

Penn State Harrisburg
Joint Faculty Senate and Academic Council Agenda

Thursday, October 23, 2014

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

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes September 25, 2014 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Minutes, October 9, 2014 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
 - a. The possibility of 4 x 10 hour days for staff during summer
 - b. Thank you from Mike Behney for providing a review group for the Climate Survey
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
 - a. Dissemination of strategic plan to entire college--should it be the topic of a forum?
 - b. Faculty workload policy
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
 - Athletics Committee – September 18, 2014 Appendix "C"
 - Faculty Affairs Committee – October 1, 2014 Appendix "D"
 - Human Resource and Business Services Committee – September 23, 2014 Appendix "E"
 - International and Intercultural Affairs Committee – September 17, 2014 Appendix "F"
 - Student Affairs Committee – October 8, 2014 Appendix "G"
- 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, October 23, 2014 – 11:15am -12:45pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
September 25, 2014

Attendees:

Capital College Senators: E. Delozier, K. Sprow-Forté, J. Gibbs, J. Hirt, R. Joseph, P. Kavanaugh, C. Rios, G. Subramanian, P. Swan, P. Thompson, R. Young
University Senate Council Representative: M. Wilson
Administrators Present: O. Ansary, M. Kulkarni

Richard Young, Faculty Senate President opened the meeting at 11:22 a.m.

A. Minutes Approval for Faculty Senate Meeting

Young requested a motion to approve the minutes from the August 28, 2014 senate meeting. A motion was made by Subramanian/Swan to approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Young requested a motion to approve the minutes from the college Academic Affairs committee from September 2, 2014. A motion was made by Delozier/Rios to approve the minutes and they were unanimously approved.

C. Communications to the Senate

- Tim Ritter, President of the Penn State Harrisburg Alumni Association contacted Young regarding ways that alumni can better engage with campus. He would like to meet with the Faculty Senate to highlight some alumni activities and explore ways to become more involved. It was agreed that he would be invited to the December meeting.
- M. Woessner approached Young about an issue regarding the 12.5% buyout policy, questioning if the compensation was reasonable. The policy can be found at <https://harrisburg.psu.edu/policy/faculty-salary-supplements>. Ansary provided some insight into the workload structure, as it is divided into eight sections. The sections include scholarly research, courses taught, and service. A more concise policy will be created in Academic Council sessions and will be brought to the Senate for final approval.

D. Report of the Senate President

- Young is looking to create a working group to fine tune a questionnaire for a climate survey to be used on our campus. Members will be from the Human Resources and Business Services committee, as well as the Student Government Association, and the Office of Human Resources. Mike Behney is leading the effort and the survey will be administered in early 2015.
- The Faculty Notes that were begun by Past President, C. Rios will continue under Young.

E. Comments by the Chancellor

- Official enrollment numbers will be released in two weeks and Kulkarni hopes to break the 4,500 milestone
- University Park and campus colleges have all seen an increase in enrollment.
- We have 452 international students from 40 countries (90 more students than same time last year). They represent about 10% of total campus enrollment.
- With increased growth in international students, we need to invest in support services for international students. One new full-time staff member was hired in January and a part time staffer was also added.
- At this time, the diversity on campus reflects that of the United States. We want to be welcoming to the community and to all students who attend by supporting differences.
- The college has established excellent relations with Lower Swatara Township, the Borough of Middletown, as well as state and local officials. An article regarding the rebirth of Middletown was recently printed in the Central Penn Business Journal, highlighted Penn State Harrisburg importance in the community.
<http://www.cpbj.com/article/20140919/CPBJ01/309189999/The-%27rebirth%27-of-Middletown>
- A visit from Middle State Accreditation will tentatively occur on Wednesday, October 15, 2014. This is a University wide accreditation. Faculty members are encouraged to visit Blannie Bowen's webpage for the report on behalf of the University "Living the Land-Grant Mission in a Global Context".
<http://middlestates.psu.edu/>
- Changes are coming to the smoking policy. All green areas will be smoke free. Everyone will be encouraged to participate enforcement of the policy.

F. Comments from the University Council Representative

- M. Wilson is our University Council Representative for the 2014-2015 academic year. The University Council sets the agenda for the University Senate meeting. They are attempting to streamline the meetings by posting informational reports online.
- Wilson encouraged everyone to attend the General Education Task Force presentation on Friday, September 26, 2014. The Task Force hopes to have a new GenEd proposal available for the University Senate in the Spring 2015 semester.

G. New Business

- Ansary is interested in creating a sustainability committee on our campus; looking at possible academic minors, courses, a review of operation procedures and ways to reduce and reuse. Currently we have a conservation committee, which should be contacted to see what actions have already been taken. Rios commented that she would like to see an area devoted to sustainability on campus. Young will investigate the conservation committee and contact the chair.

- Faculty senate representation was requested to attend the Middle State Accreditation meeting on October 15, 2015. K. Sprow-Forté, G. Subramanian and P. Swan agreed to serve.
- The issue of the faculty overload policy was discussed. The college limits the amount of overload pay that a faculty member receives to 20% during the Fall and Spring semester, and 33% during the summer. While there are valid reasons for teaching an overload, on few occasions, faculty are abusing the situation by teaching extra courses on World Campus without the knowledge of the school directors. Young will work with the Academic Council to revise the policy on faculty workload. The current policy can be found at <http://harrisburg.psu.edu/policy/governing-overload-compensation-faculty>.

H. Unfinished Business

None

I. New Legislative Business

None

J. Legislative Reports

None

K. Forensic Business

None

L. Advisory/Consultative Reports

None

M. Comments and Recommendations for the Good of the College

None.

A motion to adjourn was made by Swan/Subramanian at 1:09pm.

The next meeting of the Capital College Faculty Senate and the Academic Council will be Thursday, October 23, 2014 in C300 from 11:15am to 12:45pm.

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, October 09, 2014
11:30 A.M. – 12:45 P.M.**

Members present: Rick Ciocchi, Gregory Crawford, Jennifer Hirt, Linda Null, and David Witwer

Member voting in absentia: Alexander Siedschlag

Non-voting ex-officio members: Omid Ansary

Invited guests: Matthew Wilson

Senate Liaison: Girish Subramanian

SGA Representative: David DeKorte

1. The meeting began informally with a question and answer session with Elizabeth Price, Executive Director of Graduate Education.
2. At 12:15pm, the official meeting was called to order. The minutes from the September 2, 2014 meeting were available for review on the ANGEL site. A motion to approve the minutes was made by Ciocchi/Crawford and was unanimously approved.

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

Civil Engineering/Environmental Engineering IUG – Shirley Clark

This proposal comes before the committee following previous changes and recommendations from the Committee. Changes were approved in the M. Eng program for Environmental Engineering which allows the IUG to finally be created. Two separate documents were presented for the undergraduate and graduate schools.

Previously, the Committee noted that there was no leeway in the courses selected as double counting and that several were in the 5th year, which would prevent a student from opting out of the program and completing the B.S. requirements in 4 years. This has been changed. The students are now given a choice of two one-credit classes to fulfill the 1 credit that counts towards both degrees. The remaining 9 credits of double-counted courses are now listed as electives for the master's program, one at the 400-level (to be changed to 400/500) and the other two at the 500-level. All double counted courses are included in the 4th year (semesters 7 and 8) to allow for a student to graduate with the B.S. degree. To align with the environmental focus in the civil engineering program and to address the topics covered in the licensure exams, footnotes have been added recommending courses but they are not required. These recommendations would align with the course selection outlined in the 8-semester plan for the undergraduate civil engineering degree with a focus in environmental engineering. However, the IUG program does not require students to have a focus in environmental engineering, just that they take the appropriate prerequisite courses as an undergraduate in order to be eligible for the graduate courses.

Concern was expressed regarding the number of 500-level courses required the 8th semester. The programs will investigate rescheduling courses to better balance the 500-level courses in the 7th and 8th semesters.

Other recommendations include: (1) change “conditional” to “provisional” in the application process section; (2) remove <give link> from page 1, or replace with appropriate the link; (3) check the page numbering throughout the document to make sure that referenced charts are on the correct pages; (4) in areas that refer to accreditation, change the verbiage to either October 2010 or “continually accredited since the program inception.”; (5) list Seroj Mackertich as “Associate Program Chair” in the bulletin copies.

A motion to approve the IUG, with noted changes, was made by Ciocci/Crawford and was unanimously approved.

P-3 Health Policy and Administration – Steven Peterson

Dr. Ansary would like all curricula to be offered on our campus to go through the Academic Affairs Committee and Faculty Senate, regardless of whether it needs approval or is for informational purposes.

P-3 is the process that enables a campus or college to deliver programs already authorized in another college. The process begins with the submission of a prospectus (a short proposal) through ACUE (Administrative Council on Undergraduate Education), to prove that the college has the resources to support a proposed program. ACUE then makes recommendations. The college then puts a P-3 proposal together, providing cost analysis and market data, providing proof that such a program can be supported at that college. Consultation is conducted with other campuses and programs and well as the ACUE deans. Letters of support are sent through the Chancellor, Vice-President for Commonwealth Campuses, Vice-President, and Dean of Undergraduate Education, and then finally the Provost. A P-3 does not need to go through University Faculty Senate.

PSH would like to borrow the Health Policy and Administration major from The College of Health and Human Development. This program will be shared with PSU Mont Alto. Core Council recommended that colleges should share resources to bring more programs to campuses. A representative from Harrisburg Area Community College approached Dr. Peterson asking if we would consider offering HPA, as HACC offers several health-related associate degrees.

The Committee unanimously supports the initiative to offer HPA at Penn State Harrisburg.

Adjournment at 1:00pm

Penn State Harrisburg
Senate Athletics Committee Meeting Minutes

September 18, 2014

11:15 – 12:30

Attendees: Dave Buehler, Rahsaan Carlton, Eric Delozier, Roderick Lee, Erin Miller, Ilya Shvartsman, Odd Stalebrink, Paul Thompson, Becky Weiler-Timmins, Craig Welsh, Will Chaney

Welcome and Introductions

After introductions Rahsaan provided an overview of athletics. 10 years of growth and advancement for the athletic department. Went from 6 sports competing against Penn State campuses to a provisional member of NCAA and became a member in a 3 year time period. Athletics then moved from the NEAC to the nationally competitive CAC. Athletics now has 16 sports as track and field was added this year.

A discussion ensued about the work of the committee over the last 2 years (increase the communication of faculty/athletics, discussion of policy 42-27, absentee form).

New Charges

a) Integrate faculty athletic representatives by sport:

We had a lengthy conversation about faculty athletic representatives. The committee discussed the cultural shifts needed on campus to integrate academics and athletics and the role the faculty athletic representative may have with this integration process. The importance of student athletes having the support from professors creates a more rounded experience for the student athletes and may provide another outlet for student athletes to “lean” on in times of struggle. Rahsaan stated that the coaches would buy into the idea of having faculty athletic reps. The committee felt that an email should be sent to the school directors regarding recruitment for the faculty athletic reps. The school directors can speak to their faculty at a school meeting or can forward the information to their faculty.

TO DO: Becky will craft an email School Directors about faculty and send to committee for feedback – All faculty interested in becoming a rep should contact Becky Weiler-Timmins

*Paul Thompson – president elect – has expressed interest in becoming the cross country representative

b) Implement marketing of the integration of athletics into the campus community.

Marketing continues to be a challenge for athletics. Rahsaan provided an update that the Women's Soccer coach, Adam Clay, is also the sports information director. Having this dual position is difficult (especially right now as he is in season). Also, the part time assistant position to help Adam is currently vacant. Rahsaan hopes for this position to be filled in the next couple of weeks.

A discussion of social media, the athletics webpage, and the Blue and White Society:

- The need for an increased use in social media (Twitter, Facebook, Instagram) to get the schedule out and to market positive stories. Roderick will send a study about the integration of social media as food for thought.
- A possible revision of the athletics web page was suggested.
- Will gave an overview of the work of SAAC (Student Athlete Advisory Committee) and its work with the Blue and White Society to make more connections on campus and increase the marketing of athletics.
- We also touched on community involvement with the invitation of youth teams in the area. Rahsaan has asked Roderick to present on the possibilities of social media with his work in the community.

TO DO: Invite Adam Clay and the new assistant to our next meeting.

- c) Address the issue of athletic tutoring from the Learning Center for athletes missing classes due to contests, especially for 300 and 400 level courses as well as labs.
- d) New Charge from Roderick: "Enhance the fan experience at games." SAAC is working on the concession.

Getting the Word Out

- Email from Chancellor: Rahsaan will follow up with yearly email to faculty about athletics (policy 42-27 and the absentee form).
- Each school representative on the committee must speak with their school director about inviting Rahsaan to a school meeting for a conversation on athletics.

Adjournment

*Next meeting date: Thursday, November 6th from 11:15AM – 12:30PM.

MINUTES
Penn State Harrisburg Faculty Affairs Meeting, October 1, 2014
Olmsted E200, 3:00-4:30 pm

Present: Peter Kareithi (chair), Richard Young (Senate President), Carol McQuiggan, Ma'Moun Abu-Ayyad, Paul Thompson, Oranee Tawatnuntachai , Jennifer Gibbs (Senate Liaison), Thomas Buttross, Doris Lee.

Absent: Carolyn Griess (Excused)

The Faculty Affairs Committee has three main charges this year; which are:

- i. Evaluate approaches to new faculty mentoring by each of the schools and develop a best practices guide
- ii. Consider how to go about making FT1 faculty more inclusive in the PSH community
- iii. Investigate how FT2 faculty can be made to be a more integrated element within the college given their relatively few contact hours each semester
- iv. Consider how to make PSH a more welcoming environment for new faculty
- v. Review the final exam scheduling process. The overload arrangement does not appear to be working, but also there needs to be reinforcement of University policy regarding final exams and when they may be given

Dr. Young, the Senate President, introduced the charges to the committee. He said the growth of the college in recent years had given rise to some of challenges included on the Committee's charges. He said the college has seen considerable increases in faculty and student population, as well as changing student demographics – e.g. international students.

Regarding the **faculty mentoring** charge, Dr. Young said newly hired tenure-track faculty succeeded better if they had a mentor to guide them through from not only the routine process of settling down in a new environment but also the more complex challenges, such as finding resources necessary for effective teaching and research.

On the **FT1 faculty** charge, the president said the college was wanted to avoid developing a 2-tier "cast system" between full time faculty; and it was vital, therefore, that means be found of making the FT1 faculty feel as much a valued part of the college community as the tenured and tenure-track faculty.

Regarding **FT2 faculty** charge, the president said adjuncts needed to know what went on in the units where they taught as that would makes it easier them to deliver courses and also

to find resources they needed. Dr. McQuiggan the Teaching and Learning Center currently at times puts adjunct faculty on mailing lists about things that affect them.

On the **welcoming environment** charge, Dr. Young said the objective was to look at the larger picture of college environment beyond mentoring at unit level. He noted, for instance, that there were few opportunities for faculty – including the longer-serving ones, to meet and sit face to face, especially with the cafeteria so crowded these days. Some committee members inquired about the possibilities of having some space designated as faculty lounge; but Dr. Young said he feared that may not be a priority given the other challenges for space that currently facing the college.

Dr. Young said **scheduling of final exams** had become more challenging due to lack of room capacity. This, he said applied to both grad and undergrad courses. Some committee members also voiced concern that with the current scheduling system, some classes set for exams sometimes had fewer computers than the numbers of students who need them to sit their exams.

After deliberations that followed the departure of the president, the committee decided on the following:

- a. That committee members representing the various schools collect from their units such information as may currently exist on new faculty mentoring practices in those schools before proceeding with further discussion. Such information to be made available by the next meeting.
- b. That a simple questionnaire be emailed to all adjuncts to gather information on how they thought the college could be more inclusive of them.
- c. That the committee obtain the updated figures on numbers of faculty broken down into categories, as well as student enrollments.
- d. That the college registrar be invited to address the committee before proceeding with further discussion on final exam scheduling.

The committee decided on its meetings schedule for this semester as follows:

Wednesday October 29, 3:00-4:30pm

Wednesday November 19, 3:00-4:30pm

Wednesday December 10, 3:00-4:30pm

Human Resources and Business Services Committee

Draft Meeting Minutes: 9/23/2014, 2:30pm

In Attendance

Jeremy Blum
Megg Jaster
Phil Kavanaugh
Sairam Rudrabhatla
Paul Thompson
Zina Taran

Robin Redmon Wright
Rich Young (Senate President)
Holli Cuppett (Bookstore)
Nora Seggel (Bookstore)
Dorothy Guy (Human Resources)

Excused

Heidi Abbey
Eileen Ahlin

Dan Howard
Erin Miller

Summary of Meeting

Rich Young reviewed the committee’s charges. *(Note that an update version of the charges will be posted to the Angel group shortly.)*

- 1) There is no longer a need to address the first two charges because there are no planned changes to the health care initiative for this academic year.
- 2) There is a survey that the business center has conducted. We can contact them for these results, and also seek comments from faculty for suggested improvements. We can also help to make faculty aware of their policies, e.g. expected turn-around times.
- 3) The textbook ordering process will be reviewed with the bookstore. Nora Seggel outlined some of the challenges faced by the bookstore in getting faculty to submit their orders in a timely fashion. She stressed the reasons for this requirement, including giving students time to obtain materials cheaply, giving students the opportunity to budget for their required materials, and allowing the bookstore the ability to obtain used books (which becomes more difficult as the semester approaches). We decided that we would first seek comments from faculty in each schools and the library about the bookstore ordering process, and forward these to Nora. Zina brought up a limitation of the Faculty Enlight web package – it does not allow faculty to specify that only one of a set of books is required. Nora will take this suggestion to her home office to see if the vendor can accommodate this change. Other questions that came up included how best to communicate that book adoptions are still under consideration. Nora said that an email to her would be good, so that she knows to expect a delay. Sairam suggested that the program chairs should be involved in encouraging faculty to submit their orders on time. It was also decided that we would encourage each school to invite Nora to a school meeting to talk about the need for timely submission of book orders and to address faculty concerns.

- 4) The committee is charged with reviewing the final exam scheduling process. In addition to reinforcing for faculty the relevant university policies concerning final exam scheduling, the committee is charged with coordinating with the registrar to seek improvements in the process. The committee is planning to invite the registrar to a future meeting to discuss this.
- 5) The Climate Assessment survey is a survey done once every three years by the Survey Research Center. The committee is charged with providing 2-3 volunteers to serve on the working group to help shape the survey, making sure, e.g. that it is asking the right questions.

Action Items

Each member, as soon as possible: Please indicate your availability for the next meeting, via doodle poll at <http://doodle.com/i4ytfewq8enc4nbi> .

Each member for next month: Collect feedback from faculty in your school/library about the textbook ordering process. Please submit this feedback via email to me, so that I can distribute this at the next meeting.

Climate Assessment Survey: We are looking for volunteers to serve on the working group this Fall. Please contact me if you are willing to volunteer (Zina has already volunteered).

International and Intercultural Affairs Committee Meeting

September 17, 2014, 2:00pm

Room E202 Olmsted

Minutes

Members Present:

Anthony Buccitelli, Chair
Karen Buhr
Hannah Spector
Paul Thompson
Indrit Hoxha

Donna Howard
Xu Xu
Marie Louise Abram
Juliette Tolay

Members Absent:

Bernadette Lear
Yuefeng Xie
Gautam Ray

1. Welcome and Introductions

Anthony Buccitelli open the session by welcoming everyone and asking everyone to introduce itself to the committee.

2. Scheduling and minute-keeping discussion

There was a short discussion regarding scheduling of future meetings. Hannah Spector raised the fact that meeting at 1.30pm on Wednesday would better accommodate her schedule. Everyone agreed with that proposal. It was noted that we should consult with absent members to see what timing works for them.

Juliette Tolay to be the minute-keeper.

The Committee would like to express thanks to Juliette Tolay for her duties as minute-keeper.

3. Approval of minutes and review/discussion of 2013-14 final report

The minutes and 2013-14 final report were quickly overviewed. Paul Thompson initiated the motion, seconded by Indrit Hoxha. The committee voted on the approval of the previous minutes.

4. Discussion of any outstanding business.

No one raised any outstanding issues when the Chair opened this agenda item.

5. Review and Discussion of Committee Role and 2014-15 Charges

The Committee reviewed the Bylaws and Standing Rules of the Committee. It was noted that we were missing a voting student member in the committee. Donna Howard agreed to talk to international students in SGA who might be interested in serving in the committee.

The Committee reviewed the charges for 2014-15. The Chair suggested we merge the 5 charges into 3 groups for action by sub-committees:

- Group 1 including charge 1 and 2: “Assess the quality of cultural life for first year students” and “identify the shortfalls and develop a plan for improving cultural life”
- Group 2 including charge 3: “(...) develop a matrix of offerings for international study tours (...)”
- Group 3 including charge 4 and 5: “Develop a matrix of faculty and their experiences as well as interests in specific global cultures” and “(...) develop an inventory of faculty who are Fulbright Scholars (...)”

Charges #1 and 2: By email (read by the Chair to the Committee), Bernadette Lear has mentioned that the charges were not focused on international students, even though this had been a major focus in previous years. To provide context Donna provided statistics about international students on campus (a total of 452). She also mentioned the work done by Ana Marshall, and it was agreed that it would be nice if she could attend future meetings.

The chair invited Marshall and Howard to present at the October committee meeting on their work supporting international students. The purpose of this presentation will be to establish actionable goals for the committee to undertake in order to support this work. Howard agreed and volunteered to invite Marshall.

Some committee members thought that charges #1 and 2 were implicitly about international students. However, it was reminded that the Committee is about both **Intercultural** and International affairs, and therefore we should not only focus on international students. Paul Thompson thought it was even more important that we look at the broader issue of student cultural life on campus that the Student Affairs Committee did not seem to focus on issues of Student Life.

Charge # 3: The committee discussed charge 3 on the “matrix of offerings for international study tours”. Marie Louise mentioned that the study tours were part of her position and expressed her hesitations regarding this particular charge. She mentioned that she thought it would be helpful to develop a “checking list” for faculty of things that need to happen for a study tour to be approved. However, she mentions that often study project run into issues that can be resolved only at a higher strategic level (between School Directors, the Associate Dean and the Chancellor): she was therefore unsure about what our committee could achieve without involving this higher level.

Paul Thompson suggested that, as a first step, we could look into some of the issues that faculty run into when programming a study tour, and report accordingly to the Faculty Senate. Discussion of this point yielded a consensus that the committee could study faculty expectations and concerns with the international study tour proposal process and report on these results to the Senate. It was also suggested that the committee could outline a policy for evaluating international study courses.

Thompson mentioned that the Honors' program had been looking for an Honors' study tour. Marie Louise responded that they were close to concluding the creation of an Honors' study tour program in Peru.

Charge # 4: Marie Louise Abram and Donna Howard confirmed that there had been a similar project done 6 years ago under the initiative of University Park. The idea was to centralize information regarding faculty origins, language competency, experiences abroad, research interests and broader interests (as self-reported by Faculty). Then this can be used by faculty to connect colleagues or students with similar interests, and media request.

The committee was favorable to the idea of updating or recreating such a database. Paul Thompson mentioned that this should be a relatively easy (if not time consuming) and we might just need someone good at data mining, as most of this information might already be available online or in other sources.

Charge #5: Marie Louise Abram mentioned that this charge seem to be connected to idea she was having regarding creating a "get together" event with Fulbright Scholars to connect with one another and share their experience other faculties.

6. Sub-committee Proposal and Discussion

The Chair suggested creating sub-committees for each of the 3 groups of charges. The present faculty volunteered as follow:

- Subcommittee 1 for Charges 1 and 2: Donna Howard and Xu Xu
- Subcommittee 2 for Charge 3: Karen Buhr, Juliette Tolay
- Subcommittee 3 for Charges 4 and 5: Anthony Buccitelli, Hannah Spector, Marie Louise Abram
- Indrit Hoxha mentioned he could go either in Subcommittee 1 or 2.
- The Chair will get in touch with absent members and email us the final subcommittee assignments accordingly.

- The Chair outlined the next steps for subcommittees: to create an overview of methods and actions to address their designated charges. These overviews will be presented and discussed at the October committee meeting.

Donna Howard mentioned the website: www.global.psu.edu as a great source of information for some of our upcoming discussions.

The Chair closed the meeting and the committee was adjourned at 3:00pm.

Appendix “G”

Penn State Harrisburg Faculty Senate: Student Affairs Committee Meeting

Minutes compiled by Glenn McGuigan

Wednesday, Oct 8, 12:30-1:30, in C-211.

Members Present:

Refik Culpan

Y. Frank Chen

Karin Sprow Forté, Faculty Senate
Representative

Hengameh Hosseini

Glenn McGuigan, Chair

Denise Meister

Dalian Salmon, Student Rep

Richard Young, Ex-officio

Amanda Thomas

Excused Members:

Felicia Brown-Haywood, Ex-officio

Joe Cecere

Sai Kakutura

Paul Thompson

Agenda:

- Introduction of new student member Dalian Salmon
- Discussion of charges
- Questions and Discussion

Review of charges

In addition to our work in the spring to assign financial aid awards, here is our agenda this year as related by the Faculty Senate President.

1. Overview of the work of the Committee

2. New charge discussion with Dr. Young

- Review the operation of Career Services and its effectiveness for preparing students for placement examining processes employed and results obtained. Provide recommendations
- Review and make recommendations for student awards, scholarships, fellowships, and the Who's Who Award in cooperation with the Student Activities Office and the Office of Financial Aid

3. Questions/discussion of new charge

Glenn mentioned regarding the first charge, Janice Smith visited the committee to present on the structure of the FYS and to solicit input. We could do the same with Career Services.

Rich talked about changes being brought about in the College – the overall number of undergrad students has grown dramatically. One of the things that needs to take place is the necessity to review the host of services that the college provides. There is a need to place graduates and we owe them the services of placement not only in graduation, but also regarding internships. I need to better understand what Career Services is doing – I call it a success factor in determining how the College is meeting the needs of the students. The justification of debt and how employable those students become upon graduation are of concern. The Charge comes from this point and is deliberately worded very loosely. The senate is looking at this committee for recommendations. How can the effectiveness be improved? Having Carl come over and talk to the Committee would make sense.

Within the discussion, it appears that many students may not know that Career Services exists until after graduation – said Denise. Then Richard said that they need to know about it now. An issue of students not being able to make appointments was brought up. There are many moving parts to this – resume workshops, etiquette dinner,

Question: Is there an internship coordinator? The issue of institutionalizing internships brought up by Refik. All internships are handled internally by the schools, according to Rich. Question: What are the best practices? When we invite Career Services to present, it is not only a question of what they do, but what they need. This could also possibly serve as the subject of a faculty forum. Propose the chancellor to recognize the best internship program.

Issues to ask Karl to address: Internships, hiring, recruitment, resume preparation

Alumni networks – alumni like to hire alumni

Glenn was asked to contact Stephanie to do this: go out to the schools to ask who has a good internship programs, and how school directors compensate those who coordinate it.

In the case of SET, AB Shafaye coordinates internships and job openings, according to Frank Chen. In civil engineering, every fall they host a career day with approximately 20 firms. In the case of Health Admin, there is a handbook for internships that provides the process for students to go through a requirement of the program, according to Hengameh. They must go to internships as a part of the program. That information would be nice to be shared.

From students, according to Dalian, the biggest issue is to let students know that they are there. To find information, many students may go to advisers and then to email.

For Glenn to work with Stephanie

Find out what each school does on the part of recruitment and or internships

Find out who the coordinators of the internships are --

Questions:

- Please explain current practices of internship programs.
- How do you identify external organizations who may be interested in hiring and/or placing interns?
- How do students become aware of these opportunities?

According to Denise, these are internships coordinators we could contact:

AB Shafaye

Hengameh

Jane Kachonov

Kim Schreck

Betsy Hancock in SPA

We will invite Karl Martz to come in to discuss the work of the group.

To schedule the next meeting – first contact Karl Martz and then send out the doodle poll based on the week of November 3.

Respectfully submitted by Glenn S. McGuigan