

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

Thursday, January 22, 2015

Madlyn Hanes Executive Conference Room C300 11:15 a.m. - 12:45 p.m.

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes December 11, 2014

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

None

C. COMMUNICATIONS TO THE SENATE

D. REPORT OF THE SENATE PRESIDENT

- Update on charging of the Workload Task Force

E. COMMENTS BY THE CHANCELLOR

- Ongoing matters of the college
- Chancellor's request to address the issue of civility

F. COMMENTS FROM THE UNIV. COUNCIL REP

G. NEW BUSINESS

- Request to consider advocating selling food at athletic events
- Fact finding on the processes used to staff overload courses

H. UNFINISHED BUSINESS

- Review of student athlete eligibility process
- Update and clarification of faculty and staff background checks in compliance with new PA law

I. NEW LEGISLATIVE BUSINESS

J. LEGISLATIVE REPORTS

K. FORENSIC BUSINESS

L. ADVISORY/CONSULTATIVE REPORTS

Human Resources & Business Services Committee – December 2, 2014

Physical Plant Committee – October 30, 2014

Student Affairs Committee – November 10, 2014

December 8, 2014

Appendix "B"

Appendix "C"

Appendix "D"

Appendix "E"

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, February 19, 2015 – 11:15am -12:45pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
December 11, 2014

Attendees:

Capital College Senators Present: E. Delozier, J. Gibbs, J. Hirt, R. Joseph, P. Kavanaugh, G. Ray, C. Rios, K. Sprow-Forté, P. Swan, P. Thompson, R. Young

Capital College Senator excused: G. Subramanian

University Senate Council Representative: M. Wilson

Administrators Present: O. Ansary, M. Kulkarni

Richard Young, Faculty Senate President opened the meeting at 11:30 a.m.

A. Special visit from Penn State Harrisburg Alumni Society Board President, Tim Ritter

Ritter provided an overview of the PSH Alumni Society:

- A chartered organization of the Penn State University Alumni Association
- The Alumni Society Board consists of 15 elected members and 12 ex-officio members that serve a three year term, with a maximum of 2 terms. Officers include the president, past-president, vice-president and secretary. Three committees have been established; mentoring, alumni interaction/awards and student interaction.
- What they do: mentor students and young alumni, engagement and alumni networking, and support development goals.
- The Alumni Society is looking for ways to increase student engagement and interaction. If faculty members would like to engage alumni in speaking opportunities, or to serve on panels, please contact Laurie Dobrosky in the Alumni Office, W110 Olmsted.
- Young encouraged senators to attend an Alumni Society meeting in the future.

B. Minutes Approval for Faculty Senate Meeting

Young requested a motion to approve the minutes from the October 23, 2014 senate meeting. A motion was made by Swan/Delozier to approve the minutes and they were unanimously approved.

C. Minutes Approval for Academic Affairs Meeting

Young requested a motion to approve the minutes from the college Academic Affairs committee from November 6, 2014. One editorial notation was made. A motion was made by Swan/Kavanaugh to approve the minutes and they were unanimously approved.

D. Communications to the Senate

None

E. Report of the Senate President

None

F. Comments by the Chancellor

- Within the next few weeks, the bookstore will be torn down to make way for the new Student Enrichment Center.
- The demolition of the Demey school is now complete. Usage for the area has not been determined yet, however, possible usage includes an intermural volleyball court or parking spaces for residents of the dorms.
- On January 7, 2015, Penn State University will open an office in India. This office will help foster relationships between potential students coming from India and US students studying in India.
- During the next senate meeting, Kulkarni would like the senate to discuss civility in communications, not only between faculty and administrators, but between staff and students.

G. Comments from the University Council Representative

- Wilson attended the University Senate meeting on Tuesday, December 9, 2014. President Barron addressed the senate regarding recent student demonstrations.
- The new Pennsylvania Child Protective Services Law will require all employees, who, during the course of their employment, work with, sponsor or have routine interactions with minors while working at the University. All employees will be required to submit to a ChildLine check, PA State Police Criminal Background Check and an FBI Fingerprint Criminal Background Check. Any expenses will be reimbursed by the University.
- For the first time, the University Senate will have a representative on the Board of Trustees.
- The Senate Committee on Faculty Benefits submitted an advisory/consultative report on Grant-in-aid for dependents of faculty, staff and retirees. They wanted to implement an age limit of 35 for dependent children. The senate rejected that statement. It was removed from the report and will be sent to the President.

H. New Business

- Young reminded the senators that nominations for senate president elect would take place in the Spring semester. Senators are encouraged to identify colleagues that would make good candidates. R. Joseph recommended that Young educate faculty on the role of the senate president and what the position entails. Young will include that in the Senate Notes.
- The Faculty Workload Taskforce has been created and will be charged early in the Spring semester.
- Young looked into the Conservation Committee and found that it had not been active for the past three years. In speaking with Donna Howard, he learned that

the committee had increased recycling efforts, planted a garden, and arranged for the sale of larger assets. Young and Ansary will discuss the creation of a Sustainability committee. The staff should be included, as well as Ed Dankanich.

- Questions have arisen regarding student athlete eligibility. Currently, student records are only checked once per semester. The athletic committee will be tasked with researching other D III schools and how often they require eligibility checks.

I. Unfinished Business

None

J. New Legislative Business

None

K. Legislative Reports

None

L. Forensic Business

None

M. Advisory/Consultative Reports

Reports from the following committees were presented to the Senate: Athletics, Information Systems, Technology and Library, International and Intercultural Affairs, and the Physical Plant Committee. Several editorial changes were noted.

N. Comments and Recommendations for the Good of the College

Kulkarni asked that the next senate meeting date be flexible, as Middle States may be visiting that day.

Kavanaugh stated that many senior members of the School of Public Affairs were vexed by the overload policy. Rios asked that the item be tabled, as the task force will be better able to answer those questions in the future.

A motion to adjourn was made by Swan/Delozier at 12:50pm. The motion carried. The next meeting of the Capital College Faculty Senate will be Thursday, January 22, 2015 in C300 from 11:15am to 12:45pm, but may be moved pending the scheduling of the Middle States visit.

**Summary of Meeting Notes – Textbook Ordering Process
December 2, 2014**

In Attendance

Holli Cuppett (Bookstore)
Nora E Seggel (Bookstore)
Heidi Abbey (Senate Committee)
Jeremy Blum (Senate Committee)

Summary

During the meeting, we discussed the feedback from faculty and questions that they raised. We agreed that these answers would be good to share with faculty at School meetings prior to the beginning of the fall 2015 semester.

On the need for the bookstore:

- Some students must purchase from the bookstore due to their financial aid arrangements. VA students, for example, have money deposited into their accounts at the bookstore for the purpose of buying texts for the semester.
- All textbooks purchased from the bookstore can be returned for a full refund within the Add/Drop period. During the late Add/Drop period, the texts can be returned for a full refund with a note from the registrar that they have dropped the course.
- Faculty may also be interested to know that the agreement between Barnes & Noble and PSU stipulates that a percentage of the bookstore’s profit goes to the University.

On the need to specify textbook orders as soon as possible:

- Early specification of course adoption materials allows for students to budget for textbook expenses.
- The earlier texts are adopted, the more likely it is that the bookstore will be able to obtain a sufficient number of used/rental books. Our bookstore competes for this used stock with all 700 Barnes & Noble stores at colleges and universities.

On the difficulty of automated roll-over of course adoptions from previous course offerings:

- Automatically adopting the text from previous course offerings is problematic due to changes in text choices when different faculty teach a course or when a faculty member changes their text selection. In addition, when new editions are released, faculty may not want the most recent edition of a text, if, for example, the new edition represents a drastic change from the previous one.

On the mass emails reminding people of text adoption deadlines:

- The new Faculty Enlight system, which will be rolled out in time for the summer 2015 semester, will have a targeted email feature that will allow for emails to be sent only to those faculty who have not yet selected a text, rather than the mass emails that are currently sent.
- We discussed the possibility of incorporating the PSU single sign-on feature into the Faculty Enlight system, so that faculty would not need to create a new account in that system. Having an account in the Enlight system makes it easier to use, by facilitating the rollover of adoptions from

previous course offerings. The bookstore discussed this possibility with the Enlight vendor. It has been added as a feature request for a potential future release.

On the determination of how many texts to order for a course, and reordering when the inventory is depleted:

- The bookstore looks at several factors in determining how many texts to order, including the percentage of enrolled students who purchased the book in past semesters, the number of students currently enrolled, and an estimate of number of students that will enroll by the start of the semester.
- In the past, there have been cases where students have reported to faculty that the bookstore is out of a text, when, in fact, the bookstore may only have been out of used texts. If faculty do hear any of these types of reports, they are encouraged to contact the bookstore. If a text is indeed out of stock, the bookstore will order additional copies. These copies will typically arrive within 2-3 days for larger publishers and within a week for all publishers.
- A new inventory system will be installed in March which will allow for real-time inventory reports, so that the bookstore staff will be notified as soon as any texts are out of stock.

On changing texts after initial adoption:

- Changing texts is allowed prior to the start of the semester, but it should be done as soon as possible. It can create problems if students have already ordered their books.

On the ability to specify more complicated logic, e.g. purchase 2 of the following 3 textbooks:

- The new version of Faculty Enlight will allow for a comments section, where a note can be added such as “Go to class first.” This should help address this concern.

PHYSICAL PLANT COMMITTEE

Minutes of Meeting

The second meeting of the Physical Plant Committee was held on October 30, 2014.

Committee Members Present:

Kenneth Cunningham
Raine Henry
Senel Poyrazli
Pedram Sadeghian
Richard Scheib (Chair)
Pete Swan
Paul Thompson
Anne Verplanck

Committee Members Absent:

Ed Dankanich
John Hoh
Dinesh Pai
Triparna Vasavada

Call to Order/Introductions

Richard Scheib, Chair of the Committee, called the meeting to order at 11:30 P.M.

A motion was made to adopt the meeting minutes of September 18, 2014 as printed and given to the members of the Committee. The motion was seconded and a unanimous vote to adopt was made by the Committee Members.

A walking tour of the campus was taken to address issues and problems with regards to the campus in respect to visitor parking and maintenance of campus buildings/entrances. A walking tour commenced and the Committee examined the rear entrance to Olmsted first floor entrance. The Committee was impressed with the overall appearance of the entrance but a Committee Member recommended that some type of large map be placed at the entrance doors to help direct visitors to that person's destination. The Committee Members agreed with that suggestion. Another Committee Member's recommendation that some type of electronic or interactive map system be placed at all the entrances to the campus buildings for visitors. A map system would also be helpful; in the event of an emergency.

The Committee then toured the visitor parking in the large parking area in the back of Olmsted. The Committee agreed as to a recommendation that large signs be placed at various locations

near and at Olmsted to direct visitors where to park. The recommendation was to also paint VISITORS at the end of the parking spaces directing visitors as to where to park.

The Committee was notified that one of the call signal boxes located on campus was not working.

The Committee then examined the East entrance to Olmsted. The Committee noted that the entrance way needed a complete renovation along with much more detailed cleaning. No other entrance ways were noted as being in need of such maintenance throughout the other campus buildings. A third meeting of the Committee was proposed for the end of January or beginning of February to continue on the Committee charges.

The Committee ended the tour and the Meeting via a Motion which was seconded and unanimously agreed. The Meeting ended at 12:35.

Appendix “D”

Penn State Harrisburg Faculty Senate: Student Affairs Committee Meeting

Minutes compiled by Glenn McGuigan

Monday, Nov 10, 12:30-1:30, in E-202.

Members Present:

Y. Frank Chen

Karin Sprow Forté, Faculty Senate Representative

Hengameh Hosseini

Sai Kakutura

Glenn McGuigan, Chair

Denise Meister

Dalian Salmon, Student Rep

Paul Thompson

Richard Young, Ex-officio

Amanda Thomas

Excused Members:

Refik Culpan

Felicia Brown-Haywood, Ex-officio

Joe Cecere

Guest

Beth Hancock

Agenda:

- Presentation by Karl Martz, Director of Career Services
 - See attached power-point of presentation

Penn State Harrisburg Faculty Senate: Student Affairs Committee Meeting

Minutes compiled by Glenn McGuigan

Monday, Dec 8, 11:30-12:30, in C-113.

Members Present:

Y. Frank Chen

Refik Culpan

Karin Sprow Forté, Faculty Senate Representative

Hengameh Hosseini

Glenn McGuigan, Chair

Dalian Salmon, Student Rep

Amy Sautertieg

Amanda Thomas

Excused Members:

Felicia Brown-Haywood, Ex-officio

Joe Cecere

Sai Kakutura

Denise Meister

Paul Thompson

Agenda:

From Email, dated 12/5/14

Dear Colleagues,

Please find attached three documents in preparation for our meeting on [Monday](#), Dec. 8, at 11:30 in C-113. Please print them out and bring them with you. Thanks to our excellent colleague Stephanie Ponnnett for gathering the comments from the intern coordinators.

- 1. Minutes from last meeting*
- 2. Work Plan for Review of Career Services*
- 3. Comments from internships coordinators*

Please review these documents, if possible, prior to the meeting. Our primary task at the meeting will be to synthesize the comments from the internship coordinators for our report and brainstorm regarding the formation of recommendations. I will have a matrix prepared for us to complete.

Also, as you know, the main work of this committee, in assigning financial aid, will take place in the spring, with one medium length meeting in March, and then a long meeting in April. We will get lunch courtesy of Kathy's office. For those new to the committee, I just want you to know that this committee requires attendance and participation at these long meetings. We have done our best over time to cut down the time, but there are so many awards to assign, that it is not possible to do this in a transparent way without physically meeting together. While most of our Career Services report could be done remotely, there is no avoiding these long meetings. Thanks for understanding!

*Regards,
Glenn*

Summary of Discussion

The Committee reviewed the documents prepared by Glenn, including the work plan and the comments from the internship coordinators. The comments were gathered from Stephanie, who contacted the internship coordinators. Based upon the discussions, the following points were made and questions were raised by various committee members:

- How can we judge what is a successful career center? Is it possible to compare with other programs?
- It appears that there are two different issues here: internships and job placement/preparation.
- What data is available on job placement?
- How efficiently does the center operate?
- Is there awareness of opportunities for jobs and/or internships across schools? Not clear on the Web sites.
- There appears to be the need for improvements to the center's Web site, since there's no listing of contacts with programs for internships.
- Should we do a survey of students? Or a focus group? The challenge is that current students cannot provide input to success of initiatives, but they can address issues relating to awareness of the center's services. Is there existing data?
- As a result of limited staffing, the center may have difficulty in being more proactive.
- The internship programs are not coordinated through Karl's office – they are dispersed throughout the academic programs in the schools.
- Do students (both undergrad and grad) know about the resume' preparation workshops?

Next Steps

The Committee engaged in discussion regarding the best next steps to take. First, the comments of the internship coordinators need further review and synthesis. Next, the committee needs to

identify any data that is available from the center for further review. Finally, if the data isn't available, consideration should be given to a survey or focus group of students regarding their experiences with the center.