

**MINUTES**  
**Management / APSCUF Faculty Meet and Discuss**  
**Session 358**  
**Tuesday, November 14, 2006**  
**12:30 p.m. – Sullivan Board Room**

APSCUF representatives were: Mark Cloud, Howie Congdon, Steve Hicks, Rey Junco, Matt Girton, and Cheryl Orndorf as recording secretary

Management representatives were: Roger Johnson, Karen Harvey, Sue Malin, Bob Little, Alan Anderson, Deana Hill, Tara Fulton, and Denise Shoemaker

Jane Penman was invited by management and attended to discuss Summer School Committee Recommendations. The agenda was moved to that item.

**I. Summer School Committee Recommendations**

Jane Penman explained the Summer School Committee would like to recommend the dates for summer 2007 to be: summer 1 - May 21-June 22, 2007; summer 2 - June 25-July 27, 2007; and extended summer - May 21-July 27, 2007. These dates are consistent with past summers. The committee would also like to recommend the registration date be changed from December 1 to February 1 for billing purposes. The summer schedule will still be available for students to see in December, but they will not be able to register until February 1. APSCUF will respond before December 1 with any concerns on this issue. Management thanked the committee members for working hard on this issue.

**II. Approval Meeting Minutes**

The minutes of the August 31, and September 21, 2006 meetings were approved. The approval of the October 17, 2006 meeting was postponed.

**III. Grievance Update**

APSCUF reported there has been no response received for 06-012LH and 06-013LH. Management reported responses are pending for 06-012LH and 06-013LH and a counter offer is forthcoming for 06-004LH-06-006LH.

**IV. SAT data and class rank data for this year's new freshman**

APSCUF asked for clarification and reconciliation of the report distributed at the last meeting. Management is still working on reconciling the numbers, but will provide the data as soon it is available. APSCUF's interest is to have this data available from year to year.

**V. Reaffirmation of prior 10 year anniversary local M & D agreements and Dean's Search Composition Agreement**

APSCUF created the Memorandum of Understandings (MOUs) after the discussion at the last meeting where management indicated an interest in having more formal side letter types of agreements. M. Cloud created MOUs for those that APSCUF believes are relevant. In addition, there was a discussion at the September 21 Meet & Discuss meeting concerning the Dean's Search Committee Composition, so an MOU was created for it as well, noting one correction will be made; the number "from the other college" will be (1).

Management responded as follows to each exhibit:

- a. Exhibit IV (Provost Search Committee Composition) - Management believes this severely limits the discretionary powers of the president and any future presidents.

- b. Exhibit V (Athletic Event Scheduling) - Management believes this is now an established university policy in the Policies and Procedures handbook; thus, if changes need to be made the appropriate people will have the opportunity to make those changes in the normal course of events. Management is willing to continue it as part of the policies and procedures of the university, which status it has, so there is no reason to have a side agreement, which locks it in.
- c. Exhibit VI (Perpetual Calendar formula) - Management believes the perpetual calendar is obsolete. We no longer have a perpetual calendar; we have a fixed calendar for the system. The distribution does not count for possible changes in schedules. It does not count for courses that will take advantage of technology that we don't even know about now. It assumes a very old-fashioned notion of the schedule. By the accrediting agencies and the desire of management, management must require that instruction take place for a requisite number of hours for the granting of credit. Those issues are not clear with online instruction, and there has to be some reinterpretation of that. Moreover, management suggests this is an item for the present contract negotiation.
- d. Exhibit VII (General Education Committee Recommendations to the UCC) - Management believes this is a curricular matter and should be referred to the curricular committee and should not be a collective bargaining issue.
- e. Exhibit VIII (Dean's Search Committee Composition) - Management believes this severely limits the discretionary powers of the president and any future presidents.

With the reasons given above, management declined agreement on all MOUs proposed. APSCUF asserted these agreements need to be in place to avoid problems in the future and asked if management is not happy with these agreements, why not put forth a counter agreement. These agreements will become null and void if they are not reaffirmed. M. Cloud asked if APSCUF should continue bringing agreements to Meet and Discuss in the future. R. Johnson responded yes. Management noted the caution with search committee composition agreements is a commitment for 10 years for a set distribution of categories of people. APSCUF asked why not set it for five years or what time limit would management think would be appropriate. Management agreed this would be something to consider and will get back to APSCUF. There was no interest on management's part to discuss a different time limit for the other MOUs.

#### **VI. Freshman Year Experience Committee recommendations--non-response by management**

APSCUF asked if there is support for some of the committee's ideas what can be done to get this back on track? Management provided a copy of the recommendations from the committee, which is not currently functioning. The committee had several concerns; there was no support for its recommendations, the committee itself had no money or power to support change, and there was a lack of focus concerning the desire by both management and APSCUF. Some of the seven recommendations call for substantial reallocation of resources, both human and space, which is not easily accomplished quickly. Management's response to each:

- a. **Public Relations Integration for FYE**(Faculty and Staff Development Activities) - Management has given no particular direction to the TLC and that is usually the vehicle for organizing workshops and information sessions. That center is well funded this year and with APSCUF's support we can ask for some learning opportunities for faculty and staff regarding the first year experience.
- b. **Leadership Structure for FYE** - The committee has recommended co-directors to be appointed. Clarification is needed on this issue before proceeding.
- c. **Parent's Center and Center for Student Excellence** - The parent center is somewhat new on the horizon and the Center for Student Excellence, which

is sometimes referred to as the "Success Center" requires space, which management is working on. Space is not available right now.

- d. **Common Experience** - If the committee was functioning it would be the appropriate place for proposals for faculty to establish a common experience. There is no mechanism for doing this; however, student affairs has various events where students have an opportunity to establish commonalities. Management would like to find a way to move on this.
- e. **FYE Surveys** - Management is working on assembling the data and will have more information ready soon.
- f. **All University Committee (FYE Steering Committee)** - R. Johnson has no special opinion on this except that what we've had doesn't seem to work very well. The committee is somewhat hampered because no one wants to convene at this point. The committee doesn't have a lot of traction. Also, the composition of the committee itself is crucial.

APSCUF explained the committee worked hard by bringing in people from Clarion and looking at best practices and produced this list. The committee is looking for management to give some clear leadership and action on these items. APSCUF will take the recommendations and management's response to the Executive Council. Also, the charge for the committee may be as old as 1988. The charge may need to be updated.

#### **VII. Management plan to select and send two mentors to China with new faculty spring trip**

APSCUF opposes the plan and recommends the selection of faculty who currently or previously received Presidential awards in teaching, scholarship, and/or service. APSCUF is agreeable to sending senior faculty; however, only sending 2 of 26 doesn't seem to be fruitful and sometimes the mentors are only in their first or second year. Management will get back on this issue. Management wanted to know what the hesitancy or lack of support from faculty is about. APSCUF explained that more faculty involvement is desired in the decision making on this issue. There is concern over the selection process seeming to be exclusive. The financial aspect of it is also a concern. There are questions about where the money comes from and how it fits into budgetary issues. Management reported the money comes from various sources; the Foundation, the host institutions (both in cash and connections), alumni with resources who pay for their own trips and sponsor 1-3 faculty members, personal donations by members of management, etc. This is faculty development. We have an interest in internationalization, in bringing foreign students here, and taking our faculty abroad. There are many opportunities for senior faculty to go abroad. Junior faculty members tend to have more debts and less opportunity to go abroad, which is part of the consideration. Management does not want people to think this is some kind of "junket" or reward. If you talk to those who have attended, it is more like a conference with papers and sessions and discussion.

#### **VIII. Fiscal management committee composition**

Management mistakenly invited two members to participate and that has been corrected. There may be some adjustments to the management appointees. B. Lloyd is the convener. He will be notified of any changes.

#### **IX. January step increases for new faculty**

APSCUF asked if the new regular faculty hired this fall will receive step increases this January. Management reported this matter is under discussion at state M&D; thus, a decision will be made at that level.

## **X. Summer Development Program changes**

APSCUF asked to what degree of input do faculty have in the change; how does this fit within our enrollment management plan, what is the role of new faculty position, and will this cause a loss of summer tuition and summer class sections? Management responded the initiative came from management; almost directly out of upper-level conversations with departments which expressed dissatisfaction with the quality, preparedness, and motivation of students. Management has sought to provide support for students who need it. One of the disadvantages of an otherwise successful program is that we've had no way to turn these students over to any kind of structured program. Enrollment is diminishing. The Department of Academic Development and Counseling, after some lengthy discussion and to its credit, accepted the responsibility of organizing a year-long program, which will replace the summer development program. A faculty member will be added and there is intense discussion about the job description. There will be some coordination outside the department regarding special sections, study halls, homework, and specialized tutoring. This is an effort to make more profound and extended support for at-risk [academic standing] students. The EOP program remains intact. The best projections are the summer development numbers would constantly diminish, because our competing institutions are generally moving from summer to fall.

## **XI. Faculty staffing for 2007/08**

APSCUF asked what the current plans are for the complement next year, which programs/departments will see a decrease in complement, and which will see an increase? Management responded personnel decisions that involve increases come out of the strategic plan where decreases tend to be opportunistic. Retrenchments are not anticipated. In general, the goal is reducing the complement by approximately nine FTE, but this number is still changing. So far, it's been reduced by about two. Much of the flexibility of our complement is wrapped up in overload. Management is striking deals with departments to reduce overload and receive instructor level temporary faculty members. The plan is to reduce the overall complement by taking 1.3 FTE in overload and replacing that with one real faculty member. Some departments are accepting the challenge, some are saying no. The overriding priority is to maintain the curriculum for students with as little harm as possible. When you reduce human resources there will be harm. Sometimes when positions are taken it will destroy a major and in some cases, a major may be able to limp through a year and rebuild. There will be a reduction of traditional undergraduate students and that's part of management's long-term plan to boost graduate programs, which have to be a larger part of the LHU commitment. Management distributed some reports showing faculty position projections. APSCUF expressed concern about hiring faculty before the growth is there for graduate education. In addition, APSCUF distributed the BOG Budget Request Summary, created by management. According to this document, the FTE enrollment shows a reduction in the number of graduate students for the coming year while the faculty FTE remains the same, not reduced by nine. Management responded it has to look further out than one or two years in the plan. Management would like to see the university have a healthy enrollment, full employment, and make a contribution to the commonwealth in serving its citizens. Getting more resources is not a reward for doing a good job it has to do with where the administration wants to go. There are departments that have done an excellent job, but there is no way to take it further without taking away from others that may have potential. Management is looking at controlling growth in some areas, because it doesn't believe the jobs will be there. Management does believe graduate students will be a big part of the growth. APSCUF asked why LHU is being asked to look for nine less FTE when no other universities are reducing by that much. The BOG Budget Request Summary shows a \$320,000 surplus with the same complement as now. Management will get back on this issue.

**XII. Disability Committee Make-up (Management)**

APSCUF will need to confirm its appointments. Management will convene the first meeting.

**XIII. Academic Regulations (Management)**

Management proposed that a joint charge be issued for the Academic Regulations Committee to review the suspension policy to account for students who fail everything. APSCUF is fine with the charge being given to the committee. Since K. Harvey is on the committee, she will submit the charge.

**XIV. Scheduled Power Outage (Management)**

Management reported concerns should be sent to [maintenance@lhup.edu](mailto:maintenance@lhup.edu). Management will inform faculty of this opportunity.

**XV. Intersession**

Management is exploring the opportunity to offer a winter intersession. Other schools have such; Clarion seems to have the best model. There are some conditions. For example the courses have to pay for themselves, be web based, everybody has to be aware the technicians are not on hand, and there is a week where things will be absolutely dead, so if things go awry they will go awry. Clarion manages the pay for faculty as either in load or overload. There might be some faculty interested. Management is not sure it can be done this winter. Registration has to be set up, new computer programs, fee collection, etc. and things are not moving energetically this winter. It would be December 18-January 8 with an anticipated 3 weeks of work with a little time off. It seems risky for students, but on the other hand a student might be able to avoid another semester. APSCUF would like more information shared from Clarion's model.

**XVI. Secretary Duties and Responsibilities (Management)**

The annual list of duties will be going out soon to the clerical staff.

**XVII. McGuire Approvals**

(A. Wheeler and R. Fetzer)

**XVIII. Next Meeting: Tuesday, December, 19, 2006, 12:30-2:00 pm, Bentley Private Dining Room<sup>1</sup>**

The meeting adjourned 2:00 p.m.

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Roger Johnson  
Interim Provost and VP of Academic Affairs

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Mark Cloud  
APSCUF Chapter President

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<sup>1</sup> Meeting subsequently had to be moved to Sullivan Board Room due to Bentley being closed on that date.