

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

Tuesday, January 17, 2017

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

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes November 29, 2016 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Minutes, December 8, 2016 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
Nomination & Election of University Senators
Replacement of Senator Eric Delozier: Emily Mross
Replacement of Dr. Robin Veder for Ombudsperson alternate and member at Faculty Affairs Committee
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
Invited guests:
Donna Howard – Senior International Student Adviser, Associate Director of Student Life
Anna Marshall – International Student Adviser
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
Physical Plant Committee Fall 2016 Report Appendix "C"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, February 21, 2017 – 11:30am -1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
November 29, 2016

Attendees:

Capital College Senators Present: J.B. Adams, E. Delozier, J. Gibbs, J. Hirt, P. Kavanaugh, G. Mazis, B. Ran, L. Rhen, P. Swan, P. Thompson, S. Yilmaz

University Council Representative: M. Wilson

Administrators Present: O. Ansary

B. Ran, Faculty Senate President, opened the meeting at 11:40 a.m.

A. Minutes Approval for Faculty Senate Meeting

Ran requested discussion and asked for a motion to approve the minutes from the October 25, 2016 Senate meeting. The language regarding the salary increases was discussed. Ansary noted that the salary increases were for faculty and staff in standing positions. All employees in standing positions received a 1% merit increase. Faculty and staff that exceeded expectations were given more. It was also discussed to provide recordings of the meetings. That will be examined during the 2017-2018 academic year. A motion was made by Swan/Gibbs to approve the minutes, and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Ran requested discussion and asked for a motion to approve the minutes from the November 17, 2016 Academic Affairs committee meeting. Hirt noted that she was not able to attend the meeting, but spoke with L. Null, chair of the committee, and the committee seems to be doing well. Mazis noted that he was saddened to see the four year Bachelor of Arts in Letters, Arts, and Science phased out, but understands the need to do so. Thompson noted that there was information missing in the section regarding the Homeland Security program change. A motion was made by Swan/Mazis to approve the minutes, and they were unanimously approved.

C. Communications to the President

Ran did not receive any communications during the past month.

D. Comments by the Senior Associate Dean

- Kulkarni was traveling, therefore, Ansary provided the Senate with an update on enrollment numbers across the University.
 - Overall University enrollment 99,133, an increase of 1,639
 - University Park enrollment 47,261, an increase of 413
 - Commonwealth Campuses 30,970, an increase of 5
 - Penn State Behrend 4,566, an increase of 239

- Penn State Harrisburg 5,046, an increase of 368
- World Campus 13,411 and increase of 169 (430 non-degree, 1,031 associates degree, 6,558 undergraduate, 5,492 graduate)
- University wide 70% of students are undergraduate 30% graduate, at Penn State Harrisburg 80% of students are undergraduate 20% graduate
- Ten faculty and 13 staff members have chosen to take the University's offer of the voluntary retirement plan. Our administration has met with Dr. Hannes to discuss the hiring of new faculty and staff to replace some of the positions. Losing senior members of the faculty and staff will be difficult with the amount of growth that our campus has been experiencing.
- Mazis questioned last year's payment to the University during the budget crisis. Ansary stated that we did receive some of that money back, but not all. The University fronted the money for the state grants from PHEAA (Pennsylvania Higher Education Assistance Agency).

E. Comments from the University Council Representative

- Wilson had nothing to report. The next University Senate meeting will be held on Tuesday, December 6, 2016.

F. New Business and Report of the Senate President

- B. Adams had two colleagues question office hours. Is there a University/College wide policy? Faculty members in SSET are required to have 5 office hours per week over 4 days. Ansary stated that each school has its own office hour policy. This issue was reviewed several years ago by the Academic Council. Office hours should be held at times most accessible to students. It was suggested that Ran take the issue to the Academic Council meeting.
- Ran stated that the Senate has three basic functions, legislative, consultative, and forensic. He believes that the Senate serves the consultative and forensic function very well compared with the legislative function. He asked the Senate to reflect the need to uphold and strengthen the legislative function. He stated that the 10 standing committees make many recommendations to the Senate each year and he has asked each committee to clean the house by reviewing the recommendations from the last five years in terms of their implementation. Often times, some recommendations are not implemented due to impracticality and larger policies that may already be in place.
- Wilson stated that the legislative function is necessary if we ever need to change the constitution and by-laws.
- Ran is concerned that faculty, especially senior faculty, does not show an enthusiasm in serving at Senate and asked the Senate to reflect reasons.

G. Unfinished Business

None

H. New Legislative Business

None

I. Legislative Reports

None

J. Forensic Business

None

K. Advisory/Consultative Reports

None

L. Comments and Recommendations for the Good of the College

A motion to adjourn was made by Swan/Gibbs. The meeting adjourned at 1:04 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Tuesday, January 17, 2017, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.
/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, December 8, 2016
11:30 A.M. – 12:35 P.M.**

Members present: Gina Brelsford, Rick Ciocchi, Adam Gustafson, Bernadette Lear, Linda Null, Juliette Tolay and Premal Vora

Voting in absentia: Martha Strickland

Invited Guest: Jennifer Meyer

Faculty Senate Liaison: Jen Hirt

1. Null called the meeting to order at 11:37 am.
2. The minutes from the November 17, 2016, meeting were inadvertently not posted in BOX for review. The minutes were displayed for all to review. Ciocchi recommended changes regarding the MET program proposal (PHS 151 changed to PHYS 1521 and clarification on “certain material” to be changed to “engineering economics”). A motion to approve, with said changes, was made by Ciocchi/Brelsford and they were unanimously approved.
3. Review of Programs and Courses

MATH 448 Mathematics of Finance – Ron Walker

This is a new course proposal for a course that was offered twice successfully in the past as a special topics offering. The course provides a foundational knowledge of the mathematics of finance, primarily of option pricing, hedging, and portfolio optimization. The topics include the definition of various financial securities and instruments (e.g. bonds, stocks, forward contracts, and options), the theory of interest, the No-Arbitrage Principle, measures of return and volatility, the Markowitz model of portfolio theory, the Capital Asset Pricing Model, the pricing of forward contracts, option trading strategies, the pricing of options via binomial models and the Black-Scholes model, and principles of hedging.

This course would serve primarily as an elective for math majors; however, it may also appeal to students in finance or computer science. It was recommended that consultation be done with faculty in Finance. Prerequisites for the course are listed as MATH 141, STAT 200 or STAT 301 or STAT 318 or STAT 401, and MATH 220. MATH 220 was a recent addition; many members of the Committee reviewed the proposal before it was added, which generated discussion. Walker mentioned that MATH 220 could be waived. Vora stated that faculty members do not feel comfortable being asked to waive prerequisites, and if it could be waived, it really should not be included. It was suggested that perhaps semester standing or permission of the program be added in its place, since Walker indicated a certain level of mathematical maturity was necessary for the course. Three options were presented for the proposal regrading prerequisites: include MATH 220, remove MATH 220, or replace with semester standing of 4th semester or higher. The proposal was tabled until Walker could consult with members of the math faculty regarding the prerequisites.

4. Website Update

College webmaster, Chris Weaver, provided the Committee with a link to the staging website for our new webpage. The new page will be listed under the Faculty Senate tab and can also be added as a link under “Faculty and Staff.”

Weaver reviewed the different clickable links and discussed how they were organized.

Lear stated that there were so many different resources that it might be helpful to have a link “I’m getting started with my curricular proposal, what do I do” section. A link to the general education requirements would also be helpful.

It was recommended that “Committee” be removed from the header and it should just read “Academic Affairs.” The Committee was asked to further review the webpage and provide any feedback to Null. The goal is to have the web page in place for Spring 2017.

5. The following meeting dates have been selected for the 2016-2017 academic year:

January 19, 2017 11:30 W207

February 16, 2017 11:30 W207

March 16, 2017 11:30 W207

April 20, 2017 11:30 W207

Adjournment at 12:36 pm

**Penn State Harrisburg
College Faculty Senate
Physical Plant Committee**

Report for Fall Semester 2016

The Physical Plant Committee (PPC) held two meetings during the semester. The details of each are as follows:

- September 22, 2016

Largely an organizational meeting, the agenda contained a round of member introductions, a review of the charges for the year, and a detailed explanation of two high profile projects that will likely be seen on campus before the end of the fiscal year on June 30, namely the construction of a clock tower and a fountain that will contain a donated art object, The Rhythm of the Seas.

With the completion of the Student Enrichment Center, the center of campus has begun to make a shift away from Olmsted. The addition of the clock tower will further cement that shift, but it was important for the PPC members to understand some of the issues involved in determining its location. Using materials from the architects, the PPC examined the various choices along with their pros and cons. At the time of the meeting there was no final decision disclosed.

- November 3, 2016

This meeting had two major agenda items: renovation of the labs in the Olmsted Basement and the new smoking policy.

PPC member, John Hoh explained need for the renovation of the labs. The water problem was resolved, but also the renovation undertakes improvements in the instructional space involved. Other discussion included the classroom space crunch which necessitates retaining the temporary trailers next to the east end of Olmsted and the additional classroom space being provided in the Library.

The discussion of the new smoking policy included insights from Police Chief Kevin Stoehr. The policy is divided into three parts:

Step 1: Smoking is only OK in the parking lot and cannot be within 25 feet of a building entrance. Note that a complicating factor is the handicap lot on the south side of Olmsted. University housing is a separate issue and will have its own set of rules.

Step 2: Imposing the no tobacco zone. This means more than just no smoking, but tobacco in any form. Moreover, ecigs are included.

Step 3: An information campaign that will include info tents in food courts and info cards that will be handed to offenders by student workers employer for that purpose. Note that officers from Police Services will not be deployed for this effort as such would divert them from their main role of protecting the campus community.

- Spring Semester Plans

During Spring Semester PPC will undertake a review of past committee charges and determine the extent by which they were undertaken and/or completed.

Respectfully submitted.

Richard R. Young, Ph.D., FCILT
Chair