

1. Approval of October 18, 2017 MAFS meeting minutes

Morgan approved the minutes and Ed seconded.

2. MA website updates – Staci Grimes

Staci came to highlight some of the many website changes that have occurred since the last time she presented at a MAFS meeting, roughly a year ago. On the main site, the feature articles are now more prominent and are intended to highlight programs, not individuals. There is now a RFI (Request For Information) form on every landing page; messages are automatically sent to Diane's admissions system (with a label indicating the topic- for example, Forestry) as well as to the correct contact. Some research shows that having RFI forms on many pages is a very good practice, but other PSU campuses have not adopted this practice yet.

The campus directory (<http://montalto.psu.edu/campus-directory>) has changed significantly. There are now many groups under "Academic Departments" and "Administrative Departments." The former heading includes a group for every Mont Alto degree as well as for different course subjects. All faculty pages have the ability to auto-sync to pull information from Digital Measures (DM), specifically: Research Interests, Publications, and Education. Staci is looking into adding other options (via enhancement requests), along with web designers from other campuses. There was some discussion on adding a list of courses that we teach, but it would need to be automatic. Perhaps Staci could add a link to complete a LionPATH search. DM does not load our courses until roughly the 5th week of a semester and would not give future courses. *Please e-mail Staci (stacigrimes@psu.edu) if you would like her to turn syncing on to pull (hopefully current) information from DM to your faculty website.* Staci did make copies of old Sites faculty pages if you would like to refer to any of those.

Other changes are still coming. UP bought a new map program, so new campus maps will be coming with various "layers" – to highlight various locations for different events. The Student Life landing page was new the day of the meeting and a new calendar will be coming. "Bread Crumbing" now shows previous links from the structure of the website near the top of the page. If your photo has not been taken yet (with the PSU background), please be on the lookout for another upcoming head shot session (~80/~200 photos have been taken).

Program coordinators: *Please look at your landing pages, look at similar ones from other campuses, and let Staci know if you'd like any changes.* Some of the default content includes information that current or prospective students might need. In general, *if you want something to be changed, please copy and paste the URL into an e-mail to Staci along with your requested changes.*

3. Student Affairs – Curtis W. Hoover (see Student Affairs Updates for more information)

Curtis came to discuss several updates from Student Affairs, specifically about:

(1) Advising veterans or students with veteran benefits

Lisa has learned about some things that we have not been doing correctly. For example, veterans need to be full-time the whole semester, so we need to be careful when advising veteran students who are taking half-semester courses. Also, it is important for veteran students to change their major officially before taking courses for a different major. Lastly, for veteran benefits, the term is supposed to be through the end of exams, not just through the end of classes, so veterans actually get an extra week of benefits than they have received in past years.

(2) Community Service / Service Learning

A new Alternative Spring Break trip to Montreal will support two strategic goals: increasing student (1) participation in service and (2) international education travel experiences. Applications are available in Campus Life and are due by 12/15/2017. Also, please contact Student Affairs if you would like any help with incorporating service learning opportunities into your courses.

(3) UNITY Week will be held March 18th – March 24th next semester

Penn State's "All In" initiative principles are: promoting inclusion, encouraging civil discourse, and challenging all perspectives. UNITY week will consist of many activities that PSMA already offers, but with a focus on diversity such as: Campus Symposium, Loteria (Mexican Bingo night), a Transgender guest speaker, a DC trip to the African American History Museum, ethnic food at the Mill (from the native countries of our international students), lessons learned from ASB in Montreal, and a diversity-themed Conversations with the Chancellor. If you teach a course that is related to diversity, *please consider opening your classes that week to additional students. Also please consider encouraging students to participate and maybe even creating a diversity program yourself.* Look for more information via e-mail.

4. Class Coverage, Advising, and Communication Protocols – Hanafiah Harvey

The Executive Board had a discussion last meeting about recent student complaints- about faculty cancelling classes, not having time to advise students, changing the formatting of class, etc. Please see the e-mail that Dr. A sent out on Oct. 30th with the subject of "Class Coverage, Advising, and Communication Protocols" for a reminder of some policies for managing classes, etc.

5. ANGEL has closed – Michael Doncheski

There is still a way to access old materials on ANGEL, but it's tricky... Mike sent an e-mail with information, but could share it again if needed.

6. Open health enrollment and changes – Michael Doncheski

Penn State is making some benefits changes, including switching from Highmark to Aetna. If you do not go to ESSIC to enter anything, most of what you have now will roll over. However, you must go to ESSIC to enter information about: HSA contributions, Flex benefits, and the spousal surcharge. Because of changing to WorkDay there is NO grace period, so check your benefits info by Nov. 17th.

7. Committee updates: Athletics Committee – Lauraine Hawkins

The Athletics Committee met recently, most of the committee was present, and there was a good conversation on recruitment/retention for student athletes. Staci Brennan is working hard to help emphasize the "student" aspect of student athletes. However, all faculty must remember that some university policies enforce that athletes must be allowed opportunities to make up material missed due to official sports activities. Starting this summer, there will be a new NSO session on athletics for students and families and NSO advisers should be getting some tips to help student athletes schedule courses that don't conflict with normal practice and game times (afternoons and evenings).

8. University Faculty Senators' report: Renee Borromeo /Peter Dendle/Peter Linehan

There has not been a meeting since the last e-mail reports were sent, but Renee highlighted a few topics. She reiterated that Nov. 17th is a firm deadline for entering benefits information for 2018. Three to five year contracts are being discussed to replace one year contracts for fixed-term/non-tenure faculty. Some Gen Ed requirements should soon be counting for some major requirements. A "Top 10 Worst Things about LionPATH" list has been created and the topics are starting to be addressed. GURU is now gone; check out <https://policy.psu.edu/> instead now. Progress is being made on making all PSU campuses tobacco-free. Note that Somjit is our Ombudsperson, so he should be our go-to person to direct us to other resources.

9. Final Comments: Follow up on faculty perceptions of challenges to student academic success

Robin asked if there should be some follow up on the Canvas discussion since no one posted anything. It was agreed that a discussion will be on the agenda for the December MAFS meeting.

Next MAFS Meeting: Wed., Dec. 6th, 12:20 – 1:10 p.m. in ST204