

**Penn State Harrisburg
Joint Faculty Senate and Academic Council Agenda**

Tuesday, February 20, 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 January 16, 2018 Appendix “A”
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Academic Affairs Committee January 25, 2018 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. REMARKS FROM MEMBERS OF THE ACADEMIC COUNCIL
- J. NEW BUSINESS
- K. UNFINISHED BUSINESS
- L. NEW LEGISLATIVE BUSINESS
- M. LEGISLATIVE REPORTS
- N. FORENSIC BUSINESS
- O. ADVISORY/CONSULTATIVE REPORTS
- P. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, March 27, 2018 – 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
January 16, 2018

Attendees:

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

Administrators Present: O. Ansary, M. Kulkarni

University Senate Council Representative: M. Strickland

Student Government Representative: N. Nelson

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 November 30, 2017 meeting. Witwer/Kim motioned to approve and the minutes were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Swan requested discussion and asked for a motion to approve the minutes from the November 28, 2017 meeting. Witwer/Nelson motioned to approve and the minutes were unanimously approved.

C. Communications to the Faculty Senate President

- Swan reported that he received several complaints regarding classrooms recently. He has charged the physical plant committee with the task creating a list of classroom preferences for the schools and faculty.
- He has also received complaints about classroom crowding, as there seems to be more chairs in the classrooms. Ansary stated that the capacity of the classrooms are set by the fire marshal and University Park. Several problems arise when students add courses late and often exceed the capacity of the room.
- Swan learned that the Penn State ITS department is concerned about e-mail phishing scams. If you are not receiving certain e-mails, please check your spam folder. In February, IT will be sending phishing e-mails in the attempt to catch and educate people who may click on them.
- Adams noted that he received an e-mail regarding the bookstore, encouraging faculty to have students purchase their books from the bookstore. He argued that the prices were higher for the same product than other sellers. The bookstore will price match competitors prices.

D. Report of the Faculty Senate President

Swan is working on two long-term issues that will go on for several years after his term.

- The first is to create a working group to look at quality assessment and the SRTE process. He believes that Harrisburg would be a good place to start this new initiative University wide.
- His second initiative is to examine faculty workload. He understands that the administration is working on some ideas in this regard.

E. Comments by the Chancellor

- The search for the new chancellor is ongoing. Faculty, staff, and students will be welcome to meet with the candidates when they visit our campus.
- Faculty members are reminded to take the mandated trainings seriously.
- We are currently on target with our numbers for fall enrollment.
- Provost Jones will visit our campus on Thursday, January 25, 2018.
- Kulkarni has received the report regarding the criteria for promotion of FT1's. The matter will be discussed during upcoming meetings of the academic council and the faculty senate. The retitling letters were sent out at the end of the fall semester, and the administration has not heard any complaints. Adams noted that several faculty members complained to him, stating that the retitling was fine, but they doubted that promotions would actually occur. Ansary noted that a procedure to contest the retitling is forthcoming for people to appeal. We have 91 FT1 faculty and the retitling was set forth in academic policy AC21, definition of academic ranks <https://policy.psu.edu/policies/ac21>.

F. Comments by the Senior Associate Dean for Academic Affairs

- Faculty are encouraged to do a careful review of their syllabi to make sure they are covering all course content and expectations.
Faculty are encouraged to be mindful with weather and take into consideration regarding student emergencies. With delays and closings, faculty are encouraged to continue classes using online technologies.
- There have been a few wireless issues on campus, and the wireless system will soon be updated to take care of these problems.
- Policy A9-A10 regarding the online and hybrid courses are being instituted. Applications to offer courses in those manner are being reviewed and monitored.

G. Comments from the University Council Representative – Martha Strickland

- Provost Jones will visit our campus on Thursday, January 25, 2018, with various times for faculty, staff and students. During the University Council meetings, Jones provides a report. The reports have focused on updates on Worklion and Lionpath. Employees are encouraged to check their January pay stub to make sure beneficiaries and deductions are correct (other than taxes and benefits).
- Strickland added to the phishing issue. The spam filters were increased in December; however, that information was not communicated to faculty and staff. Many people missed e-mails that were blocked or sent to spam folders. A report

from ITS stated that in the month of December, 30,000 e-mails were blocked. It was also discovered that students clicked on 1.2 million malicious e-mails.

- Another concern that was discussed was tuition payments for students. Those students that have installment payment plans, pay 1.5% interest. However, now all students that have late payments are being assessed the 1.5% interest as well as a late fee.

H. Comments from the Student Government Representative

- The first meeting of the student government association for the spring semester will be on Thursday, January 18, 2019. This semester they are looking to host open forums with the schools. They held their first forum in the fall semester. Members of the SGA will be visiting with school directors to set up meetings and to discuss topics.
- The students are focused on Capital Day, which will be in March. Students meet with legislators to discuss the importance of supporting Penn State.

I. Comments from the Staff Advisory Council Representative

- A faculty and staff appreciation day was held on January 13, 2018 at the women and men's basketball games. Only four members of the faculty and staff attended.
- The SAC is hosting an evening at a Hershey Bears game, March 25, 2018 at 5:00pm. The cost of the ticket is \$17.75 and the money is due by February 16, 2018.
- A staff development event will be held on March 7, 2018. Steve Backels will be providing a session regarding student problems (intoxicated, drugs, mental health issues, etc. An additional event will be planned for faculty and students on this topic.

J. New Business

None

K. Unfinished Business

None

L. New Legislative Business

None

M. Legislative Reports

None

N. Forensic Business

None

O. Advisory/Consultative Reports

None

P. Comments and Recommendations for the Good of the College

Swan asked for comments around the table. There were no comments of note.

A motion to adjourn was made by Lee/Kim. The meeting adjourned at 12:50 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Tuesday, February 20, 2018, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, January 25, 2018
11:35 A.M. – 12:45 P.M.**

Members present: Rick Ciocchi, Marissa Harrison, Susan Havranek, Bernadette Lear, Peter Kareithi, Linda Null and Juliette Tolay

Faculty Senate Liaison: David Witwer

Invited Guest: Jennifer Sliko

1. Null called the meeting to order at 11:40 am.
2. The minutes from the November 28, 2017 meeting were reviewed and unanimously approved.
3. Review of Programs and Course

CMPSC 430 – Database Design – Linda Null

CMPSC 444 – Secure Programming

It was agreed that the two courses would be reviewed together.

CMPSC 430 - CMPSC 462 has traditionally been offered in the Fall and CMPSC 430 has been offered in the Spring, so there was never any discussion about whether CMPSC 462 would make more sense as a prerequisite or co-requisite. Now that CMPSC 462 is being offered in the Spring, the faculty who have taught these courses analyzed the topic lists and typical weekly schedules and determined that the foundational material from CMPSC 462 is covered early enough in the semester that it can be reclassified as a co-requisite for CMPSC 430.

The following changes were recommended:

- Remove the evaluation methods from the long course description (and place them in the appropriate area). Also, remove the last sentence regarding the number offerings (that should be included in the frequency of offering and enrollment section).

CMPSC 444 - The students see sufficient information SQL in CMPSC 221 to be able to be successful in this course. There is no need for a subsequent database course prior to enrolling in CMPSC 444. Note also that there is an error in the previous listing - CMPSC 421W should have been CMPSC 431W.

The following changes were recommended:

- Add the list of course topics to the brief outline section and list the major topics in the major topics section (pull from long course description).
- In the justification, list what SQL stands for.
- In the course description – add an “s” to practice.

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

MNGMT 841 Entrepreneurial Funding Strategies – Rhoda Joseph

This is a new course proposal to be offered as an elective for MBA students and will be a prescribed course for a future certificate of entrepreneurship and innovation. It has been offered as a special topics course three times, with Kevin Harter as the instructor.

The following changes were recommended:

- In the grading breakdown, 30% for class participation seems high. We will check to see if this should be changed.
- In the evaluation methods, change “the” to “a” for possible breakdown of the final grade.
- In the course description, be less specific to allow multiple instructors leeway to offer the content how they wish.
- In the frequency of offerings and enrollment, remove “initial” enrollment and replace with expected enrollment.

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

P ADM 500 Foundations of Public Administration - Glenn Silverstein

The program is updating the name of this course to better reflect the content of the course and by recommendation of the NASPAA accrediting board.

The following changes were recommended:

- The question arose regarding consultation with faculty from World Campus. Since only Harrisburg teach the MPA on World Campus, it was not necessary to get additional consultation. This will be added to the administrative comments.
- This may be a bit more than a name change. It appears that the course topics were updated, therefore, it should be noted that the course topics were updated. If they are not being updated, then one should remove the material listed and include “no changes.”
- A long description should be added. From a former course change proposal this statement appears:
P ADM 500 is an introduction to the study and practice of public administration. It introduces the basic concepts and issues in the field, including theories of organization, public policy, public management, decision making, public law, program implementation and evaluation, and ethics, and notes how the field has developed over time. Students develop skills in decision-making, and in appreciating the multiple perspectives, values, and ethical challenges of public service. The course shows the interrelationships of organizations, public policies, and management activities within the public sector, including the role of nonprofit organizations in delivering services to the public. Theories from social psychology, economics, political science, jurisprudence, ethics, and organizational studies are introduced to illustrate the range of ideas used in governance and management. Contemporary efforts to reform organizations and

management activities are assessed, and future directions in which the field is likely to head are considered.

A motion to approve, with noted changes, was made by Ciocchi and seconded by Kareithi and was unanimously approved.

P ADM 506 Public Information Management and Technology – Younhee Kim

The MPA curriculum committee is taking recent recommendations from NASPAA to make the content of our courses more appealing. This change PADM 506 course proposal intends to change the title of course with current issues in public information management and technology. The existing course title only represents Management Information Systems in the field of public health. The new course title can cover a broad range of major information management and technology subjects in public and nonprofit organizations. This course helps MPA students to understand the roles and impacts of information technology in both public and nonprofit organizations. The new course also includes up-to-date topics in information management and technology.

The following changes were recommended:

- The abbreviated title should be MGMT not Magt
- The course is not repeatable. Additionally, it states that the course is only to be offered in residence; however, in the long course description it refers to it being an online course. Please define.
- The course is currently cross-listed with H ADM 506. It does not appear that the changes are relevant for the H ADM curriculum, so the program may wish to remove the cross listing. Consultation with faculty in the H ADM program will need to occur.
- Percentages should be included in the evaluation methods.
- Indicate that changes in the course content in the justification section.

The Committee felt that there were too many issues that needed addressed and agreed to table the proposal.

4. New general education proposals

The first integrative studies course is in the queue for approval from the Academic Affairs Committee. Havranek had several questions regarding the use of the suffixes. Sliko noted that integrative studies courses would have the following suffixes:

- N – Inter-domain courses – 1 course that covers 2 domains
- Z – Linked courses – 2 courses linked together that should be offered and both should be taken

All member are encouraged to visit the general education website and learn about the different requirements. <https://gened.psu.edu/about-general-education>

5. Meetings for the Spring 2018 semester

Tuesday, February 27, 2018 W140 Olmsted 11:30 a.m. to 1:00 p.m.

MONDAY, March 19, 2018 W209 Olmsted – please note new date and location 3:00 to 4:00 p.m.

Tuesday, April 24, 2018 W140 Olmsted 11:30 to 1:00 p.m.

Adjournment at 12:45 pm