



**PHILADELPHIA**  
UNIVERSITY

TO: Faculty, Staff and Academic Administrators  
 FROM: Jessica L. Holt  
 Manager of Faculty Affairs  
 RE: August 30, 2016 Faculty Meeting Minutes

**Approval of the Agenda**

Professor Pierce called the meeting to order on Tuesday, August 30, 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/>] for any faculty not able to attend.

**Approval of the Minutes of the May 12, 2016 Full Faculty Meeting**

Professor Pierce asked for any corrections to the minutes of the May 12, 2016 faculty meeting. Professor K. Jones stated that she forwarded comments to Jessica Holt to clarify the expectation that the administrator salary information was to be provided within 30 days to the faculty. Upon notification that the correction was made, the minutes were approved.

***A Word or Two from the New Chair of the Faculty***

**John Pierce**

Professor Pierce Introduced himself, named the positions he holds on campus and past committee involvement. He expressed thanks to Professor Jean Bail for running for Chair of the Faculty in the spring to ensure a true election, as well as thanks to outgoing Chair, Nancy Howard, for her work in the prior term as well as her help with the transition.

***Reports of the Provost / Dean of Faculty***

**Matt Baker**

Provost Baker welcomed back all faculty for the new academic year.

He then reviewed the new staffing changes in various offices.

<b>Name</b>	<b>Role</b>	<b>Department</b>
Juanita Womack	Registrar	Registrar’s Office
Megan M. Mills	Director	Academic Success Center
Erin Lucas	Associate Director for Learning and Writing Services	Academic Success Center
Erica Hanratty	Office Coordinator	Office of Global Education and Initiatives
Meriel Tulante	Faculty Coordinator of Faculty-led Short-Courses	Office of Global Education and Initiatives
Lisa Phillips	Faculty Coordinator of Nexus Abroad	Office of Global Education and Initiatives
Stacey Van Dahm	Faculty Advisor	Study Abroad Office
David Loranger	Faculty Advisor	Study Abroad Office
Monica Lam	Academic Dean, School of Business Administration	Kanbar College of Design, Engineering and Commerce

Phillip Russel	Dean of Graduate Education	Kanbar College of Design, Engineering and Commerce
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Provost Baker expressed his thanks to those who are participating in Nexus Maximus activities as well as those who may have worked on integration activities over the summer.

Of note, Provost Baker stated that the college established a preferred name policy with the Registrar's Office. Students may complete a form with the name they prefer to be referred to, and this name will be reflected on the class roster.

Provost Baker also highlighted the work being done over the summer on various projects. Thanks to Tom Becker, Matt Gulbicki and Mike Leonard for their work during the renovations this summer. Thanks to Stan Gorski and Jeff Ashley for their work in establishing the Nexus Learning Space in Gutman Library. It should also be noted that there is new furniture in Downs Auditorium, a new air conditioning system in the Architecture and Design Center, and the Ravenhill Cafeteria has a new teaching space in the former President's dining room.

Tom Becker will make a presentation at the September meeting with further construction updates.

***College Update and Introduction of New Faculty and Staff:***

**CPS**

**Pamela Collins**

Susan Calder, Director of Academic Services, presented the update for the School of Continuing and Professional Studies.

Of note, is that CPS has introduced day classes of their programs. The day classes are Monday – Thursday from 1:00 – 5:00 pm. Classes are also now being offered in Delaware County, with over 11 majors. This fall will also see a new offering for students to earn credits for internships.

**CSHLA**

**Michael Dryer**

Dean Dryer reviewed the staffing changes in the College of Science, Health and the Liberal Arts.

Name	Role
Teishan Latner	Assistant Professor of History
James Daniel	Visiting Assistant Professor in Writing
Joshua Smicker	Visiting Assistant Professor in Communications and Writing
Brian Yust	Visiting Assistant Professor in Physics

**KDEC**

**Ron Kander**

Dean Kander reviewed the staffing changes in the Kanbar College of Design, Engineering and Commerce.

Name	Role
Monica Lam	Academic Dean, School of Business Administration
Juliana Guglielmi	Visiting Assistant Professor of Fashion Merchandising and Management
Phillip Russel	Dean of Graduate Education
Jonathan Spindel	Interim Program Director of Engineering
Jason Kirk	Visiting Assistant Professor in Animation
Eric Schnieder	Assistant Professor of Industrial Design

Roy Luan	Visiting Assistant Professor of Marketing
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In addition the following existing faculty/ staff members have assumed new roles.

Name	Role
Mark Sunderland	Program Director, Global Fashion Enterprise
Teri Loftus	Manager of Academic Operations
Justin Opella	Assistant Dean
Nioka Wyatt	Interim Program Director, Fashion Merchandising and Management
Joanne Lapent	Administrative Assistant, SDE

#### **CABE**

**Barbara Klinkhammer**

Dean Klinkhammer reviewed the staffing changes in the College of Architecture and the Built Environment.

Name	Role
Jeffrey Kansler	Assistant Professor of Architecture (Structures)
Andrew Hart	Visiting Assistant Professor in Architecture

In addition, Suzanne Singletary has been named as the interim Associate Dean of Academic Initiatives. She assisted in the development of the MS in Real Estate to launch in Fall 2017.

#### ***Introduction and Description of the Standing Committees:***

##### **Academic Opportunities and Oversight**

**Valerie Hanson**

Professor Hanson reviewed the overview of charges for the Committee, referring attendees to the presentation materials.

##### **University Academic Resources Committee**

**Wendy Krupnick**

Professor Krupnick reviewed the overview of charges for the Committee, referring attendees to the presentation materials and reviewing the sub-committees.

##### **University Teaching, Learning and Assessment**

**Stacey Van Dahm**

Professor Van Dahm reviewed the overview of charges for the Committee, referring attendees to the presentation materials. She noted that the goals for this year are to continue the work on assessment, hold a workshop in November to discuss Nexus learning and writing enrichment, to discuss assessment with TJU, and to ensure the University is communicating with Middle States.

##### **Student Experience Committee**

**Carol Hermann**

Professor Hermann reviewed the overview of charges for the Committee, referring attendees to the presentation materials. She noted that there are two sub-committees – the Academic Conduct and Integrity Sub-Committee led by Megan M. Mills and herself, and the Student Engagement Sub-

Committee which will meet next week to determine leadership. The first event that the SEC will host, is an open forum for students to ask questions and dispel myths surrounding the TJU integration.

### **University Personnel Committee**

**Craig Griffen**

Professor Griffen reviewed the overview of charges for the Committee, referring attendees to the presentation materials. He noted that in regards to contract renewals, the UPC does not review 2 year or 7 year dossiers. In addition, over the summer, UPC members along with other faculty, were charged with developing a mentorship program.

### **Faculty Council**

**John Pierce**

Professor Pierce reviewed the overview of charges for the Council, referring attendees to the presentation materials. He remarked that the Council is an underutilized resource on campus. Please bring any comments or concerns that you do not feel comfortable sharing in a larger space to the Council.

The list of Committee membership is available on the Shared Governance webpage on the Provost's Office website.

[\[https://www.philau.edu/provost/sharedgovernance/inc/pdf/Shared\\_Governance\\_Committees\\_16\\_18\\_UPDATED.pdf\]](https://www.philau.edu/provost/sharedgovernance/inc/pdf/Shared_Governance_Committees_16_18_UPDATED.pdf)

In response to a question regarding faculty providing feedback on administrative offices, Professor Pierce stated that this item would be taken to Faculty Council for discussion and management.

### ***Special Reports***

#### **Update of the Hallmarks Program**

**Tom Schrand**

Professor Schrand reviewed the current state of the Hallmarks Program and directed attendees to the presentation materials. He discussed the process by which the program was assessed and the findings. Moving forward, Professor Schrand outlined the goals for engagement, development of reports and videos, and the creation of consistent messaging. He also noted that the e-portfolios are not for students to show to potential employers. Instead, they are internally focused to track their progress. Lastly, Professor Schrand noted that the website continues to expand and is a useful tool for anyone who has questions. [\[http://www.philau.edu/hallmarks/\]](http://www.philau.edu/hallmarks/)

#### **Update from the Center for Teaching Innovation and Nexus Learning**

**Jeff Ashley**

Professor Ashley reviewed the Fall 2016 CTiNL programming, directing attendees to the presentational materials. He reviewed the deadlines for the Nexus Learning and Nexus Online Grants and discussed upcoming faculty workshops and socials. The Talking Teaching events, Reading and Implementation Groups and Shared Faculty Development with William Penn Charter are still active. There are also Shared Faculty Development Programming opportunities with TJU.

The Open Classroom Program is also up and running this semester and volunteers are needed. If you plan to attend a class, please advise the professor prior to visiting. If you have a professor visiting your class, please let your students know why there is a visitor in the classroom.

Teaching Consultations and Instructional Design Consultations, in conjunction with OIR, are available. To set up a consultation, please contact Jeff Ashley or Sherri Place, respectively.

The CTiNL website is active and updated. [<http://www.philau.edu/ctinl/>]

### **Update on Nexus Maximus 2016**

**D.R. Widder**

D.R. Widder stated that the Nexus Maximus event is September 9-12, 2016. He wanted to express thanks to everyone who has worked hard to prepare for the event, noting that there are over 48 faculty involved and students attending from numerous universities. Please visit the website for more information. [<http://www.nexusmaximus.com/>]

### ***Unfinished Business***

None at this time.

### ***New Business***

None at this time.

### ***Report of the President***

**Dr. Stephen Spinelli**

Dr. Spinelli introduced Dr. Henry Humphreys, Dean of Student Life.

Next, he provided an update regarding the Philau+TJU Integration. He stated that the process has been well executed and that Faculty from both institutions have been very engaged in exploring opportunities in both formal and informal settings. The Early Wins report will be published in the next few weeks and steering committee work will continue toward a more strategic focus. From a legal standpoint, the integration proposal received accreditation from the state of Pennsylvania. Moving forward, the complex substantive change must occur. The definitive agreement will be presented to the Board of Trustees on September 9<sup>th</sup>, along with final budget and enrollment numbers. Salary recommendations will be made as well.

### **Announcements**

#### **Philadelphia Science Festival 2016**

**Megan Fuller**

Professor Fuller noted that TJU is a huge supporter of the festival and encouraged participation not only by faculty, but students as well. Please contact Megan if you have participated in the past or if you would like to participate this year.

Dr. Spinelli commented that since Jim Hartman departed the University, Kerry Rapp and Phyllis Losnedahl have done an outstanding job with assistance from the CFO at TJU. The year-end audit went well.

Jesse Schafer introduced Melissa Garonzik, the new Director of Alumni Relations and Annual Giving. He also expressed thanks to the faculty for their help and assistance when asked by the Development Office for their services.

Dean Klinkhammer announced that the new Master of Architecture received candidacy status and is ready for the accreditation visit in Fall 2018. Thank you to Donald Dunham and Jim Doerfler for their work on this.

In addition, The Lab for Urban and Social Innovation (LUSI) is up and running under the direction of Professor Kim Douglas. LUSI works with communities, non-profit and for-profit organizations to execute projects specific to the need of that community.

Madeline Wilcox reviewed application deadlines for Study Away. Information sessions will be held next week and faculty are welcome to attend. The National Student Exchange information session will also be held next week. Go to website for more info on upcoming events. [<https://philau.studioabroad.com/> ]

D.R. Widder announced that information for students to apply for The Eileen Martinson '86 Fund for the Undergraduate Capstone Experience will be sent out next week.

Theresa Edge welcomed Jade Bettin, Curator, and Damien McCafferty, Electronic Resources Librarian, to the Gutman Library staff. In addition, thanks to support from Provost's Office, the library will be piloting extended library hours from now until May. From Sunday through Thursday, the library will remain open until 2:00 am.

Megan M. Mills reminded faculty that Starfish is up and running. Please remember to report any concerns but also send kudos. She also noted that tutoring services have begun for those students who are in need.

Jeff Capull welcomed Michael Finnell, Director of Technical Support Services to the OIR staff. He also reported that the Help Desk will now offer telephone support 7 days a week – 24 hours a day.

Adjourned at 1:53 p.m.