TO: PCPS Dean’s Conference  
FROM: Diane S. Muniz  
DATE: December 14, 2010  
RE: Summary of the November 30, 2010 Meeting

Dr. L. Eschbach, Dr. J. Grossman (representative for Mr. D. Hair), Dr. P. Harrington, Ms. A. Mantione, Ms. D. Posegate, Dr. J. Sanko, Mr. R. Schwenk, Dr. W. Wallick, Dr. G. Wenzel

Guests: Ms. T. Conte, Dr. M. Farrell, Mr. K. Kretsch, Ms. L. LoBasso, Ms. B. Oldham, Ms. M. Pepepperman, Ms. B. Rozelle, Dr. J. Welsh

The minutes of the October 28, 2010 meeting were approved.

Mr. Karl Kretsch informed the Chairs of the rekeying project for McGurrin Hall. Mr. Kretsch distributed forms to the Chairpersons whose departments are located in McGurrin Hall. He asked that each department review their needs and designate a contact person for this project. If anyone has questions or concerns, Mr. Kretsch is available to meet with members of the department, or he can be contacted through e-mail. His plan is to have the building rekeyed by the beginning of the Spring semester.

Ms. Betty Rozelle, Assistant Director, Career Services, is the PCPS liaison from Career Services. Ms. Rozelle explained that the office provides such services as: assisting students in choosing a major; applying career related experiences to summer jobs/part time jobs; offering access to available jobs and internships; offering classroom presentations; networking with alumni for possible job opportunities. The Career Services website lists resources available to students and alumni. If anyone learns of any internship positions available, please send this information to Career Services. The office also conducts the senior survey. Ms. Rozelle asks that information about job opportunities be referred to Career Services for posting on the website. The office is located in Ciszek Hall on Mulberry Street. If anyone wants to initiate new activities, services, or programs, feel free to give her a call. Ms. Rozelle is available to attend department meetings.

Dr. Marian Farrell spoke about an upcoming Spring 2011 Summit sponsored by the NEPA Interprofessional Education Committee. The program will be held on March 30th from 4:00 to 7:00 p.m. in Brennan Hall. The focus of the Summit is to bring together OT, PT, nursing, pharmacology, radiology, medical, paramedic, and surgical assist students. She explained that there will be five sites hosting programs with approximately 100 students at each site. In addition to the University site, programs will be taking place at Marywood, Misericordia, Wilkes, and Penn College. She explained that students will be presented with a scenario for investigation during the sessions. Dr. Farrell is looking for students interested in participating as well as approximately 20 faculty/staff facilitators. Dr. Farrell asks that if you have students interested in participating in the program or if faculty/staff wish to volunteer as facilitators, to contact her. She is available to attend department meetings to offer more information.

Ms. Bonnie Oldham, Associate Professor, Library, addressed the members of the Conference. She reminded faculty of the February 15th deadline for placing orders using the funds from the departmental library book budget. Ms. Oldham informed the members about the Journal Project, Cabell’s, and Turnitin.com. A campus-wide committee is currently discussing video streaming and how that process will take place. Ms. Oldham distributed information about the Library Research prize available to undergraduate students who are undertaking research projects. Information about this endeavor is available on the Library website. Ms. Oldham is available to attend department meetings for those who would like more detailed information.
Mary Kaye Pepperman, Senior Membership Director Learning Collaborative, explained the collaborative efforts of Eduventures. Eduventures specializes in research and consulting for higher education institutions. She explained that there are six different learning collaboratives across member campuses: academic leadership, continuing and professional education, development, enrollment management, on-line higher education, and schools of education. Members work on collaborative projects and vote on what they want to work on each year. Membership includes two large scale research projects and multiple other briefs and webinars that members can join. Custom research is also available. Once work is complete results are housed in a research library that all members have access to. Currently there are four Pennsylvania schools of education who are members—Pitt, Temple, Drexel and Kutztown. AJCU has four schools, Fordham, Loyola College of Maryland, Marymount and Regis. Dr. Welsh has been involved with Eduventures for five years. His relationship deals with adult students and on-line activities. Feel free to e-mail Mary Kaye Pepperman with any questions.

Blessing of the Books will take place on November 30th at 3:30 p.m. There are a least 2,000 books collected which will be distributed to various locations such as St. Michaeals’s in Arizona, United Neighborhood Centers, EOTC, Guiana, and El Salvador.

The Dean asked the Chairs to remind the faculty that the day before any University break/holiday is a normal scheduled class day. Prior to the fall and Thanksgiving breaks she noticed that more classes were cancelled this year than in previous years. The Dean noted that the Nursing Department submits the “Class Assignment during Scheduled Teacher Absence” form when a class is cancelled.

Dr. Bill Wallick began work on the Intersession payroll. Chairs will be receiving the draft copies of the forms. Dr. Wallick asks that each Chair look at the draft copies, make any necessary changes and return the copies to him by December 7, 2010. His goal is to have the Intersession payroll done before Christmas break. Dr. Welsh reminded the members that based on the faculty contract, Dr. Welsh needs to decide if an Intersession course will run two weeks prior to the start of the session. A discussion took place regarding the number of students in a class and whether the class should be offered at that number or not.

Dr. Dan West informed members about upcoming international travel courses. The first course is the China Study Tour. This will be the 10th year for this course, and it is scheduled for the end of the spring 2011 semester. A second travel course scheduled for fall 2011 will look at health care and educational facilities in the central eastern European regions. Sites visited will be the Slovak Republic, Prague, Vienna, and Budapest. Both trips are open to everyone. Dr. West is working on a third travel course for 2012 involving a trip to Argentina.

Dianne Posegate has been asked to look at the number of students registered this fall but not registered in the spring. The only significant difference she can see is the number of students on financial hold. This year we have 22 students on financial hold when other years we had 9 or 10.

Ms. Andrea Mantione reported that students completed many service learning hours in the Center. She and Mr. Ray Schwenk will be writing for the President’s Honor Roll this year and hope to be successful. Dr. Pellegrino will be meeting with the Service Learning committee during the spring semester to discuss where the College wants to take Service Learning. Mr. Schwenk will be looking at Service Learning outcomes and the projects we have done consistently and how our students have changed.

Dr. West informed members of The First Annual Rev. Joseph Allen Panuska, S.J. Healthcare Summit (“Panuska Summit”) will take place on February 18th.

c: APC
Rev. Scott R. Pilarz, S.J.