Faculty Senate Council Meeting
February 12, 2013 at 11:30 a.m.

MINUTES

PRESENT: Richard Melka, Warren Fass, Kimberly Bailey, Steve Hardin, Marietta Frank, Ernie Kallenbach, David Merwine, David Soriano, and Marvin Thomas

Items of Business:

Approval of Minutes: A motion to approve minutes from the January 22, 2013 Faculty Senate Council meeting was made by Marietta Frank and seconded by Steve Hardin. The minutes passed with one abstention.

Next Faculty Senate Council Meeting: February 26, 2013 in the Academic Dean’s Conference Room at 11:30 a.m.

Next Full Faculty Senate Meeting: April 2, 2013 in University Room at 11:30 a.m.

Administration’s Response to Faculty Evaluation: Faculty Senate would like to receive a response from Administration regarding the last Administrative Evaluation. Steve Hardin agreed to give his response at the next meeting. Melka will send a letter to solicit response from Livingston Alexander.

Procedure for Questioning an Evaluation and Raise: Steve Hardin confirmed that a procedure is in place for questioning an evaluation and raise. However, he doesn’t feel it is very specific or concise. He will work on putting a more specific policy in place.

Senate Elections: It is time to hold nominations for elections. Kim Bailey will put out a list of open positions to Division Chairs.

Problems with Prerequisites: Melka raised the problem of prerequisites with James Baldwin. He asked how prerequisites are managed and if it is the responsibility of the instructor or advisor and if there is an automatic process in use. Baldwin’s response is below:

1. Prerequisites are managed! Automatic, but there are two things to consider:

1. Prerequisite checking is based on enrollment, not necessarily successful completion. For example, when students register for ENG 0102 in November, the system checks to see if the student has completed or is currently registered in ENG 0101. However, if the student does not successfully complete ENG 0101, there is no systemic process to remove the student from ENG 0102. I do a post-grading check for basic prerequisites and notify students that they need to retake the course that they did not successfully complete or drop the subsequent course. However, we will not automatically drop them nor switch sections. That can cause very significant processing issues with billing and financial aid, and it is too labor intensive.

2. When we implemented prerequisite checking, I asked the program directors to think about their prerequisites. Are they truly prerequisites meaning that enforcement is expected more than 90% of the time, or are the prerequisites simply strong recommendations? If, on a course-by-course, the prerequisite is only a strong recommendation, I did not code the system to check for the prerequisite. If the intent is that the prerequisite be enforced, I did code the system to check.
This response leaves a need to put prerequisites in the syllabus and instructors need to clarify within the first class. A question was raised whether Division Chairs needed to review and update the current prerequisites. EPC will look into the issue.

**Academic Excellence Award:** Tabled for next meeting.

**50th Anniversary Faculty Component:** Faculty have been tasked to implement an academic component to the 50th Anniversary Year Celebration. Fass requested that November 2013 be the Behavioral Sciences month for the celebration. Physical Sciences would like October 2013. A suggestion was made that the library showcase the building history (i.e. Hamsher House, Swarts, Hanley Library)

**Academic Affairs Update:**

**Faculty Searches:** The searches are still moving forward. One search committee has brought in candidates, while the other committees are scheduling interviews. Hardin feels that Pitt-Bradford is at a major disadvantage because of the late approval received from Oakland. Approvals go to Oakland in July and they don't hear back until at least November.

**Enrollment:** Enrollment is a concern for Pitt-Bradford. Four years ago, Pitt-Bradford peaked at 1,500 students and has gone downward ever since. The last few years, Pitt-Bradford has had to give back Tuition Enrollment Incentive monies. It is essential that faculty members help keep up retention, but there is also a need to enroll and recruit. The trend in this region is that population is declining, making the student pool from the region, less and less.

**First Brown-Bag Discussion:** Stephen Robar, Assistant Dean of Academic Affairs, put out an emailed stating that the turnout was low, but the discussion was good. Hardin encourages colleagues to attend these sessions and discuss classroom issues.

**Low Attendance at Faculty Senate Meetings:** Hardin brought forth the issue of low attendance at the Faculty Senate Meetings. He states that faculty members are the foundation of the institution and there has been a loss of community. He stressed the importance of faculty governance and recapped the importance of engagement at these meetings. A lengthy discussion was brought forth about current faculty culture.

A motion to adjourn was made by Soriano; Frank seconded the motion. The meeting adjourned at 12:30 p.m.