Parsons Faculty Council
9:30-11:30

November 5, 2013

In attendance:
Craig Bernecker (Chair), Thomas Werner (Chair), Steven Faerm (Secretary), Aaron Fry, Christian Schneider, Timo Rissanen, Jose DeJesus, Anezka Sebek, Thomas Bosket, Ethan Robey, Kerry McNaughton, Fiona Dieffenbacher, and Sven Travis (Senate representative, ADHT).

Agenda

Handbook

- Spring meeting addressed vote of no confidence in handbook, despite lack of quorum; Provost’s response discussed workshops to explore document; proposal made: should we have separate handbook and supplement committees?; bylaws address a narrower set of clauses (local) while handbook is more universal (broader); if a supplement, as it’s evolving, needs to inform the handbook; feelings expressed to move forward efficiently for eventual/upcoming voting, to keep the momentum; Board of Trustees has impacted handbook moving forward efficiently due to thoroughness of review;
- If we move forward on forming a sub-committee, actions would consist of: Analysis discussion with PFA, then action;
- Feeling expressed we should take a leadership role in this document; it can be adjusted as a “living document”; feeling is there is not yet a clear decision by the Provost’s Office around the relationship between handbook and supplement;
- What is the end result of the supplement process? What is the time frame for review? When does this “congeal” into a set of policies?
- Suggestion made to have a standing review of the document (e.g. every three years); and presented for faculty review, etc.;
- Concern raised regarding a possible redundancy if a sub-committee is created; thought expressed there is not much of a difference between the supplement committee and this possible handbook sub-committee; there is not a need to disturb the existing conversations occurring already with Provost’s Office;
- Motion made to put committee handbook sub-committee forth, to work closely with supplement sub-committee; unanimous agreement; Aaron Fry to chair, with members Kerry McNaughton and Anezka Sebek;
- Underscored that this is a live document that will undergo regular analysis by faculty;
- Recommendation made to review original documents as to not repeat policies, etc., and to build on this rather than back-track; 2006-2010 changes were most significant, so 3 iterations of the handbook will be reviewed.

ByLaws

- Electronic copy sent to PFC members by Craig Bernecker;
- Proposed changes reviewed:
  1. Modified language regarding PFA definition [Article I.A];
  2. Changed PFC representation on division governance body from Parsons Executive; Committee to Parsons Deans Council (note: Parsons Leadership Council change never approved);
3. Added language regarding consultation and communication with UFS and UPS senators;
4. Deleted superfluous language, such as, "based on mutual respect." [Article 1.A(2)];
5. Clarified language on membership in PFA [Article 2.A];
6. Added language regarding consultation with provost or other university officers;
7. Added responsibilities for PFC members, secretary, and chairs;
8. Changed from three chairs to chair* and vice-chair* (note: intent of three chairs was due to representation on Executive Committee) [Article III.E];
9. Added specifics regarding nomination and election of PFC officers;
10. Added language regarding number of PFC meetings to be held [Article F.1];
11. Changed requirement for emergency meetings [Article IV.F];
12. Changed language regarding formation of committees (deleted need to model after UFS committees) [Article V.A];
13. Added language regarding revisions of bylaws [Article VII].

For example in School of Fashion, all three will be up for re-election at the same time—staggering rotation will be important; APT Chair has an “unofficial course release” and it had to be negotiated with the School Dean; another was given Service release; However, agreement is that there should be some form of credit (e.g. course release) formalized; The time commitment and workload are significant.

- Feeling expressed existing quorum of “50 plus 1” is challenging; can this process be re-examined?; can this existing rule be applied to some voting (e.g. governance), while other decisions allow for a more flexible model?; in parliamentary context 33 percent plus one third is a quorum; agreement made that we can adopt a one third plus one quorum with an electronic component for additional votes, etc.;
- Discussion raised about the lack of involvement of FTF in faculty affairs, PFA, etc.; PFC reps asked again to encourage their FTF to attend PFA, vote, etc.; could accountability be embedded in evaluations?; could attendance be taken at meetings? (e.g. at Penn State members signed an attendance sheet); critical issues are coming up and we must underscore this with our FTF, and the need for their involvement; can we, as PFC, reach out to more people and get them involved; could we write letters to new FTF, and even now to FTF, articulating what the PFC does, their role(s) as FTF, and reinforcing the idea that governance is a core responsibility, in an informative tone; governance is also part of pedagogy;
- Term limits to be added, along with new quorum percentage as well;
- Voting to occur on PFA November 19th.

Minutes approval
- To approve by PFC members

PFC Vacancies
- **ADHT**: ADHT PFC rep and another PFC member have reached out to ADHT faculty in hopes of increasing interest; suggestion made for PFC to nominate FTF and reach out to them; PFC reps asked to send nominations to Craig and Thomas; 19 ADHT FTF total; suggestion made each School has a number on the PFC in relation to School size;

Updates
• **Workload/Service:** Upcoming workshops for faculty: Steven Faerm has offered to give a “grant-writing 101” workshop next spring for those new to the process, Christian Schneider to develop brown-bags during which faculty present their research;

• **Advising:** Pilot program to begin 2014-15, where the model presented at the PFA is modified, and begun in sophomore year as a peer-mentoring program; Advisors feel this is the year students need the most mentoring—more than any other year; peer-mentors will be overseen by several faculty; faculty will quality for release (e.g. Service “credit”); in the School of Fashion this student peer-peer mentoring is occurring and overseen by FTF Francesca Sammaritano; the mentoring also includes such social justice activities as *Project Linus*; with increase of minors, the need of such initiatives will increase; CUE may help ideate a structure given their knowledge with the first year curriculum; suggestion made for a form to be created to help quantify faculty's work;

• **Supplement:** Updated given (see above); clarification is being sought, is it a stand-alone or a supplement.

New business

• **Annual FTF Evaluation Reports:** There will be an informal review with Associate Dean and/or Dean owing to computer glitch and inability to access reports; formal reviews unlikely to occur except for those who are up for reappointment.

• **MOU:** Memorandum of Understanding has been issued to directors thus far; speaks to current academic year; position is at will, can be renewed or not;

• Clarification needs to be made over Directorships being Service load.

Adjourn