

Penn State Harrisburg
Faculty Senate Agenda
Thursday, January 23, 2014
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes November 21, 2013 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS Appendix "B"
Approval of the December 12, 2013 Minutes of Academic Affairs
- C. COMMUNICATIONS TO THE SENATE
 - a. Recommendation to conduct a survey on the effectiveness of the curriculum consultation process
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
 - a. Recommendations for items in next Senate Notes
 - b. Select date and topic for spring Faculty Forum
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
 - a. Review of policy for supplemental compensation for faculty with standing appointments Appendix "C"
 - b. Review of policy for summer compensation for Faculty Members with standing appointments and Fixed-Term I appointments Appendix "D"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate and the Academic Council is Thursday, February 27, 2014 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
November 21, 2013

Attendees:

Capital College Senators: S. Agili, E. Delozier, E. Doerfler, R. Gray, G. Mazis, C. Rios, P. Thompson, R. Young

University Senate Council Representative: J. Ruiz

Administrators Present: M. Kulkarni

Student Representative: K. Seaman

Catherine Rios, Faculty Senate President opened the meeting at 12:05 p.m.

A. Minutes Approval for Faculty Senate Meeting

Rios requested a motion to approve the minutes from the October 24, 2013 meeting. A motion was made by Delozier/Young to approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Rios requested a motion to approve the minutes from the November 5, 2013 Academic Affairs committee meeting. A request to clarify the language clear about the online masters of accounting degree was made. The program is currently offered through Smeal, however, it is a residential program, not online. Discussion regarding the recommendation by the committee to meet with the Academic Council occurred. Rios will work with L. Null to present some information to the school directors regarding the proper protocol to submit programs. A motion was made by Doerfler/Gray to approve the minutes and they were unanimously approved.

C. Communications to the Senate

a. Smoking restriction enforcement

Smoking is still prevalent on our campus and many faculty and students are concerned about people smoking near the entrances to the buildings. Chief Stoehr will be invited to attend a future Faculty Senate meeting to discuss some ideas on enforcement.

b. Transparency regarding graduate assistant funding

Rios was approached by a faculty member that was concerned that students who took graduate programs online were not eligible for assistantships. This is something that may need to be revisited in the future, as we currently do not have any of our own programs available online.

c. Questions regarding the interpretation on international transcripts

A faculty member was concerned about reviewing international transcripts and was looking for information regarding the process. This is most relevant for graduate school applications. All applications and transcripts are reviewed by the admissions office at University Park. Students must submit a certified translated

copy. Faculty members in specific programs are asked to review the transcripts to see if they meet our standards. Idowu is working on a program that will help faculty members determine eligibility. An initial training was held and hopefully other trainings will be held in the future.

D. Report of the Student Government Association

1. Seaman updated the Senate on several items that were discussed at previous meetings. The new GPA requirement of 2.5 for club executive members will be enforced for the Spring 2014 semester. No one in the Student Affairs office is privy to that information. Yes/no verification is provided by the Registrar's office.
2. The SGA is currently updating their constitution, which has been a rather long process. One of the highlights is increasing the number of graduate students' seats from 2 to 4, giving the graduate students full representation.
3. The SGA is planning a leadership symposium on February 8, 2014. They are looking for faculty members to lead breakout sessions. James Mead, Hershey Trust Company Board of Directors will be the lunchtime keynote speaker. The SGA is expecting 100 participants.
4. Seaman and other representatives of the Council of Commonwealth Student Governments (CCSG) will be attending the Board of Trustees meeting on November 22, 2013 to obtain a seat for the CCSG on the board.
5. In accordance with the Affordable Care Act, the SGA is looking at the University's responsibility to provide healthcare for students who work more than 20 hours per week.
6. Concerns were expressed regarding the new standard scheduling periods. The students will be circulating a petition against the implementation of the new schedule. Seaman wanted to hear the response from the faculty and their thoughts on the new schedule.

E. Report of the Senate President

None

F. Comments by the Chancellor

1. Kulkarni reported that the Board of Trustees voted to recommend the firm of Bohlin Cywinski Jackson as the architect to design the Student Enrichment Center.
2. The strategic planning committee will be charged after the Fall break. Work on the plan will begin in January. The committee will include members of the Faculty Senate strategic planning committee, students and other faculty and staff. Kulkarni is establishing a limited access website for the committee to share information in real time.
3. Dr. Nicholas Jones, new Executive Vice President and Provost, visited Penn State Harrisburg on November 6, 2013. His meetings with faculty, staff and students went well.

G. Comments from the University Council Representative

1. Pangborn has reported that applications have increased over the same time last year.
2. The University was recently upgraded to a AA+ bond rating.

3. The search for the new University President is ongoing.
4. Appointments were made to the senate healthcare task force. The appointments are posted on the senate webpage at <http://www.senate.psu.edu/>.
5. During the December an informational report on MOOCs will be presented.

H. New Business

- a. Penn State Values and Culture Survey
The survey has gone out to all members of the faculty and staff. Everyone is encouraged to respond and we are hoping for a high response from our campus.
- b. Recommendations for items in the next Senate notes
Smoking policy, strategic planning and the new schedule were all topics that were suggested.

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

None

A motion to adjourn was made by Gray/Delozier at 1:25pm.

The next meeting of the Capital College Faculty Senate will be Thursday, January 23, 2014 in the Madlyn Hanes Executive Conference Room beginning at 11:50 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, December 12, 2013
12:00 – 1:20 P.M.**

Members present: Rick Ciocchi, Jennifer Hirt, Scott Lewis, Linda Null, Odd Stalebrink, and David Witwer

Member voting via e-mail: Greg Crawford and Jesse Middaugh

Non-voting ex officio: Omid Ansary

Invited guests: Patricia Kaley, Matthew Wilson and Richard Young

Senate Liaison: Girish Subramanian

1. L. Null opened the meeting at 12:00pm.
2. The minutes from the November 5, 2013 meeting were available for review in the ANGEL folder. A motion to approve was made by Ciocchi/Lewis and was unanimously approved.

3. **Approval of Courses/Programs Proposals**

Education – Jane Keat & Denise Meister

The School of Behavioral Science and Education returned with additional changes within their education programs. The courses and the program were looked at together as a packet.

EDUC 305 Creative Arts was modified to address effective ways that teachers incorporate each of the performing and visual arts into classrooms. It was recommended that the length of time be specified in the listing of major topics. The title for EDUC 402 Language Development, Self-expression, and Literature in Early Childhood Education has been changed to Early Learning: Language and Concept Development.

EDMTH 301 Mathematics in Elementary Education I and EDMTH 302 Mathematics in Elementary Education II have had the descriptions changed. It was questioned as to why the long description for 301 changed from PK-3 to PK-8 and 302 changed from 4-8 to Pk-8 when the content was not changed for either course. Keat explained that there was no change in content; however, a change in teaching methods had occurred over the years and math is now taught in strands. Wilson recommended that Meister explain why there was no change in the content.

EDUC 463 The Internet and K-12 Education was modified to change the title to Teaching with Modern Web Technologies to reflect current terminologies. The Committee recommended removing the final sentence concerning student portfolios from the long course description.

A motion to accept the proposals and course changes with noted changes was made by Ciocchi/Witwer and was unanimously approved

Extend Deliver of BS Elementary Education Program to Penn State York – Denise Meister and Dennis Baughman - Coordinator of the Master of Education in Teaching and Curriculum at York.

Penn State York and Penn State Harrisburg jointly seek authorization to share the Bachelor of Education in Elementary Education that is currently offered at Penn State Harrisburg. In keeping with recommendations in the Core Council Report, this offering at Penn State York will be a partnership with Penn State Harrisburg. Both institutions support the expansion of the program. Currently, there is a successful, long-standing partnership between Penn State York and Penn State Harrisburg to offer the Master of Education in Teaching and Curriculum; this partnership has existed for more than fifteen years.

The Bachelor of Education in Elementary Education would be offered in the same format currently in use at Penn State Harrisburg, thereby maintaining the curricular integrity and disciplinary unity. The faculty and administration at Penn State York will meet regularly with the faculty at Penn State Harrisburg to assure the program maintains accreditation through the National Council for Accreditation of Teacher Education.

Several changes were noted: Change Penn State York faculty to Harrisburg in Table 2; the Fall 2013 dates needed to be updated to Fall 2014; language should be modified on page 4 to reflect that a majority of students would remain at Penn State York; font needs to be consistent. A motion to extend delivery, with noted changes, was made by Ciocchi/Witwer and was unanimously approved.

Sociology – General Sociology Option and Community Organization and Social Services Option – Kenneth Cunningham

Phase out of Applied Behavioral Science Program

In accordance with one of the recommendations of the Core Council letter sent from PSU President Rodney Erickson to Mukund Kulkarni in October 2011, the Social Sciences faculty are proposing to phase out the ABESC major and integrate key courses from the ABESC curriculum into an improved Sociology major that will better equip students to enter an increasingly diverse and global career environment.

The proposed Sociology curriculum maintains a core focus on the foundations of its educational mission and offers two options to provide flexibility for students to obtain the breadth and depth of education that they seek for their career aspirations. The first option, the General Sociology Option (GSO), is an updated version of the former Sociology major, offers the more broad-based education of the two options, and prepares students for both a range of employment possibilities and graduate education.

The second option, the Community Organization and Social Services Option (COSSO) is designed to serve students with an express desire to work in community and social service settings. A recent self-study by the Social Sciences program at Penn State Harrisburg found that approximately half of all Sociology and ABESC graduates found employment in social-service related settings. In short, the proposed curricular revisions reflect current changes in the field of Sociology, generally, and provide more emphasis on issues of diversity, the environment and globalization, in particular.

Several changes were noted by the committee:

A minimum 15 credits needs to be notated as requiring a C or better.

Clarification should be sought regarding the option. The UPFS guide lists and option as a specialization within a major that involves at least 1/3 of the course credits required for

the major, but need not be more than 18 credits. All options within a major must have in common at least one-fourth of the total required course credits in the major. The credit totals need to be re-calculated, since the number of prescribed courses is changing in addition to the number of general education credits included in the major. It was recommended that Cunningham work with Moten and Kaley to make sure the numbers are correct and that the total required credits is at least 120.

A motion to accept the Sociology program change with options and phase out of the ABESC program, with noted changes, was made by Witwer/Lewis and was unanimously approved.

4. Spring 2014 meeting dates
Tuesday, February 4, 2014 12-1:20pm W207
Thursday, March 6, 2014 12-1:20pm W207
Tuesday, April 22, 2014 12-1:20pm W207

Adjournment at 1:20pm

PENN STATE HARRISBURG GUIDELINES

F?: FACULTY SALARY SUPPLEMENTS

PURPOSE: To establish policies for supplemental compensation for faculty on standing appointments

Academic Year Compensation:

A. Penn State policies allow the following faculty salary supplement:

- Supplemental II: During the academic year, faculty on a 36-week contract are eligible for, but not guaranteed, up to 20% extra compensation from all sources processed through Penn State. (PSU Policy HR06: <http://guru.psu.edu/policies/OHR/hr06.html>) Any exceptions must be recommended by the School Director and approved in advance by the Sr. Associate Dean.

B. Course Buy-Outs: Penn State Harrisburg has set the cost for “buy-out” of 1 course in any semester at 12.5% of the faculty member’s base 36-week salary.

- All course buy-outs must be approved by the School Director. If the buy-out will be paid from a sponsored project, the requested buy-out must be approved prior to proposal submission. The number of course buy-outs for each faculty member per semester will usually be limited, per consultation with the School Director and the Sr. Associate Dean.
- Anyone receiving a course release for any reason, including buy-out by a sponsored project, will not be eligible for Supp II extra compensation during the semester of that course release. Any exceptions must be recommended by the School Director and approved in advance by the Sr. Associate Dean.

C. Grant/contract-related salary issues during the academic year.

- U.S. federal grant** policies state “Charges for work performed on sponsored agreements by faculty members during the academic year will be based on the individual faculty member’s regular compensation for the continuous period which, under the policy of the institution concerned, constitutes the basis of his salary...In no event will charges to sponsored agreements, irrespective of the basis of computation, exceed the proportionate share of the base salary for that period.” (OMB Circular A-21 Basics: http://www.whitehouse.gov/omb/circulars_a021_2004)
- The National Science Foundation (NSF) policies impose a more strict limit on grant-funded faculty salaries (NSF Grant Proposal Guide: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg):

- “NSF regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of the appointment is deemed to be included within the faculty member’s regular organizational salary.” Thus, NSF will NOT pay for faculty “salary release” time (also termed “percent effort” at PSH) defined below. However, they may pay for course buy-out at PSH with appropriate justification.
- “As a general policy, NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year. This limit includes salary compensation received from all NSF-funded grants.”
- Based on the federal policy in OMB-21A, Penn State Harrisburg faculty receiving federal** salary support (whether as course buy-outs or as “salary release” of non-teaching time during the academic year) will not be eligible for Supp II extra compensation during that 36-week time period.
- There are two ways for sponsors to purchase faculty time: course buy-outs (12.5 % salary for one course buy-out per year as described above) and purchase of non-teaching research time (termed “salary release” or “percent effort” at PSH). Thus, grant sponsors (but not NSF, see above) may also pay Penn State for non-teaching faculty time to ensure that that time/effort is directed toward the relevant grant project. For tenure-line faculty at Penn State Harrisburg, this purchase of academic year research time by the sponsor can be up to a maximum of 12.5% salary/semester or 25% /year. At Penn State Harrisburg, the distribution of College funds from this “salary release” for tenure-line faculty will be: Chancellor’s Office, 20%; School Director, 30%; discretionary fund for the faculty member for academic activities to be approved by the School Director, 50%.
- Effort Certification: Penn State and federal mandates require all faculty to certify that their percent effort on all grants and other external projects matches the salary paid by the sponsor (see also Section C below). At Penn State, there are multiple forms that are required by several institutional offices for those certifications, and it is the responsibility of the faculty member to ensure that their activities properly (and consistently) reflect the origin of their salary compensation. In addition, grant Principal Investigators are expected to certify the match between source of compensation and percent effort for all personnel paid from their grant projects.

Summer Salary Supplements

A. Grant-related salary issues during the summer

- US Federal Grant Policies make several statements that pertain to summer compensation for 36-week faculty (OMB Circular A-21 Basics):
 - The statement on summer salary is in agreement with the Penn State policy (see below) of summer salary being set at a maximum of 12 weeks of base academic year salary, however with the following federal limitation:
 - “Time spent on departmental activities, [teaching], leave (vacation), writing proposals^{##} [including evenings and weekends], working on other projects, and similar activities is disallowed” and “we must ensure that the researcher is indeed working on that grant or contract with no plans for ...conferences^{##} or other

obligations which would prevent the researcher from fulfilling the 100% effort obligation” during federally funded time.

- Specific funding agencies may impose more restricted limits on summer compensation. For example, the National Science Foundation (NSF) policies (NSF Grant Proposal Guide: http://www.nsf.gov/publications/pub_summ.jsp?ods_key=gpg) limit their compensation to faculty to only 2 months per calendar year total on all NSF grants (see above).

B. Penn State policies allow the following faculty summer salary compensation:

- Supplement I: Faculty who had been on a full-time 36-week contract during the preceding academic year are eligible for compensation for activities for 1-12 weeks beyond the 36-week contract period (HR06: <http://guru.psu.edu/policies/OHR/hr06.html>). Currently at Penn State, the 12 week summer period extends from May 15-Aug. 14. The maximum 12 week salary is 1/3 of the base 36-week salary (or proportionate amounts for fewer weeks or less than 100% of effort), and this maximum compensation includes all salary processed through Penn State for any activities including, but not limited to, sponsored research, teaching and administrative duties. However, see also the limits on summer compensation from federal sponsors below.
- As a consequence of the federal restrictions (above) and recent federal/auditor attention to this issue, Penn State (and other universities) now discourages faculty with federal grants from requesting full summer compensation (see attached).

C. Penn State Harrisburg guidelines:

- As stated above, sponsor-paid faculty salaries must match the faculty member’s effort on the sponsored project. That means that a) the sponsor’s *payment for* salary cannot pay for more time (as percent total academic or summer effort) than is expended on the project and b) the salary must be paid during the time period that the effort is expended. Moreover, if faculty effort on sponsored projects usually occurs both during parts of the academic year and during the summer, all grant salary cannot be applied only during the summer. Rather, it should be distributed between summer and the academic year according to the relative degree of effort in these time periods.
- As a starting point, we recommend considering a 50/50 split of grant/contract salary between summer and academic year, then adjusting for a more precise estimate of relative percent effort during these different time periods.
- Details of faculty summer compensation must be provided/certified on the attached form (Faculty Summer Salary Request Form) for any Penn State Harrisburg faculty member receiving summer compensation from/through all PSU sources.

D. Any rare exceptions to the Penn State Harrisburg policies must be recommended by the School Director and approved in advance by the Sr. Associate Dean.

Related Policies:

Penn State Guideline RAG 15 Faculty Consulting Agreements: <http://guru.psu.edu/policies/rag15.html>
Penn State Policy HR80 Private Consulting Practice: <http://guru.psu.edu/policies/OHR/HR80.html>

Footnotes:

** Federally sponsored projects include both those funded directly from federal agencies [ex. National Institutes of Health NIH), National Institute of Justice (NIJ), National Science Foundation (NSF), etc.] and those officially from non-federal sponsors (ex. State) that use federal “flow-through” funding. Whether the latter is involved is sometimes not apparent until the formal contracting process.

Unless specifically related to the sponsored project and allowed by the sponsor.

Approved By Academic Council: September 25, 2013



SAMPLE CALCULATION: SUMMER SALARY DISTRIBUTION

Over the Summer, PSH Professor Hardworker will be teaching a 3-credit residential course and doing research for a project funded by the National Science Foundation (NSF). S/He will also be writing research papers for the project that led to the grant, prepping for Fall courses, and traveling for a family vacation. Since none of these latter activities can be done during time/effort paid by the grant (including nights; the federal agencies expect full effort, no matter how long a work day is), s/he must limit their summer compensation.

SUMMER SALARY CALCULATION for Dr. Hardworker

A = Academic year (AY) salary for year beginning prior July 1 \$ 90,000

B = Salary for one summer week = $AY/36$ \$ 2,500

C = Total summer salary requested: \$ 14,900 6 weeks

SUMMER SALARY CERTIFICATION

During the 12 week summer period from May 15, 2013 to Aug 14, 2013, I will devote the equivalent of 6 weeks to work supported by Penn State initiatives and/or sponsored projects at any PSU location, including but not limited to grants, courses, World Campus, CE, Hershey Med, etc. My effort (and resulting payment) will be allocated as follows:

Sponsoring Agency	PSU Account Number	\$ Amount	Equivalent Number of Weeks	Project/Program Activities
PSH	XX-XXX-XXCL	9,900	4	Summer course
NSF Grant	YY-YYY-YYCL	5,000	2	NSF Research Project

F-2. Summer Compensation for Teaching Faculty

Purpose

To establish a summer compensation policy for Faculty Members on standing appointments and Fixed-Term I appointments.

Introduction

A faculty member can receive salary compensation equal to 11% of his/her 36-week salary for teaching a 3-credit course during the summer. For a course that is fewer or more than 3 credits, the compensation will be prorated accordingly. For a course in which the number of registered students is inadequate to allow for full compensation, one of the following options will be exercised: (1) the Director of the school offering the course may cancel the course, or (2) per approval of the School Director, the faculty member assigned to the course may teach the course at a reduced salary. Reduced salary will be based on the following rates:

- a. \$102 per credit per student for 0-400 level courses
- b. \$125 per credit per student for 500 and above level courses

While teaching, a faculty member is expected to be engaged in all of the professional responsibilities of a full-time faculty member.

All contract letters will indicate how many students must be registered to yield a compensation that corresponds to number of credits taught in the course. If the course does not produce sufficient student credit hours to achieve such compensation, the School Director will consider pursuing one of the aforementioned options and inform the faculty member at least three workdays in advance of the start of the course.

Tenure-eligible faculty members (i.e., during provisional appointment) should be dissuaded from teaching during the summer sessions. All questions regarding compensation should be referred to the School Director.

Approved: Academic Council April 1, 2002

Revised: Academic Leadership Council May 18, 2004

Revised: Academic Council April 8, 2009

Revised: Academic Council ~~XXXXXXXXX~~, 2013