

Faculty Meeting Minutes

January 18, 2011
Room 123, Science Building
Ivory V. Nelson, Ph.D., President, Presiding

I. Report from the Student Government Association: Stephanie Rand, Vice President of Internal Affairs:

a. Recycling: Campus wide recycling will be implemented beginning the week after midterms in March. Implementation will occur in two phases: Phase 1: Residence Halls and Phase 2: Academic and Administrative Buildings (late March or April)

b. P.A.S.S. (Pennsylvania Association of State-Related Schools) was founded by the student representatives of the 4 state-related schools to create connections between The University of Pittsburgh, Penn State, Temple and Lincoln University. They are organizing a rally in Harrisburg for February.

c. SGA Meet and Greet will be held on Tuesday January 25th at 5pm in the Ware Center Theatre.

II. Report from the President: Ivory V. Nelson, Ph.D.

Dr. Nelson distributed to the faculty two handouts concerned the status of the University and Middle States Standard 14: Assessment of Student Learning:

a. Memorandum dated January 3, 2011 entitled: Institutional and Organizational changes to address immediate challenges.

b. Lincoln University November 1, 2011 Monitoring Report to Middle States Association Standard 14 – Student Learning Assessment regarding Academic Program Requirements (Blue sheet). This document will move us forward on this process.

The first handout addressed three urgent challenges facing Lincoln University. They are:

1. Assessment: the feedback (Summative and Detailed) from the outside reviewer on the 18 programs submitted for evaluation and status indicated an overall lack of sufficient progress towards meeting Standard 14, Student Learning Assessment (the brief summative summaries of the reviews are attached to this handout).

2. The announced retirement of the Provost and Senior Vice President for Academic Affairs and the vacancy of the Director of Assessment position.

3. A lack of demonstrated progress on the Centers of Excellence and their relationship to achieving our overarching goals.

The president in this memorandum stressed that we are in an urgent academic situation and based on our external consultant reviews the assessment effort will require a significant amount of work to be completed by the second week of the semester (January 21, 2011) to avert additional accreditation risk.

The Centers of Excellence will need to take a significant step forward in meeting the Student Learning Assessment requirements and defining an operational plan for achieving recognition status.

Finally, there will need to be an enhanced effort towards the Board adopted Overarching Goals

To address these problems the University will do the following:

1. We will secure the immediate services of an assessment consultant to work with the faculty to bring the current programs into compliance for the November report.
2. President Nelson will assume the overall responsibility for Academic Affairs. The 3 Deans: Dr. Chikwem, Dr. Thomas, and Dr. Willis will be responsible to him to drive the assessment of student learning process and manage their respective schools and areas.
3. The Centers of Excellence will report to the President with operational oversight through the Executive Vice President.
4. The area of Student Affairs and Student Support Services will report to the Executive Vice President.

The second handout gave a timeline for the academic program requirements to be done:

1. By January 21, 2011 the Student Learning assessment plans for 19 programs ready for spring 2011 assessment cycle.
2. By January 21, 2011 Each program will submit to President Nelson letters signed by the Department faculty certifying that the above mentioned assessment plans are ready for each of the 19 programs.
3. Starting now we will work on Student Learning Assessment plans for the remaining programs (16) for implementation in August 2011 for the fall assessment cycle.
4. Once every two weeks faculty members will meet in their department to develop/review above assessment plans and certify by letter to their respective Dean that they have done so.
5. By April 30, 2011 Student Learning Assessment reports completed for the 19 programs in the spring 2011 assessment cycle.
6. By April 30, 2011 Student Learning Assessment plans for all 35 programs are ready for the fall 2011 assessment cycle.

There was extensive discussion between Dr. Nelson and the faculty on how we should go about doing assessment of student learning.

We are now working as a collective team regarding student learning assessment . Those who are good at this are available to assist fellow faculty as needed. We have ordered a book of student learning assessment for each department to assist you. Those of you who need assistance please ask for help. Please read standard 14 carefully and it will tell us what we should do. We should be able to accomplish what we need to accomplish during the spring 2011 semester.

It is very important to have accountability on our assessment of student learning. Every member of the each department must work together as a team on the spring assessment and work together on the assessment plans for the student learning for the remaining academic programs. We will encourage you to get inside help with the reviews of the assessment plans. Dr. Nelson reported that the Science faculty on their own had an outside consultant come in to assist them. You can contact friends outside Lincoln University to help you with your assessment plans for student learning. We do have experts here on campus.

Dr. Robert Millette expressed his concern that he is not an expert on assessment of student learning and that we should get expert consulting to help us.. Dr. Nelson kept emphasizing that we do not need outside expertise because we have the faculty knowledgeable here available to assist you. Dr. Nelson announced that Faculty Development grants will be 100% to learning how to do assessment of student learning. Dr. Susan Safford pointed out that Biology department had an outside expert in to assist them with their assessment of student learning who informed them that what we are trying to do in one semester would normally take two years to do. Dr. Babatunde pointed out that the faculty is trying to do our best with assessment of student learning. Dr. Nelson replied that he understands our frustrations with this. We will try to do everything we can do to assist you with this process. We did order the books on assessment of student learning for each department at the request of the Deans and Department Chairs. Dr. Millette still continued his efforts on getting outside people to assist us with assessment of student learning. Dr. Swinton replied that we need to work together as a team on assessment of student learning and take charge of academic excellence of the institution. This is an opportunity of lifetime for the faculty to work without the presence of Vice President for Academic Affairs and a director of assessment. Dr. Siddique pointed out that he wanted an outside reader to point out that we are on the right course with assessment of student learning reports. Dean Chikwen replied that the faculty should had looked very carefully over the criticism supplied by our outside consultant of the 18 assessment program reports on student learning that we as a faculty should have been able to improve our assessment program reports of student learning to the point where we can pass Standard 14. Assessment is a continuous process. Dr. Richards reported that their department will try to incorporate the standard practices of the business world in preparing their program assessment of student learning beginning with next years assessment. Dr. Jim DeBoy pointed out that we still need to follow the four steps of assessment of student learning and then evaluate it and change you student learning outcomes with each semester of assessment.

Dr. Poe pointed out that we still need create some policies that will help us maintain some order in our classrooms. We need to adopt a policy concerning cell phone use in the classroom.

III. Action Item

a. [Approval of Minutes of the December 7, 2010 Faculty Meeting](#). The minutes were approved.

IV. Announcements

a. Faculty Development Committee: Dr. Linda Stine. Dr. Stine announced that the faculty will be receiving by email the criteria for faculty development grants which will concentrate on assessment of student learning.

b. *Lincolnian*: Dr. Murali Balaji announced that copies of the welcome back issue of the school newspaper is now available for faculty to be picked up as you leave the faculty meeting.

Respectfully submitted,

Albert M. Bryson, Faculty Secretary