

**Penn State Harrisburg
Faculty Senate Agenda**

Thursday, November 30, 2017

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

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes October 26, 2017

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

None

C. COMMUNICATIONS TO THE SENATE

D. REPORT OF THE SENATE PRESIDENT

E. COMMENTS BY THE CHANCELLOR

F. COMMENTS FROM THE UNIV. COUNCIL REP

G. COMMENTS FROM STUDENT GOVERNMENT REP

H. COMMENTS FROM STAFF ADVISORY COUNCIL REP

I. NEW BUSINESS

J. UNFINISHED BUSINESS

K. NEW LEGISLATIVE BUSINESS

L. LEGISLATIVE REPORTS

M. FORENSIC BUSINESS

N. ADVISORY/CONSULTATIVE REPORTS

O. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, January 16, 2018 – 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
October 26, 2017

Attendees:

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

Administrators Present: O. Ansary, M. Kulkarni

Academic Council Members Present: H. Angelique, R. Bachnak, J. Beck, S. Gal, P. Idowu, P. Julnes, G. McGuiggan, S. Schappe

University Senate Council Representative: M. Strickland

Student Government Representative: J. Saad

Staff Advisory Council Representative: P. Alcock

Invited Guest: Jennifer Keagy

P. Swan, Faculty Senate President, opened the meeting at 11:45 a.m. A moment of silence was observed for the recent passing of Dr. Thomas Eberlein from the School of Science, Engineering, and Technology.

A. Minutes Approval for Faculty Senate Meeting

Swan requested discussion and asked for a motion to approve the minutes from the September 21, 2017 meeting. Gibbs/Rhen 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 from the September 19 and October 17, 2017 meetings. Zink/Mazis motioned to approve and the minutes were unanimously accepted.

C. Communications to the Faculty Senate President

- There has been a delay in the college promotion and tenure process, and the committee is eager to begin reviewing dossiers. The announcement for the new human resources staff member that will handle these duties will be made the week of October 30.
- Swan has received concerns regarding the hybrid/online course policies.
- Faculty have inquired about the use of the grading system and if they were required to use the plus and minus grade point scale.
- The FT1 retitle and promotion committee has been charged, but they are waiting on clarification from University Park regarding what constitutes terminal degrees and the titles they should be assigned.

- Swan welcomed the Staff Advisory Council (SAC) ex-officio to the senate, Paula Alcock. G. Mazis will also sever as an ex-officio on the SAC.
- Swan has received several complaints about the noise in room E224. Maintenance and operations has been contacted to deal with the problem.
- Faculty are increasingly concerned about students taking overloads. M. Strickland reported that the University Senate is looking into this matter and should have an advisory report by November.
- The college recently learned of M. Kulkarni's retirement. Swan thanked Kulkarni for his years of service and his guidance during a period of growth.

D. Report of the Faculty Senate President

- Recent abuses of the use of hybrid/online courses have caused the administration to examine the course process. Each of the courses were reviewed by Ansary to make sure they meet the qualifications for hybrid/online courses. To date, 39 courses have been approved to offer as hybrid/online.
- Jennifer Keagy offered insights into hybrid/online courses. They must meet the following criteria:
 - Must have content approved by the Faculty Center or World Campus
 - Faculty must be trained to teach courses online
 - The content of the course must be reviewed every three years
 - The school director must approve the course to be offered as hybrid/online
 - The course must benefit the student or meet the student's needs
- Rumors have been circulating around the college that hybrid/online course are being banned, as well as Saturday class offerings. These rumors are untrue, and members of the senate are asked to quell these rumors if they discover them.
- Jennifer Keagy provided drafts of the revisions to policy A-9 (hybrid courses) and A-10 (online courses). Discussion regarding the changes and the content ensued. A copy of the proposed guidelines with track changes follows this document.
- The hope is that these changes will be approved for the spring 2018 semester.

E. Comments by the Chancellor

- The human resources staff position that will handle the dossiers for promotion and tenure will be announced the week of October 30, 2017.
- The state legislature has approved Penn State's appropriations for the 2017-2018 academic year. Therefore, students no longer need to worry about mid-year tuition increases.
- Prior to the faculty senate meeting Kulkarni received an update from the FT1 title committee and hopes to be able to share additional news next month. Changes will be implemented retroactively to July 1, 2017.
- Kulkarni thanked the senators for their expression of gratitude and support.

F. Comments from the University Council Representative – Martha Strickland

- Strickland serves on the Global Programs committee of the University Senate. She noted that Penn State has been named an international student friendly

University, and Harrisburg has been designated as one of the campuses that is international student friendly.

- The Travel Safety Network now includes coverage for faculty and spouses for student led travel.
- Provost Jones updated the senators on LionPath. They are currently looking at the functionality of pre-requisites and the number of credits that students can take. Discussion about the Workday implementation and the ethics survey were also held.
- A new website, policy.psu.edu is now a great reference for all University policies. It will be replacing GURU.
- Senators were asked to e-mail Strickland at mjs51@psu.edu with any issues or concerns for the University Senate.

G. Remarks from Members of the Academic Council

- Schappe commented for the group. The academic council has been in consultation regarding the updates to the hybrid/online course offerings and they welcome the changes and additions.
- Idowu reported on Graduate Studies. A new graduate enrollment team has been created and key faculty members have been selected to work on long range issues pertaining to graduate studies. They plan aggressive recruiting of current students encouraging them to remain at PSH to continue their graduate studies. Idowu's office plans to host an accepted student reception in March 2018 to encourage enrollment in our programs. New procedures will be in place when interviewing and offering students graduate assistantships.
- McGuigan provided an update on activities in the library. That report is attached to this document.
- Bachnak noted that his school is reviewing the college promotion and tenure guidelines.

H. Remarks from the Staff Advisory Council Representative

- The SAC will have a faculty/staff appreciation day on Saturday, January 13, 2018 at the men's and women's basketball games.
- Two of SAC's main initiatives are currently being implemented. The onboarding website is up and running and an onboarding session was recently held for new staff. The mentoring program will kick off on November 14, 2017.
- The SAC will hold an event for staff on November 21, 2017, which will include professional development and time to associate with other staff.
- The SAC hopes to offer an event with the Hershey Bears. That will be open to all faculty and staff.

I. Remarks from the Student Government Representative

- John Saad, vice-president updated the senate on their activities.
 - He is happy to learn that the faculty senate is putting the student's interests first.

- The state legislature has funded Penn State's appropriations in the budget. The Student Government Association (SGA) did a great deal of lobbying and was able to meet many members of the state legislature.
- The SGA also hopes to increase their community outreach, especially in the Middletown borough.
- Many students are having issues with advising on our campus, particularly those in 2+2 programs. Many are advised incorrectly, and are taking courses that they do not need. Issues arise when student switch majors, or are unsure of their program requirements.

J. Unfinished Business

None

K. New Legislative Business

None

L. Legislative Reports

None

M. Forensic Business

None

N. Advisory/Consultative Reports

None

O. Comments and Recommendations for the Good of the College

None

A motion to adjourn was made by Mross/Gibbs. The meeting adjourned at 1:15 p.m.

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

/slp

A-9: Hybrid Courses

Purpose

To establish policies to deliver administratively approved “hybrid courses” (also sometimes referred to as blended) for Penn State Harrisburg, the Capital College’s hybrid courses that facilitate instruction in which structured online experiences through course management software and other media reinforce campus-based learning recognizing that in residence learning is still our mission. All courses offered as a hybrid or online course must go through the approved process prior to being offered at Penn State Harrisburg.

Introduction

Hybrid courses utilize digital technology to enhance learning with multimedia sources; allow for multiple learning strategies; comply with University policies concerning access; include flexible scheduling; integrate campus-based, off-campus, technology-based learning, and student-faculty interaction; and broaden the concept of learning communities. Because of the integrative function of hybrid courses, they require more advanced planning for the instructor than in a course solely devoted to on-campus or online instruction. All courses that are not listed as “AND WEB” of the course listing are expected to meet during the stated class times.

Guidelines

Defining a hybrid course:

Hybrid courses are specific packages of online and face-to-face content and processes organized to reduce or replace the number of required face-to-face class sessions in order to improve effectiveness of instruction and/or to achieve other student needs. The schedule of courses designates hybrid courses by listing the in-class meeting time (e.g. MW 8-9:15AM) on the first line of the course listing and “AND WEB” on the second line of the course listing. Any course that reduces the number of face-to-face class sessions must be listed as hybrid and go through the consultation steps and approval process listed below.

Consultation and Approval:

1. To begin, the proposer is strongly encouraged to take a [self-assessment](#) to determine if a hybrid course would be compatible with the instructor’s style.
2. The Program Faculty should meet to determine which courses are appropriate to offer as a hybrid for the Program and designate a course author.

3. The course author should complete the [Request for Proposal for Hybrid Course Development Form](#), gain the signature of Program Leadership, and submit the proposal to the School Director for his/her approval.
4. The course author must sign the AD-69 agreement.
5. The School Director will submit all approved proposals with the Faculty Center to arrange for an initial consultation and the development of an action plan.
6. Faculty will then work with an Instructional Designer in the Faculty Center to develop the course.

Development of hybrid courses:

The length of time needed to develop a hybrid course varies and is based on the faculty member's prior experience in online teaching, learning, and course design, the amount of time the faculty member can devote to the redesign effort, and the need for multimedia development. The average amount of time needed is one semester.

All online course development completed in the Faculty Center, including the online components of hybrid courses, follows the design standards set by the [Penn State Quality Assurance Standards](#). The standards are intended to provide a measure of quality assurance for online courses to serve the e-learning needs of Penn State students. In addition, the Faculty Center adheres to Senate Policy 42-23 and ensures that all courses meet the hours of equivalent instruction.

The faculty member is the subject matter expert who provides the course content. The instructional designer lends expertise in implementing the course in a professional and pedagogically sound manner.

We recommend that each course is reviewed every three (3) years at a minimum to determine if a hybrid course is still needed and to revise/update content.

Intellectual property rights:

Faculty should read and understand the University's policy regarding intellectual property rights by referring to the [University's Policy IP03, Courseware](#). Additionally, school directors will present faculty with the [Courseware Copyright Agreement](#) to be completed for each course prior to the start of its hybrid development.

Assessing hybrid courses:

Hybrid courses should be available for peer review as any other class offered at the College. Once the hybrid course is developed, the Program Leadership and/or School Director will preview the proposed course to ensure that it meets School and College standards of quality.

Presented to College Faculty Senate: March 22, 2012

Approved by Academic Council: April 24, 2012

Revisions presented to College Faculty Senate: October 26, 2017

Proposed new A 10

A-10: Online Courses

Purpose

To establish policies to deliver administratively approved “online courses” for Penn State Harrisburg, the Capital College, that facilitate instruction, which provide structured online experiences through course management software and other media for quality student learning at a distance. All courses offered as a hybrid or online course must go through the approved process prior to being offered at Penn State Harrisburg.

Introduction

Online courses use digital technologies to provide learning with multimedia sources; allow for multiple learning strategies; comply with University policies concerning access; include flexible scheduling; integrate off-campus, technology-based learning, student-faculty and student-student interaction; and broaden the concept of learning communities.

Guidelines

Defining an Online Course

An online course is delivered entirely online, with no required classroom sessions. Some courses may require proctored exams. Students may be enrolled in courses offered by a single campus or in courses originated by multiple campuses. The schedule of courses designates online courses by indicating WEB in the Day/Time column, and indicates a Digital Learning Cooperative course with ELEARNING in the Section Info column. All courses that are listed as WEB must go through the consultation steps and approval process listed below.

Consultation and Approval

1. To begin, the proposer is strongly encouraged to [take a self-assessment](#) to determine if an online course would be compatible with the instructor’s style.
2. The Program Faculty should meet to determine which courses are appropriate to offer as an online course for the Program and designate a course author.
3. The course author must complete the [Request for Proposal for Online Course Development Form](#), gain the signature of Program Leadership, and submit the proposal to the School Director at least two semesters before the course is to be offered for his/her approval.
4. The course author must sign the AD-69 Agreement.
5. The School Director will submit all approved proposals with the Faculty Center to arrange for an initial with the proposer and the development of an action plan.
6. Faculty will then work with an Instructional Designer in the Faculty Center to develop the course.

Development of Online Courses

The length of time needed for a online course redesign varies based on the faculty member's prior experience in online teaching, learning, and course design, the amount of time the faculty member can devote to the redesign effort, the amount of revision required, the number of online sessions to be designed, and the need for multimedia development. Typically, at least two full semesters of design and development time are needed to create a new online course.

All online course development completed in the Faculty Center follows the design standards set by the [Penn State Quality Assurance Standards](#). The standards are intended to provide a measure of quality assurance for online courses to serve the e-learning needs of Penn State students. In addition, the Faculty Center adheres to Senate Policy 42-23 and ensures that all course meet the hours of equivalent instruction.

The faculty member is the subject matter expert who provides the course content. The instructional designer lends expertise in implementing the course in a professional and pedagogically sound manner.

We recommend that each course is reviewed every three (3) years at a minimum to determine if an online course is still needed and to revise/update content.

Intellectual property rights

Faculty should read and understand the University's policy regarding intellectual property rights by referring to the [University's Policy IP03, Courseware](#). Additionally, school directors must present faculty with the [Courseware Copyright Agreement](#) to be completed for each course prior to the start of its online development.

Assessing online courses

Online courses should be available for peer review as any other class offered at the College. Once the online course is developed, either the Program Leadership and/or School Director will preview the proposed course to ensure that it meets School and College standards of quality. For this review, faculty peers or administrators should use the [Peer Review Guide for Online Teaching at Penn State instrument](#).

Presented to College Faculty Senate: March 22, 2012

Approved by Academic Council: April 24, 2012

Revision presented to College Faculty Senate: October 26, 2017



Penn State Harrisburg Library Report for Academic Council / Faculty Senate Meeting, Tuesday, Oct. 25, 2017

Updates

- Library faculty: Following a national search, we are very excited about the hiring of a new tenure-track, faculty member, Joi Jackson, who is the new Reference and Instruction Librarian and liaison to International Student Support Services unit, and for international studies. Joi started on May 1, 2017. New search underway for STEM Librarian.
- Multiple collaborations with Harrisburg ITS, in consultation with Dr. John Hoh, Campus Technology Officer: acquired new furniture for group study on the first floor of the library in September, 2016; 38 computers were replaced in library instruction room 106 in May, 2017; replaced selected furniture in multiple study rooms during the year. (Fall, 2016 to Summer, 2017)
- Emergency BEEP Training Event in Library to take place in the library on Friday, Nov. 3 at Noon
- Library Open House on Friday, Oct. 12 from 1-3 pm

General Library Statistics:

The Penn State Harrisburg Library remains a very active place. As can be seen by the following tables, the use of the building continues to be high as does the number of instruction sessions taught by the librarians. Reference questions and the circulation of materials have started to increase slightly, following steady decline over years following national trends.

Based upon the *Ithaca S+R Penn State Harrisburg Undergraduate Student Survey* conducted in Spring, 2016 by the University Libraries, a majority of students (75%) visit the library one or more times each week and spend more than one hour there (58%).

For 2016-2017, the use of the Library increased with a total gate count of 505,250. While there was a slight decline in 2013-14 (most likely a result of campus closure days due to weather) and in 2015-16, the gate counts show a steady increase over time. As can be seen in the chart below, using just 2009-10 as a baseline, the gate counts have increased over 59% since that time.

Academic Year	Total Gate counts from July to June	Annual Change	Total Change
2009-10	291,556		
2010-11	363,659	24.73%	24.73%
2011-12	372,434	2.41%	27.14%
2012-13	406,855	9.24%	36.38%
2013-14	405,193	-.41%	35.97%
2014-15	458,274	13.1%	49.07%
2015-16	452,112	-1.34%	47.73%
2016-17	505,250	11.75%	59.48%

Demand for the group study rooms remains high. The Circulation Department managed 3206 reservations this year, compared to 3428 last-year, a modest decrease after a dramatic increase from the previous year. This decrease may be explained by the increase of the reservation period from 2 to 3 hours.

Academic Year	Group study room reservations	Annual Change	Total Change
2012-13	1981		
2013-14	2314	16.81%	16.81%
2014-15	3428	48.14%	64.95%
2015-16	3490	1.81	66.76%
2016-17	3206	-8.14%	58.62%

For the 2016/17 academic year, the reference librarians taught 168 course-related instruction sessions, reaching over 3,250 students. This is an increase of 38% of course-related instruction sessions and workshops provided in the previous year.

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Classes	168	122	116	88	132	135
Students	3256	2534	2176	1919	2468	2200

For the 2016/17 academic year, the new classrooms in the library, 202D and 202E, are receiving heavy use.

Credit Courses Taught in the library's 9 classrooms	
Fall 2016	64
Spring 2017	67

Within reference, the librarians provided assistance with 4,021 questions from patrons during 2016-2017, an increase of 6% from the 3,781 questions in the previous year. This increase may mark a steady rise from 2014. Anecdotally, the reference librarians report an

upsurge in the number of office visits made by students for more in-depth research assistance. The staffing of the ITS@Harrisburg helpdesk continues to handle most of the technology-related questions that had previously been asked at the reference desk. This service, a valuable partnership between the Library and Harrisburg ITS, may account for much of the decline in the number of reference questions from 2012-14.

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Reference transactions	4,021	3,781	3,511	4,470	6,442	6,900

When compared to the previous year, circulation of print materials decreased slightly as a result of the increasing abundance of online resources. Reserve circulation also decreased as shown below. Although fewer physical books and journals are being placed on reserve by faculty, the Library does circulate a wide variety of equipment such as cameras, computers, and headphones.

	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12
Circulation	55,780	60,729	51,953	53,577	53,583	55,246
Reserve Circulation	6,815	8,267	5,323	5,459	5,770	4,116

During the Fall 2016 semester, there were 359 items on reserve and 332 items on electronic reserve for 66 instructors. During the Spring 2017, there were 339 item on reserve and 290 items on electronic reserve for 64 instructors. During the Summer 2017, there were 93 items on regular reserve and 30 on electronic reserve for 33 instructors. Over the year, regular reserve items decreased by 5% while electronic reserves decreased by 14%. The decrease can be attributed to e-reserves, in which increasingly faculty now create their own links to full-text articles from the Libraries' databases instead of library staff doing this.

Lib Guide Measures

Harrisburg librarians have increasingly been creating *LibGuides* (online lists of databases, reference materials, and other resources) to serve both online and residential students. To date, they have created 12 subject *LibGuides* to serve degree programs that are unique to Harrisburg. In 2016/2017, they were used more than 12,000 times. Low numbers for some guides are primarily due the fact that they were just published.

Subject <i>LibGuides</i>		
American Studies: 115	Environmental Pollution Control: 515	Homeland Security: 2897
Applied Behavior Analysis: 5606	Folklore and Folkways: 0	Mechatronics: 216
Community Psychology: 515	Foodways: 0	Public Administration: 2406
Engineering Management: 272	Health Education: 472	Structural Design: 179

In addition, Harrisburg librarians have created 40 course *LibGuides* for classes taught on the campus. The course Lib Guides were used more than 13,000 times in 2016/2017.

Course <i>LibGuides</i>		
BA 364: 227	ENGL 202C: 345	KINES 295: 0
BA 462: 27	ENGL 202D: 1671	MGMT 466: 0
CAS 100: 569	ESL 015: 1460	MIS 390: 0
CE 100: 301	FIN 301: 0	MKTG 301: 890
CRIMJ 210: 701	FIN 420: 0	MKTG 422: 0
CRIMJ 250W: 12	ENGL 202C: 345	MKTG 485: 143
CRIMJ 408: 23	ENGL 202D: 1671	MRKT 571: 89
CRIMJ 420: 507	ESL 015: 1460	PADM 594: 222
CRIMJ 500: 43	FIN 301: 0	PL SC 404: 511
EDSGN 100/100S: 1155	HLS 588 World Campus: 71	PL SC 455: 0
EE 405/406: 524	HLS 594: 133	PL SC 456: 0
EE 594: 125	INFSY 540: 834	PL SC 439: 0
EET 419/420: 20	INFSY 590: 0	PSYC 571: 2013
ENGL 015: 386	IST 140: 0	SOC 005: 0
ENGL 202A: 0	IST 331: 0	

Respectfully submitted by Glenn S. McGuigan, 10/26/17