

**Penn State Harrisburg**  
**Faculty Senate Agenda**  
Thursday, August 30, 2012  
Madlyn Hanes Executive Conference Room C300  
11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes May 8, 2012 Appendix “A”
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
- C. COMMUNICATIONS TO THE SENATE  
Classroom/number of student assignment
- D. REPORT OF THE SENATE PRESIDENT Appendix “B”
  - a. Committees Appointments (Students Rep)/Charges
  - b. University Senate college visit – Sept 19
  - c. Faculty Forum – Oct 30
  - d. Recent University Events
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
  - NCAA Division III – Dr. Joe Cecere
  - College Senate Committees – Chair position and Minimum number of meetings
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

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

**CAPITAL COLLEGE FACULTY SENATE  
MINUTES  
END-OF-YEAR MEETING  
MAY 8, 2012**

**Attendees:**

*Capital College Senators:*

S. Agili, P. Burrowes, R. Gray, R. Luquis, G. McGuigan, G. Morcol, C. Rios, C. Sabina, B. Sims, M. Strickland

*Committee Chairs:*

J. Blum (for B. Cigler), P. Kareithi, D. Meister, L. Null, S. Poyrazli, B. Ran

*Administrators/Academic Council:*

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

**I. Welcome and Introductions**

Raffy Luquis, Senate President, opened the meeting at 12:15 p.m.

**II. Remarks from the Senate President**

Luquis began his remarks stating that he believes that service and citizenship are important parts of being a faculty member at Penn State Harrisburg.

- During his term, he hopes to maintain open communications with administration, faculty, staff and students.
- He will maintain regular office hours in the Faculty Senate office and encourages everyone to bring problems and concerns to his attention.
- During the 2011-2012 academic year, the committee chairs met once each semester to share ideas and concerns. Luquis intends to continue those meetings during the 2012-2013 academic year.
- Luquis would like to see increased communication with the University Park Faculty Senators and will hold meetings with them through the school year.
- He will require active participation from the Student Government Association and work to have student representation on all committees and the Faculty Senate.
- Luquis will serve on the Campus Faculty Governance Leaders committee.
- Luquis requests everyone's expertise to ensure a successful academic year.

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

The Faculty Senate members for the 2012-2013 academic year were reviewed. University Senators for the 2012-2013 academic year were also reviewed.

The position of Secretary of the Senate needed to be filled for the 2012-2013 academic year. Martha Strickland was the only candidate and was elected by acclamation.

The position of Parliamentarian of the Senate needed to be filled for the 2012-2013 academic year. Barbara Sims was nominated by Morcol and seconded by Strickland. Sims was elected by a unanimous vote.

III. **Report from the Chancellor, Mukund Kulkarni**

- Kulkarni thanked everyone for their service to the college.
- Kulkarni provided an update on the enrollment numbers for Fall 2012. University Park and Penn State Harrisburg have done well with freshman applications and acceptance. Several other campuses are not doing as well. In Fall 2011, we enrolled 548 freshman. Currently the numbers for Fall 2012 are expected to break 600. The Division of Undergraduate Studies, the Senior Associate Dean for Academic Affairs, School Directors and the Learning Center are all looking at the numbers and preparing for the additional freshman.
- Summer enrollment is up as well. PSH is ahead by 73 students over this time last year.
- PSH is working to increase the numbers of graduate school admissions. Currently we are targeting recent graduates from PSH and the other non-University Park campuses. We are also attempting to recruit students applying to University Park that may not get into their graduate programs.
- Morcol expressed concern that we will not be able to sustain the current rate of growth and fears that we will suffer the same problems as other campuses that have decreased enrollment.
- Private housing, being built next to campus is going very well and should be full within the next few weeks.
- The budget continues to be a concern. Kulkarni is being cautious with hiring and construction on campus.
- During the summer months, Kulkarni will be working on a progress report regarding the Core Council letter.
- Summer brings physical improvement time to the campus. Vartan Plaza will be enhanced, with the Penn State University seal placed into the concrete in front of the Olmsted building. Several classrooms will be redone as well. The mailroom will be moved to the Physical Plant building. That space will be used to create a suite for the Faculty Senate office, Office of International Programs and the Honors Program.
- Kulkarni will be created an ad hoc committee to determine space usage for space in Olmsted that will be created when several labs move to the EAB.
- Kulkarni recognized the following people, who were present at the meeting, for Promotion and Tenure accomplishments. Denise Meister, full professor, Glenn McGuigan, full librarian and Patrick Burrowes tenured.

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

- Ansary thanked everyone for their work over the past year. Ansary hopes to have a Committee on Support to the Academic Units in place soon, to deal with the problems that the schools may face academically.
- Ansary is looking at our campus marketing and is looking for ideas from the school directors and graduate studies on ways to better market our “product.”
- Ansary is excited about our new Integrated Undergraduate and Graduate degree programs that are forthcoming. Computer Science will begin the Fall 2012 and we are working on American Studies.

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

James Ruiz was not present at the meeting, however Luquis noted that the new University Faculty Senate Chair, Larry Backer has created a blog entitled “The Faculty Voice: Sharing While Chairing the Penn State Faculty Senate.” All faculty members are encouraged to keep updated on the site, which can be found at <http://lcbpsusenate.blogspot.com/>

VI. **Committee Chair Reports**

**Academic Affairs Committee –Chair Linda Null**

- Courses that were reviewed over the past year were provided in the information distributed to all members.
- The Committee developed checklists for reviewing curricular proposals. These checklists are available to all members. In addition, a flow chart for the IUG process is currently in progress.
- The major concern of the Committee is the need to coordinate program changes with the on-line course proposals. While faculty members submitting changes to both courses and programs have generally presented their course and program changes as “packages,” the Committee encourages continued development and implementation of the on-line program proposal system.
- Another concern is the number of problems that faculty and staff encountered when entering courses into CSCS; more on-line “tutorial” information about the process would be beneficial, as evidenced by the incomplete/incorrect proposals that were submitted to the Committee. Rebecca Gardner and Penny Carlson started on the development of a course and program proposal manual and flowchart; the flowchart has been completed and is available on ANGEL. The Committee suggests that this manual be completed and shared with faculty members. In addition, the Committee recommends that faculty, not staff, enter changes into CSCS. Lastly, Committee members have suggested that they would like the ability to “get back” CSCS proposals that have been hidden; currently, once the information is hidden, it cannot be retrieved. This problem has been

partially mitigated by posting all proposals in an ANGEL group accessible by all members.

### **Enrollment Management and Outreach Subcommittee – Chair Triparna Vasavada**

The report was available to review.

- The committee has developed a first draft of the survey to respond to their charges. The draft survey is to be finalized in during the first Fall 2012 meeting. It will be ready to send out to the students early in the fall semester, once discussions are finished. The committee intends to use Survey Monkey to collect the data. We will be working with the Faculty Center for Teaching and Instructional Technology, and with Chris Weaver, our web manager, in the Marketing Office to finalize the survey.
- Regarding charge (4) that relates to international students, the following was recommended last year by this committee. Optimally, the subcommittee would like to see a small proportion of rooms reserved for this group of students whose decisions come after the established housing deadline. Even with the new on-campus housing units, demand far outweighs available supply; therefore the college must be creative in finding suitable housing options for this group. We are in an advantageous position given that, as the college's international enrollment increases, we are able to use existing resources both on campus and in the community at-large to provide a welcoming environment for students experiencing a radical life change. Other key elements are resources in the greater Harrisburg area. Churches and other community outreach groups can provide connections in the region for incoming international students. Lastly, the college could even consider host families for interested students for their first year as a means of helping international students become comfortable in the community.

### **Faculty Affairs – Chair Senel Poyrazli**

The report was available for review.

- The committee had a busy and productive year with two originally charges and three charges that were added after the beginning of the semester.
- The committee made several recommendations regarding formal grant proposals and submission, which were listed in the final report.
- The committee considered what promotion and tenure advantages faculty have for publishing a patent application and obtaining a US patent.
- The committee's discussion led to the following recommendations:
  - 1) Have a licensing officer from the University Park office visit our campus, meet with relevant faculty members, provide guidance, and provide feedback for the patent application;

- 2) Modify the P&T criteria, especially in relevant schools, to include patent applications and patents. The committee recognizes that some patents may not be as important, while some others may be counted as a peer-review publication or more. Individual schools should decide what weight should be given to patents. Furthermore, these decisions should be appropriately communicated among college and University P&T committees.
  - 3) Consider requesting the patent office at University Park to expedite review of patent submissions from tenure-track faculty.
- The committee also established a campus-wide office hours statement.
  - Grade inflation and recognition of newly-tenured and/or promoted faculty members were discussed as per the report.

#### **Human Resources and Business Services Committee –**

The report was available for review.

- The charge of the Human Resources and Business Services Committee in 2011-12 was to explore ways that the Penn State Harrisburg community may benefit from the new AMTRAK train station to be built directly across from campus. In early February 2012 the committee learned that plans for the train station were in the preliminary planning stage. As such, the committee decided that a worthy contribution would be to survey PSH faculty, staff, and students to learn about their wants and needs for the train station and service, with the hope that this information would be helpful to those involved with designing and coordinating train station services and amenities. The survey results were included in the report.

#### **Information Systems Technology and Library Committee –**

The report was available for review.

- Discussion on the committee report led to the issue of virtual labs. Dr. Shoup stated that Dr. Hoh is aware of the issue and hopes to have it resolved. Dr. Schappe indicated that the IST students and faculty recently did a study on technology needs and would be more than willing to share the findings with the Senate.

#### **International and Intercultural Affairs Committee – Chair Peter Kareithi**

The report was available for review.

- The committee only met one time in the Fall semester and focused on charges one and six.
- Charge No. 6 was of special interest to the Committee as this has been discussed at the Academic Council meeting. One of the suggestions of the Academic Council was to explore the creation of a sponsorship or mentorship program for international students to help them adapt to PSH and Middletown. It was suggested that the sponsors/mentors could be selected from staff/faculty or

members of the community. Among the issues discussed by the Committee was the inconveniences encountered by international students during Thanksgiving and Spring Break when campus housing is not available to them and they have to seek alternative forms of accommodation. It was suggested that the Committee should work with Student Affairs to identify formal and informal leaders among student groups from various regions of the world and work through those student leaders to establish a bridge between the larger international student population and potential mentors/sponsors.

- Discussion included remarks as to how many students are really affected by the dorm closings. This is a large charge for only a handful of students. It was recommended that the committee reach out to local non-profit agencies that support international peoples.

#### **Physical Plant Committee – Jeremy Blum for Chair Beverly Cigler**

The report was available for review.

- Committee members continuously are in contact with their unit faculties to receive comments on issues related to the committee and communicate matters these to the committee. When of sufficient importance for general discussion committee meetings are used to discuss issues. Otherwise, comments are given to Ed Dankanich, ad hoc committee member and Director of Business Services, for review and/or implementation. Since April 2012, John Hoh also receives comments and recommendations as part of his ex officio status on the committee.
- John Hoh, Director of Information Technology Services, accepted an invitation to join the committee as an ad hoc member. This occurred in time for John to attend the last committee meeting of the year. The suggestion for adding John to the committee was made by Dr. Omid Ansary.
- The committee sponsored a 1 ½ hour faculty forum on physical plant issues, which was well attended (100+ faculty, staff, and students) and led by Ed Dankanich, Director of Business Services, and Don Holtzman, Director of Student Services. Their oral and visual presentations were highly praised by those in attendance, which led to discussion within the committee about having such forums more frequently to keep the campus community informed of the changes occurring on campus. It was decided to revisit the topic during fall 2012, with the possibility of holding another forum during the 2012-2013 academic year.
- Progress was made toward raising funds for memorials such as benches and trees for Humanities professor Louise Hoffman and Science, Engineering and Technology professor and former dean, Howard Sachs.

Gray mentioned that the charge addressing campus safety was not adequately covered. Kulkarni stated that a plan was already in place to install cameras throughout the campus.

### **Strategic Planning – Chair Bing Ran**

The report was available for review.

- All committee members participated the College Strategic Planning Steering Committee meeting on December 14, 2011. Together with all the college executives and administrator, the meeting discussed the units' responses to the Core Council report.
- Through meetings and email communications, the committee learned that due to the press of various events, the considerable budget uncertainty, and the need to follow through on the existing Core Council's recommendations to colleges, campuses, and administrative units, the university has decided to postpone the next round of unit strategic planning (to result in unit plans for 2013-14 through 2017-18) by one year (until 2013-14). Note: our current unit strategic plans cover the period 2008-09 through 2012-13 and the University strategic plan covers the period 2009-10 through 2013-14.
- The committee proposed that we could set up an open, dynamic, and centralized virtual workspace for the college strategic planning and implementation process that is similar to [http://www.psu.edu/president/pia/strategic\\_planning/index.htm](http://www.psu.edu/president/pia/strategic_planning/index.htm). With the understanding that most of the faculty do not have an access to the up-to-date Capital College Strategic Plan, thus impossible for them to provide comments and help in implementing the plan, the committee proposed to establish a centralized online repository where all the information regarding strategic planning and implementation could be hosted. At the same time, this web workspace should have the commenting function by any organizational member for sharing views, generating new ideas, and monitoring the progresses.

### **Student Affairs – Chair Denise Meister**

The report was available for review.

- Carolyn Julian and Rob Coffman Jr. discussed the application process for scholarships. They asked that the committee consider allowing all students who are eligible for a scholarship be considered instead of having them complete applications. E-store can manage all students who are eligible for scholarships. Using e-store will include all the information that the application does except for the personal statement and can double or triple the number of eligible students and will automatically generate the list of eligible students for each scholarship. Carolyn also stated that 75 percent of the 4,300 students receive financial aid (one-third of the eligible pool). The goal is to admit 650 freshmen for Fall 2012. Carolyn also stated that students' personal statements and activities could be retrieved, as they are imaged. The three questions that students answer are their college applications are as follows: (1) why should you be admitted; (2) what clubs did you participate in; and (3) if applicable, explain an educational gap from high school to college. Joe Cecere asked if schools or units may award specific scholarships. Carolyn replied that it depends on the guidelines. When asked to



explain financial need, Carolyn said that it is determined by the FAFSA (federal student aid) form.

- Please note the Committee used this process to award all the scholarships and found it to be more efficient than the previous method.
- The Committee recommends that this process remain in place and that Carolyn Julian meet with the Committee at a prior meeting to discuss the process. The Committee also recommends that members receive a “legend” of majors since they are recorded in abbreviated form on the lists. Finally, the Committee recommends the awards meetings be divided: one for Freshmen and Board of Advisors awards and one for the remaining awards.
- The Committee reviewed current policy regarding granting excused absences and found the policy to be clearly stated. The committee recommends that faculty members should include the University policy in their syllabi and that School Directors and Department Chairs should remind faculty to do so. The Committee invited Drs. Don Holtzman and Omid Ansary to address these issues. Dr. Holtzman brought various forms for the committee to review and noted that the Academic Integrity policy (C-7) has not been updated since 2005. Don also told the committee that the Office of Judicial Affairs has been renamed the Office of Student Conduct. In cases of academic integrity, the faculty committee reviews them and makes recommendations. The committee’s charge is to ascertain if there was intent to deceive or a minor mistake. Discipline issues are processed through the Office of Student Conduct. There are rare occasions when an academic integrity infraction can also be cause for a disciplinary sanction. Don also stated that all student records are housed in the Office of Student Conduct. Dr. Ansary said that 95% of the cases that deal with Academic Integrity are plagiarism cases from take-home assignments. He also stated that an instructor must assign a grade of “DF” until the dispute is resolved. He would like to see this language in the policy: “until the case is resolved, a grade of “DF” should be assigned.”
- The Student Affairs Committee stated the Academic Integrity Flow Chart clearly shows the process.
- The committee recommends the Academic Policy procedure and flow chart should be more easily displayed on the website.

The committee would like to see more student representation on the committee.

Null stated that many faculty members do not understand the academic integrity process, especially the adjunct faculty members.

## **VII. Recommended Committee Charges for the 2012-2013 Academic Year (Tentative)**

### **Academic Affairs Committee**

- Continue to collaborate with the developers of the on-line program proposal system to assure that campus-specific issues continue to be addressed in the system
- Assist in the roll-out of the on-line program proposal system, when completed
- Complete the Course and Proposal Handbook and make it available to faculty members (preferably on the college website)
- Review and evaluate academic planning including enrollment projections and academic admissions standards

### **Enrollment Management and Outreach**

- Complete and disseminate results from a survey questionnaire to assess students' needs including classroom, dorm & living space, research opportunities, work-schedule, cafeteria food, choice, and price, and transportation.
- Establish a liaison with Assoc Dean for Academic Affairs to discuss enrollment trends and other related issues.

### **Faculty Affairs Committee**

- Examine summer compensation for faculty members and determine if it is uniform across all schools and campuses.
- Discuss the recommendations from charge one and two from the 2011-2012 committees and work with the ORGS office and recommend specific actions to be taken by the Faculty Senate.

### **Human Resources and Business Services Committee**

- Review policies for the enhancement of a work climate that supports individual differences and promotes fairness and equity. As part of this process, establish collaboration or liaison with the Climate Assessment subcommittee of the DEEC.
- Review policies regarding the viewing of promotion and tenure materials by the faculty member that is up for promotion and tenure.

### **Information and Technology Committee**

- 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.

### **International and Intercultural Affairs Committee**

- Explore ways to help new international students make the transition to life at Penn State Harrisburg, including college infrastructure, academic learning center, housing availability, and collaboration with human service organizations.

- Update faculty international engagement database created in 2006-07. Work with Marketing/Web staff to keep database available in the college webpage.

### **Physical Plant Committee**

- Query faculty on their needs for classroom and lab space in the Olmsted building. Collaborate with the Information and Technology committee on this task.
- Complete memorials for Drs. Hoffman and Sacks.
- Establish a liaison with Campus Police to assess progress with regard to emergency procedures and campus safety including availability of cameras, classroom security, and other safety equipment.

### **Strategic Planning Committee**

- Begin working in the planning process for the college strategic plan during the 2013-14 AY. Seek assistance from the Associate Dean for Academic Affairs and the Chancellor in this endeavor.

### **Student Affairs Committee**

- Explore a better process for Student Activities Fees to allot funds for hotel rooms, paying special attention to the city where the students are staying.
- Explore ways to provide classroom textbooks in the library for those students who want to borrow them during the semester.
- Explore ways to engage graduate students, especially to those part-time students who attend in the evening.

### **VIII. Identify forum topics for the 2012-2013 Academic Year**

1. Core Council progress update.
2. Climate assessment from Diversity and Educational Equity Climate Assessment Subcommittee.

### **Adjournment**

The meeting was adjourned at 5:30 p.m.

/slp

**Recommended Committee Charges for the 2012-2013 Academic Year (Actual)**

**Academic Affairs Committee**

- Continue to collaborate with the developers of the on-line program proposal system to assure that campus-specific issues continue to be addressed in the system
- Assist in the roll-out of the on-line program proposal system, when completed
- Complete the Course and Proposal Handbook and make it available to faculty members (preferably on the college website)
- Review and evaluate academic planning including enrollment projections and academic admissions standards

**Enrollment Management and Outreach**

- Complete and disseminate results from a survey questionnaire to assess students' needs including classroom, dorm & living space, research opportunities, work-schedule, cafeteria food, choice, and price, and transportation.
- Establish a liaison with Sr. Assoc Dean for Academic Affairs to discuss enrollment trends and other related issues.

**Faculty Affairs Committee**

- Examine issues related to summer compensation for faculty members.
- Discuss the recommendations from charge one and two from the 2011-2012 committee and work with the ORGS office and recommend specific actions to be taken by the Faculty Senate.

**Human Resources and Business Services Committee**

- Review policies for the enhancement of a work climate that supports individual differences and promotes effort fairness and equity. As part of this process, establish collaboration or liaison with the Climate Assessment subcommittee of the DEEC.
- Review policies regarding the viewing of promotion and tenure materials by the faculty member that is up for promotion and tenure. There seems to be a misunderstanding about the policy as to when and how the faculty member has access to his or her file during this process.

**Information and Technology Committee**

- 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.

**International and Intercultural Affairs Committee**

- Explore ways to help new international students make the transition to life at Penn State Harrisburg, including college infrastructure, academic learning center, housing availability, and collaboration with human service organizations.
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- Explore a better process for Student Activities Fees to allot funds for hotel rooms, paying special attention to the city where the students are staying.
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