

MAFS Minutes

November 10, 2023

12:20 – 1:10 pm, Sci-Tech 204

<https://psu.zoom.us/j/96790544270>

- 1. Minutes of preceding meeting** – Approve as corrected
- 2. Announcements by the chair** – Barrett Scroggs
 - a. Feedback on NSW – Mike provided a survey, please respond by Dec. 1
 - b. Nov. 29 – conversation with colleagues
 - c. SGA – Festival of Trees in Chambersburg
 - d. Check out the SciTech and GSB updated signage
 - e. Committee chairs – send notes from last meeting to Barrett (preferably by today) to be included in the meeting minutes
- 3. Comments by the chancellor** – Francis Achampong
 - a. Condolences to Anita Crawford
 - b. Conditional approval of budget by the PA House on the stipulation of no tuition raises. Senate has not yet approved this, there will likely be additional back and forth.
- 4. Comments by the DAA** – Mike Doncheski
 - a. Welcome Dr. Rick Brazier
 - b. Mid-Semester progress reports – there were only 2 classes at Mont Alto that didn't have a MSPR completed. Well done! Remember to follow-up on those flags.
- 5. Comments by University Faculty Senators** – Ermek Nurkhaidarov and Robin Yaure
 - a. New strategic planning process – shorter document
 - b. Budget discussions – Board of Trustees is working to make future salary increases not contingent on State funding
- 6. Comments by University College Faculty Councilors** – Somjit Barat and Hanafiah Harvey
 - a. UCFC meeting last was last Wednesday
 - b. Guidelines for peer teaching review – thinking about introducing new guidelines that are improved and in line with SEEQ
 - c. Teaching graduate programs, advising graduate students – currently Penn State has a process of developing criteria for faculty teaching at commonwealth campus being able to mentor graduate students at other commonwealth campuses. There is work to establish this process.

- d. Hanafiah sent out an email about University College faculty awards – please look at it and ask Hanafiah if you have any questions
- e. Funding was also discussed
- f. Continued discussion of SEEQ – how should this process look? Who should be involved in this process?

7. Committee reports

- a. **Academic Affairs** – working on charge regarding standardizing teaching review process for part-time faculty members. Will meet again after Thanksgiving break. Direct any questions to David Seitz.
- b. **Athletics** – The Athletics Committee continues to work through policies, procedures, and practices that have been, or could be, implemented to help the student-athletes at Penn State Mont Alto achieve academic success. We are hoping to clarify these items for students and faculty and consider changes that might improve understanding of policies and improve student academic performance. Specific items we are examining include: coordination of efforts with ASC, advising, NSO, Welcome week, recruiting events, and courses for athletes, including PSU 8 for athletes and Kines 88.
- c. **Campus Planning** – looking at Goal 3 – elevate PSMA’s reputation as a community asset. Engage new and existing stakeholders (Objective 3.1), maintain a strategic and intention community and media presence (Objective 3.2), promote entrepreneurship and economic development through the PSU MA LaunchBox (Objective 3.3)
- d. **Curricular Affairs** – working on the BBH program, will meet again after Thanksgiving.
- e. **Diversity, Equity, and Inclusion** – the committee has completed an initial draft of city/town guides through a DEI lens for cities/towns in a 1-hr radius of Mont Alto. This document will be distributed next week along with a short survey for feedback.
- f. **Faculty Affairs** – along with the DEI committee, they gave their input on faculty hiring process following the call from the Provost.
- a. **Information Technology** – updating profiles in Digital Measures so they can be updated on the website – please do so if you haven’t already. Will be working with PR on other initiatives and will be discussing ways to update technology in certain classrooms.

8. New business

- a. **Update on Assessment of teaching** – Mike Doncheski
 - i. University is rolling out a whole new approach to assessment of teaching – effective design, effective instruction, inclusive and ethical pedagogy
 - ii. Student feedback, peer review, self-reflection – three types of evaluation
 - iii. Student feedback:
 - 1. SEEQ – replacement for the SRTE – administered earlier than the SRTE – Week 12-14. Does not extend into the last week of classes.

2. Midsemester SEEQ will also be implemented in Spring 2024 – this is just for the instructor and will not be seen by anyone else. Will not impact you negatively or positively in annual review.
 3. Comments from SEEQ will be included in dossiers. Comments will be summarized by a committee – one person elected by the unit, one appointed by administration, and one selected by the candidate undergoing review. This process will be implemented in Fall 2025.
- iv. Peer review
 1. UCFC is looking at existing peer-review handbook to evaluate areas for improvement
 2. Schreyer institute and SITE website have useful information
 3. All faculty will be peer-reviewed once every 5 years
 - v. Self-reflection
 1. Alternate assessment of teaching (process where various options including self-reflection were offered) is being replaced with self-reflection that will be included in your annual review.
 - vi. A question was raised about being able to see the automated emails that are sent to students to initiate the SEEQ process.
 - vii. A question was also raised about whether SEEQ could be access through Canvas – the answer is yes.
 - viii. Mike will send out an email that includes the MSEEQ and SEEQ questions.

- b. **Update on the campus advising plan** – Ed Hipkiss, Mont Alto Advising Council
 - i. In Jan 2019, Faculty Senate policy 32-00 (University policy for faculty advising) underwent a major overhaul.
 1. Establish a campus academic advising council – Mont Alto has had this since 2014, they meet twice a semester to discuss advising related questions and concerns.
 2. Developing an advising plan and policies based on guidelines – Ed will send this to Barrett to be posted/sent out.
 - a. Lays out responsibilities for both the adviser and the advisee.
 3. Carrying out training and professional development for academic advisers on an ongoing basis – this takes the form of advising meeting with each department/college.
 - ii. An advising survey will be sent out Monday after Thanksgiving for students to fill out. To knowledge, Mont Alto is the only campus to distribute such a survey. This survey is not considered a formal evaluation – it is more an area to look for improvement and growth in advising skills. Majority of responses are very positive.

9. Comments and recommendations for the good of the campus

- a. Celebration of student athletes: Golf – finished season in second place. Women’s soccer just won conference championship, headed to finals next week. Volleyball won their conference championship and are at nationals now. Men’s soccer participated in post-season as well.
- b. Open enrollment for benefits is open now.

Meeting adjourned: 1:07pm

Notes taken by: Nikolette Lipsey

Next meeting: Wednesday 12/6, 12:20-1:10, Sci-Tech 204

Academic Affairs Committee Meeting Notes

10/24/23 | 10-11am | remote meeting via Zoom

Present: Khaled Amleh, Peter Dendle, Kim Herrman, Anne Hill, Thomas Kramer, David Seitz

Absent: Kimberly Bohn (was preparing forestry students for a convention in Sacramento), Anne Devney (had clinicals with nursing students)

Notes:

-The AAC has been working on the following charge handed to us by ADAA Barrett Scroggs and the Executive Board: “Update the part-time teaching review process. Currently there is no consistent system in place to review part-time faculty in the classroom. The committee is asked to work with the Assistant Director of Academic Affairs to develop and implement a system that makes sense for our campus.” The AAC’s work on this issue is due by the end of Fall 2023.

-Since our last meeting on September 27, David Seitz has received the current list of part-time faculty from Barrett Scroggs; Anne Hill has spoken with the OT, PT, and Nursing program full-time faculty to glean information regarding their methods for reviewing part-time faculty; and, Peter Dendle has spoken with Kristi Addleman Ritter (former Chair of the AAC), Jacob Moore (former ADAA), and Mike Doncheski (DAA)—prior to COVID, Kristi, Jacob, and Mike developed the recommended rubrics and timeline for reviewing part-time faculty. David has also communicated with Kristi about the issue.

-According to the list of current part-time faculty, there are 30 part-time faculty members. Eleven of these individuals started in Fall 2023. Five of the 30 part-time faculty are in Nursing. Two are in OT and PT, respectively. The remaining part-time faculty members teach within a range of subjects—from History to Sociology, from Chemistry to Criminal Justice, and so on.

-In her discussions with OT/PT/Nursing folks, Anne Hill discovered the following: Allied Health has program coordinators that review SRTE’s but also they typically know the person prior to teaching. Angie Hissong has monthly meetings; Renee Borromeo has 1:1 meetings with her part-time faculty; and, Nursing faculty have conversations with the part-time faculty, as well as their own documentation to accrediting organizations. In programs that have a program coordinator, this person is (or should be) someone who serves as an accountability leader who handles the first and follow-up visits with part-time faculty.

-Through Peter Dendle’s discussions with Kristi, Jacob, and Mike (as well as David’s conversations with Kristi), the AAC has discovered the following:

- Prior to the COVID era, the AAC (then led by Kristi), Jacob (then ADAA), and Mike (DAA) developed a peer evaluation of teaching effectiveness form and a follow-up peer evaluation of teaching effectiveness form for reviewing part-time faculty. Apparently, these forms are still used by the DAA, ADAA, and others when evaluating part-time faculty on our campus.
- Kristi, Jacob, Mike, et al. also developed a Classroom Collaborative Teaching Excellence rubric (CTET) meant to be completed together by ~3 faculty members while observing part-time faculty at the same time. According to Jacob, the plan to coordinate classroom

visits for CTET reviews was scaled back as that endeavor was unfeasible (too complicated and too much work).

- According to Jacob, his hope was that the ADAA would serve as the point person to (1) schedule which part-time faculty should get a review in any given semester, and (2) find the right faculty member to do the review. That faculty member should be as close in discipline as possible to the instructor. Then, the review would consist of (1) an initial meeting or discussion with the instructor to go over materials and discuss the upcoming class visit, and then (2) a single classroom visit, after which the reviewer would fill out one of the forms and return that to the ADAA.
- We learned that Kristi et al. recommended that every part-time faculty member should be evaluated during their first semester and then every other year.

-Currently, the AAC has made or is leaning toward the following conclusions:

- When hired (or during orientation), part-time faculty should be made aware of our campus's expectations for teaching and how they will be mentored.
- The peer evaluation of teaching effectiveness form and follow-up peer evaluation of teaching effectiveness form currently in use seem appropriate to us.
- The Classroom Collaborative Teaching Excellence rubric should be disregarded for the reason addressed above.
- Jacob's vision makes sense: the ADAA would serve as the point person to (1) schedule which part-time faculty should get a review in any given semester, and (2) find the right faculty member to do the review. That faculty member should be as close in discipline as possible to the instructor. Then, the review would consist of (1) an initial meeting or discussion with the instructor to go over materials and discuss the upcoming class visit, and then (2) a single classroom visit, after which the reviewer would fill out one of the forms and return that to the ADAA.
- Note: We believe that the reviewer should serve as a mentor to answer occasional questions, not solely during the review process.
- We agree that every part-time faculty member should be evaluated during their first semester and then every other year.
- The DAA, ADAA, and Executive Board should decide how they want to proceed with the OT/PT/Nursing programs—whether those in the Allied Health Building should be left to their own devices or adhere to the part-time faculty review process applied in other disciplines.
- If circumstances necessitate, the ADAA should turn to a full-time faculty member from another campus to conduct the teaching review process (either in person or via Zoom).

-Considering the fact that we are meant to work closely with the ADAA on this issue, David Seitz (Chair) will contact Barrett to invite him to our next meeting to discuss these items.

Meeting adjourned at: 11am

Notes taken by: Anne Hill and David Seitz

DEI Committee Meeting Notes

11/2/2023 | 10:30am | Zoom

Present: Nikolette, Melanie, Michelle **Absent:** Somjit, Nancy, Denise

1. Reminder of the Charges

- o The Executive Board charges the DEI Committee with the following tasks:
 - § **Research the nearby cities and towns through a DEI lens.** Our campus is lucky enough to have multiple cities and towns within a drivable distance. This creates a unique experience in which faculty may not have a direct connection to where they live when they arrive. This is especially difficult for faculty from underrepresented/marginalized groups. The DEI committee is tasked with researching the local cities and towns (within approximately an hour drive) to provide an updated description of these through a DEI lens.

 - § **Develop city guides for surrounding areas.** New and prospective faculty members would benefit greatly from this information. The DEI committee is also tasked with determining the best way to communicate this information and developing a final product which could be provided to new and perspective faculty members.

- o This supports President Bendapudi's inclusion of B for belonging in her overall DEIB focus for Penn State.

- o Committee description: The DEI Committee addresses matters related to diversity, equity, and inclusion on campus. This includes, but is not limited to, matters related to gender, race, religion, ethnicity, and sexual orientation.

2. Reviewing the City Guides document

- o Overall the consensus was that the document was in pretty good shape, but the section on Chambersburg/Waynesboro/Shippensburg/Fayetteville needed to be revised and split into separate sections.
- o Nikolette will reach out to Somjit to work on the Chambersburg section
- o Mel will take on the Waynesboro section
- o Nikolette will take on the Shippensburg section

3. Getting feedback on the document

- o Nikolette will reach out to Barrett to discuss best way to share the document and solicit feedback

- o We could have a Qualtrics survey sent out with the document so that people could provide feedback
 - o One aspect of DEI that we did not really cover in the document was religious identity. Do we want to include any religious information, or is it best to have that be information potential candidates seek out if it is of interest to them? Is this something to get feedback on?
4. Any additional DEI-related efforts that the committee could support?
- o Something for campus/students
 - o Headshots for students? Could be a lot of work and involve a lot of resources
 - § Could it be offered to certain grade levels? (e.g., 4th years?)
 - § Conferences offer this type of service sometimes
 - § Could pick a day and just have whoever is interested participate
 - § Related to the career closet and make-over event
 - § Perhaps we can reach out to some combination of career services, the business dept, and/or PR to see what they think
5. Goals for next meeting
- o Nikolette will send out When2Meet

Meeting adjourned at: 11:00am

Notes taken by: Nikolette

MAFS IT Committee Meeting Notes

Nov 10, 2023 | 2:30pm | Library 215 (and Zoom)

Present: L. Denlea, B. Neisser*, T. Reinsfelder, G. Mahlon, Anita Crawford (guest)

Absent: K. Buhr, D. Prowant, J. Henry, P. Plummer, J. Moore

*Attended remotely via Zoom

1. Faculty profiles on campus website [continued]
 - a. Sent email to Faculty on 10/13 – follow up sent on 11/10. Asking faculty to update info in DM/Activity Insight and to check office address and phone number.
 - b. Biography; Research Interests; Publications; Education.
 - c. If any field is blank in DM it will be omitted on the web profile page.
 - d. Some profiles on the website are updating automatically, others will need to be reconnected manually. All will be checked by PR closer to end of the semester.

2. Mont Alto Story Tellers project / partnership with PR
 - a. Met with Anita Crawford
 - b. Interest in developing/updating a campus experts list
 - c. Ideas for “Mont Alto Stories” series
 - i. Video packages (approx. 3 minutes) highlighting events, accomplishments, and initiatives of faculty. Also look for opportunities to highlight student engagement. Shorter videos and images from each story can be shared on social media.
 - ii. Will work to create an initial story to use as an example, then invite similar participation from others on campus.
 - d. Discussed a possible campus podcast series to tell similar stories.

3. Technology support for classrooms used for shared courses – across multiple campuses: See guidelines in "Shared Courses Playbook".
 - a. M. Doncheski & J. Gable will provide a list of classrooms used for shared courses.
 - b. MAFS IT will evaluate classrooms for appropriate technology setup and provide an inventory and recommendations. Are we ok? What do we need to meet minimal recommendations, optimal recommendations?

Notes taken by: Tom R.