



**PHILADELPHIA**  
UNIVERSITY

TO: Faculty, Staff and Academic Administrators  
FROM: Jessica L. Holt  
Manager of Faculty Affairs  
RE: November 15, 2016 Faculty Meeting Minutes

### **Approval of the Agenda**

Professor Pierce called the meeting to order on Tuesday, November 15, 2016 at 12:31 p.m. in the Kanbar Performance Space. The agenda was approved.

Each meeting is recorded and posted on the Provost's website [<https://www.philau.edu/provost/meetings/>] for any faculty not able to attend.

### **Approval of the Minutes of the October 18, 2016 Full Faculty Meeting**

Professor Pierce presented the minutes, which were acknowledged and submitted.

### **Faculty Voices**

#### ***Thoughts regarding the Post-election Classroom***

**V. Hanson & M. Tulante**

Professors Hanson and Tulante spoke to the attendees regarding the College environment following the U.S. Presidential Election. They commented that that as a community, it would be beneficial to have a forum to discuss the issues, concerns over rising acts of violence and intolerance and how the university community can support each other.

A discussion ensued from the floor. It was commented that there is a lack of tools and development opportunities for faculty to know how to address instances of intolerance in the classroom. Any development opportunities should include staff as well. Dr. Humphreys assured the attendees that all acts of intolerance are investigated by the Dean of Students Office. Dana Perlman noted that there are online lesson plans from the Anti-Defamation League called "No Place For Hate" that can be used. [[http://philadelphia.adl.org/noplaceforhate/?\\_ga=1.265189639.907647395.1479825269](http://philadelphia.adl.org/noplaceforhate/?_ga=1.265189639.907647395.1479825269)]. Jeff Ashley reported that the CTiNL is working in conjunction with the Provost's Office to develop mindful and a sustained program.

#### ***Post-election Unity & the Safety Pin Movement***

**D. Cundell**

Diana Cundell presented the "Safety Pin Movement" and provided background on its origins. The movement started in Britain following the passage of Brexit, as a way of showing their support for the immigrants living in the country, and assuring that they're safe with them. Pins are available in the Student Life Office.

A discussion then ensued, with comments of support as well as those recommending participants to be mindful that some minorities may find this movement as a micro-aggression. In addition, it was noted

that wearing a pin should only be the first step in a sustained effort to be inclusive. John Pierce suggested that an email from Student Life on this subject could be helpful.

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

**M. Baker**

Provost Baker began by thanking those who had contacted him with comments, concerns and suggestions regarding the election. This election was highly emotional, with over 30 college campuses across the country experiencing incidents. He acknowledged that the University must create a safe environment for debate and discussion, which should be approached deliberately, be balanced and be inclusive. The University is working on a communication plan as well as more open discussions, workshops and improving policies and procedures.

As a reminder, classes will be held next Monday and Tuesday. The University will not be holding classes Wednesday through Friday due to the Thanksgiving holiday.

Dana Scott was announced as the new Director of Assessment for Student Learning Outcomes.

If you travel to TJU to meet with colleagues or attend meetings and pay for parking, keep the receipts and submit them to your school for reimbursement. Work is ongoing to establish teleconference capabilities.

## **Reports of the Standing Committees**

### ***Student Experience Committee***

**C. Hermann**

Professor Hermann reported that at the most recent SEC meeting, while there was good discussion surrounding the election, it was identified that as a sub-set of the university population, Veterans, were without a voice on campus.

Student, Daniel Coleman, Coast Guard, spoke to the attendees as a result of the lack of awareness of Veteran's Day on campus. He informed the group that there are over 55 student veterans on campus along with an unknown number of faculty and staff. He proposed bringing in faculty, staff and students to speak to showcase their uniforms and speak about their experiences.

A discussion then ensued. Professor Gingras reported that in the past there were veteran organizations on campus and we should identify as a veteran friendly campus. Professor Hermann reported that the goal is to have an event in the next Academic Year. Various other programs were suggested as resources, from CHOP, who started a network for veterans, to Vassar College and their POSSE program. [<https://www.possefoundation.org/veterans-posse-program>]

## **Integration Update**

### ***Feedback from the University Community Forum***

**J. Pierce**

Professor Pierce directed attendees to the presentation materials which were provided in advance of the meeting. He reviewed the feedback which was received from the University Community Forum in October. In addition, he distributed a list of outstanding questions that were not answered at the time of the forum. Pat Baldrige asked that if there are any other questions, to send them to her. Public Relations is working on establishing a secure page on the Powered webpage [<http://wordpress.philau.edu/powered/>].

Questions were then taken from the floor. A discussion ensued around contracts. Dr. Spinelli commented that the University will honor the contract in which you were hired/ currently in, however moving forward, there will be a discussion surrounding this topic. There are a number of Faculty Affairs sub-committees who are looking at both the PhilaU and TJU tenure/ renewable contract process to determine the ideal path moving forward.

## **Special Reports**

### ***University Policy Regarding Student Medical Issues***

**H. Humphreys**

Dr. Humphreys commented that his office is working on clarification information on medical issues. For a medical conditions that is less than three (3) days, a Starfish notice is not needed. However, for a condition that would require an absence of three or more days, the University will require Starfish as well as medical documentation from the physician. He also noted that this does not excuse the student from completing work assigned during the absence. Any prolonged illness will be referred to the Disability Office. In cases of concussions, a medical note from a physician along with instructions on any limitations is required. The individual will then be evaluated bi-weekly until cleared.

For deaths, the office will take the student at their word. In the case of death in the immediate family, such as a parent, the Dean of Students creates a plan for care and follow up, including concerns about financial aid.

### ***Overload Policy***

**B. Shepard-Rabadam**

Beth Shepard-Rabadam directed attendees to the presentation materials which were provided in advance of the meeting regarding the Overload Policy. This policy will be in effect starting spring 2017 and shared with the Program Directors and MAOs. For faculty who teach across colleges, discussion should occur with the Dean of the home college on how to handle. She also clarified that the "reporting term" is defined as the big semesters.

### ***Application process for faculty led short courses***

**L. Phillips & M. Tulante**

Professors Phillips and Tulante directed attendees to the presentation materials which were provided in advance of the meeting regarding the faculty led short courses. They reviewed the deadlines for applications and also provided background on the Nexus Abroad program.

### ***Preferred Name Policy***

**Provost's Office**

Beth Shepard-Rabadam directed attendees to the presentation materials which were provided in advance of the meeting regarding the Preferred Name Policy. She reviewed the context and background as well as where any change would be reflected. A student will submit a form to the Registrar's Office and the updated information will be displayed in the class roster, athletic data, WebAdvisor and Outlook. It will not be applicable to financial aid documents, immigration or employment paperwork or any office that require both given and preferred names. It should also be noted that this only applies to an individual's first name.

## **Unfinished Business**

None at this time.

## **New Business**

Ryan Long asked some clarifying questions regarding the email which was sent from Public Relations regarding the mandatory use of WordPress for faculty webpages, as this may not be the best for certain

materials. Pat Baldrige responded that PR and OIR will review and create clarifying language regarding this item.

**Report of the President**

**Dr. S. Spinelli**

None at this time.

**Announcements**

Megan Mills reminded attendees that registration for spring 2017 is ongoing.

Stan Gorski reminded attendees that the Library Survey is still active and encouraged participation.

John Pierce reminded attendees that the next Faculty Meeting will be on Tuesday, December 13, 2016, which is the 2<sup>nd</sup> Tuesday of the month.

Adjourned at 2:02 p.m.