

MAFS Minutes January 25, 2017

Agenda Item	Notes
Meeting called to order 12:20pm	Chair Ermek Nurkhaidarov called meeting to order at 12:20pm
Minutes from December, 9 th MAFS	December MAFS minutes were reviewed and amended
SNAP (Student Nurses' Association of Pennsylvania) Mont Alto Chapter community service projects	Caitlyn Jackson, freshman, talked about SNAP. She explained that SNAP will sponsor a bone marrow donation drive. SNAP will have a sponsor drive in Chick-fil-A on Feb 9 th .
The beginning of the semester reminders	<p>Dr. Doncheski reminded faculty of the followings:</p> <ol style="list-style-type: none"> 1. Early Progress Report will be due on 1/30 at 11pm and he encouraged the faculty to provide feedback on students' performances. He will take into consideration for on line class since these feedback are more focused on traditional classes. 2. Submission of syllabi to Charlene. 3. Faculty Activity Report (FAR) will be due on 1/31 and scheduled an appointment with Charlene upon completion. 4. To wait patiently for SRTE scores. It will be updated automatically in FAR. 5. Nomination of students for academic awards. 6. Academic Festival will be on 4/21 and there are funding available for research. 7. Need volunteer for academic integrity. 8. ANGEL will be closing and courses after 6/30 must be delivered using Canvas.
Academic Festival announcement	<p>Kim Hermann provided the following summary:</p> <ol style="list-style-type: none"> 1. Submit proposal on-line. http://montalto.psu.edu/form/project-proposal-penn-state-mont-alto-academic-festival 2. Proposal due date will be on 3/3. 3. Currently, the committee searching for volunteer judges.
IT committee report –copy of the presentation is on the MAFS website	<p>Kira Hamman provided the following summaries of last fall IT survey:</p> <ol style="list-style-type: none"> 1. There were 40 responses. 2. Well support from helpdesk. 3. Classroom technology was confusing and requires better instruction.

MAFS Minutes January 25, 2017

	<p>Douglas Prowant addressed the followings:</p> <ol style="list-style-type: none"> 1. Recognized more improvement in communication 2. Expected ticket response will be 48 hours. 3. Planning for assistance to new faculty to familiarize with smart podium technology. 4. IT will have a “Meet & Greet” session on General Studies 108 from Noon-1:30pm. Food and drinks will be provided.
<p>Academic Affairs committee report</p>	<p>Jennifer Reilly addressed the issue of hybrid/online classes and made the following comments:</p> <ol style="list-style-type: none"> 1. Approval from DAA is required for any hybrid courses. 2. It is necessary to provide appropriate office hours. 3. Course material should be available before course starts during the semester. 4. Course material should have a periodic review and reviewed by experienced peers specifically peers who taught hybrid courses 5. Student evaluation of a course should be by SRTE. 6. Syllabi should have the same standard as traditional courses. 7. Instructors are recommended to complete online certificate. 8. Provide additional training during MADE.
<p>University Faculty Senators’ report</p>	<p>Renee Borrromeo reported the followings:</p> <ol style="list-style-type: none"> 1. In assessing candidates for fixed term titles, there are plans to standardized levels of academic titles. 2. Plan to standardized objective for courses 3. Task force for smoking policy.
<p>Meeting adjourned</p>	<p>1:10pm</p>