

**Penn State Harrisburg
Faculty Senate Agenda**
Thursday, November 15, 2012
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes October 18, 2012 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of the Minutes November 6, 2012 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- a. Motion from International and Intercultural Affairs Committee Appendix "C"
 - b. Recommendations Related to the Summer Compensation Appendix "D"
- D. REPORT OF THE SENATE PRESIDENT
- a. University Senate Self-Study Committee
 - b. Appointment to Human Resources and Business Service and Athletic Committees
 - c. Behavioral Threat Management – <http://btmt.psu.edu>
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
- Student's retention and other issues
- H. UNFINISHED BUSINESS
- a. Faculty Workload Policy Appendix "E"
 - b. College Faculty Senate Action Items
 - c. College Faculty Senate Constitution
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
- Enrollment Management and Outreach Minutes Appendix "F"
 - Human Resources and Business Services Minutes Appendix "G"
 - Information Systems Technology and Library Minutes Appendix "H"
 - International and Intercultural Committee Minutes Appendix "I"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, January 22, 2012 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

JOINT MEETING OF THE CAPITAL COLLEGE FACULTY SENATE
AND ACADEMIC COUNCIL

MINUTES

October 18, 2012

Attendees:

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

Administrators Present: O. Ansary, G. Crawford, P. Idowu, M. Kulkarni, S. Peterson, S. Schappe, C. Surra and M. Walters

Student: Andy Dessel

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 September 20, 2012 meeting. A motion was made by Harris/Gray 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 October 9, 2012 meeting of the Academic Affairs. A motion was made by Gray/Harris to approve the minutes and they were unanimously approved.

C. Communications to the Senate

None

D. Report of the Senate President

1. Luquis reminded senators that there would be a training of the CSCS (Course Submission and Consultation System) on Tuesday, November 6, 2012 in Library 106. Senators are encouraged to attend and to encourage faculty members who work with curriculum to attend as well.
2. A Faculty Forum will be held on Tuesday, October 30, 2012. Dr. Kulkarni will be updating faculty on the progress made on action items in the Core Council Report.
3. University Faculty Senate Chair, Larry Backer has charged a special committee on university governance with two charges: to do a substantial amount of creative thinking about the ways in which the Senate could do a better job in its shared governance role and provide faculty with a greater sense of engagement, and to review the organization of the University Faculty Senate. Luquis has been invited to participate in a meeting with the committee to provide feedback from the commonwealth campuses. Luquis invited the executive committee to join him on Oct 25, 2012 @ 2pm for this meeting.

4. The Promotion and Tenure celebration will be held today from 3-5pm, recognizing faculty members who reached that milestone.

E. Comments by the Chancellor

1. Kulkarni reported that the official enrollment numbers were released today.
 - a. Total enrollment 4,376 students – 3,426 undergraduates (78%) 950 graduate (21%)
 - b. Freshman – Fall 2012 – 622 an increase from 2011 – 548 and 2010 – 532
Of the 622 freshman 37.8 % are out of state 62.2% in state – 15.8% international students – 99% are full time while 1% are part time.
 - c. For total enrollment numbers – 83.6% in state – 16.4% out of state – 5.2% international students. 71% full time.
 - d. Undergraduate – 84.8% full time – 15.2% part time
 - e. Graduate – 20.5% full time – 79.5% part time
 - f. Undergraduate enrollment has increased over the last 2 years; however, graduate has seen a reduction.
2. With the continued growth in student enrollment, we need to invest more in student support services such as enrollment and international student support.
3. Our graduate school numbers are decreasing, therefore we need to re-examine the allocation of resources. Getting good faculty to teach undergraduate courses will encourage students to remain at our campus.
4. Recently, a ceremony to recognize Distinguished Alumni occurred. Penn State Harrisburg had two graduates receive the award. The award is highly competitive and prestigious.
5. Morcol expressed concern regarding transportation for international students. We currently have a shuttle that operates following night classes that will take students to off campus house. Kulkarni is also working with CAT to develop a loop that will take students to all off campus housing, the airport, train station, Harrisburg mall, Target and WalMart.
6. The issue of retention was revisited. Agili questioned why students leave our campus. Some of the main reasons are: programs not offered on our campus (agriculture, aerospace, etc.) and the international students are looking for a larger international community. Student representative Dessel mentioned that student involvement is also a major issue in retention. The more involved a student is, the less likely they will leave. Faculty and staff are encouraged to actively engage students and help them find the resources they need. Dessel also noted that more funding for clubs and organizations would be appreciated.
7. Strickland presented a motion that this discussion regarding retention and students issues be placed on the agenda for the next College Faculty Senate meeting to determine appropriate action . The motion was seconded by Harris, it was unanimously approved.

F. Comments From the University Council Representative

J. Ruiz was unable to attend the meeting, however it was noted that all University Faculty Senate meetings are available to be viewed over the web via Mediasite <http://live.libraries.psu.edu>. Two motions involving statements regarding the scandal were voted down. G. Crawford reported that R. Pangborn provided senators with an

overview of the university budget and strategic planning report. The new process for dependent eligibility verification was reviewed. Nearly 5% of “dependents” are not eligible for coverage, costing the university a great deal of money.

G. New Business

1. Faculty Mentorship Program – Academic Council
 - a. The Academic Council is proposing a mentorship program for new faculty members to help them adjust to working on our campus and moving them through the tenure process.
 - b. Some ideas were to have “super” mentors, who are knowledgeable with the campus procedures as well as the P&T process. Questions arose whether it would be better to have mentors in different specialties (dossier prep, publishing, etc.) with one main mentor. What type of training would be included for mentors? Would new faculty be able to select a mentor or would school directors select them for them? Possibly a mix of many mentors.
 - c. The objectives of the mentorship program would be:
 - i. Help tenure track faculty through the tenure process and help associate professors through the process to become full professors.
 - ii. Provide a climate of support.
 - d. The Faculty Senate unanimously supports the creation of a mentorship program and encourages the Academic Council to move forward with its plan.
2. Administration Role – For the Good of the College
 - a. The Administration role was briefly discussed. How can administrators help faculty? What does faculty feel administrators should do for the good of the college? Faculty would appreciate ways to increase morale, such as celebrating their accomplishments and providing a more positive work environment.
 - b. Rios mentioned that the administrator could spend some time during school meetings discussing the school/college strategic plans to get a better understanding of the decision making process and other outcomes affecting faculty members.
3. Other new business listed on the agenda will be moved to old business and discussed at the next meeting.

A motion to adjourn was made by Burrowes/Gray at 1:35pm.

The next meeting will be on Thursday, November 15, 2012 in the Madlyn Hanes Executive Conference Room beginning at 11:50am.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, November 6, 2012
12:00 – 1:15 P.M.**

Members present: Qiang Bu, Y. Frank Chen, Rick Ciocci, Gregory Crawford, Linda Null, Odd Stalebrink, and David Witwer

Non-voting Ex Officio Members: Omid Ansary and Peter Idowu

Invited guests: Matthew Wilson

Senate Liaison: Jean Harris

L. Null opened the meeting at 12:05pm.

1. **Minutes Approval from October 9, 2012 meeting** – The minutes from the previous meeting were reviewed, a motion to accept was made by Ciocci/Crawford, and the minutes were unanimously approved.

2. **Approval of Courses/Programs Proposals:**

Environmental Engineering Master’s Degree – Dr. Tom Eberlein and Dr. Shirley Clark

The Engineering program is currently working on the IUG for Civil Engineering and Environmental Engineering. As part of the package, the Environmental Engineering MS program has been modified. There are three primary reasons for proposing the changes. First, the modifications are more reflective of the changes in the practice of environmental engineering. Second, many students with science degrees pursue the M. Eng. in ENVE because they want to pursue careers in the field. Therefore, they need coursework that aligns with ABET. Finally, there were several areas that needed updating in the University Bulletin. Suggested changes to the proposal include the following:

- The proposal should contain a side-by-side list comparing the old program with the proposed changes.
- Changes have been illustrated in red, which will not translate when black and white copies are made. The proposal should follow curriculum guidelines and use strikethrough for material being deleted and bold for material being added.
- The proposal must be paginated.
- No consultation was done on the changes to the program. The program is asked to obtain external consultations for University Park, as well as internal consultation from faculty members in the School of Science, Engineering and Technology.

Without consultation, the committee agreed to table the program change for a future meeting.

P ADM 521 Performance Measurements and Management – Dr. Odd Stalebrink

The School of Public Affairs offered this course as a special topics course, but would now like to add it as a permanent offering. The course is designed to enhance students’ ability to develop and use performance measurement systems in the public sector.

- Questions arose regarding the lack of prerequisites. The suggestion was made to add “permission of program”; however, graduate courses do not need this listed as a prerequisite.
- The timeline seemed to be a bit off – only offering 12 weeks of material in a 15 week semester. While the course will also be offered through World Campus (which only has 12 week semesters), the course should have enough context for resident instruction. It was suggested the proposal be modified to reflect this.

A motion to approve the course with noted changes was made by Ciocci/Witwer and was unanimously approved.

EDUC 474 Evidence Based Practices for High Incidence Disabilities

EDUC 476 Assistive Technology and Universal Design

EDUC 478 Secondary Transition Collaboration and Services

Dr. Denise Meister and Dr. Linda Rhen

The committee agreed to look at these courses as a packet. Penn State Harrisburg was given a grant by the Pennsylvania Department of Education to create a special education certification. After 2013, students will no longer be able to teach special education with just a bachelor’s degree.

- The proposals were met with opposition from the education faculty at University Park. Their comments were negative, stating that they already had courses similar to the ones being proposed. Meister and Rhen have asked the University Park faculty members for their course syllabi in order to determine the amount of similarity, but have received no cooperation.
- University Park does not seem to understand that after 2013 their special education program will no longer be valid by PDE standards; PSH is attempting to be proactive on this measure.
- Recommended changes: Make the program overview clear; state that meetings to discuss this with the University Park faculty members have been requested, but there has been no cooperation to do so; list the state regulations and the justification for adding the courses; add the syllabi or at least detailed topics lists; provide measurable objectives; change the short descriptions.

A motion to approve the above courses with noted changes was made by Ciocci/Chen and was unanimously approved.

3. Meeting dates for the Fall 2012 semester
Tuesday, December 4, 2012 12:00-1:20pm W207

Adjournment at 1:15pm

APPENDIX “C”

International and Intercultural Affairs Committee, Penn State Harrisburg Senate, Motion:

The number of international students attending Penn State Harrisburg has increased dramatically over recent years, from 97 in Fall 2009 to 226 in Fall 2012 (a 133% increase). During this time, the number of staff members who work with international students has remained steady. These individuals, who work only part-time with international students, have had to take on an increasing work load, in addition to completing their other duties. Additional staff is needed to cope with the demands created by the growth in the number of international students.

In addition, faculty have noted that many of the international students, primarily those who come from countries where English is not the primary language of education, do not possess the English language skills necessary for academic success. Solutions should be sought which will better assess the English capabilities of potential students from other countries and which will provide additional academic assistance to international students who are currently enrolled so that their English language and other academic skills can be improved to meet the academic demands of the College.

Both these initiatives should lead to higher retention rates for international students and provide better academic and social experiences to these students.

Therefore, the International and Intercultural Affairs Committee recommends that the Penn State Harrisburg Faculty Senate conveys its concerns regarding the services provided to international students to the Chancellor and Interim Senior Associate Dean for Academic Affairs. Further, we urge the Administration of the College to address expeditiously the need for additional staffing to provide better support to our international students.

Submitted by Gregory Crawford, Chair, Nov. 2, 2012.

**Recommendations Related to the Topic of Summer Compensation and Contracts
Faculty Affairs Committee of the Faculty Senate
Penn State Harrisburg
November 8, 2012**

The committee met on September 27, 2012 to discuss a particular charge that our committee received: "Examine issues related to summer compensation for faculty members." After the meeting, further information was gathered to finalize the committee's recommendations. Below are the summary of our discussion and our recommendations:

1. The committee reviewed relevant Penn State Harrisburg Academic Guidelines and Policies, specifically 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 the violation of these policies. The committee also agreed that, based on F-3, the faculty who are on "non-teaching assignments [should] receive a separate contract for those services."
2. The committee also discussed the summer compensation the full-time faculty receive in relation to teaching. The full-time faculty get compensation at a set rate (e.g., a certain dollar amount per credit per student). While some courses enroll well and full-time faculty receive the full 11% of compensation, many other courses have low enrollment and full-time faculty who teach these courses may end
3. up being paid less than the adjunct faculty teaching the same course. In addition, the compensation rate for the summer has been the same for over a decade (\$102/\$125 per student per credit for undergraduate/graduate courses) even though the tuition rate has increased substantially.
4. The committee would like the current compensation rate increased, and, in addition, recommends that a minimum level of compensation for teaching a summer course be established. This minimum level should be above the adjunct faculty compensation rate and, at the same time, the 11% upper-limit rule should be kept.
5. Currently a number of full-time faculty members prefer not to teach during the summer for a variety of reasons. Other faculty members may refuse to teach in the summer if summer teaching is tied to summer service. This creates problems running graduate courses as teaching these courses require graduate-faculty status and the recruitment of adjuncts is not a solution. The committee believes that adherence to the policies F-2 and F-3, as outlined in point 1 above and introducing the changes outlined in point 2 above, will result in more full-time faculty interested in summer teaching.

Enclosures:

Academic Guidelines and Policies, F-2. Summer Compensation for Teaching Faculty
Academic Guidelines and Policies, F-3. Compensation for Faculty Performing Non-Teaching Duties During Summer Sessions

Committee Members for the 2012-2013 Academic Year: P. Ahrens, J. Beckett-Camarata, S. Chang, C. McCormick, C. McQuiggan, G. Morcol (Faculty Senate Liaison), S. Poyrazli (Chair), I. Shvartsman, P. Swan.

**Penn State Harrisburg
Academic Guidelines and Policies**

F-2. Summer Compensation for Teaching Faculty

Purpose

To establish a summer compensation policy for faculty on standing appointments.

Introduction

For a course in which the number of registered students is inadequate to allow full salary payment (11 percent of the 36-week salary or the amount shown on the contract), we will offer a faculty member one of the following options: (1) teach the course at a reduced salary or (2) cancel the course. We will compensate faculty at the following rate:

All contract letters will indicate how many students must be registered to yield a compensation rate of 11 percent.

All questions regarding compensation should be referred to the School Director.

If a course does not produce sufficient student credit hours to achieve the 11 percent of the salary (or other amount as stated on the contract), it will be necessary for the faculty member and the College to decide at least three work days in advance of the start of each term whether the instructor will teach the under-subscribed course at a reduced rate of compensation or whether the class is to be canceled or offered to another faculty member.

Approved: Academic Council April 1, 2002

Revised: Academic Leadership Council May 18, 2004

Revised: Academic Council April 8, 2009

F-3. Compensation for Faculty Performing Non-Teaching Duties During Summer Sessions

Introduction

The College acknowledges the importance of maintaining a critical level of service to undergraduate and graduate students during the summer. Some faculty members, such as Program Coordinators and others on 36-week contracts may be asked to perform certain non-teaching duties during that period.

Purpose

These guidelines establish the conditions and the practices governing appropriate compensation for administrative or non-teaching services performed during the summer.¹

General Guidelines

1. Teaching and administrative duties will remain distinct areas for compensation purposes. Since administrative costs must be calculated separately, faculty members on administrative or non-teaching assignments will receive a separate contract for those services.
2. Compensation for summer employment will be provided only for those services actually performed during the summer.
3. Performing non-teaching and/or administrative duties during the summer is not a condition of employment for Program Coordinators.
4. Summer employment must be approved in advance and under specific conditions by the School Director and the Chancellor.
5. The School Director must determine the specific duties to be performed and establish the dates when the services will be delivered. Program Coordinators will be required to provide a list of services for the Director to evaluate before any Memorandum of Service or Letter of Employment is prepared.
6. The employment letter must outline the specific administrative duties and the delivery date[s] of all services.
7. Coordinators performing such functions as supervising internships will be compensated according to the formulae in the Guideline 18: "Compensation Practices for Summer Internship Supervisors."
8. The quality of the performance must be evaluated by the School Director at the end of the summer employment period in accordance with the written description of duties or anticipated outcomes agreed to prior to the beginning of the summer session.

Approved: Academic Council

Revised: Academic Council September 16, 2003

Revised: Academic Council April 8, 2009

¹Summer teaching is covered by [F-2](#) entitled "Summer Compensation for Teaching Faculty."

Faculty Workload Policy

All full-time faculty (excluding library faculty) in the Capital College are expected to teach and advise students, to engage in research and/or creative endeavors and scholarly activities, to provide service to the University, the public, and the profession, and to be involved in outreach activities appropriate to their rank and position. Faculty workload is defined by a combination of teaching, scholarship, and service and the evaluation of faculty performance will be based on these areas. The College and Schools may have varying expectations and requirements for individual faculty members depending on the nature of their assignments.

The Scholarship of Teaching and Learning: The standard teaching responsibilities for tenured and tenure-track faculty engaged in significant scholarly research and/or creative endeavors and service activities is nine (9) credit hours per semester or eighteen (18) credit hours per academic year. Since most courses are three credit hour offerings, faculty generally teach three courses each semester during the academic year. In this context, a course is defined as a credit-bearing offering that satisfies the University standards for minimum enrollmentⁱ and that meets as a regularly scheduled class during the fall or spring semester. Suitable adjustments may be made for courses that include extended contact hours such as laboratories. Assignment of teaching responsibilities is under the purview of the School Director. Course releases are generally for a limited time only. Tenured faculty who lack a record of significant scholarly productivity or service will be assigned twelve (12) credit hours of teaching per semester. All full-time faculty who are neither tenured nor on tenure-track status are expected to teach twelve (12) credit hours per semester. In general, newly hired tenure-track faculty members will receive the equivalent of one three-credit course release during each of their first two academic years at the Capital College. All full-time faculty are expected to advise students as determined by the School Director and program coordinators.

The Scholarship of Research and Creative Accomplishments: All full-time faculty are expected to engage in scholarly and professional development activities. For tenured and tenure-track faculty, the requirements for such activity are determined by the promotion and tenure guidelines developed by the faculty of each School of the Capital College and by University policies such as HR-21 and HR-23. Specific directions and suggestions may be made by the School Director.

Service and the Scholarship of Service to the University, Society, and the Profession: All full-time faculty are expected to provide appropriate service to the University, the public, and their profession. For tenured and tenure-track faculty, the requirements for such service are determined by the promotion and tenure guidelines developed by the faculty of each School of the Capital College and by University policies such as HR-21 and HR-23. Specific directions and suggestions may be made by the School Director.

ⁱ While a minimally enrolled course will count as a course for workload purposes, enrollment limits should be determined by School Directors, based upon academic rationale.

(Note: The *Teaching Load Policy*, first adopted on 6th April 2000 and subsequently revised on 15th October 2008, was further revised and labeled as *Faculty Workload Policy*. It was reviewed by the College Faculty Senate on 21st September 2010 and approved by the Academic Council on 22nd September 2010.)

APPENDIX “F”

To: The members of the enrollment management and outreach committee (EMOC)
From: Triparna Vasavada, Chair EMOC
Subject: Charges and Agenda for the meeting
Date: November 7, 2012
Time: 1:00pm- 2:00pm in E 200 Olmsted
Attendees: Heidi Abbey, Ma'moun Abu-Ayyad, Chiara Sabina, Bill Milheim, Triparna Vasavada

We discussed the following in the meeting.

1. Bill and Heidi reported their experience with graduate focus group:1. They were pleased with the outcome. Notes from the discussion will be submitted soon to share with the members of our committee.
2. Jesse and Gina also reported via email that their experience with undergraduate focus group:1 went well. Notes from their discussion are uploaded on Angel for your information.
3. Group discussed the difficulty in recruitment of students for graduate focus group. Following were suggested.
 - a. As we have to cancel Graduate Focus Group: 2 due to no participation conduct one more graduate focus group in Spring 2013 semester.
 - b. Contact graduate faculty (may be in Business and Humanity) and discuss the possibility to spend some class-time to conduct the focus group.
 - c. In our next meeting we need to identify gaps in the data and also find gaps in diversity/representation of student population in our groups. Based on that we should recruit future graduate students in Spring 2013. Further detailed discussion should take place in our next meeting.
4. For the analysis of the data, once we finish conducting all the focus groups in Spring 2013, we will conduct the analysis of the data. After completion of analysis, Triparna will ask for recommendations (based on the findings) from committee members to include in the final report.
5. We agreed to meet one more time in early December to discuss the following next steps.
 - a. What are the holes in the data?
 - b. What is the best time to conduct graduate focus group in Spring 2013 semester?
 - c. When to send the announcement out?
 - d. Who will be the facilitators?

**Human Resources and Business Services Committee of the Faculty
Senate
Penn State Harrisburg
Minutes
November 6, 2012
12:00-1:00pm
Olmsted - C113**

Present: NIHAL BAYRAKTAR, MICHAEL STEFANY, RICHARD ROBERT YOUNG,
RAYMOND F GIBNEY JR, ERIC P DELOZIER, SEDIG SALEM AGILI

Excused: DOROTHY JEAN GUY, JOHN KIM

Absent: JOSEPH STEIBEL, MARGARET CECILIA LOHMAN, DAHLIA PARKER

Minutes prepared by Nihal Bayraktar

1. The meeting started at 12:02. The members introduced themselves.
2. Mr. MICHAEL BEHNEY attended the meeting and presented the latest Climate Assessment Survey in 2011/12. (Please find the PowerPoint presentation attached).
3. During and after the presentation, Mr. Behney answered the committee members' questions about the survey study.
4. The full report will be publically available when it is approved by the Chancellor.
5. After the presentation, the members discussed the Faculty Senate Charge I: "Review polices for the enhancement of a work climate that supports individual differences and promotes and effort fairness and equity. As part of this process, establish collaboration or liaison with the Climate Assessment subcommittee of the DEEC."
6. Dr. Bayraktar shared the list of policies:
Web address: <http://guru.psu.edu/policies/>
PENN STATE - POLICIES
 - Administrative Policies and Guidelines
 - Administrative Policies
 - Administrative Guidelines
 - Budget Policies
 - Business Services
 - Financial Policies and Guidelines
 - Financial Policies
 - Financial Guidelines
 - Human Resources Policies and Guidelines
 - Human Resources Policies
 - Human Resources Guidelines
 - Payroll Policies
 - Research Administration

- Research Administration Policies
- Research Administration Guidelines
- Safety Policies
- Travel Policies

7. Dr. Gibney suggested the committee can focus on survey results from faculty and staff.

8. Dr. Young stated that bureaucratic barriers at the College can be considered as well.

9. Dr. Agili suggested that the committee can start with the highlights of the survey reports from current year, as well as from previous years and then review policies in light of these highlights.

Penn State Harrisburg
Information Systems Technology and Library Committee
Monday, October 15, 2012
12:00-1:00 E200

Committee Members:

Patrick Burrowes
Roger Bussard
√Refik Culpán
Eric Delozier
√Omar El Ariss
√Carolyn Grasse-Bachman
Kaushal Pathak
Catherine Rios
√Zina Taran
√Aaron Wachhaus
√Matthew Woessner
√Gloria B. Clark, Chair

Non-voting Ex Officio Members:

√John Hoh
√Kate Tompkins
√Greg Crawford
√Christopher Weaver

Meeting was opened at 12:00 pm

Minutes of the Meeting

1. A report by John Hoh:

Projects planned and those recently completed. John described the following completed projects:

- a. Library 305: remodeled with collaborative furniture, twenty chairs, MAC and PC combination and ultra short show projector
- b. 2nd Floor Lounge Center, Olmsted: Professor Manlove contributed artwork, ITS installed kiosks and virtual pcs; now drawing students to both relax and collaborate on projects
- c. Library 102A Collaboration Suite for use with ipads; Apple needs a special adaptor available at the library desk
- d. Gymnasium: Installed a new dual projection system
- e. Morrison Gallery: installed a new dual projection system
- f. Library 110: Completed a Video Learning Network, twelve desks; conducting classes through the network to distance locations
- g. Library 203: Now a general-purpose classroom with forty seats and intelligent whiteboard
- h. Library 108: now a computer lab with intelligent whiteboard

Other changes:

- a. W138: back to a general-purpose classroom
- b. W7: from general-purpose classroom to “Studio”
- c. C8: (Whisper rooms) now a Communications Department Lab
- d. W338: two small general-purpose classrooms combined into a large classroom (54 seats)
- e. TL 127: Physics lab; new AV, audio, podium
- f. CO14: moving to perimeter seating
- g. Nursing simulation moved to “Dining Commons” area

h. New high speed printing in the library

Projects planned:

- a. CUB digital signage
- b. Additional classroom in the space formerly known as the “Dining Commons”
- c. Briefing area for nursing students
- d. One button video production in the library 202C
- e. Two additional kiosks on the second floor center lobby
- f. Chancellor’s committee on Classroom Renovations
- g. Second Floor East corridor classrooms; prototyping
- h. Library 109: possibly larger collaborative classroom

2. Review of Committee Charge for AY 2012-2013:

Survey faculty members to assess their technology needs in the following areas classroom technology and office computing equipment (beyond Zimbra), including printer, software, Internet, etc.

Suggestions:

Committee work on a Google Doc together to create a survey for faculty.

3. Discussion:

a. Wireless printing at Oregon State University

<http://oregonstate.edu/helpdocs/wireless/wireless-printing>

John Hoh reported that there is interest in wireless printing, but there is an issue since IT went with page counting. Right now there is not a work around that will allow for page counting.

b. Open Educational Resources, why aren't we involved?

This item was tabled for another meeting.

c. Idea paint:

Makes any surface a whiteboard-

<http://www.ideapaint.com/>

John Hoh noted that the paint is very expensive, generally more expensive than putting up a whiteboard.

4. Further Ideas or Questions

a. Greg Crawford mentioned Scholar Sphere, a data repository that will be available to faculty and students.

b. Yammer was also mentioned as a social networking site for academic purposes. There was interest in following up on this discussion at a future meeting.

5. Adjournment: 1:00 pm

**Penn State Harrisburg Faculty Senate
International and Intercultural Affairs Committee
Minutes of the Oct. 22, 2012 Meeting**

Members present:

Marie Louise Abram
Michael Barton
Michael Becker
Gregory Crawford, Chair
Hao Dong, Graduate Student
Donna Howard
Sai Kakuturu
Martha Strickland, Senate Liaison
Udodi Ukwuani, Undergraduate Student

Members absent:

Amit Banerjee
Lewis Boahene
Catherine Rios
Richard Scheib
Robin Wright

Guests present:

Janice Smith
Leyla Spahich

1. Minutes of Sept. 11 meeting (posted on ANGEL) – approved
2. Report on the learning center and international students
Janice Smith was requested to attend to report on the effects that the increase in the number of international students has had on the learning center. There is an overall increase in the number of sessions of ENGL 15 and ENGL 004 classes, as well as ESL 002 and 004 classes. At this time she is unable to provide numbers of international students using the services of the learning center since their data is not yet available for analysis. This will be done at the end of the semester. She did note that international students need more transition support, greater help with academics, and more focus on academic writing and translating of texts. Many international students may be able to read and write English proficiently, but not understand faculty in class and may be unwilling to speak in class. The learning center needs more space and staff with an ESL specialty. The faculty were especially interested in the availability of ESL staff and suggested working with the ESL faculty in the School of BSED.
3. Report on advising and international students
Leyla Spahich was invited to attend the IIAC meeting to report on the effects that the increase in the number of international students has had on the advising center. She reported

that there were 106 new international students at the international orientation this year, compared to 42 last year. In all, there were over 1000 new students attending orientation this year. The advising center tries to be proactive to all students, but is especially attentive to international students. They are planning to reach out to students after the mid-November progress reports come out. Many international students are having difficulties adjusting to the life of the college. A discussion followed that raised several questions such as mentors for international students and requirements for attendance at class and class participation.

4. Update on student services

Donna Howard provided an update on student services for international students. She noted that new international students grew from 18 undergraduates and 11 graduates in 2007 to 106 undergraduates and 34 graduates in 2012. Greg mentioned that the official 2012 fall headcount of international students at PSH was a total 226. Student Services offers a 2-day International Student Orientation which consists of—understanding the differences in classroom/faculty expectations, providing immigration regulations, document check in, taking students shopping, providing social time in the evenings, and meeting with current international students. Student Services has expanded their offerings with sessions on student conduct/University's Code of Conduct, academic requirements, and plagiarism and others. The office also manages the International Coffee Hour sessions and lunch with an international flavor. The School of Humanities has created international discussion tables every Friday. The office is also working with other campus departments to coordinate and collaborate on a variety of events and programs.

5. Update on international activities and travel/study abroad

Marie Louise Abram provided a brief update on her office. She noted that faculty need additional help in working with international students and in developing international travel programs. Dr. Barton is leading a trip to Portugal that is being funded through an SAF grant. Currently, the China trip has no sign ups, but she is hopeful that it will see registrations. The other trips are progressing well in their enrollments.

6. Proposed legislation to PSH Senate

Greg Crawford submitted a draft motion for consideration of the committee. The motion will be posted on Google Docs for editing by members of the committee and an online vote will be taken to see if it should be sent to the full PSH Senate for consideration.

The meeting was adjourned at 3:05 pm.

Submitted by Gregory Crawford, Chair (thanks to Jennifer Dimeler for helping with the minutes).
