

Penn State Harrisburg
Faculty Senate Agenda
Thursday, November 29, 2018
Madlyn Hanes Executive Conference Room
C300 Olmsted 11:30 a.m. to 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes October 25, 2018 Appendix “A”
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
None
- C. COMMUNICATIONS TO THE SENATE
--report from Parliamentarian on process of Constitutional revisions Appendix “B”
--communication from Title IX coordinator on addition to syllabus on mandated reporting Appendix “C”
- D. REPORTS FROM THE SENATOR LIASONS ABOUT THE WORK OF THEIR COMMITTEES
- E. REPORT OF THE SENATE PRESIDENT
--Additions from the Faculty Forum on constitutional changes – Appendix “D”
--changing sections of constitution procedures
--Writing to Faculty Senate Presidents of other campuses about common hour and scheduling
- F. COMMENTS FROM THE SENIOR ASSOCIATE DEAN
- G. COMMENTS FROM THE CHANCELLOR
- H. UNFINISHED BUSINESS: DISCUSSION OF THE PROPOSED CHANGES TO THE FACULTY SENATE CONSTITUTION -- Appendix “D”
- I. COMMENTS FROM THE UNIV. COUNCIL REP
- J. COMMENTS FROM THE STAFF ADVISORY COUNCIL
- K. COMMENTS FROM THE SGA REPRESENTATIVE
- L. ADVISORY/CONSULTATIVE REPORTS

M. NEW BUSINESS

N. NEW LEGISLATIVE BUSINESS

- motion to consider changes to “Standing Rules” of Constitution (vote next meeting)
- motion to adopt addition to syllabi for mandated reporting (vote next meeting) – Appendix “E”
- credit limitation proposal—Brian Adams Appendix “F”

O. FORENSIC BUSINESS

P. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, January 17, 2019– 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
JOINT MEETING OF THE FACULTY SENATE AND ACADEMIC COUNCIL
MINUTES
October 25, 2018

Attendees:

Capital College Senators Present: J.B. Adams, M. Ali, K. Grahame, Y. Kim, R. Lee, G. Mazis, E. Mross, P. Swan, D. Williamson, R. Zink

Administrators Present: H. Angelique, O. Ansary, R. Bachnak, J. Beck, P. Idowu, G. McGuiggan, J. Mason

Student Government Representative: K. Gatten

Staff Advisory Council Representative: T. Kell

Ombuds: B. Lear

G. Mazis, Faculty Senate President, opened the meeting at 11:40 a.m. Mazis welcomed everyone and introductions were made around the table.

A. Minutes Approval for Faculty Senate Meeting

Mazis requested discussion and asked for a motion to approve the minutes from the September 27, 2018 meeting. A motion was made by Grahame/Swan to approve the minutes, and they were unanimously approved.

B. Approval of the Recommendations of Academic Affairs

None

C. Report of the Senator Liaisons to the Faculty Senate Committees

- Strategic Planning – Williamson – was not able to attend the latest meeting, due to other obligations. Mazis met with the committee chair and noted that R. Gardner is working on data regarding our progress on the latest strategic planning. The committee will determine if the goals were relevant and achievable, and how we should proceed.
- Enrollment Management – Adams was unable to attend, as they were meeting the same time as the Senate.
- Faculty Affairs – Gibbs attended the meeting on October 2, 2018 and they reviewed the charges. They will be reviewing the mentoring policies, release time, distribution of honors courses, and FT1 promotions.
- Student Affairs – Ali was not able to attend the first meeting but received the minutes. At the first meeting, the committee reviewed the charges and agreed to create a survey for students to determine which events students enjoy most on campus. They are also having a Zoom meeting with a member of University Park Risk Management, to discuss university policies.
- Human Resources – Grahame reported that no meetings had occurred yet.
- International and Intercultural Affairs – Kim reported that the first meeting will be held next week.

- Information Systems, Technology, and Library – Zink reported that the committee reviewed that charges and reviewed teaching conditions in the classrooms. They also reviewed the latest IT upgrades and reviewed last year's committee work.
- Athletics – Mross stated that we are leaving the Capital Athletic Conference and joining the North Eastern Athletic Conference. The committee continues to educate faculty about student athletes' time commitments and encourages faculty to become part of the sideline coaching program. Additionally, the NCAA prefers that athletics remain a standing committee on each campus.
- Physical Plant – Swan stated that the committee has not met yet.
Classroom design ad hoc committee – Swan stated that the committee is creating a list of different types of classrooms and their design purposes. The committee will be working with Dr. Ansary to design future classroom spaces. Ansary would also like to have a team of faculty members to report issues and concerns to him, as well as offering recommendations for solutions.

D. Report of the Senate President

Mazis raised the following points:

- While looking at constitutional changes, Mazis would like to recommend that committees provide end of the semester reports, rather than year-end reports, to update the senate on their activities.
- The Teaching Evaluation and Development Committee is working to collect data from the schools regarding their mentoring programs. The intention is to create a mentoring program that is uniform across the college.
- The teaching and evaluation ad hoc committee is looking at SRTE's and other ways to evaluate teaching. It has been discovered that there are 177 questions in the SRTE bank, however, they are selected at the time the course is created and cannot be updated or changed. The committee will be reviewing the questions in the SRTE bank. They will continue the work that was started last academic year regarding best practices and what supplemental evaluations should be added to faculty evaluations.
- Mazis asked that the School Directors please supply the documents so the Senate can make a comparison of the documents instructing teaching observations across the schools.

E. Presentation of Overview of Revisions to the Senate Constitution

A faculty forum will be held on Thursday, November 1, 2018 to review the proposed changes to the constitution.

Swan presented an overview of the changes

- Major areas of change include; adding a staff advisory council representative, adding the Senior Associate Dean of Academic Affairs, updating the language to reflect new FT titles, position of the secretary abolished, and restructuring of the committees.

- The committees will be restructured and reduced from 10 to 5, however, the major functionality and tasks of all current standing committees are kept intact.
- Academic Affairs >>Curricular Affairs
ISTL/HRBS/Physical Plant>>Campus Operations
IIAC/EMOC>>International, Intercultural, and Diversity
Student Affairs/Athletics>>Student Affairs
Strategic Planning would be an ad hoc committee, only activated when necessary.
- Faculty may be limited by fewer opportunities to serve:

| | | | |
|-----|------------|-----|------------|
| Old | Minimum 60 | New | Minimum 32 |
| | Maximum 87 | | Maximum 64 |

For this reason, Swan said the committees should probably have the upper limit membership.
- Senators are asked to thoroughly read through the changes to the committees and their duties and be ready to discuss it at future meetings.
- Discussion occurred about the removal of the secretary position. Due to having a staff member assigned to the senate, and to allow for greater diversity in the executive committee, a proposal to remove the secretary was made.
- Mazis noted that community outreach should be added to the International, Intercultural, and Diversity committee as highlighted, so the title would be “International, Intercultural, Community and Diversity Committee”.
- Moss once again noted that best practices from the NCAA would be for the athletics committee to be a stand-alone committee. No objections were heard.

F. Comments by the Chancellor

- Following up on issues from the recent faculty forum, Mason will be meeting with school directors on several issues and especially to assess what faculty are doing what activities and plans to meet with the schools to have individual forums. He would like to come up with shared solutions and implementation with faculty and administration.
- Mason has received several correspondences from current students/students that have left the University/and alumni (both undergraduate and graduate) that are questioning the quality of our courses, programs, and instructors, as well as academic advising. He will be working with school directors to determine a course of action to take in these matters. He asked the Senate to stress to faculty that they need to be part of this process and open to feedback and resolving issues with students.

G. Comments by the Senior Associate Dean

- Ansary updated the senate on enrollment numbers. We have approximately 5,000 students, and our headcount is slightly lower than last year, but we have a higher FTE count. This year Penn State is accepting the Common Application, which applicants can complete and apply to several schools for one application. On the Common App for Penn State, students are requested to list two campuses, and the number of students selecting Harrisburg is up from this time last year.

Additionally, we are reviewing application earlier (beginning in September, rather than October).

- The Non-tenure line criteria has been approved by University Park, and committees are in place and will charged soon. The committees will meet during the Spring semester and be on the same schedule as the two-year t and p reviews.

H. Remarks from Members of the Academic Council

- Angelique (BSED) reported that the FT1 process in her school is going well, but the faculty involved are nervous, since they are unprepared with the information needed for their dossiers. She plans to have meetings to organize dossiers and to help them with their supplemental files. Many faculty did not collect items for their supplemental files, since that was something they normally did not have to do. Angelique would like to see a possible workshop for the FT1.
- Beck (HUM) also suggested that faculty should have some mentoring on how to put together a dossier.
- Bachnak (SSET) is working with his faculty during the FT1 promotion process and helping them understand certain issues related to building a dossier. Bachnak has also noticed a disparity in SRTE comments of large classes versus small classes. This is also apparent between disciplines. Bachnak stated that ABET visited campus this week for accreditation purposes, and they were happy with their visit. He thanked everyone that participated, which included many different offices on campus. Bachnak is also aware of student complaints and encourages faculty to meet and discuss issues with students with an open mind, in order help improve courses and programs.
- At the end of the discussion, Ansary agreed to hold a seminar for FT1 promotions, like the one offered for tenure-line faculty.

I. Comments from the Staff Advisory Council

- Thomas Kell, chair-elect of the staff advisory council updated the senate on the upcoming November 20, 2018 staff development event, focusing on ethics entitled “Did you know? What would you do?” led by Dr. Tim Balliett from the University Office of Ethics and Compliance.
- We will be starting the ‘Positive Paws’ initiative on our campus. This is a way to recognize staff for good work.
- Onboarding sessions for new staff will be held on November 2, 2018 and March 15, 2019.
- The mentoring program has four new pairs of mentors and mentees.
- R. Lee also mentioned that an exit survey for staff is currently in prototype form.

J. Comments from the SGA Representative

- Kenneth Gatten, SGA vice-president was present. He had nothing to report.

K. New Business

- Ansary wanted to follow up on one issue brought up during the faculty forum regarding common hours. He plans to review the course grid and will make suggestions in the future. Faculty agreed that Tuesday and Thursday mornings are wasted with the current schedule..
- Ansary would like faculty to be visible and engaged in the various activities on campus. He especially would like to see greater involvement in convocation and graduation.
- Gibbs noted that many faculty do not wish to be nominated for the college awards, as there is too much work to gather the information necessary for the awards. She would like to see an easier way to review nominees for these awards.

L. Unfinished Business

None

M. New Legislative Business

None

N. Legislative Reports

None

O. Forensic Business

None

P. Advisory/Consultative Reports

None

Q. Comments and Recommendations for the Good of the College

None

A motion to adjourn was made by Grahame/Kim. The meeting adjourned at 1:06 p.m.

The next meeting will be Thursday, November 29, 2018, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

Proposed Changes to the Constitution, Bylaws, and Standing Rules

1) Constitution

Article I - Functions

Section 3: In case of question of legislative jurisdiction, the power of decision shall rest with the Chancellor of the College in line with the requirement of the University Faculty Senate that the faculty, as appropriately organized as the Capital College Faculty Senate, shall have certain authorities.

Article III – Amendments

The senate with a two-thirds vote of all of the voting members may propose amendments to this constitution. Such amendments will then be voted upon by the faculty electorate as described in Article II section 1 in the manner described in the Bylaws. Approval of said amendment will be by a two-thirds vote of the electorate with a minimum of fifty percent of the electorate voting.

Amendments may also be proposed by any member of the faculty electorate as described in Article II section 1 by obtaining written support from ten percent of the electorate with at least one signatory from at least three of the College's Academic Units. The proposed amendment will then go directly to the faculty for a vote. Approval of said amendment will be by a three-quarters vote with a minimum of fifty percent of the electorate voting.

No amendments shall be in effect until it has been approved by the University Faculty Senate. All amendments to the constitution take effect upon approval unless otherwise specified in the amendment

2) Bylaws

Article VII - Amendments

The senate with a two-thirds vote of all of the voting members may propose amendments to the bylaws. Such amendments will then be voted upon by the faculty electorate as described in Article II section 1 of the constitution. The manner of voting will be described with the amendment but with a minimum of one-month notice before the vote is to begin and a minimum of two calendar weeks during the academic year being allowed for the vote. Approval of said amendment will be by a two-thirds majority of those voting or a simple majority of the entire electorate.

All amendments to the bylaws take effect immediately unless otherwise specified in the amendment.

3) Standing Rules

Article IV - Amendments

Proposed amendments to the Standing Rules must be presented in writing in an official meeting of the senate a minimum of one month prior to a vote. Approval of said amendment will be by a two-thirds vote of all of the voting members of the senate.

All amendments to the standing rules take effect immediately unless otherwise specified in the amendment.

APPENDIX “C”

Dear Faculty Senate,

As you are aware, the University in December 2014 approved policy AD72 – Reporting Suspected Child Abuse which mandates that all Penn State University employees, volunteers and independent contractors must report all instances of suspected child abuse. Faculty have the unique role of not only disseminating information in the classroom, but also serving as advisers, mentors, and in some instances parental figures or colleagues to their students. With this variety of roles, students sometimes become comfortable enough that they confide in their professors. This can create a conundrum for the faculty if the information shared in confidence if something that the University requires employees to report. For this reason, it is being suggested that a statement regarding Mandated Reporting be placed in all faculty syllabi (full-time and part-time faculty including graduate assistants/teaching assistants) explaining the responsibilities that are placed with each faculty member to report any suspected child abuse or other form of abuse that they observe or hear about.

This proposal is not to hinder faculty and student interactions, but rather start a discussion that hopefully will lead to both faculty and students better understanding the ethical responsibilities that each person has not only within academe but in society in general.

Benefits of including the statement in all syllabi are:

- A better understanding by students of University policy and faculty responsibility to report even information provided in confidence
- A better understanding by faculty of their role as a Mandated Reporter
- Opportunity to hold an open discussion on ethical decisions in the work place.
(something students will face as they enter the workplace)

Christopher Harris, J.D., Title IX coordinator

SEE ATTACHED FILE IN E-MAIL

DRAFT

Proposed Mandated Reporting Statement

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as an educator. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, per University policy AD85 (<https://policy.psu.edu/policies/ad85>), I am required to share information regarding sexual misconduct or information about a crime with the University including incidents of sex-based discrimination and harassment (discrimination, harassment, sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation).

While faculty are ethically bound to report any information as it relates to University policy, we are also a resource and want to be sure you are aware of the services available to you. These resources include:

- Penn State Harrisburg Counseling and Psychological Services
E131 Olmsted Building - 717-948-6025
- Department of Safety & Police
Campus Police – 717-979-7976
Local Police – 717-543-2200 or 911
- YWCA Confidential Domestic Violence & Sexual Assault Services
1101 Market Street – 1-800-654-1221 (available 24/7)
- Contact Helpline
800-932-4616 (24-hour community crisis hotline)
- Pinnacle Health Harrisburg
111 South Front Street – 717-782-3131
- Penn State Harrisburg Student Health Services
220 Capital Union Building – 717-948-61015
- Penn State Harrisburg Title IX Office
E131 Olmsted Building – 717-948-6180
- Penn State Hotline
800-560-1637 (Anonymous reporting)

APPENDIX “F”

RESOLUTION on requiring a student to meet with their academic advisor before they may register for more than nineteen credits in a single semester

WHERE AS

University policy C-2 currently requires that a student consult with their academic advisor before they register for over nineteen credits,

An increasing number of Penn State Harrisburg students have been registering for over nineteen credits in a single semester,

There have been students who registered for thirty or more credits,

It becomes logistically difficult to register for classes that do not conflict as the number of credits is increased, therefore an overload often requires that the student be enrolled in multiple courses that meet at the same time,

The limit of nineteen credits has previously been set as a course load at which only an exceptional student would be expected to exceed and still be successful,

Enrollments in many classes are already over the preset capacity,

As a result of the overloaded classes, many faculty are teaching sections with more students than can be managed effectively,

As a result of the need for additional sections of courses, many faculty are teaching overloaded schedules of three, four, or even more credits over the University faculty requirements,

Students registering for credits over the University limit of nineteen credits further stress these limits on the size of individual classes and the number of courses what an individual professor may have to teach,

Policy C-2 does not currently provide recourse if the student has not consulted with their academic advisor,

WHERE AS

A method is needed to enforce the advisor’s role as put forth in guideline C-2 with respect to the number of credits for which a student may enroll,

Providing an administration means for ensuring that a student’s academic advisor has been consulted as is required by policy C-2,

Such a method is necessary to provide the student with the greatest chance for academic success,

BE IT RESOLVED that a Penn State Harrisburg student must have met with their academic advisor before registering for any courses that put that student's total academic course load above nineteen credits. If they fail to meet with their advisor, the student's advisor, or program chair, or school director may request that the registrar drop the student from those courses that put the student's course load over nineteen credits.