



TO: Faculty, Staff and Academic Administrators – Jefferson – East Falls Campus
FROM: Jessica L. Holt
Manager of Faculty Affairs
RE: May 1, 2018 Jefferson – East Falls Faculty Meeting Minutes

Approval of the Agenda

Professor Pierce called the meeting to order on Tuesday, May 1, 2018 at 12:32 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 April 17, 2018 Full Faculty Meeting

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

Faculty Voices

Faculty Regalia for Commencement

J. Pierce

John announced that for faculty who ordered regalia for commencement, it is now available. Regalia is individually labeled and located in the Rena Rowen Reading Room on the 2nd floor of the Paul J. Gutman library. The door is unlocked and regalia will be available through Sunday, May 6th. Any questions can be directed to Veronica Babayan (BabayanV@philau.edu).

Report from the Provost’s Office

M. Baker

Matt thanked everyone for their hard work this year. He then went on to thank Dr. Spinelli for his service and leadership to the University. While Dr. Spinelli has accomplished much in his career, Matt noted that he was most in the “zone” when he was engaged with the students. He will be missed.

Updates of the Standing Committees

New Policy Regarding Official Class Roster

C. Hermann

Carol directed attendees to the presentation materials. The Official Class Roster Policy is a new policy for the catalogue which will align with the existing syllabus guidelines. The purpose of

clarifying the policy because a student cannot be added to a course after the official last day to add.

Update from the UPC

J. Brady

Janet provided a report to the faculty regarding the UPC inquiries into Shared Governance, Post-Tenure Review, and the proposed decoupling of tenure and promotion in the new University. Janet reported that the UPC met twice with Karen Novielli and Beth Shepard-Rabadam to discuss these items.

- **Question:** We asked about whether faculty input would be considered for the by-laws document.
 - **Answer:** *The by-laws are a document that sets general laws for all the colleges of the university. It has been informed by historic documents on both campuses, accreditation requirements and subcommittee work. Beth SR, Karen Novielli, Beth's counterpart on CC campus, HR rep, and lawyers have worked to create this. It should be distributed to the faculty before we leave for the summer.*
 - *This is not the faculty handbook. The creation of that document will be a much longer process and will involve the faculty.*

- **Question:** The UPC feels it is extremely important to have some sort of legacy committee for new hires, contract and tenure track, to guide these faculty through the process. We asked whether the expectations would be the same for these faculty as were present when they were hired.
 - **Answer:** *Junior faculty who were hired before August 2018 will be evaluated on the old criteria for tenure. There will be a legacy committee to evaluate those faculty.*
 - *Karen also assured us that practice-track faculty will not be subject to one-year contracts.*

- **Question:** The committee expressed concerns about post-tenure review and about decoupling tenure and promotion.
 - *We should expect more dialogue in these areas. Both the tenure policy and the post-tenure policies will be outlined in the by-laws, and (as we learned two weeks ago), faculty will have the opportunity to comment and vote on this document.*

Janet then reported that Karen Novielli related to the committee that the Provost believes strongly in scholarship/creative work as the primary criterion to grant tenure. The committee pointed out that the teaching load at the university would need to take this emphasis into consideration.

Karen explained to the committee that the intention of the Provost's office is to support the faculty and to create a formative, not punitive environment that allows faculty to grow within this structure and to be successful.

Regarding enrollment concerns as expressed at the last faculty meeting Karen told the committee that the University is interested in growing all programs, and the strategic goal is to reach 10,000 students. She is optimistic about the future of the university.

Karen and Beth encourage constructive dialogue at any point in this process and want to hear any faculty concerns in private, in faculty meetings, or in group interactions.

Faculty can also reach out to members of the UPC as well.

Special Reports

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

J. Cepull

Joe DeMaio, IS&T - Center City, directed attendees to the presentation materials. He began with an overview of myJeffHub, which is a one stop shop for employees to access their employment information, learning opportunities, and connect with co-workers.

MyHR will be available in July 2018. This will allow employees to view and take action on payroll benefits, and personal information related items.

Over the summer 2018, training events for myJeffHub, MyHR and MyTime will be announced.

Robert Taylor, Human Resources – Center City, noted that open enrollment information for East Falls will be distributed in the next few weeks. This will run from 7/1/18 – 12/31/18 with no changes to the current program as it exists in East Falls. Currently, the University is looking at the benefits plan across the University and will communicate in the fall for open enrollment in 2019. The benefits coverage would then be from 1/1/19 – 12/31/19. For historical data, two years would be available in the PeopleSoft system with the remainder accessible via an archived repository.

Dana Perlman requested that when considering benefits coverage, Human Resources take into account midwives and their services.

Parking Update

J. Cromarty

Jeff provided an update on parking in regards to the upcoming construction projects. Overall, with the closure of the Hayward and Scholler lots, there will be a net loss of 92 spots. However, to mitigate these losses, the Search Hall lot, Gallagher Center Parking garage and parking lot by DEC will be reassigned for faculty/staff only. This will result in a net gain of 52 spots. Students will be asked to park at Ravenhill and any faculty/staff who choose to park at Ravenhill will receive free parking. He added that disability parking will be accommodated as well. A concern was raised that faculty who do attempt to park in Ravenhill often cannot find faculty designated spaces. Jeff said that during the parking study, the findings did not indicate this, however, if this has changed it will be reviewed.

In addition, the shuttle system/RAM Van will be modified. A request was made to have additional stops added to the corner of Henry Ave and Schoolhouse Ln. Jeff said that stops will be reviewed. In addition, it was pointed out that the RAM Van is not ADA accessible. Jeff said that his office is looking at how we can accommodate and talking with Center City about utilizing commuter services.

East Falls Faculty may now work through Center City Commuter Services to take advantage of transit pass purchases and other related offerings. However, to do so requires a CampusKey and Jefferson ID. Jeff Cepull explained that a CampusKey is similar to an East Falls Colleague ID and

will be used for PeopleSoft. Faculty should expect to receive their CampusKey when PeopleSoft is rolled out.

The Falls Center will close on 6/30/18.

Unfinished Business

None at this time.

New Business

Faculty Conferral of Degrees

E. Laine

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

Chancellor's Report

S. Spinelli

Dr. Spinelli noted his excitement at the enrollment numbers thus far. He commented that this is a reflection of the market embracing the merger.

He expressed his thanks to the faculty for their hard work, dedication and collegiality. The past 11 years has been the best of his life.

Provost Report

M. Tykocinski

Dr. Tykocinski began by discussing the highlights of the past week at Jefferson which included Global Jefferson Day, the Fashion Show, and the inaugural Jefferson Humanities Series. He is constantly impressed by the talent of the Jefferson faculty.

Dr. Tykocinski noted that for any leader, it is important to recognize their predecessors. East Falls has been fortunate to have the leadership of Dr. Spinelli for the past 11 years and as a guide for this current transition.

The integration has been a metamorphosis that demands patience and trust in order to be successful. What has been accomplished in the past two years has been extraordinary. He then touched upon three areas: Faculty Issues, Enrollment and the Strategic Plan.

- Faculty Issues: In regards to the Bylaws, Contract Tracks and Post-Tenure Review, the development of these are a joint process. This could have been done by administration, however, the value of collaboration and feedback is important. This will continue.
- Enrollment: The fact that the University is still functioning is a testament to the people and faculty that are the lifeblood of the institution. Administration is focused on the vulnerable areas and committed to the core strengths of the institution. Health is NOT all we do. Success will be measured in how the University does in Architecture, Design, Textile and Humanities. The goal isn't to stay where we are but to go further.
- Strategic Plan: This is our strategic academic framework supported by documents illustrating a compelling vision. However, now it needs to translate into finances for both Center City and East Falls. The plan will be to take the elements and turn each into a business case to present to the Board of Trustees. This requires patience from leadership as well. Fiscal Year 2019 will see the restructure of the current College of Science, Health and the Liberal Arts (East Falls) and the

College of Biomedical Sciences (Center City) into new colleges. The entire budgetary system requires integration that is new.

Leadership along with the Deans have come together to establish a structure for organization. This can be viewed in a “triple node structure.”

- Academic Affairs: Led by Senior Vice Provost Matt Baker, who will provide a coherent approach around faculty and student needs.
- Enterprise Services: Identifiable leads for various services. For example, Robert Taylor (Robert.Taylor@jefferson.edu) in Human Resources and Pat Baldrige in Marketing/Public Relations.
- Administrative: Certain functions span all colleges, such as Accreditation and Clinical Affiliates. There will be a central repository for this information.

Dr. Tykocinski thanked the East Falls Faculty for being the early adopters to embrace LabArchives. This electronic documentation system around research will assist in lessening risk and puts the University on par with other institutions such as Penn and Cornell.

While Dr. Tykocinski encourages faculty to follow the preferred path to obtain and confirm information, if there is an issue that remains outstanding, he can be reached on his cell phone at 215-900-6869.

Dr. Tykocinski then took questions from the floor. Evan Laine proposed that if the position of Chancellor is not replaced, that East Falls be afforded a “Campus Advocate” who is someone that is here at all times. Matt Baker would be the logical choice but cannot serve. As a result, Evan put forth Beth Shepard-Rabadam for consideration with this idea. Dr. Tykocinski agreed with the endorsement but cannot comment on the position and encourages suggestions like this to be sent to Steve Klasko with a copy to Dr. Tykocinski. Dr. Tykocinski expressed that his goal is to be at East Falls at least twice a week. Meriel Tulante added that with the departure of Dr. Spinelli, leadership at the University level is now with those who have a medical focus. It is important to add/include those who have other backgrounds. Dr. Tykocinski agreed that it is important to bring in those leaders who know the areas that Center City doesn't.

Barbara Lowry expressed concern around Post-Tenure Review (PTR) in light of the disproportionate amount of faculty with tenure in Center City versus East Falls. It was noted that of the 100 tenured faculty in Center City, approximately 30-40 have been subject to the PTR policy since it was instituted. Dr. Tykocinski commented that they are looking to be creative with PTR. Different colleges have varying thresholds for tenure and this could and should be considered. Additional comments were made about ensuring that leadership conceptualizes undergraduate education and the value placed on excellence in teaching.

Dana Perlman commented that we should be careful when using “non” language. It infers that “health” is the standard.

Dr. Tykocinski agreed to share a current Org Chart as well as the contact for each area that was mentioned above in the node structure.

Lyn Godley inquired as to when programs will know about enrollment numbers now that the May 1 deadline has arrived. Erin Finn stated that there will be a report made available on Friday that will show the fall numbers for this coming year compared to last year.

Announcements

Partnership in Philanthropy Award

M. Molloy

Michael Malloy, Office of Institutional Advancement, addressed the attendees to present the Partnership in Philanthropy Award. This is the first year East Falls was included. The purpose of the award is to recognize a faculty or staff member's exemplary achievement in advancing philanthropy at Jefferson. Awardees are selected by senior OIA leadership and there is generally a winner from Center City and each affiliate site.

Mike presented the award to Marcia Weiss for her "generous, whatever-you-need readiness to give alumni and donor tours, even when they don't directly impact the Textile Design program, and passionate expertise and industry regard, which she leveraged to help us raise more than \$1 million to renovate the Fashion and Textiles Futures Center."

Jeanne Felter advised attendees that the 2nd Annual Philadelphia Trauma Training Conference: Preventing Childhood Trauma and its Impact Across the Lifespan, will be held on the Jefferson – East Falls campus 7/23/18-7/25/18. More information can be found at <https://wordpress.philau.edu/philatraumaconference/>.

Beth Shepard-Rabadam provided an update on the status of the Bylaws and Organization of the Faculty.

- A working meeting was held with Karen, Beth, Nancy Howard, John Pierce, and Roger Armen and Michael Sperling in Center City. Karen and Beth have also met with the UPC to discuss concerns, as relayed above by Janet Brady.
- The Bylaws and Organization of the Faculty will be distributed to the Dean's this week. 9-month faculty will be invited to participate in the discussion process with a schedule of meetings to be sent. Faculty will receive a stipend for participation.
- Dialog/voting will be at the College level. Dean's will facilitate these discussions with Karen and Beth attending as needed.
- Voting on the Bylaws will occur in August.
- There was discussion that existing East Falls College/University level committees will remain in place through the end of the 2018 calendar year. This has not been vetted by committee members yet. Please send thoughts and opinions on this to Beth and Karen.

Stan Gorski reminded attendees of the following events:

- Retirement reception for Barbara Lowry on 5/1/18 from 3:00 – 5:00 pm in the Gutman Library.
- "Hat Trick" exhibition featuring historic hats created in paper by the students in the History of Textiles and Costume Class. The opening reception is on 5/3/18 from 12:30 – 1:30 pm in the Library Instruction Space, with the exhibition running from 4/7/18 – 8/7/18.

Megan Mills reminded faculty that registration is open and will remain so until the last day to add in August. Please submit grades by the deadlines. Dismissal hearings are scheduled to occur before Memorial Day.

Jonathan Spindel announced the following events:

- Ten80 Education will be hosting Philadelphia STEM FEST 2018 on 5/30/18 from 9:00 am – 1:00 pm on the Jefferson – East Falls Campus.
- GoBabyGo Program will be on campus 6/4/18.

Mike Leonard reminded attendees that the Innovation Expo opens at noon in the Bucky Harris gym. There are over 175 exhibitors. The expo runs from 5/2/18 – 5/10/18 with a reception on 5/8/18.

Next Meeting: TBD

Adjourned at 2:25 p.m.