

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

Thursday, December 11, 2014

Madlyn Hanes Executive Conference Room C300 11:15 a.m. - 12:45 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes October 23, 2014 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Minutes, November 6, 2014 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
 - a. Alumni Association President's visit – Mr. Tim Ritter – Discussion will be on increasing engagement between the College and the Association.
 - b. Call for nominations for Senate President-elect
- H. UNFINISHED BUSINESS
 - a. Status of Faculty Workload Task Force
 - b. Outcome of Faculty Senate President's discussion with Conservation Committee
 - c. Student athlete eligibility process
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
 - Athletics Committee – November 6, 2014 Appendix "C"
 - Information Systems, Technology and Library Committee – October 20, 2014 Appendix "D"
 - November 17, 2014
 - International and Intercultural Affairs Committee – October 14, 2014 Appendix "E"
 - Physical Plant Committee – September 18, 2014 Appendix "F"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, January 22, 2015 – 11:15am -12:45pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
October 23, 2014

Attendees:

Capital College Senators Present: E. Delozier, J. Gibbs, J. Hirt, R. Joseph, P. Kavanaugh, C. Rios, G. Subramanian, P. Swan, P. Thompson, R. Young

Capital College Senator Unexcused: Gautam Roy

University Senate Council Representative: M. Wilson

Administrators Present: O. Ansary, M. Kulkarni

Academic Council: R. Bachnak, G. Crawford, S. Peterson, S. Schappe, C. Surra

Student Government Representative: A. Dessel

Richard Young, Faculty Senate President opened the meeting at 11:30 a.m.

A. Minutes Approval for Faculty Senate Meeting

Young requested a motion to approve the minutes from the September 25, 2014 senate meeting. A motion was made by Subramanian/Swan to approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Young requested a motion to approve the minutes from the college Academic Affairs committee from October 9, 2014. A motion was made by Swan/Subramanian to approve the minutes and they were unanimously approved.

C. Communications to the Senate

- Young received a thank you from Mike Behney, who has been charged with creating a climate assessment for our campus. The senate was able to provide Behney with two faculty members, two staff members, and two students to serve on the committee.
- Young has received a request from a staff member to propose four (4), ten (10) hour days in the summer. Kulkarni stated that he would look at the request.
- A faculty member approached Young about students not having enough campus sponsored activities on the weekends. A student that complained to the faculty member and was considering leaving for a more active campus environment. Kulkarni would like to know what types of activities the student is looking for, as there are many events that occur on the weekend.
- Young reminded the Senators that there will be a Veterans Day ceremony at 11:30am in front of the Library on November 11, 2014.

D. Report of the Senate President

- Please see above.

E. Comments by the Chancellor

- Official enrollment numbers have been released and we have 4,519 combined undergraduate and graduate students.
- We have 456 international students this academic year. This is the first year that international students have been asked to pay a special fee regarding the extra services that are needed to support them. Only incoming freshman were asked to pay this fee, not existing students.
- The final architectural drawings for the new Student Enrichment Center should be complete by December.

F. Comments from the University Council Representative

- A revision to policy AD47 – General Standards of Professional Ethics, was proposed during the recent Senate meeting. The policy has not been updated in many years and the current policy only covers faculty.
<https://guru.psu.edu/policies/ad47.html>. The new policy will cover faculty, staff and administrators.
- Wilson encouraged everyone to visit the General Education Task Force link to follow the changes in the Gen Ed requirements. <http://gened.psu.edu/>
- The Intra-University Relations committee presented an informational report on student transition issues from the Commonwealth Campuses to University Park. Wilson found one section particularly telling: *Regarding more common instructional practices at UP versus CC: Grade based on 1-2 tests/assignments 72.7% vs 5.3%, Instructors primary lecturers 38.0% vs 9.1%, Multiple-choice tests 36.0% vs 11.1%. More common instructional practices at CC include: Tests include essay questions: 31.8% vs 17.5%, Use of hands-on activities 49.8% vs 16.1%, Instructors are accessible outside class 47.3% vs 10.1%, Instructors spend time answering questions 52.2% vs 6.4%.* When students' transition to UP, their GPA tends to drop by .5, however, by the time of graduation, they have returned their GPA to the same as students who did not transfer. The complete report can be found at the University Faculty Senate webpage.
- Copies of the General Education (guidelines, progress report--whatever this is called) were provided to those interested

G. New Business

- The strategic plan has been made available to all the faculty and staff for review. <http://harrisburg.psu.edu/chancellors-office/strategic-plan>
However, Young suggested that a faculty forum may be necessary for further explanation. How do we make sure that the strategic plan is progressing and being implemented. Bachnak commented the SSET has identified what it would like to address first and created committees to begin working on all of the elements. The committees then meet and report back on their progress.

- Discussion was held on the Faculty Workload Policy. Policy F-11 outlines the workload policy, which is supported by three pillars, teaching, research, and service. <http://harrisburg.psu.edu/page/f-11-faculty-workload-policy>. There is a difference across schools regarding course releases for service or research, and it should be uniform across the college. The policy was revised in September 2010 and supports a 3/3 course load or 9/9 credit load per semester. A motion to create an ad hoc committee to once again review the policy and the new policies that are on the table was made by Swan/Doerfler and was unanimously approved. Hirt volunteered from the School of Humanities and School Directors will be asked to appoint additional members from their units.

H. Unfinished Business

None

I. New Legislative Business

None

J. Legislative Reports

None

K. Forensic Business

None

L. Advisory/Consultative Reports

Reports from the following committees were presented to the Senate: Athletics, Faculty Affairs, Human Resources and Business Services, International and Intercultural Affairs, and the Student Affairs Committee. A motion to accept all reports was made by Swan/Subramanian and was unanimously approved.

M. Comments and Recommendations for the Good of the College

Kulkarni would like to present information to the Senate in an upcoming meeting regarding the cost of college to the average student. Awareness of college costs may have an impact on actions taken by the Senate.

Dessel from SGA commented that the issue of lighting in the parking lot was unsafe and was concerned for student safety during that time. Kulkarni assured him that the issue is being addressed.

| A motion to adjourn was made by Swan/Subramanian at 12:50pm. The motion carried. The next meeting of the Capital College Faculty Senate will be Thursday, December 11, 2014 in C300 from 11:15am to 12:45pm. Tim Ritter from the Alumni Association will be a guest at that meeting.

**MINUTES
ACADEMIC AFFAIRS
Thursday, November 6, 2014
11:30 A.M. – 12:20 P.M.**

Members present: Rick Ciocchi, Gregory Crawford, Jennifer Hirt, Linda Null, and Alexander Siedschlag

Member voting in absentia: David Witwer

Non-voting ex-officio members: Peter Idowu

SGA Representative: David DeKorte

1. Null called the meeting to order at 11:30am.
2. The minutes from the October 9, 2014 meeting were available for review on the ANGEL site. A motion to approve the minutes was made by Crawford/Ciocchi and was unanimously approved.
3. **Approval of Courses/Programs Proposals**

HLS 832 – U.S. Military’s Domestic Imperative: Homeland Defense and Defense Support of Civil Authorities – Thomas Arminio

The Intercollege Master of Professional Studies in Homeland Security (iMPS-HLS) Program currently has 521 students across all five program options. Of the 521 students, 257 are Active Duty military, a Reservist, a member of the National Guard, or a Veteran. This equates to 49% of the program students. Therefore, iMPS-HLS anticipates significant interest in a course that focuses on the Department of Defense’s (DOD) role in homeland defense, as well as how DOD supports federal, state, and local civil authorities during a disaster. However, as an elective, the course will be open to any student from any program option and not just those with a military background. Any prospective homeland security practitioner and member of the homeland security enterprise should understand the basics of DOD’s roles, missions, and functions in protecting the homeland.

Witwer provided feedback via e-mail stating that a portion of the long course description was not necessary, as it seemed more of a justification in creating the course. It was recommended to remove the last two paragraphs. He also commented on the description “Provides an overview of the homeland defense mission and domestic support of civil authorities during disasters, and the distinctions” and felt that something needed to be added to finish the phrase.

Null recommended listing the number of hours associated with each lesson.

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

Master in Public Administration – Steven Peterson

This program change removes P ADM 506, Management Information Systems, from the core courses, and replaces it with P ADM 507. Consistent with recommendations from the national accrediting body, and as a result of program development efforts, the program removed P ADM 506 from the core of the MPA program, as it does not constitute a core element of Penn State's MPA program nor of the heart of the discipline of public administration. P ADM 506 will remain as an elective, as it is a skill relevant to public administration.

P ADM 507 was moved it to the core. The analysis of public policy and the understanding of the policy process is a key element of public administration and should be required of all MPA students. This move is consistent with accrediting guidelines and the state of the field.

The graduate faculty listing has been changed, to note changes in personnel.

Null requested that the document be paginated, and suggested that a cover sheet be added, and that the program link, currently pointing to the main Penn State Harrisburg webpage, go directly to the program instead.

A motion to approve the program modification, with noted changes, was made by Crawford/Ciocci and was unanimously approved.

4. New business

Student member DeKorte brought several issues to the table.

- He would like our college to visit the “graduation with distinction” policy, as it only recognizes the top 12% of students from each college. He believes that it should be by schools within our college. Null will speak with Dr. Omid Ansary regarding any action that could be taken on this topic.
- DeKorte would like to have a chapter for Phi Beta Kappa on our campus, noting that it is a prestigious honors fraternity. In researching the topic, he discovered that University Park has a chapter; however, it is not transferrable to PSH. In order to have Phi Beta Kappa on our campus, at least 10% of our faculty members would have to have participated in Phi Beta Kappa, and additional salary information would need to be provided. The cost of the membership is \$2,000 for the application and \$12,000 for the site visit. DeKorte was directed to see Dr. Ansary if he would like to continue with his efforts.
- DeKorte questioned why the Master in Health Administration Program was not accredited. He was directed to speak with Dr. Peterson on that matter.

Adjournment at 12:20pm

Penn State Harrisburg
Senate Athletics Committee Meeting Minutes

November 6, 2014

11:15 – 12:30

Room C113 Olmsted

Attendees: Tom Arminio, Dave Buehler, Rahsaan Carlton, Joe Cecere, Eric Delozier, Roderick Lee, Erin Miller, Becky Weiler-Timmins, Will Chaney, Nana Nyantekyi, Adam Clay, Russel Flemming

Approval of Sept. 17th Minutes: Motion by Dave Buehler, second by Tom Arminio

Review Charges:

a) Integrate faculty athletic representatives by sport:

Faculty Athletic Liaison Program Update from Rahsaan – FAL is described as another extension to branch out with faculty. See the FAL attachment for more information on the program. Coaches are reaching out to faculty members currently. If coaches are unable to find a faculty member the committee will then send email to all faculty to ask for volunteers. Athletics will be adding FAL information to the website.

Nana asked about how the FAL might help to balance issues on the team (i.e. coach player issues?). Responses from the committee varied. In summary, it depends on the depth of the relationship of the faculty member with the team and how much the coach wants the FAL to interact with team issues.

b) Implement marketing of the integration of athletics into the campus community.

Adam Clay (Sports Information) and Russel Flemming (Assistant Sports Info) attended the meeting to present committee with strategies for marketing the athletic department:

- Main focus of the staff is to complete stats for each game, update website, social media (twitter/Facebook), anything to market for athletics
- Try to send a Preview (twitter, Facebook, Instagram) for each game, duplicate the preview the day of the game, provide live stats and live streaming as well as stats during the game, write article of the game, and provide post game information
- All sports have a twitter page, will be creating a Facebook page for each team, YouTube interviews

- 245 live stat viewers for soccer game / 2000 reaches on Facebook for CAC semi-final soccer game
- 322 followers on twitter, 466 likes on Facebook
- 2 interns on staff
- Student intern for every single sport (Adam's goal) looking for real world application for interns
- Met with Chris Weaver in Marketing – all schedules on sites.

Adam reached out to Communications... committee suggested that he reach out to Humanities (Catherine Rios) and Graphics design courses at PSH in order to integrate athletics with academics. Possibilities of getting students in those classes to complete projects for grades in athletic department.

- Dr. Lee – Facebook likes – get athletes to get 5 – 10 people to like a sport
 - Bio Blasts of student athletes and/or incoming freshmen
- c) Address the issue of athletic tutoring from the Learning Center for athletes missing classes due to contests, especially for 300 and 400 level courses as well as labs. (Tabled)
 - d) New Charge from Roderick: “Enhance the fan experience at games.” Food truck to games. Suggested that we get Stacks to field so that students can use their meal cards.
 - e) “You Can Play” initiative from University Park and implications for our campus: Becky will send link to committee:
<http://news.psu.edu/video/329798/2014/10/10/athletics/penn-state-you-can-play>
 - f) Faculty member confirmation of athletes in classes (Dave): If a student provides a last minute game day excuse, how does a professor know that he/she is on the team? Faculty can check athletic website for the roster or call Athletics for confirmation. A discussion of student athletes going to class followed concerning questions about boundaries and student-athletes attending classes. Should coaches email professors about class attendance? Suggestion – can there be an additional progress report for athletes? Is the a question for Dr. Ansary? Should we invite him to our next meeting in January to discuss this issue?

g) Discussion of student athlete attendance for the senate – next meeting

Getting the Word Out:

- a) Faculty suggest that they invite students that are not athletes to a game.
- b) Get athletic teams to attend each other's game (SAAC). PSH integration (point system for sports to go to each other's games)
- c) Possible tailgate with Schools before or after games... social event: Reaching out to students.

Adjournment

*Next meeting date: January 29th from 11:15AM – 12:30PM.

*Attach the FAL document to minutes

*Send link of "You Can Play" initiative

Penn State Harrisburg
Minutes: Information Systems Technology Committee
Monday, October 20, 2014
12:00-1:00 C113

Meeting began at 12:00pm

1. Committee Introductions

2. Dr. John Hoh: Campus updates: Behind the scenes review of what was done this summer

a. Dr. Hoh demonstrated Airplay, which is now in 8 classrooms, and will be in a dozen by January 2015. Airplay interfaces through Apple TV and allows an instructor to use a mobile device to display content.

The following projects were showcased:

b. Edu Act (EAB 218) Collaboration Lounge-

Has a device independent large display/ uses Apple TV

c. Olmsted C008 Collaboration Suite: contains kiosks, comfortable seating for student collaboration

d. Computational Collaboration Lounge 1st floor library (102)

Has "Wall Talkers," which are whiteboards that install like wallpaper

e. The campus now has eight charging stations

f. Several classrooms now have BYOD (bring your own device)- using PSU developed "mirror app" access link on Penn State site. Can get it from mirror.psu.edu

Mirror is an enterprise iOS app that allows you to wirelessly share content and mirror your iPad or iPhone screen to select classroom displays.

g. EAB building has three New Lecture Halls of 120 + seats;

screens act independently; in-podium document camera, microphones

h. Room EAB 110 small lecture hall

i. E253 Collaborative classroom dual projection; 40 node chairs; huddle boards, which are portable whiteboards

Additional information from Dr. Hoh:

j. The two most frequent faculty requests are for flexible seating and whiteboards

k. IT made 400 computer swapouts over the summer

l. Next semester, IT is planning a "Dessert and Learn" program next to present and train faculty and staff on new technologies

m. Discussion of BOX : BOX is cross platform; device independent; FERPA compliant; capable of handling a working group; gets rid of need for local storage; wise move for conservation of resources

3. Reviewed Committee Charges

- Continue to interface with the Physical Plant Committee on providing improved learning and research technology
Springtime plan a dual meeting; briefing on the new building
- Evaluate the progress of the PSH campus relative to the Horizon Report
- Continue to assess best practices from within other colleges of PSU as well as those employed at other universities

4. Discussed the Horizon Report

The 2014 Horizon report published by New Media Consortium looks at upcoming IT challenges and opportunities. We are proposing is to study this document (in sections) throughout the year, which will give us a more global perspective on IT initiatives. The report is available on ANGEL in the ISTL Committee Folder and through the link below.

Link to Report:

<http://cdn.nmc.org/media/2014-nmc-horizon-report-he-EN-SC.pdf>

5. The committee agreed to read the first section of the Horizon Report for discussion in a November meeting “Key Trends Accelerating Higher Education Technology Adoption” (pages 3-19)

5. Adjournment at: 12:50

Penn State Harrisburg
Information Systems Technology Committee Minutes
Monday, November 17, 2014
12:00-1:20 C113

Committee Members Present *:

*Bayraktar, Nihal	Lohman, Margaret
*Crawford, Gregory	*Napoli, Mary
El Ariss, Omar	Thompson, Paul
Hoh, John Darren	*Tofighi, Mohammed-Reza
Joseph, Rhoda	Tompkins, Kate Corbin
Kavanaugh, Philip	*Weaver, Christopher Joseph
*Gloria Clark, Chair	*Winch, Samuel

Agenda:

1. Discussion of the Horizon Report, Part One: “Key Trends Accelerating Higher Education Technology Adoption”

(One of our committee charges is to evaluate the progress of the PSH campus relative to the Horizon Report)

Trend #1 Social Media

Christopher noted that all schools have a Facebook Page, and that the percentage of students who look at a social media site when making a decision to apply has reached the high seventies.

In addition, all schools are going to have a link to Facebook added to their webpage.

Linked In was also mentioned as a viable social space.

We also discussed the future of Facebook, as reports indicate that the students are using it less than in the five years.

Trend #2 Integration of Online, Hybrid and Collaborative Learning

Nihal teaches hybrid courses and records lectures in Adobe connect (audio only). Students listen to the lectures outside of the classroom and attend class for active learning.

Sam mentioned that we could move forward with more online courses, but the current system makes it difficult and cuts back on faculty initiative. The system is set up to only help one faculty member at a time.

Greg noted that individual faculty could initiate hybridization.

Mohammed spoke of seeking incentives to encourage faculty to prepare online courses. He also asked if there is a university policy, which outlines how faculty prepare online courses?

Greg mentioned that there is a Certificate in Online Teaching from University Park.

Gloria mentioned that the Penn State Harrisburg has campus has invested in many collaborative spaces for students in the library and other buildings.

Greg announced that a collaboratorium is currently being planned for the library, which will include sophisticated printing equipment.

Trend #3 Data-driven Learning and Assessment

Nihal: Big data on online engagement is a growing and important area. Do we keep data on students?

Chris: We haven't surveyed the students about their use of websites.

Nihal: ANGEL has some learning analytics; tracking logins helps a lot; however, we should collect more data.

Greg: Penn State tracks everything on the network

Chris: What about the ANGEL replacement? The new course management system, maybe CANVAS, will probably have more analytics built in.

Trend #4 Shift from Students as Consumers to students as creators.

The one-button studio for simplified video recording has been very popular.

The new collaboratorium will also provide students with the space and equipment for creative expression.

Trend #5 Agile Approaches to Change

Greg: Faculty status needs to be agile enough to get the right people in to teach certain courses. The structure of the faculty system may change to accommodate changes in course offerings.

Mohammed: Entrepreneurial courses could have students create material related to their future job interests.

Trend #6 Evolution of Online Learning

Faculty need to be encouraged to develop online courses

The World Campus connection needs to be discussed

Sam: We need to look at the things that we know really works and make education better for our students. Is adopting new technology the best way to teach? It really depends on the course. We need good ideas that might improve our teaching and learning here.

Mary: Also we will be increasingly getting more and more students who are tech savvy. Those students will have more experience in utilizing technology and need to be a part of the process of developing online courses. That can lead on into better collaboration and research.

2. Dr. John Hoh: Campus updates. Not available to attend the meeting.

3. Christopher Weaver: Update on web accessibility issues

October was the deadline for the 3-year remediation for the suit filed against the university. To this date, we have not heard anything.

We have done a lot to change the accessibility of our materials. All new pages now have to have follow guidelines

Every day we are doing something that has to do with accessibility

We are also paying attention to e-mail.

School web pages were just re-designed.

Pdf's are a big target now, because they are just text documents. The office is currently looking at forms that can be changed to an interactive document. Texts need to be captioned, or have audio or video. Christopher described the mechanism to auto-caption a text.

4. Next meeting date: We plan to meet in January to

- Discuss committee charge of assessing best practices from within other colleges of PSU as well as those employed at other universities
- Discuss Part Two of the Horizon report

5. Adjournment at 1:20 pm.

International and Intercultural Affairs Committee Meeting
October 14, 2014, 12:00pm
Room E200 Olmsted
Minutes

Members present:

Anthony Buccitelli, Chair
Yuefeng Xie
Bernadette Lear
Nabila Abu Bakar
Xu Xu
Anna Marshall
Paul Thompson
Juliette Tolay

Members absent:

Karen Buhr
Hannah Spector
Indrit Hoxha
Donna Howard
Marie Louise Abram
Gautam Ray

1. Introductions for and by new and absent members.
Each member present introduced him/herself.

2. Approval of minutes from September meeting.
The committee moved to approve the minutes of previous meeting.
Motion: Yuefeng Xie
Second: Juliette Tolay
Vote: all were in favor

3. Discussion of Outstanding Business
Yuefeng Xie and Xu Xu raised questions regarding the structure of subcommittees. Anthony Buccitelli responded that he thought each subcommittee would communicate (probably by email), locate existing resources, and set goals to satisfy each of the charges. Each subcommittee may designate a chair as necessary.

4. Presentation: Anna Marshall and Donna Howard
Anna Marshall presented data and activities done by her office to serve international students. **Copies of her handouts are attached to these minutes.**

5. Discussion of Presentation and Committee Tasks on International Student Issues.

Paul Thompson shared his experience meeting with the Diversity and Education Committee (DEC)/Climate assessment committee. This committee works with many issues regarding campus life and seems to be running some activities in parallel with this committee. In particular they will be working with the Center for survey research and put in place a questionnaire for a survey on “diversity” on campus. Paul suggested that this will fall under charge 1, and that people from our committee could seat on some of the focus groups that will be put in place in order to test and improve on the questionnaire. **[After the meeting, Paul kindly forwarded the contact information for this committee, for use by the members of subcommittee 1. This information is attached in a separate file]**

Bernadette Lear raised a question to Anna regarding the tendency she observed among international students to hang out together. She wondered whether this should be considered an issue and what this committee should do about it. Anna responded that this is very common trend seen among international students, and that she regularly encourages them to go outside of comfort zone. Yuefeng Xie made three suggestions regarding ways to ensure more mixing between American and international students. The first one was to create event not based on one specific country but on region as a whole, to which Anna indicated that this was and will be the case for the Spring semester. The second one was to encourage international students in class to pair-up with an American student for specific assignments. The third one was to create non-cultural event that would bring together students from different backgrounds but with similar interest, such as outings organized by the hiking club. Anna indicated that she inform international students of SAF funded trips such as outing to Six-Flags or to Gettysburg.

Paul Thompson asked two questions regarding the ability for international students to apply to the Honors program and the possibility to be Lion Ambassador. Nabila happens to be an international student in the honors program, hence illustrating the feasibility of it. Anna talked about the Global Ambassador program as a leadership program mainly for international student. Some Global Ambassadors are also Lion Ambassador.

Anthony summarized the discussion by highlighting the following 3 tasks for our committee:

- Getting involved with climate assessment committee and attend focus group meetings (Recommended action for members of subcommittee 1)
- Finding ways to promote more faculty engagement in activities organized by Anna’s office
- Creating an advice sheet for faculty on how to encourage international students in the classroom. Carol McQuiggan had circulated earlier in the semester a similar document (attached to the minutes).

6. Subcommittee Reports

- SC1 (Addressing charges 1 and 2)- Yue Feng, Xu Xu, Gautam Ray, Donna Howard (advising)

SC1 shared some thoughts on their charges. Yuefeng mentioned that according to his discussion with mainly graduate international students, their main issues were about language, and the ability to socialize with other American students. Anna thought that international students are offered with many opportunities (such as the Fun English conversation) but were typically more focused on studying and GPA and did not attend such events. The assessment by the DEC might be able to assess whether more socializing activities need to be organized. Xu Xu mentioned that according to a questionnaire she had run with the Chinese club, the two main issues for international students were conflict management and time management (especially now that students are away from their traditional social environment). Yuefeng highlighted that this is our goal as faculty to provide proper guidance to international students.

- SC2 (Addressing charge 3)- Indrit Hoxha, Karen Buhr, Juliette Tolay, Marie Louise Abram (advising)

SC2 reported that they have been asking Marie Louise for data regarding present and past study tours. A lot of the discussion of SC2 seems to get to the issue of understanding why certain study tours failed or were cancelled, and finding ways to address this issue. SC2 is also considering talking with faculty who are doing study tours in order to identify their needs. Anthony presented an email from Marie Louise stating that the reason of most study tours fail is due to low enrollments, hence the best way to avoid these failures is for faculty to promote their study tour aggressively and to recruit students early.

- SC 3 (Addressing charges 4 and 5)- Anthony Buccitelli, Hannah Spector, Bernadette Lear, Marie Louise Abram (advising)

SC3 reported that they have located an inventory of faculty who have a Fulbright connection. Information should be received shortly and SC3 could then devise ways to engage and gather these faculty members. SC3 has also located two previous surveys regarding the international connections of faculty on this campus. The result of the surveys used to be on the website, but seem to have been lost. There is a copy of the results in one of the business offices that we might have access to. Nihal Bayraktar has provided copies of the survey questions that were used in 2006 and 2008, the last times such information about the faculty was gathered. These questions will be considered by the subcommittee as a basis for the creation of a new information gathering tool. Bernadette suggested that we add a section to online faculty bios where faculty members could provide information about their global interests, activities, or connections.

7. Discussion of Subcommittee Goals and Tasks for 2014-15

Anthony will follow-up by email to help SC formulate the specific tasks they should achieve by the next meeting

8. Discussion of Scheduling for Third Committee Meeting

It was agreed that the committee as a whole will meet again in December. In the meantime, each SC should set its goals and make some advances on these tasks, so that they can report back on our next meeting.

The Chair closed the meeting and the committee was adjourned at 2:00pm.

PHYSICAL PLANT COMMITTEE

Minutes of Meeting

The first meeting of the Physical Plant Committee was held on September 18, 2014.

Committee Members Present:

Kenneth Cunningham
John Hoh
Senel Poyrazli
Pedram Sadeghian
Richard Scheib (Chair)
Pete Swan
Paul Thompson
Triparna Vasavada
Anne Verplanck

Committee Members Excused:

Ed Dankanich
Dinesh Pai

Call to Order/Introductions

Richard Scheib, Chair of the Committee, called the meeting to order at 11:30 P.M. and introductions were made. Richard thanked former Chair Parag Pendharkar and the other committee members for their service last year.

A motion was made to adopt the meeting minutes as printed from the 2013-2014 Committee. The motion was seconded and a unanimous vote to adopt was made by the Committee Members.

Richard informed the Committee of the current charges and provided a list thereof. Said charges are as follows:

- Assess the provision on campus for visitor parking, but also determine the signage necessary to direct visitors to these areas. Where there may be gaps, make recommendations
- Develop a checklist for housekeeping needs for the interiors of each of the academic buildings on campus as well as the external general areas

- Define the frequency of periodic physical reviews using such checklist with OPP and reporting back to the senate
- Continue to be supportive of the ongoing infrastructure development plans by maintaining dialogue with OPP

The Committee discussed all of the charges and formulated a plan to take a tour of the facility at the Committee Meeting. The Committee Members agreed that Ed Dankanich is needed to discuss if a checklist exists for interior and exterior areas of the buildings as well as the periodic physical reviews of the checklist.

Two problem areas discussed by the Committee members include the back entrance on the East side of Olmsted and the center back entrance of Olmsted. All Committee Members were asked to identify any other problem areas prior to the next meeting. The Committee Members agreed that visitor signage for parking can be a problem and should be addressed via a tour.

A motion was made and seconded to adopt the Charges as provided. The Committee Members unanimously adopted the Charges for 2014-2105.

A Committee Member did address the concern of lack of useable markers for white boards. Committee Member John Hoh said he would address that issue.

A motion was made and seconded to adjourn the Committee at 12:05. That motion was unanimously agreed upon by the Committee Members.