



PHILADELPHIA
UNIVERSITY

TO: Faculty, Staff and Academic Administrators
FROM: Jessica L. Holt
Manager of Faculty Affairs
RE: April 19, 2016 Faculty Meeting Minutes

Approval of the Agenda

Professor Howard called the meeting to order on Tuesday, April 19, 2016 at 12:32 p.m. in the DEC Forum. 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 March 22, 2016 Full Faculty Meeting

Professor Howard asked for any corrections to the minutes of the March 22, 2016 faculty meeting; no corrections were made, thus, the minutes were approved.

Reports of the Provost / Dean of Faculty

Matt Baker

Dr. Baker announced that Julia Aggreh, Registrar, is departing PhilaU to take advantage of an opportunity at Princeton University. She has had a huge impact on the university from improving process, procedure and compliance, to being an adept problem solver. She will be missed.

Dr. Baker presented materials, which included the timeline, guiding principles and leadership structure, regarding the Academic Integration Planning between TJU and PhilaU. Following next month's Faculty Meeting, there will be a lunch and opportunity for faculty to explore opportunities to participate in the integration planning process. Currently over 200 volunteers have reached out to participate. This is a great opportunity to shape the future. Anyone with interest in participating, can forward their name and area of interest to the Provost.

Questions were taken from the floor.

Faculty Voices - Open to Faculty

Professor Howard opened the floor to faculty voices.

Professor Van Dahm inquired about the availability of counseling services for students. She had encountered students who were unable to secure appointments. Mark Govoni provided information on the availability of appointments, walk-in hours, and length of appointments. Students are either placed on a wait-list or referred to off-campus assistance when there is a lack of available time. While an additional counsellor and intern have been added, the office is at capacity. In the summer, a full time counsellor is not available, and has not been for 8 years. His office is currently looking into expanding this. In addition, there is currently no limit to the amount of sessions a student may have. Implementing a limit on visits, is under consideration. Dr. Howard remarked that when the counseling center opened in 1992, there was a limit on visits. She noted that this was not successful.

Reports of Standing Committee:

Election Cycle Update

N. Howard

Professor Howard reported that faculty elections are ending. She will be sending the results out shortly and thanked everyone who has participated.

Classroom Visitations – Adjust Timing (UPC)

C. Griffen

Professor Kimmelman discussed the currently policy surrounding classroom observations, and an issue where observations were not being considered admissible because of where they fell in the review cycle. The revised policy allows for observations to be submitted as long as it occurs after the submission of the prior dossier.

Special Reports

Administration with Faculty Rank

B. Shepard-Rabadam

Associate Provost Shepard-Rabadam previously presented this policy to the faculty, and is now bringing it back with included feedback and revision. Areas such as teaching load, attendance at faculty meetings, separate assessment teaching measurements, order of criteria, and identification of supervisor to these faculty, and length of years to be included in the dossier, were addressed.

Sabbatical Application Process

B. Shepard-Rabadam

Associate Provost Shepard-Rabadam explained that the creation of the sabbatical application coversheet came from a need from the Provost to better understand the background of the applicant. The application provides guidelines for submitting a sabbatical, in order to help applicants prepare applications as well as for the reviewers. In addition, there is now a clarification around sabbatical eligibility. Faculty who are in their 7th year, are able to apply for sabbatical in order to take their sabbatical in their 8th year. This now falls more in line with the industry standard.

Min. Enrollment and College Cancellation Policies

B. Shepard-Rabadam

Associate Provost Shepard-Rabadam explained that this policy sets the minimum course enrollments for both undergraduate and graduate programs. For undergraduate programs the optimum number is 8 and for graduate is 5. The policy also articulates that course cancellation process and procedures, for both adjunct and full time faculty. It should be noted that these policies are for both academic and summer sessions.

Trans-College Teaching Policies

B. Shepard-Rabadam

Associate Provost Shepard-Rabadam explained that this issue was raised by a Dean, and how best to provide service across colleges when a faculty member from a different college may be needed to teach outside their own college/ program. The policy puts forth policies, procedures, and guidelines.

New Business

Internships for Part-Time Students

R. Fryer

Professor Fryer, Chair of the AOO, along with representatives from the Career Services Center, put forth a motion to adjust the current eligibility requirements within both the undergraduate and graduate academic internship programs to open academic internship opportunities to more students and allow flexibility in work hours. The proposal was

A motion was made and seconded. Following a question from the floor, it was noted that 140-150 students participate in the program.

Professor Howard stated that an email will be sent for voting on this item.

Report of the President

Dr. Stephen Spinelli

None at this time.

Announcements

Dean Klinkhammer recognized Professor Chris Harnish on winning a Fulbright Award. Professor Harnish will spend 2017 at the University of Malawi Polytechnic Institute, where he will teach alongside Polytechnic faculty to students studying user-focused design methodologies, as well as building technology seminars.

Dean Klinkhammer reported that there was a successful visit with the Master of Architecture program. She thanked everyone who has taken part.

Dean Klinkhammer reported that in the U.S. Department of Energy's Race to Zero Student Design Completion, teams from PhilaU won first place in the Attached Urban Housing category and second place in the Suburban Single Family category. Thirty-one teams from twenty-five collegiate institutions nationally competed, with PhilaU being the only area school that not only competed, but also the only program to have entries in all four competition categories.

Professor Howard remarked that there is one last faculty meeting on May 12, 2016. In addition to regular business, the May meeting will also include a lunch as well as a working session to discuss the PhilaU/ TJU integration committees, sub-committees, and participation as previously mentioned by Dr. Baker.

Adjourned at 1:35 p.m.