

LINCOLN UNIVERSITY FACULTY COUNCIL 2018-2019

Year-End Report



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This report serves to inform the Lincoln University community as to the actions of the Faculty Council for the 2018-2019 academic year. Further, it is a guide to future Faculty Council members to be presented at the “passing of the baton” meeting. As the council concludes its second year, I am more convinced of the vital role the council plays in the business of the faculty at Lincoln University—a double-edged role that requires both oversight and accountability as well as timely facilitation. Ultimately, the council needs to ensure that work is accomplished in a timely manner, but also in a way that ensures confidence in the general faculty body to carry out its duties and powers prescribed in the by-laws.

Much like individual course sections, each Faculty Council will and should develop its own personality. As a guide, here are some successful practices and lessons from the 2018-2019 Faculty Council:

- The organizational meeting of the Faculty Council needs to be the first order of business with considerable time dedicated to the election of executive officers. Voting procedures as outlined in Robert’s Rules of Order should be followed, especially the open ballot process.
- The Chairperson role sets the tone for the council. In addition to chairing the Faculty Council meetings, the chair attends extended cabinet meetings, meets with other University officials as needed, and organizes the monthly meetings with the University President. This year, the chairperson made a point to have an open and transparent council structure.
- The Vice-Chairperson needs to stay abreast of chairperson duties and responsibilities and be read to fill the chair role is the chairperson is absent.
- The Secretary position requires organizational work, for which the secretary receives a course release (the only budget item approved by the administration the past two years).
 - Records minutes of all meetings
 - Updates Faculty Council webpage and Moodle page. The secretary can receive training in updating the webpage from the webmaster.
 - Disseminates important information to appropriate University stakeholders, such as necessary information for Faculty Council members before meetings.
 - Communicates with faculty, the Faculty Secretary, and the Provost and Vice President for Academic Affairs Office in preparation for general faculty meetings. This includes requesting items for the agenda, establishing the agenda, and posting the agenda and relevant documents to the Faculty Portal. As agreed with the administration, the general faculty meeting agenda should place action items before reports such as those from the president and vice-president.
 - The Faculty Council Secretary should ensure that any resolution passed by the general faculty that needs approval from the Board of Trustees, such as by-laws



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changes, is taken by the president to the Board of Trustees in a timely manner. The actions can be part of the secretary's report at Faculty Council meetings.

While this introduction is not exhaustive, I hope it and this report serves as an initial guide and summary regarding the work of the 2018-2019 Faculty Council. All meeting minutes can be found on the Faculty Council webpage: <https://www.lincoln.edu/departments/office-faculty-affairs/faculty-portal/faculty-council>. Additional documents are available on the Faculty Council Moodle page.

Thank you for your willingness to engage in the important work that is the Faculty Council.

Best,

William Donohue, Ph.D.

Faculty Council Secretary 18-19



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AY 2018-2019 Faculty Council

Membership, Responsibilities, and Committee Assignments

Faculty Council Chairperson AY 18-19

Moses Haimbodi, Ph.D.

- Associate Professor
- Department of Mathematical Sciences
- Curriculum, Judicial Review, Post-Tenure Review

Faculty Council Vice-Chairperson AY 18-19

A.V. Semychayevskyy (Semichaevsky), D.Eng.

- Associate Professor of Physics/Engineering
- Department of Chemistry and Physics
- General Education, Student Health and Welfare

Faculty Council Secretary AY 18-19

William Donohue, Ph.D.

- Assistant Professor of English
- Composition Coordinator
- Department of Languages & Literature
- Assessment and Evaluation, Distance Learning, Writing

Emmanuel Babatunde, Ph.D.

- Professor of Anthropology
- Chair, Department of Sociology & Criminal Justice
- Promotion, Tenure and Severance

Chieke Ihejirika, Ph.D.

- Professor of Political Science
- Interim Chair of History, Political Science, Philosophy, Religion and Pan Africana Studies Department
- Admission, Academic Standing and Financial Aid, Juridical Review



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Monica Gray, Ph.D.

- Assistant Professor of Engineering
- Department of Chemistry and Physics
- Honors and Awards

Charles Pettaway, Ph. D.

- Professor of Performing Arts
- Department of Visual & Performing Arts
- Honorary Degrees, Lectures and Recitals

Oswald Richards, Ph.D.

- Professor of Business and Entrepreneurial Studies
- Director, MBA & BES Program
- Educational Policies

Virginia Smith, Ph.D.

- Professor of Education
- School of Adult & Continuing Education
- Graduate Studies, Nominations, Religious Activities

Ex-Officio AY 18-19

Dana Flint, Ph.D.

- Professor of Philosophy
- History, Political Science, Philosophy, Religion and Pan Africana Studies Department
- Faculty Athletics Representative
- Faculty Parliamentarian (AY 2018-2019)

Sophia Sottilio, MA. MLS

- Associate Professor of Langston Hughes Memorial Library
- BOT Faculty Representative (AYs 2017-2019)
- Faculty Development, Faculty By-Laws, Library, Research and Publications, Technology



Accomplishments

Regular Business

- Conducted ten (10) Regular meetings of the Faculty Council
- Conducted four (4) regular meetings with President Allen
- Chairperson or designee attendance at monthly extended cabinet meetings
- Chairperson conducted action item business at eight (8) meetings of the general faculty.
- Numerous working meetings with University stakeholders
- Survey of Faculty regarding Faculty Council
- Submission of Budget

Presentations

External Entities

- David B. Arscott, Ph.D., Executive Director, Vice President, Research Scientist at Stroud Water Research Center, 970 Avondale Road, Avondale, PA 19311 (Sept. 2018)
- Josh Roberts, Senior Pastor, Christian Life Center Family Church, 125 Saginaw Road, Lincoln University, PA 19352 (Sept. 2018)

Internal Entities

- Office of Institutional Effectiveness, Research, and Planning, Nancy Smith: 2018 Undergraduate Alumni Survey (Nov. 2018)
- Mellon Grant: Fred-Rick Roundtree, Assistant Provost and Director, Center for Excellence in Teaching and Learning (Dec. 2018)
- Strategic Enrollment Management Planning: Kimberly Taylor-Benns, Associate Provost, Office of Enrollment Management (Jan. 2019)
- PA SNYDER Report, Nancy Smith, OIERP (Feb. 2019) Strategic Enrollment Management (SEM) follow-up: Kimberly Taylor-Benns, Ed.D., Associate Provost for Enrollment Management; Dr. Dorcus Colvin, Interim Senior Advisor, Office of the President (March 2019)
- Disability Disclosure: Brandi Crawford, ADA Coordinator, (April 2019)



Faculty Business

Standing Committee Pertinent Interactions and Issues Discussion at Faculty Council Meetings

- Admissions, Academic Standing and Financial Aid
 - Enrollment Management
- Assessment and Evaluation
 - Membership
- Athletics
 - Communication with Faculty
- Curriculum
 - New and Revised Courses
- Educational Policies
 - Academic Calendar
 - Academic Dishonesty
- Faculty By-Laws
 - Revisions
 - Committee Consolidation
- General Education
 - ILOs
- Nominations
 - Nominations to faculty committees
- Promotion, Tenure and Severance
 - Annual Faculty Evaluation and Tenure, Promotion, and Sabbatical Process issues outlined in memo from President Allen
- Non-Voting Representative to the Board of Trustees
 - Consolidation of Committees
 - Voting rights of students and faculty on BOT
- Parliamentarian
 - Ex-Officio Officers should not be Faculty Council Chairperson

General Faculty Issues

- Memo sent to all faculty regarding the importance of attendance at general Faculty meetings.
- While the Faculty Council cannot prevent a committee from bringing a motion to the faculty floor, the council's charge is to "vote on said proposals, and prepare them in the form of brief legislative summaries for ratification by the Faculty." In one case this academic year, the council voted to bring a new course to the faculty



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“with reservations” that were explained to all interested parties both before and at the faculty meeting.

Issues for Future Consideration

- Increasing term length of Faculty Council members
- Rules regarding Faculty Council executive officer eligibility
- Continued interaction with Strategic Enrollment Management as the process is created and implemented
- Further review of possible Faculty Standing Committee Consolidation
- Follow through with charge to PTS to review Annual Faculty Evaluation and Tenure, Promotion, and Sabbatical Process issues outlined in memo from President Allen.