



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

Approval of the Agenda

Professor Pierce called the meeting to order on Tuesday, March 20, 2018 at 12:33 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 February 20, 2018 Full Faculty Meeting

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

Faculty Voices

Election Results for Global Education Independent Study Course **J. Pierce**

John announced that there were 50 responses received and the ballot passed.

Faculty Monitor for Virtual Faculty Meeting Room **J. Pierce**

John announced that there would be a Faculty Monitor assisting with Adobe Connect at the March, April and May meetings to provide faculty assistance to questions posed by online attendees. Jean Bail and Megan Fuller volunteered to assist. Attendees who are experiencing technical issues should direct those concerns to the Help Desk.

The Importance of Submitting Mid-term Grades **N. Howard**

Nancy spoke to the attendees about the importance of submitting mid-term grades for students. She reported that 34 classes had no mid-term grades submitted, which is approximately 340 students, and ¼ of which are first-year students. She commented that the systems are in place to assist students and retain those that are struggling, but they need to be used.

Report from the Provost’s Office **M. Baker**

Matt reminded attendees that there will be an Open House on March 24, 2018. Junior students enrolling in fall 2019 will make up the overwhelming majority of attendees, however, there were a number of 2018 seniors also in attendance.

The Middle States Self-Study will kick off shortly. Faculty will be asked to participate and serve on sub-committees.

The Ronson Health and Sciences Building is on target to break ground for construction in May 2018. Jeff Cromarty announced that there is a parking plan related to the closure of the Hayward lot and it will be communicated at the April Faculty Meeting.

Updates of the Standing Committees

No updates were provided.

Special Reports

TJU “Active Shooter” Response Plan

B. Stack

Bob reviewed the presentation materials regarding Active Shooter. He reviewed the issues that impact East Falls, such as the number of buildings spread across a large area, a lack of PA systems, and the challenge of training faculty/staff and students. Bob explained that two enterprise-wide committees, Jeff Alert Committee and Emergency Management Integration Committee, have been established and active in addressing these issues at all Jefferson sites. Jeff Alert will launch in summer 2018 for faculty, staff and students on an Opt-out system. Notifications will be done via email, text messaging and PC popups. Future goals, starting in 2019, are to install PA systems in all academic buildings and outdoor notification via blue light phone system.

Education and training will launch summer/fall 2018 via a media campaign. There will be required online training, training at new student orientation and via group presentations, along with drills, live demonstrations, and online video presentations. Faculty and Staff may also request plans for specific offices, studios or classrooms.

Bob reviewed the Jefferson Policy of: Run, Hide, Survive and the actions associated with each option.

He then answered questions from the floor. In response to a question regarding responsibility to students, faculty and staff should lend assistance to students, however, they should also protect themselves. In regards to weapons on campus, Safety and Security currently do not carry weapons. In addition, the weapons policy states that no one may carry a weapon and a permit to carry does not apply.

With construction of the new Ronson Health and Science Building, Jeff Cromarty reported that active shooter concerns will be a part of the discussion when it comes to the construction and design/layout.

Update of the Migration of the Student Information System (SIS) to Banner and HR Information System to PeopleSoft

J. Cepull

Jeff and Mike Devenney provided an update on the SIS and HCM migrations. They advised attendees that Ellucian notified them of a disconnect between their consulting services and the

delivery and scoping of financial aid. It is not possible to complete the financial aid conversion for the July 1, 2018 deadline. As a result, the timeline will be modified. There will now be a phased rollout in October for Financial Aid with Student Registration migration occurring in February 2019. Jeff confirmed that communication will be forthcoming on the timeline adjustments. He also added that students will use Banner for registration in spring 2019 for fall 2019. For fall 2018, students will use Colleague.

In regards to HCM, July 1, 2018 is still the target date. Jeff acknowledged in response to a question, that the goal is not to have students using multiple portals. Fall 2018 will be the first year students will be using the migrated system and as a captive audience, OIR will assist in walking users through it, starting with DegreeWorks. All academic units will be migrated at the same time.

The benefit of the adjusted timeline, is that it now allows for even greater opportunity to train users.

While the timeline was adjusted for financial aid, the deadlines are not entirely flexible. Matt Baker explained that Middle States was not receptive to the originally proposed 3-year roll out and as a result, adjustments had to be made. Some items will be completed in a year and some might take two. The University is in constant communication with the US Department of Education and Middle States when there are delays.

Upcoming Faculty Outreach and Engagement Efforts for the Integration B. Shepard-Rabadam

Beth reported that there should be a final draft of the bylaws and governance structure by the end of March. She acknowledged that elections are a pressing concerns and she hopes to have a schedule out soon to address this.

Faculty Discussion of Post-Tenure Review Article

Faculty Council

In regards to the Post-Tenure Review (PTR) article that was distributed prior to both the February and March faculty meetings, John asked for comments.

It was suggested that PTR be triggered by already existing reports, such as the FAR. An outstanding concern would then be what would PTR look like, and what would the metric be? Could colleges create their own metrics?

Some faculty viewed the PTR in the article as hopeful, since it centered more around career development and not as a punitive review. There were also those who liked that faculty development was included in the PTR policy. Additionally, some faculty felt that the PTR described in the article was more in the spirit of the tenure and keeps culture in tact. For faculty concerned about Academic Freedom, the PTR in the article seems preferable.

Questions were also raised about the purpose of having PTR. Is it to retire people? The purpose should be clearly spelled out.

Beth thanked faculty for their comments and commented that she took notes to relay back to Center City colleagues on this topic.

Unfinished Business

None at this time.

New Business

Evan Laine reminded attendees about the “Dare to Care: Students and Suicide Prevention” symposium on March 26, 2018 from 6:00 – 8:00 pm in the Kanbar Performance Space. The event will be recorded but not broadcast. Henry Humphrey’s added that Meghan O’Meara is available to come to any interested departments concerned about this topic to discuss it and how to support students as well.

Chancellor’s Report

Dr. Spinelli

Dr. Spinelli reported on the extensive marketing campaign that is currently underway. At the 30th Street Amtrak Station, there are 3-4 100 ft. banners hanging up advertising the new Jefferson.

Jefferson has won numerous national awards for the marketing and brand identification campaign.

The marketplace is positively reacting to the merger. Last year at this time, there were 3,400 applications and this year it is 4,400.

Jefferson is increasing its rankings, with 7 graduate programs nationally ranked.

As previously mentioned by Matt Baker, the Ronson Building will begin construction in May 2018 and take approximately 18 months to complete. New dorms are also in the planning stages. They have been approved and a financing plan is being developed.

Announcements

Megan Fuller announced that Jefferson is a silver level sponsor of the Philadelphia Science Festival. If you are interested in volunteering/participating please contact her.

Dana Scott asked faculty to remind their students to clean up work/study spaces once they are done with them at night. Many areas are being left in less than optimal conditions for classes in the morning.

Barbara Kimmelman reminded attendees of the Dietrich V. Asten Lecture Speaker Series, featuring Sandra Clark on “Opening Windows, Finding Purpose.” It will be held on April 5, 2018 at 5:30 pm in the Kanbar Performance Space. RSVP to Annette Solariski.

Mary Ann Wager-Graham advised attendees of the Health and Wellness Fair on March 27, 2018, being held in the Gallagher Center from 12:30 – 2:00 pm.

Pat Baldrige announced that Jefferson is the title sponsor for Design Philadelphia.

Nancy Howard reminded attendees about the Health Screening. If you do not participate, there is a financial impact with insurance rates. In addition, bloodwork taken at your physician’s office that is older than 3-months is not allowable under the policy.

Next Meeting: April 17, 2018 at 12:30 p.m.

Adjourned at 1:54 p.m.