

**Penn State Harrisburg  
Faculty Senate Agenda**

Thursday, September 25, 2014

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

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes August 28, 2014

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

Approval of Minutes, September 2, 2014

Appendix "B"

C. COMMUNICATIONS TO THE SENATE

Tim Ritter: Request for PSH Alumni Association Chapter to visit  
Dr. Matthew Woessner: 12-1/2% buyout policy concern

D. REPORT OF THE SENATE PRESIDENT

Status of committee formation

Continuation of the Message from the Senate started by Catherine Rios

E. COMMENTS BY THE CHANCELLOR

F. COMMENTS FROM THE UNIV. COUNCIL REP

G. NEW BUSINESS

- a. Sustainability committee
- b. Creating a Climate Assessment Survey Development Advisory Group
- c. Faculty representation for the Middle States accreditation
- d. Overload policy
- e. Review of 12-1/2% faculty time buyout policy

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 and the Academic Council is Thursday, October 23, 2014 – 11:15am -12:45pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE  
FACULTY SENATE  
MINUTES  
August 28, 2014

**Attendees:**

*Capital College Senators:* E. Delozier, K. Sprow-Forté, J. Gibbs, J. Hirt, R. Joseph, P. Kavanaugh, G. Ray, C. Rios, G. Subramanian, P. Swan, P. Thompson, R. Young  
*Administrators Present:* O. Ansary, M. Kulkarni  
*Student Representative:* S. Dahiya

Richard Young, Faculty Senate President opened the meeting at 11:22 a.m.

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

Young requested a motion to approve the minutes from the May 13, 2014 year end meeting. A motion was made by Subramanian/Swan to approve the minutes and they were unanimously approved.

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

None

**C. Communications to the Senate**

None

**D. Report of the Senate President**

- Young has been communicating with faculty regarding how to get issues before the Senate. Senators are encouraged to speak with their schools to share any concerns with the Senate.
- Young met with the Athletic Director, Rashaan Carlton, to develop a relationship between faculty and athletic teams.

**E. Comments by the Chancellor**

- Enrollment numbers have increased for the Fall semester. Official numbers will be released in October, but all indications show that we are now over 4,500 students. The number of full-time students has increased as well. This semester we welcomed 452 international students, with the majority coming from China, India and South Korea.
- New private housing has opened behind the police station.
- The new Educational Activities Building is open and students and faculty are enjoying the new space and added amenities.
- The Student Enrichment Center is expected to open by All College Day in August 2016. All student services will be moved to that building and will provide a new bookstore, learning center, and additional dining options.
- The first draft on the college Strategic Plan was made available to all faculty, staff, and students. This is an internal document, not to be shared with the

surrounding community. The administration is seeking feedback and comments until the third week of September. At that time, recommendations will be considered and the final document will be sent to University Park in early November.

- The new Amtrak station is now on track to begin construction. Many roadblocks occurred during the process, which extended the timetable of the project.
- Thompson expressed concern over the lack of faculty engagement and representation during the New Student Convocation.
- Kulkarni met with several parents of our new international students and found several similar themes. For many students, this is the first time out of the county, let alone away from their families. There are profound cultural differences that we need to allow for and to respect.
- Changes are coming to the smoking policy. The Smoking Task Force has made a recommendation to have no smoking in the green spaces on campus as well as within 20 feet of all entrances. So the only place that smoking is allowed will be in the parking lots. Everyone is encouraged to enforce the policy.
- Several comments were made regarding the assimilation of new international students. It was recommended that an additional charge be added to the International and Intercultural Affairs Committee to address several issues. Rios and Subramanian were requested to develop the wording for such a charge.

#### **F. Comments from the University Council Representative**

None

#### **G. New Business**

- The committee charges were reviewed. Most were pulled from recommendations from final 2013-2014 committee reports.
- Ansary would like to request approval from the Faculty Senate regarding issues related to P-3 (Moving/discontinuing degree programs among colleges and campuses). The issue will be discussed at the next Academic Council meeting.
- Senate liaisons were sought for all committees: Academic Affairs, G. Subramanian; Athletics, Delozier; Enrollment Management, Hirt; Faculty Affairs, Gibbs; Human Resources and Business Services, Kavanaugh; Information Systems, Technology and Library, Joseph; International and Intercultural Affairs, Ray; Physical Plant, Swan; Strategic Planning, Rios; Student Affairs, Sprow-Forté.

#### **H. Unfinished Business**

Young has asked that all School Directors include updates from the Faculty Senate during their school meetings. He asks all senators to be ready to provide updates.

#### **I. New Legislative Business**

None

**J. Legislative Reports**

None

**K. Forensic Business**

None

**L. Advisory/Consultative Reports**

None

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

Rios invited everyone to check out the new Communications department office and collaboration space in the basement of Olmsted.

A motion to adjourn was made by Swan/Dahiya at 12:31pm.

The next meeting of the Capital College Faculty Senate will be Thursday, September 25, 2014 in C300 from 11:15am to 12:45pm..

/slp

**MINUTES  
ACADEMIC AFFAIRS  
Tuesday, September 2, 2014  
11:30 A.M. – 12:45 P.M.**

**Members present:** Rick Ciocchi, Gregory Crawford, Jennifer Hirt, Scott Lewis, Linda Null, Alexander Siedschlag

**Invited guests:** Katina Moten and Matthew Wilson

**Senate Liaison:** Girish Subramanian

1. L. Null opened the meeting at 11:30am.  
A round of introductions was made around the table.
2. The minutes from the April 22, 2014 meeting were not available; however, the minutes from that meeting were approved at the End of Year Faculty Senate Meeting on May 13, 2014.
3. The charges for the Committee were reviewed.

Changes are coming to the CSCS system, which will be renamed "Curriculum Review and Consultation System" (CRCS). The new system will include all course and program proposals and changes. The new system will be available University wide in early October. Penn State Harrisburg will offer training on the new system on Monday, October 27, 2014, from 12-2pm in LIB 106. All members of the Committee are urged to attend the training and should work with their schools to ensure attendance of faculty that propose courses and programs.

After the new system is released, Null will work on the Course and Program Proposal Handbook. Hirt and Lewis volunteered to work with her to create the handbook.

4. **Approval of Courses/Programs Proposals**

***E E 481 Control Systems – Aldo Morales***

This proposal seeks to change prerequisites for the course offering. The mechanics components needed in the course are partially covered in PHYS 211 and partially in the course itself. For that reason, the E E faculty at Penn State Harrisburg has decided to drop E MCH 211 as the prerequisite for E E 481.

It was noted that the long course description was not long enough; therefore it will be sent back to the proposer to add more content.

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

***E E T 311 Alternating Current Circuits – Aldo Morales***

This proposal seeks to remove the prerequisites for the course offering and to change the concurrent courses list.

The Committee asked the proposer to remove the grading portion of the long description, to provide for course durability. Consultation should be completed with Wilkes-Barre, as they also offer the course. While that information is listed in the consultation summary/response, the Committee requested that a more formal consultation through the CSCS system be performed. Additionally, only changes need to be entered into the proposed bulletin listing, so that section should be corrected.

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

***HLS 832 The US Military's Domestic Imperative: Homeland Defense and Defense Support of Civil Authority – Paul Thompson***

This is a new course proposal that will provide students with an understanding of the United States Homeland Defense mission. The course objectives are as follows:

1. Identify and explain the major policies, legislation, and legal authorities that shape homeland defense (HD) and defense support of civil authorities (DSCA).
2. Explain how the United States attempts to shape the strategic landscape in support of homeland defense.
3. Explain how the United States employs all elements of national power in homeland defense.
4. Identify and distinguish between the Department of Defense's (DOD) HD and DSCA objectives.
5. Identify the organizations that play a key role in HD and DSCA and recognize the interactions among them.
6. Outline the way in which relevant components of DOD communicate within the Interagency, as well as with state officials.
7. Assess the way in which relevant components of DOD respond to a set of conditions to respond to incidents and catastrophic events when needed.
8. Recognize the impact that catastrophic events, both natural and human-caused, have on DOD.
9. Describe key planning considerations for homeland defense and civil support missions.
10. Explain the readiness challenges facing the Army National Guard and Reserve Component and how those challenges could impact HD and DSCA missions.

Siedschlag raised several objections to the course, one of which was that he was not consulted as program coordinator. He stated that, as is, he does feel that this is an 800-level proposal, but could be adjusted to include elements that are needed for an 800-level course.

The Committee agreed to table the proposal, and it will be send back to the proposer. The prerequisite needs to be removed, as the graduate school has been sending proposals back on that basis. Additional consultation within the program needs to be performed as well.

***Mechatronic Minor/Mechatronics Technology Minor – Amit Banerjee and Mohammad Tofighi***

These minors were proposed at the end of the Spring semester, and were tabled due to the number of credits required for completion. Banerjee and Tofighi worked on the proposal to reduce the number of credits and resubmitted them both.

These new minors are jointly proposed by the Electrical Engineering (EE), Electrical Engineering Technology (EET), Mechanical Engineering (ME) and Mechanical Engineering Technology (MET) and will provide students with the necessary background to pursue careers in fields that require knowledge in integrating electrical systems with mechanical systems. Mechatronics combines aspects from mechanical engineering, electrical engineering (including electronics engineering and control engineering), and computer engineering. The related courses are often taken by EE, EET, ME, or MET students as part of their major. However, none of these programs would include a proper set of courses that could provide the sufficient background in Mechatronics to students. To address this, the proposals specify a set of courses from EE, EET, ME, and MET programs along with some computer engineering courses. Upon consultation with other campuses, it was recognized that this minor should include substitute courses that may be offered at other campuses. The proposed plan of 19 to 22 credits (for the Mechatronics Minor) and 18 to 23 credits (for the Mechatronics Technology Minor) would address both issues of a balance between the courses from the two disciplines as well as maintaining its university-wide appeal.

All issues that were raised at the April 22, 2014 meeting were addressed and a motion was made by Ciocci/Lewis to approve the minors and was unanimously approved.

**5. Fall Meeting Dates**

Thursday, October 9, 2014 – 11:30am W207 Olmsted

Thursday, November 6, 2014 – 11:30am W207 Olmsted

Tuesday, December 2, 2014 – 11:30am W207

**Adjournment** at 12:35pm