

University of Pittsburgh
Faculty Assembly Meeting
Minutes of June 6, 2006

1. President Frieze called the meeting to order at 3:00
2. Approval of the Minutes of the May 6, 2006 Faculty Assembly meeting without changes.
3. Introduction of items of unfinished and new business: None
4. Report of the President, Professor Irene Frieze
 - a. General Items.
 - i. Faculty Portal. Information and suggestions for the Senate's section of the portal were provided to members of CSSD by Fran Czak and Cindy Brendel of the Senate Office. The revised portal will appear around July 1 at the time the new term begins for members of the Executive Committee and the Faculty Assembly. It will contain all of the information currently found on the Senate Web site and more. President Frieze encouraged faculty to look for senate information the portal.
 - ii. Senate Newsletter. The latest email newsletter was sent May 11th. It included names of the new Executive committee, announced Fran's retirement, and provided information about Recycling Policies and the new Ad Hoc Committee on Recycling, and policies regarding Smoking outside some of Pitt's buildings. President Frieze also expressed her positive experience working with the faculty, staff and students as the Senate President. She noted that she received more responses to this newsletter than any other, and that those responses were in regard to recycling. The next newsletter will come out in early September under the new Senate President, John Baker.
 - iii. Director of the Senate Office. Interviews with the executive committee and Jean Ferketish are being conducted this week and next to fill Fran Czak's position.
 - iv. PeopleSoft. Registrar Sam Conte provided a written report on the People Soft grading system. President Frieze asked assembly members for comments. The following issues were mentioned:
 1. The need to change incompletes manually. Professor Wion suggested that this may be purposeful as change of grade needs to get approval from the dean or dean's designate.
 2. Bob Pack said that they will be implementing an upgrade this year (from 8.0 to 8.9). He asked that comments on features that would be useful or difficulties to be made easier can be sent to Sam Conte and copied to Irene Frieze.
 3. Lisa Brush suggested that a cut-paste capacity would be good rather than having to enter each grade separately.
 4. Porter mentioned the difficulty with directed study grades. They are compiled as a long list, thus none can have grades until all have submitted them.
 5. John Baker felt that searching for course information was difficult to do. Bob Pack countered that the course catalog is very

searchable so they eliminated printable copy. President Frieze suggested that people need to be educated.

6. There needs to be a clearer indication that your grades have been saved/submitted correctly.
- v. Fitness for Life.
1. The fitness for life program has acted as an Ad Hoc Committee. **Professor Pinsky asked that it be made a formal ad hoc committee** with a 2-year time-frame focused on specific tasks. Discussion included: Jo Olson wondered why this work isn't a part of the Benefits and Welfare committee. Pinsky responded that 2 members of the benefits and welfare committee are on the ad hoc committee, but there are also people from UPMC and Pitt. The focused approach is different from benefits and welfare. He said that he hoped that once the processes are established, with integration of services, then it can be continued through benefits and welfare. **A vote was taken, and carried unanimously.**
 2. Update on two pieces of the fitness for life program
 - a. Risk Assessment & management: The matrix of screening tools based on sex, age, and risk factors is complete. Currently working on how you reduce the risk.
 - b. How to keep healthy people healthy. This aspect of the program is being developed in parallel, but a little slower. Example is discounts to health clubs in the area.
 3. Teresa Donegan commented on a website that can be accessed through the my.pitt.edu portal, webmd.com. The site provides you with an electronic assessment that gives you visual feedback on what you might be at risk for. It also includes an assessment of "readiness". She hopes that a readiness assessment will be included in the fitness for life program. Statistics show that awareness of risks is not enough. Follow-through depends on readiness. A readiness assessment will allow an approach to be tailored to folks depending on where they are. **Hartman suggested that this may be a good thing for the first newsletter in the fall.** Pinsky said that Pitt's version will be individualized and HIPA compliant.
- vi. Senate Office Administrative handbook. The first 8 sections are excerpts from the Senate Bylaws with discussion. The 9th section defines the office staff and identifies some of the main functions of the Senate Office. It will provide the routine day-to-day, month-by-month and annual practices of the office. All faculty assembly members are welcome to make suggestions for the handbook. These can be given directly to Irene or Fran.
- vii. Thank you to Provost Maher. President Frieze sent a memo to Provost Maher thanking him for last month's presentation to members of Faculty Assembly about budget planning. Provost Maher agreed to do the same for the group next year.

- viii. Promoting faculty involvement in the Senate was a topic of discussion at last month's Senate Council luncheon. The provost agreed to encourage members of the Council of Deans to do more to promote such involvement that is currently not seen as a positive thing and even discouraged.
- ix. Senate Standing Committees roster updates. Committee chairs received updated "draft" committee rosters including names of faculty who have recently been elected. An updated version will be sent early in September that will include the senate Liaisons, Chancellor's liaisons and other changes to date. These should be verified and validated with committee members. Changes that occur between July and September can also be viewed on the my.pitt.edu faculty portal where all committee rosters are listed. For those committees that have not yet elected new chairs and secretary for the 2007-07 term, this should be done at the next meeting. The current chairs should call this meeting, even if their term on the committee has ended. Only elected members of a committee can serve as chairs.

b. Committee Reports

- i. Budget Policies. Phil Wion reported that at the May 19th meeting they received budget parameters recommended by the UPBC to the Chancellor. The Budget and Planning committee approved and recommended to the chancellor. The information will not be made public until the trustees have acted on it.
- ii. Commonwealth relations. The last luncheon for the term was held May 19 with Senator Sean Logan representing District 45 in Allegheny County. Stella Smetanka has been re-elected to serve as Co-chair with newly-elected Pat Kolar from the School of Social Work.
- iii. Educational Policies. Katie Greeno has been elected as the new co-chair. Technology policies will be a part of their **report in September**.
- iv. Student Affairs. Teresa Donegan reported that the committee's last meeting will be June 15th. Kathy Humphrey has been attending. At the previous meeting there was follow-up on the issue of mandatory insurance. Mandatory insurance is not to be expected in the future. Donegan initially brought the issue of insurance to the committee out of concern for students who are hardship cases. Another issue addressed by the committee was counseling accessibility. James Fox reported that accessibility is not an issue. Faculty need to be educated so that they can assess a situation and know what the options are. President Frieze commented that we routinely receive a letter from the counseling center about their services. Donegan noted that we may get the material, but don't necessarily read it.
- v. Ad hoc Committee on Consumer Satisfaction with UPMC. Nick Bircher described the work of the committee from the University side (advertise resources available) and the UPMC side (want to develop consumer advocacy function). He asked that suggestions be sent to him, Nathan Hershey or John Baker.

- vi. Ad hoc Committee on Recycling. President Frieze reported that the committee met for the first time on May 10. She will serve as its chair. Members include faculty, staff, and students. The committee is reviewing policies and practices at other schools as well as studying what is being done in various parts of Pitt before making formal recommendations. Next meeting June 13, 10am in 4125 Sennott Square. All interested are encouraged to come.
- c. Announcements
 - i. The last Senate Council Meeting will be held on Monday June 12 At that meeting, the Chancellor will announce the Affirmative Action Award. The Chancellor will host a receptions for members of Senate council and Faculty Assembly in Room 2501 Posvar immediately following the meeting.
 - ii. No meetings of Faculty Assembly or Senate Council are scheduled for July or August.
 - iii. The next meeting of Faculty Assembly will be Tuesday September 5.
- 5. Reports by and Announcements of Special and Standing committees of the Senate
 - a. Community Relations. Linda Hartman reported on the work of the committee this year.
 - i. The committee worked to define what service learning means at Pitt, what engaged scholarship is and how to connect service to teaching and research.
 - ii. The United Way Day of Caring will be Friday September 15. The committee is identifying projects of interest to faculty as well as staff.
 - iii. A joint lunch was held with the commonwealth relations committee.
 - iv. Committee members will be visiting Hosanna House, a multipurpose center, on June 8th at 8:15 AM
 - v. Pitt was named to 2006 best work places for commuters by environmental PA due in part to free shuttle services, fair free access to PAT (over 200 routes), carpools, etc.
 - b. Ad Hoc committee for the Support and Advancement of Women at Pitt. Maureen Porter reported on the work of the committee from its inception April 7, 2004 in response to the Senate Plenary “examining the roles of women at Pitt.” The committee was established as a strategic planning group that brought together different areas of campus.
 - i. During year 1 it provided an open forum for discussion. The group shared areas of concern and identified 2 priority areas for which working groups were established: mentoring and sexual harassment and consensual relations. They gathered data on trends of women promoted (their sustainability in administrative positions)
 - ii. During year 2 they shared their concerns, met with other Senate committees (Benefits and Welfare, Tenure and Academic Freedom, Anti-discriminatory Policies). The mentoring group looked at best practices and is planning the fall plenary.
- 6. Announcements

- a. Vice President Pinsky thanked President Frieze for an excellent year of leadership.
7. Adjournment. The meeting was adjourned at 4:00 PM.

Respectfully submitted by
Ellen Ansell, Secretary

Members attending:

Ansell, Belle, Bergen, Bircher, Brush, Close, Czak, Deasy, Donegan, Flynn, Frieze, Greeno, Hall, Hampton, Hartman, Kaufmann, McKinney, Munro, Olson, Pinsky, Skledar, Soska, Sukits, Sussman, Wion,

Others attending:

Baker, Blair, Fedele, Hart, Humphrey, Nikolova, Pack, Porter