

**Penn State Harrisburg**  
**Joint Faculty Senate and Academic Council Agenda**

Thursday, October 25, 2018

Madlyn Hanes Executive Conference Room C300 11:30 a.m. - 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes September 27, 2018 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
None
- C. REPORT OF THE SENATOR LIAISONS TO FACULTY SENATE COMMITTEES
- D. REPORT OF THE SENATE PRESIDENT
  - mentoring across the Schools—collect data
  - review of SRTE questions across the schools—collect data
  - comparison of documents instructing teaching observations across the Schools
- E. PRESENTATION OF OVERVIEW OF REVISIONS TO THE SENATE CONSTITUTION—  
Pete Swan
- F. COMMENTS BY THE CHANCELLOR
- G. COMMENTS BY THE SENIOR ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
- H. REMARKS FROM MEMBERS OF THE ACADEMIC COUNCIL
- I. REMARKS FROM THE STAFF ADVISORY COUNCIL REPRESENTATIVE
- J. REMARKS FROM THE STUDENT GOVERNMENT REPRESENTATIVE
- K. NEW BUSINESS
- L. UNFINISHED BUSINESS
- M. NEW LEGISLATIVE BUSINESS
  - credit limitation proposal—Brian Adams
- N. LEGISLATIVE REPORTS
- O. FORENSIC BUSINESS
- P. ADVISORY/CONSULTATIVE REPORTS
- Q. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, November 29, 2018 – 11:30am -1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE  
MEETING OF THE FACULTY SENATE  
MINUTES  
September 27, 2018

**Attendees:**

*Capital College Senators Present:* J.B. Adams, M. Ali, K. Grahame, Y. Kim, R. Lee, G. Mazis, E. Mross, P. Swan, D. Williamson, D. Witwer, R. Zink

*Administrators Present:* O. Ansary, J. Mason

*University Senate Council Representative:* P. Thompson

*Student Government Representative:* J. Jones

*Staff Advisory Council Representative:* T. Kell

*Ombuds:* B. Lear

G. Mazis, Faculty Senate President, opened the meeting at 11:40 a.m. Mazis welcomed everyone and introductions were made around the table.

**A. Comments by the Senior Associate Dean**

Since Dr. Ansary needed to depart the meeting early, he presented his information at the start of the meeting.

- We are beginning the process of the FT1 promotions and are currently forming the committees that will review the dossiers. However, we are lacking faculty that hold the title of professor of teaching in many of the schools, therefore, many schools do not have the necessary faculty to review the information.
- We have two options: create committees within the schools that contain high ranking fixed term faculty and tenured faculty, or go outside the college and have committees containing higher ranking fixed term faculty from other colleges.
- We need to let University Park know of our decision by October 1, 2018, so that we may have their approval.

AC21 Definition of Academic Ranks outlines that only faculty of higher rank than the candidate should make recommendations about promotions. If there should be insufficient numbers of higher-ranked fixed-term and standing non-tenure-line faculty, exceptions to this provision may be permitted by the Executive Vice President and Provost at the request of the academic unit. We are currently working with Dr. Kathy Bieschke, Vice Provost of Faculty Affairs to determine a solution.

Adams wanted to know about how this would affect the timeline for this process. Ansary stated that all reviews will occur in the Spring of 2019, and promotions will occur on July 1, 2019. Adams noted that several other colleges have already completed the promotion process, and feels that our fixed term faculty are being denied pay and that morale among the fixed term faculty is low. Ansary answered that the administration had only been following the regulations of the university since the guidelines were not provided and passed until May, 2018, and now the next set of more specific guideline were due Oct. 1, 2018. He did not see how other units could have promoted people before the procedures were in place.

- Concern was raised about having tenured faculty reviewing fixed term dossiers, as they may not be sympathetic to the different requirements of their positions. Concern was expressed regarding populating the committees with tenured faculty, as fixed term often feel put down by tenured faculty. Others believe that fixed term faculty in their schools are valued and believe that tenured faculty could be objective in the process if needed to fill our committees.
- Williamson suggested that the fixed term faculty be polled, as to which method they would prefer.
  - The following motion was made by Mross/Witwer:  
Move to request school directors to poll fixed term faculty regarding their opinion on the make-up of fixed term promotion and tenure committees to be completed and reported by 5:00 p.m. Friday, September 28, 2018, to Dr. Ansary for his executive decision to the University by October 1, 2018.

The motion was unanimously approved.

#### **B. Minutes Approval for Faculty Senate Meeting**

Mazis requested discussion and asked for a motion to approve the minutes from the August 30, 2018 meeting. A motion was made by Witwer/Swan to approve the minutes, and they were unanimously approved.

#### **C. Approval of the Recommendations of Academic Affairs**

Mazis requested discussion and asked for a motion to approve the minutes from the September 6, 2018 academic affairs committee meeting. Adams noted that as per the constitution, we should be voting on the recommendations, not the minutes. It will be corrected in future meetings. A motion was made by Witwer/Mross to accept the recommendations from the academic affairs committee and they were unanimously approved.

#### **D. Communications to the Faculty Senate President**

Mazis had several communications since the last meeting:

- Concerns about non-tenured faculty promotions
- Concerns about the faculty senate executive committee make-up and gender equity
- Concerns about how faculty respond to students arrive to class late – it may be a safety issue and there are no guidelines or policies
- Need to invite the risk management person down to our campus from University Park to have a discussion as to how our facilities could be better used – as students would like to organize and participate in certain activities but have run into roadblocks from risk management.
- Possible need for syllabi to declare that instructors are mandated reporters, since all clients should be aware they are confiding in mandated reporters.

#### **E. Report of the Faculty Senate President**

- Mazis would appreciate input from the senators regarding agenda items ahead of time to be used in designing the agenda. Mazis also would like to focus on the

reports from the committee liaisons, so we have better communication about the progress of the Senate committees and what they are working on, if there are no pressing issues before the senate.

- Mazis received concerns that there was no female representation on the faculty senate executive committee. He also noted that the executive committee is more of a steering committee and the meetings are a time to discuss agenda items for the next meeting. Mazis wanted to dispel rumors that they are making decisions for the college and changing policy.
- Mazis drafted a proposal to change the constitution  
Instead of Article Two, Section 4 regarding the secretary:
  - There will be two “Executive Members at Large” who will be proposed by the Senior Associate Dean and Chancellor to balance out diversity of membership in the Executive Committee in terms of gender identity diversity, membership in varied Schools across the campus, senior and junior faculty representation of the faculty on the committee. These proposed members would then be voted upon as a ratification of their nomination by the Faculty Senate. These members will be chosen from among the standing Faculty Senators. (This would replace what was “the secretary” in the old constitution as a member of the executive committee).

There would also be an addition to the duties of the Executive Committee – ongoing duties will be to gather and plan agenda items for the next scheduled Faculty Senate meeting.

It was recommended that the reference to junior and senior faculty should be removed, as well as the definition of diversity.

It was also noted that the positions within the Executive Session are all elected, and that representation should not be forced.

Further discussions will be held next month.

#### **F. Comments by the Chancellor**

- Mason would appreciate more clarity on the fixed term promotion timeline to determine if there was a breakdown on our part. How did other colleges move through the process so quickly? Is there administrative bureaucracy on our part? At this point, we need to move forward with the process, as we need provide the University with a decision by October 1, 2018. Mason is also concerned with putting tenured faculty on the FT1 promotion committees, however, Ansary believes that we have trusted faculty members that will follow the criteria established in our policies.
- During the past two months, Mason has been engaged with many activities both on campus and with external partners. He has been overwhelmed with the requests and will now begin to prioritize attendance at functions.
- Academic and Chancellor’s Councils are being reconfigured, and will have an overlap, so that each body knows what is occurring at the various levels in the administration.
- Mason plans to reexamine the Board of Advisors and the various boards within the schools and programs to create better communication among them.

**G. Comments from the University Council Representative**

- P. Thompson shared that seven members of our faculty serve as representatives to the University Senate. The University Senate is dealing with many of the same issues that we face on our campus.
- The Senate will be looking into campus substance abuse this year.
- Additionally, theft of intellectual property is becoming a growing concern. It has been discovered that some students are registering for courses just to steal the course content.

**H. Comments from the Staff Advisory Council**

- Thomas Kell, chair-elect of the staff advisory council updated the senate on the upcoming November 20, 2018 staff development event, focusing on ethics and the Henrietta Lacks novel. Also, in Spring of 2019, we would like to have a presentation on the Run, Hide, Fight initiative that was just released. Faculty would be invited to participate as well.

**I. Comments from the SGA Representative**

- Justin Jones, president of the student government association introduced himself and noted that the SGA will be conducting walk-about to survey what students really want. They will be set up on Stack's stage but will also be out interacting with the students.
- SGA will be participating in the Council of Commonwealth Student Government's all campus meeting on October 5, 2018.

**J. New Business**

None

**K. Unfinished Business**

- Swan has received no response from faculty regarding the changes to the constitution. Senators are asked to carefully review the changes and come to the next meeting prepared to discuss.

**L. New Legislative Business**

None

**M. Legislative Reports**

None

**N. Forensic Business**

None

**O. Advisory/Consultative Reports**

None

**P. Comments and Recommendations for the Good of the College**

None

A motion to adjourn was made by Swan/Witwer. The meeting adjourned at 1:04 p.m.

The next meeting will be a Joint Meeting Penn State Harrisburg Faculty Senate and Academic Council. It is scheduled for Thursday, October 25, 2018, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp