

MEETING OF THE LEHIGH UNIVERSITY FACULTY SENATE

Minutes of the Meeting held on March 1, 2024, at 1:10 pm

EWFM 520 and Via Zoom

Do the Minutes include R&P Changes? Yes/No
Do they require a vote of the entire Lehigh Faculty? Yes/No
Do they require Board of Trustees approval? – Yes/No

The roster of senators present for the meeting appears in Appendix 1.

[Appendix 1 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

1. Minutes of the Prior Faculty Senate Meeting

Professor Peter Zeitler called for any corrections to the minutes of the combined Faculty Senate and the Lehigh University Faculty meeting of 02/02/2024. A motion to approve the meeting minutes was made and seconded. The Senate unanimously approved the minutes.

The approved minutes are available at <https://facultysenate.lehigh.edu/meeting-minutes>.

2. Senate Chairperson’s Remarks

Professor Peter Zeitler provided an update on the following items.

- Revisions to R&P Section 1 are currently under review by the Lehigh Board of Trustees.
- Lehigh University Annual Faculty Meeting will be held from 1:10-3:00 on May 3, 2024 (combined meeting with the Faculty Senate). Topics are under discussion; please send suggestions to the FSEC.
- The Faculty Senate Retreat for new and current senators will be on May 6, 2024.
- Since the faculty list is missing from the University catalog, some system must be devised to ensure we have an accurate list of current faculty and emeriti faculty.

3. Strategic Plan Discussion - “Redefine a Deeply Interdisciplinary Education”

Deputy Provost for Undergraduate Education Terry-Ann Jones provided an update. The slides are available in Appendix 2.

[Appendix 2 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

4. Strategic Plan Discussion - “First Year Initiative”

Deputy Provost for Undergraduate Education Terry-Ann Jones provided an update. The slides are available in Appendix 2.

[Appendix 2 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

Many points were raised about the initiative's conceptualization, planning, and implementation.

- No decisions have been taken about waiving distribution requirements; that decision is up to the colleges. [Deputy Provost Terry-Ann Jones in response to Professor Anders Knospe]
- CAS already has systems that enable students to explore different areas before deciding on a major. [Professor Lindsay Reuben]
- What about other colleges that may not have such a system? [Professor Damien Thevenin]
- It may be difficult for engineering students to participate in the program and may create problems in terms of scheduling. [Professors Mayuresh Kothare, Clay Naito, and Mike Spear]
- Staffing courses offered in the program may disrupt other existing programs. [Professor Nancy Carlisle]
- The program is aimed at only a small number of students, and there are no plans to scale up the program to make it available to everyone. Advising will be customized for each student. [Deputy Provost Terry-Ann Jones]
- Since the program is exploratory, it is unclear whether students can be guided to choose the right major. [Professor Peter Zeitler]
- The program can inadvertently result in increasing the time taken to graduate. [Professors Nancy Carlisle, Anders Knospe, and Mike Spear]

- How are we going to address the accessibility issue if only a small group of students are allowed to enroll in the program? [Professor Mellie Katakalos]
- Caps on programs are quite normal (e.g., the Eckardt Scholars program). [Deputy Provost Terry-Ann Jones]
- The program will be developed after considering faculty input. There is no plan for making this a cohort-based program; only peer mentoring will be offered. There is no set timeline because the goal is to get the details right. [Deputy Provost Terry-Ann Jones in response to Professor Nancy Carlisle]

Professor Will Lowry introduced a motion on the “Senate Review of First Semester Initiatives.” The motion was seconded. The motion is given in Appendix 3.

[Appendix 3 available at <https://facultysenate.lehigh.edu/meeting-minutes>]

The following were the salient points made during the discussion.

- There is a need to clarify the impact of the motion in terms of the role of the Faculty Senate. [Professor Angela Hicks]
- Curriculum is the responsibility of the faculty; thus, the Faculty Senate can get involved in the development process. [Professor Peter Zeitler]
- If Educational Policy is the one to approve educational programs, what is the need for a separate process and a separate Senate committee? [Provost Nathan Urban]
- Instead of having a program for students who have not decided on a particular career path, why not design a program to deliberately attract students who are interested in multidisciplinary programs such as engineering and health? [Professor Hyunok Choi]
- The initiative is a substantial proposal; even the Educational Policy Committee may have to use a separate committee to evaluate the proposal. [Professor Eugene Albuлесcu]
- It is prudent for the University to conduct a legal review of the proposal as well. [Professor Mike Spear]
- Since Associate Deans are not allowed to serve in the Faculty Senate (R&P 1.2.2), their input should be sought before finalizing the program, but the working group should include faculty members who are not in those roles. [Professor Jenna Lay]
- R&P is not clear as to who can propose curriculum-related programs. [Professor Peter Zeitler in response to Provost Nathan Urban’s comment that it is not advisable to create a precedent to limit who can propose a curricular change]

The motion was put to vote and passed (23 “yes”; 0 “no”).

5. Strategic Plan Initiative: “Invest in Strategic Interdisciplinary Research”

Provost Nathan Urban responded to faculty questions about the initiative.

- The proposals for funding were selected based on internal and external reviews. The one proposal chosen for funding had a sufficiently mature idea, promising to elevate Lehigh’s research reputation. [Provost Nathan Urban in response to Professor Angela Hicks]
- The other two proposals will be provided help so they can further clarify and strengthen the proposals. These proposals can be funded in the future once sufficient clarity on their contributions is obtained. [Professor Nathan Urban in response to Professor Nancy Carlisle]
- Despite several clarifications, the impression by some faculty that work by already existing groups were not encouraged to submit proposals is rather unfortunate. [Provost Nathan Urban in response to Professor Nancy Carlisle]
- The goal of doubling the research will not be achieved by supporting existing faculty work or establishing a few centers; we need to support research more broadly. [Professor Mayuresh Kothare]
- The funded proposals will be evaluated periodically. Although the time horizon for achieving full results is about ten years, evaluations will be conducted after 3-5 years to assess the progress of the supported initiatives. [Provost Nathan Urban in response to Professors Damien Thevenin and Mayuresh Kothare]
- The overall process resulted in improved proposals and increased clarity of even the non-funded proposals. More systematic processes and structure for evaluation could have helped. Outreach has already been made to people who submitted proposals. [Provost Nathan Urban in response to Professors Nancy Carlisle and Peter Zeitler]
- In implementing Provost’s Office initiatives such as year-long sabbaticals, barriers to such initiatives should be addressed. [Professor Kristi Morin]

6. Second/Final Readings (Posted on Consent Calendar)

- a. R&P 3.7.3.2: Make-ups for Final Examinations
- b. R&P 3.8.4: Drop/Add Period

Since no senator wanted to discuss these proposals separately, they are deemed to have been approved by the Senate. The final approved wording is given below.

3.7.3.2 Make-ups for Final Examinations

Make-up examinations may, upon petition to the SOS Committee, be granted in the case of unavoidable absence from a final examination in any course. A make-up also may be granted if a student is scheduled for three examinations in a calendar day. A petition to take one of these exams during the make-up period must be submitted to the Academic Life and Student Transitions Office not later than one week following the publication of the examination schedule.

Make-up examinations are scheduled by the registrar as follows:

- ***Fall semester and Winter term classes – Saturday morning prior to the start of Spring semester***
- ***Spring semester classes – first Saturday morning of Summer Session I and Saturday morning prior to the start of the Fall semester***
- ***Summer Session classes – Saturday morning prior to the start of the Fall semester***

A petition to take one of these exams on the scheduled make-up day must be submitted no later than a week prior to the first day of final exams.

No fee is charged for a make-up examination when the original examination was missed through no fault of the student. If, however, the student misses the regular make-up examination as scheduled, a fee is assessed for any subsequent examination granted.

R&P 3.8.4 Drop/Add Period

A withdrawal from a course within the first ten days of instruction is not recorded on the student's record.

A student wishing to withdraw from a course after the tenth day, but not after the eleventh week of instruction, must follow the procedure set up by the registrar and notify both the advisor and course instructor.

A student who officially withdraws from the University or a course after the tenth day of classes through the eleventh week of instruction receives grades of W in the course(s) for which they are registered. After the eleventh week of instruction, no grade of W may be given.

A student who reduces their course load below the minimum required for standing as

a full-time student but does not withdraw from the University, becomes a part-time student for the rest of that semester.

Some areas affected by part-time status are financial aid, athletic eligibility, veteran's affairs, selective service, and immigration status.

A student may add any course through the fifth day of the semester. From the sixth to the tenth day of the semester, students wishing to add a course must follow the procedure set up by the registrar, obtaining the permission of the course instructor and notifying the advisor.

After the tenth day of the semester, students must petition the Committee on the Standing of Students to add a course.

7. Senate Subcommittee Updates

- a. Budget and Finance (BF) (Professor Beibei Dong):
A faculty group consisting of Professors Frank Gunter, Peter Zeitler, Beiebi Dong, and Jenna Lay is having discussions with the University leadership about the budgeting process; the next step is to provide inputs for decision-making.
- b. Faculty Affairs (FA) (Professor Damien Thevenin):
A survey is being conducted to collect information about faculty service at different levels.
- c. Academic and Student Affairs (ASA) (Professor Lindsey Reuben):
Issues mentioned in the student presentation to the Faculty Senate are being looked into.
- d. Inclusive Community (IC) (Professor Will Lowry):
The committee is reviewing the role of diversity statements (currently limited to hiring). A draft of a resolution requiring diversity statements for faculty evaluation after hiring is being developed.

Professor Nancy Carlisle noted that currently, faculty consultation is limited to the early idea generation stage or toward the final stages of an initiative; she proposed that there should be formal structures to provide inputs throughout the developmental process. Professor Peter Zeitler noted that after the formation of the Faculty Senate, we have reduced the number of committees, but faculty engagement is still needed. He noted that the Senate meets eight times a year but can meet more frequently if needed.

- e. Research Environment (RESC) (Professor Mayuresh Kothare):

Discussions with the Office of Research highlighted how faculty workload impedes research productivity. Supporting one center does not help in doubling our research; there is a need to boost faculty morale and support for doing research.

f. Subcommittee on University Issues and Initiatives (SCUII) (Professor Angela Hicks):

Workload equity issues must be addressed.

Respectfully submitted by



K. Sivakumar ("Siva")
Arthur Tauck Chair and Professor of Marketing
Secretary of the Faculty