

Penn State Harrisburg
Faculty Senate Agenda
Joint Meeting of the Faculty Senate and Academic Council
Thursday, February 27, 2014
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes January 23, 2014 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS Appendix "B"
Approval of the February 4, 2014 Minutes of Academic Affairs
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
 - a. Update on prior meeting agenda items:
 - i. Senate Notes will provide information about the University General Education Task Force (GETF) and resources for faculty for the General Education Review
 - ii. Senate Notes will also include links to resources for provide make-up classes due to snow days
 - iii. Topic for spring Faculty Forum: Teaching and Learning for International Students. Date and Title TBD
 - iv. Recommendation from Smoking Ban Task Force (Paul Thompson, Senate Liaison)
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
 - a. Discussion points for joint meeting with Academic Council
 - i. Protocol and culture of dealing with student complaints
 - ii. General Education Review
 - iii. Schedule
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
 - a. Outcome of University Senate Representative and Council Representative Ballots
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
 - a. Review of policy for supplemental compensation for faculty with standing appointments Appendix "C"
 - b. Review of policy for summer compensation for Faculty Members with standing appointments and Fixed-Term I appointments Appendix "D"
 - c. Athletics Committee Meeting Minutes 2/6/14 Appendix "E"

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

a. ;-)

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, March 25, 2014 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room. **Please note this is a change of date due to the Faculty/Staff Awards.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
January 23, 2014

Attendees:

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

University Senate Council Representative: J. Ruiz

Administrators Present: M. Kulkarni

Student Representative: K. Seaman

Catherine Rios, Faculty Senate President opened the meeting at 12:05 p.m.

A. Minutes Approval for Faculty Senate Meeting

Rios requested a motion to approve the minutes from the November 21, 2013 meeting. Delozier noted that the word “clear” should be removed from the second sentence in section B. A motion was made by Delozier/Young to approve the minutes, with noted changes, and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Rios requested a motion to approve the minutes from the December 12, 2013 Academic Affairs committee meeting. A motion was made by Strickland/Delozier to approve the minutes and they were unanimously approved.

C. Communications to the Senate

Faculty have expressed concerns over consistency and clarity in the Curriculum Consultation process. Some have observed that full consultation is not consistently occurring and that curriculum guidelines are not being followed. While the Academic Affairs committee is attempting to create templates and an informational booklet, faculty and administrators should be aware of the processes. Linda Null, Chairperson of the Academic Affairs committee and Matthew Wilson, College Representative to the Senate Committee on Curricular Affairs would like to present information to the Senate and possibly offer information sessions on curriculum and consultation. Null will be invited to the joint meeting next month.

D. Report of the Senate President

None

E. Comments by the Chancellor

1. Nominations for Faculty and Staff awards are now being accepted. The nomination form can be found at <http://harrisburg.psu.edu/faculty-and-staff/awards/>.
2. The Space Utilization committee has made its recommendations and the Faculty Senate Physical Plant committee has unanimously approved the recommendations.

Kulkarni is reviewing the report at this time. The second floor engineering labs will be moving to the new building, therefore freeing up space on the second floor. Two additional school conference rooms will be created, one of which will contain Skype capability. Two classrooms that hold 40 students will be created, as well as faculty office space.

3. Kulkarni has received the faculty composition report and the trend appears that tenured faculty members are retiring in fewer numbers; therefore, there are fewer openings for new tenure track faculty members.
4. Faculty Senate members are encouraged to submit input regarding bottlenecks and policies within the University to the senate office by Monday, January 27, 2014.
5. Enrollment numbers are up for the Spring semester by 200.
6. Questions were asked by senators about Maymester with regards to marketing, scheduling and cost.

F. Comments from the University Council Representative

1. Provost Jones reported that applications were up 19% at University Park and 7% at the campuses. We are seeing increases in all areas: out of state, international, graduate (10%), law school (10%) and World Campus (13%). Fifty percent of students are now taking online courses.
2. Ruiz highlighted two motions that were submitted for consideration. One regarded the wellness task force and the other was concerning transparency in voting at the University Senate. The motions can be found at <http://harrisburg.psu.edu/faculty-and-staff/awards/>.

G. Report of the Student Government Association

1. Seaman joined the meeting following the SGA meeting and noted that the new SGA constitution had been passed at that meeting. All schools now have equal representation in Student Government. There are four representatives from each of the five schools as well as the graduate school
2. The SGA is looking for faculty to host breakout sessions for their leadership symposium on February 8, 2014. James Mead, Hershey Trust Company Board of Directors will be the lunchtime keynote speaker. The SGA is expecting 100 participants.

H. New Business

Faculty members are requested to submit ideas for the next installment of Senate Notes and topics for a Spring Faculty Forum.

I. Unfinished Business

Strickland commented on action points from previous meetings, specifically the meeting with the police chief regarding the smoking policy. Kulkarni has met with the chief and a committee is being formed to address that issue within the strategic plan.

J. New Legislative Business

None

K. Legislative Reports

None

L. Forensic Business

None

M. Advisory/Consultative Reports

Dr. Ansary provided two items for review. The first item was a review of policy for supplemental compensation for faculty with standing appointments. Sabina questioned the need for the wording regarding the 50-50 split of grant funding between the summer and the academic year. That language may not be necessary, depending on the structure of the grant. The policy incorporated NSF requirements, as well as University policies. The second item was a policy for summer compensation for Faculty Members with standing appointments and Fixed-Term I appointments.

Since Ansary was not available, the reports will be tabled until a later meeting, when he is available to answer questions.

N. Comments and Recommendations for the Good of the College

None

A motion to adjourn was made by Young/Gray at 1:30pm.

The next meeting of the Penn State Harrisburg Faculty Senate and the Academic Council is Thursday, February 27, 2014 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, February 4, 2014
12:00 – 1:05 P.M.**

Members present: Rick Ciocci, Gregory Crawford, Scott Lewis, Linda Null, Odd Stalebrink, and David Witwer

Non-voting ex officio: Omid Ansary

Invited guests: Matthew Wilson and Richard Young

1. L. Null opened the meeting at 12:00pm.
2. The minutes from the December 12, 2013 meeting were available for review in the ANGEL folder. A motion to approve was made by Ciocci/Witwer and was unanimously approved.
3. **Approval of Courses/Programs Proposals**
The education courses were presented by Denise Meister and they were taken as a packet. The courses being changed are the result of the new certifications that students now receive in PK-4 and 4-8 elementary education. They are dropping EDUC 314 as a prerequisite, because it is a course taken by secondary education majors for the following courses:
EDUC 417 Teaching Secondary Mathematics
EDUC 416 Teaching Secondary English and the Humanities
EDUC 415 Teaching Secondary Social Studies
An additional change that was made was to add a long course description to the courses, which did not exist. The committee suggested that Meister include the reason why the prerequisite was being dropped in the justification.
The prerequisite was changed from “admission into Secondary English Certification Program” to “admission into Secondary English Certification Program or Elementary Education 4-8 Language Arts/English Option” for EDUC 322 Adolescent Literature and Developmental Reading.
A motion to approve the above courses, with noted changes was made by Crawford/Ciocci and was unanimously approved.

P-3 to Extend the BS in Project and Supply Chain Management to Penn State Harrisburg – Peter Swan and Stephen Schappe

Penn State Harrisburg, the Capital College, is requesting authority to deliver the Project and Supply Chain Management (PSCM) degree as an extended degree from Penn State Erie, the Behrend College, in Fall 2014.

The Capital College currently has a successful Supply Chain Management Concentration within the Management Major. Although we have graduated a number of students who have secured jobs in supply chain management through this program, our students are at

a severe disadvantage versus students from another local program (Shippensburg) where a supply chain major exists.

Given the substantial number of supply chain management jobs in South Central Pennsylvania, we desire to provide a major that will better prepare students for a supply chain management career. Graduates from this program will not only learn the five basic supply chain management processes (Source, Make, Deliver, Plan, and Return), but they will also learn project management. Further, the new program will have courses specifically geared toward the two major supply chain activities in the region: warehousing and transportation.

Behrend is currently working on a P-1 to integrate their program to include the courses that we are currently offering. Additionally, we will add three courses from Behrend, MGMT 410, MGMT 418 and SCM 460. As enrollment numbers increase for the major, we will add three FT-2 positions. The current Supply Chain Management Concentration will disappear after this major is implemented.

A motion to support the P-3 was made by Witwer/Lewis and was unanimously approved.

IUG in Electrical Engineering – Sedig Agili

By implementing the IUG in Electrical Engineering, Penn State Harrisburg would give students an opportunity to complete B.S. and M.S. degrees in five years instead of six. We predict that this program will also increase the attractiveness of master's study prior to beginning a professional career. We anticipate modest enrollment initially for the IUG, with enrollment increasing as the number of students in the undergraduate Electrical Engineering program increases. The B.S./M.S. Electrical Engineering IUG Program should not affect the frequency of current course offerings or faculty load, with the exception of additional advising which can be easily accommodated.

Several items were addressed:

As per the rules of the IUG, only 12 credits can double count for undergraduate and graduate, the thirteen credits listing in the proposal will not be allowed.

It was unclear which courses would double count. Highlighting cannot be used, as it does not appear in black and white copies.

On page 4 remove "note that students who are awarded a graduate assistantship must elect to receive the BS degree at the end of the fourth year."

On page 2 – regarding GRE scores. It should state "the GRE exams is not required for admission into the program; however, if a student is interested in being considered for a graduate assistantship, GRE scores must be submitted before the beginning of the 8th semester."

It was questioned the number of students that would potentially enroll. The proposal states a "modest enrollment." Please change to 2-3 students per semester.

For the bulletin copy, it is requested that you show the old bulletin copy, and then the new copy with underlining and strikethrough used to denote changes.

Finally, remove Jerry Shoup, or change to emeritus status.

A motion to approve following approval from EE faculty to reduce the number of double count credits from 13 to 12 and other noted changes was made by Ciocchi/Crawford and was unanimously approved.

M.Eng in Environmental Engineering – Thomas Eberlein

The two primary reasons for proposing these changes are (a) to create a program more reflective than the current program of recent changes in the practice of environmental engineering, and (b) to ensure that students with non-engineering undergraduate degrees have coursework that aligns with the ABET requirements for Environmental Engineering .

The department is currently creating an IUG with Civil Engineering and Environmental Engineering and the changes to the Graduate portion must be made before the IUG and proceed.

The committee recommended that all references to the IUG be removed from the document. The reference to ENVE 415 Hydrology for IUG students only, should be removed.

It was discussed that this is actually a professional degree and only six credits are needed at the 500 level. This program greatly exceeds those requirements.

A motion to approve with ENVE faculty approval of removing all references to the IUG, was made by Witwer/Crawford and was unanimously approved.

4. Spring 2014 meeting dates
Thursday, March 6, 2014 12-1:20pm W207
Tuesday, April 22, 2014 12-1:20pm W207

Adjournment at 1:05pm

PENN STATE HARRISBURG GUIDELINES

F?: FACULTY SALARY SUPPLEMENTS

PURPOSE: To establish policies for supplemental compensation for faculty on standing appointments

Academic Year Compensation:

A. Penn State policies allow the following faculty salary supplement:

- Supplemental II: During the academic year, faculty on a 36-week contract are eligible for, but not guaranteed, up to 20% extra compensation from all sources processed through Penn State. (PSU Policy HR06: <http://guru.psu.edu/policies/OHR/hr06.html>) Any exceptions must be recommended by the School Director and approved in advance by the Sr. Associate Dean.

B. Course Buy-Outs: Penn State Harrisburg has set the cost for “buy-out” of 1 course in any semester at 12.5% of the faculty member’s base 36-week salary.

- All course buy-outs must be approved by the School Director. If the buy-out will be paid from a sponsored project, the requested buy-out must be approved prior to proposal submission. The number of course buy-outs for each faculty member per semester will usually be limited, per consultation with the School Director and the Sr. Associate Dean.
- Anyone receiving a course release for any reason, including buy-out by a sponsored project, will not be eligible for Supp II extra compensation during the semester of that course release. Any exceptions must be recommended by the School Director and approved in advance by the Sr. Associate Dean.

C. Grant/contract-related salary issues during the academic year.

- U.S. federal grant** policies state “Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member’s regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his salary...In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period.” (OMB Circular A-21 Basics: http://www.whitehouse.gov/omb/circulars_a021_2004)
- The National Science Foundation (NSF) policies impose a more strict limit on grant-funded faculty salaries (NSF Grant Proposal Guide: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg):

- “NSF regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of the appointment is deemed to be included within the faculty member’s regular organizational salary.” Thus, NSF will NOT pay for faculty “salary release” time (also termed “percent effort” at PSH) defined below. However, they may pay for course buy-out at PSH with appropriate justification.
- “As a general policy, NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants.”
- Based on the federal policy in OMB-21A, Penn State Harrisburg faculty receiving federal** salary support (whether as course buy-outs or as “salary release” of non-teaching time during the academic year) will not be eligible for Supp II extra compensation during that 36-week time period.
- There are two ways for sponsors to purchase faculty time: course buy-outs (12.5 % salary for one course buy-out per year as described above) and purchase of non-teaching research time (termed ”salary release” or “percent effort” at PSH). Thus, grant sponsors (but not NSF, see above) may also pay Penn State for non-teaching faculty time to ensure that that time/effort is directed toward the relevant grant project. For tenure-line faculty at Penn State Harrisburg, this purchase of academic year research time by the sponsor can be up to a maximum of 12.5% salary/semester or 25% /year. At Penn State Harrisburg, the distribution of College funds from this “salary release” for tenure-line faculty will be: Chancellor’s Office, 20%; School Director, 30%; discretionary fund for the faculty member for academic activities to be approved by the School Director, 50%.
- Effort Certification: Penn State and federal mandates require all faculty to certify that their percent effort on all grants and other external projects matches the salary paid by the sponsor (see also Section C below). At Penn State, there are multiple forms that are required by several institutional offices for those certifications, and it is the responsibility of the faculty member to ensure that their activities properly (and consistently) reflect the origin of their salary compensation. In addition, grant Principal Investigators are expected to certify the match between source of compensation and percent effort for all personnel paid from their grant projects.

Summer Salary Supplements

A. Grant-related salary issues during the summer

- US Federal Grant Policies make several statements that pertain to summer compensation for 36-week faculty (OMB Circular A-21 Basics):
 - The statement on summer salary is in agreement with the Penn State policy (see below) of summer salary being set at a maximum of 12 weeks of base academic year salary, however with the following federal limitation:
 - “Time spent on departmental activities, [teaching], leave (vacation), writing proposals^{##} [including evenings and weekends], working on other projects, and similar activities is disallowed” and “we must ensure that the researcher is indeed working on that grant or contract with no plans for ...conferences^{##} or other

obligations which would prevent the researcher from fulfilling the 100% effort obligation” during federally funded time.

- Specific funding agencies may impose more restricted limits on summer compensation. For example, the National Science Foundation (NSF) policies (NSF Grant Proposal Guide: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg) limit their compensation to faculty to only 2 months per calendar year total on all NSF grants (see above).

B. Penn State policies allow the following faculty summer salary compensation:

- Supplement I: Faculty who had been on a full-time 36-week contract during the preceding academic year are eligible for compensation for activities for 1-12 weeks beyond the 36-week contract period (HR06: <http://guru.psu.edu/policies/OHR/hr06.html>). Currently at Penn State, the 12 week summer period extends from May 15-Aug. 14. The maximum 12 week salary is 1/3 of the base 36-week salary (or proportionate amounts for fewer weeks or less than 100% of effort), and this maximum compensation includes all salary processed through Penn State for any activities including, but not limited to, sponsored research, teaching and administrative duties. However, see also the limits on summer compensation from federal sponsors below.
- As a consequence of the federal restrictions (above) and recent federal/auditor attention to this issue, Penn State (and other universities) now discourages faculty with federal grants from requesting full summer compensation (see attached).

C. Penn State Harrisburg guidelines:

- As stated above, sponsor-paid faculty salaries must match the faculty member’s effort on the sponsored project. That means that a) the sponsor’s *payment for* salary cannot pay for more time (as percent total academic or summer effort) than is expended on the project and b) the salary must be paid during the time period that the effort is expended. Moreover, if faculty effort on sponsored projects usually occurs both during parts of the academic year and during the summer, all grant salary cannot be applied only during the summer. Rather, it should be distributed between summer and the academic year according to the relative degree of effort in these time periods.
 - As a starting point, we recommend considering a 50/50 split of grant/contract salary between summer and academic year, then adjusting for a more precise estimate of relative percent effort during these different time periods.
 - Details of faculty summer compensation must be provided/certified on the attached form (Faculty Summer Salary Request Form) for any Penn State Harrisburg faculty member receiving summer compensation from/through all PSU sources.
- D. Any rare exceptions to the Penn State Harrisburg policies must be recommended by the School Director and approved in advance by the Sr. Associate Dean.**

Related Policies:

Penn State Guideline RAG 15 Faculty Consulting Agreements: <http://guru.psu.edu/policies/rag15.html>
Penn State Policy HR80 Private Consulting Practice: <http://guru.psu.edu/policies/OHR/HR80.html>

Footnotes:

** Federally sponsored projects include both those funded directly from federal agencies [ex. National Institutes of Health NIH), National Institute of Justice (NIJ), National Science Foundation (NSF), etc.] and those officially from non-federal sponsors (ex. State) that use federal “flow-through” funding. Whether the latter is involved is sometimes not apparent until the formal contracting process.

Unless specifically related to the sponsored project and allowed by the sponsor.

Approved By Academic Council: September 25, 2013

FACULTY SUMMMER SALARY REQUEST FORM

(**For faculty on 36-week contracts)

Name: _____

Last	First	MI
------	-------	----

PSU ID: _____ School: _____

SUMMER SALARY CALCULATION

A = Academic year (AY) salary for year beginning prior July 1 \$_____

B = Salary for one summer month (4 weeks) = $AY/9$ \$_____

C = Total summer salary requested: \$_____ weeks

SUMMER SALARY CERTIFICATION

During the 12-week summer period from _____ to _____, I will devote the equivalent of _____ weeks to work supported by Penn State initiatives and/or sponsored projects at any PSU location, including but not limited to grants, courses, World Campus, CE, Hershey Med, etc. My effort (and resulting payment) will be allocated as follows:

[illegible]

I certify that I will devote the effort indicated above (as defined in the Penn State Harrisburg Guidelines: Faculty Salary Supplements) to the designated projects/activities during the times specified above.

I understand that I must request appropriate salary changes if my summer plans/activities/percent effort change from those listed above.

Faculty Member

Date

Principal Investigator	Date
------------------------	------

_____ School Director	_____ Date
--------------------------	---------------

Associate Dean for Research
Date

Form p 2 (backside)

SAMPLE CALCULATION: SUMMER SALARY DISTRIBUTION

Over the Summer, PSH Professor Hardworker will be teaching a 3-credit residential course and doing research for a project funded by the National Science Foundation (NSF). S/He will also be writing research papers for the project that led to the grant, prepping for Fall courses, and traveling for a family vacation. Since none of these latter activities can be done during time/effort paid by the grant (including nights; the federal agencies expect full effort, no matter how long a work day is), s/he must limit their summer compensation.

SUMMER SALARY CALCULATION for Dr. Hardworker

A = Academic year (AY) salary for year beginning prior July 1 \$ 90,000

B = Salary for one summer week = AY/36 \$ 2,500

C = Total summer salary requested: \$ 14,900 6 weeks

SUMMER SALARY CERTIFICATION

During the 12 week summer period from May 15, 2013 to Aug 14, 2013, I will devote the equivalent of 6 weeks to work supported by Penn State initiatives and/or sponsored projects at any PSU location, including but not limited to grants, courses, World Campus, CE, Hershey Med, etc. My effort (and resulting payment) will be allocated as follows:

Sponsoring Agency	PSU Account Number	\$ Amount	Equivalent Number of Weeks	Project/Program Activities
PSH	XX-XXX-XXCL	9,900	4	Summer course
NSF Grant	YY-YYY-YYCL	5,000	2	NSF Research Project

F-2. Summer Compensation for Teaching Faculty

Purpose

To establish a summer compensation policy for Faculty Members on standing appointments and Fixed-Term I appointments.

Introduction

A faculty member can receive salary compensation equal to 11% of his/her 36-week salary for teaching a 3-credit course during the summer. For a course that is fewer or more than 3 credits, the compensation will be prorated accordingly. For a course in which the number of registered students is inadequate to allow for full compensation, one of the following options will be exercised: (1) the Director of the school offering the course may cancel the course, or (2) per approval of the School Director, the faculty member assigned to the course may teach the course at a reduced salary. Reduced salary will be based on the following rates:

- a. \$102 per credit per student for 0-400 level courses
- b. \$125 per credit per student for 500 and above level courses

While teaching, a faculty member is expected to be engaged in all of the professional responsibilities of a full-time faculty member.

All contract letters will indicate how many students must be registered to yield a compensation that corresponds to number of credits taught in the course. If the course does not produce sufficient student credit hours to achieve such compensation, the School Director will consider pursuing one of the aforementioned options and inform the faculty member at least three workdays in advance of the start of the course.

Tenure-eligible faculty members (i.e., during provisional appointment) should be dissuaded from teaching during the summer sessions. All questions regarding compensation should be referred to the School Director.

Approved: Academic Council April 1, 2002

Revised: Academic Leadership Council May 18, 2004

Revised: Academic Council April 8, 2009

Revised: Academic Council ~~XXXXXXXX~~, 2013

Athletics Committee of the Faculty Senate
Meeting Minutes
W200 Olmsted
February 6, 2014

Attendance: David Buehler, Hossein Jula, Rahsaan Carlton, Rebecca Weiler-Timmins (phone conversation with Tom Arminio on Wed. 2/5 regarding suggestions for questionnaire).

1. Approve minutes from November 7th meeting:
Not a forum in the room so will table approval of minutes till next meeting
2. Best Practices for Communication of Athletes and Faculty: Data from questionnaire was reviewed and discussed.

- Current procedure and possible suggestions were provided for student athletes when notifying professors of athletic status and games.

Current procedure:

- Student athletes notify professors and provide the class absence form (time of game/time of departure) at the beginning of each season.
- Student athletes are encouraged to meet with each professor the week of the missed class in order to make up any missed work due to the athletic event.

Further suggestions from committee and questionnaire:

- Student athletes should schedule to meet with each professor every semester outside of class time in order to discuss potential classes missed.
- It was also suggested that student athletes highlight which games/days will effect each particular class/professor.

- Recommendations from Faculty Athletic Committee to University Faculty

- Provide faculty with an overview of the responsibility for student athletes to notify each professor of student responsibilities/protocol of notifying professors of season and possible missed classes due to games.
 - Student athletes notify professors and provide the class absence form (time of game/time of departure) at the beginning of each season.
 - Student athletes are encouraged to meet with each professor the week of the missed class in order to make up any missed work due to the athletic event.
- Provide faculty data from the questionnaire per Catherine Rios and Senate recommendation. See action item below:

ACTION ITEM: Becky will send Catherine Rios an email inquiring about the best way to disseminate information from the questionnaire to faculty. And/or how senate would like to view the findings (at end of year meeting? Before then during a monthly meeting?).

ACTION ITEM: Becky will also ask Catherine Rios in the same email about the possibility of adding a section regarding University Related Activities and Class Participation to the proposed items on all syllabi (along with learning center, disability access policy). See below for possible paragraph:

- Syllabus Recommendation:
 - Recommendation for each school director to require that in addition to the learning center and disability services... there should be a section in each syllabus pertaining to class absences:

“University Related Activities and Class Attendance: Refer to policy 42-27 (add link here) regarding absences due to university related activities. Student athletes are required to provide professors with a team schedule and a class absence form at the beginning of each season. Athletes are encouraged to meet with the professor the week before the athletic event to try and alleviate any missed work due to the athletic contest.”

- Visit from Rahsaan to all school meetings in beginning of fall 2014 to try to promote NCAA philosophy and promotion of athletics.

3. Learning Center: Continue discussion on how to assist student athletes who missed upper level courses and/or labs. (did not discuss)

ACTION ITEM: Continue discussion on Faculty Athletic Representatives for each team: Add this point to email to Catherine Rios: Are there steps that we need to take into consideration in order to begin process?

4. Next Meeting: April 3rd at 1:30 room TBA

Charges for committee:

- 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.

Physical Plant Committee Minutes of Meeting

A meeting of the Physical Plant Committee was held on February 18, 2014 in C-113.

Committee members present:

Amit Banerjee
Ed Dankanich
John Hoh
Parag Pendharkar (Chair)
Pedram Sadeghian
Paul Thompson
Anne Verplank
Rich Young

Committee members excused:

Yuting Hsu
Senel Poyrazli
Triparna Vasavada

Call to Order

Parag Pendharkar, chair of the committee, called the meeting to order at 2.00 P.M. Minutes of previous two meetings were approved by the committee. The motion to approve was made by Anne Verplank and seconded by Paul Thompson. The chair thanked the committee members for voting on the recommendations of the space utilization committee.

Update on Physical Plant and Maintenance Operations by Ed Dankanich

Ed Dankanich provided an update on ongoing and future maintenance and operational activities related to the physical plant.

1. Construction of the new EAB building will be completed by the end of May /beginning of June. Laboratories will be moved from Olmsted to the new EAB building throughout the summer to be ready for use in Fall 2014. The new EAB building will have three 120-125 seat classrooms.
2. Laboratory space vacated in Olmsted will be converted into classrooms (including tiered classrooms) in phases, the first to be operation by Spring 2015. Furniture from the temporary classrooms in the trailers will be moved to the proposed classrooms in Olmsted.
3. Capital Fund at Penn State has provided funding for rebuilding College Avenue (from Olmsted Drive to the bookstore). There are plans to create walkways from CUB to the new EAB building.

4. The Physical Plant is also working on a number of landscape improvement projects such as the Vartan Plaza project in the recent past. Funding from University Park (Office of Physical Plant Beautification Fund) is being used to develop the Blai Sculpture Garden. University Park is also providing landscape architects to create a “river scene” showcasing the Susquehanna River with its three islands. The existing sculptures will be integrated into the proposed garden. The construction work is supposed to start during the upcoming summer. Detailed structural and landscape plans were shared with the committee members. A future plan includes moving the gallery lounge to create a larger entry/reception area in the Olmsted.
5. A new building called the Student Enrichment Center (SEC) building is also in the works. The bookstore will be moved to the new SEC building, along with other student-related services such as counseling, career services, tutoring, DUS, etc. The SEC building will also house an auditorium, a convenience store, small food service areas and student spaces. The proposed building will be located at the site of the present bookstore. The plan calls for construction to be completed by Fall 2016. While the SEC building is being constructed, the bookstore will temporarily move to the trailers.
6. The Chancellor is working with PennDOT on the issue of a walkway connecting the new train station side to the student apartment side across PA-230.
7. The chain-link fence separating the campus from the cemetery will be taken down in the summer, to be replaced by a fence on the cemetery side.
8. The apartment in the old EAB building has been re-purposed as space for career services, which will be relocated from the Susquehanna building. Space left by the career services will in turn be occupied by campus police, who have hired a new officer. Grand view house is the only apartment on campus now and can be booked through Housing and Food services.

Update on Information Technology Services by John Hoh

John Hoh provided an update on various activities undertaken by ITS and future directions.

1. Charging stations for phone and laptops have been created on the 2nd and 3rd floors in Olmsted building. Library and CUB will also have charging stations in the near future.
2. A dry-erase whiteboard wall paper called “Walltalkers” are in the process of being installed in Olmsted, EAB building and the Library. The whiteboard is a 5-ft high continuous stretch of dry-erase board which can be used by students to write on.
3. A collaborative classroom space has been recently created in EAB 218. Furniture and computers have been moved and the room is awaiting a large screen TV and window shades to be installed. Plans are underway to convert C-8 in Olmsted into a similar collaborative classroom. As part of University Committee on Instruction Facility (UCIF) plans, E-253 in Olmsted will also be converted into a 40-seat collaborative classroom.

4. Vendors have been identified for supplying A/V equipment for the three large classrooms, a small classroom and 14 laboratories in the new EAB building. Installing IT infrastructure in the new EAB building will be top priority for ITS throughout the summer of 2014.
5. Users of W-338 and E-244 in Olmsted can now project from their laptops to the projector.
6. John Hoh also provided some information about possible technologies (such as Axis cloud computing technology) for cyber/virtual classrooms which will allow instructors and students to interact in a virtual classroom from the comfort of their homes (assumes more importance during severe winter weather when classes are being cancelled frequently).

Discussion about the Smoking Ban Policy:

The issue of smoking ban policy was also brought up. Rich Young mentioned that the issue had come up in the faculty Senate meeting. The Chancellor has appointed a special committee to suggest ways to implement the smoking ban policy. John Hoh mentioned that a campaign for spreading information about the smoking ban policy was needed. Paul Thompson suggested that the SGA could take the lead in educating students about the policy. Ed Dankanich mentioned that when people smoke close to the Olmsted building, the smoke gets into the air intake vents and is then circulated through the building (the air intake vents in Olmsted are on the ground level). This is not a problem in the Library where the air intakes are located at the top of the building. Ed Dankanich also mentioned that Penn State York allows smoking in parking lots only, a model that can be used here. Committee members at this point suggested looking at other Penn State campuses to see how they implemented smoking ban policies. The consensus was that there was a lack of awareness about the policy and enforcement of the policy is difficult.

Other issues:

1. Paul Thompson brought up the issue of securing a space for the proposed Situation Room for Homeland Security program.
2. Pedram Sadeghian asked about plans for new office spaces since the CE/SDCET program is merging with the Environmental Engineering program. Ed Dankanich mentioned that W-242 in Olmsted will be repurposed as four additional office spaces for the new merged program.
3. There was concern from committee members about Stacks being too crowded and the need for more dining areas on campus. Ed Dankanich mentioned that the proposed SEC building will have smaller spaces that can be used for dining.

Adjournment:

Parag Pendharkar (chair) proposed to modify the smoking ban summary to include the new concerns and recommendations, and if need be, convene the committee to discuss the policy recommendations. Meeting was adjourned just after 2.00 P.M.