

Penn State Harrisburg
Faculty Senate Agenda
Tuesday, January 22, 2013
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of the Minutes – December 4, 2012 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- Faculty responsibilities and students' classroom behaviors
 - Faculty relationship with the office of Marketing Research and Communication
- D. REPORT OF THE SENATE PRESIDENT
- a. Reports from University Senate
 - Unit Development on Faculty Workload Policies
 - Student Transition Issues to UP
 - Ratio Fixed-Term Faculty to Standing Faculty
 - b. Policy F-2 - Summer Compensation for Teaching Faculty
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
- H. UNFINISHED BUSINESS
- a. College Faculty Senate Constitution
 - b. College Faculty Senate Action Items
 - c. Student's retention and other issues
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
- International and Intercultural Affairs – November 29, 2012 Appendix "C"
 - Student Affairs Committee – November 13, 2012 Appendix "D"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, February 19, 2013 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE FACULTY SENATE
MINUTES
November 15, 2012

Attendees:

Capital College Senators: S. Agili, P. Burrowes, E. Doerfler, J. Harris, R. Luquis, G. McGuigan, G. Morcol, C. Sabina, and P. Vora

Administrators Present: M. Kulkarni

Invited Guest: Greg Crawford

Raffy Luquis, Faculty Senate President opened the meeting at 12:00 p.m.

A. Minutes Approval for Faculty Senate Meeting

Luquis requested a motion to approve the minutes from the October 18, 2012 meeting. A motion was made by Morcol/Burrowes to approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Luquis requested a motion to approve the minutes from the November 6, 2012 meeting of Academic Affairs. Concern was expressed about new courses that were introduced by BSED that were opposed by the College of Education. The College of Education is not cooperating on the creation of new courses by not providing syllabi for their existing courses. Kulkarni stated that even if a college does not approve, it does not mean we cannot move forward with our proposals. A motion was made by Burrowes/Harris to approve the minutes and they were unanimously approved.

C. Communications to the Senate

1. The International and Intercultural Affairs Committee have presented a motion to the Faculty Senate concerning the increase in the number of international students. Dr. Greg Crawford, chair of the committee, defended the motion. The IIAC recommends that additional staff should be hired to help the international students and to provide better English language opportunities. Burrowes stated the international conversation tables are poorly attended by international students, but efforts are made to provide them with this opportunity. Morcol recommended ESL classes for international students. Kulkarni is committed to hiring additional staff in this area. The motion as presented was unanimously approved and will be sent to the Chancellor and the Senior Associate Dean for Academic Affairs.
2. A recommendation related to the topic of summer compensation and contracts was presented by the Faculty Affairs Committee. There are currently two policies in place regarding summer compensation, "F-2 Summer Compensation for Teaching Faculty" and "F-3 Compensation for Faculty Performing Non-Teaching Duties during Summer Sessions." The committee agreed that the current policies should be followed and that changing the summer teaching contracts would lead to a violation of these policies. Faculty members are concerned that the pay is too low and it hasn't been updated in the past ten years. The senators agreed that the chair of the committee, Senel Poyzrali, and Dr. Ansary should meet to review the policies and present any changes to academic council. A motion was made by Burrowes/McGuigan to send the recommendation back to the committee, and was unanimously approved.

D. Report of the Senate President

1. Luquis participated in the campus self-study committee on October 25, 2013. Luquis learned that each campus has their own form of faculty governance. It was agreed that our faculty

- need to have a better connection to the University Faculty senators. Kulkarni suggested that e-mails reminding our Faculty Senate about University senate meetings be sent a few days before for information.
2. It was brought to Luquis' attention that the Human Resources and Business Services committee has lost two members. He has assigned two new members from the respective schools to fill the positions. Luquis has populated the new committee on Athletics and will be asking one of the members to be the chair.
 3. There have been several issues with committee meeting attendance. The constitution states that if a member has missed more than three meetings, they are to resign from the committee. Kulkarni recommended that Luquis send an e-mail to the absent members school directors.
 4. Luquis recently attended a presentation on the Behavioral Threat Management System. Senators are asked to visit the website at <http://btm.psu.edu> for additional information. You can submit a report or share a concern about a student in a confidential manner. With the two recent incidents on campus, it was suggested that a campus wide forum be offered regarding safety issues and the protocol that is followed. Possibly in December.

E. Comments by the Chancellor

1. Kulkarni reported that he is carefully watching the admission numbers. They have noticed a demographic downturn of High School graduates. Lower graduation rates mean lower number of applications. Currently our offers are at the same level as last year and the number of paid accepts have very slightly increased as compared to the same time as last year. But it is too soon to make any forecast about next fall yet. Kulkarni said that since it takes a lot of work to recruit new students, he asked the Faculty to assist on retention efforts.
2. Now that the official enrollment numbers are in, Kulkarni is focusing on budget issues.

F. Comments From the University Council Representative

J. Ruiz was unable to attend the meeting,

G. New Business

Unable to visit the issue of student retention due to time constraints.

H. Unfinished Business

1. The Faculty Workload policy was attached to the meeting agenda. Senators are asked to share the policy with their faculty.

A motion to adjourn was made by Burrowes/Doerfler at 1:36pm.

The next meeting will be on Tuesday, January 22, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50am.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, December 4, 2012
12:00 – 12:35 P.M.**

Members present: Qiang Bu, Rick Ciocchi, Linda Null, Odd Stalebrink, and David Witwer

Voting in absentia: Y. Frank Chen, Greg Crawford

Invited guests: Patricia Kaley

L. Null opened the meeting at 12:00pm.

1. **Minutes Approval from November 6, 2012 meeting:** The minutes from the previous meeting were reviewed, a motion to accept was made by Ciocchi/Witwer, and the minutes were unanimously approved.
2. **Approval of Courses/Programs Proposals:**

Mathematical Sciences – Dr. Eugene Boman

A substantial revision of the program occurred in 2010-2011. The changes represented in the new proposal are small adjustments to the program. Specific changes to this curriculum are:

- A grade of C or above in MATH 140 and MATH 141 is now required for entrance to the major. (This changes the General option only, as this was already true for the Secondary Education option.)
- Students in the Secondary Education option must submit a passing score in the Preservice Academic Performance Assessment before student teaching.
- The First Year Seminar requirement has been removed.
- Several minor adjustments in the course requirements are being made.

Several typos were noted and an incorrect course was listed in the additional courses of the Secondary Education section. Boman agreed to make the corrections. External consultation has also been received, however not all of it was not included in the packet; Boman will provide the additional consultation.

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

Computer Science – Dr. Jeremy Blum

Null requested that the program and course changes be reviewed as an entire packet. No objections were made.

There are four purposes for the proposed changes to the Computer Science program:

1. To better accommodate the changes in the nature of the program, which has admitted lower division students since 2003.
2. To meet the needs of upper division transfer students as well as of lower division students admitted.
3. To accommodate the replacement of a separate First Year Seminar course with the incorporation First Year Seminar material in existing courses.
4. To continue the effort to meet the needs and to serve the diverse interests of students in the program.

In addition, these changes will offer pre-major CMPSC and CMPEN students, who plan to complete their studies at University Park, the ability to take all of the courses needed during the first two years of study at Penn State Harrisburg. Currently, these students are advised to transfer to University Park after their third semester.

Summary of changes

- A grade of C or above in MATH 140, MATH 141, CMPSC 121, and CMPSC 122 is required for entrance to the major.
- There are two new courses, one dropped courses, and ten changed courses.
- The First Year Seminar has been eliminated as a requirement. It is replaced by the requirement of a course with the suffix S, T, or X, or the PSU abbreviation.
- There are now 88 credits (previously this was 87) listed in the bulletin as requirements for the major as follows: Prescribed courses (59 credits); Additional courses (18 credits); Supporting courses (11 credits). These changes are due to various changes in requirements.
- Students must earn a 2.5 GPA in a specific group of CMPSC courses.
- Adjustments to the COMP minor were made due to the changes proposed above.

Several questions were clarified within the proposal. It was suggested that CMPSC 488 should provide a better explanation of evaluation methods.

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

3. Meeting dates for the Spring 2013 semester
Tuesday, January 15, 2013 W207 12pm
Tuesday, February 12, 2013 W207 12pm
Tuesday, March 12, 2013 W207 12pm
Tuesday, April 16, 2013 W207 12pm

Adjournment at 12:35pm

**Penn State Harrisburg Faculty Senate
International and Intercultural Affairs Committee
Minutes: Nov. 29, 2012; 1:00-2:00 pm
115B Library (Conference Room)**

Members Present: Amit Banerjee, Michael Becker, Gregory Crawford (Chair), Hao Dong (Graduate Student), Sai Kakuturu, Richard Scheib, Martha Strickland (Senate Liaison), Robin Wright

Members Absent: Marie Louise Abram, Michael Barton, Lewis Boahene (excused), Donna Howard, Catherine Rios (excused), Udodi Ukwuani (Undergraduate Student)

1. Minutes of Oct. 22 meeting – posted on ANGEL and approved.
2. Update on Motion – our motion (available in ANGEL) to support additional staffing for services to international students was accepted by the PSH Senate.
3. Update on student services – No report.
4. Update on international activities and travel/study abroad – No report. Martha Strickland and Lewis Boahene will be leading a group of students (11 so far) to Ghana. Enrollments in the other trips are down and several may not go, e.g., the Rome trip has only 8 students enrolled.
5. Update on Admissions – Rob Coffman reported on the work of the admissions staff to recruit more international students for PSH. A search is currently ongoing for an Assistant Director of Admissions (International Recruitment). Currently, the main focuses of recruitment will be China, South Korea, and India. There is no specific target for numbers, but the goal is to increase international representation. In the future, there are plans for recruitment in South America (especially Brazil) and Puerto Rico. The faculty asked about possible recruitment from the Middle East, especially Saudi Arabia and Jordan. Several faculty raised questions dealing with graduate admissions, especially troubles with transcripts in foreign languages. Rob’s office will seek to help in any way they can.
6. Office of Global Programs: Penn State Global Reach Portal (<http://global.psu.edu/GIS/Portal.cfm>) – discussion deferred until next meeting.
7. Discussion, concerns, next steps – It was recommended that a suggestion be made to Peter Idowu, Assistant Dean for Graduate Studies, that he invite Rob to discuss international admissions with the graduate coordinators. In general, the Committee believes that as the number of international students increases, there needs to be additional services for faculty who teach them as well as direct services to these students. The infrastructure of the College needs to be improved to provide a quality learning experience to all students, but this is especially important for international students since much of the “recruiting” is by word of mouth. It was also suggested that Chancellor Kulkarni be invited to a meeting of the Committee to discuss his vision for international engagement of the College and his plans for meeting the challenges such students pose for the faculty, staff, and infrastructure of the campus.

Student Affairs Committee Meeting Minutes
11/13/12, 1:00pm, Olmsted C113

Present: Paul Thompson, Denise Meister, Kim Schreck, Glenn McGuigan, Karin Sprow
Forté, and Guest Speaker Joseph Steibel, Bookstore Manager

Not Present: Ugar Yucelt, Shobha Potlakayala, Raven Harrison, Katherine Baker

Excused Absence: Amy Sauertieg, Joseph Cecere, Felicia Brown-Haywood

Denise and **Glenn** suggested contacting Raffy regarding absences so that we are able to have a quorum at meetings. This is important as we will be making some decisions at our next meeting and some schools, like SET, are not represented at present. **Glenn** said that he knew there has been a problem with attendance at other meetings and he would bring up the issue with Raffy before the next Faculty Senate meeting on Thursday, 11/15. If necessary, he would bring it to the full Senate.

Second meeting minutes approved.

Committee was reminded of purpose of third meeting, to address the second charge: Explore ways to provide classroom textbooks in the library for those students who want to borrow them during the semester.

The Committee had invited **Glenn** to speak about library issues and Joseph Steibel to speak about bookstore issues and perspective.

Glenn spoke first and prepared a memo for the committee (attached). He told us that for the library to purchase a copy of all of the books, the following would happen:

1. This purchase would use all of the library budget.
2. Access to the books would be limited, no matter which method of reserve/borrowing was used.
3. It would not be a single purchase, but new editions would have to be purchased on a regular basis.

He also spoke to the Committee about the purchase by the Learning Center, through and SAF grant, of 20 of the undergraduate science and math textbooks. They are for 2-hour reserve in the library, and not entered into the library catalog, so they stay on the PSH campus. There has been some success with these books, and **Glenn** expects that Janice Smith in the Learning Center will apply for another grant to purchase more books. **Joseph** confirmed this statement and indicated that Janice is hoping to be able to purchase another 20 science and math textbooks.

An additional issue with making the textbooks part of the library inventory is that they would be part of the Floating Borrowing among the PSU campuses, which allows any students to borrow any book. Therefore, it is not even guaranteed that the books would stay local.

Joseph told the Committee about another complicating issue with purchasing textbooks for the library—the technology that comes with books today. In most cases, the technology is for a one-time use, so that component of the text would not be available to all students.

Paul requested information regarding the cost of textbooks. **Joseph** responded that science books are more than humanities books, but overall, students are advised to expect to pay \$150 per course. PSH has a rental program that is half of that price, \$75 per course. **Paul** asked about overhead and staff costs that

might raise the cost of the books, and how much the books would be when those costs are removed. **Joseph** answered that overhead is very expensive, but he did not know the breakdown. He said the bookstore carried 1800 titles during the last year. **Glenn** reminded the committee that library budgets are going down.

Joseph addressed digital textbooks, which are 20-60% off the printed text price, with the discount varying by publisher. Digital books are approximately 1% on PSU campuses and 2% at PSH. Problem is that there are 500 different publishers with 500 different platforms for delivering the digital books. **Paul** suggested that perhaps the students could access the digital textbooks from the library the way they would a hard copy. **Glenn** pointed out that there would be the same accessibility issues as well as the platform issues, since publishers are moving cautiously toward digitalizing textbooks. **Glenn** suggested that faculty members could place their instructor or desk copies on reserve at the library. **Kim** pointed out the instructor copies often have answers and tests included.

Denise brought up the fact that professors are becoming more cognizant of the burden their textbooks choices put on the students. Important when students are using online bookstores that they verify the ISBN to avoid pirated copies. **Joseph** confirmed that they look the same but often have missing sections, cheap paper, etc. **Denise** then asked whether or not we buy back books from other places. **Joseph** said yes, as long as the book is the same one being used for class.

Kim asked about how the book rentals work. **Joseph** explained that they can highlight, take notes, as long as it's useable by another student. She asked if it is all titles. He said it is about 50%. The target is to rent at least two times. They only rent brand new editions. If students purchase used books, they are 25% off. He recommends renting, but the system is still new, so he will be making some revisions.

Paul asked about the van parked just off campus that buys books. **Joseph** told the Committee that the van is not allowed on campus due to solicitation rules, but that they give students cash for their books, which are then sold to a wholesaler. It is a security risk, as there have been 22 students who have "lost" books recently. The van person just scans the book and hands over the cash.

Kim asked if it is helpful if faculty doesn't change books, like in their grad program in which all four courses use the same books. **Joseph** responded that sometimes it is helpful until there is a new edition published. Then they can't get the older editions into the store. **Glenn** pointed out that ultimately it is a faculty issue, and students are required to abide by the faculty decisions. **Joseph** then discussed the issues associated with the Higher Education Opportunity Act (HEOA), which requires that book lists are distributed on the first day students can register for classes. This gives them the time to locate the least expensive books. However, PSU decided to make the fall date, October 15. On that date, Joseph had less than 50% of the faculty book lists.

Denise pointed out that many courses do not have books and never will. There was discussion of a default in which, if no order was placed, could the system default to the book used in the previous semester. **Joseph** indicated that this wouldn't work due to the last arrivals of the book lists. He mentioned that SET is the worst offender, CHEM 110, 112, Biology, instructors who never respond, chairs who don't respond. **Denise** asked who the science chair is. **Joseph** said that he sends the list to the chair.

Paul wondered if students might scan the books and resell them. **Joseph** responded that he has had students ask to copy a few homework pages, students who sit in the bookstore and work using the books, etc. He also pointed out that it is often an issue of financial aid, when students receive funding two or three weeks into the semester. He then told the Committee about Nook Sharing, which can be downloaded to computers and laptops, and provides a platform for the digital books with no internet connection needed.

Paul stated that it doesn't look like there is a solution. **Glenn** pointed out that we have high usage on campus of online reserves compare to other PSU campuses. **Denise** indicated that people are moving in that direction. **Kim** suggested that **Joseph** conduct a faculty presentation on the textbook issues, as not many faculty know about the regulations. He said that he is planning to visit school meetings to talk to faculty.

Karin stated that the agenda for the next meeting would be to come to a consensus about the recommendations we would make to the Faculty Senate about our charges.

Action Items:

- Glenn will talk with Raffy about absenteeism for Committee meetings.
Karin will follow up with Glenn to determine the