

## **Faculty Meeting Minutes**

April 2, 2013

11 AM

Ware Center Theater

Kenoye K. Eke, Sr., Ph.D., Vice President/Provost, Presiding

### **I. Report from the President : Dr. Robert R. Jennings**

The President reported that the rebranding efforts for the university are now underway. We are getting lots of calls and good reviews as a result of the advertising to the public on the Septa buses in Philadelphia. We will follow by advertising on radio and television with advertisements in selected national publications.

We are being confused with other Lincoln Universities by the general public, especially with the one in Missouri. There is also one in California. We are now going to call ourselves: The Lincoln University of Pennsylvania. We will use this for our Main Campus as well at our graduate center in Center City, Philadelphia and our new campus in Coatesville, PA.

The President reported that applications are up and we anticipate a freshmen class of 625 students this fall. The President invited faculty to talk about Lincoln and promote it everywhere.

The President reported that we posted online all the institutions that we have articulation agreements with currently. We are now working with them on dual enrollment agreements as well. The President invited faculty to reach out to their colleagues at these institutions.

The President reported that the Board of Trustees held a retreat on March 22 and 23, 2013. It was more extensive than the retreats with faculty and staff. The Board also did a self-assessment as part of our assessment process with Middle States and evaluated the President's performance on some 15 goals. One of the most important things we did was the hiring of a professional development firm. They gave a presentation to The Board on how Lincoln University is perceived and its readiness for a campaign. They interviewed many people and how we need to improve our perception outside of Lincoln University. We will launch a \$10 million scholarship campaign within the month. We know that the students we are attracting need scholarships, both on financial need and academic merit.

President Jennings will be traveling with our students who are participating in the Honda All Star Challenge. We are one of 32 institutions who were invited to compete in Los Angeles. Our team has three players with one alternate. We are better prepared to participate this time. It is strictly an academic competition. We need to treat this as we do all athletic competitions. We want to be known for academics.

The President reported that after the retreat, the Board of Trustees held its regular meeting that is normally held in April. The Board elected new officers. They will take office on July 1, 2013. The new officers are:

Ms. Kimberly Lloyd, Class of 1994, Chair of the Board  
Rev. Dr. Kevin R. Johnson, Vice-Chair, Senior Pastor, Bright Hope Baptist Church  
Mr. Kevin Vaughan, Secretary, Deputy Librarian, City of Philadelphia

The President reported that he and Dr. Walton met with some of our African students who expressed some concerns they want addressed by the University. They are concerned with how they are being perceived and treated on campus. They mentioned that they have difficulty with people here because of language and they are having a hard time getting assistance. One of their major concerns was that they were having a hard time studying in the Library because of the noise there. They want a quiet place to study and concentrate. They emphasized that they are among the best of students academically and that they must succeed and do well here. They cannot go home as a failure. In this regard, the President reminded the faculty that our students are our customers and we need to treat them with respect. Thus, the President affirmed the need to ensure that our students feel welcome.

Before proceeding with the action items Dr. Eke made the following announcements:

We now have a new academic program request form.

We are now accepting nominations for the Lindback Distinguished Teaching Award. The deadline is April 16, 2013.

We announced earlier this semester a new incentive that we were seeking applicants from faculty members and staff who are working on getting terminal degrees and need funding to help assist them with tuition payments. The deadline has been extended.

The Student Awards Convocation will be this Thursday, April 4, 2013. We need to know from the faculty who will not attend and those who do not have academic regalia so we can save seats for them. Please let the Office of Academic Affairs/Provost office know by the end of today.

We will be having a faculty meeting on Tuesday May 7, 2013 to deal with several action items at that time. [An email from the Office of the Provost and Vice President was sent out on Monday April 8, 2013 informing the faculty that the faculty meeting will now take place on Tuesday April 30 at 11 AM in the Ware Center.]

## **II. Action Items**

### **A. Approval of the March 5, 2013 faculty meeting minutes: Albert Bryson**

Mr. Bryson reported that the minutes have been posted for the past two weeks on the Academic Affairs website and that they were ready for action. He said he reposted them on the website when he discovered that they were not presented properly. He asked if there were any corrections or changes to the minutes. Being none, a motion was made and seconded from the floor to approve the minutes as submitted. The motion was approved unanimously.

**B. Approval of a New Program: Master of Science in Counseling: Dr. Robert Millette, Educational Policies Committee.**

The Master of Science in Counseling (MSC) will be a 60 credit degree program that offers students an opportunity to learn and enhance their counseling skills. This program will allow students to take a range of courses that will increase their counseling knowledge and skills and enable them to become leaders within the counseling profession. Highlighting multiculturalism, diversity, and service of underserved populations, students will gain a robust academic and professional experience that will empower them to be prepared to take the National Counseling Examination and ultimately obtain their license (L.P.C.)

Dr. James Wadley from the MHS Program is available to answer any questions. The program was designed to be accepted nationwide.

The new program proposal composed of over 100 pages including course syllabi for all the new courses was posted on the website for required period of time. An executive summary on the program was distributed to the faculty at the meeting. The Education Policies Committee recommended approval and adoption of the program.

The motion to approve the new program was approved unanimously.

**C. Approval of a new course: HUS500, The Graduate Experience: Dr. David Royer, Curriculum Committee.**

The course syllabus has been posted for the required 10 business days on the Academic Affairs website.

Dr. Stine is here to answer any questions.

Dr. Winrow recommended that from now on as we developed new programs and add new courses that you get the Office of Accreditation and Assessment to review it first before bringing it for consideration by the faculty.

The Curriculum Committee recommends approval of the course.

The motion to approve the new course was approved unanimously.

**D. Designation of Certain Courses as HSA for informational purposes for the faculty: Dr. David Royer, Curriculum Committee.**

The Curriculum Committee is presenting the following for informational purposes. This information comes from the MHS Program and addresses the courses that are part of the Masters of Arts in Human Services Administration Program.

Courses in the Master of Arts in Human Service Administration will be designated as HSA rather than HUS courses, to keep the online student population separate from the traditional MSA student population.

- HSA 614 instead of HUS 614: Communication Skills for Human Service Practitioners
- HSA 711 instead of HUS 711: Professional Ethics
- HSA 722 instead of HUS 722: Theories of Counseling
- HSA 732 instead of HUS732: Group Dynamics, Ethical Issues & Systems Analysis of Group Interaction
- HSA 743 instead of HUS743: Social Systems Intervention, Marketing, Managerial Planning and Outcome Assessment
- HSA 649 instead of HUS649: Tools and Models for Human Service Managers
- HSA 659 instead of HUS659: Planning and Effecting Community Change
- HSA 744 instead of HUS744: Research I: Action Research
- HSA752 instead of HUS752: Social Systems Innovation and Change at the Organizational, Community and Societal Levels
- HSA745 instead of HUS745: Theory and Practice Integration: Capstone

All HUS courses will continue to be offered as part of the MHS curriculum. The renumbering just applies to courses in the MA/HSA program.

#### **E. Approval of Courses for MSC Program: Dr. David Royer, Curriculum Committee**

The Curriculum Committee recommends the adoption of the following new courses for the Master of Science in Counseling Program:

- MSC 610 Professional Orientation and Foundation in Counseling (3 credits)
- MSC 611 Human Development Theories and Applications (3 credits)
- MSC 612 Interviewing Techniques of Counseling (3 credits)
- MSC 613 Psychopathology, Diagnosis and Treatment Planning (3 credits)
- MSC 620 Statistics (3 credits)
- MSC 621 Ethics in Counseling (3 credits)
- MSC 622 Counseling, Appraisal, and Application (3 credits)
- MSC 623 Multicultural and Community Counseling (3 credits)
- MSC 630 Applied Research Methods (3 credits)
- MSC 631 Career and Lifestyle Development Counseling (3 credits)
- MSC 632 Group Processes (3 credits)
- MSC 633 Addictions (3 credits)
- MSC 634 Death, Dying and Loss (3 credits)
- MSC 640 Internship I [Practicum Experience] (3 credits)
- MSC 641 Marriage, Couples, and Family Counseling (3 credits)
- MSC 642 Sexuality Counseling and Consultation (3 credits)
- MSC 643 Crisis, Disaster, and Trauma (3 credits)
- MSC 644 Counseling the Elderly (3 credits)
- MSC 650 Internship II (3 credits)

- MSC 651 Special Topics/Research in Counseling (3 credits)
- MSC 652 Understanding Gender in Counseling (3 credits)
- MSC 653 Happiness, Mindfulness, and Mental Health (3 credits)
- MSC 654 Counseling Adolescents (3 credits)

The syllabi for each course in the MSC Program was including in the New Program proposal which was posted on the Academic Affairs website for more than 10 business days.

The Curriculum Committee is responsible for approval of all new courses.

The motion to approve all the courses in the MSC Program was adopted unanimously.

#### **F. Nominations Committee Report: Dr. Susan Safford.**

All changes that were made during the year in committee composition would be made on the Standing Committee List on the Academic Affairs website as soon as possible by the Nominations Committee.

We would now proceed to elect new members for each of the faculty standing committees who will serve 3 years term beginning with the fall 2013 semester.

Nominations for full three years on the following committees:

Admissions, Academic Standing, and Financial Aid: Andriy Semychayevsky

Assessment and Evaluation: Sophia Sotilleo

Athletics: Neal Carlson

Educational Policies: Karen Baskerville

Faculty By-Laws: Kristen Kunkle

Faculty Development: Elizabeth Pitt

Graduate Studies: Oswald Richards and James Wadley

Honors and Awards: Don Bradt and Bo Sun

Lectures and Recitals: 2 candidates nominated for 1 opening: Jane Waites-Howard and J. Pathak. In a vote by hand: Jane Waites-Howard got 33 votes and J. Pathak got 17 votes. Jane Waites-Howard was elected.

Library: Catherine Decourcey

Promotion, Tenure, and Severance: Robert Langley

Research and Publications: Bo Sun

Student Health and Welfare: 2 candidates nominated for 1 opening: Patrick Kelley and Jane Waites-Howard. In a vote by hand: Patrick Kelley got 40 votes and Jane Waites-Howard: none. Patrick Kelley was elected.

Technology: 2 candidates nominated for 1 opening: Donald Bradt and Catherine Decourcey. In a vote by hand: Donald Bradt got 18 votes and Catherine Decourcey: 26 votes. Catherine Decourcey was elected.

Committee on General Education: This was previously an Ad-Hoc Committee which has been made a permanent standing committee thru a change in the Faculty By-Laws which was recommended by the By-Law Committee and approved by the Board of Trustees. It is composed of nine faculty members elected by the faculty, one representative of the administration and one student. The nominees for the committee are same as the Ad-Hoc Committee with one change.

They are:

Humanities: Dana Flint and William Donohue

Social Sciences: Carl Wilson and Joanne Deboy

Natural Sciences: Moses Haimbodi and Shelley Johnson.

Library: Albert Bryson

At-Large: Chieke Ihejirika and Emmanuel Babatunde

Shelley Johnson replaces Anna Hull who decided to step down.

The 3 year rotation on this committee will need to be determined later.

Non-voting Representative to the Board of Trustees (2 year term): Dr. Daryl Poe is stepping down after serving one year because of his new administrative duties. Dr. Emmanuel Babatunde was nominated and will serve a full two years.

Parliamentarian (1 year term): Susan Safford

The candidates nominated by the Nominations Committee who were unopposed were elected unanimously by the faculty.

Faculty Secretary (1 year term): No nominee. Mr. Bryson is not running for re-election. He has served six years in the position. We will elect someone at the Faculty Conference to start serving in September.

The faculty then filled the two committees with no nominees: Judicial and Juridical Review. Dr. Poe spoke that we need to fill both of these committees because they are critical. Judicial is a faculty committee which hears appeals from faculty and all its members must be tenured. Juridical Review is the committee which must deal with infractions committed by students and key component of its justice system on campus.

The faculty nominated Chieke Ihejirika for the Judicial Committee and James Gallagher for the Juridical Review Committee from the floor. They were elected unanimously.

### **III. Discussion**

#### **A. Institutional Review Board: Dr. Susan Safford**

The Board has been reconstituted and more formally. There is a more revised and updated website on The Lincoln University website. All the documents and templates for all the documents are available. If you are doing research involving students you need to get approval from the IRB first.

### **IV. Announcements**

a. Mr. Razzaq's (James 67X) Campus visit: Dr. Mel Leaman.

He reported on the upcoming visit of Mr. Razzaq to the campus from April 7 to 10, 2013. He is a 1958 graduate of Lincoln University. A tentative schedule of his visit was emailed to the entire faculty. There will be a press release about the visit and announcement place on the University website. There will be articles about the visit in the Daily Local News and the Chester County Press. Eric Webb has been great about get publicity out. Anyone who wants to know what the last year of Malcolm X's life was like Mr. Razzaq is the expert on it. A flyer will be sent out with the complete schedule of events that will take place during his visit.

b. Dr. Poe reported that we are working on a video for all incoming freshmen and we want each department to select one faculty, one student and one alumnus to be interviewed.

The Admissions Office had prepared a 21st century scholars and Presidential scholar's awardees list and it has been given to all deans. We will work with faculty in contacting these incoming students to encourage them to come to Lincoln.

c. Dr. Winrow announced that the student learning outcomes assessment handbook is now complete.

The following need to be done:

1. Faculty should submit their credentials to the faculty portal. Credentials include: Faculty Rank, Tenure Status, Highest Degree Qualifications, and Curriculum Vitae. The curriculum vitae should not contain personal address information. The Lincoln University address should be used (i.e. department, office room number and office phone number).

2. Faculty should self-register for the system. The instructions for the self-registration are located in the assessment handbook. If Faculty do not receive a registration email from the system after registering they are to contact the Office of Accreditation and Assessment at [assessment@lincoln.edu](mailto:assessment@lincoln.edu)

3. Annual Assessment Plans are due April 15th.

d. Nancy Evans announced that Academic Technology Services is hosting on Monday April 22, 2013 a Faculty Technology Showcase from 9 AM to 2 PM in the Library.

Ms Evans is encouraging faculty participation, attendance and discussion. Faculty may make a presentation or a poster. The purpose is to view and discuss what faculty are doing with technology in their classrooms or online.

e. Dr. Eke indicated we are considering giving incoming students iPads and that we might at the same time the entire faculty will also be given iPads.

f. Dr. Marilyn Button announced that the eighth annual edition of Simbaa, our literary magazine is now available and requested that you pick up your copy after the meeting. It is the best poetry and prose done by Lincoln University faculty and students during the year.

g. Dr. Ihejirika announced the creation of committee to plan a program series in memory of Professor Chinua Achebe here at Lincoln.

h. Dr. Royer announced that the Environmental Club is sponsoring a screening of a film entitled the Island President on April 18, 2013 at 7 PM.

i. Dr. Lewis Baldwin will be coming on Thursday April 11, 2013 to present a lecture: "Between the Cross and the Crescent: Perspectives on Malcolm and Martin.

A motion to adjourn was made and adopted.

Respectfully submitted,

Albert M. Bryson  
Catalog Librarian  
Faculty Secretary