Faculty Senate Meeting
January 29, 2013 at 11:30 a.m.
MINUTES

Attendees: See attached sheet. (Quorum present)

Items of Business:

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

Approval of Minutes: A motion was made by Michael Stuckart to approve the minutes of the October 30, 2012 Full Faculty Senate meeting. David Merwine seconded. Motion to approve minutes passed.

New Classroom Locks: Dan Songer, Campus Police Chief, announced that new deadbolt locks were installed on all classroom doors in Swarts Hall, Fisher Hall, Blaisdell Hall, and the Sport & Fitness Center. Please use the door locks in cases of emergency, then get students away from doors and windows. He recommends forming a habit of turning the deadbolt lock upon the start of class. Blaisdell 138 and Swarts Hall 162 have crash bars so people will always be able to get out. To lock these areas, there is a turn box with a red button in the middle. Hit the button to lock. If the doors are locked, the red is showing. Room 138 in Blaisdell contains two buttons; one for each set of doors. In the Blaisdell Bromeley Family Theater, the side doors are not finished yet. This is a $30,000 project to make it safer on campus. At this point, only classroom doors have had locks installed, but more will be installed in the future.

Active shooter in Classroom: Dan reminded faculty that Campus Police Officers go through an active shooter training each year to keep prepared to act in an emergency. If a shooter happens to be in the room, faculty should try to get students out fast. If possible, find shelter in a locked room or get out of the building. Security cameras are set up all over campus, including some of the back parking lots and student dorms. If a shooter is discovered, a message will go out through Pitt’s Emergency Notification Service to warn others. For additional information, see Dan Songer or stop by Campus Police office at any time for questions or concerns.

Distance Education: In fiscal year 2011, 13.2% of Pitt-Bradford classes were distance education (i.e. online, ITV, or hybrid). Straight online made up 9.4% of those classes. Bernie Picklo has implemented a required training and test for students interested in taking online courses. Because online courses require a lot of self-motivation, this is one way to help students succeed. To date, over 550 students have completed the training and passed the test for online courses.

Picklo recently attended a Quality Matters Conference where a rubric for online courses was presented. Per a request from Steven Hardin, Picklo is using that information to build a training for faculty who put courses online. This should be in place by the end of March and will be required of any faculty who wants to have information in Courseweb. The training will be brief in nature, but designed to make Courseweb more uniform for students.

Webinars: Picklo hopes to do more faculty webinars in the future. He has a copyright one coming up that focuses on online courses and in class material. For example did you know that
Netflix is not legal to use in the classroom or disks bought from a webinar, can’t be posted online? Picklo also added that the online courses on Courseweb are shared intellectual property of the University of Pittsburgh.

**Final Exam Week:** Students are approaching professors and asking why they have to take a final exam in one class and not in another. In other words, they are saying that not all professors give a final exam. There is a university responsibility to hold class during final exam week or this can become an accreditation issue. Pitt-Bradford must provide so many hours of contact and final exam week counts towards those hours. If a final exam is not in order, a professor must still hold class on the day of the final exam.

**Tenure:** Currently non-tenure-stream faculty seeking promotion to associate professor must have an ad-hoc committee, outside of the Tenure or the Promotion Committee, pulled together of Associate or above professors to be evaluated for promotion. The proposed Tenure Document change allows non-tenure-stream faculty seeking promotion to associate professor to be evaluated by the Tenure Committee. Yong-Zhuo Chen made a motion to accept the suggested text “*and in the non-tenure-stream seeking promotion to associate professor*” into the Tenure Document as shown below. Matt Kropf seconded the motion.

---

**Tenure Document-Proposed Changes**

V. EVALUATION PROCESS AND PROCEDURES  
B. Levels of Review and Committee Structure  
5. College-Wide Committees on Reappointment, Promotion, and Tenure  
   b. Tenure and Promotion Committee

The Tenure and Promotion Committee reviews and makes recommendations on all candidates in the tenure stream seeking contract renewal, tenure, and promotion to associate professor, *and in the non-tenure-stream seeking promotion to associate professor*.

Discussion modified the motion in question to include full professors in both the tenure and non-tenure-stream. Kevin Ewert made a motion to modify the tenure document as shown below; ‘Biodun Ogundayo seconded. The motion passed as shown below.

---

**Tenure Document-Proposed Changes**

V. EVALUATION PROCESS AND PROCEDURES  
B. Levels of Review and Committee Structure  
5. College-Wide Committees on Reappointment, Promotion, and Tenure  
   b. Tenure and Promotion Committee

The Tenure and Promotion Committee reviews and makes recommendations on all candidates in the tenure stream seeking contract renewal, tenure, and promotion to associate *or full* professor, *and in the non-tenure-stream seeking promotion to associate or full professor*. 
**Campus Update:**

**Assessment Conference in Pittsburgh:** Steve Robar and Steve Hardin were invited to present at the Assessment Conference in Pittsburgh. Livingston Alexander has heard very good reports and many accolades from the Office of the Provost and others in Pittsburgh about Robar and Hardin’s presentation.

**Unmotivated Students:** Livingston Alexander would like to pull together a small group of faculty members to address students’ lack of motivation. He is willing to provide financial support to come up with strategies to tackle this issue on campus.

**Salary Issues:** Alexander gave an update on where Pitt-Bradford salaries stand within the IIB benchmark group that was approved by Pittsburgh’s Faculty Assembly and submitted to the Provost for regional campuses. He is attempting to keep up with the group benchmark.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Regional Average</th>
<th>Pitt-Bradford Average</th>
<th>Salary Decile from IIB Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Professor</td>
<td>$78,200</td>
<td>$80,626</td>
<td>5th</td>
</tr>
<tr>
<td>Associate Prof.</td>
<td>$64,400</td>
<td>$66,024</td>
<td>4th</td>
</tr>
<tr>
<td>Assistant Prof.</td>
<td>$52,700</td>
<td>$59,139</td>
<td>3rd</td>
</tr>
</tbody>
</table>

**Academic Affairs Updates:**

**Faculty Searches:** Steve Hardin states that all nine searches are moving along. Each search group is working on applications. Three groups have scheduled campus interviews. Searches are for 2 Business Management faculty (one for Management; one for Finance), Art, Speech/Communications, Hospitality Management, History/Political Science, Biology, Criminal Justice and a biology lab position.

**New Majors Update:** B.A. in General Studies – Approved and ready  
B.S. in Energy Science & Technology – Currently at Provost’s Office

**Assessment:** Hardin thanked everyone for their help and progress with assessment. They are ready to assess the next learning outcome. He reported that Pitt-Bradford’s General Education Standard is now being used as the main University of Pittsburgh standard.

**Brown Bag Discussions:** These discussions were started to pull faculty together to collaborate about classroom issues and opportunities. The following Brown Bag Discussions are scheduled.

- Tuesday, February 5th Classroom Issues - Led by Jessie Blackburn  
- Tuesday, February 19th Improving Orientation

**College in High School:** The College in High School program has nearly doubled in size. It is becoming a very successful program. Robar looks forward to faculty’s continued support.

A motion to adjourn was made by Assad Panah and seconded by Yong-Zhuo Chen. The meeting adjourned at 1:55 p.m.