

**Penn State Harrisburg
Faculty Senate Agenda**

Tuesday, April 17, 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 March 27, 2018 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of the Academic Affairs Committee Minutes March 19, 2018 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- D. COMMENTS BY THE CHANCELLOR
- E. NEW BUSINESS
- F. REPORT OF THE SENATE PRESIDENT
- G. COMMENTS FROM THE UNIV. COUNCIL REP
- H. COMMENTS FROM STUDENT GOVERNMENT REP
- I. COMMENTS FROM STAFF ADVISORY COUNCIL REP
- J. UNFINISHED BUSINESS
Faculty Senate Committee Restructuring – Bing Ran
Course Scheduling Resolution Appendix "C"
- K. NEW LEGISLATIVE BUSINESS
- L. LEGISLATIVE REPORTS
- M. FORENSIC BUSINESS
- N. ADVISORY/CONSULTATIVE REPORTS
- O. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE
- P. PASSING OF THE GAVEL

NOTE: The FINAL MEETING of the Penn State Harrisburg Faculty Senate is Tuesday, May 15, 2018 – 12:00-5:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
March 27, 2018

Attendees:

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

Administrators Present: O. Ansary, M. Kulkarni

University Senate Representative: M. Strickland

Staff Advisory Council Representative: P. Alcock

Invited Guests: R. Ciocchi, J. Keagy, C. Rios, J. Wilburne

P. Swan, Faculty Senate President, opened the meeting at 11:35 a.m.

A. Minutes Approval for Faculty Senate Meeting

Swan requested discussion and asked for a motion to approve the minutes from the February 20, 2018 meeting. Gibbs/Witwer motioned to approve and the minutes were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

None

C. Communications to the Faculty Senate President

John Mason has been selected as the next chancellor. He will begin on August 1, 2018. While he may not have been everyone's first choice, we need to support him moving forward. Everyone is asked to help him to acclimate to the new position.

D. Report of the Faculty Senate President

None

E. Comments by the Chancellor

- Kulkarni followed Swan's comments by stating the Mason will do a good job moving our campus forward in the future. While change in leadership is often difficult, Mason has shown success in his past positions. Mason is friendly and considerate. He is the right person at the right time to move our campus to the next level. His reputation will draw better quality students and faculty to our campus. He is also interested in becoming more engaged with the surrounding community.
- Ansary added to the comments, stating that Mason has always been a champion for Penn State Harrisburg. When Mason was with the College of Engineering, he defended our programs at University Park. Everyone is asked to go into the transition with a positive attitude.

F. Comments from the University Council Representative – Martha Strickland

- Strickland provided an advisory/consultative report that was produced by the Senate Committee on Global Programs. The University is looking to create a global citizenship and global competency assessment for the students. The committee wants to assess global awareness, global literacy, global competency, intercultural competency, and citizenship.
- Strickland will be taking our campus concerns to the UP Senate regarding student course overloads. Many colleges charge additional fees if students take more than 19-21 credits. Penn State has been reluctant to do so, because the cost of college is so expensive as it is. ACUE has been discussing this issue for several years, but the UP Senate must initiate the policy. There seem to be many different communications with regard to this policy. Gibbs and Ansary noted the following:
 - **No mention** of advisor consultation in the PSU student handbook: <https://handbook.psu.edu/content/credit-and-credit-load#overload>
 - **"Strongly recommended to consult"** with advisor in PSH Academic Guidelines A-8 (Limitations on Registering for More than 19 Credits per Semester): <https://harrisburg.psu.edu/policy/limitations-registering-more-19-credits-semester-implementation-faculty-senate-policy-34-23>
 - Note: This policy references University Faculty Senate Policy 34-23, which is no longer available on the University Faculty Senate website
 - **"Must consult"** with advisor in PSU policy C-2 (point 4: Credit Limitations): <http://undergrad.psu.edu/aappm/C-2-registration.html>
 - **Recommendation for advisor approval** from Registrar's office: http://www.registrar.psu.edu/registration/adding_courses.cfm
 - **The official policy** appears in FS 34-20: *"No student shall be permitted to be enrolled for more than a typical credit load (see Section 34-52) in any one semester by all delivery systems without consultation with the student's academic adviser"* and [FS 34-52](#): *"The typical load for a full-time undergraduate student is defined to be from 12 to 19 course credits per semester."* C-2 says that students must consult: *"Students must consult with their academic adviser before registering for a credit overload. Students are not permitted to register for more than 19 credits prior to the first day of the semester. After consultation with their academic adviser, students may register for more than 19 credits during the first six calendar days of the semester."*
- B. Adams and the Electrical Engineering curriculum committee drafted a resolution to enforce policy C-2 <http://undergrad.psu.edu/aappm/C-2-registration.html>. Adams/Mazis made a motion to adopt the resolution. Swan requested to table the resolution until the next meeting to have more time for discussion. A motion to table the resolution was made by Mross/Witwer.

G. Comments from the Student Government Representative

None

H. Comments from the Staff Advisory Council Representative

- The staff spring fling was cancelled due to weather. They are currently looking for a new date to hold the event.
- Faculty and staff will be invited to attend the casual evening gatherings at The Vineyard at Hershey during the summer months.

I. New Business

Committee Restructuring – Bing Ran, Richard Young, Catherine Rios, Jane Wilburne and Rick Ciocchi

Swan created an ad-hoc committee to explore the faculty senate committee structure and provide recommendations to eliminate uneven workloads and redundancies. The committee spoke with the committee chairs, which mentioned that the large turnover of members prevented them from accomplishing charges. It has also been difficult to attract faculty members to serve on committees.

In summary, the following changes are proposed regarding “Constitution, Bylaws and Standing Rules” --> “Standing Rules” --> “Article II — The Capital College Senate Committee Structure” --> “Section 8” --> 8.1 – 8.10

There will be Five Standing Committees with 8-12 faculty members per committee. Among them, the Curricular Affairs, International & Intercultural Affairs, and Campus Operations Committees will each have 8 members, while Faculty Affairs and Student Affairs will each have 12 members for their subcommittees), so total 48 faculty members in these standing committees.

A. Curricular Affairs (8 members)

B. Faculty Affairs (12 members)

Standing subcommittees

Research

Teaching

Service

C. Student Affairs (12 members)

Standing subcommittees

Awards & Scholarships

Athletics

Student Engagement

D. International & Intercultural Affairs (8 members)

Interface with DEEC

E. Campus Operations (8 members)

Physical Plant, Human Resources, Library, Business Services, Information Systems, Technology

Ad hoc: Strategic Planning (varies members)
Strategic Plan itself fundamental instead of just focus strategic planning every 5 years
Performance management, quality control
Off years, strategic plans embedded in the other committees
Other committees: addresses a charge related to the SP

These changes will require a constitutional change. Ran will have a final draft of the proposal at the next meeting

Effective use of SRTE data – Jennifer Keagy and Martha Strickland
Senators were provided with a report from the University Senate Faculty Affairs Committee regarding the effective use of SRTE's. Each senator was asked to consider the following questions.

1. One insight that you gained as a faculty member that you either had not previously considered or found to a valuable reminder.
Mazis – decrease response rate does not affect the SRTE rating.
Witwer – patterns in numbers and comments are taken into consideration, are the issues recurring (best teachers sometimes get poor ratings).
Lee – faculty always assumed that the students completing the SRTE's are disgruntled, but it was found that usually the most engaged students complete the forms.
2. One salient point you believe is important for faculty and/or administration to consider or attend to.
Penn State does not use SRTE as an evaluative tool.
Use constant evaluation methods during the semester.
Bring in multiple data points and additional evaluation methods.
Provide formal mentoring for new faculty and training for new teachers (recent PhD's).
Provide post-tenure coaching.
Provide peer observations (this occurs once a year pre-tenure).
Review faculty exams.
Allow faculty members to provide portfolios regarding the courses they have taught.
3. One action point you find after reading this report that faculty senate may effectively address to improve the process of faculty review for the betterment of our college.
Mentoring
Removing the averaging approach.
Measurement of learning – not just the perception of the faculty member.
Instructional coaching and coaching of the reviewer.
Student evaluations and gender bias – if it exists – then evaluation would be null.

Swan would like to create an ad-hoc committee on teacher development and learning, led by Jennifer Keagy, assisted by Martha Strickland. Senators are requested to bring action points to the April meeting.

J. Unfinished Business

None

K. New Legislative Business

None

L. Legislative Reports

None

M. Forensic Business

None

N. Advisory/Consultative Reports

None

O. Comments and Recommendations for the Good of the College

None

A motion to adjourn was made by Gibbs/Lee. The meeting adjourned at 1:00 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Tuesday, April 17, 2018, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Monday, March 19, 2018
3:00 – 4:20 pm**

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

Voting in absentia: Juliette Tolay

Faculty Senate Liaison: David Witwer

Invited Guest: Peter Idowu

1. Null called the meeting to order at 3:00 pm.
2. The minutes from the January 25, 2018 meeting were reviewed and unanimously approved.
3. Review of Programs and Course

Applied Behavior Analysis – Program Change – Kimberly Schreck

ABA 500 Science and Foundation of Behavior

ABA 511 Behavioral Assessment and Treatment

ABA 522 Behavioral Research Methods

ABA 533 Principles of Behavior Analysis

ABA 544 Behavioral Systems Support

ABA 555 Behavioral Intervention in Autism and Developmental Disabilities

ABA 566 ABA Behavioral Pediatrics

ABA 577 Case Conceptualization and Development

ABA 588 Ethics in Research and Professional Practice

It was agreed that the program change and courses would be reviewed as a packet.

In response to changes required to remain a Verified Course Sequence and Experience program from our national certification board (Behavior Analysis Certification Board: BACB), recommended changes from the BACB, and as a result of program development efforts, the following program changes have been made: 1) addition of ABA 544 Behavioral Systems Support to the core of the ABA program; 2) addition of an elective ABA 512 Behavioral Programming & Skill Building as recommended for discretionary education; 3) change of objectives and names of courses to match requirements for the BACB fifth edition task list (courses changed: ABA 500 Experimental Analysis of Behavior; ABA 533 Applied Analysis of Behavior; ABA 577 Assessment and Treatment of Behavior; ABA 511 Behavior Modification; ABA 588 Ethics and Legal Issues; ABA 522 Single Subject Research Design)

The following changes to the proposals were suggested:

- ABA 544 – Unclear if prerequisites are *and* or *or*. Make evaluation a “possible” method. Check linkages (for example, can this course be taken by any other programs, and if so, please add that information).

- ABA 566 – In the justification, re-word the last sentence, as it is a bit confusing. Are prerequisites *and* or *or*?
- ABA 511 – Change the abbreviated title.
- ABA 577 – Check prerequisites.

In the program proposal, add the college where the consultants are from. Reduce the font size on the consultations to make it uniform with the rest of the proposal.

A motion to approve the program and courses, with said changes, was made by Ciocci/Kariethi, and was unanimously approved.

ENGL 265 Reading Nonfiction – Jen Hirt
ENGL 268 Reading Drama

As part of the general education recertification, Hirt agreed to update three English courses.

The following changes were recommended:

- In both proposals, there is a missing period at the end of the relationship section.
- In ENGL 268 remove “etc.” for the components of general education area, remove “finally” from the area regarding student assessment.

Since the courses do not technically belong to Penn State Harrisburg, the Committee reviewed them as a courtesy.

PLSC 290N Comparative Violence Political and Criminological Perspectives – Siyu Liu

This course was created as part of the need for inter-domain courses for the new general education requirements. This course discusses the origins of individual and mass violence and why some parts of the world or parts within a country have more of it than others. This course is designed for individuals inquisitive about this and helps them critically approach it through an interdisciplinary and comparative lens. This course will combine aspects of political science and criminal justice, but also has many elements found within the humanities.

The following changes were recommended:

- Be more specific about how the criteria is being completed in the alignment with general education objectives section.
- This course should also be listed as a “U.S.” Please check that box and add the necessary justification.
- Make sure the course numbers for the prerequisites are the same throughout. They should be CRIM J 12, PLSC 3, and CRIM J 100.

A motion to approve, with noted changes, was made by Havranek/Harrison and was unanimously approved.

LLED 215N Children’s Picture Books as Multimodal Texts – Xenia Hadjioannou

This course explores picture books as multimodal texts. Students will have extensive opportunities to read and analyze a wide array of picture books (genres, authors/illustrators, techniques, styles), with a particular focus on books representing diverse perspectives, communities and experiences. The course will examine, describe, critique and apply (a) various visual representation techniques and elements of visual grammar encountered in high quality book illustrations (Arts Domain); (b) various authoring techniques, styles and conventions involved in composing the linguistic aspect of exceptional picture books (Humanities Domain); and (c) the complex interrelationships between written language and illustration in constructing multimodal semiotic content (Integrative Thinking).

The only change that was noted was to update the abbreviated title (Chld Pic Bks).

A motion to approve, with the minor change, was made by Ciocci/Havranek and was unanimously approved.

Associates Degree in Criminal Justice – informational

An incorrect document was shared with the Committee. The correct document will be e-mailed and comment and corrections will be accepted until March 23, 2018.

4. Meetings for the Spring 2018 semester
Tuesday, April 24, 2018 W140 Olmsted 11:30 to 1:00 p.m.

Adjournment at 4:20 pm

Appendix “C”

RESOLUTION on requiring written approval before a student may register for more than nineteen credits in a single semester

WHERE AS

University policy C-2 currently requires consultation with a student's advisor before they may register for over nineteen credits,

An increasing number of Penn State Harrisburg students have been registering for over nineteen credits in a single semester,

There have been students who registered for thirty or more credits,

It becomes logistically difficult to register for classes that do not conflict as the number of credits is increased,

The limit of nineteen credits has previously been set as a course load at which only an exceptional student would be expected to exceed and still be successful,

Enrollments in many classes are already over the preset capacity,

As a result of the overloaded classes, many faculty are teaching sections with more students than can be managed effectively,

As a result of the need for additional sections of courses, many faculty are teaching overloaded schedules of three, four, or even more credits over the University faculty requirements,

Students registering for credits over the University limit of nineteen credits further stress these limits on the size of individual classes and the number of courses what an individual professor may have to teach,

Policy C-2 does not currently provide a means for determining if the student's academic advisory has been consulted or has concurred with the additional course registrations,

WHERE AS

A method is needed to enforce the credit limit as put forth in guideline C-2 with respect to the number of credits for which a student may enroll,

Providing an administration means of ensuring that a student's academic advisor has been consulted as is required by policy C-2,

Providing an administration means of ensuring that a student's academic advisor is in concurrence with the additional credits,

Such a method is necessary to provide the student with the greatest chance for academic success,

Providing an administrative means of controlling the physical constraints on the number of students in a classroom is necessary,

Providing an administrative means of managing the teaching load of the faculty is necessary,

BE IT RESOLVED that a Penn State Harrisburg student must obtain written approval from their academic advisor and the advisor's program chair before registering for a course that puts that student's total academic course load above nineteen credits.

Further, a Penn State Harrisburg student must also obtain written approval from the program's school director before registering for a course that puts their total academic load above twenty-one credits.