

**Penn State Harrisburg
Joint Faculty Senate and Academic Council Agenda**

Thursday, October 26, 2017

Madlyn Hanes Executive Conference Room C300 11:30 a.m. - 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes September 21, 2017 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Minutes September 19, 2017 Appendix "B"
Approval of Minutes October 17, 2017
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIVERSITY COUNCIL REPRESENTATIVE
- G. REMARKS FROM MEMBERS OF THE ACADEMIC COUNCIL
- H. REMARKS FROM THE STAFF ADVISORY COUNCIL REPRESENTATIVE
- I. REMARKS FROM THE STUDENT GOVERNMENT REPRESENTATIVE
- J. COMMENTS FROM THE UNIV. COUNCIL REP
- K. NEW BUSINESS
- L. UNFINISHED BUSINESS
- M. NEW LEGISLATIVE BUSINESS
- N. LEGISLATIVE REPORTS
- O. FORENSIC BUSINESS
- P. ADVISORY/CONSULTATIVE REPORTS
- Q. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, November 30, 2017 – 11:30am -1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
September 21, 2017

Attendees:

Capital College Senators Present: J.B. Adams, J. Gibbs, Y. Kim, R. Lee, G. Mazis, E. Mross, P. Pendharkar, L. Rhen, P. Swan, D. Witwer, R. Zink

Administrators Present: O. Ansary

University Senate Council Representative: M. Strickland

Student Government Representative: N. Nelson

Staff Advisory Council Representative: P. Alcock

P. Swan, Faculty Senate President, opened the meeting at 11:38 a.m. Swan welcomed everyone and introductions were made around the table.

A. Minutes Approval for Faculty Senate Meeting

Swan requested discussion and asked for a motion to approve the minutes from the August 29, 2017 meeting. Witwer/Gibbs motioned to approve and the minutes were unanimously accepted.

B. Minutes Approval for Academic Affairs Meeting

Swan requested discussion and asked for a motion to approve the minutes August 31, 2017 meeting. Witwer/Mazis motioned to approve and the minutes were unanimously accepted.

C. Communications to the Faculty Senate President

- A new policy regarding hybrid courses is being developed. Swan issued a video statement regarding that matter earlier this week.
- A letter to all faculty from Swan and the administration was sent regarding final exams.
- Swan learned that in the Math department the adjunct office houses nine-faculty members, which makes it difficult to have one on one meetings with students. Zink noted in the Humanities, several adjuncts share an office, however, there is a private meeting area for them to hold meeting with students. Ansary acknowledged the space limitations.

D. Report of the Faculty Senate President

- The senate liaisons have been assigned and the committee chairs will be informed.

E. Comments by the Chancellor

Ansary provided the update on behalf of Dr. Kulkarni.

- The committee to review FT1 retile and promotion has been created. Members are FT1's from each school, as well as a representative from the faculty senate

and an appointment by the chancellor's office. By December, they hope to have the retitle initiative started. They will develop the criteria to be used in the future for promotion to higher ranks. It is understood that different schools have different terminal degrees, however, they must be teaching in the field that their degree is in.

- Our current enrollment number is 5,134, which is an increase of 88 students compared to FA16. The official numbers will post the first week of October.
- Ansary appreciated the comments about the space issues. We currently try to give full time faculty members their own office space. Each year, he attempts to focus on one school to get them additional space. Ansary suggested that offices for faculty on sabbatical might be used when necessary as well.
- The University requires that 15% of the classes be taught on Friday morning; however, Harrisburg continually struggles to reach that number. It is difficult to get faculty to teach during those times. Lee suggested that hybrid courses overlap with other hybrid courses in an effort to share classroom space.
- The University will now begin accepting the Common Application. It is claimed that we will be able to increase applications by 20%. We will continue to offer our regular application, however, will ask student to self-report their academic performance, eliminating the request for high school transcripts. Once the student is accepted, they will be asked to provide their transcript at that time.
- We are in the process of completing two articulation agreements with Cecil College, located in North East, Maryland, and Ocean County College, located in Toms River, NJ. The articulation agreements will help to increase the number of students we admit via transfer.
- One of the campus' initiatives is to increase graduate school enrollment. A representative from each school has been identified to be the professor in charge, and is tasked to increase graduate enrollment in their school. Ansary is looking at scholarship offerings, and is proposing to increase the amount offered to students. We are changing the way we market the graduate school open houses, using Facebook in our target markets. We are also looking to create new IUG programs.
- Ansary encouraged all faculty to support the activities offered by our international student population. They have much to offer from their culture.

F. Comments from the University Council Representative – Martha Strickland

- Strickland attended the first meeting of the University Senate, where the committee charges were assigned. She is serving on the Global Programs committee. Global programs is now establishing international hubs on several campuses; Harrisburg, York, Erie, Berks and Altoona. They are also looking to infuse global citizenships across the curriculum with the new changes to general education.
- President Barron spoke on several issues. The first of which was freedom of speech and how speakers are permitted to be on campus. They are chosen by measuring the safety of the students and the campus. The second issue was that of Greek life. While many universities are removing Greek life from their campuses, he believes in a systemic and deliberate approach to bring about changes in behavior. The final issue he addressed was DACA. It was noted that the

University does not keep records of DACA students. On our campus, Kulkarni is providing resources for legal advisement that the effected students can access at no cost.

- Senators were asked to e-mail Strickland at mjs51@psu.edu with any issues or concerns for the University Senate.

G. New Business

- Paula Alcock, president-elect from the Staff Advisory Council (SAC) provided information about the newly formed organization.
 - The mission of SAC is “to exist to support the College and University Mission. The aim of the Council is to enhance and solidify the partnership between the staff and the administration of the college. The Council will provide effective communication with exempt and nonexempt staff regarding suggestions, review, and advice on issues that are important to the staff and college. The Council acts in an advisory capacity to the Chancellor.” This initiative was brought about because there was no direct link between administration and the staff.
 - The SAC has offered two employee events that were well attended. The events encouraged meeting staff from other areas as well as a professional development opportunity.
 - Several events were held after hours as well, and it was hoped that in the future the faculty would be interested in attending those events.
 - Committees have been created to provide an onboarding and orientation for new staff, and a mentoring program for existing employees.
 - The SAC also addresses issues that staff find important. They are able submit their issues through an anonymous link on the SAC webpage.
- Ninon Nelson, president of the Student Government Association provided a report
 - She is pleased that faculty are also concerned about space on our campus. It has been an issue for SGA as well, and they are looking forward to solving this problem together.
 - LionPath is still an issue for the students and the Commonwealth Campuses Student Government has met with the LionPath staff to address their issues.
 - During the common hour, there is not enough space for all of the clubs to meet. There is also a problem with the storage of equipment needed by the clubs.

H. Unfinished Business

None

I. New Legislative Business

None

J. Legislative Reports

None

K. Forensic Business

None

L. Advisory/Consultative Reports

None

M. Comments and Recommendations for the Good of the College

Swan asked for comments around the table.

- Kim, from the School of Public Affairs requested that a clear written statement be provided regarding the promotion and tenure process. Their school would like to see percentages assigned to each area. Ansary was against this idea, because P&T is different for each faculty member and each discipline. The process needs to be flexible to accommodate faculty research and pursuits.
- Swan asked for each of the senators to focus on looking for ways to make our workload easier, but reducing wasteful activities and streamlining.

A motion to adjourn was made by Lee/Gibbs. The meeting adjourned at 12:50 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Thursday, October 26, 2017, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, September 19, 2017
11:35 A.M. – 12:40 P.M.**

Members present: Rick Ciocchi, Marissa Harrison, Susan Havranek, Peter Kareithi, Linda Null, Sairam Rudrabhatla, and Juliette Tolay

Faculty Senate Liason: David Witwer

1. Null called the meeting to order at 11:35 am.
2. The minutes from the August 31, 2017 meeting were reviewed and unanimously approved.
3. Review of Programs and Course

Communication – Catherine McCormick

Building on the information from the prior Academic Affairs Committee meeting, the Communications department agreed to make COMM 100 a C or better course for the entrance to major requirement.

There were several minor changes:

- Under credit requirements for the major it should be 39-40 (rather than 42-43)
- Under additional courses 15-16 credits is correct; under select 2 courses the credit total should read 6-7
- Core Council should be capitalized in the justification

A motion to approve, with noted changes was made by Tolay/Ciocchi and was unanimously approved.

EET 402 High-Frequency Design

EET 408 Power System Design

EET 409 Power System Analysis

EET 410 Power System Analysis II

These courses were taken as a package. Mohammad Tofighi and Javad Khazaei updated the Committee on these courses. The main objective of these course changes was to add the prerequisite of EET 312 to 402, 408, and 409. In the past it was just senior standing, but the faculty have found that the students are unprepared if they do not already have EET 312.

The following changes were recommended:

- EET 402 – in the justification, one instance of EET 402 should be replaced with EET 312 (in the second paragraph in the justification); may also want to consider changing the sentence regarding “flagging”
- EET 408 - in justification, one instance of EET 402 should be replaced with EET 312 (in the second paragraph in the justification); may also want to consider changing the sentence regarding “flagging”; in the course description “permitted” should be changed to “permits”
- EET 409 – remove senior standing from prerequisites; fix grammatical errors

- EET 410 – remove senior standing from prerequisites; fix grammatical errors in the course description; remove the reference to the four week time frame

A motion to approve the courses, with noted changes, was made by Ciocci/Havranek, and were unanimously approved.

Engineering Management Graduate Program Change – Scott Van Tonningan

As of Fall 2016, the MBA Program at Harrisburg has replaced all of its two-credit courses with three-credit courses. This proposal replaces the five two-credit MBA courses with three three-credit equivalent courses. As a result of the replacement, the number of credits required for the Engineering Management Program drops from 34 to 33. No topics have been removed as a result of the change in total credits; all previous topics have been integrated into the new three-credit format.

The following changes were recommended:

- Update the date of the proposal and the department phone number on the title page
- Fix the table of contents to align correctly
- Update “program coordinator” to “professor in charge”
- Under the English proficiency, it should read: As English is the language of instruction, English proficiency test scores (TOEFL/IELTS) may be required. Please see the English Proficiency requirements listed in the GENERAL INFORMATION section of the Graduate Bulletin.

A motion to approve, with noted changes was made by Kareithi/Harrison, and was unanimously approved.

4. Discussion of the Academic Affairs website

Members were asked to review the website one final time before it goes live. The link can be found at <http://webmirror.hbg.psu.edu/academic-affairs>. Please notify Null of any additions or changes by Friday, September 29, 2017.

5. Meetings for the Fall 2017 semester

Tuesday, October 17, 2017 W207 Olmsted

Tuesday, November 28, 2017 W207 Olmsted

Adjournment at 12:40 pm

MINUTES
ACADEMIC AFFAIRS
Tuesday, October 17, 2017
11:35 A.M. – 12:03 P.M.

Members present: Rick Ciocchi, Marissa Harrison, Susan Havranek, Peter Kareithi, Linda Null, and Juliette Tolay

Faculty Senate Liason: David Witwer

6. Null called the meeting to order at 11:35 am.
7. The minutes from the September 19, 2017 meeting were reviewed and unanimously approved.
8. Review of Programs and Course

INFSY 560 – Data Communications Systems and Networks

INFSY 563 – Network Security

Girish Subramanian updated the Committee on these proposals. Historically, these courses have been taught by an adjunct faculty member. The Graduate School contacted the School of Business Administration and noted that in order for that particular faculty member to continue teaching the course, we would need to change the course number to 800, since the course is a practice type course. SBA was granted a one-semester waiver to teach one of the courses this fall, with the auspice that they would begin the process to change the course number to 800 level.

The following changes were recommended for INFSY 560(860):

- Reformat the list of major topics (make into a list rather than one long sentence)
- In the evaluation section, add “a possible breakdown of the final grade”
- Move the statement under “relationship/linkage of course to other courses” to “relationship of the course to the major”
- In the relationship/linkage section, include that the course is a pre-requisite to INFSY 863

The following changes were recommended for INFSY 560 (863):

- Reformat the list of major topics (make into a list rather than one long sentence)
- In the instructional, educational, and course objectives, remove excess “to’s”
- In the evaluation section, add “a possible breakdown of the final grade”
- Check the actual prerequisites (they did not all transfer over from LionPath); INFSY 535 needs to be added
- Move the statement under “relationship/linkage of course to other courses” to “relationship of the course to the major”

A motion to approve both courses, with noted changes, was made by Ciocchi and seconded by Havranek and was unanimously approved.

9. Discussion of the Academic Affairs website

Null will be contacting the web master to make our website live. Committee members are encouraged to direct faculty to the website if they have questions.

10. Meetings for the Fall 2017 semester
Tuesday, November 28, 2017 W207 Olmsted

Adjournment at 12:03 pm