

**Penn State Harrisburg**  
**Faculty Senate Agenda**  
Thursday, December 3, 2009  
Room C-300/12:30-2:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes (10/29/09) Appendix "A"
  
  - B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
Minutes of November 17, 2009 Appendix "B"
  
  - C. COMMUNICATIONS TO THE SENATE  
None
  
  - D. REPORT OF THE SENATE PRESIDENT (5 min.)
  
  - E. COMMENTS BY THE CHANCELLOR (10 min.)
  
  - F. COMMENTS FROM THE UNIV. COUNCIL REP (J. Ruiz – 5 min.)
  
  - G. FORENSIC BUSINESS  
None
  
  - H. NEW BUSINESS
  
  - I. UNFINISHED BUSINESS
  
  - J. LEGISLATIVE REPORTS
  
  - K. ADVISORY/CONSULTATIVE REPORTS
  
  - L. NEW LEGISLATIVE BUSINESS
  
  - M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE
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**NOTE:** The next meeting - Thursday, January 21, 2010 from 12:30-2:00 p.m. in Room C300.

CAPITAL COLLEGE FACULTY SENATE  
MINUTES  
October 29, 2009

**Attendees:**

*Capital College Senators:*

S. Agili, F. Ahmed, N. Bayraktar, J. Harris, R. Luquis, G. McGuigan, B. Ran, M. Strickland, E. Taylor, R. Veder, M. Wilson, and S. Wolpert

*University Senator:*

J. Ruiz

*Administrators Present:*

M. Hanes and M. Kulkarni

Matthew Wilson, Senate President, opened the meeting at 12:30 p.m.

**A. Minutes Approval for Faculty Senate Meeting**

- a. Wilson opened the meeting by requesting a motion to approve the minutes of the September 24, 2009 meeting. A motion was made by Taylor/Wolpert to approve the minutes which were unanimously approved

**B. Minutes Approval for Academic Affairs Meeting**

1. A motion was made by McGuigan/Veder to approve the minutes. Eleven members voted for approval, one abstention.

**C. New Business**

1. Wilson asked Don Holtzman, Senior Director of Student Affairs and Enrollment, to meet with the Faculty Senate to discuss the issue of student clubs and payments for their activities. The issue was brought up during the meeting with University Park Faculty Senators on October 9, 2009.
  - Five years ago the university decided to move to an automated system for reimbursement. They encourage faculty and staff club advisors to obtain purchasing cards for their clubs. Paperwork is still needed to reconcile the purchases. If you don't have a P-Card, Melinda Logan in SAO has a card that can be used to make purchases for any organization. P-Card's can be obtained through the purchasing office at UP.
  - The university also has a petty cash account that is run through the Bursar's office for reimbursements under \$50.
2. Hanes inquired about the advisors for the clubs, whether they need to be faculty or staff or can come from outside the campus community. The university wide policy states that you do not need to be an employee; however at PSH's policy is that the advisor must be employed here. Exceptions are made for sporting clubs, which may bring in a "volunteer" to provide their expertise. We do that to reduce liability.

3. Dr. John Hoh, Information Technology Manager, was asked to provide an update on recent updates in technology on campus.
  - Over the past 15 months there have been many changes. There is now a catalog of all classrooms that shows pictures of each room and what technology is present in that room. Information is available on ITS website.
  - Penn State Harrisburg is the only Penn State campus that has podiums and projectors in every classroom. You will no longer need to request rooms with technology.
  - Many computer labs on campus were updated over summer 2009. The computer lab in Eastgate will be updated in November 2009.
  - Plans are to improve the computer space in the basement, make it more visually appealing as well as updating the ITS Help Desk area.
  - There are now four high end video conferencing facilities: E308, E306, C300 and career services. Improved cameras and microphones, all wires are gone, much cleaner.
  - Special purpose rooms may be our best success story, received complete makeovers. Audio has been interfaced with computer systems, easier to use technology. No longer need to “lug and plug.”
  - Next step is a digital signage solution – big screen in the lobby showing upcoming events, where they are located, emergency, special reporting, etc.
  - Inventory was taken of all technology equipment, since we didn’t really have one. One of the main reasons that it was done was to obtain “post maintenance” repair warranties. That was paid for by turning off the modems, only about 12 people were using the modems and it was extremely costly. The savings provided 500 out of warranty machines with a post maintenance warranty.
  - One of the biggest challenges has been to form a partnership with UP. We have received money for our Mac labs and new software through Hoh’s efforts.
  - 1/3 of ITS staff is new; helps bring new life into the department. Newer, simpler website.
  - Adopted some Web 2.0 technologies that are non Penn State based, i.e. Microsoft Office Sharepoint, internal collaboration platform (all internal documents, inventory, can check on machines to check warranties), Google Docs for document exchange, Picasa for storage of photos (classroom pictures in catalog). All are external and we don’t have to use our resources to maintain them and are cost effective.
  - Due to the law school’s use of video conferencing, we increased our internet connectivity by 50%, when from a 250 mg connection to 300mg connection.
  - They now have a budget that reflects reality.
  - Windows 7 is coming summer 2010. A 1.5 hour video training will be available on Windows 7.
  - Wireless is changing, no longer required to use the VPM client. There will also be a visitors non-Penn State access that is similar to the “hotel” model, where you can purchase access for a certain price.
  - Trying to become greener. Partnership with the Conservation Committee, faculty and ITS. The 800 pound gorilla right now is the printer fleet. 90% of our printers are vastly underutilized. Often a waste of power with many printers, especially the older models.

**D. Report of the Senate President**

1. Stephanie Ponnett has been in her position about a month, working to catch up on the backlog.
2. Wilson will be setting up an ad hoc committee with Penny Carlson, Margo Bowman and all undergraduate coordinators that do scheduling to discuss shifting the schedule of classes to accommodate the increase in students. They will be charged with this task and will report by the middle of the Spring semester.

**E. Comments by the Chancellor**

1. Hanes extended thanks and congratulations regarding the biennial University Faculty Senators visited. In particular, the University senate officers were impressed by the number of faculty who attended the afternoon.
2. Hanes reported that there has been no change in the budget. A budget has been passed for the state, but no appropriations for non-preferred institutions have been detailed or released. PSU is a non-preferred institution along with the University of Pittsburgh, Temple University and Lincoln University. These bills await resolution between the house and senate, principally over issues revolving around table game revenues. There is confidence that the money will be appropriated soon at level funding based on last year's appropriations.
3. The official enrollment census was taken at the end of the sixth week of the Fall semester. Our official enrolment is 4,012. However, more students have completed their registrations since the snapshot. Our actual number is closer to 4,040. Our undergraduate enrollments are up 138 students. These are primarily full-time students. Graduate students enrollments have declined by 62. These are primarily part-time students.
4. The executive office of the University appointed a follow-up group-- the Academic Programs and Administrative Services Core Council—to oversee the implementation of the 2009-2014 University Strategic Plan. President Spanier has appointed Hanes to serve on the council. The first meeting is November 10, 2009. Hanes will keep the Strategic Planning Steering Group, the Senate representatives to the Steering Group and the Executive Committee of the Faculty Senate informed regarding the work of the council as it proceeds.
5. Hanes made note of the multi-campus choir performance on October 28, 2009. The program was organized by the School of Humanities. Six campuses and their concert choirs performed at the Whitaker Center in Harrisburg to an audience of families and alumni. David Deitz from PSH took the lead in organizing the event.
6. Hanes deferred the remainder of her time to Dr. Kulkarni for additional comments.
7. Kulkarni stated that by the end of this year, we will have full alignment of curricula with the rest of the university system. This will facilitate the ease of transition for students to move from campus to campus.
8. Kulkarni reported that the university has a website for faculty training in case there is flu pandemic. He has asked that the site be reviewed before it is distributed to faculty. This should be circulated sometime next week.

#### **F. Comments from the University Council Representative – James Ruiz**

1. Commented about the searches that are going on right now. Looking for replacements for Eva Pell, the Director of the University Park Library and also an opening for a chancellor at PS Erie.
2. Provost Ericson spoke about the budget. By now the university has usually received about \$100 million, but that has not come yet. PSU has already advanced \$25 million to students through PHEAA.
3. Good news on enrollment. Almost totally on target for freshman. Total enrollment on all campuses and through World Campus is 94,300. Hanes noted that our enrollment numbers do not include World Campus, which would be another 500 students. The amount of foreign students has increased 35%.
4. The phase out of the Bachelors of Humanities in American Studies from PSH passed the UP Faculty Senate.
5. It was discussed that students with a DF (deferred) grade cannot graduate. No one understands why this is an issue.
6. Withdraw with passing, failing or no grade (wp, wf, wn) is changing to just w (withdraw).
7. First year seminar seems like it is an opt-in, opt-out type thing. UP is going with it all the way, but the campuses are being given the choice whether they want to run separate course or to incorporate first year seminar into standing courses. The committee that formed the 1<sup>st</sup> year seminar idea has been disbanded and will not meet for another 5 years.
8. Academic integrity report 2004-2009. Violations increased from 2005-2008 to 537 then dropped to 452 in 2009. Three campuses reported zero academic integrity violations over a 3 year period. PSH has remained stable 2006-2007, 18 cases, 2007-2008, 12 cases, 2008-2009, 19 cases. The amount is stable for undergrads, but once they reach the 5<sup>th</sup> year, the rate increases.

#### **G. Unfinished Business**

1. Discussion of Faculty Forums
  - a. Wilson requested suggestions at the end of last meeting, but only received a few. There doesn't seem to be any overwhelming issues at this time.
  - b. International and Intercultural would like to invite someone from UP to discuss how faculty can integrate study tours into their curriculum. Many faculty would like to do study tours but they may not know how.
  - c. Decided not to do have a faculty forum on effective ways of funding for cultural programs, did not seem like it would draw large numbers.
  - d. Pedagogy of online courses would be good since we have more people moving in that direction. Could have faculty who have already participated in offering online courses be on the panel. Should be pedagogy of online and hybrid courses. Could possibly have in November.

#### **H. New Business (revisited)**

1. Raffy Luquis – as secretary he has been charged to follow up on the PSH senate website. Many items were outdated, misplaced, etc. Stephanie worked with the webmaster to update those items on the website. Stephanie came up with the idea to come up with a workgroup on Angel. Luquis wanted to make sure that people would use that area before additional updates

are made. A better way to have update information, easier to get out to all faculty senate members and committee members.

**I. Discussion of Committee Charges**

1. Wilson did this differently than Woessner. Wilson asked committee chairs to come in at the beginning of the semester, review recommendations from the end of the year meeting and then instructed them to take the recommendations their committees and see what they think. That is the reason why they are coming in late. If anyone feels that changes need to be made, please speak with Wilson.
2. Committees can proceed with their charges in any order that they feel is most effective, not in the order that they are written.

**J. Adjournment**

The meeting was adjourned at 2:00 p.m.

Faculty Forum tentatively scheduled for November 17, 2009

Next Faculty Senate & Academic Council Meeting December 3, 2009

/slp

**MINUTES  
ACADEMIC AFFAIRS  
Tuesday, November 17, 2009**

**12:30 – 1:20 P.M.**

**Members present:** Linda Null, Oranee Tawatnuntachai, David Witwer, Judy Zaenglein (chair)

**Members absent:** Kimetta Hairston, Bernadette Lear, Don Hummer, Yvonne Sims, Girish Subramanian

**Invited guests:** Omid Ansary, Margaret Boman, Rick Ciocchi, Peter Idowu, Denise Meister, Steve Peterson, Marian Walters,

Minutes Approval for October 13, 2009 meeting – The minutes were distributed prior to the meeting. A motion to approve was made by Tawatnuntachai and seconded by Null and approved unanimously.

1. Approval of Courses/Programs Proposals:

- a. Master of Science, Engineering and Technology – Dr. Peter Idowu and Dr. Omid Ansary presented. A motion made by Witwer/Null to approve after the changes noted below were made and approved unanimously.
  - i. The proposal changes are:
    1. On page 12 of the proposal, Penn State Harrisburg currently offers 22 Master Degree programs.
    2. On page 3 of the proposal, under degree requirements, maximum of 3, 400 level courses, should be 9 credits, not 12 credits.
    3. Scheduling plan, listed on page 6, seems confusing; possibly change the name to Three Year Course Offering Plan.
    4. Math 444 will no longer be offered at PSH, should be changed to Math 414.
- b. COMM 441 – Advanced Graphic Design. A motion made by Tawatnuntachai/Witwer to approve after the change noted below was made. The committee also agreed to approve the changes for the remaining COMM courses listed on Angel (COMM 215, 241 and 415). The proposal was approved with the change listed below.
  - i. The proposal change is:
    1. Under Justification for Changing the Course – we should be more specific – “The proposed change of name is in order to better reflect the curriculum content of the course.”
- c. EDUC 315W – Social and Cultural Factors in Education – Changing this course to a writing course – Dr. Denise Meister presented. A motion made by Tawatnuntachai/Witwer to approve the proposal as written was approved unanimously.

- d. An addition to the Secondary Education Social Studies Major Program Change which was presented by Dr. Kamini Grahme at the 10/13/09 meeting was made by Dr. Denise Meister. The changes in front of the committee fall under the Selective Retention section. A motion made by Tawatnuntachai/ Null to approve the program following the changes noted below was made and approved unanimously.
    - i. The proposal changes are:
      - a. Change maintain a GPA > 3.0 to, maintain a GPA of at least 3.0.
      - b. Remove language regarding the passing of the PRAXIS I examinations.  
Remove reading, writing and mathematics.
  - e. ENGR 420Y Design for Global Society – Dr. Rick Ciocchi presented. The change is a number change and the change to a GS. The number must be changed in order to offer it at a GS, cannot be a 400 level course. A motion made by Witwer/ Tawatnuntachai to approve the change was made and unanimously approved.
4. Upgrades to Academic Affairs Committee  
Stephanie Ponnett – Admin - would like to streamline the Academic Affairs committee to eliminate a lot of the paper that is currently used. She has established a folder in Angel for each of the faculty senate committees. When you open the Academic Affairs folder, you will be able to select files for the agenda and for each meeting a discussion forum will be created with the course proposals all attached for comment. This will eliminate the paper and people will have more time to review changes. The committee agreed to this new method of information sharing.
5. Upcoming meeting dates:  
Tuesday, December 8 – W140 12:30-2:00pm (if needed)
6. Adjournment: The meeting was adjourned at 1:45pm

/slp