TO: PCPS Dean’s Conference
FROM: Diane S. Muniz
DATE: December 6, 2012
SUBJECT: Summary of the November 29, 2012 Meeting

Dr. V. Castellanos, Dr. L. Eschbach, Mr. D. Hair, Dr. P. Harrington, Ms. A. Mantione, Dr. D. Miller
(representative for Dr. J. Sanko), Ms. D. Posegate, Mr. R. Schwenk; Dr. G. Wenzel,
Dr. D. West;

The Dean opened the meeting with a reading from the book, A Simple Life-Changing Prayer.

The summary of the September 25, 2012 meeting was approved. Meeting summaries are sent
electronically to all PCPS faculty and staff and they are posted on the PCPS website.

The Chairs were reminded of the Dead Week policy for graduate and undergraduate classes regarding
tests/exams. Dead Week is December 4-10, 2012.

Books are currently being collected for the annual Blessing of the Books. Father Quinn will bless all the
books on December 6, 2012 at 3:30 p.m. in McGurrin Hall. Books will be distributed locally and during
service trips sponsored by PCPS faculty.

The Dean serves on the Board of Lackawanna Catholic Social Services and announced that volunteers are
welcome on December 16th to pack the trucks for the delivery of toys on December 18 & 19. Toys will
be distributed in Wilkes-Barre, Scranton, Hazleton and Carbondale. Feel free to come and join the Dean.

The Dean and several Chairs gave kudos to Ms. JoAnn Stavisky, the maintenance person in McGurrin
Hall. JoAnn does a remarkable job in keeping the building clean. Drs. Eschbach and Wenzel were
particularly appreciative for all the work she did with the CHS renovation project and with the Education
department accreditation site visit.

The Dean gave an update on Leahy Hall. The building is scheduled for demolition in June, 2013. The
projected timeframe for completion of the new five-story building is 18 months. The architectural firm is
Hemmler & Camayd Architects; Quandel Construction Group has been hired as the project management
team. The building will connect to McGurrin Hall.

A discussion ensued regarding the safety of students, faculty and staff as well as the safety issues which
will result from the construction. The Dean would like to ask Mr. Bergman to speak to the Dean’s
Conference and to PCPS students to inform them of the safety plans which are currently in place and
future plans.

The Dean noted that during the spring semester Ms. Sandy Pesavento has made arrangements to bring
two modular cars on campus to simulate texting while driving. She asked that you think of ways we can
get the message of the dangers of texting and driving to others.
The Dean responded to inquiries about the University’s enrollment management committees with the following: the strategic enrollment committee, headed by the President, has a membership consisting of administrators; the enrollment management committee, headed by the Provost, has a membership consisting of administrators, faculty and staff. The Dean asked the Chairs to think about the formation of a PCPS enrollment management committee.

Dr. Victoria Castellanos distributed handouts for three discussion items: New PCPS Release Time form; Procedure for submission of Faculty Development (Enhancement) Plans and Retention and Attrition rates for PCPS. A discussion followed. Several questions were raised regarding the Faculty Development Plan for tenured faculty. Currently, the College does have a policy and evaluation rubric that was approved by the PCPS faculty. This policy can be found on the PCPS website. The draft handout which was distributed provides more detail on the actual procedure and allows for resources to be associated with specific goals. A recommendation was made to add the wording, “Voluntary for Tenured Faculty” to this form. Questions regarding the function of the committee and membership were addressed. It was noted that this is a faculty committee; however, the policy does not delineate how the members are chosen. Currently the committee is composed of Dr. Fleming Castaldi, Dr. Ron Deitrick, Dr. Marian Farrell and Dr. Margarete Zalon. The Chairs were asked to discuss with the faculty ideas for determining membership on this committee. Ideas can be brought back to the Dean’s Conference for discussion.

The Conference members decided that a meeting should be held prior to the next Dean’s Conference (February 21, 2013) in order to continue discussion on this topic as well as others. A December meeting will be set up.

The PCPS retention and attrition rate was distributed. (This is not a report from the Institutional Research office, but it is a report completed by the PCPS Associate Dean.) One glitch in this report is that students who take a leave of absence and never return are not included in this report.

Comparison of GPA requirements in University catalogs. A policy was passed by CGCE and appears in the graduate catalog changing the admission requirements to a 3.00 GPA. A problem arose in that the Occupational Therapy department lists all their requirements in the undergraduate catalog and the GPA appearing in the undergraduate catalog states that the requirement for graduate school is a 2.75 GPA. For all incoming students in OT the 2.75 GPA was used as the standard for graduate admissions, and the 2.75 GPA will be honored by CGCE. This topic is under discussion in the Occupational Therapy department.

A question was raised about Chairpersons having input on the Dean’s Conference agenda. The Dean noted that Chairpersons always have input on the Dean’s Conference agendas, and the Dean always asks for updates from the members. Dr. Wenze would like to have a discussion on graduate and on-line programs at a future meeting.

NOTE: The next PCPS Dean’s Conference will be Thursday, February 21, 2013. This will be an all-College meeting.

c: Rev. Kevin P. Quinn, S.J.
   Provost
   Deans