

**Lincoln University Faculty  
Regular Meeting Minutes  
Tuesday, 5 September 2017, 4 PM  
Ware Center Theater**

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**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 4:07 p.m.

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

- a. Tough loss for the football team, but they played hard throughout the game. President Allen encouraged everyone to support the various activities of the student body. Students seeing faculty around campus and at events builds an important bond between the students and faculty.
- b. Dr. Dadson was recognized for his recent publications, Dr. Millette was recognized for his work to develop a museum and cultural center in Grenada, and Heather Wolfe, an assistant athletic trainer in Athletics, has been elected to serve on the Pennsylvania State University alumni council.
- c. Dr. Poe was thanked for his work as chair of the Faculty Council.
- d. Dorcas L. Colvin, EdD, was introduced and will be assisting with the strategic planning process in the Fall 2017 semester. Dr. Allen will present initial recommendations based on her observations to the Board of Trustees including the relationship between the faculty and the administration.

**B. ACTION ITEMS**

- a. A quorum of 52 voting members was established.
- b. The September 5, 2017, Agenda was properly moved, seconded, and approved as corrected. The Nominations Committee was added as an Action Item.
- c. The minutes from May 2, 2017, Faculty Meeting were properly moved, seconded, and approved as posted.
- d. Nominations Committee, Dr. James Gallagher
  - i. Nominations were accepted for Distance Learning, Athletics, Juridical Review, Writing, Faculty By-Laws
  - ii. Paper ballots were distributed, additional nominations were accepted, and the ballots were collected. The final vote tallies were compiled after the meeting.
  - iii. Fall 2017 Faculty Committee Nominations (Winners are in bold)
    1. **Distance Learning:** (One faculty from Arts, Humanities and Social Sciences)
      - a. **Carol Ann George**
    2. **Athletics** (One at large)
      - a. **Anthony DiFillipo**

3. **Juridical Review** (One at Large)
  - a. **Jeffery Hoogeveen**
  - b. Sharvette Philmon
  
4. **Writing:** (One at Large)
  - a. Donald Bradt
  - b. **Jawahar Pathak**
  
5. **Faculty By-Laws:** (One at Large)
  - a. **James Jones**

### **C. REPORTS/DISCUSSION**

- a. Faculty Council Presentation, Dr. Daryl Poe
  - i. Dr. Files Thompson was thanked for her work designing the presentation based on the 30+ hours of meetings by the faculty council over the summer.
  - ii. The presentation (Appendix A), by Dr. Files-Thompson included an announcement that the monthly meetings are open to faculty. The Committee members and their committee liaison responsibilities were named. A process for proposals was introduced.
  - iii. The prioritized challenges include end of semester course/instructor evaluations, adequate and timely staffing to meet the size of the incoming class, and communication of annual department budgets for chairs.
  - iv. The essential challenges include violations and sanctions of student code of conduct as related to retention, and University City's relationship with the main campus.
  - v. Comments and Questions
    1. The meeting is open to the entire Univeristy community. The next meeting is 4 pm, Tuesday, Sept. 12, in the Nelson Building room 318.
    2. When possible, timelines for actions will be given.
    3. Dr. Allen indicated that staffing and budget concerns are related and need to be a part of the strategic planning process spearheaded by Dr. Colvin.
    4. There are additional methods for addressing adequate and timely staffing beyond requesting the union to renegotiate. Hard data is needed for the union to use for re-negotiations purposes.
    5. An issue regarding students not being able to study abroad in the Spring semester due to a lack of administrative support was raised. Dr. Allen and Dr. Ramsey will follow up with the International Program, which is housed under Academic Affairs.
    6. The faculty council meetings will be simulcast with University City.

- b. Self-Study Update, Dr. Anna Hull/Dr. Yvonne Hilton
  - i. Tiffany Lee and Nancy Smith have been working to locate documents needed. Those documents have been loaded into the Moodle system.
  - ii. The next meeting of the Steering Committee is scheduled for Thursday, Sept. 7 at 4 pm in WH 314.
- c. Writing Intensive Courses, Dr. Samaa Gamie/Dr. Marilyn Button
  - i. Syllabi for Writing Intensive courses for Spring 2018 must be reviewed and approved by the writing committee on or before Thursday, September 21, 2017.
  - ii. Two workshops will be held to assist with the teaching of writing intensive courses.
  - iii. Discussion involved the process for certification of writing intensive courses. Also, there is not a requirement for the number of writing intensive courses by department, but each student needs to take four writing intensive course in the major or by approval of the department.
- d. Introduction of the 2016-2017 Fulbright Scholar in Residence, Dr. Emmanuel Babatunde
  - i. Dr. Euclides Goncalves from Eduardo Modlane University in Maputo, Mozambique, was introduced.
  - ii. He gave three reasons why he was honored to be at Lincoln University. The first is that Lincoln is the first institution of higher education in the United States for people of African descent. The second is that Lincoln is the home of Kwame Nkrumah. The movement for African independence is still ongoing and inspiring. Third, in Mozambique, questions remain about how to go about the colonization education. Lincoln's motto is education for liberation. Dr. Goncalves indicated that there is no better place for him to learn to take back knowledge to Mozambique.
- e. Progress on the Faculty Fulbright front, Dr. Babatunde
  - i. The workshop for Fulbright applications was well attended. Engagement with Fulbright is one of the great measurements for universities.
  - ii. There is a movement to go to various African schools for recruitment of some of the best students.

#### **D. ANNOUNCEMENTS**

- a. Assessment Update, William Donohue/Dr. Anna Hull
  - i. Plans are due on October 1 in Xitracs – which really means that you need to fill the first 8 or 9 fields in Xitracs.
    - 1. Department and Program
    - 2. Mission Statement
    - 3. Program Goals
    - 4. PSLOs
    - 5. Program Matrix/Curriculum Map
    - 6. Selected PSLOs and courses
    - 7. PSLOS for assessment in the current year
      - a. Method
      - b. Tools/criteria

8. Add additional fields for remaining PSLOs being assessed in the 17-18 Academic Year
  - ii. Ms. Tiffany Lee, OIERP Director, is available to help departments and program that need help.
  - iii. Review feedback from last semester-- Feedback I and II. Changes to last year's assessment can still be made. Some just need a few tweaks. Others need to address something significant at the beginning of the field flow chart.
  - iv. Course Evaluations: Working with OIERP to send out a survey with the current questions and allow faculty to give feedback for each question.
- b. CETL Update, Dr. Anna Hull/William Donohue
  - i. Sad to say that Biology could no longer afford to have Dr. Hull lead CETL.
  - ii. The CETL advisory board is committed to continue a lighter version of CETL programming
  - iii. Contact Dr. Hull or Donohue to sign up for the Teaching Matters blog.
  - iv. Assessment forum on September 21 in the SUB multipurpose room at noon to discuss issues and examine model programs.
- c. Humanities and Social Sciences Conference (March 24, 2018), Dr. Abbas Maazaoui
  - i. Theme is "Alternative Realities: Myths, Lies, Truths, and Half-Truths"
  - ii. Abstract deadline is December 1, 2017, to [maazaoui@lincoln.edu](mailto:maazaoui@lincoln.edu)
  - iii. Last year, 15 Lincoln University students presented.
  - iv. Student panel deadline extended to January 31, 2018.
- d. Constitution Day, Dr. Safro Kwame/Dr. Chieke Ihejirka
  - i. Monday, September 18, 2017, Grim Hall Auditorium from 2 PM until 3 PM.
  - ii. Please bring your students if you have a class at that time and encourage your all of your students to attend.
  - iii. The topic is the First Amendment versus the Fourteenth Amendment.

The meeting adjourned at 5:24 p.m.

William Donohue, Secretary

# Faculty Council

## Welcome Message

Dear Faculty:

In spring 2017, the Lincoln Faculty approved the establishment of a Faculty Council (FC) to assist in facilitating shared governance. To support faculty effectiveness, we have developed procedures that will streamline the process at our faculty meetings and committee work.

The FC will hold open meetings monthly, and faculty concerns will be on every agenda.

We look forward to continued service and we welcome your feedback.

### Executive Committee:

- **Dr. Zizwe Poe, Faculty Council Chair**, Director, HMB Honors Program
  - *Committee Liaison:* Admissions, Honorary Degrees, Pre-Tenure
- **Dr. James Gallagher, Faculty Council Vice Chair**, Assoc. Professor Biology
  - *Committee Liaison:* Juridical Review, Judicial Review, Nominations, Student Health & Welfare
- **Dr. Monica Gray, Faculty Council Secretary**, Asst. Professor Engineering
  - *Committee Liaison:* Honors and Awards, Study Abroad

### Faculty Members:

- **Dr. Emmanuel Babatunde**, Chair, Sociology & Criminal Justice
  - *Committee Liaison:* Promotion, Tenure & Severance
- **Dr. Marilyn Button**, Chair, Languages & Literatures
  - *Committee Liaison:* Post-Tenure Review, Writing, Religious Activities
- **Dr. Nicole Files-Thompson**, Chair, Mass Communications
  - *Committee Liaison:* Technology, Research and Publications
- **Dr. Dana Flint**, Professor, Philosophy
  - *Committee Liaison:* Athletics, General Education
- **Dr. Ozzie Richards**, Director MSB Program
  - *Committee Liaison:* Curriculum, Educational Policies
- **Dr. James Wadley**, Chair, Counseling & Human Services
  - *Committee Liaison:* Graduate Studies, Distance Learning

### Ex Officio Non-Voting Members:

- **Dr. James Deboy**, Parliamentarian, Professor, Health Sciences
  - *Committee Liaison:* Faculty By-Laws
- **Prof. Sophia Sotilleo**, Faculty Representative to the BOT, Assoc. Professor LHML
  - *Committee Liaison:* Faculty Development, Assessment & Evaluation, Lectures & Recitals

# Committee Proposals

The FC requests that proposals requiring approval of the Faculty be submitted to the FC for review one month before the intended faculty meeting. These proposals should include a summary sheet (available on the Lincoln website “Faculty Portal” as a Quick Link from the Academic drop-down list) that summarizes the proposal’s salient features and documents the committee’s majority vote.

## **The Summary Sheet asks for:**

- **One Paragraph Executive Summary of Proposal**
- **Exact Wording of the Proposed Motion**
- **Who the Proposal will Affect and How**
- **Summary of the Proposal’s Critical Issues**

# Prioritized Challenges

## Overall Focus: The University's Identity and Campus Culture

### Urgent Challenges:

1. **End of Semester Course Instructor/Course Evaluations (Class Climate):** failure to receive adequate student feedback data (for class improvement, tenure & promotion, etc.) **Action:** Request Assessment Committee propose a solution to the problem for review by the Faculty Council on or before Oct. 1, 2017, for review and faculty vote at the Nov. Faculty Meeting.
  
2. **Adequate and timely staffing to meet incoming class**
  - A) **Gen Ed Courses:** (15% cap reached for adjuncts) **Action:** Request that AAUP renegotiate adjunct cap and/or approve additional full time faculty to meet immediate enrollment need of incoming class
  - B) **Student Health and Welfare:** Student housing to meet demands of increased enrollment **Action:** Request AVP of Enrollment Management meet with Student Health and Welfare Committee to review the impact of increased enrollment on student life
  
3. **Budget: Chairs need to receive annual department budgets.**

**Action:** Invite Mr. Gradowski to meet with FC to explain budget development process, budget projections (as they relate to new program proposals), and dissemination of budget allocations data. Propose a faculty committee to review budget concerns.

## Essential Challenges:

### 1. Violations and Sanctions of Student Code of Conduct as related to Retention

#### a) Timely resolution of student code of conduct violations .

**Action:** Juridical; Student Health and Welfare; and Admissions, Academic Standing and Financial Aid Committees should meet for better coordination of their efforts

#### b) Establish equitable punishments for campus Code of Conduct violations

**Action:** Juridical and Student Affairs Division should develop and disseminate clear guidelines. Propose to Juridical Committee that offending students be assigned one person from the committee or appointed by the committee to serve as mentor, guide, and advocate to walk with student through the offense, punishment, academic status and overall rehabilitation process.

### 2. University City's Relationship with the main campus: Inadequate communication between university city campus and main campus

#### Actions:

a) University city campus faculty should develop vision (and accompanying challenges) for the city campus (and its relationship to the main campus) to present to Dean, the FC, as well as to the new President, BOT representative on the Ed Policies and Academic Affairs Committee other strategic university administrators (VPs Academic and Fiscal Affairs)

b) As a matter of policy, graduate chairs should meet monthly both individually and as a campus body with Dean with documented minutes.

c) Technology facilitating intercampus communication should be perfected. Request that IT train on-site office assistants to facilitate meetings

d) Undergraduate departments on main campus should identify their vision and current status as it relates to university city campus in department meetings, for review by Faculty Council.

## Comments and Questions