. Term Chairs have helped raise some of this, it is donor driven and pair faculty work with a donor. We received a \$100,000 term chair donation and this is a \$20,000 over 5 years and was awarded to Mark Sunderland.

The Development team just hosted the first annual Day of Giving, which goal was to increase outreach. This initiative reached 354 donors and raised over \$47,000. 80 Faculty gave that day.

Dr. Spinelli also congratulated Dean Klinkhammer on her citizenship.

**Announcements:**

Prof. Klemens announced that there will be a survey that the DEC Systems students are involved with and encourages faculty to respond to the survey. This is a result of a Nexus Grant.

Jeff Cepull announced outbound email will be going through a filtering system. This will help keep PhilaU off the email blacklists. Jeff also reported that he is working with Marion Roydhouse regarding how to prepare faculty and students for inclement weather issues.

Marion Roydhouse announced various Nexus Learning activities that are happening on campus.

Prof. Rogers announced the radio station WPHU is seeking involvement of Faculty and Staff. An email was sent on Nov. 17<sup>th</sup>.

Dean Klinkhammer announced that two students took first and second prize in a recent competition. Details will be sent out.

Mary Clare Venuto announced that the Internal Review Board has created a new email box [irb@philau.edu](mailto:irb@philau.edu) Please send all documents to this email going forward.

Dr. Howard asked faculty to use the subject line to indicate if the email addresses a Shared Governance issue that the subject line start with that.

Adjourned at 1:22 pm.