

**Penn State Harrisburg  
Faculty Senate Agenda**

Tuesday, August 30, 2016

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

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes May 17, 2016

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

None

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. Review of committee charges

Appendix "B"

b. Review of committee membership and chairs

Appendix "B"

c. Assignment of Senate liaisons to the committees

d. Review of the suggested tasks for this Senate

i. How to better and more firmly integrate the 10 Standing Committees with the Senate? (Besides Liaison, the mid-year chairs' meeting and the end-of-year reporting)

ii. The role and function of Senate itself (since Senate has no specific charges throughout the year)

iii. Out of 3 basic functions of the Senate specified by the Constitution, which function(s) are weakly implemented and how to better fulfill these functions?

iv. Implementation of senate suggestions / recommendations. Is it possible to have some mechanisms to follow up the implementation suggestions?

v. Usefulness of the senate from faculty perspective, from administration perspective, from staff perspective, from student perspective – can we be even more useful?

vi. The relationship between senate and other college-level committees (DEEC, P&T, Sabbatical, Ombudsman, academic integrity committee, Staff council, etc) and how Senate could better be used to support these committees?

H. UNFINISHED BUSINESS

I. NEW LEGISLATIVE BUSINESS

J. LEGISLATIVE REPORTS

K. FORENSIC BUSINESS

L. ADVISORY/CONSULTATIVE REPORTS

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, September 20, 2016 – 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

**CAPITAL COLLEGE FACULTY SENATE  
MINUTES  
END-OF-YEAR MEETING  
MAY 17, 2016**

**Attendees:**

*Capital College Senators:* B. Adams, E. Delozier, J. Gibbs, J. Hirt, R. Joseph, G. Mazis, B. Ran, L. Rhen, P. Swan, P. Thompson, S. Yilmaz, R. Young

*Committee Chairs:* O. Aybat, G. Clark, H. Hosseini, H. Moyer, L. Null, C. Rios, R. Scheib, R. Weiler-Timmins

*Administrators/Academic Council:* O. Ansary, R. Bachnak, G. Crawford, S. Gal, P. Julnes, P. Idowu, M. Kulkarni, G. McGuigan, S. Schappe

**I. Welcome and Introductions**

Bing Ran, Senate President, opened the meeting at 12:20 p.m.

**II. Remarks from the Senate President**

A certificate of appreciation honoring P. Thompson’s presidency was presented. Thompson thanked the senate, the committee chairs, and the administration for a successful year.

B. Ran nominated J. Hirt to be the secretary of the faculty senate. E. Delozier seconded the motion and no other nominations were received. A vote by the senators was in unanimous approval.

B. Ran appointed J. Gibbs to be parliamentarian of the faculty senate.

**III. Special Report from the Ad Hoc Committee**

R. Young provided the senate with a report of the findings of the ad hoc committee on school director practices. The findings are attached at the end of this report.

**IV. Committee Chair Reports**

**Academic Affairs Committee –Chair Linda Null**

The report was available for review.

- The committee reviewed 38 courses and programs during the 2015-2016 academic year.
- Training was offered on the new Curriculum Review and Consultation System (CRCS) in October 2015. Few faculty members attended and it was agreed that a new approach would need to be taken to get faculty to take responsibility for learning the new system.
- The committee is working to create a web presence and has begun the process with the college webmaster. The committee will provide an FAQ section, samples of good and poor proposals, flowcharts, and training videos.

- It was also recommended that each school have one curricular contact within the school that is knowledgeable about the curricular process. Many proposals come to the committee missing external consultation and failure to follow the curricular process.

#### **Athletics Committee – Chair Rebecca Weiler-Timmins**

The report was available for review.

- The committee met four times during the 2015-2016 academic year, and worked with three charges.
- The committee continues to monitor the Faculty Athletic Liaison Program. This is a continued effort to create a well-rounded, integrated collegiate experience for the Student-Athletes. It is designed to support student-athletes by increasing communication and strengthening connections among student-athletes, coaches and faculty. The first year of implementation is complete. Fulltime coaches were able to integrate the FAL for their respective teams. However, the part time coaches were not able to utilize the FAL due to their lack of time on campus.
- The second charge focused on informing the campus of the responsibilities of being a Division III institution. This is being done through the student athlete progress reports and arranging for a panel discussion for the athletics committee and DEEC in the Fall of 2016.
- The third charge worked on proposing ways to communicate and educate the college regarding concussions and brain injury. Dr. Silvis and Dr. Matthews presented “**Concussions in 2015: Truths and Myths**” on Nov. 10<sup>th</sup> from 11:30 – 12:45 in Olmsted Auditorium. The takeaways were included with the committee’s final report.
- Suggested charges for the 2016-2017 academic year:  
 Standing Charge: Advise and monitor athletic Standards related to the educational function of the College, help promote a sound academic climate for the intercollegiate athletic program, and support the NCAA Division III Philosophy Statement.
  1. Review the integration of athletic coaches into the academic campus community.
  2. Inform the campus of the responsibilities of being a division III institution.
  3. Revise and continued implementation of the Faculty Athletic Liaison Program.

#### **Enrollment Management and Outreach Subcommittee – Chair Ozge Aybat**

The report was available to review.

- The committee conducted a “summer school survey” and the end of the 2014-2015 academic year. The results were made available and were included in the complete report.
- The committee worked with Rob Coffman in the admissions office to help with enrollment. Coffman indicated that graduate level admissions have been decreasing. Suggestions such as virtual open house tours, clearer application instructions with a FAQ section, and additional help for international students. It was also recommended that the admissions office meet with the graduate program coordinators on a regular basis.
- The committee was charged with finding ways to connect with the community, especially, Middletown. Chris Courogen, Director of Communications of the Borough of Middletown was invited to attend the September meeting. Courogen provided the committee with many insights as to the hesitations within the community. Several suggestions were proposed to engage the community, which included volunteering, community days, more articles in the Press & Journal, and inviting the community to sporting events.
- The committee aims to conduct focus groups with Faculty & Staff living in Middletown in Fall 2016 to hear about their perspective. Office of Human Resources has just provided us with a list of names for Faculty and Staff members living in Middletown. We will contact them in Fall 2016 and invite them to our focus group.

#### **Faculty Affairs Committee – Chair Peter Kareithi**

No report was available

#### **Human Resources and Business Services Committee – Chair Heidi Abbey Moyer**

The report was available for review.

- The committee had six charges and made the following recommendations:
- **Charges #1 and #2 Recommendations:** Improve the visibility and effectiveness of the University’s policies related to AD 67 and the provision of ethics counseling through new campus communication tools, such as a campus app and/or video tutorials created by HR. Additionally, at the beginning of each school year, work with School Directors to promote the Penn State Hotline (1-800-560-1637) and other related resources available from the Office of Ethics and Compliance. Consider the college-wide implementation of mandatory ethics, diversity, sensitivity, and cultural competency training on an annual basis, similar to what is required for the online Clery Act Training, through the Penn State Learning Resource Network.
- **Charge #3 Recommendations:** Request that Human Resources offer face-to-face or online workshops and/or training that address topics such as workplace safety, respect, and conflict management. Work with the Department of Safety

and Police Services to consider the implementation of safety best practices that are in place at University Park, such as creating a “Penn State Harrisburg Night Map.” This map could address night-time safety concerns by concisely identifying buildings and personnel that are available 24 hours a day, the location of indoor and outdoor emergency phone lines, etc.

- **Charge #4 Recommendations:** Communicate with School Directors---before the start of the new academic year---to advocate that faculty include diversity into their syllabi, classrooms, research, and community service efforts and subsequently gather data about these efforts that can be reported annually to the Chancellor.
- **Charge #5 Recommendations:** Inquire with Human Resources about the possibility of developing new workshops, training, and potentially video tutorials that promote learning about diversity. Suggest, over a two-year cycle, that a representative from Human Resources attend faculty meetings in each School to discuss issues, policies, and procedures related to diversity.
- **Charge #6 Recommendations:** Investigate the feasibility and utility of creating an online tool (e.g., an internal, two-way information portal or Intranet) that could increase coordination between HR and Marketing Research and Communication, with the goal of improving the flow of information on important issues affecting faculty and staff.
- The committee would like to recommend that the incoming President of the Faculty Senate work in consult with the Chair of the HRBSC to develop charges for the 2016-2017 academic year.

#### **Information Systems Technology and Library Committee – Chair Gloria Clark**

The report was available for review.

- The committee worked in consultation with Dr. John Hoh, Campus Technology Officer, and Glenn McGuigan, Director of the Library to work on the five charges. They were a great resource on trends in technology and the resources of the library.
- The following suggestions came from committee discussions regarding greater communication to the campus:
  - Faculty and staff appreciate regular e-mail updates
  - Updates on new rooms are very helpful
  - Continue seminars on new technologies, but make sure to repeat them
  - Let the campus know if a technology is no longer used
  - Provide hands-on workshops, which are better for some people
  - During faculty downtime provide “play dates” where computers are set up and an IT person is there to help. Faculty can come and go to try out new technologies.
- Determine how the faculty activities can be included in the ORGSYNC system.

The committee consulted with Donna Howard, whose response is below:

“OrgSync is a purchased software program that has many opportunities to maintain organization and structure within and among groups. We purchased a three-year agreement. There are options for expansion through purchasing a separate umbrella especially for Faculty functions. This would also require that additional portals would need to be purchased as the portals we have are for recognized student organizations.

As more and more departments see the great benefits of OrgSync, more will want to have a "piece of the action". It would be beneficial for the faculty senate and College administration to meet with the OrgSync team to see how we can all use the system.”  
(Donna)

- Assess feasibility of allowing students to provide an audio with the correct pronunciation of their names, which would be accessible to faculty via Elion (or its successor) and in Angel. The ability for faculty to learn the correct pronunciation of students' names may help foster a more inclusive environment for international students. If such a change is determined to be feasible and desirable, initiate the process to have these features included in a subsequent release of these systems. Due to the changeover to CANVAS and Lionpath, the committee was not able to get information on this charge.
- The Horizon report was discussed and the committee provided several technological advances to look for:
  - Bring Your Own Device (Time to Adoption One Year or Less)
  - Flipped Classroom (Time to Adoption One Year or Less)
  - Makerspaces (Time to Adoption Two-Three Years)
  - Wearable Technology (Time to Adoption Two-Three Years)
  - Adaptive Learning Technologies (Time to Adoption Four-Five Years)
  - The Internet of Things (Four-Five Years)

#### **International and Intercultural Affairs Committee – Chair Anthony Buccitelli**

The report was available for review.

#### **Physical Plant Committee – Chair Richard Scheib**

The report was available for review.

- The committee made several recommendations regarding visitor parking, and ways to increase visibility and the need for short term parking spaces. Better signage is needed regarding where visitor parking is located. It was noted that for campus safety, a kiosk should be established for visitors to check in, provide their license plate information, and purpose for visiting campus. A lighting study is in process and will evaluate the need for any further lighting needed to make our campus safe at night.
- The committee explored transportation options for campus community members and found that the CAT system was providing adequate services to our students.
- The committee investigated the feasibility of creating a faculty and staff lounge. This is currently in the works and space will be made in Olmsted.

- The committee considered ways to enhance campus identification and expression of values. Some ideas were to have a rock or other structure or item that students could paint or sign each year. Another possibility would be a large digital video messaging board for the various classes. It was recommended that the student government take the initiative on these projects, since it would be for their benefit.

#### **Strategic Planning – Catherine Rios**

The report was available for review.

- The strategic planning committee continued to review the college, schools, and university strategic plans. They revealed commonalities and the committee found that they should be reviewed frequently to keep developing future initiatives.
- The committee sought to address the results of the Community Assessment Survey and align it with **Diversity and Inclusiveness as a Way of Life** in the strategic plan. They determined that establishing strong **communication and messaging of values** regarding diversity and inclusiveness will reinforce its place as a central value in our community. Putting diversity into practice by creating an environment that invites people to interact in a variety of communities is preferable to adding more task-oriented and programmed activities.

#### **Student Affairs – Chair Hengameh Hosseini**

The report was available for review.

- Several issues were brought before the committee by the graduate student representative to the committee. Some concerns included career services, recommendations for the library, parking, food services, degree audits, and events specifically for graduate students.
- The committee also helped to award the Walker Award and \$413,796 to students.

#### **V. Special Report from the DEEC Community Assessment – Martha Strickland**

Strickland thanked all of the committees for keeping the community assessment findings in their committee charges. This is the fifth time that the assessment has been completed on our campus and this is the first time that actions have been taken with the findings.

The DEEC hopes to collaborate with the various committees in during the next academic year to keep improving “Diversity and Inclusiveness as a Way of Life.”

#### **VI. Report from the Chancellor, Mukund Kulkarni**

- Kulkarni thanked everyone for their service to the college. Kulkarni appreciates the good working relationship between the senate and the administration.
- Enrollment continues to be strong on our campus. Harrisburg and University Park are the only campuses that stopped admitting students on May 1, 2016. The students we are attracting are scoring much higher on the admissions evaluation index, and have continued to do so over the past 5 years.
- Classroom space is in continued demand. The trailers will remain for the next several years.

- PSH is in good shape financially. The uncertainty with the state budget has kept the University from spending money, particularly the campuses.
- The new Staff Advisory Council will be formed by July 1, 2016.
- The Student Enrichment Center's ribbon cutting will be held on All-College Day. All student services will move to the SEC. The auditorium will have assigned programming and staff to manage the operations. The building will have a 24 hour living room, 60-70 seat dining facility, convenience store, and spiritual center.
- Kulkarni recently went through an AD-14 review. He previously created an overview of his five years as chancellor and will share with the senate at the August meeting.
- The 50<sup>th</sup> Anniversary celebration has begun and events will be held throughout the year. We are hoping to secure outside sponsors for events, such as a speakers series. More information will be forthcoming.

## VII. **Report from Academic Council, O. Ansary**

- Ansary thanked the senate president, school directors, P. Idowu, Assistant Dean for Graduate Studies, and S. Gal, Associate Dean for Research and Outreach, for their work this academic year.
- Ansary noted that the Academic Council works closely with the senate on several issues that arose this year.
- Ansary thanked G. Mazis for his leadership on the AD-14 review of M. Kulkarni, and looks forward to the committee's report.
- The largest issue that the Academic Council is dealing with is our enrollment numbers. We currently have 266 more students than Fall 2015. These students will need to take English/speech and math courses their first year, and we are limited on the number of classrooms and faculty to teach these courses.
- The Academic Council is waiting on the administrative guidelines from the University Senate to create a promotion and tenure policy for FT1s.
- S. Gal highlighted that her office is working on the following goals: community/business relationships, helping faculty with their research, and emphasizing undergraduate research.
- P. Idowu noted many changes in the Graduate School. His office is working on faculty strategic planning, graduate student professional development programs, more engagement opportunities, and working on information sessions to improve enrollment.
- G. McGuigan highlighted several items in the ISTL report, and the record number of times the library was used during the past academic year (364,490). Two new classrooms are being created on the second floor of the library.
- R. Bachnak highlighted the new Electrical Engineering online program. SSET is also creating two new graduate level Civil Engineering and Mechanical Engineering programs for Fall 2017. SSET plans to focus on two areas in the coming academic year: expanding relationships with industries, and holding a job fair, hoping to attract 90-100 employers, in Fall 2016, and increasing research and grant productivity over the next five years.

- S. Schappe reminded everyone as we grow and change, we all need to share information and ideas across disciplines.

VIII. **Report from the University Council Representative – Matthew Wilson**

None

IX. **Recommended Committee Charges for the 2016-2017 Academic Year**

Recommendations from the various committee reports will be compiled over the summer months to create the charges for the next academic year.

X. **Identify Forum Topics for the 2016-2017 Academic Year**

Senators were asked to submit forum topics to Senate President Ran following the meeting.

XI. **Identify Agenda Items for the 2016-2017 Academic Year**

Senators were asked to submit agenda items to Senate President Ran following the meeting.

**Adjournment**

A motion to adjourn was made by P. Swan/E. Delozier at 4:00 pm, and was unanimously approved.

XII. **Discussion and Elections of the Ombudsperson and Alternate**

Following the adjournment, the members of the 2016-2017 faculty senate were asked to remain to conduct the election for the ombudsperson and alternate. Three candidates came forward for the positions: Donald Hummer (SPA), Rhoda Joseph (SBA), and Robin Veder (HUM). A discussion occurred regarding that candidates and secret ballots were distributed for the election. After the ballots were counted by J. Hirt and P. Swan, the ombudsperson serving for the 2016-2020 term will be Rhoda Josphe and the alternate is Robin Veder.

/slp

# Inventory of School Director Practices

Prepared by

Ad hoc Committee of Faculty Senate

Spring 2016



# Committee Members

Member	Status	School Affiliation
Thomas Arminio	Instructor (FT-1)	Public Affairs
Melvin Blumberg	Professor	Business Administration
Richard Ciocci	Associate Professor	Science, Engineering, and Technology
Eric Delozier	Associate Librarian	Library
Jennifer Hirt	Assistant Professor	Humanities
Karin Sprow-Forte	Instructor (FT-1)	Behavioral Science and Education
Richard Young (Chair)	Professor	Business Administration

# Background

- During Fall 2015 semester the question was asked concerning what practices could be shared between school directors
- Academic Council addressed the issue to the Faculty Senate
- The Senate President charged the Immediate Past President with developing methodology and implementing a study
- Interviews performed without attribution

# Communications Practices

Criterion	Common Practices	Outliers
1a) What standing committees exist within the school?	<ul style="list-style-type: none"><li>• Curriculum</li><li>• Strategic Planning</li><li>• Scholarship and Awards</li></ul>	<ul style="list-style-type: none"><li>• Outreach</li><li>• Accreditation Standards</li><li>• Faculty Sufficiency</li></ul>
1b) How are they staffed?	<ul style="list-style-type: none"><li>• Some combination of volunteers and appointments</li></ul>	<ul style="list-style-type: none"><li>• Faculty can switch annually</li></ul>
1c) What are their charges?	<ul style="list-style-type: none"><li>• Implied by name</li></ul>	

# Communications Practices

Criterion	Common Practices	Outliers
2a) What is the frequency of school meetings?	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 times a semester</li> </ul>
2b) What is the standard agenda?	<ul style="list-style-type: none"> <li>• Guest speakers</li> <li>• Policy votes</li> <li>• Announcements and items of general interest</li> <li>• Updates and reminders</li> </ul>	<ul style="list-style-type: none"> <li>• “Around the table”</li> <li>• Time for senators</li> <li>• Robert’s Rules</li> </ul>
2c) How are other agenda items added?	<ul style="list-style-type: none"> <li>• Call for agenda items by SD or AA</li> </ul>	<ul style="list-style-type: none"> <li>• Not requested</li> </ul>

# Communications Practices

Criterion	Common Practices	Outliers
2d) Who chairs the meeting?	<ul style="list-style-type: none"><li>• School Director</li></ul>	
2e) Expectations for faculty attendance	<ul style="list-style-type: none"><li>• Required unless excused</li></ul>	<ul style="list-style-type: none"><li>• Expected, but not enforced</li></ul>

# Communications Practices

Criterion	Common Practices	Outliers
3a) Is there a deputy school director?	<ul style="list-style-type: none"><li>• No</li></ul>	<ul style="list-style-type: none"><li>• Yes</li></ul>
3b) What is their purview?	<ul style="list-style-type: none"><li>• N/A</li></ul>	<ul style="list-style-type: none"><li>• Recruitment</li><li>• Development</li><li>• Promotion and Tenure</li><li>• Faculty mentoring</li></ul>

# Communications Practices

Criterion	Common Practices	Outliers
4a) What is the frequency of conveying important information to faculty?	<ul style="list-style-type: none"><li>• As needed, but typically several times a week</li></ul>	<ul style="list-style-type: none"><li>• Monthly meetings</li></ul>
4b) What if there is a matter of urgency?	<ul style="list-style-type: none"><li>• Email</li><li>• Personal visits from SD</li><li>• Phone calls</li></ul>	
4c) Who conveys such information?	<ul style="list-style-type: none"><li>• School Directors</li><li>• Associate SD's</li><li>• Administrative Assts</li><li>• Program or Division chairs</li></ul>	

# Financial Practices

Criterion	Common Practices	Outliers
1a) How is travel money approved for faculty?	<ul style="list-style-type: none"><li>• Travel request form</li><li>• Priority to TT</li><li>• Priority to presenters, travel with students, and presenters</li></ul>	<ul style="list-style-type: none"><li>• Some for TT faculty seeking development</li></ul>
1b) What amount is allocated to each faculty?	<ul style="list-style-type: none"><li>• \$1200 to \$1500</li><li>• Some faculty don't ever use their allocation</li></ul>	<ul style="list-style-type: none"><li>• FT-1 ranges from \$0 to \$600</li><li>• \$2000 for tenured and TT</li></ul>
1c) Frequency?	Annual	

# Workload Practices

Criterion	Common Practices	Outliers
1a) Who coordinates teaching schedules (overall school)?	<ul style="list-style-type: none"> <li>• Templates by semester and year</li> <li>• Admin Assts coordinate with PCs</li> <li>• Student need</li> </ul>	
1b) Who determines which faculty teach what courses?	<ul style="list-style-type: none"> <li>• PCs with faculty input</li> <li>• SD resolves conflicts</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty do not own a particular course</li> </ul>
1c) Who determines which faculty will teach when	<ul style="list-style-type: none"> <li>• PCs in consultation with SD and faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Balance MWF with TR and night sections</li> <li>• Faculty convenience a low priority</li> </ul>

# Workload Practices

Criterion	Common Practices	Outliers
2a) Criteria for providing course releases?	<ul style="list-style-type: none"><li>• PCs get 1 per year</li><li>• Dissertation chair get 1 per year</li></ul>	<ul style="list-style-type: none"><li>• PCs get 1-2 per year</li><li>• Graduate directors get 2 per year</li><li>• Major curriculum developers or research grantees may get a release</li></ul>
2b) Who makes these determinations?	<ul style="list-style-type: none"><li>• School Director</li></ul>	

# Workload Practices

Criterion	Common Practices	Outliers
3a) What is the criteria for faculty to teach overloads?	<ul style="list-style-type: none"><li>• Faculty discouraged from overloads</li><li>• Preference is for FT-2s</li></ul>	<ul style="list-style-type: none"><li>• Sometimes desperate</li><li>• FT-1 and tenured limit is one course per summer</li><li>• PCs and TT not permitted</li></ul>
3b) What is the potential for faculty to teach for other PSU units?	<ul style="list-style-type: none"><li>• Discouraged</li><li>• World Campus must go thru SD</li></ul>	

# Workload Practices

Criterion	Common Practices	Outliers
3c) What is the process for keeping the school informed if teaching for other PSU units?	<ul style="list-style-type: none"><li>• School director required to be informed first</li></ul>	<ul style="list-style-type: none"><li>• No process to monitor</li><li>• Policy does not require</li></ul>
3d) How much notice is required for when arranging overloads?	<ul style="list-style-type: none"><li>• Rarely planned, usually emergency situation</li></ul>	<ul style="list-style-type: none"><li>• Ideally one semester</li><li>• School policy requires 4 weeks in advance</li></ul>

# College and University Issues

Criterion	Common Themes	Outliers
1a) What policies and procedures within the College need to be revisited to better help the School perform its mission?	<ul style="list-style-type: none"> <li>• Need a FT-1 promotion policy</li> <li>• Adjunct pay needs to be reassessed to make PSH competitive</li> </ul>	<ul style="list-style-type: none"> <li>• Have department chairs instead of PCs (interpreted as spreading the burden from SDs)</li> </ul>
1b) What more could be done by College administrative units to better enable this?	<ul style="list-style-type: none"> <li>• Marketing needs to be much more accessible and responsive</li> </ul>	<ul style="list-style-type: none"> <li>• Non-academic units do not appear to sufficiently understand the academic units</li> <li>• More learning center and counseling staff</li> </ul>

# Key Takeaways

- There is much commonality across school practices
- Some outliers are practices to be weighed and adopted or discarded
- This study is a benchmarking process that underscores the need for SD's to establish a mechanism whereby they can learn from each other

Unresponsive administrative support units inhibit the ability of schools to fulfill their missions—Marketing is a standout here

## Academic Affairs Committee 2016-2017

<b><u>Voting Members</u></b>					
<b>Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Linda Null (Assoc. Prof.) <b>Chair</b>	1/2	SET	W-256	6089	<a href="mailto:lmn3@psu.edu">lmn3@psu.edu</a>
Richard Ciocci (Assoc. Prof.) <b>Associate Chair</b>	1/2	SET	W239	6095	<a href="mailto:Rcc102@psu.edu">Rcc102@psu.edu</a>
Gina Brelsford (Assoc. Prof.)	2/2	BSED	W311	6759	<a href="mailto:Gmy103@psu.edu">Gmy103@psu.edu</a>
Adam Gustafson (Instr.)	2/2	HUM	W356	6470	<a href="mailto:Arg18@psu.edu">Arg18@psu.edu</a>
Bernadette Lear (Lib)	1/2	LIB	LIB	6360	<a href="mailto:Bal19@psu.edu">Bal19@psu.edu</a>
Martha Strickland (Assoc. Prof.)	1/2	BSED	W331	6525	<a href="mailto:Mjs51@psu.edu">Mjs51@psu.edu</a>
Juliette Tolay (Asst. Prof.)	1/2	SPA	W160h	6080	<a href="mailto:Jut19@psu.edu">Jut19@psu.edu</a>
Premal Vora (Assoc. Prof.)	2/2	SBA	E356	6148	<a href="mailto:fpv@psu.edu">fpv@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b><u>Non-Voting Ex Officio Members</u></b>					
Omid Ansary, Senior Assoc. Dean		Admin	C119	6103	<a href="mailto:axa8@psu.edu">axa8@psu.edu</a>
Peter Idowu, Assist. Dean Grad. Stud.		Admin	C114	6303	<a href="mailto:Pbi1@psu.edu">Pbi1@psu.edu</a>
<b><u>Guests:</u></b>					
(Curricular Affairs Rep)	1				
College Registrar – Patricia Kaley		Admin	Swatara	6424	<a href="mailto:Pxl140@psu.edu">Pxl140@psu.edu</a>
Senate Liaison -	1				
Katina Moten		DUS	W131	6604	<a href="mailto:kmm29@psu.edu">kmm29@psu.edu</a>

**2016 – 2017 Charges:**

- Standing Charge: reviews, evaluates, and recommends new courses, programs, and other curricular proposals; reviews and evaluates academic planning including enrollment projections, faculty requirements, academic admissions standards;
- Helping each school to appoint one person to be the curricular contact who would be responsible for undergoing training on the system and helping faculty with curricular proposals (and be responsible for the actual course or program proposal entry).
- Work with the appropriate support offices to maintain the Curricular Procedures and Guidelines web page
- Work with the appropriate support offices to disseminate information regarding the changes in general education requirements and develop procedures for streamlined program changes resulting from these new general education requirements
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)

- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

#### **Athletics Committee 2016-2017**

<b><u>Voting Members</u></b>					
<b>Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Rebecca Weiler-Timmins (Instr.) <b>Chair</b>	1/2	BSED	CUB	6211	<a href="mailto:Rat146@psu.edu">Rat146@psu.edu</a>
Keith Herrick (Inst.)	1/2	SBA	E355	4315	<a href="mailto:kah189@psu.edu">kah189@psu.edu</a>
Don Hummer (Assoc. Prof.)	1/2	SPA	W160e	6615	<a href="mailto:Dch18@psu.edu">Dch18@psu.edu</a>
Kimberly Schreck (Prof.)	1/2	BSED	W311	6048	<a href="mailto:Kas24@psu.edu">Kas24@psu.edu</a>
Michael Stefany (Inst.)	1/2	HUM	W356	6470	<a href="mailto:Mgs16@psu.edu">Mgs16@psu.edu</a>
Theodore Underiner (Lect.)	1/2	SSET	TL173	6314	<a href="mailto:Tlu2@psu.edu">Tlu2@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b><u>Ex-Officio nonvoting members</u></b>					
Rahsaan Carlton, Athletic Director		ATHL	CUB	6744	<a href="mailto:Rlc122@psu.edu">Rlc122@psu.edu</a>
Joseph Cecere, Faculty Athletics Representative		SSET	W236	6135	<a href="mailto:Jjc3@psu.edu">Jjc3@psu.edu</a>
Senate Liaison –	1				

#### **2016 – 2017 Charges:**

- Standing Charge: advise and monitor athletic standards related to the educational function of the College and University; help promote a sound academic climate for the intercollegiate athletic program; and support the NCAA Division III Philosophy Statement
- Review the integration of athletic coaches into the academic campus community.
- Inform the campus of the responsibilities of being a division III institution.
- Revise and continued implementation of the Faculty Athletic Liaison Program.
- Review the last 3 - 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Enrollment Management and Outreach Committee 2016-2017

<b><u>Voting Members</u></b>					
<b>Faculty Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Ozge Aybat (Asst. Prof.) <b>Chair</b>	2/2	SBA	E355	6155	<a href="mailto:Oua3@psu.edu">Oua3@psu.edu</a>
Indrit Hoxha (Assoc. Prof.) <b>Associate Chair</b>	2/2	SBA	E355	6344	<a href="mailto:Ixh16@psu.edu">Ixh16@psu.edu</a>
Karen Buhr (Lect.)	2/2	SPA	W160p	6051	<a href="mailto:Kjb44@psu.edu">Kjb44@psu.edu</a>
John Haddad (Professor)	1/2	HUM	W356	6196	<a href="mailto:Jrh36@psu.edu">Jrh36@psu.edu</a>
Jonathan Ivy (Asst. Prof.)	1/2	BSED	W311	6063	<a href="mailto:Jui1@psu.edu">Jui1@psu.edu</a>
Wanda Kunkle (Lect.)	2/2	SET	W256g	6351	<a href="mailto:Wmk12@psu.edu">Wmk12@psu.edu</a>
Emily Mross (Asst. Lib.)	1/2	LIB	204a	6130	<a href="mailto:Elm43@psu.edu">Elm43@psu.edu</a>
Xu Xu (Assoc. Prof.)	1/2	BSED	W311	6035	<a href="mailto:Xux10@psu.edu">Xux10@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b><u>Non-Voting Ex Officio Members</u></b>					
Director of CE, Dean's representative		CE	EAB	6517	
<b><u>Guests:</u></b>					
Senate Liaison –	1				

#### 2016 – 2017 Charges:

- Standing Charge: monitors and makes recommendations to the Capital College Senate regarding enrollment services, outreach, marketing, continuing education, and distance learning activities of the College; reviews the College marketing plan and advises the Capital College Senate regarding the plan, the planning process, and future directions for the campus; reviews and recommends policies, in co-operation with the Committee on Academic Affairs, to ensure that educational evaluation procedures are in place to assess all distance learning activities;
- Conduct focus groups with Faculty & Staff living in Middletown & Harrisburg areas in Fall 2016 to hear about their perspective on impact and outreach of PSH.
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Faculty Affairs Committee 2016-2017

<b><u>Voting Members</u></b>					
<b>Faculty Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Est.</b>	<b>Email Address</b>
Goktug Morcol (Prof.) <b>Chair</b>	1/2	SPA	W160c	6126	<a href="mailto:Gxm27@psu.edu">Gxm27@psu.edu</a>
Parag Pendharkar (Prof.) <b>Associate Chair</b>	1/2	SBA	E335	6028	<a href="mailto:Pxp19@psu.edu">Pxp19@psu.edu</a>
Amit Banerjee (Assoc. Prof.)	2/2	SET	W239	6661	<a href="mailto:Aub25@psu.edu">Aub25@psu.edu</a>
Eric Doerfler (Inst.)	1/2	BSED	W314	6513	<a href="mailto:Red1012@psu.edu">Red1012@psu.edu</a>
Erin Miller (Asst. Prof.)	1/2	BSED	W311	6362	<a href="mailto:Elf17@psu.edu">Elf17@psu.edu</a>
Glenn Silverstein (Lect.)	2/2	SPA	W160	6058	<a href="mailto:Gls31@psu.edu">Gls31@psu.edu</a>
Robin Veder (Assoc. Prof.)	1/2	HUM	W356	6330	<a href="mailto:Rmv10@psu.edu">Rmv10@psu.edu</a>
<b><u>Non-Voting Ex Officio Members</u></b>					
Omid Ansary, Senior Assoc. Dean		Admin.	C119	6103	<a href="mailto:Axa8@psu.edu">Axa8@psu.edu</a>
<b><u>Guests:</u></b>					
Senate Liaison –	1				
Jennifer Keagy, Director; Faculty Center		Fac Ctr	W203	6542	<a href="mailto:Jlm394@psu.edu">Jlm394@psu.edu</a>

#### 2016 – 2017 Charges:

- Standing Charge: reviews, monitors and makes recommendations relating to the professional, cultural, social, and material welfare of the Faculty; reviews and recommends policies pertaining to faculty workload, faculty development, faculty promotion and tenure policies and procedures, instruction evaluation techniques, and privacy and faculty rights issues; review guidelines and procedures for awarding faculty teaching and research award(s); advises on research policies, guidelines, and procedures relating to research; review, monitor, and make recommendations pertaining to research units and institutes.
- Review, monitor, and make recommendations relating to faculty governance issues
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Human Resources and Business Services Committee 2016-2017

<b><u>Voting Members</u></b>					
<b>Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Anne Verplanck (Assoc. Prof.) <b>Chair</b>	2/2	HUM	W356	6391	<a href="mailto:Aav3@psu.edu">Aav3@psu.edu</a>
Mohammad Abbas Ali (Asst. Prof.)	2/2	SBA	E335	6141	<a href="mailto:Maa31@psu.edu">Maa31@psu.edu</a>
William Kline (Asst. Prof.)	1/2	BSED	E355s	6666	<a href="mailto:Wak14@psu.edu">Wak14@psu.edu</a>
Mary Napoli (Assoc. Prof.)	1/2	BSED	W314	6725	<a href="mailto:Mxn130@psu.edu">Mxn130@psu.edu</a>
Jennifer Schally (Lect.)	2/2	SPA	W160	6043	<a href="mailto:Jzl144@psu.edu">Jzl144@psu.edu</a>
Wanda Kunkle (Lect.)	1/2	SET	W256G	6351	<a href="mailto:wmk12@psu.edu">wmk12@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b><u>Non-Voting Ex Officio Members</u></b>					
Dorothy Guy, Director of Human Resources		HR	W106	6004	<a href="mailto:DJG1@psu.edu">DJG1@psu.edu</a>
Bookstore Manager – Nora Seggel	1		Book Store	6243	<a href="mailto:Nes16@psu.edu">Nes16@psu.edu</a>
<b><u>Guests:</u></b>					
Senate Liaison –	1				

#### 2016 – 2017 Charges:

- Standing Charge: reviews and recommends policies for the enhancement of a climate for Faculty, staff, and students that supports individual differences and promotes fairness and equity; reviews and recommends policies for the evaluation of faculty who perform administrative functions, and for professional staff who provide academic support services; investigates and is the Faculty's voice concerning the adequacy and other attributes of the University's provisions for salaries, retirement benefits, sabbatical leaves, hospitalization and medical insurance, investment and saving plans, travel reimbursement, educational benefits, recreational benefits, and other prerequisites, benefits and conditions of faculty employment;
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Information Systems, Technology and Library Committee 2016-2017

<b><u>Voting Members</u></b>					
<b>Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Gloria Clark (Assoc. Prof.) <b>Chair</b>	1/2	HUM	W356	6462	<a href="mailto:Gbc3@psu.edu">Gbc3@psu.edu</a>
Meng-Hua Hsieh (Asst. Prof.)	1/2	SBA	W355	4316	<a href="mailto:Mxh81@psu.edu">Mxh81@psu.edu</a>
Weston Kensinger (Lect.)	2/2	BSED	W319	6515	<a href="mailto:Wsk120@psu.edu">Wsk120@psu.edu</a>
Bruce Lubich (Asst. Prof.)	1/2	SBA	E355	6171	<a href="mailto:Bhl1@psu.edu">Bhl1@psu.edu</a>
Brian Maicke (Asst. Prof.)	2/2	SET	W239	6662	<a href="mailto:Bam49@psu.edu">Bam49@psu.edu</a>
Amy Sauertieg (Inst.)	1/2	HUM	W005d	4351	<a href="mailto:Ajs43@psu.edu">Ajs43@psu.edu</a>
Triparna Vasavada (Assoc. Prof.)	2/2	SPA	W160b	6363	<a href="mailto:Tbv1@psu.edu">Tbv1@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b><u>Non-Voting Ex Officio Members</u></b>					
John Hoh, ITS Director	1	ITS	E303	6553	<a href="mailto:JDH30@psu.edu">JDH30@psu.edu</a>
Glenn McGuiggan, Library Director	1	LIB	115	6078	<a href="mailto:Gxm22@psu.edu">Gxm22@psu.edu</a>
Christopher Weaver, Assistant Director Marketing	1	MRKTG	W101	6187	<a href="mailto:Cjw29@psu.edu">Cjw29@psu.edu</a>
<b><u>Guests:</u></b>					
Senate Liaison –	1				

#### 2016 – 2017 Charges:

- Standing Charge: reviews and recommends policies pertaining to academic computing and information systems, including telecommunications and administrative issues; reviews and makes recommendations regarding the functions of the Library and policies affecting the Library's collections and services, including long-range planning and development; ensures an active Faculty role in formulating policies affecting academic computing and information systems;
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### International and Intercultural Affairs Committee 2016-2017

<b><u>Voting Members 2</u></b>					
<b>Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Nihal Bayraktar (Assoc. Prof.) <b>Chair</b>	1/2	SBA	E355	6172	<a href="mailto:Nxb23@psu.edu">Nxb23@psu.edu</a>
Jeremy Blum (Assoc. Prof.)	2/2	SET	W255	6686	<a href="mailto:Jjb24@psu.edu">Jjb24@psu.edu</a>
Anthony Buccitelli (Asst. Prof.)	2/2	HUM	W351	6470	<a href="mailto:Abb20@psu.edu">Abb20@psu.edu</a>
Sai Kakaturu (Asst. Prof.)	2/2	SET	W236	6084	<a href="mailto:Spk14@psu.edu">Spk14@psu.edu</a>
Bernadette Lear (Lib.)	1/2	LIB	LIB	6360	<a href="mailto:Bal19@psu.edu">Bal19@psu.edu</a>
Dinesh Pai (Asst. Prof.)	1/2	SBA	E356	6643	<a href="mailto:Drp18@psu.edu">Drp18@psu.edu</a>
Jennifer Smith (Lect.)	1/2	SPA	W160	4325	<a href="mailto:Jlo191@psu.edu">Jlo191@psu.edu</a>
Karin Sprow-Forté (Lect.)	1/2	BSED	W331	6295	<a href="mailto:Kms588@psu.edu">Kms588@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b><u>Non-Voting Ex Officio Members</u></b>					
Donna Howard – Associate Director of Student Services		Student Services	E131	6262	<a href="mailto:DJH1@psu.edu">DJH1@psu.edu</a>
Anna Wei Marshall – International Student Advisor		Student Services	E131	6794	<a href="mailto:Awm15@psu.edu">Awm15@psu.edu</a>
Marie-Louise Abram, Director; International Programs		Internat'l	C114	6003	<a href="mailto:MLA9@psu.edu">MLA9@psu.edu</a>
<b><u>Guests:</u></b>					
Senate Liaison –	1				

#### **2016 – 2017 Charges:**

- Standing Charge: promotes and increases international and intercultural awareness throughout the College community, and review and make recommendations regarding international and intercultural activities
- Investigate issues pertaining to the use of preferred names in College and University records for LGBTQA students.
- Investigating methods to more systematically identify and address issues pertaining to intercultural representation on campus
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Physical Plant Committee 2016-2017

<b>Voting Members</b>					
<b>Faculty Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Richard Young (Prof.) <b>Chair</b>	1/2	SBA	E356	6169	<a href="mailto:Rry100@psu.edu">Rry100@psu.edu</a>
Heidi Abbey (Assoc. Lib.)	2/2	LIB	L110	6056	<a href="mailto:Hna2@psu.edu">Hna2@psu.edu</a>
David Buehler (Asst. Prof.)	1/2	SBA	E356	6138	<a href="mailto:Dlb74@psu.edu">Dlb74@psu.edu</a>
Daniel Howard (Lect.)	2/2	SPA	W159	6055	<a href="mailto:Dah167@psu.edu">Dah167@psu.edu</a>
Margaret Jaster (Assoc. Prof.)	2/2	HUM	W356	6189	<a href="mailto:Mrj4@psu.edu">Mrj4@psu.edu</a>
Raffy Luquis (Assoc. Prof.)	1/2	BSED	W314	6730	<a href="mailto:Orl100@psu.edu">Orl100@psu.edu</a>
Sairam Rubrabhatla (Assoc. Prof.)	2/2	SET	TL174	6560	<a href="mailto:Svr11@psu.edu">Svr11@psu.edu</a>
Yuefeng Xie (Prof.)	1/2	SET	W236e	6415	<a href="mailto:Yxx4@psu.edu">Yxx4@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b>Non-Voting Ex Officio Members</b>					
Ed Dankanich, Director; Physical Plant and Maintenance Operations		M&O	M&O	6235	<a href="mailto:EPD1@psu.edu">EPD1@psu.edu</a>
<b>Guests:</b>					
John Hoh		IST	E303	6553	<a href="mailto:Jdh30@psu.edu">Jdh30@psu.edu</a>
Senate Liaison –	1				

#### 2016 – 2017 Charges:

- Standing Charge: reviews and makes recommendations relating to the physical plant, space utilization, and campus beautification, including long-range planning and development; the functions of facilities and maintenance operations; the development and promulgation of safety and security, including fire prevention plans; serves as a liaison between administrative officials responsible for the physical plant and safety and the Faculty;
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Strategic Planning Committee 2016-2017

<b>Voting Members</b>					
<b>Faculty Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Catherine Rios (Assoc. Prof.) <b>Chair</b>	2/2	HUM	W005b	6751	<a href="mailto:Car33@psu.edu">Car33@psu.edu</a>
Ma'Mous Abu-Ayyad (Assoc. Prof.)	2/2	SET	W239	6786	<a href="mailto:Maa21@psu.edu">Maa21@psu.edu</a>
Jane Beckett-Camarata (Sr. Lect.)	2/2	SPA	W157f	6206	<a href="mailto:Ejb27@psu.edu">Ejb27@psu.edu</a>
Richard Brown (Asst. Prof.)	2/2	SBA	E335	6676	<a href="mailto:Rsb24@psu.edu">Rsb24@psu.edu</a>
Maggie Gerrity (Instr.)	2/2	HUM	W351	6470	<a href="mailto:Mlg34@psu.edu">Mlg34@psu.edu</a>
Mukund Kulkarni		ADMIN	C-119	6103	<a href="mailto:MSK5@psu.edu">MSK5@psu.edu</a>
Heidi Moyer (Assoc. Lib.)	1/2	LIB	LIB110	6056	<a href="mailto:Hna2@psu.edu">Hna2@psu.edu</a>
Martha Strickland (Assoc. Prof.)	2/2	BSED	W331	6525	<a href="mailto:Mjs51@psu.edu">Mjs51@psu.edu</a>
	<b>1</b>	<b>SGA</b>			
<b>Guests:</b>					
Senate Liaison –	1	SBA			

#### 2016 – 2017 Charges:

- Standing Charge: communicates to, and solicits feedback from, college faculty about the Capital College Strategic Plan, Master Plan, and Integrated Plan; reviews and recommends policies concerning relations with other educational institutions, research centers, and related organizations; reviews and recommends action on matters of College planning that affect the academic environment; reviews functions of the College that contribute to, or inhibit, planning process;
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

### Student Affairs Committee 2016-2017

<b><u>Voting Members</u></b>					
<b>Faculty Name and Rank</b>	<b>Term</b>	<b>School</b>	<b>Room #</b>	<b>Tele. Ext.</b>	<b>Email Address</b>
Hengameh Hosseini (Asst. Prof.) <b>Chair</b>	2/2	SPA	W160	6050	<a href="mailto:Huh19@psu.edu">Huh19@psu.edu</a>
Shashi Marikunte (Sr. Lect.) <b>Associate Chair</b>	1/2	SET	W236	6132	<a href="mailto:Ssm16@psu.edu">Ssm16@psu.edu</a>
Eileen Ahlin (Asst. Prof.)	2/2	SPA	W160	4343	<a href="mailto:Ema105@psu.edu">Ema105@psu.edu</a>
Eric Bliman (Lect.)	1/2	HUM	W355	6189	<a href="mailto:Emb35@psu.edu">Emb35@psu.edu</a>
Lewis Boahene (Assoc. Prof.)	2/2	BSED	W331	6348	<a href="mailto:Lab45@psu.edu">Lab45@psu.edu</a>
Susan Havranek (Asst. Prof.)	1/2	SBA	E356	6483	<a href="mailto:sfh12@psu.edu">sfh12@psu.edu</a>
J. Scott Lewis (Asst. Prof.)	1/2	BSED	W311	6034	<a href="mailto:Jsl19@psu.edu">Jsl19@psu.edu</a>
Glenn McGuigan (Librarian)	2/2	LIB	LIB	6078	<a href="mailto:Gxm22@psu.edu">Gxm22@psu.edu</a>
	<b>1</b>	<b>SGA/UG</b>			
	<b>1</b>	<b>SGA/Grad</b>			
<b><u>Non-Voting Ex Officio Members</u></b>					
Michael Melnyk – Student Affairs		Stud. Aff.			<a href="mailto:jmm869@psu.edu">jmm869@psu.edu</a>
Joseph Cecere – Faculty Athletic Rep.	1	SET	W255	6135	<a href="mailto:JJC3@psu.edu">JJC3@psu.edu</a>
<b><u>Guests:</u></b>					
Senate Liaison -	1				

### 2016– 2017 Charges:

- Standing Charge: considers policies involving those aspects of student life on the campus that are of concern to graduate and undergraduate students, as well as policies that are not specifically covered in other Committees, including, but not limited to, career development and placement, housing, health, student conduct, student organizations, and extracurricular activities; reviews and makes recommendations relating to the quality of student life, the functions of student affairs operations, student awards and scholarships, and athletic programs, including student eligibility and schedules for athletic events; reviews and makes recommendations for student awards, scholarships, fellowships, and the Who's Who Award in cooperation with the Student Activities Office and the Office of Financial Aid;
- Review the last 5 years' end-of-year reports of this committee to examine the implementation of the suggested changes / recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
- Review the duties of the committee specified in the Constitution / By-law to make suggestions on adding, deleting, or maintaining duties

