

Penn State Harrisburg
Joint Faculty Senate and Academic Council Agenda
Tuesday, February 19, 2013
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes January 22, 2013 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of the Minutes February 12, 2013 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
 - a. Motion from Athletics Committee
"A motion that the college provides discipline specific assistance for athletes as with other students covered under policy 42-27 who must miss labs or other classes. Such assistance must be coordinated in advance by students."
 - b. Faculty Annual Performance Evaluation
- D. REPORT OF THE SENATE PRESIDENT
 - a. Changes to the College Faculty Senate Constitution Appendix "C"
 - b. President elect nominations
 - c. Sexual Harassment Resource Team
 - d. Tobacco Free Zone (non-smoking) Policy
 - e. International Students
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
 - a. Faculty Role and Responsibilities – For the Good of the College
- H. UNFINISHED BUSINESS
 - a. Student's retention and other issues
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- K. FORENSIC BUSINESS
- L. ADVISORY/CONSULTATIVE REPORTS
 - Athletics Committee January 24, 2013 APPENDIX "D"
 - Human Resources and Business Services January 31, 2013 APPENDIX "E"
 - International and Intercultural Affairs February 5, 2013 APPENDIX "F"
 - Student Affairs February 4, 2013 APPENDIX "G"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, March 19, 2013 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE FACULTY SENATE
MINUTES
January 22, 2013

Attendees:

Capital College Senators: S. Agili, P. Burrowes, E. Doerfler, R. Gray, J. Harris, R. Luquis, G. McGuigan, C. Rios, C. Sabina, M. Strickland, and P. Vora

Administrators Present: O. Ansary, M. Kulkarni

University Senate Council Representative: James Ruiz

Raffy Luquis, Faculty Senate President opened the meeting at 12:00 p.m.

A. Minutes Approval for Faculty Senate Meeting

Luquis requested a motion to approve the minutes from the November 15, 2012 meeting. A typo was noted by Sabina. Strickland sought follow up to several issues. A motion was made by Harris/Agili to approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

Luquis requested a motion to approve the minutes from the December 4, 2012 meeting of Academic Affairs. A motion was made by Sabina/Strickland to approve the minutes and they were unanimously approved.

C. Communications to the Senate

1. Luquis was approached by faculty member looking for Penn State Harrisburg's policy regarding faculty responsibility and behavior as well as classroom disruptions. We currently do not have a policy; however University Park does have a policy that we should look at before possibly creating one of our own. Following the meeting, Ruiz provided the link for the University policy <http://studentaffairs.psu.edu/conduct/Disruptions.shtml>.
2. A faculty member requested that the Faculty Senate look into the relationship between faculty members and the Office of Marketing. There are new policies and procedures in place as well as new staff. Faculty believes there is poor communication in the Marketing office and there are too many errors. Luquis will ask the faculty member who complained to articulate the problem. Before moving forward, Dr. Kulkarni and Dr. Ansary would like to review the problems.

D. Report of the Senate President

1. Luquis is currently seeking faculty members to participate on three award committees. Two faculty members are needed for each of the following faculty awards: teaching, service and advising. Several members of the Faculty Senate agreed to serve.
2. During the December 4, 2012 meeting of the University Senate, the Senate Committee of Faculty Affairs provided and information report regarding Faculty Workload Policies from each campus. Our policy is good; however, we do not have an equity statement or a statement about an appeals process. Most campuses do not

- have information about an appeals process; because there are other avenues that faculty can appeal decisions through human resources. The report can be reviewed at <http://www.senate.psu.edu/agenda/2012-2013/dec2012/appi.pdf>
3. The University Senate Committee on Intra-University Relations also issued an informational report at the December 4, 2012 meeting of the University Senate regarding student transition issues from the Commonwealth Campuses to University Park. It was noted that GPA generally drops when students move from a Commonwealth Campus to University Park, especially among students moving from a smaller campus. The report can be found at <http://www.senate.psu.edu/agenda/2012-2013/dec2012/appk.pdf>.
 4. Luquis also noted an informational report from the Senate Committee on Undergraduate Education entitled Enrollment and Instructor Patterns in General Education Courses. It showed that the ratio of standing faculty to FT1 has decreased over the past 10 years. This is due to budgetary restrictions and national trends. State funding has been decreased dramatically over the past several years, which is tied to standing faculty salaries. Dr. Kulkarni noted that among all Penn State campuses, we are among the very few that have hired tenure lined faculty. The report can be found at <http://www.senate.psu.edu/agenda/2012-2013/dec2012/appn.pdf>.
 5. The issue of summer compensation continues to be reviewed. The Academic Council appointed a sub-committee to address the issue and Luquis was on that committee. They will present their recommendations at the next Academic Council meeting on Wednesday, January 23, 2013. They are recommending an increase in compensation per student, per credit, from \$102 to \$125 for undergraduate and \$125 to \$140 for graduate. The bursar's office must provide final approval. Summer service is also addressed in the new policy.
 6. A faculty/staff forum will be held on Tuesday, February 5, 2013. "Reconstructing the Norms: Preventing Alcohol-related Sexual Assault on College Campuses" will be presented by the YWMC. Everyone is encouraged to attend.

E. Comments by the Chancellor

1. Kulkarni began his remarks with questioning the senate membership about a request that he received for all faculty/staff/students to display ID badges. Several members objected to the idea.
2. The addition to the Educational Activities Building was approved by the University Board of Trustees. Preliminary construction will begin with the brief closure of the road between Olmsted and the EAB to replace heating lines. On March 1, 2013 the new addition to the CUB will be dedicated at 8:30am, followed by the ground breaking for the EAB project. This coincides with the Board of Advisors meeting.
3. Spring 2013 enrollment numbers are higher than same time last year. Enrollment for Fall 2013 will not increase as much as in past years, as enrollment trends are decreasing across Big 10 Universities. Additionally, Pennsylvania graduation rates for the next two years are projected to be lower.
4. Kulkarni recently returned from a trip to India where he worked to complete a University wide articulation agreement with the University of Pune. A formal report will be forthcoming.

F. Comments From the University Council Representative

1. Ruiz added to Kulkarni's remarks stating that enrollment of international students has dramatically increased.
2. The University Senate is completing a self-study in regards to communication between University Faculty Senate and Campus Faculty Senates.
3. An informational report is to be issued by the Outreach Committee regarding World Campus. The program is doing well and continues to grow. Additional reports regarding Scholarsphere and the ISIS Replacement Project were presented as well.
4. For a full report, please visit <http://www.senate.psu.edu/agenda/2012-2013/jan2013/scmin1-15-13.pdf>.

G. New Business

None

H. Unfinished Business

1. The changes to the Capital College Constitution, regarding the addition of the athletics committee, have been submitted and received by the University Faculty Senate.
2. Two additional changes need to be made to the constitution. The first involves the merger of the Information Systems and Technology Committee and the Library Committee, which was approved, however never changed in the constitution. The second is the addition of the University Senate Council Representative to the executive committee of the faculty senate. Luquis will draft the language and present at a future meeting.

A motion to adjourn was made by Doerfler/Gray at 1:31pm.

Please provide Dr. Luquis with any suggestions for items of discussion for the joint meeting with Academic Council next month.

The next meeting will be a joint meeting with the Academic Council on Tuesday, February 19, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50am.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, February 12, 2013
12:00 – 1:10 P.M.**

Members present: Qiang Bu, Y. Frank Chen, Rick Ciocchi, Gregory Crawford, Scott Lewis, Linda Null, Odd Stalebrink, and David Witwer

Invited guests: Peter Idowu, Patricia Kaley and Matthew Wilson

L. Null opened the meeting at 12:00pm.

1. **Minutes Approval from December 4, 2012 meeting:** The minutes from the previous meeting were reviewed, a motion to accept was made by Ciocchi/Witwer, and the minutes were unanimously approved.
2. **Approval of Courses/Programs Proposals:**

Masters in Criminal Justice – Dr. James Ruiz

This is intended to be a minor revision in regards to the admission and program requirements for the Masters in Criminal Justice program. The current admission requirements state that students not meeting the minimum GPA of 3.0 in the last 60 credits of undergraduate study must take the GRE, GMAT, or LSAT exam. The proposed program removes this requirement. Many students who wish to apply to the program are adult learners and may have extensive work experience in the field, however they may not have the proper GPA and will not take the GRE. The program has established an MACJ Admissions Committee to review all applications to the program. They have waived the admissions requirement in question for several students and they are having success with those students.

The current program requirements state that students not performing a thesis must take comprehensive exams; taking these exams requires them to register for CRIMJ 594 (which was determined by the PSH registrar as something the program could not require). The vast majority of Criminal Justice programs across the country have replaced comprehensive exams with a portfolio of the student's work. The proposed program uses portfolios instead of comprehensive exams to stand as the student's comprehensive competency of the course material.

The committee had several recommendations to improve the justification for the program change, including:

- a. Provide benchmarking information from other universities that use the portfolio in place of the comprehensive exam.
- b. Provide evidence of success for those students who have been admitted with a GPA less than 3.0 for the last 60 credits and explanations for that success (i.e. adult learners who now value education differently, life experiences.)

The committee also requested the following changes to the proposal:

- a. Provide the current bulletin listing and do not make any changes.
- b. Under admission requirements, list the types of standardized tests.
- c. Consider changing the TOEFL speaking language score, as the new minimum TOEFL speaking language score is now 19 (down from 20).

A motion to table the program change was made by Ciocci/Crawford and was unanimously approved. The proposal should be resubmitted with the recommendations listed.

HIST 003 The American Nation: Historical Perspectives – Dr. John Haddad

This item was sent back to Dr. Haddad, as the course that he was to cross-list with, AM ST 003, had not yet been created.

3. Meeting dates for the Spring 2013 semester
Tuesday, March 12, 2013 W207 12pm **May be changed due to Spring Break
Tuesday, April 16, 2013 W207 12pm

Adjournment at 1:10pm



TO: All Full-time Faculty

FROM: Raffy R. Luquis
Senate President

RE: Ballot - Amendments to the Constitution

DATE: March 22, 2013

CONSTITUTIONAL AMENDMENT BALLOT
**JOIN TWO COMMITTEES INTO ONE - INFORMATION SYSTEMS AND
TECHNOLOGY AND LIBRARY COMMITTEE**

The decision to join the two committees was approved two years ago by the College Faculty Senate, but it was never change in the Constitution. For the past few years, the University Senate Council Representative has attended the meetings of the Executive Committee to provide a direct communication between the University Senate and the College Faculty Senate and a consultation with the Chancellor. The Executive Committee recommends this change in the constitution. It was approved by a vote of the Senate on February 19, 2013.

These two changes are now coming to the faculty for a vote.

- ☐ I approve the proposed revisions to the Constitution.
- ☐ I do not approve the proposed revisions to the Constitution.

Please return your ballot to Stephanie Ponnett in Room C-114R (Olmsted), the Senate Office, or email to slp29@psu.edu. Voting ends on _____ **at 5 p.m.** Your ballot should be returned in a sealed envelope with your name written across the flap and printed legibly below the signature for the purposes of verifying voter eligibility.

Thank you.

Constitutional Amendment for the combine committee on Information System and Technology and Library

Committee on Information Systems and Technology and Library

1. Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Director of Instructional and Information Technology, the Director Head of the Library, College Web Manager, and the Senate President are ex-officio, nonvoting members.

2. Duties: The Committee on Information Systems and Technology and Library

- reviews and recommends policies pertaining to academic computing and information systems, including telecommunications and administrative issues;
- reviews and makes recommendations regarding the functions of the Library and policies affecting the Library's collections and services, including long-range planning and development;
- carries on studies and advisory activities either on request or at its own initiative;
- ensures an active Faculty role in formulating policies affecting academic computing and information systems;
- maintains a formal liaison with the ~~Committee on Library~~, Faculty Affairs Committee, ~~Research Subcommittee~~, and Committee on the Physical Plant.
- serves in a consultative and advisory capacity to the Head of the Capital College Library through the Capital College Senate.

3. Standing Subcommittees

Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.

~~(f) Committee on the Library~~

~~1. Membership: Six to nine (6-9) members. The preferred membership is one (1) member from each School and the Library and one (1) voting student member. Up to two (2) additional members may be appointed at-large. No more than two (2) members should be from a single academic unit. The Head of the Capital College Library and the Senate President are ex-officio, nonvoting members.~~

~~2. Duties: The Library Committee~~

- ~~• reviews and makes recommendations regarding the functions of the Library and policies affecting the Library's collections and services, including long-range planning and development;~~
- ~~• maintains a formal liaison with the Committee on Information Systems and Technology, the Integrity Subcommittee, and the Research Subcommittee;~~
- ~~• serves as a liaison between the Library and the Faculty; and~~
- ~~• serves in a consultative and advisory capacity to the Head of the Capital College Library through the Capital College Senate.~~

~~3. Standing Subcommittees~~

~~Members of the Committee are authorized to meet as Subcommittees. Any business conducted is ratified by the full Committee not later than its next meeting.~~

Constitutional Amendment to include the University Senate Council Representative as part of the membership of the Executive Committee of the Senate

Executive Committee of the Senate

1. Membership: President, President-Elect, Secretary, Immediate Past President of the Capital College Faculty Senate and **University Senate Council Representative**.
2. Duties: The Executive Committee of the Senate
 - acts for the Capital College Faculty Senate when it cannot meet, subject to ratification by the Senate at its next meeting and
 - is available for consultation with the Chancellor when the Senate cannot meet or is not in session.

Athletics Committee of the Faculty Senate Meeting
Thursday, January 24, 2013
Minutes

Attendance: Rebecca Weiler-Timmins, James Ruiz, Charles Kupfer, David Buehler, Hossein Jula, Kara Hoy, Rahsaan Carlton, Joseph Cecere

The first meeting of the Athletics Committee of the Faculty Senate began with introductions of members and a review of the duties of the committee:

- Advise and monitor athletic standards related to the educational function of the College and University
- Help promote a sound academic climate for the intercollegiate athletic program; and
- Support the *NCAA Division III Philosophy Statement*

Rahsaan Carlton provided the committee with an overall view of athletics:

- Over 200 student athletes
- 12 teams
- The teams are currently participating in the North Eastern Athletic Conference but will move to the Capitol Athletic Conference for the 2013-2014 season

Joe Cecere provided an overview of his responsibilities as the Faculty Athletic Representative (FAR):

- Joe is the liaison for academics and athletics making sure athletics abides by the rules of Penn State and the NCAA.
- The 75 Hour Rule was mentioned (no team or student-athlete can be absent from class for more than 75 hours per semester) as well as examples timing of competition (i.e. teams cannot compete during finals week or study days).

The committee was charged to review and evaluate current communication process between athletes and faculty regarding absences from classes. Rahsaan provided a packet of information for the committee which included the NCAA Division III philosophy statement, Policy 67-00 Athletic Competition, Policy 42-27 Class Attendance, and a Penn State Harrisburg Athletics Class Absence Form.

- Student Athletes and Policy 42-27 Class Attendance: The student athletes provide their professors with the Class Absence Form at the beginning of the semester and then suggests that the athletes be proactive before each contest by talking with the professor about missing a class and inquiring about the work that should be completed due to the absence.
- Faculty and Policy 42-27 Class Attendance: In order for the faculty to have a better understanding of the policy, it must be distributed and discussed in multiple ways:
 1. The policy should be emailed to all professors at the beginning of the semester by the Chancellor.
 2. A faculty representative from the Athletics Committee will ask to be on the agenda at their next school meeting to discuss Policy 42-27 in order to provide a

better understanding of the policy and ask the faculty if there are any suggestions to make the policy more efficient.

- Athletic tutoring and the learning center providing support for athletes missing classes due to contests was discussed at length. A motion was brought forth and voted on unanimously. This motion was forwarded to Dr. Raffy Luquis to bring forth to the Senate.

“A motion that the college provide discipline specific assistance for athletes as with other students covered under policy 42-27 who must miss labs or other classes. Such assistance must be coordinated in advance by students.”

Other topics to be discussed at future meetings:

- Academic Team Captains
- Faculty Member assigned to each team (Faculty Team Rep.?)
- 2 + 2 program: athlete turn over due to majors being completed at University Park

Next meeting will be held Thursday, March 28th from 12:00 – 1:20 in Olmsted C113.

APPENDIX “E”

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

Minutes

**January 31, 2013
12:00-1:00pm
Olmsted - C113**

Present: NIHAL BAYRAKTAR, ERIC P DELOZIER, DOROTHY JEAN GUY, JOSEPH STEIBEL, ANITA MARENO, RICHARD ROBERT YOUNG, SEDIG SALEM AGILI

Excused: JOHN KIM, MARY NAPOLI, RAYMOND F GIBNEY JR

Absent: MICHAEL STEFANY, DAHLIA PARKER

Minutes prepared by Nihal Bayraktar

1. The meeting started at 12:01.
2. The following announcements are shared by the members:
 - a. Qualitative comments from the survey study will not be available due to concerns about violation of confidentiality. See the email message below.
From Mr. Behney:
Nihal,
The consensus of the authors is that releasing any additional detail may jeopardize the confidentiality of the respondents or the target of the respondents comments. If that is violated or even the perception that it has been violated - then the credibility of the process could be jeopardized. The impact would likely be less confidence and participation in the future and that would be a devastating blow to the Climate Assessment.
I hope you and your committee can understand and support this response.
Thanks,
Authors of the 2012 Climate Assessment Report
 - b. Dr. Bayraktar, met with Mrs. Guy in the second week of January. Mrs. Guy identified several HR policies that we can review “policies for the enhancement of a work climate that supports individual differences and promotes fairness and equity” (Charge I)
3. Based on selected HR, HRG and AD policies, the following division of labor is proposed. It is found reasonable for the members.

List of voting members and division of labor

NIHAL BAYRAKTAR (AD29, AD41, AD42, HRG11, HRG18)

MICHAEL STEFANY (HR01, HR05, HR06, HR09)
RICHARD ROBERT YOUNG (HR10, HR11, HR13, HR17)
RAYMOND F GIBNEY JR (HR18, HR20, HR22, HR23)
ERIC P DELOZIER (HR38, HR40, HR59, HR68)
ANITA MARENO (HR70, HR71, HR76, HR80)
MARY NAPOLI (HR81, HR82, HR82, HR85)
JOHN KIM (HR87, HR93, HR94, HRG02)

Follow-up note: Dr. Bayraktar sent messages to the members who missed the committee meeting to let them know about this task.

4. The location of policies and criteria are shared with members. See Appendix A.
5. Dr. Mareno shared her opinion on college level and school level P&T policies. She indicated that when school policies are compared to each other, there are differences in language, how they define good service, research or teaching contributions. The School of Behavioral Sciences and Education has the most detailed P&T policies. She said that the School of Behavioral Sciences and Education specifies when candidates can see their dossiers (related to Charge II of the Committee). She also stated that some information in the policies can be confusing.
6. Dr. Bayraktar shared her observation that women are underrepresented or not represented at all in some P&T committees such as School of Humanities (1 female member), School of Public Affairs (no female member), School of Science, Engineering and Technology (no female member). Dr. Agili and Dr. Delozier stated that this could be due to the lower share of female faculty members. Dr. Bayraktar shared the observation that fostering diversity or improving campus climate are not mentioned in the College-level P&T policies. Dr. Bayraktar read a sentence from the P&T policies of the School of BSED: “The School values the interdisciplinary nature of the work of its faculty in BSED and the diversity in research philosophies and methodologies.” This statement is repeated several times in the document. Dr. Young and Dr. Agili, both of whom served in College P&T committee, indicated that the quality of journals that candidates published in is the main criterion while determining the quality of research, not diversity of research methodology or topics. Dr. Mareno said this statement can be welcoming for faculty with different research backgrounds and help improve campus climate. Dr. Bayraktar indicated that the School of Humanities and the School of Public Affairs have P&T policies on the service expectations openly stating that “a record of contributions to the University’s efforts to enhance equal opportunity and diversity.” They encourage these activities. Dr. Mareno stated that fostering diversity concept fits in the service area better rather than in the research area. The School of Business Administration and the School of Science, Engineering and Technology do not have any specific policies on fostering diversity or improving campus climate.
7. Dr. Agili suggested the starting point of policy review should be the survey outcome. One significant outcome of the survey is shared again with members: “Approximately 30% of the tenured and tenure-track faculty disagreed that they would recommend PSU Harrisburg as a good place to work to a friend” (page 2 of the climate assessment report).

Mr. Steibel indicated that one of the outcome was “over 40% of tenured and tenure track faculty report being put down intellectually by another faculty member at least once.”

8. Some qualitative outcomes are shared by the member. Dr. Young stated that there is a gap. On the one hand, some faculty members are happy with improving campus climate and fostering diversity on the campus. On the other hand some faculty members think the opposite.
9. The members think that the survey questions can be better asked so that more information can be collected. This can be a charge for the Committee next year. A faculty forum can be organized to discuss the outcomes of the climate assessment survey.

APPENDIX A

REVIEW OF POLICIES (CHARGE I)

Charge I: “Review policies for the enhancement of a work climate that supports individual differences and promotes fairness and equity. As part of this process, establish collaboration or liaison with the Climate Assessment subcommittee of the DEEC.”

You can find the climate assessment reports by Penn State Harrisburg at

<http://hbg.psu.edu/diversity/>

List of voting members and division of labor

NIHAL BAYRAKTAR (AD29, AD41, AD42, HRG11, HRG18)

MICHAEL STEFANY (HR01, HR05, HR06, HR09)

RICHARD ROBERT YOUNG (HR10, HR11, HR13, HR17)

RAYMOND F GIBNEY JR (HR18, HR20, HR22, HR23)

ERIC P DELOZIER (HR38, HR40, HR59, HR68)

ANITA MARENO (HR70, HR71, HR76, HR80)

MARY NAPOLI (HR81, HR82, HR82, HR85)

JOHN KIM (HR87, HR93, HR94, HRG02)

Note: The listed policies are suggested by Mrs. Guy.

Administrative (AD) policies are at: http://guru.psu.edu/policies/#ADMIN_P

Human resources (HR) policies are at: http://guru.psu.edu/policies/#HUMAN_P

Human resources guidelines (HRG) are at: http://guru.psu.edu/policies/#HUMAN_G

Possible criteria while reviewing HR, HRG and AD policies

- 1) In the policies, identify the parts that help fostering diversity and improving campus climate.

The definitions can be found at

<https://harrisburg.psu.edu/diversitydocs/HarrisburgDiversityPlan2010-2015.pdf>

(A Framework to Foster Diversity at Penn State Harrisburg 2010-2015)

- 2) If you believe that there are missing points in terms of fostering diversity and improving campus climate, please list your suggestions.

Please write a paragraph summarizing your review by March 13. I will put them together so that we can discuss it at our next meeting on March 14.

**Penn State Harrisburg Faculty Senate
International and Intercultural Affairs Committee
Minutes: Feb. 5, 2013; 1:00-2:15 pm
115B Library (Conference Room)**

1. Minutes of Nov. 29 meeting (posted on ANGEL) – no corrections noted
2. Update on student services – Donna Howard, not available for this meeting
3. Update on international activities and travel/study abroad – Marie Louise Abram provided an update. Four international trips will be held over spring break: Rome (Crawford & McGuigan), London Finance (Bayraktar), China (Webb), and Ghana (Lewis). Another is going to Paris (Barton) later in the semester. Ms. Abram stressed the need for a faculty group to provide strategic leadership on embedding international travel within academic programs. **MOTION:** (Scheib moved, Strickland second, passed unanimously): That the College Senate recommend to the administration the establishment of a faculty group that will provide such assistance, especially within the realm of strategic planning and curricular integration, to the Office of International Programs.
4. Update on Housing and Food Services – Craig Cook, director of housing and food services for PSH, special guest. Mr. Cook updated the committee on the work of HFS at PSH. He currently employs over 70 students in various capacities, yet has a need for more. His unit has a large number of employees, including 3 full time in housing, 11 full time in food services, 9 part-time employees, and 3 in administrative capacities. He would like to institute a program of “guest chefs” including faculty and administration who could share a recipe that his staff would prepare and the “guest chef” could help serve. He is trying to address the varied dietary needs and desires of all students, including international students. Mr. Cook stressed that he is willing to listen to all those with ideas. The Committee suggested tuning the televisions or at least one television to an international news program to broaden the horizons of students. He will attempt to tune one television to an international news channel if available. It was also suggested that he institute an electronic suggestion box which many international students may use before actually approaching him in person. Although HFS currently has a physical suggestion box, he will see if this is possible. Mr. Cook stressed that his primary clientele are those students who live and eat on campus and that HFS operates primarily off student room and board fees.
5. Other individuals to invite to address committee? The Committee suggested requesting that Peter Idowu, Assistant Dean for Graduate Studies attend the next meeting and that Chancellor Kulkarni be invited to attend a meeting to discuss for international vision of College.

Members Present: Marie Louise Abram, Amit Banerjee, Michael Barton, Lewis Boahene, Gregory Crawford (Chair), Richard Scheib, Martha Strickland (Senate Liaison), Robin Wright

Members Absent: Michael Becker, Hao Dong (Graduate Student), Donna Howard, Sai Kakuturu, Udodi Ukwuani (Undergraduate Student)

Submitted by Gregory Crawford, 2/6/2013

Student Affairs Committee Meeting Minutes
2/4/13, 12:30pm, Olmsted C113

Present: Denise Meister, Kim Schreck, Glenn McGuigan, Dinesh Pai, Carolyn Julian, and Karin Sprow Forté

Not Present: Shobha Potlakayala, Joseph Cecere, Raven Harrison, and Felicia Brown-Haywood

Excused Absence: Amy Sauertieg and Paul Thompson

The meeting began with a discussion of dates for the two remaining Student Affairs Committee meetings of the academic year, during which scholarships will be awarded. The two following dates were decided upon:

Monday, March 25, 2013, 11am-1pm, to award the freshman scholarships
Monday, April 8, 2013, 10am-3pm, to award the upperclassman scholarships

Carolyn Julian was invited to discuss the process of awarding scholarships. She informed us that Rob Coffman would come to the freshman meeting with the bios of students qualified for each scholarship for the committee to view. Carolyn said that she would print out the lists of reports of upperclassmen using estore. Dinesh will bring the number generator for the second meeting to assist us with the awards. Carolyn then described the different scholarships available to freshmen.

Denise asked about the Walker Award and when it would be announced. She suggested that the Chair contact Kathy Eckinger for more information. She also suggested that Kathy place the announcement on Carolyn Julian's list of scholarships, and that the Chair should contact Kathy to get Don Holtzman's card for the purchase of lunch for the long meeting in April. Denise also mentioned that the Chair presents the Walker Award at the awards ceremony on April 19. Carolyn Julian finished her presentation and departed.

The fourth meeting minutes from December were approved. The Faculty Senate report on the Committee charges was reviewed briefly and approved.