

**MANAGEMENT/APSCUF MEET AND DISCUSS**

**Friday, January 23, 2009, 12:30 pm**

**Bentley S05—Session #381**

**Management representatives:** Roger Johnson, Linda Koch, Bill Hanelly, David White, Tom Ormond, Albert Jones

**APSCUF representatives:** Fay Cook, Mark Cloud, Howie Congdon, Patrizia Hoffman, Cathy Traister, Tara Mitchell, John H. Wilson, Shelley Schenck

**A. Approval of minutes for November 25, 2008 (Exhibit I)**

Approved and signed.

**B. Committee Reports**

**1. Assessment Committee**

J. Lindzey reported that a proposal from the General Education Task Force of the Outcomes Assessment Committee was passed by the University Curriculum Committee in Fall 2008. Discipline-specific General-Education rubrics were used in Natural Sciences in Fall 2008. Rubrics are being used to assess Writing Emphasis, Oral Communication, and Critical Thinking, and rubrics are being developed to assess Information Literacy, Multiculturalism, and Wellness. The committee is working on sampling strategy to make assessment less onerous. Thirty faculty members are using Waypoint for writing assessment: up to fifty can be accommodated.

**2. Calendar Committee**

J. Wheeler reported that the committee recommends adopting a 69-day Spring semester. PASSHE dictated the schedule, so there is little LHU can do. Spring semesters through 2013 are short by one day each. The committee also recommends moving the Celebration of Scholarship to Tuesday or Thursday to prevent the loss of one Monday (for M. L. King Day) and one Wednesday (or Friday). The half-way point in the semester falls after spring break, which is difficult for half-semester classes. R. Johnson reported that provosts have been told the schedule is what it is. LHU APSCUF will discuss the matter at the next meeting of the Executive Council and take it to State M&D in February. Management agreed to discuss the matter with PASSHE.

**C. Grievance Update**

No report.

**D. Management Searches**

**1. Provost—update**

L. Koch reported that interviews have finished.

**2. Director Clearfield Campus—update**

A. Jones reported that there are four candidates with interviews scheduled from January 30 to March 13, 2009.

**E. Retrenchment**

APSCUF asked if management really referred to retrenchment. R. Johnson replied that retrenchment is not an option. LHU cannot declare financial exigency because productivity is low. PASSHE does

not want retrenchment on any campus and will introduce other measures before resorting to it. APSCUF asked if LHU would continue to employ faculty members who have no responsibility for academic majors or General Education. R. Johnson said yes.

**F. General Education Requirements**

F. Cook raised concerns that General-Education requirements were being made by management rather than the UCC. R. Johnson said hiring for next year was being considered for poorly staffed areas. The Fiscal Management Committee suggested reducing the Gen-Ed lab-science requirement from two classes to one. R. Johnson spoke to the departments likely to be affected. He emphasized that any changes must be approved by the UCC, focusing on the consequences (financial, educational, etc.) of making a change. Roger sees the change as centering upon meeting Gen-Ed needs or strengthening the major. He will consider drafting and circulating a memo (from K. Miller) that change is not leading to any immediate tenure-track losses in faculty, although temporary positions are likely to go unfilled next year.

**G. Registration Issues**

F. Cook mentioned that many students were unable to get complete schedules for Spring 2009. R. Johnson stated that department chairs are responsible for creating the schedule. He pointed out that there are often under-enrolled classes and a great need for Gen-Ed courses, reducing the ability to offer upper-level courses in the major.

**H. Foundations of Excellence—update**

L. Koch reported that one dimensions team (faculty) has completed its report and uploaded it to the FoE site, where it can be accessed. Two other dimensions teams are almost finished with their reports, and the other six are on their way to a completion date in May 2009.

**I. Promotions Document—terminal degrees**

F. Cook reported on the work of the Promotion Terminal Degrees Subcommittee. The group recommends that Library and PA faculty be allowed to count the master's degree or 70 hours of credit beyond the bachelor's degree as a terminal degree. This change would allow them to be promoted outside of the 3% rule.

**J. Children in the workplace/classroom**

There is nothing new to report.

**K. Performance Reviews**

R. Johnson will not be here in February, which makes it unlikely that he will be able to meet with promotion candidates in person to discuss their evaluations. While he is gone, his duties will be split between the two deans and Tara Fulton (as Acting Interim Provost). R. Johnson would rather not have them conduct the meetings, as he will be writing the evaluations. Several other options for meetings were discussed, but the telephone seemed most practical and feasible. It was agreed that R. Johnson will conduct telephone meetings as needed.

The discussion turned to performance evaluations for probationary faculty, who are being requested to “add data/evidence to prove effect on student learning.” M. Cloud raised concerns over the difference between student learning and effective teaching, while P. Hoffman brought up the need for instruction or guidance on how to conduct peer evaluations. R. Johnson suggested that there are “dozens of ways” to document the effect on student learning. The possibility of a workshop was discussed.

**L. Documentation of faculty qualifications to teach courses**

APSCUF asked where documentation is kept and how it is secured by administration. T. Ormond distributed a matrix used to assess qualifications of faculty members. Results are sent to the assessment agency with copies retained by the coordinator and the dean. Hiring solves the problem of qualifications. APSCUF asked if results are used in evaluation of faculty members. T. Ormond said no. R. Johnson expects that faculty will use the assessment agency’s designation of “qualified” in applications for promotion and tenure. Management dislikes the term but does not know how to resolve the problem.

**M. Hold-back monies**

F. Cook requested information on the current status of the LHU budget, particularly in light of the money held back for eventual return to the Commonwealth. R. Johnson and B. Hanelly presented a handout that included a sample/potential budget. R. Johnson suggested viewing the Fiscal Management Committee’s website, as they have information posted. Funding for the New Faculty Internationalization Orientation was discussed. R. Johnson is seeking outside funding for that trip. M. Cloud mentioned that State M&D had covered how other schools were meeting the request for hold-back monies.

**N. Academic Regulations Committee policies**

R. Johnson explained that the new PASSHE Commonalities document will require review by our Academic Regulations Committee. A new version of a draft policy on Allegations of Research Misconduct has been reviewed by management lawyers. It will be reviewed by our local Institutional Review Board for the Protection of Human Subjects. They reviewed an earlier draft of the policy. Academic Regulations will need to review a draft policy on Program-Specific Dismissal Policies. Charles Morgan on the Academic Regulations Committee is creating a website for all our policies including a policy on policies.

**O. Summer School Policy amendment**

APSCUF and management approved minor changes to the policy to reflect specific dates (e.g., June 12) instead of general terms, such as “third week of June.”

**P. State Mileage Rates**

R. Johnson indicated that he would talk with B. Hanelly about the issue.

**Q. Behavior Policy**

Tabled.

**R. Individualized instructions—approved by APSCUF and management**

1. R. Yost ACCT 340, sponsored by R. Hartman
2. A. McLaughlin SOCI 205, sponsored by D. Marshall
3. D. Buffington SOCI 205, sponsored by D. Marshall
4. A. Salada SOCI 205, sponsored by D. Marshall

**S. Next Meeting—February 17, 2009 at 12:30 pm in Bentley S06**

Respectfully submitted,  
John H. Wilson, Tara Mitchell, Mark Cloud

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Roger Johnson  
Interim Provost & VP

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Fay Cook  
APSCUF Chapter President