

**Penn State Harrisburg
Faculty Senate Agenda**

Thursday, March 19, 2015

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

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes February 19, 2015

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

None

C. COMMUNICATIONS TO THE SENATE

D. REPORT OF THE SENATE PRESIDENT

1. Removal of Scott Lewis from Academic Affairs Committee
2. Upcoming election of College Promotion and Tenure Committee

E. COMMENTS BY THE CHANCELLOR

F. COMMENTS FROM THE UNIV. COUNCIL REP

G. NEW BUSINESS

H. UNFINISHED BUSINESS

1. Consideration of recommendation for athletic eligibility process

I. NEW LEGISLATIVE BUSINESS

J. LEGISLATIVE REPORTS

K. FORENSIC BUSINESS

1. Renewed relationship with Dickinson School of Law, and building a three-way partnership with Hershey College of Medicine – Dr. Ansary
2. Impending changes to University computer security
3. Faculty forums: three topics include a) classroom management, b) new smoking policy, and c) college workload policies

L. REPORTS OF STANDING COMMITTEES

M. ADVISORY/CONSULTATIVE REPORTS

Enrollment Management and Outreach Committee – February 27, 2015 Appendix "B"

N. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, April 16, 2015 – 11:15am -12:45pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
JOINT MEETING OF THE FACULTY SENATE & ACADEMIC COUNCIL
MINUTES
February 19, 2015

Attendees:

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

Excused University Senate Council Representative: M. Wilson

Administrators Present: O. Ansary, G. Crawford, M. Kulkarni, S. Peterson, K. Robinson, S. Schappe, C. Surra

Student Government Representative: Naseem Zomorodi

Richard Young, Faculty Senate President opened the meeting at 11:35 a.m.

A. Minutes Approval for Faculty Senate Meeting

Young requested a motion to approve the minutes from the January 22, 2015 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 January 20, 2015 academic affairs committee meeting. A motion was made by Delozier/Swan to approve the minutes and they were unanimously approved.

C. Communications to the Senate

None

D. Report of the Senate President

- Congratulations to our new University Faculty Senate representatives: Jennifer Sliko Meyer (SSET) and Matthew Wilson (HUM).
- Recently, a luncheon was held for all the senate committee chairs, where the chairs shared their successes and suggestions for the year. In some instances it was suggested that their charges continue to the next academic year. The academic affairs committee continues to review courses and program changes. Athletics has been active forming the Faculty Athletics Liaisons and will present a recommendation to senate in March regarding student athlete eligibility. Enrollment management and outreach is now back on track after J. Haddad stepped down as chair. O. Aybat is now chairing the committee and will begin working on their charges. The physical plant committee is working to improve conditions around campus, and committee meetings are often held by walking the campus. They are working on a housekeeping checklist and will work with the maintenance department to work toward implementation.

Faculty affairs have been working on an evaluation survey for FT1 & FT2's in an attempt to make them feel more included in our campus community. Student affairs have been working to assess our career services office and have gained a greater understanding of the internship process and placement. Strategic planning will begin meeting again to make the final edits to our strategic plan. Information systems, technology, and library are looking at new technologies that will be added to classrooms. Human resources and business services are looking into the various business systems on campus, such as the bookstore and copy center.

E. Issues from the Academic Council

1. Lack of academic preparation, especially communication skills.

Surra indicated that her faculty is having problems with students in lower level courses that are not proficient in writing and language skills. It was recalled that R. Zink, Director of Composition, proposed several ways to standardize our composition courses. Currently, faculty members in composition are meeting regularly to assess goals and challenges.

The discussion found that many disciplines are facing similar problems and a solution needs to be found, as not to lessen the learning experience for other students. Faculty are reminded to consider the challenges that international students face when studying in a new culture.

A charge will be created for a senate committee to explore further options.

2. Disruptive behavior and classroom management.

It has been reported that several students in lower level classes are disruptive and disrespectful of faculty and other students. Faculty would like to know their limits on what can be done in disruptive situations. The University has established guidelines, which can be found at <http://studentaffairs.psu.edu/conduct/Disruptions.shtml>.

Faculty members are encouraged to set clear standards of behavior in their syllabi. It was recommended that a faculty forum be held on the issue, with a panel representing each school. It was also suggested to be included in new faculty orientation.

3. Lack of participation in self-governance.

It has been observed that faculty is not engaged in the governance process, even within their schools or programs. Faculty does not take "pride of ownership" of the programs that they represent. It seems that 10% of faculty participate in governance and the same people are called upon frequently.

Reasons for lack of interest may be faculty workload and no perception of benefit from service. The strategic plan should be something that everyone participates in, to better the college.

F. Comments by the Chancellor

- Kulkarni recapped the visit with Provost Nicholas Jones, which occurred on Tuesday, February 17, 2015. Jones spoke of the strategic planning process, and he

will be working to compile the final University strategic plan by Fall 2015. Jones has learned that our network security is lacking, and new measures will be forthcoming regarding improved security measures, such as two-factor authentication. Finally, the University is making more efforts on an international level, seeking relationships with top Universities throughout the world. Kulkarni noted that our Engineering school recently secured a grant worth one million Euros over three years, to work with other international universities.

- The smoking policy will be presented at the March meeting of the faculty senate. Kulkarni hopes to make campus entirely smoke free.

G. Comments from the University Council Representative

- Wilson was unavailable.

H. New Business

- 2016 marks the 50th anniversary of Penn State Harrisburg. Planning will begin for the yearlong celebration.

I. Unfinished Business

- Nominations for faculty senate president elect are due on Friday, February 20, 2015. Senators are encouraged to identify and nominate potential candidates.
- The Faculty Athletics Liaisons will hold their initial meeting on Thursday, March 19, 2015.

J. New Legislative Business

None

K. Legislative Reports

None

L. Forensic Business

None

M. Advisory/Consultative Reports

A report from the Athletics committee was available with the meeting materials, for informational purposes.

N. Comments and Recommendations for the Good of the College

- None

A motion to adjourn was made by Swan/Subramanian at 12:56pm. The motion carried. The next meeting of the Capital College Faculty Senate will be Thursday, March 19, 2015 in C300 from 11:15am to 12:45pm.

Enrollment Management and Outreach Committee
Minutes
February 27, 2015

-Rob Coffman presented the profile of PSH students. We have an increasing number of undergraduate students (4519 in Fall 2014), but a decreasing number of graduate students similar to the national trend which may be partly explained by the demand for World Campus. We also have an increasing number of international students. As I said, I will share his presentation with you very soon so that you can see the details about the student profile.

-Rob Coffman also said that Enrollment Management is organizing 4 open-houses per year during which prospective students visit the campus and meet with student clubs, faculty, supporting staff, etc. We can help Rob Coffman's team by encouraging our colleagues to participate to these activities since prospective students and their parents are eager to see faculty. Aside from open houses, they also organize coffee breaks in companies to attract graduate students from corporations. Again, we can help them by encouraging our colleagues to participate. Christina Daley from our committee has already participated to one of these events, so she can enlighten us with her experience and wisdom.

-The most important issue we can help Rob Coffman's team with is to launch the summer survey as quickly as possible. They will start making plans for Summer 2016 in August 2015. Therefore, our goal is to be able to collect and analyze data by August 2015. Before we run the survey, we need Institutional Review Board's (IRB at University Park) permission to conduct research with human participants. It should be easy and relatively quick to get. We also need to decide whether we should ask all faculty to distribute the surveys to their students in classes or whether we should ask Donna Howard to email the survey to students for us.

Dr. Ozge Aybat, Committee Chair