

**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 March 19, 2015

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

Approval of Minutes from the March 5, 2015 online meeting

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

H. UNFINISHED BUSINESS

- Completion of review of Athletic Eligibility Process
- Report of Senate Task Force on Faculty Workload

I. NEW LEGISLATIVE BUSINESS

J. LEGISLATIVE REPORTS

K. FORENSIC BUSINESS

L. REPORTS OF STANDING COMMITTEES

M. ADVISORY/CONSULTATIVE REPORTS

Athletics Committee – March 19, 2015

Faculty Affairs Committee – February 11, 2015

Appendix "C"

Appendix "D"

N. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

O. PASSING OF THE GAVEL

**NOTE:** The end of year meeting of the Penn State Harrisburg Faculty Senate is Tuesday, May 12, 2015 – 12:00pm -5:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE  
MEETING OF THE FACULTY SENATE  
MINUTES  
March 19, 2015

**Attendees:**

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

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

*Excused SGA President:* M. Passiment

*Excused Senator:* K. Sprow-Forté

*University Senate Council Representative:* M. Wilson

*Invited Guest:* P. Kaley

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

**A. Common Time Periods**

- Pat Kaley, Registrar, was invited to the meeting to share the new common class meeting schedule that is being created University-wide. This process was initiated in order to create strategic opportunities to collaborate and share courses synchronously across all campuses. Kaley has modified the template to meet the needs of our campus, due to limited classrooms, and has created common hours on Tuesday, Thursday, and Friday. The University will be using a new software system for classroom scheduling, COLLEGENET, beginning in Fall 2016. The new software will also work with the new student system that will come online in the coming years. It was recommended that for meetings, the new common period be split in one hour blocks, to allow for more meetings during that time.
- Senators are encouraged to discuss the upcoming changes with faculty within their schools.
- A motion to approve the proposed scheduling periods was made by Swan/Subramanian, and was unanimously approved.

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

Young requested a motion to approve the minutes from the February 19, 2015, senate meeting. Several errors were noted, via e-mail, and changes will be reflected in the final version. A motion was made by Swan/Subramanian to approve the minutes and they were unanimously approved.

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

None

**D. Communications to the Senate**

None

**E. Report of the Senate President**

- It was brought to the attention of Young, that a member of the academic affairs committee was no longer active with the committee. Young spoke with Surra, the school director, and a replacement will be found for the member, Scott Lewis.
- Nominations for the Promotion and Tenure committee will be forthcoming. Senators are encouraged to identify potential candidates for these positions.
- Ballots for Faculty Senate President-Elect will be accepted until 5pm on Friday, March 20, 2015.

**F. Comments by the Chancellor**

- Kulkarni recently attended the Harrisburg Regional Chamber meeting, where President Eric Barron spoke. Barron emphasized that Penn State, a top research institution, would like to see a move to make the University's research more relevant and useful to society. Barron has set aside funds for innovative research to further the Commonwealth's economic development.

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

- Wilson was pleased to report that employees will now be receiving raises on July 1<sup>st</sup> once again.
- President Barron spoke during the meeting of the Commonwealth Caucus as well as to the full senate regarding ending the practice of recycling. Kulkarni explained that recycling was a process that was a consequence of reducing state funding, which caused tuition increases and reductions in tenure lines. Barron will look at the use of FT1's and will establish new tenure lines.
- The faculty benefits committee provided an advisory report regarding employee contributions to health care costs. Several recommendations were made to restructure how much employees would be required to pay toward contributions.
- The Gen Ed Task Force provided the latest proposed modifications to the current program. The summary was dispensed to senators, and can be found at <http://gened.psu.edu/curriculum/>.

**H. New Business**

None

**I. Unfinished Business**

- The athletic committee has proposed a new process to verify student athlete eligibility. They created a form that students would take to each professor and ask them to provide them with a rating of *satisfactory*, *unsatisfactory* or *no report*. This would be a twice a semester review, however, it was noted that some seasons overlap into different times during the semester, so that may need to be reexamined. It was recommended that the categories should be better defined. S – Satisfactory (C or better) U- Unsatisfactory (below C) N – No report (provide a reason why no report is available). Representatives from the athletics committee will be invited to the April meeting to discuss this further.

**J. New Legislative Business**

None

**K. Legislative Reports**

None

**L. Forensic Business**

- Ansary and the members of Academic Council, recently met with representatives from Dickinson School of Law and Hershey Medical Center, to create collaborations with our faculty and students. Part of our strategic plan calls for cooperation and collaboration. At this time, the administration is looking at what we are doing and what we should do to encourage this collaboration.

**M. Advisory/Consultative Reports**

A report from the Enrollment Management and Outreach committee was available with the meeting materials, for informational purposes.

**N. Comments and Recommendations for the Good of the College**

- None

With the length of the meeting, the senate lost members due to teaching commitments. With there no longer being a quorum, Young declared the meeting adjourned at 12:55 p.m. The next meeting of the Capital College Faculty Senate will be Thursday, April 16, 2015 in C300 from 11:15a.m. to 12:45p.m..

**MINUTES  
ACADEMIC AFFAIRS  
March 5, 2015 Meeting Cancelled Due to Snow  
(Voting done via email)**

**Members voting:** Rick Ciocchi, Gregory Crawford, Jen Hirt, Linda Null, Alexander Siedschlag, and David Witwer

**Senate Liaison:** Girish Subramanian

1. Due to snow, the meeting was cancelled and voting was done via email.
2. The minutes from the January 20, 2015 meeting were approved via e-mail vote.
3. **Approval of Courses/Programs Proposals**

***Elementary Education***

Witwer suggested that, in regards to the course requirements for certification in Social Science Education, grades 4-8, that HIST 003 be dropped and HIST 021 be included instead. His reasoning was that HIST 003 was not really a survey course, but instead a course that pursued different themes over various time periods depending on the instructor. Crawford, Ciocchi, and Null agreed with the recommendation and Denise Meister was contacted. Changes were made to the proposal in the new curriculum system.

The proposal was unanimously approved, with noted changes.

***P-3 Online BS in Accounting – advisory review***

Null noted several suggestions:

- Page 2: BSBCC is used without explaining what it is
- Page 5: BSBIC is used with an explanation
- Page 5,6: entrance-to-major or Entrance-to-Major?
- Has there been any response received yet from Smeal?

The suggestions were forwarded to Steve Schappe.

All other responding members approved of the offering.

**The final 2014-2015 meeting of the College Academic Affairs Committee will be on Thursday, April 9, 2015 in W207 Olmsted, beginning at 11:30am.**

Penn State Harrisburg  
Senate Athletics Committee Minutes  
March 19, 2015  
11:15 – 12:45  
Room C212 Olmsted

**Committee: Tom Arminio, Dave Buehler, Rahsaan Carlton, Roderick Lee, Erin Miller, Ilya Shvartsman, Odd Stalebrink, Becky Weiler-Timmins, Craig Welsh**

- I. Approval of Jan. 29 Meeting Minutes: Motion to approve minutes was provided by David Buehler and second by Erin Miller
- II. Faculty Senate Proposal (Rahsaan): The document was reviewed by both the committee and the coaching staff. Final revisions were made and sent in draft form to the Senate. The Senate reviewed the document it was generally well received with a couple of suggestions:
  1. Provide an explanation for "N" or no report
  2. It was also suggested that the instructor print their name under the signature, but is this a moot point because we have instructor name at the top right of the form.The senate is primed to look at the whole process at the April meeting. Rich has suggested that Rahsaan and Becky attend the next Senate meeting to present the form and the process. The process would be presented to the student-athletes at the Player Orientation Session held at the beginning of the season. Presented to athletes at the Player Orientation Session in the beginning of the season by Rahsaan Carlton and Scott Duncan. The process will be reinforced and carried out by the athletic coaches.
- III. Concussion Protocol for student-athletes: Importance of student-athlete presenting the doctor's note (Penn State Concussion Program document) to the faculty member as soon as possible. A discussion about the need to follow Policy 42-27 for absences was discussed. However, the importance of differentiating between a concussion and an illness must be noted and communicated to the faculty members. A concussion prohibits the use of computer due to the effects of the screen and light, headaches ensue, and symptoms last for differing amounts of time depending on the severity of the concussion. Therefore, continual communication with faculty members about the status of the concussion is imperative.
- IV. Getting the Word Out (School Meetings Update): The committee has discussed and implemented many initiatives this year for Athletics. We feel that it is important to continue to update the schools with representation at each school meeting. Becky will email the committee in August to remind them to get on school agenda meetings in end of August (at the beginning of spring semester). The highlights will be Student Athlete Progress Report, Concussion Note, FAL program, and Policy 42-27.

- V. Announcements: Kyle Maynard (Craig – April 15 at 7:00PM and SAAC Penn State Harrisburg Athletics Day –no confirmation on date.

Charges 2014-15:

- a) Integrate faculty athletic representatives by sport: Faculty Athletic Liaison Program Update
- b) Implement marketing of the integration of athletics into the campus community.
- c) Address the issue of athletic tutoring from the Learning Center for athletes missing classes due to contests, especially for 300-400 level courses as well as labs. (continue on to next year – pass onto to Rahsaan for his one on one discussion)

VI. Possible New Charges 2015 - 16:

- a) Leadership and Development for student-athletes as they become more visible on campus. Student Activities initiatives – contact Donna to see if there is any overlap. Work with SAAC to complete this charge.
- b) Enhance the fan experience at games

VII. Adjournment: motion by David, second by Roderick

12:00 – 12:45 Faculty Athletic Program Lunch Attendees (Debbie Lynch, Roderick Lee, Becky Weiler-Timmins, David Buehler, Allen Urich, David Witwer, Ozge Aybat.

Discussion regarding the roles of the FAL for each team and the interactions thus far with each team. Great suggestions about getting involved with the teams included questions about appropriate communication for recruitment of student athletes, Worldwide Narratives and integrating the athletes' stories, not providing any monetary gifts (t-shirt, lunch etc.) to athletes.

**MINUTES**

**Penn State Harrisburg Faculty Affairs Meeting, February 11, 2015  
W140 Olmsted Building, 2:00-3:30 pm**

Present: Peter Kareithi (chair), Ma'Moun Abu-Ayyad, Paul Thompson, Oranee Tawatnuntachai , Jennifer Gibbs (Senate Liaison), Thomas Buttros, Carolyn Griess

Excused: Doris Lee, Carol McQuiggan

1. Review FT2 survey.

Members reviewed language of the opinion survey prepared by Carol McQuiggan and approved the survey. Dr. McQuiggan was requested to send out the survey within the week and to give the part-time faculty a week to respond before sending out reminders to those who may not have responded.

2. More welcoming environment for faculty

On further deliberation, the committee agreed on the following additional recommendations under this charge

- a. Designated parking space for faculty.
- b. A once-a-month reservation of the special events room for faculty only until lounge is ready.

3. Making FT1 faculty more inclusive

The committee recommended that further clarification be sought on this charge.