



TO: Faculty, Staff and Academic Administrators – Jefferson – East Falls Campus

FROM: Sheena Williams

RE: August 21, 2018 Jefferson – East Falls Faculty Meeting Minutes

Approval of the Agenda

Professor Nancy Howard called the meeting to order on Tuesday, August 21, 2018 at 12:33 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 May 1, 2018 Full Faculty Meeting

Professor Howard presented the minutes, which were acknowledged. Professor Janet Brady made a change that will be reflected by the Faculty Meeting in September. The minutes will be re-published with the corrections.

Faculty Voices

Professor Howard explained she made the executive decision that the Faculty Voices portion of the Meeting Agenda will occur at the end of the meeting. All individuals without faculty contracts will be asked to leave the room.

Report from the Provost’s Office

M. Baker

Senior Vice Provost Matt Baker provided an update on enrollment. New student enrollment is the highest the University has had in the last 4-5 years. Enrollment is up by about 18%-19%. This year, we welcomed a total of 689 new students. Much of the new enrollment was realized in the Sciences. In fact, some of the Science majors are up by 300%. With this, the University exceeded its fall target.

Dr. Baker explained there had been considerable planning in academic services (Academic Success Center, Student Life, Residential Life, etc.) to be sure all students’ needs are met. Faculty Affairs was involved in terms of faculty for new course sections. Dr. Baker noted that traditional freshmen-and-sophomore retention is 80.5%.

Dr. Baker informed the faculty that the University signed a contract with Whiteboard, a firm that will help the University with financial aiding policy and strategic recruitment. Whiteboard will also review the university’s tuition policy and pricing policy, especially in terms of the graduate programs.

College Update and Introduction of New Faculty and Staff

College of Humanities and Sciences	
Soha Youssef	Assistant Professor of Writing and Rhetoric
Christina Colvin	Assistant Professor of Writing and Rhetoric
Samuel Weeks	Assistant Professor of Anthropology
Thomas Twardowski	Teaching Faculty in Math and Physics
Melissa DeGezelle	Teaching Faculty in Writing
College of Health Professions	
Wendy Krupnick	Director of the Health Sciences Program
Nicole Johnson	Assistant Professor of CTC
Yoonsun Moh	Visiting Assistant Professor of CTC
Angelle Richardson	Visiting Assistant Professor of CTC
College of Life Sciences	
Gwendolyn Moise	Teaching Faculty in Chemistry
Genevieve Regan	Teaching Faculty in Biology
Allen Shaper	Director of Science Labs
Kanbar College of Design, Engineering, and Commerce	
School of Design and Engineering	
Rebecca Flax	Visiting Assistant Professor of Textile Design
School of Business	
Camille Avent	Visiting Lecturer of Fashion Merchandising
Thomas Zaher	Visiting Lecturer of Accounting
College of Architecture and the Built Environment	
Grace Ong – Yan	Assistant Professor of Interior Design
College of Rehabilitation Sciences	
Julie McNulty	Visiting Lecturer in Athletic Training
Ricker Adkins	Visiting Assistant Professor in Athletic Training
Introduction of New Staff	
	M. Baker
Kris Peluszak	University Registrar
Cherie Plante	Assistant Registrar
Patricia Void	Associate Registrar
Michael Dicamillo	Serials and Visual Resources Librarian & Liaison to Business Program and Engineering
Steph Karp	Director of Public Safety

Updates of the Standing Committees

None

Special Reports

Update on the Bylaws of the Colleges and School

B. Shepard-Rabadam

Beth gave an overview of the bylaws of the combined University and the process by which they were created and vetted for input. She explained that the bylaws are the single guiding governance document for the entire University. Rather than providing details of policies and procedures, the bylaws set the framework.

The bylaws were distributed initially to the faculty in May, and redistributed three times. Each time with a tracked changes and a clean copy so faculty could see their input.

The August version of the bylaws was distributed for the purpose of voting. In order to adopt the bylaws as a University, the University has to follow the amendment procedures that are in the guiding documents that preceded the draft bylaws. The Center City campus has bylaws for each college and there is an amendment process listed in those documents. The East Falls campus follows the amendment process that is listed in the Organization of the Faculty, which includes a faculty vote. It is proposed that the East Falls campus faculty vote for a seven day period, beginning on Friday, September 7, 2018 through Thursday, September 13th, 2018. Voting members of the East Falls faculty will have the opportunity to vote electronically. The results will be made available to Chair of the Faculty, Professor John Pierce.

Beth then asked the faculty for their feedback and questions.

Professor Meriel Tulante suggested delegating more of the writing of the Faculty Manual to the faculty. She said she felt the faculty could be very effective working in committee.

Another member asked how the East Fall faculty vote balances with the Center City. Beth explained that the East Falls vote is one of seven voting bodies considering the bylaws.

Professor Amy Baker commented that Dr. Tykocinski characterized a sense of urgency to approve the bylaws before the October Board of Trustees meeting. She said she interprets the situation differently given Beth's presentation. Beth clarified that it is desired that the bylaws are approved before the October meeting of the Board of Trustees. The goal is for the Board of Trustees to approve the bylaws in October so that the full potential of the combined University can be realized. Professor Baker asked what happens if the East Falls faculty do not approve the bylaws. Beth answered that we keep working through the areas of concern.

Professor Katharine Jones asked for clarification around the voting participation. Is two thirds of the majority of the whole voting faculty or two thirds of the majority of the people who voted that is required. Beth explained that at East Falls a quorum is one-half of the voting body of the faculty. Approval by two thirds of the voting body is needed to make changes to the Organization of Faculty.

Professor Ann Bower asked about the estimated timeframe for the development of the University Faculty Handbook. Beth explained that the goal is to have it completed by July 1st, 2019.

Dean Barbara Klinkhammer asked about the East Falls Faculty Manual and the new University-wide Faculty Handbook. Beth explained that the reviews of faculty in their probationary period up to the first major contract review will be guided by the Faculty Manual under which they were hired.

A faculty member asked how many colleges must vote on the bylaws. Beth explained that the colleges in place prior to the merger would vote. They are the 1) Legacy College of Health Professions, 2) College of Nursing, 3) College of Pharmacy, 4) College of Population Health, 5) College of Biomedical Sciences, 6) Sidney Kimmel Medical College, and the 7) East Falls faculty.

Student Life Update

H. Humphreys

Dean Henry Humphreys provided an update on Student Life at the East Falls campus.

The Dean clarified the policy around student absences. He said if a student will miss 3 or more days of classes, a Starfish notice will be sent.

Dillon Eppenstein left the University for a position at Villanova University. Therefore, the Director for Residential Education position is currently vacant.

Dean Humphreys informed the faculty that Student Life is working hard to fully support the student body.

J. Cepull

Technology Integration

Jeff Cepull, CIO, provided an update on the PeopleSoft integration. He provided an update on MyTime and MyHR, and restated the instructions on how to access both sites from off campus. Jeff explained that there have been some technical difficulties, but IS&T/OIR is working to smooth out everything.

He described that there have been problems with the University's Outlook directory. The University has experienced mail delivery issues. If you experience problems with bounce backs, please inform the East Falls Help Desk.

He then informed the Faculty that East Falls has been working with Center City on an enterprising license for Adobe products. The new negotiation will be in place by October across both campuses for student, faculty, and staff.

Professor Evan Laine said that he attended a MyHR work session. He asked the HR representative about how he can see his stipend detail. He was informed that detail cannot be provided in MyHR. Professor Laine described his conversation with the HR representative, and his dissatisfaction with the answer he was given. He asked for an update by the next faculty meeting. Jeff agreed.

Human Resources

P. Taveras

Patrice Taveras provided a short update on the transition of the Payroll system and HR system. She welcomed faculty to go to HR if they have any questions. She said she will be hosting MyHR and MyTime training.

She said that emails to the East Falls fac/staff listserv is the primary means of getting out important communications. She encouraged faculty to read the emails from HR, as there will be a number of important emails in the next 8 weeks.

Patrice said that she would be back in the fall to talk about new faculty benefits and open enrollment.

Commencement 2019 Update**M. Baker**

Senior Vice Provost Matt Baker provided an update on the 2019 Commencement.

- Undergraduate Commencement will be at the Mann Center. The Undergraduate ceremony is scheduled for May 10, 2019.
- Two graduate Commencement ceremonies will take place at the Kimmel Center on May 21, 2019 and May 22, 2019.

A faculty member asked how many commencement ceremonies faculty members are required to attend. Matt explained that faculty will only have to attend the ceremonies for their College, which may include both undergrad and graduate ceremonies.

Professor Jeanne Felter asked why the graduate ceremony was scheduled for after the summer session began. She said that the graduate ceremony scheduled for East Falls graduate programs is during the summer session. CTC graduate faculty have a full teaching schedule in summer, and are not able to attend.

Unfinished Business

None

Announcements

Jeff Cepull announced that Help Desk has moved from Search Hall to the Gutman Library.

Next Meeting

Tuesday, September 18th, 2018, 12:30pm

Faculty Voices

1:30

Non faculty members left the room so that the Faculty Voices portion of the meeting could take place.