

**Lincoln University Faculty
Regular Meeting Minutes
April 3, 2018, 4 PM
Ware Center Theater**

**Patricia Pierce Ramsey, Ph.D.
Provost and Vice President for Academic Affairs
Presiding**

The meeting was called to order by Provost and Vice President Ramsey at 4:10 p.m.

A. RATIFICATION OF THE AGENDA

- a. A quorum of 54 voting members was established. A minimum of 52 members are needed for quorum. The total faculty number is 102.
- b. The agenda was approved with three additions.

B. RATIFICATION OF MINUTES

- a. The minutes from the February 6, 2018 Faculty Meeting were properly moved, seconded, and approved as posted.

C. ACTION ITEMS, Dr. D. Zizwe Poe

- a. Proposed By-Law Changes, Dr. Abbes Maazaoui
 - i. A paper ballot was distributed with the posted Faculty By-Law proposed changes that were not voted on at a previous meeting when quorum was lost.
 - ii. Low attendance makes by-laws changes difficult. A suggestion was made to lower the 2/3 voting requirement for by-laws changes.
 - iii. Faculty by-laws stipulate that faculty are required to attend the faculty meetings.
 - iv. Sign-in sheets are kept on file at the Provost office.
- b. Nominations and Elections, Dr. James Gallagher.
 - i. Paper ballots were distributed.
 - ii. Nominations were accepted from the floor for each committee.
- c. Curriculum Committee, Prof. Chapp
 - i. The following courses were properly moved and approved as posted.
 - 1. HSC 407
 - 2. MSM 101
 - 3. MSM 310
 - 4. MSM 320
 - 5. MSM 321

D. PRESIDENT'S REMARKS, Dr. Brenda A. Allen

- a. A draft of an administrative reorganization was distributed. It includes one school and one college.
- b. Budget requests are being reviewed for submission to the Board of Trustees.
 - i. The high number of adjuncts and the money allocated for those line items was questioned by the President. The President recommended identifying positions that should be full-time positions, especially for courses that are essential for a major. She wants to identify a two-year hiring plan for immediate hires and a five-year plan for future hires. She indicated one challenge is salary and that our salaries are not competitive, especially by discipline. She gave nursing and business as examples of the salary offerings that are not competitive and makes hiring difficult.
- c. Dr. Allen also commented on the number of committees, the amount of service work for limited faculty, and the effectiveness of the current committee structure. Some of the duties of committees may be administrative tasks that offices such as the newly proposed Faculty Affairs office may be able to handle.
- d. President Allen held three dinners with 6-8 faculty members in attendance at each dinner. She enjoyed meeting people she had not had contact with and the conversations therein. She looks forward to resuming the dinner parties in the fall.
- e. She also thanked Dr. James Gallagher for an efficient nomination committee process.

E. REPORTS/DISCUSSION

- a. Report from the Writing Committee, Dr. Samaa Gamie
 - i. Non-certified writing intensive courses were removed from the website.
 - ii. A "B-" or higher grade can be substituted for one artifact in the writing proficiency portfolio.
 - iii. A survey will be sent out at the end of the semester.
- b. Report from Assessment and Evaluation Committee, Dr. William Donohue
 - i. Program Assessment: 92% of programs submitted an assessment plan. The next step is to follow through with the plan and make sure data and artifact collection occurs
 - ii. Any activities implemented this academic year based on previous assessment reports should be report to the filed "Actions to Improve Teaching and Learning."
 - iii. Assessment Workshops will be held the next two Tuesdays at 11 in the Library room 116.
 - iv. After grades are due, there are plan for additional assessment assistance, reporting, and sharing.
 - v. Evaluations: A report will be given to the Faculty Council at their next meeting.
 - vi. Course Evaluations were sent out March 23 and will close on April 20 at 7 p.m.

- vii. Over 11,000 emails were sent with a 12% response rate so far. In the Fall 2016 semester the response rate was 23.84%. In the Fall 2017 semester, the first using Qualtrics, the response rate was 40.45%.
- viii. The Qualtrics system is being used for the survey as Class Climate was untenable due to too many glitches. If possible, make time for students to take the survey, which can be done from a smart phone.
- ix. Question about the assessment of the developmental program since the changes. Grade data will be collected in a similar fashion to before the revision decision was made. Program assessment data can be shared. Data from the Middle States Self Study indicates that the students in the developmental program are being retained at the same rate compared to students placed into graduation credit bearing courses.

F. ANNOUNCEMENTS

- a. Research and Publications Committee, Dr. Carla Gallagher
 - i. Request for list of publications to be submitted for the Annual Archive of LU publications.
- b. Next Faculty Council Meeting, Dr. Monica Gray
 - i. Next Meeting, April 24, 2018, 4 pm Ivory Nelson Science Building 318
 - ii. Upcoming Faculty Council Lunch, Reading Day, Monday April 23, 2018, at Wyncote Country Club.
 - iii. Chairs of Standing Committees, Faculty Council Proposal Form can be found on the Faculty Council webpage, notation of next steps for next year's committee members.
- c. Mass Comm week will be April 9-13.
- d. Dr. Ramsey attended an HBCU meeting in Washington DC. There is bi-partisan house and senate support for Title III and IV funding. HBCUs saw an increase in funding by the Senate. This was not the decrease recommended by the Secretary of Education. She hopes that the House will pass a similar bill that increases funding to HBCUs. The Provost recommended reaching out to your congress person.

The meeting adjourned at 5:54 p.m.

William Donohue, Secretary