



TO: Faculty, Staff and Academic Administrators – Jefferson – East Falls Campus  
FROM: Jessica L. Holt  
Manager of Faculty Affairs  
RE: January 16, 2018 Jefferson – East Falls Faculty Meeting Minutes

### **Approval of the Agenda**

Professor Pierce called the meeting to order on Tuesday, January 16, 2018 at 12:36 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 December 12, 2017 Full Faculty Meeting**

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

### **Faculty Voices**

No reports were presented.

### **Report from the Provost’s Office**

**M. Baker**

Matt commented on email that was recently sent regarding the new Office of Research Conduct and Compliance (ORCC) that has been established and is being led by Theodore F. Taraschi, PhD, Associate Provost for Research Conduct and Compliance (APRCC), Research Integrity Officer (RIO) and Research Compliance Officer (RCO). The system for Jefferson – East Falls faculty in relation to the IRB remains the same. Rick Shain has been invited to come speak at the February East Falls Faculty Meeting on this topic. In response to a question regarding IRB fees, Matt commented that the review fees will not be applicable at this time.

In regards to the new Ronson Health and Applied Sciences Building, groundbreaking will occur after the conclusion of final exams. This will impact parking at Hayward Hall. If you have classes and programs that are being held in Hayward over the summer and have concerns about the impact of construction on certain floors, rooms, etc, please reach out to Jan Mellon, Jefferson – East Falls Registrar, to see if alternate arrangements can be made. You can also reach out to Matt and Tom Becker regarding specific concerns about noise and impact points, such as the lab spaces on the 2<sup>nd</sup> floor. Tom will be sending out email notices with additional information.

## **Updates of the Standing Committees**

UTLA – Dana Scott reported that they have completed the vendor demonstrations for assessment software. Based on the responses, they are planning to move forward with AEFIS with implementation to begin in July. She also reminded the attendees that the committee has begun planning for the upcoming self-study for accreditation in 2019-2020.

## **Special Reports**

### **Overview of the Office of Information Resources**

**J. Cepull**

Jeff directed attendees to the presentation materials. He began by reviewing the overall general contact and satisfaction results of faculty and students with OIR, with a majority of both groups responding with favorable opinions. Areas of concern include after-hours help, aging hardware, a need for conferencing solutions between campuses and difficulties with AdAstra. In addition, there is a need for greater support at the Bucks Campus.

Jeff then addressed each area of concern noting where improvements have been made to address the concerns and what is currently being reviewed. Of note, in regards to conferencing solutions between campuses, Zoom and Adobe Connect have been used regularly. Dana Perlman commented that Zoom is useful for small groups and advising, while Adobe Connect is useful for classroom and large group events. Andrea Brown added that faculty/staff can contact the Help Desk to determine which solution is the best fit for their needs.

Jeff encouraged attendees to contact OIR if services are failing or performing poorly.

He then took questions. Currently classroom computers do not have a default so that they do not limit users. It is asked that users return computers to their original/suggested settings, however, it may not always occur. In regards to After Hours Support, technicians are “Tier 1,” which means that they can assist with access, password and Blackboard issues. If they are unable to assist, they will create a ticket to be reviewed during business hours the next day.

### **Update on the Faculty Affairs Integration**

**B. Shepard-Rabadam**

Beth welcomed new faculty in attendance: Howard Ways, Susan Seip, Jennifer Yang and Kelly Pagnotta.

She then directed attendees to the meeting materials. There are two Faculty Listening Sessions scheduled for January 26<sup>th</sup> and January 30<sup>th</sup>, to discuss the topics of Faculty Development and Wellness and Recruitment and Retention of Diverse Faculty. Following these sessions, the discussions will be summarized and synthesized to be presented to leadership.

In regards to Faculty Affairs policy, work is continuing with both the Center City and East Falls Deans and Academic Leadership. Operational integration of faculty affairs with faculty development and Adjunct and Affiliated Faculty Affairs is ongoing.

## **Unfinished Business**

None at this time.

## **New Business**

None at this time.

## **Chancellor's Report**

**Dr. Spinelli**

Dr. Spinelli reported that the capital campaign will begin shortly. The new Ronson Health and Applied Science building will be 4 floors, instead of 3 floors. Applications for East Falls are choppy but overall they have increased by 22%. This allows flexibility in the pricing/discount model. He is very excited about this.

## **Announcements**

Stan Gorski reminded attendees of the upcoming book event at the Gutman Library on January 31<sup>st</sup>. The library will recognize Suzanne Singletary on the publication of her book, James McNeil Whistler and France: A Dialogue in Paint, Poetry, and Music and Edgar Stach on the publication of his book, Mies van der Rohe: Space – Material – Detail.

Barbara Klinkhammer welcomed Howard Ways, Program Director of Real Estate Development, to the University. She advised attendees that the B.Arch program is going through accreditation this semester and in fall 2019, there will be additional accreditations. She stated that if you are contacted to provide information or documents, to please do so.

Madeleine Wilcox reminded attendees that deadlines for upcoming applications are approaching. For Students looking at Summer 18, Fall 18, and National Student Exchange, applications are due February 16, 2018. Applications for Short Courses are due February 1, 2018.

Megan Mills advised attendees that today is the last day to add for spring 2018. The Starfish survey will be distributed to faculty via email on Thursday. The survey will be available for one week and will close at 11:59 pm. Tutoring services are now open and students can schedule appointments on the ASC website starting Friday.

Evan Laine reminded attendees of the Knowledge Exchange session held at the Specter Center on “Supporting Full Participation Among Individuals with Autism Spectrum Disorder” hosted by Roseann Schaaf and Marie-Christine Potvin. The event will be on January 19, 2018 from noon to 1:00 pm.

Jeff Cepull announced that OIR will be reviewing the Learning Management Systems available on both the Center City and East Falls campuses. OIR will be looking at Blackboard, Canvas and Schoology. These vendors will be invited to provide demonstrations and will be internally vetted to ensure that what we are using is the right fit for our needs. Should a different vendor be chosen other than Blackboard, information will be imported into the new system.

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

Adjourned at 1:23 p.m.