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#### Note-taking Announcements

Faculty may be asked to assist SDS by identifying note-takers through an announcement or email to the class and referring interested note-takers to SDS. A template for the email will be included when SDS contacts faculty regarding note-taker accommodations.

#### Accessibility of Information and Course Materials

Faculty should collaborate with their department offices and SDS to ensure that their course materials, presentations, audio-visual materials and exams are available in an accessible format for students with sensory and print disabilities.

#### Confidentiality

All disability documentation provided by the student is confidential and remains in the Office of Student Disabilities Services for the purpose of determining reasonable accommodations. *Students may not request accommodations from faculty that have not been approved by SDS. If documentation is provided to the instructor, it should be returned to the student and the student should be referred to SDS.*

Faculty should refrain from discussing a student's disabilities and accommodations in front of the class, in the presence of other students or to faculty or staff not directly involved in the accommodation process.

#### Reconsideration Process

Students may request reconsideration of the SDS accommodation determination through the *SDS Reconsideration Process* found on the website at: [http://www.vpul.upenn.edu/lrc/sds/cs\\_grievance\\_procedure.php](http://www.vpul.upenn.edu/lrc/sds/cs_grievance_procedure.php)

#### Concerns and Complaints

The Office of Affirmative Action and Equal Opportunity Programs is responsible for overseeing the University's implementation of its equal opportunity and nondiscrimination obligations arising under Federal, Commonwealth and local laws. Any concerns or complaints should be addressed to the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106 or (215) 898-6993 (voice) or (215) 746-7088 (fax) or <http://www.upenn.edu/affirm-action/discrimination.html>

#### Additional Information

Related policies and procedures are available on the SDS website (<http://www.vpul.upenn.edu/lrc/sds/>) in the section for Faculty and Staff.

*This Memorandum is available in alternate format upon request.*

Student Disabilities Services

Weingarten Learning Resources Center

3702 Spruce Street, Suite 300, Stouffer Commons

Philadelphia, PA 19104-6027

(215) 573-9235

## Penn Association of Senior and Emeritus Faculty (PASEF): President's Annual Report for 2014-2015

Jack Nagel, PASEF President 2014-2015 and Professor Emeritus of Political Science

Since its founding in 2004, PASEF has served Penn's retired and senior (age 55 and over) standing faculty by providing information useful to those planning to retire or already retired, and by organizing programs that encourage retired faculty to maintain connections among themselves and with the intellectual and social life of the University. Although PASEF's membership encompasses faculty from all Penn schools, the Perelman School of Medicine has its own Association of Senior and Emeritus Faculty (ASEF-PSOM), with which PASEF cooperates.

#### Events and Activities

PASEF regularly sponsors programs that offer members opportunity for intellectual stimulation and social interaction. As was also the case last year, most of these events were planned by a joint PASEF/ASEF-PSOM Program Committee (Lynn Lees, chair, Janice Bellace, Howard Goldfine and Peter Wilding).

*Monthly luncheon talks:* The Committee organized seven talks by Penn faculty; an eighth was cancelled due to a snowstorm. Attendance ranged between about 20 and 40. For a list of speakers, see [www.upenn.edu/emeritus](http://www.upenn.edu/emeritus) under "Previous Events."

*Featured speakers:* The Committee also recommended speakers for the Fall Lecture preceding the 25-year Club Dinner in October and the Spring Lecture and Reception in April. This year's lecturers were PIK professors Adrian Raine and Sarah Tishkoff. Their well-received talks attracted audiences of about 60 and 50, respectively.

*Spring outing:* In May each year, PASEF organizes an excursion to a site of outstanding aesthetic, cultural and historic significance in the Philadelphia area. This year's outing was an exploration of the Wissahickon Valley initiated and planned by David Pope, a PASEF Council member and former President of the Friends of the Wissahickon, leaders of which generously guided our tour.

#### Facilitating the Transition to Retirement

For senior (not-yet-retired) members, PASEF offers informational resources to help in planning the transition to retirement and events assuring them that life after retirement can be stimulating and fulfilling.

*Reception for newly emeritus faculty:* Each fall, ASEF-PSOM and PASEF jointly sponsor a reception to honor faculty who have retired in the previous year. This year's reception, organized under the leadership of Jeanne Myers, attracted 58 guests, including 11 honorees.

*Road to Retirement programs:* In March, four retired faculty spoke candidly about their own decisions to retire and their experiences in retirement. In April two staff experts on retirement, Vicki Mulhern and Hilary Lopez, explained Penn's retirement options, benefits for retirees and other nuts-and-bolts aspects of the transition to retirement. About 50 people attended each event.

*Hitchhiker's Guide:* Thanks to the editorship of Martin Pring, PASEF annually updates its *Hitchhiker's Guide to Faculty Retirement*. Besides posting the *Guide* on our website, we also printed copies to distribute at Road to Retirement programs.

*Information and advocacy about benefits:* Members frequently contact the PASEF office with questions about health and other benefits. When a University policy is at issue, the PASEF president and David Balamuth, our representative to the University Council Committee on Personnel Benefits, take up the question with appropriate officials.

#### New Initiatives

*Report on retirement communities:* Last year, a joint PASEF/ASEF-PSOM group led by Howard Goldfine and James Saunders gathered information on 14 continuing care retirement communities (CCRCs) in the Philadelphia area where one or more retired Penn faculty reside. Tables summarizing their findings are posted on the PASEF website, providing a starting point for members who are thinking about moving to a CCRC.

*Lifelong learning:* In July 2014, a PASEF committee (Anita Summers, chair, Roger Allen, Peter Kuriloff and Howard Rosenberg) recommended that Penn establish a non-credit lifelong learning program that would involve (but not be restricted to) retirees as instructors and attendees. The committee developed their plan after studying similar programs at 15 universities. Following consultations, Vice Provost Allen proposed that PASEF operate a one-year pilot program and offered funding for added staff time and expenses. After careful consideration, the PASEF Council in January 2015 voted to decline Dr. Allen's offer. PASEF had not envisaged assuming operational responsibility for the program; and the experience of other universities suggested that a larger budget, longer initial commitment and full-time director would be needed for a successful launch.

*Speakers bureau:* As a more modest alternative, the Council authorized a new committee to develop a plan for a speakers bureau—a list of retired faculty interested in speaking if invited by retirement communities, religious congregations, civic groups, etc. Vice Provost Allen subsequently authorized additional funds, if needed, to establish and maintain the speakers bureau. Our Speakers Bureau Committee is still at an early stage in the process of identifying speakers and community organizations.

*Library Tech Tools workshops:* Working with Kimberly Eke and Anu Vedantham of Van Pelt-Dietrich Library, the PASEF Library Committee (Vivian Seltzer, chair, Steve Dunning and Rob MacGregor) sponsored a program of training sessions for retired faculty on such topics as Google tools, PowerPoint and iPad tips. The first four workshops were over-subscribed, so the Library offered a second series. The enthusiastic response to this initiative suggests that technology workshops should become a regular part of our programming, in cooperation with the Library.

#### Governance

*Bylaws Revision:* During the organization's first decade, PASEF's practice diverged from its Bylaws in several areas. To resolve those differences, a Committee on Bylaws Revision (Skip Rosoff, chair, Martin Pring and Neville Strumpf) submitted recommendations in December. Council adopted a final set of amendments in March 2015. The following decisions are particularly noteworthy:

- PASEF's governing body, formerly the Executive Committee, is now called the Council.
- Council includes all chairs of standing committees and also chairs of active ad hoc committees.
- Council no longer automatically includes former presidents as voting members, except for the immediate past president and any others who have been elected to new offices or appointed to chair committees. Former presidents are welcome to attend Council meetings and contribute to deliberations.
- The Steering Committee consists of the President, Past President and President-elect.

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# Penn Association of Senior and Emeritus Faculty: President's Annual Report for 2014-2015

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• The potential role of Council in nominations and elections has been enhanced.

• Any of three groups may propose amendments to the Bylaws. Adoption of proposed amendments requires a two-thirds vote of Council.

**Elections:** Following procedures in the revised Bylaws, a Nominating Committee (Janice Bellace, chair, Lynn Lees, Martin Pring and Anita Summers) proposed a slate of candidates, which was approved by Council and then submitted to all PASEF members for an email vote. Although no positions were contested, 141 members cast votes—an increase from 120 in 2014 and 109 in 2013. All nominees were overwhelmingly approved:

- **President-elect:** Paul Shaman (Wharton)
- **Secretary:** David Pope (SEAS)
- **Representative to SEC:** Martin Pring (PSOM)
- **Council for 3-year terms:**

- Joan Goodman (GSE), Roberto Mariano (SAS), Larry Palmer (PSOM)
- **Council for a 2-year term** (replacing Peter Dodson): Ann Matter (SAS)
- **Council for a 1-year term** (replacing Paul Shaman): Roger Allen (SAS)

## Administrative Foundations

**Administrative oversight and support:** PASEF reports through the Vice Provost for Faculty, Anita Allen, and has benefited from her sympathetic attention. Besides speaking at the October receptions, Dr. Allen has met each year with the Council and confers with the Steering Committee when the need arises. We have also enjoyed excellent help from members of the Provost's staff, especially Gearline Robinson-Hall, Julie Shuttleworth and Kathy Swartz.

**Facilities:** PASEF operates from a small but centrally located office in

the Duhring Wing. The office is adequate as a workspace for our part-time coordinator and for meetings of four or fewer, but all other functions depend on locations elsewhere. The most important of these is the University Club, where we hold our monthly luncheon talks and Council meetings. Dennis Daly of the University Club and Daria DiCicco of the Inn at Penn have been consistently supportive. For larger events, we are grateful to Tanea Blake and Joseph Policarpo for their help in making arrangements at the Library and Law School, respectively. Thanks are also due Brian Anders of the Sweeten Alumni Center for enabling the October reception to be held again in that fine space.

**Webmaster:** For several years, the crucial task of managing PASEF's website was ably handled by member-volunteers: Alan Myers and then Mitchell Marcus. It became evident, however, that the need for regular updates imposed an excessive burden. In March, Kayvon Nikoo agreed to work part-time as PASEF's webmaster. Mr. Nikoo, a full-time employee of the Perelman School, knows PASEF well; he previously served as our staff person, and his current duties at PSOM include supporting ASEF-PSOM. The new arrangement is working well.

**Coordinator:** PASEF is supported by a half-time coordinator. From November 2012 through May 2015, Heidi George held that position. She served the organization with exceptional devotion, diligence and effectiveness. In April, to our regret, Ms. George announced that she would be resigning for personal reasons, effective June 1. Early in June, Jocelyne Waller began work as PASEF's coordinator. Although new to Penn, Ms. Waller has substantial administrative experience at universities in the US and Canada. During the coming year, she will be working closely with PASEF's President for 2015-2016, Anita Summers.

## Penn Children's Center: FY 2016 Tuition Rates

The Penn Children's Center, located on the University of Pennsylvania's campus, offers child care for children ages three months to five years. Accredited by the National Association of the Education of Young Children (NAEYC), the Children's Center is open to all members of the University and surrounding communities with preference given to faculty, staff and students of the University.

The Children's Center accepts applications year round and enrollment is subject to availability. Assisted rates are available to University faculty and staff who meet eligibility requirements, subject to space availability and funding. Part-time slots and sibling discounts are also available. Below you will find the FY 2016 tuition rate schedule.

Penn Children's Center	Penn	Regular	Assisted A	Assisted B
<b>FY 2016 Regular Rate Schedule (per week)</b>				
<b>INFANTS</b>				
5 Days	\$432	\$496	\$259	\$324
4 Days	\$386	\$444	\$232	\$290
3 Days	\$324	\$373	\$195	\$243
2 Days	\$227	\$261	\$136	\$170
<b>TODDLERS</b>				
5 Days	\$402	\$462	\$241	\$301
4 Days	\$353	\$406	\$212	\$265
3 Days	\$293	\$336	\$176	\$219
2 Days	\$204	\$235	\$122	\$153
<b>PRESCHOOL</b>				
5 Days	\$318	\$373	\$191	\$239
4 Days	\$278	\$326	\$167	\$208
3 Days	\$242	\$284	\$145	\$182
2 Days	\$175	\$205	\$105	\$131
<b>DROP IN</b>				
Infants	\$100			
Toddlers	\$100			
Preschool	\$80			

The weekly tuition fees are in effect from July 6, 2015 to July 1, 2016. The Penn Rate is available to Penn faculty, staff, students and UPHS employees. Assisted A Rates are for University faculty and staff with combined family annual income below \$55,000. Assisted B rates are for University faculty and staff with combined family annual income below \$65,000.

Please contact the Penn Children's Center at (215) 898-5268 for additional information or to arrange a tour, or visit the Center's website at [www.upenn.edu/childcare](http://www.upenn.edu/childcare)

## Penn Home Ownership Services

Prospective homeowners interested in learning more about the home purchasing process are encouraged to attend *First Time Home Buying 101*. This instructive workshop is ideal for individuals who are considering buying their first home, as the session provides the information needed to demystify the process.

*First Time Home Buying 101*, will be held on Tuesday, August 4 from 12:30-1:30 p.m. at Learning and Development, at 3624 Market Street, Suite 1A South. Santander, one of Penn Home Ownership Services's preferred lending partners, will be in there to address questions. For more information or to register, please visit [www.upenn.edu/homeownership](http://www.upenn.edu/homeownership)

—Business Services

## Penn Hotel Rates

The Hilton Inn at Penn and Sheraton Philadelphia University City hotels would like to thank the University community for its patronage over the last year. This year's Special Penn Rates (available for rooms booked using a Penn Budget Code) are as follows:

- **Hilton Inn at Penn:** \$250/night from July 1-December 31, 2015,
- **Sheraton Philadelphia University City:** \$194/night from July 1, 2015-June 30, 2016.

Visit the Inn at Penn ([www.theinnatpenn.com](http://www.theinnatpenn.com)) and the Sheraton ([www.philadelphiaSheraton.com](http://www.philadelphiaSheraton.com)) websites to learn more about these properties and the amenities offered to their guests.

—Business Services

## CLASSIFIED—RESEARCH

**Would you like to lose weight?** Tired of regaining? If so, then you may be interested in our research study that is combining a behavioral weight loss program with an FDA-approved weight loss medication. The study provides 16 months of treatment and evaluation. For information call Alyssa at the University of Pennsylvania's Center for Weight and Eating Disorders at (215) 746-5030 or email [aminick@mail.med.upenn.edu](mailto:aminick@mail.med.upenn.edu)

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