

# **Faculty Meeting Minutes**

Tuesday, April 10, 2012

4 p.m.

Ware Center Theater

And Graduate Center Distance Education Classroom

Dr. Thelma B. Thompson, Consultant for Academic Affairs, Presiding

## **I. REPORT FROM THE STUDENT GOVERNMENT ASSOCIATION: Mr. Brandon Harris**

The students need to know what is required for the Writing Portfolio to meet the Writing Proficiency requirement. They need to have this clarified and made clear. They want to know if what they submit to the departments earlier this academic year meets the requirement.

## **II. REPORT FROM THE PRESIDENT: Dr. Robert Jennings, Ed.D.**

- 10 state legislators are visiting the campus today.
- He stressed how important it is to answer your telephone if possible within three rings and how important it is to return phone messages left on your voice mail.
- We need to be consistent with university policy concerning final exams. They must be taken during final exam week. We are working on a master University calendar. We must be consistent with all regular activities.
- He encouraged the faculty to attend all convocations held on campus. It is very important that we attend all of them if possible. It is important when we bring someone to speak on campus that we hear what they have to say even though we may disagree with them.
- It is very important that the faculty help recruit students. We need a minimum of 2400 students at all times. We are projected at 1900 undergraduates next fall. The students accepted for the incoming freshmen class have an average score of 871 and high school GPA of 2.89. We are accepting better quality students.
- All faculty committees must report about their committee meetings at the following faculty meeting.
- When the Board of Trustees meets on Saturday April 21, 2012 we will present a five year plan based upon the strategic plan previously approved. We are going to do some things differently.
- 35 of the 38 Board of Trustees members attended a two day retreat where we discussed the University in depth.
- We are planning a one day retreat for the faculty before they leave campus. It is very important that the faculty knows where we are and what we need to do.

## **III. ACTION ITEMS**

### **A. Approval of the minutes of the March 14, 2012 Meeting.**

A motion was made and seconded to approve the minutes as submitted. The motion was adopted.

## **B. Recommendations from the Curriculum Committee: Dr. Sally Monsilovich**

### **1. Approval of Chinese Courses.**

The Curriculum Committee reviewed the proposed syllabi for the following Chinese courses: Chinese 201, Chinese 202, Chinese 301, Chinese 302, Chinese 303, and Chinese 304 to see if they were in compliance with all 20 required elements required for syllabi. Since these courses were already in the University calendar the updating of the syllabi to meet the requirements was all that was needed.

### **2. Approval of HPER Courses.**

The Curriculum Committee recommended the adoption of the following two new courses to be offered by HPER: HPR 175: Aquatics I (Non/Beginning Swimmers) and HPR 230: Aquatics II (Intermediate/Advanced swimmers).

Mr. Bryson asked how are you going to determine which swimming courses students need to take? Is there a pretest before students allowed in? The instructor will meet with students in advance to determine which one they meet.

The courses were approved.

The Curriculum Committee recommended the adoption of HPR 280: First Aid & CPR for Health Professionals. This course provides instruction in first aid and emergency care procedures for the health professional. The course was approved.

The Curriculum Committee recommended the adoption of HPR 140: Medical Terminology. This course is designed to introduce students to all medical terminology including Greek and Latin origins. The course was approved.

The Curriculum Committee recommended the adoption of the following course number changes in the Early Childhood Education Program. The title, credit and content of these courses remain the same.

The three courses affected are:

EDU 220 to EDU 320: Assessment Measures II

EDU 222 to EDU322: Child Development II – K-4th Grade

EDU 223 to EDU 323: Academic Development for Second Language Learners – ELL

The faculty approved the changes in course numbers.

## **C. Recommendations from the Educational Policies Committee: Dr. James DeBoy**

### **1. Chinese Minor**

The Committee recommended the approval of the Chinese Minor effective with the fall semester 2012. Dr. Poza, Languages Chair distributed a 2 page handout giving the following information: the six courses in Chinese that would compose the minor: 20 hours, recruitment activities, market needs, student interest, and cost-effectiveness.

The University partnerships with the Confucius Institute at the University of Delaware and the Fulbright FLTA program from the Institute of International Education will provide qualified instructors at little or no cost to the university.

The minor was approved.

## **2. Minimum Grade for Minor Programs of Study**

The Committee recommended the following motion:

To fulfill the minor in any academic program students must attain a cumulative GPA of at least 2.0 for those courses comprising the minor area of study.

The committee also recommended that this motion take effect immediately.

Dr. Susan Safford pointed out that we could have some legal problems with this motion taking effect immediately in that we are changing the University requirements affecting currently enrolled students while they are here.

Dr. Dana Flint moved to change the starting date of the motion to affect the incoming freshmen class with 2012 fall semester. The motion was seconded and the members of the Educational Policies Committee present agreed to accept the change as a friendly amendment.

The faculty accepted the amendment to the motion on change of the effective date.

On the vote to accept the motion as amended the faculty approved it with 3 nays and 6 abstaining.

## **3. Minimum Performance for Academic Major Programs of Study**

The committee recommended the following motion:

To fulfill a major in any academic program students must attain a cumulative GPA of 2.0 in both home department required classes and out-of-department required courses.

The committee also recommended that this motion take effect immediately.

The current policy now is: Students must earn final grade of C or higher in home department required classes for major (2 C- grades are permitted)

The new policy is: Student must earn cumulative GPA of 2.0 or higher for all required courses in major program.

Dr. DeBoy also gave a brief history of the current policy. It was adopted nearly 20 years ago by a vote of 36 to 35 with the Academic Vice President breaking the tie. It has been changed over the years to include the 2 C- grades.

There was extensive discussion over the policy. One of the questions was if the student failed one of the courses required by the major (F) would this policy allow the student to graduate in the major. The answer was a failure in a course (F) would deny graduation and that student would need to repeat the course. Some faculty felt that new policy would permit seniors to relax and get D's in one or two courses their senior year as long as their overall GPA is over 2.00. Dr. Dadson moved to table the motion. His motion was seconded. The faculty voted to table the motion by a vote of 42 for tabling and 26 against.

The general feeling was that the committee motion needed some fixing. [In addition that could also face some legal problem unless the effective date is changed to be with the incoming freshmen class].

#### **4. Re-certification of Courses Not Taught in Past 10 years**

This became an issue this year because the Registrar Ms. Rutledge received a request from a department to offer a course that had not been taught for over 10 years. Ms. Rutledge's concern was that the course needed to be updated to reflect the latest practices of the University regarding its syllabi prior to be allowed to be offer again.

The Committee recommended the following motion:

Any previous-approved course that has not been offered for a period of 10 years or more must be submitted to the Curriculum Committee for review/re-certification prior to its being submitted to the University Registrar for offering the subsequent semester.

During the discussion of this motion it was brought up the need for the course to be current and to assure quality that the department updates the syllabus for the course with the assistance of the Curriculum Committee.

The motion was approved with 8 abstaining.

#### **5. Proposed wording for Graduation and Commencement Section of the University**

##### **Catalog:**

##### **Graduation Dates**

Lincoln University graduates students (confers degrees) three times each year, as determined by the University's Academic Calendar.

Fall  
Spring  
Summer

### **Commencement Exercises**

Commencement ceremonies are held only in May. Students who graduate in the Fall and Summer are invited to participate in the Commencement ceremony held the following May. Seniors in the graduating class are required to attend the Commencement exercises in acceptable attire as determined by the University Marshalls.

### **Applying for Graduation**

Students expecting to complete the requirements for their degree must submit a completed Application for Graduation with the Office of the Registrar by September 30th for Fall graduates and January 31st for Spring and April 1st for Summer graduates. Students who have filed an application in a prior semester must reactivate their application in the Office of the Registrar.

This motion was adopted by the faculty.

Prior to the vote Dr. Stephen McCullough pointed out the University Catalog is only available online and that we needed to have a printed one.

### **D. Recommendations from the Nominations Committee: Dr. Mel Leaman**

Dr. Leaman presented the following report concerning elections of new members for the faculty standing committees for 2012-2013 year to replace members rotating off all faculty standing committees:

**Assessment and Evaluation:** From the School of Social Studies and Behavioral Studies: Joanne DeBoy

**Athletics (Choose one person):** Albert Bryson, James Gallagher, Stephen McCullough, and Amar Tung

**Curriculum:** School of Social Sciences and Behavioral Studies: Joanne DeBoy and from the Graduate School: Admasu Tucho

**Educational Policies:** Graduate School: Admasu Tucho

**Faculty Bylaws:** School of Natural Sciences and Mathematics: David Royer. Mr. Bryson pointed out that faculty for this committee is not selected by school.

**Faculty Development Committee:** School of Humanities: Murali Balaji and School of Natural Sciences and Mathematics: Amar Tung

**Graduate Studies Committee:** Admasu Tucho

**Honorary Degrees:** Amar Tung

**Honors and Awards:** 2 needed

**Judicial Review:** 1 needed

**Juridical Review:** 1 needed

**Library:** School of Natural Sciences and Mathematics: David Royer

**Nominations:** School of Natural Sciences and Mathematics: 1 needed

**Promotion, Tenure and Severance:** School of Humanities: Alvin Amos. Alternate: School of Social Studies and Behavior Studies: Emmanuel Babatunde

**Religious Activities:** 1 needed

**Research and Publications:** David Royer and Albert Bryson

**Student Health and Welfare Committee:** 1 needed

**Technology Committee:** School of Social Sciences and Behavioral Studies: D. Zizwe Poe and from the School of Natural Sciences and Mathematics: James Gallagher and Takeyce Whittingham (Choose one)

**Writing Committee:** William Donohue

**Faculty Secretary (choose one):** Albert Bryson, Kaukab Siddique

**Parliamentarian (choose one):** Dana Flint, Susan Safford

**Non-voting Representative to the Board of Trustees:** D. Zizwe Poe

The following nominations and withdrawals were made from the floor:

Mr. Bryson pointed out that under the Faculty Bylaws there must be one representative from the Library on the Writing Committee. He nominated Elizabeth Pitt.

Mr. Bryson and Mr. Tung withdrew their nominations for the Athletics Committee.

Dr. Flint withdrew his nomination for Parliamentarian.

Dr. Joanne DeBoy withdrew her nomination to serve on the Assessment and Evaluation Committee and nominated Dr. Elizabeth Surplus to serve in her place.

Dr. Carol Ann George-Swayze nominated herself for the Student Health and Welfare Committee.

Dr. Penelope Kinsey and Dr. William Dadson nominated themselves for the Honor and Awards Committee.

Dr. Siddique withdrew his nomination for the post of Faculty Secretary and nominated himself to serve on Judicial Review Committee.

Cyrus Jones was nominated to serve on Juridical Review Committee.

Dr. Susan Safford was nominated to serve as the School of Natural Sciences and Mathematics representative on the Nominations Committee.

Dr. Donald Bradt was nominated to serve on Religious Activities Committee.

Dr. Kenneth Edwards was nominated to serve on the Writing Committee.  
Mr. Bryson pointed out that under the Faculty By-Laws the Writing Committee can have more than six members listed.

Voting by hand Dr. Stephen McCullough was elected to serve on the Athletics Committee and Dr. Takeyce Whittingham was elected to serve as the representative for the School of Natural Sciences and Mathematics on the Technology Committee.

Upon the completion of nominations and withdrawals the slate of nominees to serve on Faculty Standing Committee for 2012-2013 was approved by the faculty.

#### **IV. DISCUSSION ITEMS**

##### **A. Final exams for Graduating Semester: Dr. Safro Kwame**

Dr. Kwame brought up this issue because some of the faculty only became aware of the early examination period for the graduating seniors in May because of a recent email from the Registrar's Office by Ms. Rutledge. Some faculty will find this difficult because they will have to prepare at least two different final exams. Ms. Rutledge explained why we need to do this for this year. The University calendar did not provide sufficient time for her office to do what needs to be done for commencement. In the past some faculty did not turn in grades on a timely basis and others are making last minute changes in grades. Dr. Safford spoke up that department chairs know who these faculty members are and will need to push them this year to get their grades in. In addition, Dr. Safford also pointed out the University calendar for the past three years had 16 week fall semester and a 14 week spring semester and that we are actually short changing our students of valuable class time. Under the Collective Bargaining Agreement it calls for 15 week fall and spring semesters. In addition, the faculty has not been given the opportunity to vote on and approve the University calendar. Dr. Thompson said we are working on a new master calendar and a new University calendar that will be more flexible by providing necessary time for the Registrar's Office to do its job. Mr. Bryson pointed out that the University Calendar in

the future must ensure that there are no midterm exams should not take place the week before Homecoming in the fall or take place the same time as the CIAA Basketball Championship in the spring. We also need to make sure that finals in the spring semester do not take place as they have last year and this year at the same time as the CIAA Spring Sports championships. Dr. Thompson assured Mr. Bryson that we are working on to prevent all future conflicts with the University calendar.

The early exams for graduating seniors will take place this year because we have no choice.

## **B. Reports from Faculty Standing Committees**

### **1. Report from the Faculty Technology Committee: Dr. Moses Haimbodi reporting for Dr. Huq.**

A written report was distributed about the work of the committee this year and he asked the faculty to carefully read it.

It has seven recommendations to improve technology based upon the results of the recent faculty survey listing our major needs.

### **2. Report from the Faculty By-Laws Committee: Dr. Susan Safford.**

The Committee has been busy working this year on coming with charges for the faculty standing committees to be incorporated into the Faculty By-Laws in the section on Faculty Standing Committees. Many faculty members have been complaining for years they do not know what their committees were supposed to be doing. The By-Laws Committee, working together with representatives of the various standing committees, has compiled a four page document with committee charges which we hope will be adopted by the faculty at the next faculty meeting on April 24, 2012. Once this is approved by the faculty it will be presented to the Board of Trustees for their approval. Under the By-Laws all changes must be approved both by the faculty and the Board of Trustees.

**3. Report of the Admissions, Academic Standing, and Financial Aid Committee** was submitted as a brief written report that needs various faculty actions next year.

### **4. Dr. Poe submitted a brief report of his duties as the Non-voting Faculty Representative to the Board of Trustees.**

He encouraged the faculty to attend the next Board of Trustees meeting on Saturday, April 21, 2012.

**5. The Ad-Hoc Committee on Black Studies** has created a website to facilitate discussions about status, assessment and renaissance of a globally aware Pan Africana studies program here at Lincoln University.

## **C. Email Etiquette: Mr. Albert Bryson**



Mr. Bryson reported on some recent campus emails that departed from the subject matter and some of them were actually were near personal attacks of a fellow faculty member. He reminded faculty that they need to stick to topic given in the subject of the email and that they should not engage in any personal attack and criticism.

## **V. Announcements**

### **A. Faculty Technology Showcase: Ms. Nancy Evans**

She reported that they held the first faculty technology showcase on Thursday, April 5, 2012 in the library. They are planning to conduct one each semester beginning next year.

### **B. Energy Conference: Dr. John Chikwen**

He invited the faculty and their students to come to the Energy Conference which will be held this Friday April 13, 2012 in the International Conference Center. We have invited many prominent people in the energy field to make presentations.

The meeting adjourned at 6:05 PM.

Respectfully submitted,

Albert M. Bryson  
Catalog Librarian  
Faculty Secretary