

**Penn State Harrisburg
Faculty Senate Agenda**

Tuesday, January 16, 2018

Madlyn Hanes Executive Conference Room C300 Olmsted 11:30 a.m. to 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes November 30, 2017 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Academic Affairs Committee November 28, 2017 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. COMMENTS FROM STUDENT GOVERNMENT REP
- H. COMMENTS FROM STAFF ADVISORY COUNCIL REP
- I. NEW BUSINESS
- J. UNFINISHED BUSINESS
- K. NEW LEGISLATIVE BUSINESS
- L. LEGISLATIVE REPORTS
- M. FORENSIC BUSINESS
- N. ADVISORY/CONSULTATIVE REPORTS
- O. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, February 20, 2018
– 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
November 30, 2017

Attendees:

Capital College Senators Present: J.B. Adams, J. Gibbs, Y. Kim, R. Lee, G. Mazis, B. Ran, L. Rhen, P. Swan, D. Witwer, R. Zink

Administrators Present: O. Ansary, M. Kulkarni

University Senate Council Representative: M. Strickland

Staff Advisory Council Representative: P. Alcock

P. Swan, Faculty Senate President, opened the meeting at 11:38 a.m.

A. Minutes Approval for Faculty Senate Meeting

Swan requested discussion and asked for a motion to approve the minutes from the October 26, 2017 meeting. Witwer/Gibbs motioned to approve and the minutes were unanimously accepted.

B. Minutes Approval for Academic Affairs Meeting

None

C. Communications to the Faculty Senate President

- Rumors have been circulating that the University is banning laptops for faculty. This is unfounded and not true.
- We will be transitioning to Office 365 in the next few months. Each faculty and staff members will be able to add the software to five devices.
- Swan wished everyone a safe, happy, and enjoyable holiday.

D. Report of the Faculty Senate President

None

E. Comments by the Chancellor

- The committee to review FT1 retitle and promotion has provided a list of recommendations for the effected faculty members. The committee needs to create a procedure to deal with potential disputes that faculty may have regarding their retitle. The issue was discussed during Academic Council, and it was recommended that the new titles be assigned in the coming weeks, and to deal with the disputes once the new policy is created. The Senate agreed with that action. This is only a retitle of FT1's, which does not include a salary increase or decrease. It should be reiterated that this process is a way to reward and recognize the efforts of our FT1 faculty.
- The Chancellor's suite will be undergoing renovations during the next few weeks.
- Ansary added that the FT1 position retitle is different from promotion. That will be explored in the next phase of this initiative.

- Ansary stated that 40 freshman will attend a summer program on our campus (PASS). All of the students will meet the Penn State Harrisburg admissions requirements. This is a provost-supported initiative to encourage students that may be first generation college students and have financial need.
- The University is currently working on the creation of an easy to use online course catalog (LEAF). It is modeled after the University of Wisconsin and will also provide a marketing piece to advertise our various programs.
<http://uwc.edu/catalog>
- Ansary is looking for new program ideas (both UG and GR). Faculty are encouraged to submit viable options to their school directors.
- Ansary also reminded faculty of the final exam policy and the final grading policy.
- The A-9 and A-10 policies regarding online and hybrid courses as was approved at the November 29, 2017 Academic Council meeting. Every three years, the Faculty Center will review the courses. Faculty program chairs and school directors should regularly look at the courses for quality and content. Strickland mentioned that there is tool for students to use to determine readiness for online learning. It can be found at
https://pennstate.qualtrics.com/jfe/form/SV_7QCNUPsyH9f012B?s=246aa3a5c4b64bb386543eab834f8e75

F. Comments from the University Council Representative – Martha Strickland

- The University Senate will meet on December 5, 2017. On the agenda is the issue of the FT1 rankings and the five stand-alone campuses will be tasked with creating the new promotion policy.
- The Senate Committee on Undergraduate Education will be putting forth changes to Senate Policy 42-27, class attendance. This change will add verbiage regarding military members.

Due to the potential for academic or financial hardship for military members, for those students providing verified orders, a denial of accommodation may be appealed to the Director of Academic Affairs of the campus or the appropriate associate dean of the college (or DUS) in which the student is enrolled. When the student is unable to make arrangements with instructors for unexpected orders requiring a short term absence, or upon denial of an appeal, the Director of Academic Affairs or Associate Dean will notify the Registrar's Office of the administrative cancellation of the course(s) and 100% of the tuition for the course(s) will be refunded to the student. For orders requiring absences lasting longer than two weeks, students may pursue a military withdrawal directly through the Registrar's Office

- All campuses were asked to feature the "All In" video created by the University, but Strickland noted that Harrisburg has their own video and would encourage all campuses to create their own material.

G. Comments from the Staff Advisory Council Representative

- Alcock noted that our onboarding materials were recently shared at the University Staff Advisory Council meeting, and they were extremely impressed. There may be an opportunity to present this information to other interested campuses.
- A faculty and staff appreciation day will be held on January 13, 2018 at the women and men's basketball games.
- On November 21, the SAC held a professional development event. Marcellus Taylor provided the staff with a presentation on diversity and inclusion. Approximately 120 staff members participated. Thank you to Dr. Kulkarni for speaking and providing lunch.
- Future events with faculty and staff may include a Hershey Bears game and visits to local wineries.
- Steve Backals will be providing a session for the next staff development day regarding what to do with students that are intoxicated or on drugs on campus. An additional event will be planned for faculty and students on this topic.

H. New Business

None

I. Unfinished Business

None

J. New Legislative Business

None

K. Legislative Reports

None

L. Forensic Business

None

M. Advisory/Consultative Reports

None

N. Comments and Recommendations for the Good of the College

Swan asked for comments around the table.

- Adams noted that SRTE's might be impacted by student overloads. A faculty member shared some research regarding imperfect student evaluation methods as well as other approaches that could be used for faculty evaluations. Swan may consider an ad-hoc committee on the issue.
- Zink mentioned that the addition of Office 365 would be a wonderful addition to the services that IT provides.
- Moss noted that a research party will be held in Library 106 on Thursday, December 7, 2017.
- Lee noted that the College of Information Sciences and Technology recently added a Human Centered Design major.

- Witwer noted that many of the student intermural activities happen late in the evening, but he would like to see something for faculty and staff.
- Kim stated that the International and Intercultural Affairs committee is working on a survey, which is a follow up to one that was used several years ago.

A motion to adjourn was made by Lee/Witwer. The meeting adjourned at 12:33 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Tuesday, January 16, 2018, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, November 28, 2017
11:35 A.M. – 12:30 P.M.**

Members present: Rick Ciocchi, Susan Havranek, Peter Kareithi and Linda Null

Voting in Absentia: Marissa Harrison and Juliette Tolay

Faculty Senate Liason: David Witwer

Invited Guest: Jennifer Sliko

1. Null called the meeting to order at 11:40 am.
2. The minutes from the October 17, 2017 meeting were reviewed and unanimously approved.
3. Review of Programs and Course

AMST 103 American Masculinities – John Haddad

This course has been offered every semester for the past several years and is the first of the courses that will be recertified under the general education changes. This course is partnered with AMST 104 (Women in America) to give students a basis for gender studies.

The following changes were recommended:

- In the section “a listing of the major topics” include the word “during” under the “historical view of manhood”
- In the course description, remove the first sentence
- In the course justification area, in the instructional, educational, and course objectives, reword the objectives to be student oriented (rather than faculty oriented)
- Since the course has been offered in both the spring and fall semesters, consider changing the frequency of course offerings to spring and fall
- Add a more recent version of the syllabus
- Regarding the evaluation section: it has been debated as to whether or not to include the percentage breakdown. Sliko recommended including a statement to the effect of “as this class is taught by multiple professors, the evaluation could be...”
- In the intercultural requirements, remove “a” in number one
- Tolay’s comment to the proposal is that there seems to be inconsistencies in the way the proposal talks about different types of assignments in different sections of the proposals. It would be an easy fix to make sure that the denomination of assignments are used throughout (even if they are only suggestive)
- Fix the inconsistent formatting in the intercultural requirements section

A motion to approve both courses, with noted changes, was made by Ciocci and seconded by Havranek and was unanimously approved.

EE 589 Smart Grid Control and Dynamics – Javad Khazaei

This is a new course proposal to create a course on smart grids. The proposal should not specify that the course is repeatable, as that was not the intent. There were numerous typos in the document; therefore, the Committee asked Dr. Khazaei to make changes and resubmit for the next meeting.

Training and Development – Program Closure

Due to low enrollment numbers, BSED is requesting closure of the Training and Development M.Ed. program. This program closure was prompted via administrative review and the faculty have concurred with the closure. The program will be completely phased out by the end of Spring 2020.

The Committee approved of the closure; however, no official action needed to be taken.

4. Meetings for the Spring 2018 semester
Thursday, January 25, 2018 W207 Olmsted
Tuesday, February 27, 2018 W207 Olmsted
Monday, March 19, 2018 W209 Olmsted
Tuesday, April 24, 2018 W207 Olmsted

Adjournment at 12:30 pm