



TO: Faculty, Staff and Academic Administrators – Jefferson – East Falls Campus
FROM: Jessica L. Holt
Manager of Faculty Affairs
RE: February 20, 2018 Jefferson – East Falls Faculty Meeting Minutes

Approval of the Agenda

Professor Pierce called the meeting to order on Tuesday, February 20, 2018 at 12:32 p.m. in the Kanbar Performance Space. The agenda was approved.

Each meeting is recorded and posted on the Jefferson – East Falls Office of the Provost’s website [<https://www.philau.edu/provost/meetings/>] for any faculty not able to attend.

Approval of the Minutes of the January 16, 2018 Full Faculty Meeting

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

Faculty Voices

An Article regarding Post-Tenure Review

Faculty Council

John referred attendees to the article which was distributed prior to the meeting. He asked if there were any questions, and requested that faculty read the article so that it could be discussed at the March Faculty Meeting. (https://www.chronicle.com/article/Most-Professors-Hate/242483/#.WoICc9sP_iE.email)

Faculty Request for Advance Notice of Campus Events that Require Parking

Faculty Council

John requested that for days where there are campus events that require parking, faculty be made aware so that they can plan accordingly. It was also requested that Physical Plant consult with Ad Astra prior to arriving at a classroom to perform work so that they do not interfere with class instruction. Dr. Spinelli apologized and noted that the University will do better at communicating these types of items.

Faculty Concerns about Mandatory Attendance at Two “Accepted Students Days” in spring 2018

Faculty Council

John relayed concerns from Faculty regarding the required dates that they must be on campus to attend Open Houses. These dates span March and April. Were faculty consulted about these

days? Any possibility of compensation? Matt Baker responded and stated that he cannot comment on compensation, but it has not been the practice to offer this in the past. He reported that undergraduate enrollment has been down for the past 3-4 years. He has reached out to the College Dean's to ask that if possible, they rotate faculty and their attendance at these events, understanding the demands on the faculty that staff the smaller programs. He relayed that it has been shown that if you get prospective students to come to campus, there is a 60-70% conversion rate, as opposed to a 25% acceptance rate for those students who do not visit. Erin Finn will be holding open sessions centered on enrollment management in March, which faculty are welcome to attend.

Barbara Kimmelman agreed that it is important to have students visit, however, she expressed concern that these events were planned without input from the faculty. It seems misguided to invite students to low-enrolled majors on multiple dates, when there is a chance that the ratio of students to faculty will not be beneficial. It might have been more advantageous to invite these students to targeted dates associated with these majors. She suggested that for those majors with limited full-time faculty, adjunct faculty be invited to attend but be compensated. Dana Scott added that some programs hold their own accepted students events which may seem redundant with these Open Houses.

Nancy Howard relayed her experience of coming into the office on a Saturday and finding that the suite of the offices had doors unlocked and lights on. There was no one around to explain for this, other than perhaps cleaning services did not loop around to lock up. This seems concerning from a security perspective.

Evan Laine expressed concerns about the recent active shooter in Florida and what safety measures exist on this campus. Currently, Tuttleman has no locks on the doors. He is not aware of what safety measures that exist or the alerts that would go out from Campus Safety should an event occur on campus.

Barbara Lowry reported that the Library Staff had the Head of Security speak to them about these situations. They then went out and bought door stops which are at each door. Jeff Cepull commented that emergency messaging comes from both phone and computer, however, messaging only works with cell numbers. Currently all students are enrolled. Messaging also works for weather emergencies. He said that there may also be sirens, but he is not sure. However, the emergency system is tested at every shift change. Mary Ann Wagner-Graham said how a few weeks ago, she felt like she needed to share her plan for these situations with her classes. She has a plan for each classroom she teaches in and shared that with them. She encouraged her students, as they walk around campus, to look at each room and have an idea of a plan. Jeff Cromarty commented that he was just in Center City discussing this and the programs that they have in place. It has taken Center City almost three years to establish protocol with students. Beth Shepard-Rabadam commented that the Active Shooter video is shown to New Faculty at the annual New Faculty Orientation as well. John Pierce will talk to Matt Baker about getting a more formal response for the March meeting.

Report from the Provost's Office

M. Baker

Matt reported that a new event coordinator has been hired to focus on Commencement. Graduation information is on the website in the event students have questions. He remarked that administration is looking for a new location for graduation in 2019. Currently, the combined University has 5 ceremonies and it might be possible to combine these. As for locations, they are looking at the Mann Center. The Convention Center prefers events that are week long, versus a few days.

Global Jefferson Day is April 24, 2018 and there will be panel sessions.

Global Jefferson is up and running. Thanks to Sheila Connelly, the first 13 students from Milano Polytechnic University are on campus at Eat Falls, with East Falls students traveling to Milan in fall 2018. There is a similar program being discussed with Catholica University, but it is a bit more complex. The work around the Jefferson India Center and Israel Center is also ongoing.

Updates of the Standing Committees

Global Education Independent Study Course Proposal from AOC

V. Hanson

Valerie reviewed the proposed course proposal, the materials of which were distributed prior to the meeting. The course is sponsored by Lisa Phillips and Madeleine Wilcox. The course is an intensive independent study in which students select topics associate with their major or minor, and is run through the office of Global Education.

The motion was made and seconded.

John Pierce will send the ballot to voting members of the faculty and encourages everyone to participate.

Special Reports

Update on the Student Information System (SIS) Migration to Banner

J. Cepull

Jeff began by introducing Mike Fahey, Center City IS&T, who was also present. Jeff stated that the University is moving from Colleague to Banner, which is used by the rest of the Jefferson Enterprise. This also means that WebAdvisor will be going away and will be replaced with another web based portal. Evolution, the vendor, is on campus and assists with both Banner and Colleague. Many offices are involved with the migration. Susan Christoffersen inquired after the motivation to migrate systems. Mike Fahey responded that it is for standardization and single solution across the enterprise. Helps integration and making one vision. Jeff added that there may also be cost savings with this migration and puts all students onto the same system. Banner is very robust and should be able to support the needs of students and advisors.

Concern was expressed over the timing and training that needs to occur for students, as well as for advisors and faculty who will be leaving campus for break in May. Mike stated that the Project team has built out a communication plan based on the feedback received, and the timeline takes into account these items. IS&T is working on a training plan, both online and in person for the various groups.

Update of the Human Resources Information System Migration to PeopleSoft

J. Cepull

Human Capital Management (HCM) conversion to PeopleSoft is also underway, which focuses on Human Resources, Payroll and Benefits. The mantra is "Single system – do no harm" when working through the migration. PeopleSoft has been used in Center City for a number of years, and recent migrations to this system occurred with Abington and Aria health systems. The target launch date is for the July 7th payroll to occur on the new system. For those customized reports that are now on WebAdvisor, Mike commented that the goal is to have the functionality that is

currently used reflected in the new system, however, it might just look different. Some customizations in WebAdvisor might actually be standard in PeopleSoft. IN response to training and timeline questions, the plan is to have a project timeline launched in April. Constituents and Stakeholders were polled for campus blackout dates. Communication will be paramount and the team is working on getting that together. Jeff noted that training will not stop once classes start.

Update on the 2017 Faculty Activity Report

B. Shepard-Rabadam

Beth commented that the FAR link is live. SDE is prototyping a new report and workflow. All other faculty follow the standard process. There will be a report out of the SDE process should it be determined that it would be beneficial to implement in other colleges.

In response to a question, if you were reviewed for contract reappointment this academic year, you will still complete a FAR. All full-time faculty complete a FAR annually.

Update on the Faculty Affairs Integration

B. Shepard-Rabadam

Beth reviewed the material that were distributed prior to the meeting. The materials focused on the January Faculty Listening Sessions. She reviewed the committee recommendations on Faculty Development and Wellness as well as Diversity and Inclusion.

Currently, Faculty Affairs is working with the Provost and Deans on the bylaws for the colleges, organization of the faculty and shared governance and faculty affairs policies. The plan is to seek input from faculty in mid-March after Spring Break.

In response to a question concerning the Organization of the Faculty and Elections, Beth commented that work is being done to stand up committees for the 2018-19 academic year. Faculty Affairs understands the amount of work that goes into elections. The goal is to stand up the committees that are necessary for next year. In response to a question about putting “teeth” behind encouraging Diversity and Inclusion, Beth commented that there is an enterprise level office dedicated to this, as well as an Associate Provost focused on this item. In addition, the University would rely on each college to express their goals and needs in this area.

Unfinished Business

None at this time.

New Business

None at this time.

Chancellor’s Report

Dr. Spinelli

Dr. Spinelli announced that his family welcomed a new grandson.

He is impressed with the hard work being performed and accomplished by the integration committees.

He commented on that the Higher Education landscape remains tough, but is confident in the merger and scale. He corrected an earlier statement by Matt Baker, stating that while there was a drop in undergraduate enrollment, it was made up via online learning. As a result, enrollment has remained relatively stable due to how the University reacted.

The new Jefferson Board trustees visited the East Falls campus last week and were impressed with their experience. The number of research proposals from the East Falls campus has more than doubled in the last six months, with a majority being joint proposals with Center City faculty.

Dr. Spinelli commented that the University is in the middle of the largest marketing campaign undertaken by either school. TV ads launched in January, and were shown in the local viewing area during the Olympics. The hope is that this campaign will drive decision making via the ability to leverage our new economies of scale. In addition, an Amtrak campaign will begin in March consisting of the I-95 corridor, reaching from Boston to Washington, D.C.

Forming and coming to a conclusion on the capital campaign.

Announcements

Jeff Cepull noted that any concerns that exist about the SIS, HCM or Supply Chain migrations can be directed to him via email.

Henry Humphreys announced that a new student group focused on military members has been established and they are looking for a faculty advisor. The advisor does not need to have served in the military.

Dr. Spinelli announced that the University will be establishing the first education and training center for biologics manufacturing in North America, via a partnership with NIBRT.

Next Meeting: March 20, 2018 at 12:30 p.m.

Adjourned at 1:45 p.m.