

Penn State Harrisburg
Faculty Senate
Thursday, April 19, 2012
Madlyn Hanes Executive Conference Room C300
11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes March 22, 2012 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of the April 10, 2012 Minutes Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
Capital College Election Results/Turn over reins to President-Elect
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. FORENSIC BUSINESS
- H. NEW BUSINESS
NCAA Division III – Rashaan Carlton
- I. UNFINISHED BUSINESS
- J. LEGISLATIVE REPORTS
- K. ADVISORY/CONSULTATIVE REPORTS
 - Minutes from Human Resources and Business Services Committee
March 21, 2012 Appendix "C"
 - Minutes from Information Systems Technology and Library Committee
March 21, 2012 Appendix "D"
 - Minutes from Student Affairs Committee Meeting
March 19, 2012 Appendix "E"
- L. NEW LEGISLATIVE BUSINESS
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The End-of Year meeting is scheduled for Tuesday, May 8, 2012 beginning at 12pm in the Madlyn Hanes Executive Conference Room – C300.

CAPITAL COLLEGE FACULTY SENATE
MINUTES
March 22, 2012

Attendees:

Capital College Senators: S. Agili, R. Gray, R. Luquis, G. McGuigan, G. Morcol, M. Strickland, P. Vora, J. Wilburne, and S. Winch.

Administrators Present: M. Kulkarni, O. Ansary

Absent: P. Burrowes, J. Harris, J. Ruiz

Robert Gray, Faculty Senate President opened the meeting at 11:56 a.m.

A. Minutes Approval for Faculty Senate Meeting

Gray requested a motion to approve the minutes from the February 21, 2012 meeting. A motion was made by Morcol/Agili to approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Gray requested a motion to approve the minutes from the Academic Affairs Meeting on March 15, 2012 meeting. It was requested that IUG be spelled out in the minutes. IUG refers to Integrated Undergraduate and Graduate. The motion was approved with the noted changes. Luquis questioned whether the changes had been made to the January minutes, and it was noted that they were.

C. Communications to the Senate

1. Morcol questioned the Board of Trustees meeting the week before. The Board hopes to make the University more transparent by establishing two committees to deal with the dissemination of information.
Kulkarni stated that this is the first time in many years that the Board of Trustees has actually met with the Faculty Senate, University executives and students. Kulkarni would rather use the term open rather than transparent.
2. Morcol questioned articles appearing in the Patriot News that stated the University was exploring whether to become a private institution. Kulkarni noted that no University committees are looking into this idea. Individual trustee members may be exploring the possibility, but they are not representing the University.
3. Morcol questioned the memo that Dr. Marian Walters distributed on Wednesday, March 21, 2012 regarding the Federal prohibition on intellectual discussions/exchange with scholars/nations from Cuba, Myanmar (formerly Burma), Iran, North Korea, Sudan and Syria. Kulkarni made it clear that the information contained in the memo was not the University policy, however a federal law that they had to distribute. Any questions regarding the policy should be forwarded to Walters and Kulkarni and they will be complied and addressed.

D. Report of the Senate President

1. Gray reported that faculty senate elections for president-elect are currently being held, with the deadline of Friday, March 23, 2012.
2. Gray noted that before spring break he was invited to participate in the College Board of Advisors meeting to discuss the faculty senate, and possible relationships that could be developed between students and local businesses. He was invited to return to a future BOA meeting and discuss the topic a bit more.
3. Gray and Luquis held another meeting with the faculty senate committee chairs. The meetings went well, and the committee chairs are able identify similar issues and work together to resolve them. Gray would like the meetings to continue at least once a semester.
4. Luquis asked that faculty senate members encourage their colleagues to submit their committee preferences as soon as they receive the requests. They are generally due by the end of the semester and there are a limited number of positions available.
5. Gray stated that the faculty senate would be creating a new standing committee to handle issues related to Division III intercollegiate athletics.

E. Comments by the Chancellor

1. Kulkarni addressed questions earlier in the meeting.
2. Kulkarni noted that during the next meeting, he will be providing the faculty senate with a report on hiring. He has heard many faculty members complaining that the college is not hiring enough. That information will be presented at the April 15, 2012 meeting of the faculty senate.

F. Comments from the University Council Representative – J. Ruiz

Ruiz was not able to attend.

G. Forensic Business

None

H. New Business

1. Carol McQuiggan presented information on the creation of hybrid and online courses offered by Penn State Harrisburg.
2. The structure of hybrid courses was previously approved by the faculty senate on April 21, 2011, and McQuiggan was coming to the faculty senate to get permission to include "Faculty are required to work with the Faculty Center in the design, development, and delivery of the hybrid course." The members of the instructional design team wanted that language included because faculty members were not coming to them to create hybrid courses. This policy will help faculty understand the necessary steps to create good courses. A request for proposal must be completed for each new course so that the program coordinators and school directors are aware of the actions being taken.

3. McQuiggan was also seeking approval for the draft for online course guidelines, which is almost exactly the same as the hybrid courses.
4. Current hybrid and online courses will be peer reviewed by their programs and schools. Any faculty member who has created a hybrid/online course can request a review to make sure that all Penn State academic standards are met.
5. Luquis expressed concern over the quality of the course and students requesting to take online courses because they believe they are easier. McQuiggan noted that this process will help the faculty and schools develop good courses. However, quality is the responsibility of the faculty offering the course.
6. Some members were concerned about intellectual property rights and the University's Policy RA-17 Courseware. It was suggested that RA-17 may be a good topic for a faculty forum.
7. A motion to approve the changes to hybrid courses and the new online course guidelines was made by Winch/Morcol and was unanimously approved.

I. Unfinished Business

None

J. Legislative Reports

None

K. Advisory/Consultative Reports

Minutes from the Human Resources and Business Services Committee were accepted.

L. New Legislative Business

None

M. Comments and Recommendations for the Good of the College

1. Strickland wanted to make the faculty senate members aware of the Day of Listening that is created from the World Wide Narratives project on April 12, 2012. They currently have over 100 stories that the students have collected, as they were asked to interview people with backgrounds different than their own. This project was funded for another year through and EOPC grant.

A motion to adjourn was made by Wilburne/Luquis at 1:10pm.

The next meeting of the Penn State Harrisburg Faculty Senate Thursday, April 19, 2012 – 11:50am to 1:20pm Madlyn Hanes Executive Conference Room.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, April 10, 2012
11:50 – 12:45 P.M.**

Members present: Qiang Bu, Y. Frank Chen, Gregory Crawford, Rick Ciocchi, Linda Null

Invited guests: Katina Moten

L. Null opened the meeting at 11:50am.

1. **Minutes Approval for March 15, 2012 meeting** – The minutes from the previous meeting were reviewed, a motion to accept was made by Ciocchi/Bu, and the minutes were unanimously approved.
2. **Approval of Courses/Programs Proposals:**
 - a. BE T 103 Introduction to Clinical Healthcare Practice – Erin Shannon, Erin Mariano and Catherine Caruso
This is a course that has been offered over the past several years through the Continuing Education Department as a special topics course. They would like to make the course permanent. This college credit course will provide senior high school students practical and relevant experiences in the healthcare field by linking classroom curriculum to hospital experiences. The program is currently offered to students through the PA Youth Apprenticeship Program in the Lower Dauphin and Hershey School Districts.
It was noted that the criteria to meet the requirements of a Penn State General Education course needed to be corrected.
This course has been tabled until the General Education issues can be addressed.
 - b. CET 242 – Civil Engineering Materials Concrete and Bituminous – Jennifer Albert
During the 2010-2011 academic year, SSET upgraded the civil engineering materials lab by purchasing several new pieces of equipment. Therefore, in order to adequately cover the current material, in addition to the new content and laboratory exercises, the SDCET program is proposing an increase in the number of credits for CET 242 from 2 credits to 3 credits. The proposed 3 credit course is comprised of 2 hours of lecture and 2 hours of lab per week. SDCET would also like to change the course number from 242 to 342, since the addition of new material makes the class more appropriate for junior and senior-level students. The only noted change was that “The proposed 3.0 credit course will be comprised of 2 hours of lecture and 2 hours of lab per week” be added to the justification.
Ciocchi/Crawford made a motion to approve with suggested changes and the motion was unanimously approved.

- c. Proposed Change for Structural Design and Construction Engineering Technology Major – Joe Cecere

The present construction option requires MET 435 “HVAC” which focuses on buildings. The proposed revision allows the student to select a course in other areas, including a Highway/Transportation focus where students could take C E 321 “Highway Engineering,” while an energy focus would allow students to select ENVE “Sustainable Engineering.”

The revision moves engineering economy to C E 333W “Construction Management I,” which is similar to the Civil Engineering curriculum. Therefore, the contents of I E 303 “Engineering Economy” are covered and the class is no longer needed.

To expand the breadth of asphalt in CET 242 “Civil Engineering Materials Concrete and Bituminous” SDCET is including additional laboratory experiences by increasing the credits hours from 2 to 3.

The committee recommended that Dr. Cecere work with Katina Moten to make sure the credit hours add up to the correct amount. Ciocchi noted that his name and AB Shafaye’s name were spelled wrong and the phone numbers were incorrect. In the revised courses area, CET 242 should be changed to 342 and CET 343 should be removed, as the course change has not been completed. Finally, ENVE “430” should be added in justification 1.

Ciocchi/Chen made a motion to approve with suggested changes and the motion was unanimously approved.

- d. Proposal for change of core course requirements to the Ph.D. Program in American Studies. – Simon Bronner

The American Studies Program proposes to replace the doctoral program requirements of taking one section of AM ST 502 (Problems in American Studies) with taking two sections, consisting of different topics on American Studies problems. This new requirement would replace the previous pre-candidacy requirement of taking one course from the subfield seminars (AM ST 510 to 570) for the fourth “core” course (the other core courses are 500, 502, and 591). The purpose of this change is to increase the course of study in the major field of American Studies Theory and Method before doctoral students enter candidacy.

The only changes that needed to be made were grammatical in the graduate bulletin change.

Ciocchi/Chen made a motion to approve with suggested changes and the motion was unanimously approved.

Null thanked the committee for their service during the 2011-2012 academic year.

Adjournment at 12:45pm

APPENDIX “C”

Human Resources and Business Services Committee Meeting Minutes - 03/21/12

In attendance: Jennifer Albert, Peg Lohman, and Anita Mareno (by phone).

1. Update on communication with ORP and Dr. Ansary re survey – ORP has indicated that we do not require IRB approval to conduct the train survey and Dr. Ansary approved its distribution, as well. Listserv access has been obtained for PSH faculty, staff, and students.
2. Develop schedule for administering and analyzing results of train station survey – the following schedule was established:
 - Email the survey (depending on when it’s ready) – Mar 27, 28, or 29
 - Send out an email reminder – Apr 2 or 3
 - Close survey – Apr 9
 - Analyze data – Apr 9-16
 - Prepare report – Apr 16-23
 - Present report at HR&BS meeting – Apr 24 or 25
 - Forward report to physical plant and faculty senate leadership – Apr 26
3. Review and revise draft questions for survey – questions that had been submitted were reviewed, revised, and finalized. A final version of the survey questions was uploaded to the train survey folder.
4. Committee assignments
 - a. Administer survey - Peg
 - b. Analyze data – Jennifer (and Mike if Jennifer needs help)
 - c. Prepare report - Anita

The meeting was adjourned at 4pm.

Minutes respectfully submitted by Peg Lohman, March 23, 2012



Penn State Harrisburg
Information Systems Technology and Library Committee
Wednesday, March 21, 2012
3:00-4:00 C212

Committee Members:

Qualetha Boswell
Roger Bussard
Refik Culpán
Eric Delozier
Carolyn Grasse-Bachman
Raffy Luquis
Parag Pendharkar
Mohammed Tofighi
Aaron Wachhaus
Matthew Woessner
Gloria B. Clark, Chair

Non-voting Ex Officio Members

John Hoh
Kate Tompkins
Greg Crawford
Christopher Weaver

Agenda:

1. Work on Committee Charge for AY 2011-2012

Perform a basis of comparison benchmarking with other colleges and online learning institutions regarding defining “state of the art” technology used in the classroom.

Response:

- a. Discuss the Horizon Report for 2012- copy on the Committee’s ANGEL site
- b. Discuss ideas presented in the Chronicle of Higher Education on classroom technologies- <http://chronicle.com/blogs/profhacker/what-are-your-favorite-technologies-in-the-classroom/38229>

The committee took a brief look at the Horizon Report and the Prof Hacker blog. We will discuss the report in more depth at the next meeting, when everyone will have had a chance to look at it.

2. Announcements by John Hoh

Discussion of "remote applications" as part of the task force on *lab and desktop management* - this concept is one of the charges for this year's committee

Lab and Desktop management (Erie, Harrisburg, Hazleton, Architecture, ITS CSS and CLC)

Four outcomes for the taskforce:

1. Create a more consistent look and feel for students/faculty across the campuses
2. Reduce both capital and operational costs by a) extending the life of the hardware b) redeploying FTE
3. Enhance our ability to remotely reproduce the resources currently found in our computer labs and office systems
4. Enable our existing labs to evolve into collaborative learning spaces

Surprises:

New technologies are enabling us to transform our spaces

Labs have a social component

Virtualization leads to innovative licensing

Many examples of successful initiatives can be found around the university.

- a. President's office
- b. College of Engineering
- c. Hazleton Campus
- d. CLM-Cooperative Lab Management

The current "continuums"

The move from:

Physical to virtual apps and desktops

Fat to thin to zero clients (with declining size and costs of these physical systems)

Cost shifting from HW to SW/licensing

Three general categories of classroom and lab management:

Classroom podiums and labs

Staff and faculty desktops

Remote applications (aka "virtual labs")

Possibly three separate solutions:

Governance for a multi-application ser of applications

Will it be necessary to redefine what "central" IT does for the university? Potentially a shift from "for us" to "with us"

At the very least need enhanced dialogue

The cost to implement the solutions
Funded at least in part from the following:
Extending hardware life cycle
Licensing savings

Next steps:
Learn which technologies will benefit us the most
Examine offering from Citrix and Microsoft
Consult with our existing partners
Identify other initiatives at research universities

The future is here:
Hardware- thick, thin, zero, kiosks in Swatara and Olmsted)
Zero client=pano system

Solutions VMware/Citrix/ MS (simple and cost effective)

3. Christopher Weaver- Update on web accessibility issues

Formed a web accessibility committee with Carol McQuiggan and Christopher Weaver. Committee has met once. Response to lawsuit on accessibility. The University Web pages are in different stages of accessibility. One issue is making sure the color and background color is very visible. Christopher Weaver is the liaison on our campus. Within three years all pages will be accessible. There are 16-18,000 Penn State Harrisburg WebPages . The university performed a base line scan using “The Compliance Sherriff” for WCAG2 (Web Content Accessibility guidelines version 2). They scanned one hundred pages of our content; they only scanned hbg, our old server. Of the pages scanned, 70% passed. Generally those that do not pass have the same problem. The new server “Harrisburg” should be more compliant. Soon Chris will be able to run our own scan. The idea is to change a template and then all pages will be changed. Chris calls it “remediation be replacement.”

4. Adjournment- next meeting April 17th in C113

**Student Affairs Committee 2011-12
March 19, 2012
2-5 p.m., Room C-113 Olmsted**

Minutes

IN Attendance: John Haddad, Glenn McGuigan, Tevon Manning, Denise Meister, AB Shafaye, Ilya Shvartsman, Karin Sprow, Paul Thompson

Absent: Joe Cecere, Ugar Yucelt

Guests: Rob Coffman Jr., Carolyn Julian

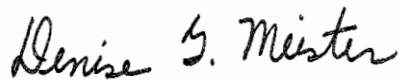
Denise Meister called the Student Affairs Committee meeting to order at 2 P.M. on March 19, 2012, in Room C-113 Olmsted.

The minutes from the January 24, meeting were approved.

The committee spent the meeting time to award the following scholarships: 250+ freshmen and Board of Advisors.

The next meeting is scheduled for Friday, April 27, from 10 a.m. until 3 p.m. in C-113 Olmsted.

The meeting was adjourned at 2:40 p.m.

A handwritten signature in black ink that reads "Denise S. Meister". The signature is written in a cursive style with a large, stylized 'D' and 'M'.