

**Penn State Harrisburg  
Faculty Senate Agenda  
Joint Meeting with the Academic Council**

Thursday, October 24, 2013

Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes September 24, 2013 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS Appendix "B"  
Approval of the October 3, 2013 Minutes of Academic Affairs
- C. COMMUNICATIONS TO THE SENATE  
How can we improve wellness programs on our campus?
- D. REPORT OF THE SENATE PRESIDENT
  - 1) Update on Faculty Affairs and Human Resource and Benefits committees' charges regarding the Wellness Initiative and its impact for our faculty and staff
  - 2) Methods for improving Senate communications
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS  
Review Athletic Committee faculty survey on best practices and approve for circulation  
<http://www.surveymonkey.com/s/B6XB7TK> Appendix "C"
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
  - Athletics Committee September 17, 2013 Appendix "D"
  - Human Resources & Business Services October 1, 2013 Appendix "E"
  - International and Intercultural Affairs September 25, 2013 Appendix "F"
  - Physical Plant October 7, 2013 Appendix "G"
  - Student Affairs September 20, 2013 Appendix "H"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, November 21, 2013 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.



THE CAPITAL COLLEGE  
FACULTY SENATE  
MINUTES  
September 24, 2013

**Attendees:**

*Capital College Senators:* S. Agili, E. Delozier, R. Gray, G. Mazis, C. Rios, M. Strickland, G. Subramanian, P. Thompson, R. Young

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

*Student Representative:* K. Seaman

Catherine Rios, Faculty Senate President opened the meeting at 12:00 p.m.

**A. Minutes Approval for Faculty Senate Meeting**

Rios requested a motion to approve the minutes from the August 29, 2013 meeting. A motion was made by Subramanian/Delozier to approve the minutes and they were unanimously approved.

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

Rios requested a motion to approve the minutes from the September 3, 2013 Academic Affairs committee meeting. A motion was made by Young/Subramanian to approve the minutes and they were unanimously approved.

**C. Communications to the Senate**

1. R. Zink, Director of Composition provided a letter to the Senate regarding the decline of writing skills in our student population. He proposes that every program require a C or better in ENGL 015 or 30 to enter their majors. Ansary stated that this is not an easy task, and every program and major would have to make the change. It would also require extensive consultation with every campus that offers the course. Changes are coming from the University regarding the GENED requirements and this request should be sent to the committee overseeing the changes.
2. A faculty member expressed concerns regarding the Student Club Policy that requires club officers to have a 2.5 GPA or greater to be an officer. Students sign a waiver to allow the staff member to access GPA information. The faculty member believed that this is a FERPA violation. Seaman, Student Government President, supports the initiative, as he feels that student leaders should put academics before extracurricular activities. Ansary added that this is a student club issue and that they govern themselves.
3. Rios has been approached regarding Physical Plant maintenance and energy conservation efforts. Common spaces and restrooms in high traffic areas have been particularly dirty this semester. Basic cleanliness issues need to be addressed. Also, questions arose regarding the load reduction that occurred on an extremely hot day. Many of the classrooms became unbearable. The load reductions come from the power company and there is nothing that Penn State



Harrisburg can do to prevent them. This issue needs to be better communicated to faculty, staff and students. The issues presented should be handled by the Physical Plant committee.

**D. Report of the Senate President**

a. New developments regarding the Wellness Initiative

- A resolution was put forth by the University Faculty Senate, which they were voting on during our Faculty Senate meeting.
- The faculty at Penn State Harrisburg would also like to put forth a statement regarding the initiative. Rios drafted a statement and forwarded it to faculty on Friday, September 20, 2013. She received nine positive responses and one negative response.
- Mazis provided a different perspective on the initiative and stated that the costs for insurance are going to increase and the money must come from somewhere. He agrees that the program was not communicated well to faculty and staff and it would have been much better received if it were packaged differently. He disagreed with some of the language in Rios' statement, and particularly disagreed with statements from other campuses that called for Basso's firing.
- Subramanian believes that faculty and staff should have been consulted throughout this process.
- The school senators were polled about reactions within their schools: SSET mostly supports the initiative, SBA likes the idea of a wellness program, however not how it was presented; BSED has concerns regarding privacy issues and HUM feels that there was a break in trust between faculty and administrators.
- Thompson questioned the exact purpose of providing a statement on the wellness initiative at this point. It was felt that since we have two extremely vocal faculty members, we need to release a positive statement. Rios will take members suggestions and re-craft the document.

**E. Comments by the Chancellor**

1. Kulkarni received word that the NCAA will reduce the sanctions against the football program by gradually restoring scholarships starting next season. Officials did not rule out future modifications.
2. Kulkarni has begun strategic planning and information has been set out to the committee.
3. Our latest building proposal has obtained first approval from the Board of Trustees. Our next step is to appoint three architectural firms from which one will be appointed to work on the design.
4. Kulkarni thanked the senators for their thoughtful discussion on the wellness initiative.

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

Ruiz was unavailable, as he was attending the special meeting of the University Faculty Senate.



**G. New Business**

Seaman presented information regarding PA Senate Bill 410, which is a bill proposed to reorganize the Board of Trustees of the Pennsylvania State College. The bill would provide space on the board for a student member from the Commonwealth Campuses. Seaman is also working to fill the open student seats on the various faculty senate committees.

**H. Unfinished Business**

None

**I. New Legislative Business**

None

**J. Legislative Reports**

None

**K. Forensic Business**

None

**L. Advisory/Consultative Reports**

None

A motion to adjourn was made by Young/Subramanian at 1:40pm.

The next meeting of the Capital College Faculty Senate will be a joint meeting with the Academic Council, Thursday, October 24, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50 a.m.

/slp



**MINUTES  
ACADEMIC AFFAIRS  
Thursday, October 3, 2013  
12:00 – 1:53 P.M.**

**Members present:** Rick Ciocchi, Gregory Crawford, Jennifer Hirt, Scott Lewis, Linda Null and David Witwer

**Member voting via e-mail:** Odd Stalebrink

**Non-voting ex officio members:** Peter Idowu

**Invited guests:** Patricia Kaley, Katina Moten and Matthew Wilson

**Senate Liaison:** Girish Subramanian

1. L. Null opened the meeting at 12:00pm.
2. The minutes from the September 3, 2013 meeting were available for review in the ANGEL folder. A motion to approve was made by Ciocchi/Lewis and was unanimously approved.
3. **Approval of Courses/Programs Proposals**

***P ADM Doctoral Program – Göktuğ Morcöl***

The program faculty made the proposed revisions in the PhD Program in Public Administration to serve primarily full-time students and allow students more flexibility in structuring their own programs. Applicants with relevant master's degrees will be considered for admission. The main changes in the curricular structure of the program are: (1) instead of the current three areas of specialization required for all students, they will be required to take five foundation courses and be allowed to take courses in an individually configured specialization area, and (2) they will be required to take four research methods courses, instead of three, and be allowed some flexibility in selecting their courses. The proposed revisions will increase opportunities for collaborations with the other graduate programs at Penn State. Once the revised program is fully implemented, there will be 16 to 20 full-time students in it every year. The administration of the college expressed its commitment to support the revised program with additional faculty lines and graduate assistantships.

Witwer questioned what would happen to part-time students? They are currently being moved through the program, and new applicants will be considered on a case by case basis.

Language regarding the IELTS needs to remain in the proposal. That is a graduate school requirement and language can be found there.

Justification should be included as to the number of credits has been lowered from 84 to 69. It was suggested that additional information regarding peer programs with a similar number of overall credits should be included as well.

Additional grammatical errors were addressed.



A motion to approve the program with changes was made by Crawford/Witwer and was unanimously approved.

***Sociology Program Change/ABESC Program Drop*** – This has been tabled until a future meeting. If members have any comments or suggestions, please forward them to Stephanie or Linda.

4. Introduction to the Program Submissions and Consultation System

Stephanie reviewed the procedure to add the component to a user's ANGEL page: 1) Under "My Profile" select "Edit Page"; 2) Select "Add Components" and place a check mark beside "My Programs Submission and Consultation System" and "PSCS Training Utility"; 3) Click on "Add Selected" and save your changes. The application should now appear in your ANGEL profile. Members are encouraged to use the PSCS training utility to learn the system and provide any comments.

**Fall 2013 meeting dates and times:**

**Tuesday, November 5, 2013 W205**

**Thursday, December 12, 2013 W207**

**Adjournment** at 12:53pm



**Athletics Committee Survey**

1. Do you have a specific policy in your respective syllabi addressing class absences?

- ☐ Do you have a specific policy in your respective syllabi addressing class absences? Yes
- ☐ No

2. If you have a policy, please copy and paste it here.

If you have a policy, please copy and paste it here.

3. When do athletes approach you to discuss their schedules regarding missed classes?

- ☐ When do athletes approach you to discuss their schedules regarding missed classes? the beginning of the season
- ☐ the week of the missed class
- ☐ the day of the missed class
- ☐ after the missed class
- ☐ student athletes have never contacted me regarding missing classes

4. Given the options in the question above, when would you prefer to hear from the athlete regarding a missed class?

- ☐ Given the options in the question above, when would you prefer to hear from the athlete regarding a missed class? the beginning of the season
- ☐ the week of the missed class
- ☐ the day of the missed class
- ☐ after the missed class

5. How do you accommodate a student when they miss a lecture due to an athletic event?

- ☐ How do you accommodate a student when they miss a lecture due to an athletic event? Make up the work on their own
- ☐ Have them check the power point in ANGEL or information posted on a professor's website
- ☐ Talk with another student in the class
- ☐ Have the student stop by your office during office hours to review
- ☐ Other (please specify)

6. Please provide us with any additional information you feel would be beneficial to the communication process of student athletes and faculty.



Athletics Committee of the Faculty Senate  
Minutes

205W Olmsted

September 17, 2013

Attendance: Rebecca Weiler-Timmins, Hossein Julia, Kara Hoy, Rahsaan Carlton, Joseph Cecere, Tom Arminio

The meeting was called to order at 12:05PM.

1. Approval of Minutes from March 28, 2013 – Motion by Hossein Julia and Second by Tom Arminio
2. Introduced new member -- Thomas Arminio,
3. Rahsaan reviewed the charges as set forth by the Senate:
  - Review the integration of athletics into the campus community.
  - Continue to evaluate the current communication process between athletes and faculty regarding absences from classes.
  - Address the issue of needing athletic tutoring from the learning center for athletes missing classes due to contests, especially 300 and 400 level courses or labs.
  - Inform the campus faculty and staff about the responsibilities of being a Division III school.
4. There was continued discussion regarding the motion presented at the Joint Meeting of the Senate and Academic Council: “A motion that the college provides discipline specific assistance for athletes as with other students covered under policy 42-27 who must miss labs or other classes. Such assistance must be coordinated in advance by students.” The committee discussed and created a questionnaire to be sent to all faculty in order to create a best practices for communication of faculty and students when student athletes must miss a class due to a game. Becky will send an email out to the group to get feedback and approval from the committee. Tom will then create the questionnaire to be sent to the faculty. See attached document for email draft and questions proposed.
5. There was a short discussion about how to market athletics and get the word out to campus in order to begin to create a mindset shift / cultural shift on campus. This will be discussed more in upcoming meetings.
6. Learning Center: Rahsaan (tabled for future meetings)
7. Next Meeting: Proposed for Thursday, November 7 at 1:30.



**Human Resources and Business Services Committee of the Faculty Senate  
Penn State Harrisburg**

**Minutes**

**October 1, 2013**

**4:00-5:00pm**

**Olmsted - C113**

Present: Jeremy Blum, Margaret Jaster, Sairam Rudrabhatla, Daniel Howard, Raymond Gibney, Eileen Ahlin, Nihal Bayraktar, Eric Doerfler, Dorothy Guy

Excused:

Absent: Joseph Steibel

Minutes prepared by Nihal Bayraktar

1. The meeting started at 4:00.
2. The members introduced themselves.
3. The charges were read.

After a consideration of the committee’s recommendations in its final report and the issues raised by the changes in Penn State Healthcare, the Senate has confirmed this year’s charges for the Human Resources and Business Services Committee as follows:

- Provide a report on the changes in the Healthcare plan and its implementation, paying special attention to recent and planned policy changes over the next year. Consult with the Faculty Affairs Committee, which will focus on the impact of the changes on faculty and staff.
  - Review policy regarding naming conventions of events and traditions across campuses with the impact on inclusion and exclusion of various groups.
4. The new health initiative was discussed. The letter by the Faculty Senate of Penn State Harrisburg to President Erickson on the new health initiative was shared. See Appendix A.
  5. It was explained that Catherine Rios, the president of the Faculty Senate of Penn State Harrisburg, requests the committee members to review the documents that she shared on an email folder and write a report based on these reviews. The report will be on the



documentation of the process of the new health initiative. The deadline of the report was thought to be the end of fall semester.

6. Any outside documents can be included in the list, but they need to be confirmed with Catherine Rios. Dr. Doerfler indicated that he may share some documents related to his study.
7. Division of labor for documents. Reviews are expected by October 29 (next committee meeting. The files are located in a folder on the email account website. To access the files you need to “accept” the invitation by Catharine Rios. On the email website, go to “Briefcase” tab and pick the folder named “Catharine Anne Rios” on the left.

- **Dr. Daniel Howard** will review:

Altoona Wellness Letter.pdf (3 pages)  
employee health benefit.pdf (7 pages)  
Health Care Forensic Fact Sheet.pdf (4 pages)  
Health\_Forensic\_AB\_REVISED.docx (3 pages)

- **Dr. Jeremy Blum** will review:

Highmark Medical Cost Savings Study.pdf (10 pages)  
Highmark ROI study.pdf (11 pages)  
webmd\_Terms of Use.pdf (7 pages)

- **Dr. Margaret Jaster** will review:

WebMD wellness survey-00002.pdf (11 pages)  
webmd\_Privacy Policy.pdf (10 pages)

- **Dr. Sairam Rudrabhatla** will review:

letter to President Erickson.pdf (2 pages)  
Letter to the Faculty Senate - pdf - FA13f.pdf (2 pages)  
Ltr from ACFS to President Erickson.pdf (1 pages)  
Resolution regarding Health Care.docx (1 pages)  
Revised Wellness Motion.doc (2 pages)  
Senate Resolution 9-24-13.pdf (1 pages)  
webmd\_Your Rights.pdf (1 pages)

- **Dr. Raymond Gibney** will review:

ScanlonShea\_PSUWellness\_Whitepaper\_2013\_09\_09.pdf (38 pages)

- **Dr. Eileen Ahlin** will review:

ARTICLES.docx (26 pages)



- **Dr. Nihal Bayraktar** will review:

Forensic minutes.pdf (19 pages)

8. Charge 2 was discussed. Dr. Gibney explained the reasons behind the charge. It is related to the committee charges on campus climate and diversity from last academic year. See Appendix 2 related to this charge.
9. Naming of events and traditions differ across campuses. The committee will try to figure whether there is any university or college policies related to this issue. Dr. Daniel Howard will do some initial research on the issue.

**Follow-up:**

- Related to Charge 1: On ANGEL website Dr. Bayraktar posted a presentation on “2014 Benefits Open Enrollment Update” summarizing the changes in health benefits.
- Related to Charge 2: Dr. Bayraktar shared the website of university policies with the members: <http://guru.psu.edu/policies/>
- Related to Charge 2: Dr. Bayraktar shared the diversity webpage of Penn State Harrisburg: <http://hbg.psu.edu/diversity/>



## APPENDIX A.

PENNSTATE



Harrisburg

### Faculty Senate Office

Penn State Harrisburg  
Olmsted Building, Room C-118  
777 W. Harrisburg Pike  
Middletown, PA 17057-4898

717-948-6062  
Fax: 717-948-6650  
[www.cl.psu.edu/fs/](http://www.cl.psu.edu/fs/)

September 26, 2013

Dr. Rodney Erickson, President  
201 Old Main  
The Pennsylvania State University  
University Park, PA 16802

Dear President Erickson,

The Faculty Senate of Penn State Harrisburg joins with other campuses and academic units in expressing our concern regarding the “Take Care of Your Health” initiative. We have followed the debate closely and have supported an open flow of information that has encouraged the contributions of our faculty and staff to our own considerations of the discourse. We support both the rigorous effort invested in this debate by the various representatives across the University as well as the administration’s adjustments to the initiative in response to prevailing concerns. This response begins to establish the consultation and open communication that will ensure that the design of the revised program addresses enduring concerns over the privacy, efficacy, and fairness of the program, and that it reflects the values of an institutional culture that embraces shared governance.

After our review of the initiative and the related discourse, we feel compelled to emphasize the significance of transparency and open communication to our institutional culture. We hope that the efforts of the University and Commonwealth College Faculty Senates have demonstrated a vigorous commitment to the shared governance process, and delineated a vital dimension of our institutional culture that cannot be compromised. To that end, we make the following recommendations:

- That the joint task force, with representation from the Faculty Senate and the University Staff Advisory Board, become a structural entity that functions to provide on-going transparency and collaboration in the planning and implementation of programs that impact the stakeholder groups of this University.
- That, in the tradition of Penn State’s top-down, bottom-up strategic planning process, shared governance is included in the University’s strategic planning.



We wish also to state that the faculty is cognizant of the fiscal demands put upon the University to sustain quality healthcare benefits. We understand that we are not immune to the rising healthcare costs impacting other industries and organizations, and our nation in general. In the spirit of shared governance, all constituencies want the best possible outcome after there has been broad participation in the decision-making process that provides accountability going forward.

We look forward to working towards the goals of managing health care costs and supporting programs that improve the long-term health and well-being of all Penn State employees.

Respectfully,

A handwritten signature in black ink, appearing to read 'C. Rios', written over the printed name.

Catherine Rios, MFA  
Faculty Senate President  
Penn State Harrisburg



## **APPENDIX B.**

**Note: It was reading "College Egg Hunt" on an ad posted in the reception area.**

### **Dr. Gibney's message sent on March 25, 2013**

Nihal,

Students and faculty know that I am a member of this committee and know the charge of the committee. I have received some communication regarding a recent email that was distributed at Penn State. The email was perceived to be exclusionary and discriminatory. It read, in part, "The Lion Ambassadors will be hosting their annual community spring egg hunt on [Thursday, March 28](#). The event is being cosponsored by SGA and the HDFS Club."

While I believe the intended goal is to create an inclusive community so everyone feels welcomed, the fact is that it is perceived as an assault on Christians. As was pointed out, a seder is being held, but an Easter egg hunt is not. Based on the reaction, these are the types of issues that could be creating a perception of discrimination which is the charge of the committee.

Ray

### **Original message on the activity:**

----- Forwarded Message -----

From: "Laurie Dobrosky" <[lad4@psu.edu](mailto:lad4@psu.edu)>

To: [HBMFACF-L@LISTS.PSU.EDU](mailto:HBMFACF-L@LISTS.PSU.EDU)

Sent: Thursday, [March 21, 2013 2:43:26 PM](#)

Subject: Spring Egg Hunt

The Lion Ambassadors will be hosting their annual community spring egg hunt on Thursday, [March 28](#). The event is being cosponsored by SGA and the HDFS Club.

The event will take place rain or shine with registration at 5:30 pm in the Olmsted Lobby. The hunt will begin exactly at 6:00 pm.

Laurie A. Dobrosky  
Assistant Director for Alumni Relations  
Penn State Harrisburg  
[717-948-6106](tel:717-948-6106)

### **Announcement on Seder**

**College to hold multicultural "freedom seder" April 4**

March 26, 2012



To celebrate the shared commitment of blacks and Jews to freedom from slavery and oppression, Penn State Harrisburg will host its second freedom seder, Wednesday, April 4 at 4:30 p.m. in the Olmsted Building Special Events Room.

Seder is a traditional dinner held on the first two nights of Passover, marking the Exodus story of Jews escaping slavery in Egypt. The original freedom seder took place in 1969, on the coincidence of the occasion of Passover and the one-year commemoration of Martin Luther King's death on April 4. A black church in Washington, D.C., working with the Anti-Defamation League of B'nai Brith, set up the seder with blacks and Jews present to signal their shared commitment to freedom, represented by the biblical Exodus and participation in the modern-day civil rights movement. Since then, the freedom seder has evolved into a multicultural, interfaith event on hundreds of college campuses and urban centers across the country.

The freedom seder at Penn State Harrisburg will feature traditional Passover foods, discussion of historical and present freedom struggles, and multicultural connections in post-civil-rights social and educational movements. Dr. Simon J. Bronner, distinguished professor of American studies and folklore and lead scholar of the college's Holocaust and Jewish Studies Center, will moderate the event.

The event is sponsored by the Multicultural Academic Excellence Program (MAEP) and the Office of Student Activities.



**Penn State Harrisburg Faculty Senate  
International and Intercultural Affairs Committee  
Minutes of the September 25, 2013 Meeting**

Robin Redmon Wright (Chair)

***Members present:***

Yuefeng Xie  
Anthony Buccetelli  
Indrit Hoxha  
Karen Buhr  
Marie Louise Abram  
Michael Becker  
Donna Howard  
Martha Strickland, Senate Liaison

***Members absent:***

Lewis Asimeng-Boahene  
Michael Barton

Guests present: 0

1. Introductions of all members
2. Martha Strickland agreed to act as Recording Secretary
3. Discussion of Charges Past and Present
  - a. Charge #1 (Focus Groups): Donna Howard noted that there is an effort to gather information from international student focus groups across all campuses through the Office of Global Affairs. She is taking a number of students to a focus group to be held at Abington campus this fall. The committee plans to consider conducting these next semester after new students have had time to reflect on what was helpful and what would have been helpful to their transition to PSH.
  - b. Charge #2: Marie-Louise noted that Charge #2 needs to be the focal point for the committee as it is a part of Dr. Kulkarni's and Capital College's *official* strategic planning work, as part of Penn State's five year plan, which he is expecting to work on immediately.  
**ACTION POINT:** Robin will invite Dr. Kulkarni to the committee's next meeting to describe his strategic planning process and the specific role he sees this committee playing.
  - c. Charge #3 (Assist faculty in infusing internationalization into their courses and programs) was discussed as a necessary part of the strategic planning conversation.  
**ACTION POINT:** Consider ways to communicate and involve faculty in international student activities. Donna Howard agreed to send out emails informing of international student events to all of us on the committee to enhance our awareness and participation and dissemination to those in our schools.



4. Discussion of Perceived Needs of International Students
  - a. Present Status of International Student population:  
2013: TOTAL: 360 International Students (up from 225 in 2012)
  - b. Present clubs/offices devoted to servicing International Students
    - i. Donna Howard: International Students Office—International Coffee
    - ii. Student Clubs;
      1. International Affairs Student Association (Advisor: Juliette Tolay)
        - a. Sponsor Model UN
        - b. Sponsor Penn State Harrisburg International Student social during orientation
        - c. Sponsor Geography Bee to raise money for the Heifer Project

**ACTION POINT:** Yuefeng pointed out that, when he was an international student, his institution provided lunches and gatherings with faculty that were instrumental in his transitioning well to the culture of his university and the US in general. The committee suggested that Donna Howard send the announcements about the social functions her office sponsors to the IIAC members and that the committee members attend when possible and encourage colleagues and students to attend.

- c. Discussion of an overview of present services to International Students:
  - i. Orientation (Donna Howard) (Immigration, campus tour, shopping, social, etc.)
  - ii. 2 full days + extension of several hour-long session scattered throughout the first 2 weeks of school. These sessions are poorly attended.
  - iii. Pathways to Success (for any Penn State Harrisburg student who is low in writing/reading in English): every Wednesday morning (8-8:50am) for 6 weeks.
- d. Discussion of faculty issues related to International Students in the classroom.
  - i. International students are found disproportionately within academic schools and across courses. Therefore, the international student population does not impact all faculty members.
  - ii. Adjunct professors and those teaching Gen Ed courses encounter issues related to international students in their classes.
 

**ACTION POINT:** It was suggested that ongoing training for all faculty is needed and should be explored as a possibility.

Note: Martha will look into the Intensive English Program occurring at University Park for possible insights.

Marie Louise suggested this be a part of the strategic plan.

Meeting Adjourned 1:30pm.



**Physical Plant Committee  
Minutes of Meeting**

A first meeting of the Physical Plant Committee was held on October 7, 2013 in C-113.

***Committee members present:***

Amit Banerjee (Secretary)  
Ed Dankanich  
John Hoh  
Yuting Hsu  
Parag Pendharkar (Chair)  
Senel Poyrazli  
Pedram Sadeghian  
Paul Thompson  
Triparna Vasavada  
Anne Verplank

***Committee members excused:***

Bev Cigler

***Committee members absent:***

Rich Young

**Call to Order/Introductions**

Parag Pendharkar, chair of the committee, called the meeting to order at 2.00 P.M., and introductions were made. Parag thanked former Chair George Boudreau for his outstanding job last year and also thanked Amit Banerjee to accept the responsibility of Committee Secretary for the current academic year. Parag informed the Committee about the charges and holding a joint meeting with ISTL committee sometime in November.

**Report on Physical Plant and Maintenance Operations by Ed Dankanich**

Ed Dankanich spoke about the various ongoing and future maintenance and operational activities related to the physical plant. The following are some of the highlights of the report.

1. The university has hired a group called Sidelines that will compile and analyze the results of an online survey about physical plant activities. The survey was sent to all Penn State employees earlier in the semester.
2. There is a new security initiative under which cameras and card swipes will be installed on the periphery of Olmsted building. The card swipes will allow access to the building between the hours of midnight and 6 A.M. The system was installed in Swatara building last year. The system will also be installed in the Capital Union building (CUB) in



accordance with policy AD73. The cameras will be motion activated and send feed directly to police services on campus. There was a question about installing non-recording cameras in Olmsted building to which Ed replied that these cameras will be used for monitoring only and the videos will be saved on a DVR system for 30 days at a time.

3. Work on the new Educational Activities building (EAB) is underway and on schedule for a May 2014 opening. The existing EAB is being renovated with new Mechanical Engineering labs and classrooms. A part of the Russell E Horn learning center has also been relocated to the old EAB.
4. The university is in the process of updating plans for the campus. These include plans for underground piping systems; locate systems; and heating, ventilation and air-conditioning systems. University funds are also being used to update campus architecture plans. There are plans to redesign the sculpture garden on the parking lot side of Olmsted building. This will be done using donor funds by outside landscape contractors. University funds are also being used to repair the road in front of Susquehanna building. This will result in a road closure.
5. The Demey elementary school building on Wharton St will be knocked down soon. The area will be turned into a parking lot and play area.
6. With an increasing student population using facilities around the campus, plans are underway for increased maintenance for restrooms in all building on the campus.
7. Damage to structures around campus should be reported to staff assistants who are authorized to fill out work orders.
8. The campus is participating in local power grid load shedding. During a hot day in the summer, the load shedding was noticeable and many people had complained. A question was raised about increasing operating temperature instead of shutting A/C units, to which Ed replied that this could be done in the Olmsted building and CUB. On a related topic, the physical plant advises faculty and staff occupying inside offices not to bring space heating units in the winter months. Instead if the inside offices are cold, the vent dampers can be adjusted by physical plant staff to modify the heat flow. This should not be done by the individual occupying the office.
9. A new Amtrak station is coming up at the intersection of Ann St and Rt-230. The property has been acquired through eminent domain. This will make access to the campus easier than it is at present. PennDOT is paying to build a bridge connecting the tracks to the campus side of Rt-230. There was some concern raised about the absence of a walking path after the traffic signal at the intersection.
10. The freight elevator was repaired this summer. The elevator makes an intentional noise when it goes past a floor and Ed mentioned that this is a safety feature and should not be a cause of concern to the rider.
11. The new facilities in the library need to be advertised to the campus community. Ed suggested using Lib 203 as a venue for the joint meeting with ISTL committee.
12. A question was raised about the location of the future auditorium to which Ed replied that there are plans underway pending final approval of the Chancellor, after which they will be made public.



## **Report on Information Technology Services by John Hoh**

John Hoh spoke about the various activities undertaken by ITS and future directions. Following are highlights from his report.

1. A collaborative classroom in Lib-203 was completed right on schedule. The classroom has an instructor projector and 4 student group projectors located on the corners, with collaborative features linking them. “Hockey pucks” can be used to plug additional devices such as iPads and Macs (Apple adaptors can be borrowed from the reference desk). Lib 305 was the first attempt at a similar style of classroom and Lib 203 is a bigger improvement on the same collaborative concept. There is positive feedback from people using Lib 203. The push is to find less expensive ways of implementing the same concept in other classrooms.
2. Lib 109 is a clone of Lib 108 and both classrooms are used all day for introductory writing courses. A question about putting up instructions on how to use the multimedia in these classrooms was raised and John answered saying it could be done and there was a information session conducted by ITS regarding 108 and 109.
3. Lib 201C was a larger group study room that has been converted into a 1-button studio. The room will primarily be used for a video production facility where a single button turns on all the recording devices in the room.
4. Webfiles is a new portal being introduced by ITS which will provide web-based interface for accessing and information sharing between PASS drives. There will be no need to map those drives using other utilities as is done presently.
5. ITS is also working on implementing a service called Box (a file management and storage service like Dropbox) which can be used for collaboration both within and outside of Penn State.
6. A new project called vLearning will provide virtual classroom environments to allow instructors and students to interact with the latest IT infrastructures and products in a consistent way. It will be used for distance learning courses such as the ones offered by the Homeland Security program.
7. Questions were raised about Webapps (accessing some software from outside the campus using a PSU login) and about the absence of hooks to lower projection screens in the trailer classrooms.
8. John Hoh mentioned that the EAB transition is the one of the bigger challenges for the ITS in the coming year.

To evaluate the Penn State Harrisburg smoking ban policy a representative from each of five schools was selected to collect information from the faculty from their school. Following table lists the representatives for each school.



<b>School</b>	<b>Representative</b>
School of Behavioral Sciences and Education	Senel
School of Business Administration	Parag
School of Humanities	Anne
School of Public Policy	Triparna
School of Science Engineering & Technology	Amit

Meeting was adjourned around 3.15 P.M.



**Penn State Harrisburg Faculty Senate: Student Affairs Committee Meeting**

Minutes compiled by Glenn McGuigan  
Monday, Sept 30, 12:30-1:30, in C-112.

**Members Present:**

Joe Cecere  
Refik Culpan  
Sai Kakutura  
Hengameh Hosseini  
Glenn McGuigan, Chair  
Denise Meister  
Amy Sauertieg

**Excused Members:**

Kimberly Schreck  
Felicia Brown-Haywood

**Absent Members:**

Robert Gray  
Shobha Potlakayala  
Student Rep

**Guests:**

Janice Smith

**Agenda:**

- Review of charges
- Introductions
- Presentation and discussion by Janice Smith, Coordinator Learning Center.
- Scheduling next meeting

**Review of charges**

In addition to our work in the spring to assign financial aid awards, here is our agenda this year as related by the Faculty Senate President.

- Explore topics that could be addressed during the first-year seminars to benefit the students.
- Explore ways to adjust common hour scheduling to enable SGA members to participate in other clubs and prevent faculty and students from missing concurrently scheduled meetings.



- Explore the possibility of inviting student members to serve on the Student Affairs Committee rather than appointing them in an effort to improve student attendance.

Regarding the first charge, we have Janice Smith here to present on the structure of the FYS and to solicit input.

Regarding charge number two, with the implementation of the new scheduling template to take place in fall, 2014, the committee is considering tabling this issue.

Regarding charge number three, this remains a problem with many other committees. The Chair will speak with the Faculty Senate rep regarding this problem.

### **Presentation by Janice Smith, Coordinator Learning Center**

Janice described the current model of 3-credit content classes as S sections. She answered faculty questions re: student input and a Common Reading program. She shared the set of co-curricular events available this fall to the Seminar students. Janice discussed the parallel program called Pathways for ENGL 004 and ESL 004 students in the fall semester. She also highlighted the importance of first-semester events for first-year students. Janice asked for faculty input into additional possible co-curricular events for FYS.

Additional notes:

There are 32 sessions of FYS spread throughout different first-year courses. They attend a slate of co-curricular courses, including an advisory mandatory event, and then they choose two events to attend. She distributed materials relating to the FYS options. The FYS experience has been integrated into the regular courses, designated with S. The options change over time, often based upon the popularity of previous events. Faculty in the classes have a lot of opportunity for feedback to get the student input. Janice welcomes comments for proposed ideas.

Additional comment after discussion:

Refik mentioned that we have an increasing number of Asian students who are experiencing language and communication problems. Since in many courses, we assign grades for participation, this is an issue that we need to address. We need to address this issue since it is a student problem. What can be done and how to do it should be on the agenda. Glenn will talk to Bob to see if other committees are addressing this.

Respectfully submitted by Glenn S. McGuigan