The Lincoln University
Faculty Meeting
Tuesday, February 3, 2015, Ware Center Theater

MINUTES

Dr. Denise Wilbur
Vice President for Academic Affairs (Interim)
Presiding

The meeting was called to order by Vice President Wilbur at 11:02am.

I. President’s Remarks

- Acting President Valerie Harrison announced that Lincoln alumnus David Payne will be returning to campus on Friday, Feb. 6 to make another contribution to the university and discuss further fund-raising plans.
- Dr. Harrison noted that she co-authored an op-ed column with State Sen. Andrew Dinniman in The Philadelphia Inquirer about funding needs for the state’s public universities.
- Recruiting efforts for new freshmen have been improved with an online application system, a new web site scheduled for launch on March 1, and a reduction of response time to applications from eight weeks to six weeks, with a goal of four weeks in the future. The Noel-Levitz consulting firm is also going to conduct an assessment of our recruiting and admissions process.
- The next Open House is scheduled for March 27, 2015.
- As of the most recent count, 3,700 applications have been received from prospective freshmen, compared with 2,600 at the same time in 2014. Also, 936 offers of admission have been made, compared with 541 at the same time last year.

II. Action Items

- Approval of Minutes—Minutes from the December 2, 2014 Faculty Meeting were moved, seconded, and approved unanimously.
- Nominations Committee—Committee Chair Dr. Zysk announced that he was leaving the university and that a replacement committee member would be needed. Dr. James Deboy nominated Dr. Sally Monsilovich for the vacancy. No additional nominations were offered, and Dr. Monsilovich was elected by unanimous voice vote.
- By-Laws Committee—Dr. Royer presented a proposal to add the Director of the Graduate Center as a standing member of the Graduate Studies Committee. The change was approved by a unanimous voice vote.

III. Reports of Standing Committees

There were no committee reports.

IV. Discussion Items

- Information Technology—Asst. Vice Pres. for Information Technology, Mr. Andre Warner, said that there were delays in the receipt of equipment orders and the new implementation date for increased campus bandwidth is March 3, 2015. He noted that the learning management system will be integrated with the Datatel database software.
Mr. Warner urged faculty to encourage students to enroll in the Emergency Alert System (IRIS). Mr. Warner said Lincoln has received approval from the state for the Data Center upgrades. He said they would be installed in the current temporary location and then moved to the new center this summer. That center will be located in a small outbuilding by Dickey Hall.

New anti-virus and anti-spam software will be installed to help reduce the unwanted email and potential malware that is being received by faculty, staff, and students in their lincoln.edu email accounts.

- **Assessment/Accreditation**—Director of Assessment Gloria Oikelome cautioned that, although Lincoln is in a lull between reviews, it is important to keep up with assessment in preparation for our next accreditation cycle. She noted that the Curriculum and Educational Policy Committees need to update Course Approval Forms, Syllabi Templates and other items to make sure they are aligned with the new accreditation standards.

Ms. Oikelome reminded faculty that adjunct faculty in General Education courses must also submit assessment reports. She expressed the view that standardization of the following items in General Education courses does not violate principles of Academic Freedom: 1) A Master Syllabus followed by all sections; 2) Standardized learning outcomes for all sections; 3) Alignment of assignments with standardized ILOs; 4) At least one common assignment across all sections; and 5) A common rubric or scoring method for that assignment.

She noted that the graduate program review data is complete and that a review of the assessment process is ongoing.

### V. Announcements

- **By-Laws**—Dr. Royer announced that the Promotion, Tenure, and Severance Committee has proposed changes in its guidelines and they will be sent out to faculty for discussion. He said there would be open sessions to discuss the proposed changes.
- **Registrar**—Ms. Rutledge announced that many of the roster verification forms were overdue and needed to be completed immediately
- **Interim Vice President Wilbur** thanked the faculty for their flexibility in adjusting schedules to handle late enrollments.
- **Dr. Cyrus Jones** expressed concern that Furniture and Equipment funding has still not been received for Wellness Center facilities, even though renovations were completed two years ago. Vice Pres. Wilbur said the concerns are being addressed with the state and the funds are forthcoming. She also said that private donors are interested in helped outfit the workout rooms.
- **Dr. Monsilovich** referred to the January meeting announcement that faculty meetings would be moved to 4:00 pm and asked when that would go into effect. Vice Pres. Wilbur said it was too late to implement the new time this semester.
- **Dr. Babatunde** suggested that the Faculty Dining Room is being underutilized and provides healthy food alternatives for faculty.
- **Interim Vice President Wilbur** noted that the accreditation visiting team for the Nursing program would be on campus from February 11 through February 15.
- **Dr. Pope** announced that the men's and women's basketball teams would be playing in the CIAA tournament in Charlotte from February 24-28.

The meeting was adjourned at 11:45 am.

Respectfully Submitted,
Dr. Kenneth Nagelberg, Asst. Prof. of Mass Communication
Faculty Secretary