

**Penn State Harrisburg
Faculty Senate Agenda**
Thursday, November 21, 2013
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes October 24, 2013 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS Appendix "B"
Approval of the November 5, 2013 Minutes of Academic Affairs
- C. COMMUNICATIONS TO THE SENATE
 - a. Smoking restriction enforcement
 - b. Transparency regarding graduate assistant funding
 - c. Questions regarding the interpretation of international transcripts
- D. REPORT OF THE STUDENT GOVERNMENT ASSOCIATION
- E. REPORT OF THE SENATE PRESIDENT
 - a. Upcoming strategic planning process
[Penn State Harrisburg Strategic Plan 2008-09 to 2012-13](#)
- F. COMMENTS BY THE CHANCELLOR
- G. COMMENTS FROM THE UNIV. COUNCIL REP
- H. NEW BUSINESS
 - a. Penn State Values and Culture Survey
 - b. Recommendations for items in next Senate Notes
- I. UNFINISHED BUSINESS
- J. NEW LEGISLATIVE BUSINESS
- K. LEGISLATIVE REPORTS
- L. FORENSIC BUSINESS
- M. ADVISORY/CONSULTATIVE REPORTS
 - Faculty Affairs October 3, 2013 Appendix "C"
 - Human Resources & Business Services October 29, 2013 Appendix "D"
- N. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, January 23, 2014 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
October 24, 2013

Attendees:

Capital College Senators: S. Agili, E. Delozier, R. Gray, G. Mazis, C. Rios, C. Sabina, M. Strickland, G. Subramanian, P. Thompson, R. Young

Academic Council Members: R. Bachnak, G. Crawford, P. Johnson, S. Shappe,

Administrators Present: O. Ansary, 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 September 24, 2013 meeting. Mazis suggested that the first paragraph in section C should state that the Faculty Senate supports Dr. Zink in his effort to discuss his proposals with all schools. Strickland questioned the follow up to several action points. They were explored in additional reports of the senate committees. A motion was made by Mazis/Young to approve the minutes, with changes, and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Rios requested a motion to approve the minutes from the October 3, 2013 Academic Affairs committee meeting. A motion was made by Young/Subramanian to approve the minutes and they were unanimously approved.

C. Communications to the Senate

Rios was approached by a faculty member, whose spouse is not able to use the fitness center on our campus. The spouse is covered by our insurance, so why isn't that an option. Rios will check into the situation with Human Resources.

D. Report of the Senate President

- a. Update on Faculty Affairs and Human Resources and Benefits committee charges
 - Rios sent Penn State Harrisburg's faculty letter regarding the Wellness Initiative to President Erickson. It was received by his office and an acknowledgement of receipt was received from a member of the Board of Trustees.
 - Rios has met with the chairs for the Faculty Affairs and Human Resources committees to clarify their charges relating to the Wellness Initiative. The committees will monitor the changes relating to the Wellness Initiative and will update faculty and staff on a regular basis.
 - The surcharge for not participating in the Wellness Initiative has been suspended for one year. Those who completed all of the information on

WebMD and completed the biometrics testing will receive \$100 (spouses \$50) for their efforts. Payments will be made in January 2014.

- Gray noted that the times for the biometrics screenings were not convenient for faculty members that work in the evenings. It was also noted that some of the required biometrics tests were not covered by our insurance if they were performed by your family doctor.
- b. Rios is creating a webpage to communicate with faculty. The template has been created by our marketing office and Rios hopes to include timely topics as well as links to other helpful information.

E. Comments by the Chancellor

1. Kulkarni reported on the press conference that he attended that morning regarding the new train station and other improvements in the area. Construction is slated to begin in late 2015.
2. Kulkarni outlined the upcoming strategic planning process. Currently, all units have been asked to provide a draft of their unit needs for the next several years. Meetings will be held in February to allow for presentations, which will be used to identify possible conflicts and opposition. The deadline to create the plan is March 2014. Kulkarni is working to establish a database which will include helpful information in regards to strategic planning.
3. The University Presidential search is nearing an end. An announcement will be forthcoming in the weeks ahead.
4. The “For the Future” Capital Campaign is coming to a close and Penn State Harrisburg is only \$1 million short of its goal.
5. Kulkarni is reviewing our current budget and is concerned about some of our spending. He will share his concerns with the school directors and will look at additional ways to cut costs.

F. Comments from the University Council Representative

1. Ruiz reported on the University Faculty Senate meeting held on October 22, 2013.
2. A motion for consideration was put forward regarding high quality early childhood education at University Park. The senate requested equitable benefits be provided to all faculty and staff of childcare centers to prevent high staff turnover.
3. A progress report was issued to the University Faculty Senate from the General Education Planning and Oversight Task Force. A timeline was issued regarding the implementation of a new General Education program for first year students entering the University in Fall 2016.
4. President Erickson issued a memo regarding the University Faculty Senate Resolution. The memo can be found at <http://www.senate.psu.edu/>.

G. New Business

The Athletic Committee would like to perform a survey of all faculty members regarding student absences and policies. The link was available for the senators to review as well as an attachment to the agenda. Several suggestions were made to clarify the language in the survey. It was also requested an informational paragraph lead into the survey.

H. Unfinished Business

None

I. New Legislative Business

None

J. Legislative Reports

None

K. Forensic Business

None

L. Advisory/Consultative Reports

Several committee reports were available for review. It was noted that the Student Affairs Committee and International & Intercultural Affairs Committees should work together to address international student issues.

M. Comments and Recommendations for the Good of the College

1. Rios thanked the academic council for an engaging conversation the day before regarding workload balance. She asked the school directors to establish and set the tone for faculty engagement and commitment.
2. Agili would like to see more conversations with the academic council during our joint sessions. Ideas for future discussions included the workload policy and strategic planning.
3. K. Seaman, Student Government President noted that he would be contacting the school directors shortly to establish open forum meetings. Seaman invited all faculty members and administrators to attend the Student Government Association meetings. They are held every Thursday at 12pm in TL118.

A motion to adjourn was made by Subramanian/Young at 1:27pm.

The next meeting of the Capital College Faculty Senate will be Thursday, November 21, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, November 5, 2013
12:00 – 1:20 P.M.**

Members present: Rick Ciocchi, Gregory Crawford, Jesse Middaugh, Linda Null, Odd Stalebrink, and David Witwer

Member voting via e-mail: Jennifer Hirt

Invited guest: Katina Moten

Senate Liaison: Girish Subramanian

1. L. Null opened the meeting at 12:00pm.
2. The minutes from the October 3, 2013 meeting were available for review in the ANGEL folder. A motion to approve was made by Crawford/Ciocchi and was unanimously approved.
3. **Approval of Courses/Programs Proposals**

MATH 410 – Complex Analysis for Mathematics & Engineering – Eugene Boman

This course presents the core of complex analysis in a manner beneficial and accessible to those in mathematics, applied mathematics, science, or engineering. The course was run previous as a one-semester title. This course combines MATH 421 & 406 and would be offered to students in math and engineering majors. A question arose as to why the proposal stated that students who have taken MATH 421 may not take the course, but no such restriction exists for students who have taken MATH 406. A brief statement will be added to the proposal.

A motion to approve the course with changes was made by Ciocchi/Crawford and was unanimously approved.

Education – Jane Keat & Denise Meister

The School of Behavioral Science and Education is looking to update several course offerings within their education programs. No new courses are being added to the program. EDUC 321 Methods in Teaching Intermediate and Advanced Readers will be added to the academic plans of all four options in the El. Ed. Major. EDUC 305 Creative Arts will be changed to address effective ways that teacher can incorporate each of the performing and visual arts into classrooms as outlined by the guidelines of the PDE. EDUC 353 Teaching Elementary Social Studies will be added to the list of prescribed courses. EDUC 303 will be renamed Sensitivity to Special Learners. The Committee recommended that the layout for the proposal be changed, with a summary and justification statements at the beginning of the proposal. Only courses that are being added, changed, or removed from the program should be listed in the justification. The course change regarding EDUC 305 should be put in the ANGEL system before moving forward with the program change. The program was tabled until the December meeting.

Online Masters of Accounting Degree – Thomas Amlie & Steve Schappe
ACCT 532 – Accounting Information and Decision Systems
ACCT 550 – Professional Responsibilities and Ethics

This proposal is for an online professional master's degree in accounting, which will provide students with the legally-mandated educational requirement for licensure as a Certified Public Accountant in Pennsylvania and most other states, as well as with the technical competencies necessary to pass the CPA examination. A Bachelor's degree only provides 120 credit hours; this program will provide the additional 30 credits needed to qualify to be a CPA. Smeal College of Business offers a similar program; however, it is not accessible to all students. A report was created by World Campus to support the need for such a program. The Committee requested that the report be included with the proposal.

Discussion regarding whether a graduate course needs a prerequisite or not ensued. Witwer will contact Elizabeth Price at the graduate school for a definitive answer.

In the ACCT 550 course, the word "introduces" should be removed or modified.

A motion to approve the program and courses was made by Witwer/Middaugh with the following changes: add World Campus study to program proposal, change the language in ACCT 550, check with E. Price regarding the need for pre-requisites, include a table regarding consultations, address negative consultation, and provide one paginated document for submission to University Park (proposal and consultation together). The motion was unanimously approved.

Online Criminal Justice Minor – Donald Hummer

This minor is designed for students in any major of the University who wish to supplement their knowledge about crime and justice. The minor consists of 18 credits, at least 6 of which must be at the 400 level. A certificate is awarded to students who complete the requirements of the minor. Students who are completing undergraduate majors at Penn State Harrisburg (PSH) or through the World Campus (WC) will have an opportunity to enhance their program of study by earning a minor and to earn an additional credential.

The proposal is simply to offer this existing minor at Penn State Harrisburg and become its academic home on World Campus. This can be done by submitting a P-3 proposal through ACUE.

The Committee unanimously agreed to support the proposal.

4. New Business

Null noted that many program proposals that are coming to the Committee are poorly crafted and are not following the guidelines established by the University. It was recommended that we craft a template for programs to use, outlining the proper format. Null will attempt to visit the Academic Council meeting to discuss the matter with the school directors.

Adjournment at 1:20pm

Harrisburg Faculty Affairs Meeting Minutes, October 3, 2013

Attendees: Catherine Rios, Catherine McCormick, Carol McQuiggan, Ilya Shvartsman, Pete Swan, Ma'moun Abu-Ayyad

Absent: Sedig Agili, Patricia Ahrerns, Jane Beckett-Camarata (excused), Richard Young

The FA Committee has three main charges this year: (i) to monitor the implementation of the new Healthcare policies and make recommendations for faculty response, (ii) to determine ways to get the faculty more involved in governance, and (iii) to examine the impact of larger class sizes on faculty and support staff.

Regarding the **Healthcare charge**, the committee will do the following:

Pay close attention to health insurance changes that are communicated and how they are interpreted by faculty. The focus should be on faculty responses and concerns.

The FA Committee will follow the discourse on PSU healthcare plan carefully, including reports from Susan Basso's office (Human Resources at UP), and the new task force. Our committee should cooperate with Harrisburg HR/Faculty Benefits committee.

The track record of discussion with faculty senate can be found in the minutes of the Faculty Benefits committee at http://www.senate.psu.edu/about_senate/committees/fb/fb.html

Catherine Rios has a briefcase of all documents related to healthcare and will share with the committee members.

Our committee needs to come up with the definition of the shared governance to be included in the strategic plan by Dr. Kulkarni.

Regarding **the service charge**, it was noticed that there was no unified policy regarding teaching/research/service expectations from faculty. We need to gather information from the school directors and P&T committees on how service is quantified for pre-tenure, tenured, and non-tenure-track faculty.

We need a consistent policy across the college regarding the compensation and reward system for administration work, (e.g., chair, program coordinator, thesis advising).

Pete Swan will draft a survey to investigate the following:

1. How much time faculty spend on service activities of all types
2. Service expectations for all types of faculty
3. Existing reward systems for service activities

Catherine Rios will ask for feedback from Academic Council regarding P&T.

It will be useful to tie our recommendations to the strategic plans at the school, college, and university levels.

Regarding the **large class** size impact, Carol McQuiggan will gather information best teaching practices, what new large classes are being built, data on class sizes and who is teaching them. We should consider the impact on students as well. In particular, we need to ask the Learning Center what they are hearing from students about the large-format classes.

APPENDIX “D”

Human Resources and Business Services Committee of the Faculty Senate Penn State Harrisburg

Minutes

October 29, 2013

4:00-5:00pm

Olmsted - C113

Present: Jeremy Blum, Margaret Jaster, Sairam Rudrabhatla, Daniel Howard, Raymond Gibney, Eileen Ahlin, Nihal Bayraktar, Eric Doerfler, Dorothy Guy

Excused:

Absent: Joseph Steibel

Minutes prepared by Nihal Bayraktar

1. The meeting started at 4:00.
2. Related to Charge 1: The first draft of the report on the documents related to the health initiative was presented to the members.
3. Each member went over their summaries/ reviews. The committee discussed some important points. (Reviews/summaries are in appendix).
4. Dr. Gibney pointed out that the document named “ScanlonShea_PSUWellness_Whitepaper_2013_09_09.pdf” is an important article combining facts about wellness programs.
5. Dr. Blum suggested inclusion of an additional document in the report. The new article is on the ranking of insurance providers. The concern is that Highmark – our current administrator of insurance benefits- is ranked lowest in PA. The current contract with Highmark is 10 years long and 3 years remain.
6. Dr. Rudrabhatla indicated that there is one wrong file. We excluded the file named “Letter to the Faculty Senate - pdf - FA13f.pdf” since it was not health initiative related.
7. Mrs. Guy answered the questions of the committee members on new health initiative plan.

8. Related to Charge 2: Dr. Howard reported that he and his assistant could not find any university policy on how to name events. The members believe that this report by Dr. Howard concludes Charge 2.
9. The meeting on November 12, 2013 may be cancelled if there is no big comment on the report by the president of the Faculty Senate.