

FACULTY MEETING

Faculty Meeting Minutes Tuesday November 3, 2009

President Ivory Nelson called the meeting to order at 4PM in the Multi-Purpose Room of the Student Union Building.

President's Report: Dr. Ivory V. Nelson

The President distributed two handouts:

A. Lincoln University facts which give brief statistical information on pertinent key statistics for the past ten fiscal years along with the current fiscal year.

B. US News and World Report HBCU rankings, by categories, for 2007, 2008, and 2009. It supplies the breakdown by categories that are contained in the overall ranking of the college. There was one page on how they calculated the ranking.

Dr. Flint distributed a handout which gives the Average SAT for Math and Reading scores for both 2008 and 2009 for incoming freshmen athletes vs. the average SAT Math and Reading scores for all incoming freshmen. This report indicated that the Average SAT score was higher for the incoming freshmen athletes.

Dr. Nelson also reported that the state legislature had not passed the budget for 28 state related entities including the four state related universities. The bill has passed in the State Senate and is waiting for action in the State House. These bills need to pass with 2/3rds vote. The university has not yet touched the available credit line for this fiscal year.

Discussion Item:

HUMAN RESOURCES PRESENTATION

Dr. Debbie Bullock and Human Resources Department Staff presented the new [Employee Handbook](#) and new enhanced employee benefits package using power point.

Dr. Bullock pointed out that the University has updated all its policies and procedures regarding its treatment of all university employees. She also announced the collective bargaining agreements of all union employees do supersede the policies and procedures given in the employee handbook when there is disagreement. The faculty is encouraged to bring any concerns that they have with new employee handbook to the attention of Human Resources. Among the policies updated in the handbook are: the code of conduct, no smoking and tobacco use, substance abuse prevention, leaves under FMLA, harassment prevention, whistleblower, computer and network usage by employee, and termination of employment.

We are working to improve web-based service tools on the human resources site and more training for supervisors and staff.

The Faculty Union distributed a handout to the faculty informing them that the new employee handbook is under review by the union's attorney to see if any of the new policies and procedures will require reopening the union collective bargaining agreement. The faculty was encouraged to review the handbook and send by email all concerns they have to the union contract administrator: Dr. Willie Williams.

Sharon Houston presented the new and enhanced employee benefits: Sick and Vacation leave for administrative staff, how to use more effectively the Aetna and Delta Dental websites, and new benefits such as saving bonds, dell pc purchase, and additional programs provided by CIGNA, the university insurer for identity theft, will preparation, travel protection, assurance, and healthy reward discounts on various health care services.

Vicki Reeves discussed safety and wellness on campus. She emphasized workplace safety and wellness programs. Among these were the wellness fair, walking and smoking cessation programs. Dr. Safford brought up her concerns about the overall safety in our science laboratories. Are we in compliance with OSHA and state laws in running our science labs?

Rochelle Gray then talked about special services that are available to all university employees, primarily the Employee Assistance Program: Help Me Service provided by HMS, the inclement weather, and the alert notification program.

ACTION ITEMS

A. Minutes of the October 6, 2009. Dr. Dade, Safford, and Siddique brought up the concerns discussed at the October faculty meeting about the Academic Excellence, library, and the student issues sections of the discussion. We need to know what faculty said at the faculty meeting.

There was considerable discussion about the minutes and they should be posted on the web as soon as possible. Mr. Bryson asked the faculty to send comments by email after they have been posted on the web.

Dr. Dade moved to table the approval of the minutes of the October meeting, seconded by Dr. Safford. This motion was approved.

Dr. Flint suggested that we look at the Robert's Rules of Order, p. 451 for expectation of duties of the secretary regarding the minutes.

B. Curriculum Committee: Dr. Robert Langley presented two new biology courses: [BIO 311 Cancer Biology](#) and [BIO 317 Medical Pharmacology](#). These two courses are being taught by two postdoctoral students in a program sponsored by Lincoln and the University of Pennsylvania called Penn Port. Through this program, postdoctoral fellows get training in undergraduate teaching as part of their experience. They are mentored by a faculty member at Lincoln one semester, the next semester they teach an existing course, and for the third semester, they

develop a course of their own design and teach it. Dr. Chapp brought the fact that the faculty names were given on the suggested syllabi and that this should not be done in the future. He also asked if these courses would disappear or are they becoming a permanent part of the biology curriculum. Dr. Royer responded that they would like them to be permanent because we can find the faculty here to teach the courses. Dr. James DeBoy suggested that in the future we consider doing these as special topic courses for courses taught by students in this program.

Dr. Nelson asked if they are electives or part of the 120-124 credit requirements. It was pointed out that the curriculum coversheet was not supplied. In response to Dr. Nelson's question, Dr. Royer replied that they are electives. They were approved by the faculty.

Dr. Sally Wagner presented the [Educational Leadership/Principal Certification Program proposal](#) from the Education Department. She pointed out the need and provided the justification for the program which would be offered at the Graduate Center in Philadelphia. It was designed to meet the program standards and guidelines prescribed by the Pennsylvania Department of Education. It will be a Master's Degree program with 39 credit hours required. We already have 17 potential students for this program when it starts. They will need a minimum of 5 students and with 8 students the program could operate effectively.

Dr. Dade brought up a concern that this program proposal is pending for action by the Educational Policies Committee and that we should wait for action by that faculty committee since this is actually a new program. Dr. Dade also stressed that all new academic programs need to be approved by the Educational Policies Committee first in order for the faculty to act under the Faculty By-Laws. Dr. Willis pointed out that the program needs to be approved by Educational Policies Committee and the new curriculum associated with it must be approved by the Curriculum Committee. Dr. Wagner moved that the recommendation of the Curriculum Committee in favor of the program be referred to the Educational Policies Committee for action. This motion was approved.

D.) Motion to correct an error in the minutes of the April 7, 2009 meeting: Dr. James DeBoy.

At the [April 7, 2009 faculty meeting](#) three motions were orally presented and approved by the faculty. Unfortunately, the faculty secretary transcribed into those minutes an error from the written Educational Policies Committee report concerning EDU 100 and EDU 101. We are now reaffirming those motions adopted at the April 7, 2009 and correcting those minutes.

The minutes of April 7, 2009 should read as follows:

(1) For students who entered in fall 2006 (or earlier): all courses count towards graduation EXCEPT:

EDU 100(097) Reading & Study Skills
EDU 102 Oral Communications

(2) For students who entered in fall 2007: all courses count towards graduation EXCEPT:

EDU 100 (097) Reading & Study Skills
EDU 102 Oral Communications

ENG 100 (098) Basic Writing Skills I
MAT 103 (098) Algebra I

(3) For students who entered in fall 2008 (and beyond): all courses count towards graduation EXCEPT:

EDU 100 (097) Reading & Study Skills
EDU 101 (098) Critical Reading Skills
EDU 102 Oral Communications
ENG 100 (098) Basic Writing Skills I
ENG 101 (099) Basic Writing Skills II
MAT 103 (098) Algebra I
MAT 104 (099) Algebra & Applications

The motion to reaffirm these motions was approved and the minutes now reflect the correct motions from April 7, 2009 faculty meeting.

ANNOUNCEMENTS

A. BMI Placement Test/HPR 103 Graduation Requirement: Dr. James DeBoy

Dr. DeBoy said when the faculty revised the core curriculum in March 2005 we approved HPR 101 (Dimensions of Wellness (2 credits) HPR 103 Fitness for Life (1 credit) IF the student places into this course based upon BMI as the graduation requirements for health and wellness in the core for students who entered in fall 2006 and later.

The HPR 103 requirement can be satisfied/completed by doing any one of the following ways:

- (a) Test out (earned a BMI of less than 30)
- (b) Pass the "old" HPR 102: Lifetime Sports class
- (c) Pass HPR 103: Fitness for Life
- (d) Pass an approved "physical activity course" at another college (must be transferred to LU)

At the beginning of the fall 2009 semester some 80 senior students (16%) have not taken HPR103 or the BMI test. The academic audit sheet has not been updated to reflect the new core curriculum requirement for health yet. It is our concern that we have some students who have not completed this particular requirement of the core. We have to notify the student that they must take the BMI placement test or take HPR103 in the 2010 spring semester. We have sent out an email alert to all undergraduate students and to all faculty and staff involved with academic advising. Memoranda/emails have been sent to all department chairs as well concerning this graduation requirement. We must make every effort to directly notify the remaining undergraduate students who have not made an effort to meet this graduation requirement so far. We have already done 50 to 55 seniors of the initial 80 so far. Dr. Flint pointed out that we are putting an extra burden on some students because of their weight. We should have the university attorney look at this requirement to determine if it is legal. Dr. DeBoy responded that morally as a university we have an obligation to notify students that their health might hinder them in their performance as student.

B. The initial service-learning efforts of students in CSC 201 (Web Programming) [Web Server of Computer Enthusiasts at Lincoln University](#) was presented by Ms. Michelle Petrovsky.

These are now available for viewing by all. [CSC 201](#) students are now soliciting recipes from members of the Lincoln University community to be included in the site's online cookbook. Please send in your recipes to be placed on the online cookbook.

Respectfully submitted,

Albert M. Bryson
Faculty Secretary