**Lincoln University Faculty Meeting**

**Tuesday, November 3, 2015, 11:00 a.m.**

**International Cultural Center Auditorium**

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**Denise E. Wilbur, Ed.D.**

**Interim Vice President for Academic Affairs**

**Presiding**

The meeting was called to order by Interim Vice President Wilbur at 11:00 a.m.

**I. PRESIDENT’S REMARKS, Dr. Richard Green**

* **Staff Changes –** As of January 1, 2016 Dr. Patricia Joseph will serve as the Interim Vice President for Academic Affairs and Mr. Kevan Turman will serve as the Interim Vice President, Institutional Advancement. Effective immediately Mr. Richard Lancaster will serve as the Acting Alumni Director.
* **Security & Safety** – Within the next two to three weeks locks will be installed on all classroom doors. We will be working with IT on electronic locks that use the swiping of the Lincoln ID cards to ensure that they are working accordingly.
* **Moody’s Credit Rating** – Credit rating has been downgraded due to the state related funds that have not yet been received for the 2015-2016 academic year as well as our 25% low enrollment from 2010-2014.
* **Middle States** – Recent visit to Middle States was made to reconnect and share that we are working on a few items to be prepared for upcoming reporting.
* **Early Retirement Incentive** – Applications will be due on December 17, 2015. Notification of selected candidates will be shared by January 15, 2016.
* **FF&E Funds-** Department of General Services has shared that 20-30 Million dollars is now available for renovations and FF&E money. Applications/Forms will be sent out to departments interested in the available funds.

**II. ACTION ITEMS**

* Approval of Minutes

Minutes from the October 6, 2015 meeting were moved, seconded, and approved.

* Curriculum Committee:

Prof. Jeffrey Chapp presented motions to be voted on in regards to approval of three syllabi. After discussion all three syllabi were approved and they are as follows: ART360 Digital Photography II, SPN111 Elementary Spanish for Healthcare I, and SPN112 Elementary Spanish for Healthcare II. Note from the committee when submitting changes or new syllabi please review Faculty approved Template.

**III.** **STANDING COMMITTEE REPORTS**

* Athletic Committee

 Dr. Stephen McCullough presented a report from the Athletic Department in the form of a motion of

 the concerns regarding Title XI/ Gender and Equity. After extensive discussion from the floor the

 information was received and the final decision shared that this is not an item that we can address as a

 motion to be taken to the Board of Trustees.

**IV.** **DISCUSSION**

* **Assessment: Strategic Review Process and WPP Assessment Plan**

General Education

Ms. Oikelome presented the following information regarding Strategic Review process: The General Education Committee has sent notifications out to Department Chairs for courses in need of assessment for ILO 5 and 7. The assessment office is on track for the assessment history for General Education courses. Closing reports and revisions are taking place for ILO 2 and 4. Preparation is taking place to begin reviewing ILO 5 and 7. Ms. Oikelome noted that most assessment takes place during the spring and is requesting if you can assess a class in the fall to do so. Reminder from the committee, all General Education courses must use the approved faculty syllabi and courses with multiple sections must have at least one common assignment.

Strategic Review Process

Ms. Oikelome reported on the Tactical Plan meeting and that those selected to meet with the Bartwell Group has been completed and submitting completed plans by November 16, 2015. There will be a meeting for all other areas to complete their tactical plan to create the master tactical plan by January so that we can begin implementation by spring.

Reporting Overview for 2015-2016

Calendar was shared on the areas that are being assessed and when reports are due and what areas are to be completed.

Writing Proficiency Portfolio

Dr. Samaa Gamie shared a rubric to assist departments assessing writing intensive courses and shared recommendations and brief report on the assessment of the writing proficiency portfolio. Refer to the website for all materials to assist with the WPP process.

* **Information Technology Update**

Mr. Andre Warner reported on the updates of the University Information Technology infrastructure based on the changes for the academic year.

**V. ANNOUNCEMENTS**

* Center for Excellence in Teaching and Learning (CETL)

Dr. Linda Stine requested that announcements not wait until the end of the faculty meeting.

1) Turnit In software training will be held on November 5, 2015 in the Library Room 302. Training can be done in the library lab or by viewing the webinar. Information will be sent out to everyone in an email. ATS will be uploading all faculty names to begin the process of getting access to the program. 2) Brown Bag on Diversity will be held on Thursday November 19, 2015 at 12 noon in University Hall. 3) Watch for email on the explanation on Pedagogy Theme Conferences 4) Faculty Development has received 7 applications for spring 2016. Another call will begin spring 2016 semester.

* Registrar

Ms. Catherine Rutledge reported that all changes can be viewed on the Registrar’s website.

**VI. ADJOURNMENT**

The meeting was adjourned by Interim Vice President Wilbur at approximately 12:41PM.