



TO: Faculty, Staff and Academic Administrators – Jefferson – East Falls Campus  
FROM: Jessica L. Holt  
Manager of Faculty Affairs  
RE: September 18, 2018 Jefferson – East Falls Faculty Meeting Minutes

### **Approval of the Agenda**

Professor Pierce called the meeting to order on Tuesday, September 18, 2018 at 12:32 p.m. in Downs Auditorium. 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 August 21, 2018 Full Faculty Meeting**

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

### **Faculty Voices**

#### **Introducing the RAMily Market**

**J. Pierce**

Professor Pierce informed attendees of the establishment of the ‘RAMily Market’ by the Office of Student Engagement. In an effort to address food security concerns on campus, the Market is a free resource for students to obtain non-perishable food and other personal hygiene items

#### **Storage Space for Commuting Design Students**

**J. Pierce**

Professor Pierce presented the challenges commuting design students face when transporting materials to campus. It would be helpful to these students to have a storage space for projects and work on campus.

### **Report from the Provost’s Office**

**M. Baker**

Matt spoke to the continued work being done with the integration as well as the successful open houses that have occurred for new students. The Kay and Harold Ronson Health and Applied Science Center groundbreaking will occur on October 5<sup>th</sup>.

### **Updates of the Standing Committees**

None at this time.

## Special Reports

### **Career Services: Initiatives and Announcements**

**T. DePedro**

Tracy spoke to the materials that were made available prior to the meeting. She highlighted the PVH Industry Pop-Up Shop and Career Fair week on both campuses. In addition she provided information on the Career Services partnership with Hallmarks, the Take My Internship Program, and the collaboration with Blackstone.

### **Applied Research Activities and Services**

**R. Kander**

Ron spoke to the materials that were made available prior to the meeting. He provided an update on Research Services, Professional Development, Grants & Contracts and Internal Awards at the East Falls campus. For each area, he highlighted projects that have been established, deployed or completed.

### **Technology Integration**

**J. Cepull**

Jeff spoke to the continued integration of the various systems, including SIS, Banner and PeopleSoft. Questions from the floor were raised about inaccessibility due to the system not recognizing valid credentials in addition to challenges accessing Center City library resources.

### **Update from Safety and Security: Parking issues and Active Shooter training.**

**S. Karp**

Stef spoke to the materials that were made available prior to the meeting. She reviewed emergency preparedness, including active shooter training, access to JeffAlert, and the addition of swipe card access to Archer, Haggar, Downs and Gibbs Halls.

Next she addressed parking. She explained the loss of parking spaces is due to construction, the loss of the Falls Center and increased commuters from Center City. In an effort to correct and regulate parking, all parking at Ravenhill is free. A second Ram shuttle has been added. For violators, anyone who amasses three or more violations will be booted as well as cars being towed for violations. The parking at Gallagher Center is Faculty/Staff only. A question was raised concerning adding a shuttle stop at Search Hall. Stef commented that stops are decided upon by the city and cannot be added at that location. In response to a question regarding motorcycles, they are considered vehicles and should be parking one motorcycle to a space. There is not separate designated motorcycle parking.

### **TJU Annual Faculty Awards**

**B. Shepard-Rabadam**

Beth reviewed the revised Faculty Awards program. She explained that the goal is to honor the traditions of both campuses while creating programs that encourage faculty development, a culture of recognition, and recruiting and retaining a top level faculty body. Categories of the awards will address Education and Mentoring, Discovery, Service, Faculty Collaboration and Career Achievement. Each college will be responsible for selecting recipients of college level awards and providing nominations for university level awards. Nominees and recipients will be recommended to the Provost via the University Faculty Committee structure. The inaugural event will be held at the Union League on May 2, 2019 for award recipients and guests.

### **Update on the Bylaws of the Colleges and Schools**

**B. Shepard-Rabadam**

Beth provided an update on the Bylaws, reviewing the various meetings, revisions, and documents that were circulated for review. She spoke to the importance of the bylaws and the value and appreciation of the faculty. She explained that voting on the bylaws will be electronic and span 10 days, which includes two weekends.

## Unfinished Business

None at this time.

## **New Business**

### **Proposal for a Motion to Vote on Bylaws**

**J. Pierce**

John then made proposed a motion to be made to hold voting on the bylaws. He stressed the importance of participation in voting, and that an abstention is considered a 'no' vote. The vote will be sent via SurveyMonkey and be anonymous. Each eligible voting faculty member will receive a unique link and the system will send reminders.

## **Announcements**

### **Upcoming October presentation on TJU Benefits**

**P. Taveras**

Patrice spoke to the attendees and advised them that at the conclusion of the October East Falls Faculty meeting there will be a presentation by Human Resources concerning benefits.

Next Meeting: October 16, 2018 at 12:30 p.m.

Adjourned at 2:15 p.m.