Faculty Senate Meeting
January 29, 2015 @ 11:30 a.m.
Minutes

Present: (see attached sign-in sheet) Quorum present.

Items of Business:

Approval of Minutes: A motion to approve minutes from the September 30, 2014 full Faculty Senate meeting was made by Lauren Yaich. Gary Tessmer seconded the motion. The minutes passed unanimously.

Next Faculty Senate Council Meeting: February 10, 2015 in the Academic Dean’s Conference Room at 11:00 a.m.

Next Full Faculty Senate Meeting: March 31, 2015 in the University Room at 11:30 a.m.

Response Rate on Annual Self-Evaluation: At the April 8, 2014 Faculty Senate Meeting a change was proposed to the Annual Self Evaluation, which is part of the Tenure Document; however, this change had not been reviewed by the Tenure Committee; therefore, it was tabled at the April 2014 meeting. The proposed change would add a column to show the response rate from the Office of Measurement and Evaluation of Teaching (OMET) survey. Both the Tenure Committee and the Promotion & Renewal Committee have since reviewed the proposed change and unanimously recommended that the OMET response rate not be included on the Annual Self Evaluation.

Update on Tobacco Policies: The Health & Safety and Student Affairs Committees, along with the Staff Association, have been working together to form a policy regarding tobacco use on campus. There is no formal recommendation thus far, but discussion is in process. The committee’s goal is to ban all forms of tobacco use (i.e. smoking, chewing tobacco, ecigarettes, etc.) from all common buildings, especially the Sports and Fitness Center. Anna Lemnitzer will be approaching the Student Government Association to involve them in the conversation. Suggestions have been made to add benches/picnic area for smokers; however, there are concerns on how to enforce this type of policy. As a side note, a tobacco club is attempting to form on campus. This club may be consulted for more ideas and information.

Faculty Senate Activities Update: Don Ulin announced that many short term goals from the brain storming session at the September 30, 2014 full Faculty Senate meeting have had some action taken; however, many long-term goals need more action.

The below chart documents actions towards the initiatives (shown in red).

| Low-Hanging Fruit |
- Establish policies for retired faculty serving on Senate standing committees
  ✓ Constitutional Amendment to allow retired faculty to serve on standing committees
- Revisit the effectiveness of the campus smoking policy
  ✓ Assigned to Student Affairs, Health & Safety in collaboration with Staff Association – in process
- Develop a better universal calendar on the website
  ✓ Available but not prominent enough
- Establish a fund to support student capstone research
  – No action
- Revive the faculty mentor program
  ✓ Assigned to Faculty Welfare Committee – in process
- Create opportunities to help faculty with teaching, especially for new faculty who may have had no graduate school training in pedagogy
  ✓ Established Blackboard space called “Pitt-Bradford Teaching Forum”
- Faculty load/ more opportunities for course release (40% are on overload)
  – No action
- Clearer policies about annual evaluation of teaching: what really constitutes good teaching?
  – No action

### Long-Term Goals

- Review salary competitiveness relative to a relevant set of peer institutions
  – No action
- Establish transparency of procedures for faculty (e.g. for retired faculty serving on Senate and Senate committees, but also tenure, renewal, etc.)
  ✓ Faculty Council working towards
- LEED certified building
  ✓ Faculty Council passed a motion to support the need for a LEED certified building
- New science labs
  – No action
- Establish mechanisms for granting academic credit for significant extra-curricular or prior experience
  ✓ Is available, but not prominent because we don’t want excess requests
- Maintain (if not increase) the number of full-time faculty to avoid becoming increasingly dependent on part-time
  – No action
- Do more to help integrate new faculty into the university
  ✓ Assigned to Faculty Welfare Committee – in process
- Textbook/Bookstore
  – No action
- Student issued “computer”
  – No action
- Better pay for part-time faculty – people teaching less than ½ time load may not be getting health care anymore, but may be increase in compensation
  – No action
- More transparency in Donor scholarships
  ✓ Melissa Ibanez was invited to Senate Council to explain process
• Expand collaborations with local high schools in a more organized fashion
  ✓ College in High School
• Faculty morale: how to acknowledge program successes when enrollment in particular programs is low (faculty feel low morale when the only indicator of success seems to be enrollment in program)
  ✓ President’s Award for Teaching, Scholarship, and Community Service
• New faculty boot camp? Once-a-month workshop with senior faculty
  ✓ Bernie Picklo has made some progress in this area

Council also worked with the Academic Excellence Awards to clarify the policy. They assisted with nominations for the New President’s Award, and worked to keep on top of new policies such as the International Travel Policies, New Child Protection rules, I.P. Rights, etc.

Faculty Senate Elections: Kimberly Bailey gave an overview of the elections process that will start today with everyone receiving an email of open positions on Faculty Senate Committees.

• Jan. 29 Send out email to request Faculty Senate Committee nominations
• Jan. 29 – Feb. 6 @5:00 p.m. Nominations accepted by Kimberly Bailey
• Feb. 9 Election Slate distributed via email for review
• Feb. 9-13@12 noon Additional nominations will be accepted with a petition signed by 10 Faculty Senate Members
• Feb. 16-27 Online elections are open
• Mar. 2 Election results announced

Academic Affairs Update: Steve Hardin reported that 11 searches are moving forward. Three of the searches have made offers and one search may be in jeopardy of failing. The remainder are still in the search process. Hardin thanked Livingston Alexander for pushing through the searches earlier this year, as it is helpful to retain viable candidates.

Hardin also thanked Dick and Ruth McDowell for the scholarships in Computer Information Systems and Technology. This is the first donor scholarship that focuses on recruitment rather than retention.

Campus Update:

Strategic Plan: There are many people involved in creating Pitt-Bradford’s new strategic plan and a lot of input has been received. Currently the plan is starting to be drafted.

New Initiatives for this Academic Year:

• The President’s Award for Faculty Excellence in Teaching, Service, and Scholarship, which is a new award being implemented this year. Senate Council has been charged to review candidates and provide feedback to Livingston Alexander, who will pick the final recipient. The award will be recognized at Commencement, and in addition, the recipient will receive $1500.
• Continue the work to bring the average faculty salaries up to the appropriate benchmark groups.
• Develop a new administrative area, Enrollment and Management Recruitment and Retention. This will be implemented on July 1.
A new target of 1,500 to 1,800 FTE has been implemented. Alexander is confident that this is within reach if new academic programs are developed.

- Bring retention and graduation rates up to 70% to compete with benchmark institutions.
- Incorporate more diversity by making sure the applicant pools reflect diversity and improving programming on campus to reflect a diverse campus.
- Implement an administrative survey which assesses the campus climate and openness to diversity.
- Effectively market programs for prominence so both parents and student understand them better.
- Assess classroom and office space utilization to look into a proposal for a new academic building.
- Develop programs that are sustainable.
- Implement child protection clearances according to state legislation that became effective December 1, 2014. Every employee will be required to have clearances for child abuse, a state police record check, and a federal record check. Implementation will happen in stages. All new employees as of Jan. 1, 2015 will be required to get clearances and all university employees will eventually need to go through clearances. This will most likely be a burden for everyone, especially for volunteers that come onto campus. Administration is still working on and interpreting the process, but a document will come out soon from the Provost. All clearances will be done on campus.
- Part-time employees may lose access to university health care, but the hopes are to increase their salaries so they can go out and get their own coverage. There will be a need to assess and report the impact of this change, especially to adjuncts on this campus.
- Applications are up this year because of special initiatives put into place. Direct applicants are up by 60% for fall. The applications need to be converted to enrollments.
- New scholarship money is available to Allegany, Chautauqua, and Cattaraugus Counties across the New York state line.
- A new consulting company has been hired to work on recruiting for Western New York.

Sustainability Update:

New Actions: Tanya Ackley and Rhett Kennedy have initiated participation with the Give a Thread program. The program runs through March and collects wearable clothing which is recycled to local thrift shops, and clean unwearable clothing which is made into insulation. Keep an eye out for an email about this program.

Trash in Classrooms: The Student Affairs Committee (SAC) pointed out that there are no recycling bins in the classroom and recyclable items are being thrown into the regular trash. Pitt-Bradford has no sort recycling, so recyclables can go into any recycling bin but the classrooms lack recycling bins. SAC brought the issue to Senate Council and now Council has referred it on to the Sustainability Committee. Matt Kropf stated that Pitt-Bradford will be getting recycling bins in all classrooms. More information can be found at the Sustainability Center. Any empty container can be recycled.

Keep an eye out for an email about events to be held for Earth Day.
Kropf asks everyone to shut windows. Leaving windows open affects the entire heating system, which in turn creates more environmental effects.

Om Singh suggested to Kropf to explore the possibilities of grey water recycling, if Jamestown Community College can do it, why not us? Kropf mentioned building needs to be LEED certified prior to exploring grey water recycling.

**Items from University Senate:**

**Non-Tenure-Stream Faculty Policies:** John Slimick reported that policies will need to be established for every unit of the university with non-tenure stream faculty (see more here: [http://www.utimes.pitt.edu/?p=34420](http://www.utimes.pitt.edu/?p=34420)). Pitt-Bradford is ahead of the game as non-tenure stream is already addressed in our tenure policy.

**Expanded Course Descriptions:** The Student Government Association in Oakland is attempting to have course descriptions distributed and updated annually on the web. Slimick states that this means adding all course descriptions online and keeping it updated regularly with exam formats, final grade policies, text, course packets, class size, learning objectives, etc. Students also wanted OMET information posted online, alongside the class information, but that part was shut down. The Faculty Assembly took no action on the issue and but there will be a link available to provide comments on this issue on the Senate’s website. Slimick urged faculty members to provide feedback because of the multiple issues such as multiple people teaching the same course, different grading scales, new instructors brought in during registration or new classes added in the middle of enrollment.

**Child Protection Policies:** Legislation implemented last December has made it mandatory for employees to have background checks because there are students at the university under age 18. Livingston Alexander addresses the issue above.

**Matters Arising & Announcements:**

Helma de Vries-Jordan announced that on March 19 several events will be held for Women’s History Month.

The Writing Center will hold an informal workshop/Poetry slam with the Student Government Association.

There will be a social sciences symposium by Dr. Gregory J. Privitera, on the psychology of food titled, Getting Emotional About Obesity: Are Obesity and Depression Linked?

Brianne Seguin thanked everyone who supported her run.

Ziaukas and Fiorentino announced that they are looking for speakers for next year’s Third Thursday presentations.

A motion was made by Yong-Zhuo Chen to adjourn. John Slimick seconded the motion. The motion carried and the meeting adjourned at 12:50 p.m.