



PHILADELPHIA
UNIVERSITY

TO: Faculty, Staff and Academic Administrators
FROM: Jessica L. Holt
Manager of Faculty Affairs
RE: February 21, 2017 Faculty Meeting Minutes

Approval of the Agenda

Professor Pierce called the meeting to order on Tuesday, February 21, 2017 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 January 17, 2017 Full Faculty Meeting

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

Faculty Voices

PhilaU Hillel Chapter Announcement

J. Pierce

Professor Pierce read a letter from the PhilaU Hillel chapter expressing their interest and intent to bring a Holocaust survivor to campus on April 24, 2017 in honor of Holocaust Remembrance Day. Faculty are welcome to participate. If there is any interest, please contact John Pierce. Provost Baker suggested inviting Mark Tykocinski, M.D., Executive Vice President & Provost, Thomas Jefferson University, to participate, as both his parents survived internment at the Auschwitz concentration camp.

Prize Money and the Impact on Financial Aid

N. Howard

Professor Howard introduced discussion surrounding prize money and its impact on a students' financial aid. Students and programs may not be aware that prize money is taxable and substantial awards can impact FAFSA and financial aid qualifications. Sheila Conley commented that within her program, they advise students that prize money must be reported as income. In addition, many fashion industry awards stipulate that the prize money must go to the student and not to the college.

Pre-Requisite Courses

B. Kimmelman

Professor Kimmelman introduced discussion surrounding best practices regarding students who fail a pre-requisite course but are currently enrolled in the next level course. Perhaps a function in the Registrar's Office could monitor this issue. Juanita Womack, Registrar, noted that dropping a student from a course is a manual process and must be done in the add period. If the University would like to enforce a policy, it will need to be managed by a central office, such as the Registrar, and applied across all colleges equally.

Provost Baker began with an update on Integration activities. He remarked that for regulatory/legal/accreditation activities, there are approximately 37 different agencies which need to be contacted. The University has contracted with two law firms to assist. Accreditation approvals are divided into three categories: Pure PhilaU programs, Pure TJU programs, and joint programs. Currently, the most critical approvals for the merger are with Middle States, the Pennsylvania Department of Education and the Federal Department of Education.

Strategic planning activities will be starting shortly and will be driven by shared goals and visions. Open forums will be scheduled and the University has enlisted PriceWaterhouseCooper to facilitate the process.

In regards to communications, a bi-weekly newsletter will be distributed electronically to provide updates. The PhilaU + TJU website [<https://wordpress.philau.edu/powered/>] is continually updated, and a single site for both PhilaU and TJU is being developed. Community forums will continue to be held, with the next occurring in March. FutureBrand has been conducting branding research. At this time, a definitive name for the merged University has not been determined, but one should be announced by the end of summer 2017. FutureBrand will also be on campus in early March for a presentation. Dr. Spinelli and Provost Baker have met with student leaders to discuss the integration and concerns.

Details and discussions around salary and benefits are unable to take place between the two institutions until there has been approval from state and federal agencies.

Reports of the Standing Committees

Barbara Kimmelman expressed feeling more integrated to the University when standing committee reports were provided on a regular basis at the faculty meetings.

Wendy Krupnick reported that UARC is currently reviewing Nexus Learning and Nexus Online grant applications.

Carol Hermann reported that the SEC is reviewing issues, and is currently focused on credit/no credit grades and the total number of credit/no credit courses that a student can take.

Valerie Hanson reported that the AOOC is planning their schedule for the next academic year.

Stacey Van Dahm reported that UTLA held an Assessment Workshop and is looking at Assessment tools, which are currently being demonstrated on campus.

Special Reports

Update on Athletics

T. Shirley & R. Kelly

Tom Shirley, Assistant VP for Athletics, and Rose Kelly, Associate Director/SWA, directed attendees to the presentation materials provided prior to the meeting regarding athletics. Coach Shirley and Ms. Kelly reviewed the makeup of the CACC, the full-time and part-time athletics staff and years of service and men's and women's roster sizes. The class attendance policy was reviewed along with the tools athletics uses with their student athletes, namely the "Dear Professor" letter and Starfish. The hours a student athlete commits to their sport was reviewed in both playing and practice seasons along

with NCAA DII academic eligibility requirements and the current GPA by sport of each team. PhilaU has also been recognized in 4 of the last 5 years by being awarded the President's Award for Academic Excellence. If any professor has issues or questions, they should reach out to the Athletics Department.

Short Courses

B. Shepard-Rabadam

Beth announced a change in procedure regarding short courses. In response to concerns raised about the appearance of double charging students for short course instructional costs, moving forward, short courses must be taught in load, not overload, by full-time faculty. Adjunct faculty cannot teach short courses due to workload, compensation and student-cost concerns. However, if the College has the specific funds to support an overload or the use of an adjunct, they can do so.

Launch of a New Sustainability Engagement Platform

R. Fleming

Professor Fleming directed attendees to the presentation materials regarding a new sustainability platform. Founded by Morgan Berman, PhilaU '14, it counts Comcast as a client, and has successfully ran a pilot program of over 100 students at the SEED Center. A University wide pilot program will launch in the near future. Professor Fleming will present additional information at the March Faculty Meeting.

Faculty Mentorship Program

M. Kradel-Weitzel

Professor Kradel-Weitzel directed attendees to the presentation materials provided prior to the meeting regarding the faculty mentorship program. She provided background on the need for a program as well as the goals of the program. The program will launch in fall 2017, with new faculty being engaged first. Eventually, it will be expanded to associate professors considering promotion to full. Maribeth then reviewed the expectations of the program for both the Mentor and Mentee. It should be noted that the mentor is not responsible for the quality of the mentee's performance. As compensation, Mentors and Mentees may be provided with lunch vouchers, and Mentors will be provided with a \$100.00 annual stipend. Interested mentors should contact Maribeth and additional information can be found at [<http://www.philau.edu/provost/facultyMentorship.html>].

Unfinished Business

None at this time

New Business

None at this time

Report of the President

Dr. S. Spinelli

Dr. Spinelli expressed his appreciation to the PhilaU Hillel for reaching out as well as to Coach Shirley for their work in the Athletics Department.

Next, he further discussed integration activities, specifically three (3) levels of activity on both campuses. The first, Regulatory, is being managed by Matt Baker and Jeff Cromarty. Second, Administrative work is currently comprised of many committees of faculty and staff who have produced over 60 early wins. These early wins are the foundation of future strategic planning. Last, culture, is more organic in nature

and is the result of like-minded folks getting together to ask “What if?” Both he and TJU are impressed with the vision and ideas put forth by the PhilaU community.

Announcements

Jeff Cepull announced that the personal faculty webpages will be transitioned to the new server over spring break. The old server will be down, however, nothing will be lost or deleted. If a faculty member needs assistance with Wordpress they should contact the Help Desk. In addition, for those who utilize HTML, a HTML editor function exists in Wordpress.

The current version of Blackboard is nearing its end of life. As a result, a new “responsive” version will be implemented over the summer. During this time, both the old and new versions of Blackboard will be supported, with the new system being solely utilized by fall 2017. All data should migrate to the new system. Jeff anticipates distributing a timeline of the rollout by the March Faculty Meeting.

Maryann Wagner-Graham announced that all are welcome to attend the PhilaU Health Fair on March 9th in the Kanbar Performance Space and Living Room. The fair is a student led peer education event and will occur during the free period.

The March Faculty Meeting will be chaired by Nancy Howard.

Adjourned at 1:58 p.m.