

## MINUTES

Management / APSCUF Faculty Meet and Discuss

Session 353

Wednesday, June 21, 2006

12:00 p.m. – Sullivan Board Room

**APSCUF representatives were:** Mark Cloud, Fay Cook, Cindy Allen, Reynol Junco, Howard Congdon, Brent May, Matt Girton, and Cheryl Orndorf as recording secretary.

**Management representatives were:** Roger Johnson, Tara Fulton, Linda Koch, Jill Reitz, Deana Hill, Bob Little, Sue Malin, and Denise Shoemaker.

### I. Approval Meeting Minutes for May 31, 2006

The approval of the May 31, 2006, meeting has been postponed.

### II. Grievance Update

B. May reported APSCUF is in receipt of the step one response to 06-002LH, which was denied. M. Cloud reported this grievance concerns graduate faculty teaching loads and is still being negotiated at the local level. An idea has been discussed of having four hours of credit for every three hours of graduate load you teach. He will share this idea with APSCUF leadership and asked management to share with its team and bring back a response.

### III. Enrollment Issues

M. Cloud asked for an update on the match between seats and expected enrollment for fall and can department chairs be assured there will be no August requests for new hires due to a shortage of seats. J. Reitz responded that hopefully with more information on enrollment next week, but it does look like we are short. Ninety three new freshman that have paid their deposit, 41 EOP and 88 Summer Development students not yet registered for fall, and 80 transfers, which is about 302 students yet to be scheduled for fall. There are about 280 general education seats to put all of these students in right now and that doesn't include English and math. Transfers are harder to determine, so they are not included in the mix yet. R. Johnson explained that excluding English and math, that leaves about 600 seats short right now and if Math is added in it would be about 700. Administration will be trying to find those seats in the next 10 days. M. Cloud asked are these seats on 0 capped courses on the schedule or would it be a matter of adding more courses and hiring new people. J. Reitz responded there are still some sections on the schedule at 0 capped. There are people and overload that have yet to be identified. M. Cloud wondered if those three cancelled searches would have helped. R. Johnson reported there will likely be overload opportunities. M. Cloud responded that overload was being considered for restriction and asked if that is still the case. He asked, are we going to set a new record? R. Johnson responded he doesn't know. This item will be on July agenda.

R. Little reported the enrollment metrics from admissions show enrollments are below what we've had, yet we're seeing this issue with a shortage of seats, so we have a conundrum. M. Cloud wondered if those three tenure track positions that are not being replaced were high producing positions. R. Johnson responded that those positions were re-allocated to other departments that are highly productive. R. Johnson thinks we have a good deal less overload scheduled now than last year. APSCUF will request more formally the numbers so it can be looked at. R. Little reported that if an enrollment shortfall develops, then he may be coming back and talking about budget issues. M. Cloud reported the numbers that were provided

showing where we are compared to June 15, 2005, it does appear that if we look at registered students for the fall semester, that we're some 230 students down. J. Reitz responded that doesn't include our graduate students; we're missing 45 on June 15 Graduate Main. R. Little reported other complications with this number. M. Cloud asked has there been any change on probationary status for some students. J. Reitz responded no. M. Cloud reiterated the need for a very well conceived, thought out enrollment management plan.

#### **IV. 2006/07 Academic Calendar approval**

M. Cloud reported this issue was talked about at the last meeting. APSCUF is good with the dates. Management approves as well.

M. Cloud wants to get the 2007/2008 calendar approved soon. It will be taken to APSCUF Executive Council and asked management's team to review it and bring it back to the next meeting. R. Johnson explained assuming the number of days are okay, management is fine with the Calendar, but it has not had an opportunity to count the days at this point.

#### **V. Search Committees for Associate Dean of A & S and Dean of E & HS**

M. Cloud reported in light of the late cancellation of three tenure-track faculty searches due to budget constraints, the position of associate dean stands in contrast to that issue and asked how does management justify this position? Do the budget constraints remain? R. Johnson responded that position is on hold; thus, a committee does not need to be formed yet.

APSCUF proposed the following composition for the Dean of Education and Human Services search: 4 faculty, 3 elected from E & HS, 1 elected from A & S, in addition to 2 managers and 1 student with election taking place in early-September and workload beginning in earnest in mid-September. R. Johnson responded the proposal is acceptable.

Director of Clearfield will be taken under consideration by APSCUF leadership and will bring a proposal at the next meeting. R. Johnson requested more heavy representation of Clearfield faculty and the same time line as the Dean of Education and Human Services search.

Management would like to have the search underway, candidates located, contract signed by Christmas. M. Cloud shared that enthusiasm for getting an early start and producing quickly and APSCUF would like to have that same kind of enthusiasm in terms of the approval of faculty positions. Management acknowledged and countered that resignations at this time of year do create problems.

Interim Director of Distance Education position search was added to the list to be discussed with APSCUF in terms of composition.

#### **VI. Computing services**

M. Cloud reported the junk email is out of control. What actions has management taken to reduce the current proliferation of junk email? R. Little reported there is a very limited number of remedies for junk mail, but one device being looked at is *Baracuda*, which may block valid email. R. Junco uses *Qurb*, which runs locally on a desktop and avoids those server level blocks. You can go through the quarantine or it will auto send unknown recipients an email to inform them there is a problem and asks them to reply back, which will allow it to come

through. R. Little will pass this information along and will continue to pursue *Baracuda*. He asked R. Junco to help evaluate this program. M. Cloud asked if there is a potential for education with this issue? Outlook must have parameters to set customizing to your particular situation. R. Little reported he uses the full extent of the Outlook options and still gets junk email.

M. Cloud reported APSCUF is looking for alternatives for fostering intellectual discussions. Is there an opportunity to have threads on issues that not everyone wants to participate with. He reported *Sharepoint* was used by the APSCUF web team has been unimpressed and have a hard time imagining it working well at the all faculty level. M. Girton suggested a listserv option such as *CRTNET*, which is run out of Penn State. R. Little reported management will look to see what can be implemented and will bring that information back to the next meeting.

## VII. McGuire Approvals

APSCUF approved the following McGuire Approval requests: (A. Whitman, J. Priesche, K. Kelly, J. Harris, A. Plasky, J. Nichols, M. Randall, M. Thein, K. Young)

## VIII. Locking Side Doors

M. Cloud asked for the logic in locking the side doors of academic buildings. Thirty-percent of the time there's a rock holding the doors open, which defeats the purpose. L. Koch responded there have been vandalism and missing master keys, so access is restricted. Typically, the custodial staff open the doors when they come in and law enforcement locks in the evening, but summer is different with custodial staff not in the building all the time. Those present shared which doors are locked. L. Koch will check into this issue. B. May reported the student computer lab is not locked after 5 p.m. unless a faculty member walks by and finds it open. It might help to remind people to lock those doors. L. Koch responded there are only two officers on duty and there are a lot of doors. R. Johnson reported the list of classes/classrooms that need to be locked and what time will be circulated one more time to the departments and management will work piece by piece to sort this out. M. Cloud suggested we get the chairs to sign off on the list. Management agreed to this idea.

## IX. Next Meeting

Noon, July 26, 2006

Meeting adjourned at 12:59 p.m.

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Dr. Roger Johnson  
Interim Provost and VP of Academic Affairs

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Dr. Mark Cloud  
APSCUF Chapter President