

## MAFS Minutes September 16,2016

Agenda Item	Notes
<b>Meeting called to order 12:20</b>	Ermek Nurkhaidarov called meeting to order at 12:20pm
<b>Minutes from August MAFS</b>	August MAFS minutes were reviewed and approved
<b>Shredding on Campus: Hanafiah Harvey</b>	<p>Mike Doncheski reviewed shredding policy in broad strokes noting the difference between the shredding of student exam papers and the non-shredding of personal papers. Please refer to his email sent 5/24/16 for further clarification regarding what documents need to be shredded, but also the timeframes for their shredding as well.</p> <p>The document shredding process was reviewed and discussed. Mike D. offered a process as follows: There is a room in the basement of Conklin that can be used to store documents in need of shredding. When a large enough amount accrues, a private company can be contacted to perform the task. If faculty has materials to be shredded and want to place them in this room, both Mike and Charlene have the keys for that room. If faculty has a large amount of material (too much to carry over), contact Mike to make arrangements for the materials over to Conklin.</p>
<b>Committee membership</b>	<p>Executive Board committee: Dan Dandy elected as secretary.            David Seitz and Hanafiah Harvey for chair elect.            Ombudsperson length of tenure to be clarified.</p>
<b>Campus Theme Committee</b>	<p>Initial meeting 9/15/16. Logistics and purpose of the committee were discussed. Student and community members to be invited to join the committee were identified: Student reps: Madison Meyers and Melizza Duran; Community reps: Betty Hill, George Siehl, and Frank Kristine. Invitations will commence. Three areas of focus for the committee were identified: 1. Improve awareness of the theme throughout the campus and community 2. Develop a centralized 'Hub' (or mechanisms) that will be used for gathering CT ideas, actions and activities as well as facilitate the announcement of daily, weekly or monthly reminders about CT events in the classroom, on campus or in the community. AKA using technologies in a safe and simple way to provide timely access to the CT for any and all who would be interested. 3. The development of campus theme activities using the list of ideas garnered during the August 2016 MADE.</p>
<b>University Faculty Senate Visit</b>	<p>Time change: Meeting with Faculty: 2:45 – 3:45 Heritage Room            Student session 1:50 – 2:40 Heritage Room</p> <p>The faculty senate visits all of the campuses every three years. The intentions of this Senate visit were discussed. This visit is Q &amp; A, rather than agenda, driven. There is to be Senate follow-up with campus leadership afterwards.</p>
<b>University faculty senators' report</b>	<p>Peter Dendle reported: 1. Jackie Schwab will fill-in for Peter Lineman during his absence this semester. 2. Peter reviewed the work that is on-going regarding the peer-level procedure for promotion of non-tenured faculty. Please refer to Peter's email of 9/11 for latest update in detail. 3. Peter also offer a brief reviewed the history of promotion for non-tenured faculty and noted that the emerging process, now evolving through legislation, seeks consistency and transparency while retaining flexible by unit. There is to be automatic 3 or 5 year contracts based on length of service. Presently, dialogue is still on-going. Mike Doncheski did offer that PSU MA will follow the college's procedure for promotion once final decisions have been made.</p>
<b>Auditorium reservation</b>	<p>Somjit Barat noted a number of difficulties with setting-up in the auditorium for campus events. Somjit is especially concerned that a performer will be injured trying to move furniture, etc., a part of the pre-performance preparation process. Somjit requesting that more</p>

	<p>than just the room being available, a knowledgeable person be present or on-call to assist with managing lighting, etc. as well as moving items</p> <p>Kendra provided an update based on her recent meeting with OPP regarding this matter: Reminders to faculty regarding the process of room reservation / event include</p> <ol style="list-style-type: none"> <li>1. First check the campus calendar to make sure the space you seek to use is free</li> <li>2. Complete the Event Request form at least 6 weeks prior to the event</li> <li>3. It was acknowledged that the current form may lack sufficient information regarding the auditorium. To that end, please use the comment area to request the specific types of assistance you will need. This would allow the reviewers to follow up on particular areas. This could allow for person(s) to be trained rather than a hired person to be on call for every event. ** Often there may be students who are skilled in some of these required activities.</li> <li>4. Brad offers that OPP is doing their best</li> </ol> <p>Andrea Christopher offered that Donna Rhodes is a great resource regarding campus event planning. Donna does have a “How to run an event” checklist that may be helpful to use as a guide when planning for an event. Presently, if you wish to see this document, contact Donna. It was suggested that a link to this “how to plan an event” document be added to the Event Request form.</p> <p>Nancy Funk voiced a concern regarding the managing of stage equipment and how it can unfavorably affect her class if items or furniture are not returned to their pre-event place. Nancy also offered that if she is aware of a given event’s needs, she can assist in the process. She offered her help for any event.</p> <p>Deb Collins also offered that event-technologies can be daunting to manage if you are not trained.</p>
<p><b>Committee reports</b></p>	<p><b>Athletic Committee Report:</b> Brian Sensenig, the new chair of this committee noted the challenges finding meeting times that work for the whole group. Nonetheless, activities are moving forward. 1. There have been meetings with those at MAC to create a sub-advisory board of the athletic committee – to get the student’s perspectives on issues of the student-athlete 2. Dr. A. met with the Athletics Committee (AC) and is requesting the AC facilitate a faculty / staff appreciation event once a semester. Brian noted how much students do appreciate when staff / faculty attend athletic events. Presently discussing options and entertaining ideas at this time. If you have any, please contact Brian. 3. Steering committee: Dan and Stacy to discuss an Open House fund raising event to ameliorate some financial issues related to the student-athlete. They will be looking for support from faculty</p> <p>Several faculty members noted that, this semester, there is a noted improvement regarding student-athletes handing their schedules to faculty.</p> <p>Stacy may participate at a future MAFS meeting</p>
	<p><b>Faculty Affairs committee:</b> New chair David Seitz. David concurred that scheduling meetings is challenging. However, the committees work has already begun. David has made several requests for staff seeking funding:</p> <ol style="list-style-type: none"> <li>1. Please first read the website instructions in their entirety</li> </ol>

	<ol style="list-style-type: none"> <li>2. Double check your numbers on the Excel spreadsheet</li> <li>3. Please add a Cover letter with packet: Including checklist of what is including in your submission. Somjit: Suggests cover letter template on website by the instructions area.</li> <li>4. Please review the airfare process to make sure you are booking your flights correctly.</li> </ol> <p>David notes that there is a normal lag time surrounding the approval process due to all of the moving pieces – use of Box; numerous people on committee, etc. However, if submissions are complete at the front end, the process will move forward more timely.</p> <p>Mike Doncheski noted that the funding reimbursement amounts are unchanged: For those in need of accreditation or seeking promotion – tenure – 100%. For those presenting, but not seeking promotion: 1/3 PDF, 1/3 through Mike. Non-presentation: 50% from PDF.</p> <p>International travel is limited to \$1000/year.</p> <p>David requests that if you are not certain of your status relative to reimbursement rate, check with him first.</p>
	<b>Campus Planning committee:</b> John Henry reported that the first meeting of this committee will be in October
<b>Committee report frequency</b>	Chair Ermek noted that during each semester, each committee chair (or a representative from the committee inf the chair is unavailable) will to make a report. Somjit suggested that these reports be spread out over the semester; alternating committees.
<b>Copying machine</b>	Warm-up period aside, working great
<b>Meeting adjourned</b>	1:09 pm