

Penn State Harrisburg
Faculty Senate Agenda
Thursday, August 25, 2011
Madlyn Hanes Executive Conference Room C300
11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes May 10, 2011 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 Appendix "B"
- G. FORENSIC BUSINESS
- H. NEW BUSINESS
- I. UNFINISHED BUSINESS
- J. LEGISLATIVE REPORTS
- K. ADVISORY/CONSULTATIVE REPORTS
- L. NEW LEGISLATIVE BUSINESS
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting – Tuesday, September 20, 2011 – 11:50am-1:20pm Madlyn Hanes Executive Conference Room

**CAPITAL COLLEGE FACULTY SENATE
MINUTES
END-OF-YEAR MEETING
MAY 10, 2011**

Attendees:

Capital College Senators:

S. Agili, N. Bayraktar, R. Gray, R. Luquis, G. McGuigan, G. Morcol, B. Ran, M. Strickland, D. Witwer and S. Wolpert

Committee Chairs:

G. Clark, B. Cigler, S. Marikunte

Administrators/School Directors:

O. Ansary, G. Crawford, M. Kulkarni, S. Peterson, S. Schappe, J. Shoup and C. Surra

I. Welcome and Introductions

Robert Gray, Senate President, opened the meeting at 12:25 p.m. and introductions were made around the room.

II. Remarks from the Senate President

A certificate of appreciation honoring S. Wolpert's presidency was presented. Gray thanked Wolpert for his guidance over the past year preparing him for the position.

The Faculty Senate members for the 2011-2012 academic year were reviewed. A change was noted that D. Witwer was no longer the representative for the school of Humanities and P. Burrowes would be taking his place. University Senators for the 2011-2012 academic year was also reviewed.

III. Report from the Chancellor, Mukund Kulkarni

- a) Kulkarni noted that there was a special meeting of the Board of Advisors earlier that morning and there was much talk about the budget. Kulkarni hopes that the members of the BOA will advocate on behalf of Penn State to their legislators regarding the budget. Kulkarni noted that there is more revenue coming in than the governor anticipated, however, the governor is reluctant to use that money for any purpose. Kulkarni remarked about an opinion-editorial that he wrote for the Patriot-News, noting that Penn State is an economic engine in the state of Pennsylvania and we generate more revenue than is appropriated.
- b) Internally all departments are going to be asked to look at how they spend money. We must find ways to cut, but maintain the core business of educating the students. Kulkarni will be looking at course releases. The university has been generous with the course releases; however, faculty members need to teach. If all full time faculty are teaching their full load of courses, the use of adjunct and part time faculty could be reduced, therefore saving us money.
- c) Kulkarni will not be stopping any of the scheduled capital investment projects that are upcoming. Work will begin soon on the new parking lot adjacent to the Olmsted building. Bids will be going out for the upgrades to the CUB during the month of June.

Improvements at the CUB will include new locker rooms for visiting teams (for a total of 4 locker rooms). A new exercise facility will also be included in the expansion. The new research bio labs will be opening in August. It was noted that the majority of money for the new labs came from outside sources. Additionally, he is planning an expansion of the Education Activities Building to include additional labs, more classrooms and performance space.

- d) Kulkarni has learned that the new train station will be coming to Middletown in 2013 at the west end of town, closer to campus. It is hoped that new businesses will be located near the station as well as a new hotel to attract people to that area. The private student housing is scheduled to be completed in Fall of 2012 and he has learned that the developers are going to create a path for the students to use from the train station to the campus.
- e) Penn State Harrisburg has received 650 paid acceptances for Fall 2010, however we do not have room for more than 570 incoming students. We did not accept many students that met our admissions requirements due to lack of classroom space. In the future, Kulkarni hopes to open up 10,000 square feet of space in the Olmsted building by moving all of the labs to other buildings, leaving Olmsted for traditional classrooms and offices.

IV. **Report from Academic Council, O. Ansary**

- a) Ansary commented on the international activity that has taken place over the past year. PSH's School of Science, Engineering and Technology is developing a 2+2 program with Nitte Education Trust, located in India. The plan is to have 50+ students begin the program in India and transfer to PSH. We hope to have the first group of students enrolling in Fall 2013. This is the first time that the University has entered into an articulation agreement outside the United States. We are also looking to do an MBA program with the Administrative Staff College of India which is envisioned to bring approximately 20 international students to Harrisburg.
- b) Ansary is looking into marketing our majors and programs in a more effective way. He hopes to increase the number of transfer and graduate students through better communication and marketing. He would like to get the faculty actively involved with ideas to better market their programs.
- c) Ansary commented that we are currently working with the graduate school to offer graduate students who were not accepted into programs at UP a chance to apply to our programs. We are currently focusing on the computer science and electrical engineering programs in SSET and will continue with other schools as the program grows.
- d) Ansary suggested that more effort be put into educating the students regarding academic integrity. Would like Faculty Affairs committee to have that included as a charge for the upcoming year.

V. **Report from the University Council Representative**

None

VI. Committee Chair Reports

Academic Affairs Committee – David Witwer for Chair Judy Zaenglein

Courses that were reviewed over the past year were provided in the information distributed to all members.

The Committee worked with the Faculty Senate Office to facilitate a campus professional development program on the use of the on-line course proposal system. That session was held on July 21, 2010.

The Committee moved to a “paperless” operation this year. In addition to having access to course proposals through the on-line course development system, program change proposals, agendas, minutes and other supporting documents were placed on ANGEL. The ability to access and provide input on course proposals through the on-line system has greatly reduced the amount of time spent reviewing course proposals in the formal meeting setting and also has enabled committee members to provide input in a more formative manner.

Kulkarni questioned whether new courses were being created on our campus. Since we have moved to the Universal Course Offering, the number has decreased. University wide, over 500 courses were dropped, due to the 5 year rule.

Enrollment Management and Outreach Subcommittee – D. Hummer (not present)

The report was available to review.

Questions regarding transportation were discussed. In the Fall, Capital Area Transit may be providing a shuttle every 30 minutes between the local apartment complexes and campus. CAT and Kulkarni are beginning to lay the groundwork for that.

Faculty Affairs – S. Marikunte

The main charge given to the Faculty Affairs Committee was to select members to serve on the various award committees. There were no outstanding issues concerning the faculty.

Human Resources and Business Services Committee – Committee did not meet

Information Systems Technology Committee – N. Bayraktar for G. Clark

Dr. John Hoh was helpful in working with the committee regarding all areas in IST. Identity Finder has been running on all faculty and staff computers.

The Student Help Desk workers in Olmsted, Basement level, were interviewed and reported few problems had occurred in the basement labs. Student Helpers have been trained to contact security in the event of a serious problem.

As per the report, J. Hoh reported on the summer deployment in labs and classrooms as per CLM, a new Google site for classroom technologies, Wireless 2.0 and visitor wireless options, new Zimbra calendaring and e-mail.

IT is looking for new spaces to put technology. The Library now has a Media Commons and collaboration spaces so that students can put together group projects.

IT is looking into saving money on the printer fleet. The Phillips group has tracked our printing usage and proposes to save money and energy by recycling every toner cartridge used in the program.

International and Intercultural Affairs Committee – M. Strickland for Amit Banerjee

- a) Strickland directed the attendees to the report, which was comprehensive in covering the major issues that were discussed during the past year.

- b) The Film Festival went well with the offsetting of films on different dates and times. It was noted that Catherine Rios (head of the film festival) was going to be on sabbatical next year.
- c) An EOPC grant has been provided to several faculty members to “internationalize” campus experiences.

Physical Plant Committee – B. Cigler

- a) Cigler noted the excellent relationship the committee has with Ed Dankanich and the maintenance department as a whole. Ed is always willing to listen and respond to any issues that the committee presents.
- b) The committee report outlines the issues that faculty would like to see addressed. Issue covered ranged from conditions in the TL building, overcrowding and fire safety issues, benches near the bus stops, stink bugs in the light fixtures, restroom cleaning and upgrades.
- c) The committee would like to see a faculty forum on facilities issues so that all faculty members and take their issues directly to M&O.
- d) In honor of the late **Louise Hoffman**, long time chair of the Physical Plant Committee and member of the Humanities faculty at Penn State Harrisburg, the Committee will plant a tree and commemorative plaque early in the fall 2011 semester. Committee member Heidi Abbey is seeking the donation of the tree from a local business.

Student Affairs – G. McGuigan for D. Meister

- a) The Student Affairs committee was very active this year, especially with their largest charge of selecting student awards and scholarship winners.
- b) The committee worked with Dr. Don Holtzman and Dr. Felicia Brown-Haywood regarding student housing, the transition to college life and transportation for students without cars.
- c) The committee worked with JoAnn Coleman and Greg Schiavoni to address food service for students, which is now being offered seven days a week.
- d) The committee reviewed the University policy regarding student absences for extracurricular activities.

VII. Recommended Committee Charges for the 2010-2011 Academic Year

Academic Affairs Committee

1. Continue to review and evaluate course/program proposals.
2. Collaborate with the developers of the on-line program proposal system to assure that campus-specific issues continue to be addressed in the system.
3. Assist in the roll-out of the on-line program proposal system, when completed.

International and Intercultural Affairs Committee

The committee members have made the following suggestions to be added to the list of charges for the next International and Intercultural Affairs Committee:

1. Explore opportunities for faculty research collaborations with international institutions.
2. Serve as a forum to support idea generation for faculty interested in EOPC grants.
3. Make faculty aware of minor and certificate programs that have an international/intercultural content (such as the new global studies certification program).
4. Continue organizing the International Film Festival and the International Photography Contest.

5. Continue organizing faculty forum discussions relating to international issues, especially ones involving sharing study tour and study abroad experiences with faculty and students.
6. Explore ways to help new international students make the transition to life at Penn State Harrisburg.

Physical Plant Committee

Human Resources and Business Services Committee

1. Work with the Bookstore to improve the *reliable* communication of faculty book requests.
2. Work with the Bookstore to notify faculty of the cost of their book selection (both used and new prices) during the selection process.
3. Feasibility of switching to E-Books.
4. Generate and use a faculty survey about the Penn State Harrisburg bookstore.
5. Generate ideas that may expand the role of the bookstore to support our students/faculty and staff, beyond its traditional services.

Enrollment Management and Outreach

1. Review the new schedule and monitor students and faculty thoughts and attitudes towards the changing of the schedule.
2. Interface with the International and Intercultural Affairs Committee regarding finding host families for foreign students over the holidays when the dormitories are closed.
3. Review the curriculum needs of students, ensuring that all classes that a student desires are offered on a regular basis. Explore the use of hybrid courses and the possibility of offering more classes on the weekends.
4. Increase the number of classes being offered in the summer.

Faculty Affairs Committee

Information and Technology Committee

Student Affairs Committee

1. In the fall, the Student Affairs Faculty Committee should decide how to manage the scholarship awarding at the end of the academic year. The current system needs to be examined. It is recommended that Carolyn Julian attend the meeting to explain the process and answer questions.
2. The committee should have input to the students assigned to the committee. We have difficulty filling the positions (undergraduate and graduate), and believe we could more effectively recruit students to the committee.
3. Faculty should be reminded of the policies that exist for granting excused absences and note the policy on their syllabi.

VIII. Identify forum topics for the 2011-2012 Academic Year

1. Physical Plant issues – have a question and answer period for faculty, staff and members of the maintenance crew.
2. New semester kick-off. Offer several different types of forums on the same day before the semester begins.
3. November 10, 2011 – Ruth Mendum from the University Fellowships Office will visit our campus to provide faculty information regarding fellowships that students may be eligible for. “The

University Fellowships Office (UFO) assists qualified Penn State students with the process of competing for prestigious scholarships, fellowships, and awards. Penn State students are encouraged to utilize the many resources and opportunities available through the UFO, including individual meetings, advising and counseling during the initial searches for scholarships and fellowships, as well as assistance with the application process. Penn State students fare very well. In previous years, awards garnered by students have included Rhodes, Marshall, Mitchell and Gates Cambridge Scholarships, Fulbright Grants, Astronaut Scholarship and National Science Foundation Fellowships, to name a few.”

Adjournment

The meeting was adjourned at 2:42 p.m.

/slp

Report from the University Council Representative
Submitted by Dr. James Ruiz

Here is a recap of the one major issue that will be coming to the floor of the Senate next week. It pertains to courses that have a travel component that occurs between semesters. Below is the proposed change with the salient portion underlined and bold. The major concern at Senate Council was the area in bold. It generated about an hour of discussion at Senate Council and it is anticipated it will generate similar attention when it is introduced on the floor of the Senate.

Proposed New Senate Policy 42-25 Courses with a Travel Component

A course with a travel component is defined as one that includes course-related activities requiring an absence from campus of at least one night. The activities must occur under the direction of the course instructor, who must be a member of the University's faculty or staff.

All course instruction, including the travel component, must occur within the semester calendar. The semester calendar dates are not the same as course begin and end dates and are **determined by the University Registrar.**

The travel component must be an educationally enriching activity within a standing or special topics course. Travel components can vary significantly and may be a domestic trip or travel to sites abroad; but the travel component shall not be the sole purpose of the course. The content of the travel portion shall be designed to help meet the learning objectives of the course and to provide the students an opportunity to apply the course material outside of the classroom. Everyone traveling (other than University employees and teaching assistants) must be enrolled in the course.

Also on the agenda are the following:

1. There are a few other campus-specific constitution changes, but not pertaining to this campus.
2. Informational reports on Faculty Benefits, Annual report from Faculty Rights and Responsibilities, Intercollegiate Athletics Report, and a Joint Committee on Insurance & Benefits Annual Report.

Here is the Senate website for the agenda and the various reports are part of the report in pdf. format should anyone desire more information. <http://www.senate.psu.edu/agenda/2011-2012/aug2011/aug2011agn.html>