

CAPITAL COLLEGE FACULTY SENATE
MINUTES
SEPTEMBER 24, 2009

Attendees:

Capital College Senators:

S. Agili, N. Bayraktar, M. Hanes, J. Harris, R. Luquis, G. McGuigan, B. Ran, M. Strickland, E. Taylor, R. Veder, M. Wilson, and S. Wolpert

University Senator:

B. Sims (for J. Ruiz)

Administrator Present:

M. Hanes

A. Welcome and Introductions

1. Matthew Wilson, Senate President, opened the meeting at 12:40 p.m. and introductions were made around the room.

B. Minutes Approval for Faculty Senate Meeting

1. Wilson opened the meeting by requesting a motion to approve the minutes of the end-of-year meeting of May 12, 2009. A motion made by Agili/Harris to approve the minutes and the emendation noted below was made and was approved unanimously.
 - a. Made by Taylor, which refers to page 2, part 4.b. The wording should read B.S. in Mechanical and Civil Engineering, instead of Ph.D.

C. Minutes Approval for Academic Affairs Meeting

1. A motion was made by Luquis/Taylor to approve the minutes which were unanimously approved.

D. Communications to the Senate

1. Wilson told the Senate that he will follow the same method that Woessner, former President, used while serving as President, which is that it is important to meet when it is necessary, not when it is unnecessary because time is valuable.
2. Wilson announced that the Administrative Support Coordinator was hired for the Faculty Senate, Immigration and Honors programs. Stephanie Ponnett will be starting on Monday, September 28, 2009.
3. Wilson announced that for the first time since 2006, the University Senate Officers will be visiting PSH on Friday, October 9th at 1:00 p.m. They will be having lunch with the students, meet shortly afterwards with Faculty and then meet with the Administration. They are inviting all Senate officers and Faculty to attend the meeting which is an open to everyone.
4. Wilson announced that for the next semester there are going to be early progress report for all students; these are currently done for 1st year students only. The rationale behind doing this for all students is that there are approximately 380 transfer students every year. We want to know whether or not they are attending their classes and if they are having satisfactory progress to be able to assist them.
 - a. Sims shared that she is familiar with this system and feels that is a good tool that will keep the faculty and academic counselors informed of the progress of their students, making it easier to follow up with the students and have conversations with them.

- b. Hanes supported Wilson's comments by reiterating that the increase of transfer students to our college has increased to 303, which is now up to 13%, and in comparison with UP's number of transfer students which is only 487. Hanes stated that it is extremely important to track the attendance and academic progress of not only the 1st year students but all transfer students.
- 5. Wilson announced that the Senate will begin to have discussions throughout the 2009-2010 academic year initial discussions to possibly change the configuration of the meeting times of our classes. The rationale for this is that we don't have enough rooms to accommodate our students. If we switch from a Monday and Wednesday to a Monday, Wednesday, and Friday schedule it will open up 50 classrooms. When the change begins it will happen incrementally but the discussion will come to the Senate before this happens in any major way. The concern for our Spring classes are that we won't be able to accommodate the students.
 - a. Hanes clarified that the changes are for Monday, Wednesday, and Friday vs. some Monday and Wednesday.
 - b. Hanes announced to the Senate that this is just in the exploration stage and the demographics are demanding these changes. Further discussions will take place as this project progresses. She encouraged the Senate to keep an open mind, because it is all part of the growth process.
 - c. Wilson stated that there are opportunities for growth if we have more students that want to attend PSH than we can admit. Our classrooms currently are full but if we can create more spaces then we can grow incrementally.

E. Report of the Senate President

1. Sims provided an update on Ruiz's health progress, and indicated that he is recovering well from his surgery.
2. Sims reported that Penn State overall received 108,000 applications for admission.
3. Sims indicated that Ruiz talked to the college and Kathryn Colleen about the cost issues regarding textbooks and course materials that cost over \$1,000 a year. This may be a financial hardship during this recession for the students. Faculty members have been encouraged to place books and other material on reserve in the library, and for the online courses to let students buy 2nd editions instead of the newer editions since it is cheaper.
4. Sims announced the search for the Sr. Vice President of Research for the graduate school is underway.
5. Last May, the Board of Trustees approved the University's 5-year Strategic Plan and they will be meeting with the student officers to discuss the implementation of the plan.
6. Sims was appointed to be part of the President's Joint Task Force and will make recommendations to the President on how Faculty can contribute towards enhancing the work environment of faculty and staff. This information was taken from a faculty/staff survey.
7. Sims reported from the inter-collegiate athletics performance overview. PSH's graduation success rate is 89% compared to 78% at all Division I programs in the state. Women's athletics G.P.A. is 3.09 and men's G.P.A. is 2.94.
8. Sims reported that online courses continue to be a big issue. It was reported that 11,500 students have enrolled in online courses this fall: 52% are female with the median age for the online program is 35. The course completion rate for online programs is 95% at UP. The Faculty Affairs Committee of the Senate is focused on quality, trying to ensure the quality of online courses at Penn State as well as the issue of copyright. There are still challenges and one of them is to continue to hire more online instructors due to the increase in enrollment. Another concern referred to how the faculty will be in control, meaning would there be two different faculty groups created; one for online and another for resident instruction?

9. Sims reported that the Outreach Committee implemented a survey, in which 76 faculty members participated and 40% provided responses. The plan is to do better than this.
10. Sims stated that UP is working on the Adult Learner report, which indicated the average online student is an adult. The Committee is identifying some barriers and how to remove them. They plan to work with these issues during the Fall of 2009.
 - a. The book issues were brought up again and this time the main concern was to make sure that the Bookstore would be selling the books that the faculty recommends for their classes. However, the issue is that the publisher is giving the bookstore a hard time whenever the books come out with a new edition because they are making the bookstore purchase the latest edition.
 - b. Hanes made remarks regarding the publishing ethics code; the primary focus to not to victimize the students. If there is a problem that is affecting our students, we will fix the problem by addressing those issues. Hanes encouraged the Senate to communicate with her if the problem continues or new issues arise. The hope is that the bookstore will render the service that the faculty and students need.

F. Comments by the Chancellor

1. Hanes announced that the Legislature had passed a budget; however, the details have yet to be released. She promised to keep the Senate leadership up-to-date with the status of the budget as it unfolds. Hanes further stated that the University and the College have been fortunate in comparison to other institutions.
2. Hanes reported that PSH is in the process of cancelling the schedules of those students whose registrations are incomplete. Faculty members will be asked to help identify students who have never attended class. Administrative assistants will be sending faculty members in their respective academic schools class rosters electronically, requesting their assistance in identifying students who have never attended class. In this way, only those students who are confirmed as non-attending will be cancelled at this juncture. Students who are attending but whose registrations remain incomplete will have time to seek assistance from the Bursar. Cancellations of schedules for these students may otherwise result in loss of certain financial aid. The College would like to avoid the latter insofar as possible.
3. Hanes stated that we continue to grow as a college. We had an increase in international students, full-time undergraduate students and students in the Honors program. Growth in these areas compensated for continued, albeit tapered, declines in part-time graduate students.
4. The H1N1 virus and its related practices distributed by Vice President Pangborn were discussed. Hanes encouraged the faculty within the academic schools to keep their telephone trees and other means of rapid communication up-to-date in the event of unforeseen absences and emergencies. Hanes reminded Senate representatives that the College would be distributing the regular flu vaccine on-site.

G. Unfinished Business

1. Senate Liaisons
 - a. Since time had run out, Wilson requested the Senate to please email him their preferences for liaison positions and to email him about any interest in the proposed topics for faculty forums. Some recommendations are listed under the Unfinished Business section 2 listed in today's Agenda.

- b. Wilson also stated that Dr. Hoh will be presenting an update of the classroom situation at our next meeting. He did a wonderful job at the Academic Council meeting and we are looking forward to hearing from him next time we meet.
- c. Dr. Hanes reported that she received a report that stated all of the classrooms are technology ready.

H. Adjournment

This meeting was adjourned at 2:10 p.m.

/ahg