

**Lincoln University Faculty Meeting**  
**Tuesday, January 12, 2016, 4:00PM.**  
**Ware Center Theater**

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**Patricia A. Joseph, Ph.D.**  
**Interim Provost and Vice President for Academic Affairs**  
**Presiding**

The meeting was called to order by Interim Vice President Joseph at 4:00PM

## **I. PRESIDENT'S REMARKS, Dr. Richard Green**

- **Battle of the Bands** – The Lincoln University Band will be traveling to Atlanta to be a part of the Honda Battle of the Bands. Honda has paid for all expenses for band and additional students to attend.
- **Julian Bond Celebration** – On January 14, 2016 Lincoln University will be hosting a celebration for Julian Bond at our first convocation for spring 2016. The event is has been shared with Newspapers and on social media.
- **Early Retirement Incentive** – We have reached the deadline dates for the retirement packages and will be working with the individuals who have elected to accept the retirement packages.
- **Budget** – State legislators did not approve the \$14 million dollar budget for Lincoln University or the other Universities. Lincoln University will continue to be before the legislators petitioning for the funds. We may not hear anything else regarding the state budget until April. The PNC loan will assist us as we continue this academic year.
- **Security & Safety** – A 2<sup>nd</sup> gate is now open and all cameras have been fixed. We are still working on some of the locks in the Langston Hughes Memorial Library. Security is paramount and we will continue to make sure all measures are being taken for safety for everyone on the campus. If there are any additional concerns or items to be addressed please bring those items to our attention.
- **FF&E Funds**- A project manager has been hired to assist us with the Department of General Services (DGS) as we move forward with the renovations and FF&E funds that have been allocated to us. Applications/Forms will be sent out to departments interested in the available funds.
- **Enrollment** – Our enrollment is about the same as spring 2015. We have currently registered 1705 students and we are still working to clear approximately 300 more students.

## **II. ACTION ITEMS**

- Approval of Minutes  
Minutes from the December 7, 2015 meeting were moved, seconded, and approved.

## **III. STANDING COMMITTEE REPORTS**

- Writing Proficiency Portfolio  
Dr. Samaa Gamie shared that the Writing Center will be open from 9AM-6PM Monday-Friday. Four Departments and all writing intensive courses will be going through assessment Spring 2016. All departments will be notified to answer questions and assist with the assessment process.

## **IV. DISCUSSION**

- **Center for Excellence in Teaching and Learning (CETL)**  
Dr. Linda Stine announced the following updates and requests from the CETL department that will be effective for Spring 2016: 1) Proposals are being accepted for three faculty members to attend a

teaching pedagogy conference. The deadline for submission is January 29, 2016 at 5PM. An email will be sent out with instructions.

2) A Faculty Resource Manual has been created to assist with answering faculty related questions. The manual can also assist with navigation to other faculty related information that is located on the Lincoln University Website.

3) Faculty Circle events have returned for spring 2016. The first topic comes from the Evidence Based Learning webinar presented in the fall. An email will be sent out with location and information needed to participate.

4) Funding for Library Holdings is available to supplement and assist with pedagogy for your department. CETL has ordered 17 new books that will be available in the library.

5) Ideas are needed for Brown Bag Lunch Discussions, Celebration for teaching excellence event and also Ideas on what faculty think CETL should look like.

6) Volunteers are needed to assist with peer classroom visitation process and writing on the teaching blog. This is an opportunity to learn from each other and to assist with the pre post tenure and review process.

Please look for follow up information via email on all the items shared. Any questions or concerns please call, email or make an appointment to discuss.

- **Information Technology Update**

Mr. Andre Warner reported on the following updates:

1) SPAM emails have been addressed with the viewpoint system.

2) Voicemail/Email integration turned back on and completed.

3) PC Upgrades are moving along. Main Focus on units with Windows XP.

4) Network Engineer has been hired and new person on staff.

5) Reminder please use the Tech Support Help Desk for any technology assistance

## V. ANNOUNCEMENTS

- Staff Member Leaving

Dr. Joseph announced Ms. Roxanne Foster from Institutional Research will no longer be with us.

- Julian Bond Celebration- Thursday January 14, 2016

Dr. Emanuel Babatunde and Dr. Marilyn Button invited all to the Julian Bond Memorial Celebration and shared the specific plans for the day.

- Faculty Survey

Dr. Safro Kwame thanked all who completed and or complained about the faculty survey and encouraged all who have not taken the survey to do so

- Assessment and Accreditation

Ms. Gloria Oikelome reminded everyone to use the matrix handed out to see what your department or area will be doing for assessment. If you are not on the matrix and you are still unsure contact the office for information. Any questions and or concerns please call office.

## VI. ADJOURNMENT

The meeting was adjourned by Interim Vice President Joseph at approximately 5:15 PM.