

Agenda & Meeting Notes (03/27/18)
Faculty Council Meeting

Date: 03/27/2018

Time: 4:00 – 5:30 PM

Location: Room 318, Ivory Nelson Center for the Sciences

Agenda

1. Roll Call:
 - a. **Present:** Zizwe Poe, James Wadley, James Gallagher, Ozzie Richards, Sophia Sotilleo, Emmanuel Babatunde, Dana Flint, Monica Gray, Marilyn Button, James DeBoy; Nicole Files-Thompson
2. Ratification of the agenda
3. Approval of notes from 03/13/18

4. Previous business
 - b. Report on the social event planned by the FC
 - c. Recommendations to the By-Laws Committee concerning the Faculty Council

5. New Business
 - a. Faculty Council Executive Committee's previous meeting with President Allen
 - b. Faculty Council Chairperson's report of the Extended Cabinet meeting
 - c. Upcoming action items for the general April and May faculty meetings
 - d. Brief SWOT reports from standing committee chairs, especially those mentioned in our last meeting
 - i. Study Abroad Committee
 - ii. Faculty Development Committee
 - iii. Juridical Committee
 - iv. Faculty Representative of the BOT: Board of Trustee Meeting on April 21st
 - v. Student Health and Welfare Committee: PA Attorney General visit for Safety Roundtable
 - e. Classroom code of ethics
 - f. CIAA & Academic Integrity

- 6) Announcements
 - a. PA-AAUP President John Hinshaw visit/lunch for Faculty - Sponsored by LU-AAUP EC team
 - b. Campus code of ethics

Minutes of Discussion Items

2) Ratification of the agenda:

- a. Agenda ratified
- b. Dr. Babatunde – requested we add Classroom code of ethics to agenda
- c. Dr. Flint – add announcement, campus code of ethics
- d. Dr. Files – Thompson – CIAA & Academic Integrity

3) Approval of notes from previous meeting 03/13/18

- a. Motion to approval, properly seconded: consensus

4) Previous business:

- a. Report on the social event planned by the FC
 - i. Dr. Gray: all FC members signed up but no other member of the Faculty. There seem to be competition from free lunch from the Union and free dinners with the President. Will be announced at April 3rd Faculty Meeting
 - ii. Dr. Poe: continue to solicit
- b. Recommendations to the By-Laws Committee concerning the Faculty Council
 - i. Dr. Poe: advance to next meeting. FC members need to send in proposed changes to be discussed before the Council before being advance to the By-Laws

5) New Business:

- a. Faculty Council Executive Committee's previous meeting with President Allen
 - i. Dr. Gallagher reported – President Allen discussed her plans for an event to celebrate Faculty and staff in June. Discuss how the new administrative/academic structures will affect the nomination process for committees. The President indicates that the natural organization of the academic units will be left intact – while we will all report to one Dean, the individual units will exist. The team brought the lack of college meetings to the President's attention. Budgetary issues, especially regarding 3020 in Philadelphia were discussed – the President has a 2-year clock where she needs to increase revenue. She also mentioned that Faculty at 3020 could possibly be considered Affiliated Faculty (i.e., non-unionized). Some ideas include and Masters of Human Service and RN to BN.
- b. Faculty Council Chairperson's report of the Extended Cabinet meeting
 - i. Dr. Poe: no new update. New structure has not been finalized. Dr. Ramsey attending Senate hearing with other HBCUs (including some of LU's alumni). There were talks of reduction of budget allocations but as a result of discussions – there was a decision to increase the allocations. Dr. Ramsey reported that she met with recent STEM alumni who reflected on their experiences while here. Graduates that went on to Medical and Professional Schools felt prepared but graduate school participants did not feel adequately prepared. Dr. Ramsey also mentioned that students said that Administrators are the problem because there has been no College meeting. Mr. Frederick Roundtree is

Assistant Provost and Director of CETL. The President would like Institutional Research to conduct an assessment of the use of Aleks and its impact on student success.

- ii. Dr. Gray: indicated that she attended the Science Conference and students did mention the need for more administrative assistance for faculty to help students get the most out of their experience while at LU. She also mentioned that alumni gave very good feedback, such as the need to contextualize assignments to indicate how they are applicable at the next level.
- c. Upcoming action items for the general April and May faculty meetings
 - i. April meeting: nominations (Dr. Gallagher will provide a list of committees with members rotating off and subsequently solicit nominations for presentation at April 3rd Faculty meeting), By-laws will present the list of 12 previously submitted items for approval.
 - ii. Prof. Chapp: submitted 4 syllabi to FC for review on March 22nd. Dr. Poe indicated that Prof. Chapp needs to submit the FC's Proposal Form. Dr. Gray indicated if Prof. Chapp were to submit the documents, she will immediately upload to Faculty Portal
 - iii. May: graduation slate
- d. Brief SWOT reports from standing committee chairs, especially those mentioned in our last meeting
 - i. Dr. Gray suggested that we create a 1-page form that each Faculty Committee will complete summarizing their accomplishments and next steps. FC members discuss outline form; member of the committee, list of accomplishments, next steps,
 - ii. The group discussed the need for all 26 committees and the possibility that some can be combined
 - iii. Dr. DeBoy – indicated that previous administration supplied each committee with a charge in August – FC can fill this gap. He agreed with Drs. Button and Gray's comments that there needs to focus on questions specific to assessment/accreditation and a predetermined repository for storage so that we are not chasing our tails every accreditation cycle. Dr. Poe mentioned that Dr. Gray digitized about a decade of paper-based Faculty Meeting minutes and supporting documents. These will be uploaded to the Faculty Portal
- e. Classroom code of ethics – Dr. Babatunde distributed his classroom contract for our information
- f. CIAA & Academic Integrity: Dr. Files-Thompson relayed an incident where a student athlete, who was given early access to the exam due to his travel schedule, memorized the questions and shared it with the rest of the class. Dr. Files-Thompson sent an email to Dean, Provost, Athletic Director – soliciting advice on next steps and has gotten no response. Dr. DeBoy reiterated the process for academic dishonesty and penalty

6) Announcements:

- a. Mr. Garlic – March 31st to complete Title IX training; Attorney General will be visiting campus on April 3th: 10:00 am - 3:00 pm
- b. Prof. Kern – Studio Green will again be used in the fall

Next Steps/Deliverables

- 1) Full discussion for next meeting:
 - a. FC suggested changes
 - b. By-laws amendments
- 2) Invitation to Athletics Director
- 3) Dr. Gray will create a 1-page Standing Committee Annual Report Form for FC members to approve. She will then send to each FC member/Committee Liaison as well as Chairs of Committees.
- 4) Prof. Chapp will submit the FC's Proposal Form and will request an amendment to the Faculty Meeting's agenda on the floor. Dr. Gray will work with Prof. Chapp to ensure that all the documents are published to the Faculty Portal

Meeting Adjourned