

**Penn State Harrisburg  
Faculty Senate Agenda**

Thursday, September 21, 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 August 29, 2017 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
Approve of Minutes August 31, 2017 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS  
Staff Advisory Council Conversation – Paula Alcock – Chair-elect
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, October 26, 2017  
– 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE  
MEETING OF THE FACULTY SENATE  
MINUTES  
August 29, 2017

**Attendees:**

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

*Administrators Present:* O. Ansary, M. Kulkani

*University Senate Council Representative:* M. Strickland

*Student Government Representative:* J. Saad

P. Swan, Faculty Senate President, opened the meeting at 11:45 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 end of year meeting held on May 16, 2017. A motion was made by Witwer/Gibbs to approve the minutes, and they were unanimously approved.

**B. Minutes Approval for Academic Affairs Meeting**

None

**C. Communications to the Faculty Senate President**

Swan received the following communications:

- Several faculty members had an issue with the recent pay raises. Their issues were not so much with the amounts, however, that they received less than the 2% that University Park stated they would receive. Swan communicated that several factors that go into raises beyond merit. The faculty senate executive committee will be creating a letter to go to all faculty in regards to the raises.
- Swan was contacted about advising new faculty on the athletics policies that are in place on our campus. Swan charged the athletics committee with creating a policy statement that can be sent to all faculty.
- Many faculty are concerned with the upcoming change in health care providers. At this point we will have to wait until the plan is unveiled to compare it to the existing plan with Highmark. Kulkarni stated that this issue may be better suited to be handled by the University Faculty Senate.
- Faculty are once again concerned with the quality of students that are coming to Penn State Harrisburg. Ansary responded that we are now accepting students at the top of the evaluation index. Data from the past three years will be reviewed to see the rising trend in the quality of students. Often time, students are taking heavy course overloads. Students attempt to do an overload to save money since full-time students do not need to pay extra for taking more than 15 credits. This is a possible action point that could be examined by the University Faculty Senate.

Ansary commented that there are still issues with LionPath and the review of transfer courses as well as pre-requisite checks.

- Two faculty from our college were denied tenured. Faculty from the effected school are concerned that this is a new trend. Kulkarni stated that one year does not make a trend. Tenure track candidates are fully supported by our college, as a great deal of time and resources have invested in that person and we want them to succeed.
- The schools feel they are in trouble with the recent retirements under VRP. Faculty members are not allowed to be hired back as FT2's. It was recommended that the University Faculty Senate look at this issue. However, if the faculty member is receiving retirement benefits under PSERS, there are restrictions regarding their pension. More information can be found at <http://www.psers.pa.gov/Retired/Pages/WorkingAfterRetirement.aspx>.
- The issue of finals only being held during finals week was discussed, as several faculty are still not in compliance. The senate executive committee will be issuing a statement to emphasize the policy.
- Ansary noted that a new website has been created for faculty and staff regarding orientation and onboarding. It is a great website that answers many questions regarding Penn State employment. <http://sites.psu.edu/hbgorientationonboarding/>

#### **D. Report of the Faculty Senate President**

- Swan thanked the administration for having the access and opportunity to work together. Many other faculty senates do not work the same as ours and we have a unique situation on our campus.
- Swan has created an ad hoc committee to review the standing committees within the faculty senate. B. Ran and R. Young will chair the committee, and C. Rios, J. Wilburne, and R. Ciocci will serve as committee members. They will determine if we should keep all of the committees or if some should be merged so that committees are not duplicating efforts. Swan would like the report by the end of the fall semester, so that changes can be made to the constitution if necessary.
- Swan has charged all of the committees and hopes to decrease the workload and increase effectiveness. He will also be asking that all committees concentrate on forwarding action items directly to the senate, instead of waiting until the end of the academic year.

#### **E. Comments by the Chancellor**

- As of Monday, August 28, 2017, our enrollment number was 5,107. This is an increase of 50+ students over last year's enrollment. We are the largest campus outside of University Park, with Penn State Behrend behind us with approximately 600 less students. We will continue to grow, but at a slower pace, due to the lack of space, especially at the freshman and sophomore level. At this time, our growth will be focused on transfer and graduate students.
- The Board of Trustees visit went well and was a direct reflection of our community, with everyone working well together. The visit highlighted undergraduate research and our Ph.D. Programs.

- All College Day marked the end of our 50<sup>th</sup> anniversary. During the past year, we launched a 50 for 50-scholarship campaign, with the goal of creating 50 new scholarships. We exceeded that amount and created 55. Our target was to raise \$4.2 million and we raised \$4.6 million, 11% beyond our target. During the anniversary celebration, we welcomed 13,000 visitors to campus, which helped to increase donations.
- Following the VRP, the effected schools received new hires to replace faculty who retired. The academic side was unhurt, other than unexpected resignations. The administrative side has taken on many new duties. Staff that have assumed new duties are receiving a supplement in pay.
- The police and human resource transformation is now complete. We are having some early problems that will be monitored closely.
- FT1 promotions will be examined this fall. Kulkarni will be forming a committee to make recommendations as to rankings. If possible, Kulkarni would make the new rankings effective July 1, 2017.

**F. Comments by the Senior Associate Dean**

- The college will be focusing their efforts on graduate enrollment and looking at a number of factors, specifically residential programs. Mitchell Patterson in the admissions office will now be dedicated to graduate enrollment. The school directors will be asked to provide a champion from each school to help with graduate recruitment. The graduate offerings webpages will be examined and additional scholarships and incentives will be discussed so that we can be competitive with other universities. We hope to provide more full time activities for graduate students and we are looking at the programs holistically.
- Ansary recommended inviting Jennifer Keagy from the Faculty Center to present the new orientation and onboarding material to the senate.

**G. Comments from the University Council Representative**

- The University Senate will have their next meeting within the coming weeks.

**H. New Business**

- Swan went around the table requesting input from senators.
- John Saad, representative of the Student Government Association is looking forward to working with the senate on the issues that are relevant to students.
- Zink is looking at ways to free up classroom space by creating hybrid courses for our ENGL 15 and ENGL 202 classes.

**I. Unfinished Business**

None

**J. New Legislative Business**

None

**K. Legislative Reports**

None

**L. Forensic Business**

None

**M. Advisory/Consultative Reports**

None

**N. Comments and Recommendations for the Good of the College**

A motion to adjourn was made by Wiwer/Gibbs. The meeting adjourned at 1:00 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Thursday, September 21, 2017, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES  
ACADEMIC AFFAIRS  
Thursday, August 31, 2017  
11:30 A.M. – 1:00 P.M.**

**Members present:** Rick Ciocchi, Marissa Harrison, Susan Havranek, Bernadette Lear, Peter Kareithi, and Juliette Tolay

**Faculty Senate Liason:** David Witwer

1. Null called the meeting to order at 11:32 am. Introductions were made around the table.
2. The Committee charges for the year were reviewed:
  - Standing Charge: reviews, evaluates, and recommends new courses, programs, and other curricular proposals; reviews and evaluates academic planning including enrollment projections, faculty requirements, academic admissions standards;
  - Help each school to re-appoint one person to be the curricular contact who would be responsible for undergoing training on the system and helping faculty with curricular proposals (and be responsible for the actual course or program proposal entry).
  - Work with the appropriate support offices to maintain the Curricular Procedures and Guidelines web page
  - Work with the appropriate support offices to disseminate information regarding the changes in general education requirements and develop procedures for streamlined program changes resulting from these new general education requirements
  - Look for easily implementable changes that save time for faculty and staff
  - Keep up with the great work you are doing!!
3. Review of Programs and Courses

**HLS 475 – Critical Infrastructures Protection**

**HLS 476 – Homeland Security Intelligence – Nick Eftimiades**

These courses are currently offered as PUBPL 475 and 476 and the intention is to cross list the offerings with HLS 475 and 476. When the Homeland Security program was created, there was no prefix for the course offerings, so in order to create courses, the PUBPL prefix was used.

The following changes were recommended:

- Both courses modified from prefix change to cross list
- Justification for removing the prerequisite from 476 needs added to the justification
- Determine if there should be a 5<sup>th</sup> semester standing prerequisite for 475

A motion to approve the course, with noted changes, was made by Ciocchi/Kariethi and they were unanimously approved.

### **AM ST 541 – Ethnography of Technology and the Media in the United States – Anthony Buccittelli**

This course is a new course that has been offered in the past under AM ST 590 Colloquium. This course fulfills the elective requirement for the MA and PhD degrees in American Studies. It would also serve to fulfill the elective requirement for the Graduate Certificate in Folklore and Ethnography. This course was created in consultation with the Communications department as not to overlap their course offerings, but to compliment, as many students cross over to take these type courses.

The following changes were recommended:

- Add “possible” to the evaluation criteria
- Under the list of major topics – add an additional week for a 15-week semester
- Clarify the course description
- Fix grammatical error in the course description

### **AM ST 423 – Folk Groups and Genres**

This course is being added to form a sequence with AM ST 421 and AM ST 422. This course fulfills elective requirements for the Graduate Certificate in Folklore and Ethnography. It fulfills the elective requirements for the MA degree in American Studies and fulfills the requirement to have 12 credits at the 400-level for undergraduate majors. This course will also form a sequence with either AM ST 105 Popular Culture and Folklife or AM ST 196 Introduction to American Folklore. AM ST 105 and 196 are broad introductory survey courses. This course is intended as a more in-depth consideration of the concepts of group and genre and a more detailed study of a limited number of groups and genres.

The following changes were recommended:

- Add “possible” evaluation criteria
- Under frequency add “every” spring semester
- In the course prerequisites add “or” (AM ST 105 or ENGL 105 and AM ST 196 or ENGL 196)
- Consider changing the abbreviated title to avoid confusion between gender and genres

### **AMST 562 – Topics in American Religion**

This course is related to other courses in the AM ST 560 series, which focus on social identity (Such as AM ST 560 Seminar in Race and Ethnicity, 561 Seminar in Gender and Culture) and it would qualify as an elective course in a frequently chosen doctoral subfield on "society and ethnography." This course has been offered several times in a modified form, as AM ST 502 Problems in American Studies. Please note: there was previously a course, HIST 560 Topics in American Religion, taught through history. History plans to discontinue teaching it; it will be dropped. Please see attached email exchange to this effect.

The following changes were recommended:

- Add “possible” evaluation criteria
- Correct the grammatical error #2 instructional, educational and course objectives
- Since the course is repeatable up to two times, include a possible list of topics

A motion to approve AMST 541, 423 & 562, with noted changes, was made by Ciocchi/Tolay and they were unanimously approved.

#### **EET 419 Project Proposal Preparation – Scott van Tonningen**

We propose to add ENGL 202C and CAS 100 as prerequisites for EET 419. Currently, EET 419 does not have any prerequisites. EET 419 is a required course for Electrical Engineering Technology (EET) students to take in the Fall semester of their senior year, as the first component of the capstone project. The primary outcome of EET 419 is a written proposal supporting the student's choice of senior design capstone project. In order to successfully complete the written proposal, the student should have the skills obtained in ENGL 202C Effective Writing: Technical Writing.

Currently, ENGL 202C is not required until students enroll in the second component of the capstone project: EET 420W. Students usually take EET 419 in the fall semester of the senior year, while ENGL 202C is prescribed in the sophomore year. Transfer students missing the ENGL 202C requirement can take it in the junior year; therefore, requiring it prior to the senior year will not delay graduation.

In recent years, we have witnessed that more and more of the capstone design projects have been sponsored by external companies or organizations. This has been an opportunity for the student or student teams to orally communicate their ideas to other stakeholders. In order to be successful in their communication with sponsors, the student should have the skills obtained in CAS 100 Effective Speech. Currently CAS 100 is not required at all for the senior design capstone sequence. Students usually take EET 419 in the fall semester of the senior year, while CAS 100 is prescribed in the freshman year. Transfer students missing the CAS 100 requirement can take it in the junior year; therefore, requiring it prior to the senior year will not delay graduation.

This proposed change to EET 419 has been discussed with the BSEET faculty and they feel it is important in order for the students to be successful in this course. The BSEET faculty have approved the proposed change.

The following change was recommended:

- In the justification, in the first paragraph, 2<sup>nd</sup> line, change junior to senior. Add a “;” following junior year in the 3<sup>rd</sup> paragraph, and a comma after therefore. Finally, remove “want to enroll” from the 2<sup>nd</sup> paragraph.

A motion to approve the course change, with noted changes, was made by Kariethi/Havranek, and was unanimously approved.

#### **Communications Program Change – Catherine McCormick**

The core council recommendation for the Communications Major at Penn State Harrisburg was that it replace its legacy Bachelor of Humanities degree with the Bachelor of Arts degree. The Communications faculty at Penn State Harrisburg voted unanimously to move forward with this change in January 2017.

There are just some minor changes to the program, such as adding COMM 100 as an entrance to major course. The list of prescribed courses has also been expanded to include COMM 332 and COMM 458. When the additional courses were reviewed, it was noted that many of the previous courses were listed incorrectly as 4 credits instead of 3. The proposal needs to have the credit count reviewed before it can be approved. Additionally, it was recommended that COMM 100 be listed as a course that is C or better. The school curriculum committee will review that request.

The program change was tabled.



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.

5. Recertification of General Education credits will be one of the topics for this academic year. Committee members were asked to review the information found at <https://gened.psu.edu/>.

6. Meetings for the Fall 2017 semester

Tuesday, September 19, 2017 W207 Olmsted

Tuesday, October 17, 2017 W207 Olmsted

Tuesday, November 28, 2017 W207 Olmsted

**Adjournment** at 1:00 pm