



PHILADELPHIA
UNIVERSITY

TO: Faculty, Staff and Academic Administrators
FROM: Jessica L. Holt
Manager of Faculty Affairs
RE: May 12, 2016 Faculty Meeting Minutes

Approval of the Agenda

Professor Howard called the meeting to order on Thursday, May 12, 2016 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
[\[https://www.philau.edu/provost/meetings/\]](https://www.philau.edu/provost/meetings/) for any faculty not able to attend.

Approval of the Minutes of the April 19, 2016 Full Faculty Meeting

Professor Howard asked for any corrections to the minutes of the April 19, 2016 faculty meeting; no corrections were made, thus, the minutes were approved.

Reports of the Provost / Dean of Faculty

Matt Baker

Dr. Baker gave thanks to everyone for their hard work this year. This is also the time of year where we celebrate our accomplishments:

Promotions:

Bower, Anne	Promotion to Full Professor
Fleming, Robert	Promotion to Full Professor
Phillips, Lisa	Promotion to Associate Professor
Tucci, Jacob	Promotion to Associate Professor
Van Dahm, Stacey	Promotion to Associate Professor

Sabbaticals:

Baseman, Frank	Approved for one semester during 2016-2017
Harnish, Christopher	Approved for one semester during 2016-2017
Pastore, Christopher	Approved for one semester during 2016-2017
Shain, Richard	Approved for one semester during 2016-2017

Retirements:

Livingston, Morna

Questions were taken from the floor.

Faculty Voices - Open to Faculty

Professor Howard opened the floor to faculty voices.

Voting: Right? Responsibility?

Faculty Council

Professor Howard stressed the importance of participating in voting requests. Without participation, there is no shared governance.

Benchmarking Salaries (current/future)

S. Christoffersen

Professor Christoffersen expressed concern surrounding salary stagnation. With inflation at approximately 2.5% there are concerns that the University is not keeping pace with peers, with raises coming few and far between. Professor Howard commented that Dr. Spinelli will speak to these concerns during his presentation at the end of the meeting.

Reports of Standing Committee:

Student Experience Committee

C. Hermann

Professor Hermann expressed her thanks to those who served on the committee. Of note for the fall, the committee plans on scheduling a series of forums for students so that they can ask questions about integration and address rumors. Professor Hermann also expressed her thanks to the committee members who helped with the search for the new Dean of Students.

Professor Howard reminded attendees that grades are due at midnight. For any students on academic probation, please include adequate notes when lodging grades as they help with the decision and appeal processes. Dismissal letters go out May 16th and hearings are scheduled for June 2nd.

Shared Governance & End-of-Year Reports

N. Howard

Professor Howard reported that at the last Shared Governance meeting of the year, Dr. Spinelli attended and the chairs of the standing committees presented their respective end-of-year reports. These reports were then forwarded to David Rae, chairman of the Academic Affairs sub-committee, of the Board of Trustees. He will then decide which standing committee chairmen, in addition to Professor Howard, should be invited to attend the June 10th Board of Trustees meeting.

Special Reports

Dossier Preparation (Survey Results)

C. Griffen & V. Hanson

Professor Griffen and Professor Hanson presented the summarized results from the dossier preparation survey that was circulated. Professor Hanson expressed thanks to Beth Shepard-Rabadam, the UPC and all respondents for their contributions and participation. She directed the attendees to the presentation materials to review the results. She reiterated that the input that was received will help the UPC when reviewing dossiers, as well as play a role in the university wide mentor program that the Provost's Office has requested the UPC to develop.

Pat Thatcher asked where these materials are being archived. Ms. Holt responded that the materials are held online in the secure site on the Provost's Office webpage (<https://www.philau.edu/provost/meetings/>).

(New) Course Observation Forms

C. Griffen & J. Ashley

Professor Ashley reported that during the fall semester, the UPC and the Office of the Provost reached out to the Center for Teaching Innovation and Nexus Learning with the charge of revising the Classroom Visit Evaluation form.

This form is used by faculty and administrators to evaluate faculty members' teaching effectiveness through physical (as with face to face and hybrid courses) or virtual (online) observations of teaching. The evaluations become part of an instructor's personnel file maintained by the Dean's office.

Some faculty were concerned that the existing form was very directed to classroom evaluations of face-to-face undergraduate courses.

As the Director of the Center, Professor Ashley formed a working group composed of faculty members teaching courses that were undergrad/grad, and whose delivery modes spanned from F2F, to hybrid, to totally online.

In December, the working group met to discuss ideas to produce a better course observation form. After some benchmarking using existing observation forms from other institutions and discussions of 'best practice' strategies for formative assessment of faculty teaching abilities, Chris Pastore (KDEC NEXUS ADVOCATE) and Professor Ashley lead the revision of the existing form. The new form presented was heavily commented on by the working group, as well as additional 'stake-holder' faculty members teaching hybrid and online courses.

The form was then presented to the UPC this semester and received comments/suggestions. Those comments were considered and eventually the form was passed back to the UPC in its final form presented today.

The following revisions were made:

- Step by step instructions for the evaluators. (including "Write your comments in the spirit of fostering potential for growth and change (both positive and negative teaching behaviors and results)).
- Some of the sections headings changed:
 - Knowledge of Subject Matter BECAME Content Knowledge Delivery
 - Instructor-Student Interaction BECAME Ability to Create a Positive Learning Environment (Instructor-Student Interactions)
 - Presentation and Enthusiasm BECAME Presentations Skills
 - The existing form had Observed Student Behavior; the new form rolled that into Positive Learning Environment section
- Rating scale within each section changed from "Excellent/Good/Average/Poor" to Exemplary/Advanced/Proficient/Needs Improvement
- In each section, prompts were added or expanded to act as guiding indicators of teaching excellence ("You may use any of the following prompts, if relevant, to assist in your evaluation of the instructor").
- Every section was written to accommodate all delivery modes.
- An optional section was added to include for evaluation of 'design and usability' of online observations (or where applicable to hybrid/F2F observations)

In addition, for those who have conducted classroom observations prior to the implementation of this form, but had yet to write it, the old form is acceptable.

Revisions to Faculty Manual (summary)

B. Shepard-Rabadam

Associate Provost Shepard-Rabadam presented the revisions to the 2016 Faculty Manual, a summary of which was previously circulated to the attendees.

The following revisions were made:

- Updated description of Sponsored Leaves of Absence
 - Describes procedures in cases where sponsor pays grantee directly.
- Classroom Observations for Reviews after the 2nd two-year contract.
 - Adjusted deadlines for Observations for 3rd 2-year contract (new deadline is December 15)
 - Adjusted timeframe for the Classroom Observations for 2nd 2-year contract; visits for the third 2-year contract may occur during the 1st 2-year contract if it is after submission of the dossier.
- The Modified Tenure Review policy and procedures was updated to include Long-Term Contract.
- Inclusion of administrators with faculty rank policy and procedure in the Faculty Manual (as presented to the faculty in March and April 2016)
- Inclusion of updated Sabbatical eligibility language and reference to the new Sabbatical Cover Sheet and instructions about the required application format (as presented to the faculty in April 2016).
- Inclusion of language regarding new faculty hires with non-traditional start dates
- Reasons for Abstentions
- Procedures for when a personnel committee member is being reviewed for reappointment or promotion

In addition, consultation with UPC, the following forms were updated or created:

1. Classroom Observation of Teaching (updated)
2. UPC Senior Faculty Peer Review Evaluation Form (updated)
3. Sabbatical Cover Sheet (new)

The new manual has been posted to the website

https://www.philau.edu/provost/documents/pdf/PhilaU_Faculty_Manual_May_2016.pdf

Nexus Maximus III

M. Baker & S. Frosten

Associate Provost Frosten presented information on Nexus Maximus III, which is being held September 9-12, 2016. She reviewed the theme, of 'Personal Health – Innovation, Data and Empowerment,' along with the schedule, ways faculty can be involved, highlights from the 2015 session, and who to contact should there be any questions.

SM16 Construction Schedule (update)

T. Becker

Tom Becker directed attendees to the presentation materials and reviewed the major projects to be undertaken over the summer, along with their completion timelines. Mr. Becker commented that the new Health Science Center was re-thought due to the merger with TJU, resulting in an additional floor being added. Mr. Becker also confirmed that parking in the Hayward lot has been removed, and there may be various power outages in the building due to construction.

A question from the floor inquired after any work that may be done to provide improved lighting in Tuttleman. Mr. Becker stated that this will be looked at while the new whiteboards are being installed.

A question from the floor inquired after long-terms plans for Smith House. Mr. Becker commented that the building has been monitored due to health complaints, but there are no health concerns based on

their analysis. In the long-term, the building may move away from being used as an academic teaching space and utilized in a different manner.

A question from the floor inquired after any larger discussions, if any, are being conducted regarding transportation on campus. Mr. Becker stated that currently the only impacted parking lots are at Hayward and Scholler Halls. There is sufficient parking at Ravenhill, which is supported by shuttles to transport individuals to Main Campus.

Research Database – Research Council

A. Datta & B. Shepard-Rabadam

Professor Datta and Associate Provost Shepard-Rabadam presented information regarding the Research Database project. Professor Datta provided background information on the database. Associate Provost Shepard-Rabadam reviewed the purpose and goals of the database along with the timeline. Currently, TJU has a similar tool. The Provost's Office and OIR will begin writing the specifications and test in summer 2016, with the expected roll out of the online form to the faculty to occur in August 2016.

A question was raised about how the integration of information will occur with TJU faculty, especially around how workload and research is logged. Associate Provost Shepard-Rabadam encouraged this individual to participate in an Integration sub-committee team to discuss this.

Unfinished Business

New Business

Faculty Conferral of Degrees

Professor Parakkal made a motion to approve appropriate degrees be conferred to all undergraduate and graduate student who successfully completed their requirements this academic year. The motion was voted on: the motion was seconded: no opposition.

Welcome the New Chair of the Faculty

N. Howard & J. Pierce

Professor Howard presented the gavel to John Pierce as the new Chair of the Faculty.

Report of the President - "State of the University"

Dr. Stephen Spinelli

Dr. Spinelli spoke to the attendees and directed them to the presentation materials. He reviewed the strategic partnerships established and developed over the year before moving onto the PhilaU/TJU Integration. He presented the guiding principles and attributes of transformation for the integration. Currently, there are over 300 individuals involved in various integration committees, across all academic and administrative spectrums, spanning both institutions. Dr. Spinelli reviewed the timelines for the integration period and commented that the university will honor the existing commitments made to stakeholders, but are also looking for areas of opportunity and growth.

Next, Dr. Spinelli reviewed enrollment activity across the University programs. He made note that the CPS numbers include summer enrollment, whereas the other enrollment numbers are representative of the traditional enrollment calendar. He commented that the university is seeing increased results in the enrollment of international students, which was made a priority in prior years. Dr. Spinelli reiterated that a strong connection between student life and academic collaboration is crucial to success, which can be seen in the first year retention rate standing at 83%.

Dr. Spinelli discussed the current economic environment and the importance of the university to be nimble, flexible and always looking towards the needs of the marketplace. The result of this approach, have been new and revised program offerings. He acknowledged the work performed by Jesse Schafer

and the development office in securing new connections and obtaining financial support, resulting in the most successful capital campaign ever.

Lastly, Dr. Spinelli reviewed budget and allocations of expenses. He noted that as a University, we are tuition driven and this is how the expenses are allocated. He reviewed the financial results as well as faculty salaries, with benchmarks from other institutions, noting that all salaries have held steady. It should also be noted that unlike other institutions, there have been no layoffs.

This information will be archived on the website.

In response to a question regarding faculty salaries, Dr. Baker explained that the federal government asks that salaries be presented in 9-10 month block, so if a faculty member is on a 12-month contract the salary must be multiplied by a certain formula in order to compare all universities equally. It should also be noted that the data presented is salary only, and does not include any stipends. Dr. Spinelli reiterated that because we are tuition driven, and the enrollment cycle has become lengthened, enrollment results aren't finalized until closer to the start of the academic year. He is encouraged at the current enrollment rates, but any notification about raises would not be announced until fall. In response to a question from the floor asking for examples of decisions that resulted in "managing hard," Dr. Spinelli cited the reduction in administrative staff, their salaries and smart approaching to investment and financing. A request was made for equivalent data for faculty administrators to be made available. Dr. Baker responded that information can be provided based upon categories, however for some categories which are only comprised of one or two people, it will take some creativity in providing the data so that the individuals are not recognizable. This information will be made available within 30 days to the faculty.

Announcements

Carla Mandell made an announcement regarding commencement. Emails have been sent with reminders regarding faculty details for commencement. Rented regalia is available for pick up in the Rena Rowan Reading Room, for those who submitted a rental request. Ms. Mandell reviewed the time of departure for the busses from campus and the Convention Center. Faculty will be robing in Hall G this year, and a university volunteer will be with all items left behind at all time. She thanked the eleven faculty marshals who have volunteered to assist this year.

Dr. Baker expressed his thanks to Professor Howard for her role as Chair of the Faculty for the past two years.

Jeff Cepull stated that over the summer, OIR will be working on installing multi-factor authentication services which would provide extra security to protect passwords and identity. In addition, EduRoam (www.eduroam.org) is now available at PhilaU. EduRoam is a wireless network which allows you to access any EduRoam network, via your PhilaU credentials. Currently, TJU has not adopted EduRoam. Mr. Cepull announced that in the fall, the current PhilaU network will be replaced with EduRoam.

Marcella Deh reminded faculty to submit the honors completion form. In addition, Fulbright candidate applications are due.

Adjourned at 1:57 p.m.

