

MANAGEMENT/APSCUF MEET AND DISCUSS

12:15 pm Thursday, January 22, 2008

Bentley S06—Session #370

APSCUF representatives present: Fay Cook, Steve Hicks, Matt Girton, Mark Cloud, Rey Junco, Howie Congdon, Cathy Traister, and Shelley Schenck

Management representatives present: Roger Johnson, Tara Fulton, David White, Linda Koch, Deana Hill, Denise Shoemaker, Tom Ormond, and William Hanelly.

A. Approval of minutes for Friday April 21, 2006, November 14 & December 6, 2007 (Exhibits I, II & III)

The minutes were approved.

B. Grievance Update

S. Hicks reported that there are four on hold awaiting mediation. The last item on the list, Distance Ed. Payment, will need to go to the State with the possibility of a State Grievance that will take precedence over it. With the language of Article 42, there may be more grievances to come.

C. Admissions Report (Stephen Lee)

R. Johnson presented a table generated by S. Lee, who has not yet received the names of students with low GPA's. R. Junco noted that the names were not provided as students did not give permission to have their names published. R. Johnson suggested that the Admissions Committee be charged to review admissions procedures. R. Johnson presented a draft of the charge for the committee. R. Johnson would like the committee to review it. R. Junco has talked with S. Lee about predictive modeling and has offered to do the first survey for free. He feels that LHU is not an anomaly. Twenty-one students are on the list of low GPA's.

M. Cloud supported asking the committee to be engaged in this procedure. S. Hicks raised the question of whether LHU is an open-access university or has selectivity in admissions. R. Johnson noted that the answer is yes and no. R. Junco noted that there is an issue of equity: are we considering all factors involved for the students? How are students chosen?

M. Cloud suggested that the draft be shared with APSCUF Executive Council and recommendations forwarded to M&D. The Admissions Committee can convene to discuss the drafts and the charge. R. Johnson is willing to do that or to appoint someone. R. Junco will be asked to join the committee to share concerns about many low-achieving students admitted to LHU.

D. Dual Enrollment (management) – for information, dual enrollment and the implied definition of “college ready” students

R. Johnson addressed PASSHE in the High Schools' definition of “college ready” and noted that minimal criteria for math and science courses make a student “college ready.” Seventy percent of our freshman class would not be considered college ready. The document's definition is not LHU policy, but LHU should have a discussion about what “college ready” means.

E. Background Check Process

F. Cook would like to see a policy produced as a result of recent events surrounding background checks at LHU.

1. **Procedure to follow?** F. Cook asked what the procedures were at LHU and what distinguishes a successful applicant from an unsuccessful one.
2. **Timeline?** Timeline should be established for timelier results.
3. **Where is this information kept? Personnel Files?** F. Cook asked where the information is kept. R. Johnson said that it is kept in a separate file with medical records, accessed only by Human Resources and the employee in accordance with Commonwealth Regulations. This is called a “red file.”

F. Identifying Directorships for election and term considerations

R. Johnson presented draft #3 that names the positions subject to elections. He noted that there would be few changes but some factors would be more complicated, for example the Art Curator. He noted that he is looking for consistency for department voting. Release time/reassignment time is voluntary. M. Cloud asked about “faculty” and consistent use as in the contract. The decision was to use “regular faculty.” The question of whether or not regular PT faculty can be elected was raised, and R. Johnson said he does not see why not. F. Cook and R. Johnson will work further on the draft and communicate the result.

G. Student Evaluation Instrument (management) – for consideration and action, requested review of procedures for the SOIS. The process has become disproportionately labor intensive.

R. Johnson discussed student evaluations and noted that 400+ hours have been spent on the process; he also noted that he is not confident about the security of the items. He asked the M&D committee to take another look at online procedures, which may be more efficient than using so many hours of clerical work. A subcommittee may look at the procedures.

H. Voluntary System Accountability (management) (Exhibit IV) – for information and discussion

R. Johnson presented information regarding the James Meek memo. R. Johnson noted that it describes the use of three tests, and LHU will use one of the three. The profile will be available in the spring semester, the test will be selected, and it will be costly. The President, Provost, and Academic Deans will be held accountable.

I. Summer School Policy

1. **Logistics (building closings, etc.)** There will be no building closings on Fridays; three secretaries will need to be relocated. S. Hicks asked if there has been discussion of the working of four ten-hour days. R. Johnson said yes, but it is not possible for those three secretaries.
2. **Different number of days for summer 1 & 2.** F. Cook noted that summer session 1 has fewer days than session 2: nineteen days compared with twenty. R. Johnson noted that each session should have 2250 minutes per session. The committee needs to reconsider this issue, but it is too late to change the schedule.

J. Capstone Procedures Document (management)

APSCUF Executive Council has not had a chance to review this document. Fay will send an email for further discussion. R. Johnson will scan the document so F. Cook can send it to the committee.

K. Foundations of Excellence (management)

R. Johnson noted that LHU has applied for the program and has not been accepted yet. M. Cloud pointed out that if APSCUF is to be engaged in this program, efforts should not result in a document that gets ignored. This program focuses on first-year classes: where does the money come from? When APSCUF comes up with ideas, how will costs be covered? Prior to the start of the program, APSCUF would like to know where the resources

come from. If APSCUF does not get additional resources, why do it at all? R. Junco noted that Slippery Rock had a good experience but it was very labor intensive. R. Junco will follow up with Slippery Rock.

L. Parking Changes – Alumni Center

F. Cook brought up the number of parking places at the Alumni Center designated for visitors: could it not be a gold lot with reserved spots for visitors? F. Cook asked who made the decision, and R. Johnson noted it was the Parking Committee along with senior management. The question was then raised as to whether other visitor parking places throughout the campus would remain. No answer can be given at this time. R. Johnson noted that discussions will continue with management, but for the time being, parking will stay as it is.

M. Presidential Evaluation – Survey costs

APSCUF indicated that Survey Monkey would be used to conduct the Presidential Survey and would cost \$19.99 per month. As it is in the contract that this survey must be done, APSCUF asked if management would pay the costs. R. Johnson said management will pay the costs for the three months needed.

N. Facilities in need of repair

APSCUF raised the use of a tarp in the Ulmer Chemistry Lab. It is a safety hazard; R. Johnson asked if the safety officer has been notified. If there is an unsafe area, the process should start with the Safety offices. There was discussion of the flat roof of Ulmer: W. Hanelly noted that there is a plan to fix the roof, but that weather has been a problem. Once warmer weather prevails, work will begin. The Facilities Committee sets priorities for projects.

O. May Graduation Schedule (management)

R. Johnson noted this is as announced.

P. Individualized Instruction Form Approval

R. Johnson noted this is done.

Q. Distance Ed. – for consideration and action, joint request for review of the Distance Education portion of the current contract.

R. Johnson noted some lack of clarity in Article 42. He recommended that local APSCUF and management agree on a resolution or clarifying language for Distance Ed., which can be taken to the Provost's meeting on Thursday, January 24th. R. Johnson noted that there are too many loopholes and would appreciate APSCUF looking into the challenges of the article. S. Hicks noted that State M&D spent 45 minutes on this article. He noted that the two sides clearly disagree and that there is an impasse in the interpretation of the article.

R. Individualized Instruction Approvals for Spring 2008 (and one late Fall 2007)

HLTH102 – J. Cole sponsored by A. Way

HPED401 – M. Hillman sponsored by C. Crowley

HLTH305 – H. Hufford sponsored by D. Gales

HLTH202 – M. Tallyen sponsored by J. Drouin (Fall 2007 was originally denied, but approved later)

CRJS240 – M. Burton sponsored by D. Marshall

HLTH407 – R. Simpson sponsored by L. Widmann

CICS200 – J. Strumble sponsored by P. Heugler

HPED306 – M. Wlatter sponsored by C. Crowley

PSYC102 – K. Hamilton sponsored by M. Moore

PSYC102 – C. Mehalick sponsored by M. Moore
HLTH407 – T. Nosko sponsored by L. Widmann
(last three came in just before the meeting)

All Individualized Instructions approved. R. Johnson asked if APSCUF would allow F. Cook to approve the forms. The Provost's office could be notified and not have to bring the forms to M&D as well. The forms were approved at the APSCUF Executive Council meeting on Jan. 16th, but R. Johnson said that they need to be approved in a timelier manner for the sake of students. They should be approved prior to the start of a semester. It was agreed.

S. Length of the Agenda (management)

R. Johnson suggested using the committee's structure to get more work done through subcommittees.

T. Next Meeting--Tuesday, February 19, Bentley S06, 12:15-1:45 pm

Meeting adjourned at 2:00 pm.

Respectfully submitted,

Cathy Traister, M&D Team

Roger Johnson

Interim Provost and VP of Academic Affairs

Fay Cook

APSCUF Chapter President