

MAFS minutes
December 6th, 2023
12:20 – 1:10 pm, Sci-Tech 204
<https://psu.zoom.us/j/96790544270>

1. Minutes of preceding meeting

Minutes approved.

2. Announcements by the chair Barrett Scroggs

- Committee chairs – please send notes from any meetings from this month including any update to charges.
- Holiday party coming up.
- Syllabus statements and important dates were emailed out.
- MADE – January 4th
- Go and vote for the door decorating contest

3. Comments by the chancellor Francis Achampong:

- Dr. A thanked the campus for all the hard work put in by every body to bring another semester to an ‘uneventful’ end, which is probably the best we can hope for...wished everybody happy holidays!

4. Comments by the DAA Mike Doncheski:

- 2nd and 3rd&4th Year Engagement planning: SSC originally presented plan for current and future efforts in this direction last Spring, and how to involve core members and faculty.
- Based on such input and consultation between SSC and DAA, a list of critical communication topics were created, and draft charges to the committees (including recommendations and recommended compositions) were designed.
- It was decided that initially the two groups would work together and then break out to focus on specifics. The 1st Year plan would be along the lines of the FY Experience Plan and would complement and extend the Campus Strategic Plan and the Strategic Enrollment Management Plan.
- Initial brainstorming session would be held in Spring 2024 MADE (all faculty welcome to attend), where interested faculty would self-select as part of the initiative. The goal was to have the plan finalized by end of Spring 2024 with a target launch date of Fall 2024.

- Office Hours: In light of Mike's earlier reminder to this effect and the fact that many students are still unsure that 'office hours' are meant for them (and NOT for the faculty for their own busy time), still a little more than 50% of faculty have their office hours posted outside their doors. Faculty are now being required to post their hours outside the door using a PSU template that Mike sent BY JANUARY MADE.
- The postings should mention specific hours for each course taught plus 'by appointment' (and NOT just 'by appointment'). This is in addition to sending syllabus (which should have office hours listed before being finalized) to Charlene. For a full-time faculty member, there should be 3-4 office (or student) hours per week scheduled.

5. Comments by University Faculty Senators Ermek Nurkhaidarov and Robin Yaure

- Notes sent out in Robin's email

6. Comments by University College Faculty Councilors Somjit Barat and Hanafiah Harvey:

- No additional development forthcoming because there was no meeting since the last MAFS update.

7. Committee reports

Academic Affairs:

- The Academic Affairs Committee met as a committee with Barrett the day before (Tuesday) about their primary charge of the Fall semester - making recommendations on practices for reviewing part-time faculty. The committee is finalizing the report on that charge, and would be submitting it shortly.

Athletics:

- Data (supplied by Kendra) of student-athlete academic performance was reviewed; weaknesses of NSO, Welcome Weekend, and PSU 8; Good that faculty had been invited to the last few open house games and showed support; Good that faculty had been invited to the last few games and showed support; question of numbers of students enrolled in Kines 88; are student-athlete needs being met with present programming? (answer yes); Committee would like to consider a Certification for Sports Administration; Committee is still in the process of defining its role.

Campus Planning:

- Focus on GOAL 4: Advance a Culture of Inclusion, Equity, and Diversity (IED) at PSUMA; different aspects of this goal were discussed e.g. Strengthen recruitment and retention of a diverse student body; Address barriers to recruiting and retaining faculty, staff, and administrators from historically underrepresented or marginalized groups and address

barriers to attendance for students with financial needs and Foster an environment where people from historically underrepresented/marginalized groups feel welcome.

Curricular Affairs:

- Nothing to report at this time since the committee is working on something and will soon come out with a report.

Diversity, Equity, and Inclusion

- Survey had been sent out seeking feedback on City Guides being drafted by DEI committee...suggested that survey be completed by end of the day

Faculty Affairs:

- Some funds have already been distributed; some funds still available; faculty must fill out the form carefully and not miss any parts otherwise it would have to be sent back; faculty must apply BEFORE the trip instead of after, so they have an idea how much they will be reimbursed for.

Information Technology:

- Technology support for classrooms used for shared courses delivered across multiple campuses following guidelines in the “Shared Courses Playbook. Also, office phones were being phased out to save cost and would be replaced by Microsoft Teams and Jabber. Currently both items being reviewed.

8. New business

Update on budget Matt Ulmer, Director of Finance & Business

- Matt presented detailed campus budget for the current and next year. New budget model based on: Student Headcount, Student Credit Hours, Tuition, Research Expenditures; most campuses (PSUMA included) will see a decrease in budget allocations of 1.5-2% due to the new model; more than 60% of total MA budget spent on salary; for FY 24-25, budget is set with a 0% change and non-personnel spending continuously monitored; Administrative Challenge – How do we provide top tier research and educational experience with declining resources? Some Q&A followed.

9. Comments and recommendations for the good of the campus

MAFS IT Committee Meeting Notes

Dec 1, 2023 | 2:30pm | Library 215 (and Zoom)

Present: L. Denlea*, B. Neisser, T. Reinsfelder, G. Mahlon, J. Henry, J. Moore

Absent: K. Buhr, P. Plummer, D. Prowant

*Attended remotely via Zoom

1. Faculty profiles on campus website [continued]
 - a. Faculty should be done updating bio info in Activity Insight
 - b. Following up with PR to have website profiles reconnected to Activity Insight data.
2. Mont Alto Story Tellers project / partnership with PR
 - I. Met with Anita Crawford Nov. 10
 - II. Anita will be working with one faculty member to do a pilot story/short video. Once this is complete, other faculty stories can be added to the series.
3. Technology support for classrooms used for shared courses delivered across multiple campuses. Following guidelines in the “Shared Courses Playbook”, a document provided to all campuses by PSU IT and OVPCC.
 - III. MAFS IT is evaluating classrooms to provide a technology inventory, assessment, and recommendations. Are we ok? What do we need to meet minimal recommendations, optimal recommendations?
 - IV. Committee Members are evaluating classrooms using criteria from the “Shared Courses Playbook”
 - i. [MA Classroom Observations/Recommendations](#)
 - ii. [Current PSMA Classroom technology list](#)
4. We are hearing that Microsoft Teams calling is on the way to replace Jabber and desktop physical phones (where possible). Details and timeline are still in development. We will continue to monitor this.

Notes taken by: Tom R.

The Athletics Committee met on 12/4/2023. Topics of discussion included:

1. Review of data (supplied by Kendra) of student-athlete academic performance since 2016
 - a. Students have continued to perform at the same level (which is acceptable); no significant changes in GPAs (averages) with any intervention (academic coach, PSU 8, Kines 88).
 - b. Most frequent meetings between Staci and athletes regarding academic concerns happen with 1st year students, often regarding class attendance and turning in assignments.
2. Discussed NSO, Welcome Weekend, and PSU 8 – some weaknesses discussed – no implementable solutions reached.
3. Athletics Open House: good to see faculty in attendance.
4. Kines 88: question of numbers of students enrolled
5. Question: are student-athlete needs being met with present programming?
 - c. Overall, answer is yes
6. Discussed a Certification for Sports Administration that the campus could consider offering
 - d. Committee would like to see this examined further and implemented if possible
7. Committee is still defining its role:
 - e. Oversee academic performance of student-athletes
 - f. Assist and enhance relationships between faculty and Athletics Department and student-athletes