

1. Approval of Jan 24, 2018 MAFS meeting minutes: Jackie approved and Ed and Morgan seconded.

2. Fall 2018 new members election

a. Executive Board members: 2 (3 yr. terms) + 1 (1 yr. term)

There were only 2 volunteers so far, but Peter Dendle also volunteered.

b. Ombudspersons: 2

There were no volunteers so far, but Linghao volunteered. Jackie pointed out that some training is required, but no one has actually gone to an Ombudsperson for help for some time.

Please think about volunteering, if only to learn about the process.

c. UC Faculty Councilors

Linghao's term is ending, so one volunteer is needed to serve with Jackie.

3. Contract-teaching overload: Michael Doncheski

With the new Workday process, a lot needs to be figured out about contracts. In particular, instructors have not been notified of their expectations. In the past, we have used Memorandum Of Personal Service (MOPS) notices and the expectation was that UP would send out something similar in a logical manner, but that has not happened. The Workday folks have been working on improving things since they learned of the problems, but several (figurative) fires have been put out recently. Moving forward, there will be a Mont Alto (MA) process: MOPS notices will be sent out ahead of time with courses, hours, and compensation to be approved by instructors. After each MOPS is approved, details will be entered into the PSU system. If there are any errors, please let Mike know.

Anne added a few comments, including that the goal is to have the MA internal process in place for summer contracts. Mike's office will be adding course specifics to an existing Excel tool calculator that will break down monthly salaries. Faculty will be able to respond "agreed" or with any concerns. UP liked the idea of sending out the Excel tool calculator, so that may be happening at other campuses, too. Both Mike and Anne apologized on behalf of what has happened. Some errors came from the process of manually entering information *twice*: Charlene entered information into Worklion and then someone else at UP entered the information *again*, compounding the possibility of mistakes. Another issue has come from Workday needing to use the first and last days of the semester for contract dates; corrections for outside time will be made. Lastly, paystubs have become somewhat confusing since they no longer break down enough information to be able to catch all the mistakes that have been made. Anne can call up more information, so don't hesitate to check with her.

4. Campus Hardship Endowment and Food Closet: Randall Ackerman

Randall wanted to remind us to refer students to the Hardship fund by sending an e-mail to Antonia ([ais104@psu.edu](mailto:ais104@psu.edu)). The Hardship Endowment is in excellent shape; it remains one of the most popular funds for campus payroll deductions and for outside donations. Hardship funds show up on a student's account and are frequently used for textbooks and other academics-related expenses.

A new Food Closet has been operational for roughly three weeks. Dr. Marilyn Stout, an avid MA supporter who is bequeathing MA half of her personal estate, recently shared an article with Randall about hunger being an issue on college campuses and she wanted to know if it is also a problem here. Marla confirmed that hunger is a problem for perhaps 2 – 3% of our students from a lack of planning or a lack of resources. Consequently, the new Food Closet has purchased dry goods that Curtis or Marla can hand out. H&FS have also created an \$8 student voucher, but that's not a hard cutoff (an \$8.50 charge would be allowed). Harrisburg has had some difficulties with voucher abuse, so the MA voucher has been customized from the HSB one and will not provide any money back. We have a generous supply of funds for this situation, so please refer students to Curtis or Marla on a case-by-case basis since students are reluctant to self-report. There are currently no limits.

A brief discussion followed. Mike mentioned that recent faculty candidates were generally very impressed with the Hardship fund when he told them about it during his one-on-one meetings as part of their interview visits. Curtis is going to start working the Food Closet into NSO, but there will be no posters advertising it. We are avoiding making this a classic food bank from employee donations because PSU has significant difficulties with home made items. (There could be a *big* problem if someone would get sick...) The Food Closet is so well-funded this semester that we should send as many (valid) students as possible to Curtis or Marla. David added that some of his students mention their desire to eat healthier in some of their informative speeches, but chips are significantly less expensive than fruit. Curtis has started discussions with students about using their funds “smarter”.

#### 5. Spring Offered Reception and Open House: Kate Bryant (Saturday, April 7<sup>th</sup>)

Kate supplied a hand out, though not much has changed from her e-mail announcement/request for volunteers. The Open House will be starting 15 minutes later with the Academics & Services Fair 15 minutes shorter since students generally arrive early. If you have not already, *please reply to Kate by March 1<sup>st</sup> if you are planning on volunteering and send her titles and session descriptions for any classroom sessions.* Currently there is representation from most of the departments. Kate mentioned that we always get excellent feedback. The students and family members enjoy these events, especially interacting with faculty and staff.

#### 6. Academic Festival: Kim Herrmann

The next topic was an update on the Academic Festival: Friday, April 20<sup>th</sup>, 12:20 pm to ~4 pm. Nine proposals were submitted as of 2/21 and a total of ~50 projects have been presented the past few years. *Please keep on encouraging your students to submit proposals.* The (hard) deadline is 3/16, the Friday after Spring Break. Please also help your students to choose the best category, especially between Research Poster and Informational Exhibit. Thanks go to the ASC for prize money support: \$1,000 this year and \$500 yearly. Please consider volunteering to judge. Jackie pointed out the new links to the Academic Festival websites under the quick links menu on the right-hand side of the Current Students page and the Faculty and Staff page.

#### 7. Peer evaluation - online teaching: Linghao Zhong

The Academic Affairs Committee has reported several times recently to MAFS on progress toward clarifying the peer review process of online teaching. However, there has been no official approval vote from MAFS, so Linghao presented a motion to approve the procedure alone; other approvals will come later. Jacob seconded the motion. There were 19 votes in favor, 0 against, and 3 abstentions.

#### 8. MAFS Committee updates

On behalf of the Diversity Committee, Kira pointed out that Feb. 28<sup>th</sup> will be the last day that the “Building Bridges: Portraits of Immigrants and Refugees Photography” exhibit will be at the Library. Please e-mail Kira ([khh11@psu.edu](mailto:khh11@psu.edu)) if you have used the exhibit for a class; she would like that information to report to the funding sources. Also, thank you to everyone for your support of Unity Week. Check out more information at: <http://montalto.psu.edu/information/diversity/unityweek>

There were no reports from the Campus Planning, Athletics, or IT committees. On behalf of Curricular Affairs, John encouraged everyone to attend the Gen. Ed. Meeting on 2/22.

#### 9. University Faculty Senators’ report: Renee Borromeo /Peter Dendle/Peter Linehan

The next meeting won’t be until after Spring Break, so there was nothing new to report.

Meeting adjourned at 1:00 pm.

Next MAFS Meeting: Wed., March 21<sup>st</sup>, 12:20 – 1:10 p.m. in ST204