



**PHILADELPHIA**  
UNIVERSITY

TO: Faculty, Staff and Academic Administrators  
FROM: Jessica L. Holt  
Manager of Faculty Affairs  
RE: October 20, 2015 Faculty Meeting Minutes

### **Approval of the Agenda**

Professor Howard called the meeting to order on Tuesday, October 20, 2015 at 12:32 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 September 15, 2015 Full Faculty Meeting**

Professor Howard asked for any corrections to the minutes of the September 15, 2015 faculty meeting; no corrections were made, thus, the minutes were approved.

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

**Matt Baker**

Provost Baker provided a presentation which identifies who we are as an institution. Faculty, student and major data was reviewed.

Special highlights include:

A substantial amount of curriculum change that occurs at PhilaU, and the data shows that 40% of current majors did not exist 10 years ago. In addition, established majors have had substantial revisions.

Questions were taken from the floor.

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

Professor Howard opened the floor to faculty voices.

#### **a) Faculty, Student, Parent Response to Potential Campus Threat**

Discussion by faculty on different approaches to campus safety and a need for the University to develop an official set of instructions, including how to treat various scenarios, which should incorporate sensitivity, how to treat class absences, and how faculty are expected to behave and respond.

Dr. Spinelli presented a security protocol and timeline for the October 5, 2015 campus threat. Protocol was established based on suggestions from outside agencies, such as the FBI and Homeland Security. He urged faculty to sign up for the RAVE alert system and download the mobile app.

Discussion was taken from the floor. Any individualized concerns should be directed to security.

## **b) Faculty Salaries – Benchmarking?**

Professor Howard opened the floor to a discussion about concerns raised outside the meeting by faculty regarding full-time faculty salaries and adjunct faculty salaries.

In response, Professor Katharine Jones commented that colleagues were unclear on the compensation policies and why there were pay disparities between Colleges. Professor Chris Harnish asked how salary increases are determined in relation to benchmarking.

Provost Baker assured the faculty that the concerns were being reviewed. He explained that benchmarking is done at national, regional and local levels. Both full time and adjunct salary data are reviewed on annually and any faculty member may contact him to review the available data.

## **c) Faculty Dinner**

Professor Howard proposed moving the Faculty Dinner to the fall with Faculty attending in regalia. Discussion was taken from the floor.

Carla Mandell clarified that the discussion at hand pertained to the Faculty Dinner, not Convocation, which is a student-focused event. She also noted that students were surveyed after Convocation and offered an overwhelmingly positive reaction to this year's event.

## **Reports of Standing Committee:**

### **UARC – Intellectual Property Policy Update**

**Evan Laine**

Professor Evan Laine announced upcoming events at the Specter Center, which have already been emailed to the campus community, and encouraged faculty to attend. He then did an experiment with the audience using their cell phones and PollEverywhere.com.

Associate Provost Frosten provided an update on the Intellectual Policy Working Group, which is a sub-committee of UARC. She stated that Professor Jeffrey Ashley is joining the committee in place of Professor Laine. The goal is to have the IP Policy completed by the end of the academic year.

### **SGC – Benchmarking Faculty Workload**

**Nancy Howard**

Professor Howard reported that a sub-committee is being formed under the Shared Governance Committee to analyze and review the workload associated with Studio and Lab instructional methods. Discussion was taken from the floor.

In response to a question from Professor Pastore, Professor Howard stated that she can provide data from the Hanover Group to anyone that is interested.

## **Special Reports**

### **Hallmarks Assessment**

**Tom Schrand**

Professor Schrand presented materials on the Hallmarks program and the results from the most recent assessment along with responses to the findings. He also directed attendees to the new introductory video on the homepage.

### **PhilaU Institutional Master Plan Update**

**Jeff Cromarty**

Dr. Cromarty presented the new Institutional Master Plan for the University, providing background on the process and engagement with East Falls Community Development Group and neighborhood groups and neighbors. As part of institutional zoning process, the City requested a 30 year plan reflecting

potential physical growth in support of the academic mission, with a map in the materials reflecting a 15 year plan. Dr. Cromarty directed the Faculty to the master plan website [<http://www.philau.edu/plant/Institutional%20Plan/index.html>] for further detail. The first project will be an addition to Hayward Hall for a new health science building, as well as a potential new parking garage. Any neighbors who reach out to talk to any Faculty or Staff should be directed to talk to either himself or Tom Becker.

**Faculty Reviews – Contract Starting in January**

**Beth Shepard-Rabadam**

Associate Provost Shepard-Rabadam provided an update with work the Provost’s Office will be conducting with the UPC regarding contract reviews. She indicated that in November she will return to the floor of the faculty with language for the Faculty Manual about faculty whose employment begins off-cycle, i.e. in a month other than August. Language will be proposed soon to the UPC to address this and brought to the faculty before the end of the semester. There was no discussion.

**Expansion of “Teaching Faculty”**

**Beth Shepard-Rabadam**

Associate Provost Shepard-Rabadam reported the Provost’s Office and Colleges will review the teaching faculty positions, which are new full-time faculty positions which focus on teaching courses at the freshman level. Evaluation will begin this fall about effectiveness of the position on student recruitment and learning outcomes.

**Middle States Update**

**Pam Thatcher**

Associate Provost of Assessment Thatcher provided an update on Middle States. She reported that our Visit Chair, Dr. Botzman believes that we appear to be keeping our promises to students and looks forward to coming back with his team. He is assured that we need to better tell our story about our mission, initiatives, academic planning and resource allocation. Professor Howard added that Dr. Botzman was excited at the opportunity to include faculty via adobe connect when he visits so that all faculty have the ability to participate in the process.

**Unfinished Business**

None

**New Business**

**Updates to UPC section of Organization of Faculty Manual**

**Craig Griffen**

Not Presented

**Adjunct Faculty Position on Faculty Council**

**Nancy Howard**

Dr Howard made an executive decision to move this item to the November meeting.

**Report of the President**

**Dr. Stephen Spinelli**

Dr. Spinelli stated that the University secured its twelfth term chair in biology and design, and is close to finalizing a thirteenth. He announced that a campaign will launch shortly for a \$3 million renovation to Hayward Hall for the new Fashion and Textiles Futures Center. Groundbreaking is expected to begin in summer 2016. The University opened the third cohort of the accounting for municipal innovation. 35 individuals applied and accepted 19. Over 60 municipal leaders in the city have now gone through this program.

## **Announcements**

Karen Albert announced two upcoming library events, which include the publication of books by two faculty members along with the opening of the Materials Library. These events were emailed to the campus community. She encouraged Faculty to attend.

Professor Nixon proposed an idea of holding an “unconference” for faculty, as a forum where there can be discussion groups concerning various items, as a compliment to the Faculty Meetings.

Associate Provost Shepard –Rabadam announced that International Education Week will be held November 16– November 20. Any items for the agenda of events for the week, should be sent to her. A Faculty Social to kick off the event will be held on Monday, November 16, 2015.

Discussion was raised from the floor concerning students expressing to Faculty the lack of vegetarian, vegan, and lactose-free dining items. The Student Experience Committee, which had Faculty members in attendance, are aware of the concerns and will explore possible solutions.

Adjourned at 2:04 pm.