

LEHIGH UNIVERSITY FACULTY SENATE

Minutes of the Meeting held on April 3, 2020, 1:00 pm

Via Zoom

Faculty Senate Chair Professor Douglas Mahony called the meeting to order.

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

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

1. Minutes of the Faculty Senate Meeting of 03/06/2020

Professor Doug Mahony called for any corrections to the minutes of the Lehigh University faculty senate meeting of 03/06/2020.

Motion to approve the meeting minutes was made and seconded. The minutes were unanimously approved.

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

2. Remarks by President John Simon

President John Simon provided an update about Lehigh's activities and response to COVID-19. The full remarks are available as Appendix 2.

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

3. Remarks by Provost Patrick Farrell and Follow Up Discussion

Provost Farrell provided brief remarks following President John Simon's remarks. Salient points are summarized below. Unless otherwise noted, comments are made by Provost Patrick Farrell.

- Weekly updates are being sent to faculty about how faculty and students are adjusting to remote teaching and learning.
- Faculty feedback is always welcome.
- The incoming Provost Nathen Urban is busy in his current job. Even so, he is being updated and efforts are on to achieve an effective transition. [In response to Professor Henri Barkey]

- The President is in contact with the incoming Provost Nathan Urban and he is being updated on happenings at Lehigh. He will be integrated into Lehigh well before July 1, 2020 (the official start date for Dr. Nathan Urban) Completing the current semester remains as our priority. [President John Simon]
- Regarding commencement for 2020 graduates, Lehigh is open to several possibilities including a graduation event in fall (provided social distancing guidelines are lifted by then) or having a combined graduation ceremony in 2021 for two graduating classes. Decisions will be taken after consulting with the students and following government guidelines. [President John Simon in response to Professor Frank Gunter]
- Career Services was already doing many things online even prior to Covid-19. Clearly, career service is concerned because it is important to make sure that the offers will be forthcoming and the offers already made will be honored. More clarity will come only when things settle down after Covid-19. [In response to Professor Peter Zeitler]
- In response to Board of Trustee's (BOT) concerns, the President's Office is in contact with the Career Services and any update received will be shared with the Faculty Senate. [President John Simon]
- We are already thinking about reduction in endowment income and the tuition revenue from the incoming students. Efforts are on to have communications with students using online platforms. Financial aid is a huge issue for returning students as well as new students. We will have a better picture by May 1, 2020. Due to changes in rules this year, even after May 1, 2020 other universities have an opportunity to contact students who have accepted Lehigh's admission. This is a new uncertainty. [In response to Professor Hugo Caram]
- BOT has already decided not to pursue BIOS even before and independent of the current situation created by Covid-19. [In response to Professor Liang Cheng]
- Discussions are taking place to establish procedures for limited faculty access to offices, labs, etc. so they can retrieve things to enable their work in the summer. [In response to Professor Doug Mahony]
- This is a complex situation; Lehigh was ahead of the compliance curve even before formal guidelines were issued by CDC and government. Future access to campus by faculty will be governed by government guidelines. [President John Simon]
- No decision has yet been made about the Fall 2020 semester. Evolution of social distancing guidelines and the Covid-19 situation in different parts of the country will govern our decision. [President John Simon and Provost Patrick Farrell in response to Professor Henri Barkey]
- We do not control the visa process for international students. They are unlikely to be here prior to the start of the semester. Different scenarios are being considered including delayed start and online instruction. [In response to Professor Tamás Terlaky]
- An announcement regarding summer 2020 courses would be soon. [In response to Professor Jenna Lay; Faculty Secretary's follow up note: A communication to the effect that summer courses will be taught online has already been sent to faculty]

- We should consider faculty who are over 60 years old and/or faculty who have underlying conditions that will exasperate the Covid-19 infection. [Professor Peter Zeitler]
- Student concerns and faculty concerns related to attending classes must be considered. [Professor Doug Mahony]
- We have to think creatively about class sizes and develop alternative proposals. [Provost Patrick Farrell]
- It would be useful for a group of faculty and students to consider future scenarios for the fall 2020 semester. [Provost Patrick Farrell in response to Professor Doug Mahony's offer of Faculty Senate's help]
- Currently, our major focus is on completion of the undergraduate programs. We should carefully consider the morale, sense of purpose, identity, and career advancement of faculty members in different career stages. Faculty time allocation for different activities that are part of the professoriate will likely change. We should take a team approach to focus on the common good. [President John Simon]
- Appeals about the current hiring freeze should be made to the Provost and Vice President for Finance and Administration. Exceptions will be made on a case-by-case basis. [In response to Professor Matt Melone]
- It will be good for the faculty to get regular updates from the administration. [Professor Hugo Caram]
- The President and the Provost are willing to come to future Faculty Senate meetings; an online university townhall that features faculty, staff, and senior leadership is being thought about at the appropriate time, perhaps in mid-to-late April 2020. [President John Simon]

4. First Reading: R&P 3.8.1 Definition of Grades

The motion is available at the following link (under April 3, 2020)

<https://facultysenate.lehigh.edu/meeting-documents>

The motion was moved and seconded. A brief discussion followed. In response to Professor Damien Thevenin, Professor Frank Gunter noted that the proposed change is a permanent change to R&P although the change may be particularly relevant under the situation created by Covid-19.

This will come up for a second reading at the next Senate meeting.

5. Graduation Motions

The following graduation motions were moved, seconded, and passed. They are given in Appendix 3.

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

6. Remarks by Professor Doug Mahony

Professor Doug Mahony said that given that the General Counsel's Office is busy with the Covid-19 situation, the work related to the Faculty Code of Ethics and the Faculty Ranks proposal will see some delay before they are formally introduced. Professor Bob Skibbens noted that the Faculty Senate should have its own legal counsel to consult on this since University General Counsel represents the administration (Professor Heibatollah Sami concurred). Professor Doug Mahony responded that the senate does not have the money for this purpose; he further noted that the Faculty Code of Ethics deals with activities that do not rise to the level at which legal action is warranted against the perpetrator. Professors Doug Mahony and Frank Gunter further clarified that the Faculty Code of Ethics will be voted on by the entire faculty body after it passes the Faculty Senate. Professor Ageliki Nicolopoulou added that deans and chairs will be consulted in the development of the Code of Ethics. Professor Doug Mahony noted that the Senate Executive Committee will continue the discussion offline in developing the proposal further. Professor Al Wurth added that faculty should be given information about the timeline for faculty review and vote on the Code of Ethics. Salient points discussed regarding other topics are summarized below.

- Money for new buildings has already been designated; furthermore, construction for education projects may be deemed an essential activity by the Pennsylvania State. Risks associated with having classes and managing the health center are also being carefully considered by the General Counsel and the university administration. [Professor Doug Mahony in response to Professor Al Wurth's question about construction and the risks associated with Covid-19 in light of the uncertainty with respect to the incoming class.]
- Guidelines regarding the use of course evaluations for Spring 2020 are being developed. Quantitative information collected will not be used for faculty evaluation; the qualitative information collected will be given to faculty as developmental feedback. [Deputy Provost for Faculty Affairs Jackie Krasas]
- Faculty are redesigning exams and assignments to ensure academic integrity. [Professor Doug Mahony]
- Although different faculty have different response toward remote instruction, most have adapted well. [Professor Doug Mahony]
- The impact of Covid-19 on pre-tenure faculty are being examined. A small number promotion and tenure cases may require the extension of the tenure clock beyond the maximum of eight years currently allowed under R&P. It will be good to reach out to colleges to see how many pre-tenure faculty will be adversely affected as a result of Covid-19. [Professors Doug Mahony and Jackie Krasas]

- Blanket extension beyond 8 years for all faculty members with the option for faculty to opt out should be considered. [Professors Bridget Dever and Jeremy Littau; supported by Jenna Lay]
- Individual faculty situation (e.g., those who have already taken an extension of two years) should be considered. [Professor Heibatollah Sami]
- Personal situation differences and research field-based differences should be considered. These issues include research topic, research methodology, book contract negotiations, external reviewer identification, obtaining response from external reviewers, and so on. [Professors Kelly Austin, Hugo Caram, Craig Hochbein, Mellie Katakalos, Jackie Krasas, and Al Wurth]
- A blanket extension beyond 8 years for all faculty should be considered since it is not possible to assess individual situations. [Professor Jenna Lay]
- Some communication should go out to faculty as soon as possible to reduce anxiety for faculty. [Professors Kelly Austin and Mellie Katakalos; concurred by Professor Doug Mahony]

7. Approved R&P Changes

Given the urgency of the situation created by COVID-19, the Senate unanimously agreed to waive the rules for first and second readings and the requisite notice periods. The following changes were moved, seconded, approved, and are effectively immediately.

R&P 3.8.1: Definitions of Grades

Courses in which grades of F, W, or NR are recorded do not meet prerequisite requirements. The parenthetical grade included with a N, X, or Z grade can be used to meet the prerequisite requirements of a course or program.

Note: Faculty are advised to carefully read the process for calculating parenthetical grades. See R&P 3.8.2 and 3.8.3.

R&P 3.8.4: Drop/Add Period

A student who officially withdraws from the University or a course after the tenth day of classes through the twelfth week of instruction receives grades of W in the course(s) for which he or she is registered. After the twelfth week of instruction, no grade of W may be given. (This change applies ONLY to Spring Semester 2020.)

Note: Practically, this means that the last day for withdrawals this semester is not April 10, 2020 - as stated in the University calendar - but Friday, April 17, 2020.

This change will be immediately communicated to students and faculty.

8. Other Updates

- Senate Executive Committee will work on the language related to the changes in promotion and tenure policies. [Professor Doug Mahony]
- Possible delays regarding Associate Professor promotion and triennial reviews will be considered. [Professor Doug Mahony]
- Graduate student issues such as degree clock and stipend payments are also being examined. [Professor Doug Mahony]
- The item related to the common hour exams will be taken up in the next meeting. [Professors Doug Mahony and Ray Pearson]

The meeting was adjourned at 3:00 pm.

Respectfully submitted by

A handwritten signature in cursive script that reads "Siva" with a horizontal line underneath it.

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

Secretary of the Faculty