

MAFS Executive Board Meeting 09/16/2019
Conklin Room 105 3:45 – 4:25 pm

Call to order- Dr. A could not attend

Approval of Minutes (04/15/2019)

Linghao moved to accept the minutes & Tom seconded; Approved

New business:

- Elections for 2019-20

Chair-Elect - Linghao & Jacob -> There will be a vote

Secretary - Kim (currently 3rd & last year)

Teaching Faculty Promotion Committee

(Renee B. will be serving on Teaching Faculty promotion committee with Robin Y)

- 2019-20 Committee Appointments & Membership

No duplicates on the standing committees, Add University College Councilors?

Share new committee list with Grace for master campus list

- Charges to Committees & Roles of Committees

Exec Committee can suggest topics for committees to look into

Faculty Affairs -> perhaps more than just staying on top of funding requests?

It is a good bit of work, though & funding process works pretty well

as long as everyone submits correct paperwork

Athletics -> a comment: is this committee still needed?

Might be required by the University Faculty Senate...

Would need to adjust bylaws or standing rules to dissolve it...

IT -> already has some tasks for consideration

Tom will ask chairs to come up with an agenda or tasks to consider for the year

- Campus Theme?

A group of faculty/staff want to suggest a Sustainability theme (Staci & Curtis...)

Fall to Sustainability Committee (Staci & Craig have been co-chairs)

Who has chaired Campus Theme in the past?

Dan inherited it -> students, faculty, & staff were involved initially, then not so much...

Started with Diversity, but theme does not necessarily always fit with Diversity

Should it be a new ad hoc committee?

Probably needs a committee & significant campus buy in

Was the Campus Theme part of the strategic plan?

Do we **need** to have a Campus Theme?

Theme for: colloquys, symposiums, faculty conference, vs. in classes?

Past: Peggy Russo -> freshman reading same book in all ENGL classes...

Correction: all incoming 1st yr students received a book to read over the summer

(ex: *Civil Disobedience*) & there were discussion groups (not just in ENGL)

Probably was just PSMA & in 2000s; UP has had 1st year common reading...

Alice Royer did campus themes in 90's with speakers & very robust program

She had a budget!

Maybe things are different enough nowadays that we shouldn't try to replicate what was done in the past?

Need to find out if we are required to do it and if so, what is required
Mike can have a conversation with Curtis -> Would students want a campus theme?
Support from student affairs?
Probably some discussion in MAFS sometime, but not in Sept
(allow some time for follow up discussions)

- Discussion of campus opening times during inclement weather events. (continued from 18-19)

Need to talk with Dr. A
Undergrad Ed working on a document about student expectations during weather delays
The document assumes 8-10 am classes just cancelled -> Mike expressed concerns since campuses make weather adjustments differently
PSMA: modified at 10 am, cancel morning & start normal schedule at noon, cancel as of 4 pm, cancel whole day
Still a concern: evening classes that only meet once a week and might be doable & safe, but whole day of classes were cancelled

- Concern about very vague "request for information" automatic emails from website forms
Mike: has a recent request for info (name, contact info, additional comments) about SCM
Important b/c a reply might be critical for prospective students to consider coming here
Messages being sent to program heads instead of being addressed by admissions?

Could there be some standard prepared responses for common questions?
Hopefully the student would have looked carefully at website content and needs information about a specific question

Not always what happens...

Automatic form -> going to admissions & program coordinators automatically

Some of these requests: not clear what is actually being requested

How does a response from a faculty member get included in admissions records?

Diane will be at Sept MAFS meeting, so Mike will let her know that this is a concern and ask her to comment on how should faculty respond

Carefully worded & prepared example responses?

Perhaps add more to the form?

Would you like a phone call? Do you have specific questions?

Update after the meeting: Diane will address the "request for information" expectations as part of her 9/23 recruitment & retention update. In short, if a prospective student requests additional info, they will receive it from Admissions; if they identify a specific academic program, they will receive info specific to the program and the request will be forwarded to the appropriate program coordinator; if and only if there are program specific questions is the program coordinator expected to respond.

- Open Discussion:

9/23 MAFS meeting -> conflicts w/ "Get to Know Your Faculty" PAWS workshop

Many meeting conflicts already this semester!

Recording MAFS meetings?

Zoom links are being used- generally only by a few people, but regularly

Working Agenda for MAFS Meeting 9/23/19:

- Call to Order
- Approval of Meeting Minutes
- Announcements
 - Chair (Tom Reinsfelder)
 - Renee B. serving on Teaching Faculty promotion committee with Robin Y.
 - Committee Assignments
 - Chancellor (Dr. Achampong)
 - Chief Academic Officer (Dr. Doncheski)
- Committee Reports
 - ?
- University Faculty Senator's Report
- Speakers:
 - Diane Chamberlain – Recruitment & Retention update.
 - Kendra Wolgast – ASC & SDR.
 - Staci Brennan – Student Athlete Academic Report / Update.
- Open Discussion / New Business
- Adjournment

Next Exec meeting Monday October 21, 12:20pm-1:10pm, 105 Conklin.

Next MAFS meeting Monday October 28, 12:20pm-1:10pm, 204 ST.