

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

Tuesday, November 29, 2016

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

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes October 25, 2016 Appendix "A"
  
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
Approval of Minutes, November 17, 2016 Appendix "B"
  
- C. COMMUNICATIONS TO THE SENATE
  
- D. REPORT OF THE SENATE PRESIDENT
  
- E. COMMENTS BY THE SENIOR ASSOCIATE DEAN
  
- F. COMMENTS FROM THE UNIV. COUNCIL REP
  
- G. NEW BUSINESS  
Review of the Senate Constitution and By-laws  
<https://harrisburg.psu.edu/faculty-senate/constitution-bylaws-and-standing-rules>
  
- 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 Tuesday, January 17, 2017 – 11:30am -1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE  
MEETING OF THE FACULTY SENATE  
MINUTES  
October 25, 2016

**Attendees:**

*Capital College Senators Present:* J.B. Adams, E. Delozier, J. Gibbs, P. Kavanaugh, G. Mazis, B. Ran, L. Rhen, P. Swan, P. Thompson, D. Witwer, S. Yilmaz,

*University Council Representative:* M. Wilson

*Administrators Present:* O. Ansary, G. Crawford, P. Julnes, M. Kulkani, G. McGuigan, S. Schappe

*Invited Guests:* J. Keagy, J. Smith

B. Ran, Faculty Senate President, opened the meeting at 11:42 a.m.

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

Ran requested discussion and asked for a motion to approve the minutes from the September 20, 2016 senate meeting. A motion was made by Swan/Delozier to approve the minutes, and they were unanimously approved.

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

Ran requested discussion and asked for a motion to approve the minutes from the October 6, 2016 Academic Affairs committee meeting. A motion was made by Delozier/Witwer to approve the minutes, and they were unanimously approved.

**C. Communications to the President**

Ran did not receive any communications during the past month, but requested committee updates from the senate liaisons.

- Academic Affairs – nothing new to report, please refer to meeting minutes as part of the agenda.
- Athletics committee – first meeting was held September 29, 2016 – the committee’s major focus will be more involvement with faculty and coaches.
- Enrollment Management and Outreach – the minutes from the October 10, 2016 meeting were part of the agenda – the committee will be creating focus groups for faculty/staff who live in Middletown to determine better ways to connect the college with the town – a member of Middletown Borough Council will be invited to attend a future meeting – Kulkarni noted that we have a good relationship with the Press and Journal and asked the committee to meet with Marie-Louise Abram and Don Holtzman regarding town and gown issues.
- Faculty Affairs – first meeting on September 29, 2016 and reviewed the charges and clarified agenda items for future meetings.
- Human Resources and Business Services – held their first meeting and brought up several issues of concern; including copy center lead time and access, the possibility of having a shredding area in the copy center and issues with the bookstore. The committee also had questions regarding the cancellation of classes

and if there was a policy in place. Policy C-4 addresses this issue <https://harrisburg.psu.edu/policy/cancellation-classes>.

- Information Systems, Technology and Library – the committee met on October 13, 2016 where they reflected on the past charges and will address the Horizon Report at their November meeting. The library is currently in the process of hiring a new librarian to help international student needs.
- International and Intercultural Affairs – the committee met on October 10, 2016 and addressed the concern over the growing number of international students and the need for additional full-time staff. The committee would like to see a dedicated person to deal with travel documents, so that students do not need to wait on signatures from University Park.
- Physical Plant – the committee met on September 22, 2016 and reviewed the plans for additions to campus (clock tower, new classroom building) as well as housekeeping and signage.
- Strategic Planning – the committee met on September 27, 2016 and reviewed the charges and met with Kulkarni to discuss the University strategic plan.
- Student Affairs – the committee met on October 18, 2016 and reviewed the charges and past activity of the committee. They plan to meet with the head of counseling services to determine how well they are adapting to the increase in the student population.

#### Background on Salary Increases

Kulkarni provided some background on the recent salary increases. An increase between 1-1.5% was based on performance that met expectations. Penn State Harrisburg has the tradition of treating FT1 faculty and staff the same as standing faculty and staff regarding salary increases. The college put in additional funding to support the salary increase for all faculty and staff (FT1 and standing). Administration carefully monitors salary levels with other campuses.

#### Assessment Committee

Dr. Janice Smith and Jennifer Keagy presented information on assessment. Keagy stated there are many changes to the program from last year to this year.

- Certificates and graduate programs are being assessed, as well as programs, however, the minors are not being assessed.  
External accreditation is now being accepted in place of assessment, which is helpful for many programs.
- Assessment is a two-step process, in which all programs should submit their learning objectives by December and a summary by June (we hope to have all information by April/May).
- Much positive feedback has been given by faculty members, especially those in outside accredited areas.
- We have 97 programs/certificates that will need to be assessed.
- Ran would like to create an ad hoc committee to assist with this process. Thompson will be the chair of the committee. Committee members will be a senior faculty member from each school.

As a follow up to the issue regarding the constitutionality of the Senate President appointing vice-chairs and asking immediate past president to chair ad hoc committees. A draft response was created by Swan and distributed to the Senators. Since time was limited, senators were asked to review and to make recommendations to Ran or Swan via e-mail.

**D. Comments by the Chancellor**

- Kulkarni would like to have a faculty/staff town hall in the next coming weeks. There are several topics that need to be addressed and he would like to have an interactive conversation.
- The enrollment numbers are still not official. We are still looking at 5000+ students.
- Forty-four faculty and staff were offered the early retirement option. Of that number, 10 faculty and 13 staff opted for early retirement.
- The commencement speaker for Fall 2016 has been announced. Professor Dr. Ralph Stengler, president of Hochschule Darmstadt University of Applied Sciences in Germany. We are celebrating our 10 year partnership with Hochschule Darmstadt.
- The University Senate is still exploring FT1 faculty titles, and Kulkarni would like to hold off on any actions at the campus level. This will help define positions throughout the University. This language is include in HR-23.

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

- Wilson has begun sending the University Faculty Senate agendas with highlights to all faculty.
- The senate is looking to have all syllabi state learning goals and objectives for each course, however, faculty cannot create their own goals and objectives. That information will be contained in the bulletin description. This is an effort to create uniformity in all courses taught across the University, as some students may take a class at a college to fulfil a requirement, but that course is not accepted by colleges at University Park. This will improve teaching and learning and will make it easier for students to move between campuses.
- It was also noted that Woessner is the University Senate President Elect, and will bring a good deal of recognition to our college.

**F. New Business and Report of the Senate President**

Due to time constraints, the review of the Senate Constitution and By-laws was postponed until the next meeting.

**G. Comments from the Members of the Academic Council**

- Julnes – The School of Public Affairs is in a better place than this time last year. Faculty are working together and she is proud of their accomplishments.
- McGuigan – The Library is hosting a Research Colloquium on Interdisciplinary Work on Friday, October 28, 2016. This is a University wide event and

approximately 50 people have registered. The Library had many visitors during We Are Weekend, with alum touring the facility and the archives.

- Ansary – The Faculty Center is currently working with faculty to make the transition to CANVAS. Additional support is available at University Park and faculty are encouraged to make a call to them to learn the steps to make the conversion. They will only be available for a limited time. Senators were asked to e-mail their faculty about the conversion.

**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**

A motion to adjourn was made by Swan/Kavanaugh. The meeting adjourned at 1:03 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Tuesday, November 29, 2016, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES  
ACADEMIC AFFAIRS  
Thursday, November 17, 2016  
11:30 A.M. – 1:15 P.M.**

**Members present:** Gina Brelsford, Rick Ciocci, Bernadette Lear, Linda Null, and Juliette Tolay

**Voting in absentia:** Adam Gustafson and Martha Strickland

**Invited Guest:** Jennifer Sliko

**Non-voting ex officio members:** Omid Ansary and Peter Idowu

**Student Representative:** Andrea Natal

1. Null called the meeting to order at 11:30am.
2. The minutes from the October 6, 2016 meeting were posted in BOX for review. A motion to approve was made by Ciocci/Lear and they were unanimously approved.
3. Sliko updated the Committee on the new implementation of the Gen Ed requirements. They are attempting to make the Gen Ed's integrative, combining, for example geology and cinema. All Gen Ed courses will need to be recertified and campuses will be asked to work together to prevent redundancy. A recent e-mail from the University Senate office regarding these changes will be forwarded to all committee members.

4. Review of Programs and Courses

**AMST 100 Introduction to American Studies – Simon Bronner**

This change is part the larger task to redo the major. They are proposing to remove the prerequisite because the course is an introductory general education course. This is an immediate need, since LionPath can now prevent students from registering if they do not meet the pre-requisites.

It was recommended to revisit the wording in the course description (work/theoretical models) and add reasoning for including the evaluation methods. A motion to approve, with the proposed changes, was made by Ciocci/Tolay and was unanimously approved.

**Mechanical Engineering Technology – Rick Ciocci**

**Program Change and Course changes/adds/drops**

It was agreed that this would be taken as a packet.

Ciocci provided the Committee with a summary sheet.

- I. Credit exchange – 128 credits for the BS degree. The following changes require credit exchanges such that the proposed total remains 128 credits.
  - a. Content from IE 303 Engineering Economic Analysis – 2 credits will be added to MET 481 – 1 credit to form a new 3-credit version of MET 481 Project Design Preparation
  - b. MET 448 Mechanical Engineering Technology Lab B – 2 credits will be split into two 1-credit lab classes MET 338 Thermal Fluids Lab and MET 458 Controls Lab
  - c. ET 323 Strength of Materials Lab – 1 credit will be dropped and will be replaced by MET 370 Materials Lab

- d. ENGR 320Y Design for a Global Society – 3 credits (course change made last academic year from ENGR 420Y and including GS designation) is now counted as a GS selection, so another 300-400 level Engineering or Technology Elective – 3 credits will be added.
- II. Course drop list
    - a. I E 303 will be dropped
    - b. MET 448 will be dropped
  - III. Course Change list
    - a. MET 481 will be changing from 1 credit to 3 credits to include the I E 303 content and will have a change in prerequisite.
    - b. The following courses will all have pre-requisite changes: ET 300, ET 321, IET 311, MET 321, MET 332, MET 336, MET 365, MET 485
  - IV. Course Add list
    - a. MET 338 Thermal/Fluids Lab
    - b. MET 370 Materials Lab
  - V. Program Change List
    - a. Change credits from 1 to 3 for MET 481 – 7<sup>th</sup> semester
    - b. Drop I E 303
    - c. Drop MET 448
    - d. Add MET 338 to the 5<sup>th</sup> semester
    - e. Ad MET 458 to the 7<sup>th</sup> semester
    - f. Drop ET 323
    - g. Add MET 370 to the 5<sup>th</sup> semester
    - h. Change ENGR 420 to ENGR 302Y, add GS designation, and move to 6<sup>th</sup> semester
    - i. Add another 300-400 level Engineering or Technology elective to 7<sup>th</sup> semester
    - j. Move PHYS 150 and PSY 151 to the 2<sup>nd</sup> and 3<sup>rd</sup> semesters, respectively
    - k. Move IET 308 and IET 321 to the 3<sup>rd</sup> semester
    - l. Distribute GA/GH/GS, GHA, and elective courses to balance semester credit loads

It was recommended that the language be removed in MET 481 regarding the amount of time dedicated to certain material. That will allow flexibility for the future. Null commented that the labs should reflect that they are 15 week courses.

A motion to accept the program and course additions/drops/changes, with said changes, was made by Lear/Brelsford and was unanimously approved.

### **Intercollege Master of Professional Studies Program in Homeland Security**

Since Penn State Harrisburg is the academic home of the Homeland Security Program, we were asked to review the addition of the options that are being added to the program. Great Valley will house the Cyber Threat Analysis option and the College of Liberal Arts will house the Counterterrorism option.

A recommended change was in the admissions requirements regarding the GPA requirements. Each option should have the GPA requirement listed, or that sentence should be removed. (This is, however, how it appears in the current bulletin but this should be modified.) Also, in the GPA section, it should be “the student’s” grade-point average, rather than “your.” (This is also in the current bulletin copy.)

Also PLSC should be consistent throughout the document. Change any references of PL SC to PLSC for consistency.

A motion to approve the program change, with noted changes, was made by Tolay/Brelsford, and was unanimously approved.

**Master of Professional Studies in Criminal Justice Policy and Administration**  
**CJPA 865 Criminal Justice Ethics in a Diverse Society**  
**CJPA 820 Criminal Procedure**

It was agreed that the proposal and the two additional courses would be taken as a packet.

This is a new program with Penn State Harrisburg and the College of Liberal Arts, for students looking for a professional degree in criminal justice. Market studies have concluded that this program will do well as a World Campus program.

It was noted that there was no consultation, but the College of Liberal Arts wanted Harrisburg to review it before sending it out for University wide consultation.

A motion to approve the program and courses was made by Lear/Brelsford, and was unanimously approved.

**P-3 Phase out of the 4 year Bachelor of Arts in Letters, Arts, and Sciences**

There are currently no students enrolled in this program, and an enrollment hold was placed on this program in 2014.

Sliko questioned why not leave the program in place, since so few programs are available as four year programs on our campus. Ansary explained that it would be cost prohibitive to have only a few students in a program, as once the student enrolls, we would have to provide them with the necessary resources to complete the program. Market research has shown that there is limited interest in this type of program in our area.

Since this was proposal was informational in nature, no action was taken.

5. The following meeting dates were selected for the 2016-2017 academic year:

December 8, 2016 11:30 W207

January 19, 2017 11:30 W207

February 16, 2017 11:30 W207

March 16, 2017 11:30 W207

April 20, 2017 11:30 W207

**Adjournment** at 1:15pm