

**Penn State Harrisburg  
Joint Faculty Senate and Academic Council Agenda**

Tuesday, February 21, 2017

Madlyn Hanes Executive Conference Room C300 11:30 a.m. - 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes January 17, 2017 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
Approval of Minutes, January 19, 2017 Appendix "B"
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT  
University Senator Elections and election voting system update
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. REMARKS FROM MEMBERS OF THE ACADEMIC COUNCIL
- H. NEW BUSINESS  
Leadership Development program (Dr. Gal and Jennifer Keagy)  
Faculty Affairs Committee report (Dr. Morcol, Dr. Pendharkar and Dr. Banerjee)
- I. UNFINISHED BUSINESS
- J. NEW LEGISLATIVE BUSINESS
- K. LEGISLATIVE REPORTS
- L. FORENSIC BUSINESS
- M. ADVISORY/CONSULTATIVE REPORTS  
Enrollment Management & Outreach January 31, 2017 Appendix "C"
- N. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Penn State Harrisburg Faculty Senate is Tuesday, March 28, 2017 – 11:30am -1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE  
MEETING OF THE FACULTY SENATE  
MINUTES  
January 17, 2017

**Attendees:**

*Capital College Senators Present:* J.B. Adams, J. Gibbs, J. Hirt, P. Kavanaugh, G. Mazis, M. Mross, B. Ran, L. Rhen, P. Swan, P. Thompson, D. Witwer, S. Yilmaz

*University Council Representative:* M. Wilson

*Administrators Present:* O. Ansary and M. Kulkarni

B. Ran, Faculty Senate President, opened the meeting at 11:40 a.m.

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

Ran requested discussion and asked for a motion to approve the minutes from the November 29, 2016 Senate meeting. A motion was made by Swan/Mazis to approve the minutes, and they were unanimously approved.

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

Ran requested discussion and asked for a motion to approve the minutes from the December 8, 2016 Academic Affairs committee meeting. Hirt noted that she was not able to attend the meeting, but noted that the committee is nearing completion of a website to help answer questions regarding the curricular process. A motion was made by Swan/Yilmaz to approve the minutes, and they were unanimously approved.

**C. Communications to the President**

Ran invited Linda Rhen and Jane Wilburne to discuss the University Senate's recommendations for standardizing fixed term titles across units.

Rhen noted that one faculty member approached her regarding the titles and how funding might be affected when applying for grants. Wilburne provided background information on formulating this recommendation in the University Senate. These titles would be used University wide and are consistent with other Big 10 Universities. Ansary stated that this is a move in the right direction, as they address the primary responsibilities of the individual. Adams felt that the new titles devalued the efforts of the FT1's and feels that the groups will still feel separated. Wilson stated that there is a difference and it is important to recognize tenured faculty and the tenure process.

Further comments can be directed to Wilburne or Wilson, as the recommendations will probably come to a vote in March.

New titles under HR 21			
Tenure Track Faculty	Teaching Faculty with Terminal Degree	Clinical Faculty with Terminal Degree	Research Faculty with a Terminal Degree
<i>Assistant Professor</i>	<i>Assistant Teaching Professor</i>	<i>Assistant Clinical Professor</i>	<i>Assistant Research Professor</i>
<i>Associate Professor</i>	<i>Associate Teaching Professor</i>	<i>Associate Clinical Professor</i>	<i>Associate Research Professor</i>
<i>Full Professor</i>	<i>Teaching Professor</i>	<i>Clinical Professor</i>	<i>Research Professor</i>

New titles under HR 21		
Teaching Faculty without Terminal Degree	Clinical Faculty without Terminal Degree	Researchers without a Terminal Degree
<i>Lecturer</i>	<i>Clinical Lecturer</i>	<i>Researcher</i>
<i>Senior Lecturer</i>	<i>Senior Clinical Lecturer</i>	<i>Senior Researcher</i>
<i>Master Lecturer</i>	<i>Master Clinical Lecturer</i>	<i>Master Researcher</i>

#### **D. Report of the Senate President**

- Nominations are currently being accepted for University Faculty Senate.
- Due to the retirement of Eric Delozier from the Library, we welcomed Emily Mross to the Capital College Faculty Senate.
- Due to the recent resignation of the alternate ombudsperson, we will need to fill in the position of alternate ombudsperson. A request for nominations will be forthcoming. The Senate will make the final selection of the alternate ombudsperson in consultation with the Chancellor. Gibbs requested that the nominees submit a paragraph stating their qualifications for the position. This will be requested after nominations are received.
- Each year the Faculty Senate is asked to provide members to serve on the selection committees for the teaching, advising and service awards. Ran asked for volunteers:  
 Advising: Gibbs and Hirt  
 Service: Adams and Rhen  
 Teaching: Witwer and Kavanaugh

#### **E. New Business**

- Donna Howard, Senior International Student Adviser and Associate Director of Student Life, and Anna Marshall, International Student Adviser were invited to attend the meeting to update the Senate on the international students support service and the recent recommendations from the Senate IIAC committee.
- Currently, our campus has 690 international students. In recent years, the office has been able to add two new full time staff members, Anna Marshall and Dorca Kisare-Ressler. Kisare-Ressler was a University Park employee and was a Designated School Official (DSO) in her capacity there. International students

must have the necessary documentation and visas to travel to and from the United States. Currently, University Park has 7-8 employees to assist over 13,000 students. The IIAC committee recommended that the ISSS office consider to use a full-time person to serve as a DSO for Harrisburg campus and to help to coordinate programming.

- Wilson suggested that the DSO position be a regionalized position with support from University Park.
- Thompson agreed the recommendation from the IIAC committee and pointed out that the staffing request based on the recommendation should go through administrative channels.
- Moss mentioned that University Libraries will be hiring a dedicated staff member to work with international students.

#### **F. Comments by the Chancellor**

- Kulkarni provided the senators with upcoming dates of importance:
  - Provost Jones will visit on February 9 & 16, 2017. On February 9, 2017, Jones will visit to discuss the “Enhancing Health” aspect of the University Strategic Plan in the Morrison Gallery of the Library from 1-2:30pm. The session will be available via LiveStream across the University. On February 16, 2017, Jones will visit to meet with faculty/staff/students.
  - The University Board of Trustees will hold a meeting on our campus on July 20 & 21, 2017. There will be a role for faculty and staff. More information will be provided closer to the date.
- Kulkarni discussed the rationale behind the Voluntary Retirement Plan. For the right reasons, the University is trying to minimize increases in tuition. At the same time, the University needs to be more efficient. Rather than eliminate employees, the University chose to offer the VRP. Colleges will need to absorb the additional cost of the incentive that was offered to the retirees. A few of the faculty positions will be replaced, and all efforts will be made to not hurt academics. However, the administrative side will have to absorb the majority of the costs. Job duties will be disbursed to other staff members. Money will be provided to hire FT2's.
- Kulkarni will host a town hall meeting in late February or early March on the VRP, but is still collecting data to be presented.

#### **G. Comments by the Senior Associate Dean**

- Ansary followed up on the e-mail that was disbursed to faculty regarding the final exam periods. This matter is extremely serious, as students are paying a great deal of money to learn material from our faculty. Policy 44-20 provides information regarding exams. <http://senate.psu.edu/policies-and-rules-for-undergraduate-students/44-00-examinations/> Members of the senate are asked to pass this information along to their faculty.
- Wilson noted that several students approached him about other faculty giving final exams before finals week. Students feared retaliation from faculty if they reported them.

- Eight IUG (Integrated Undergraduate and Graduate Degrees) have recently been proposed by the School of Business Administration. These programs will allow well qualified students the opportunity to obtain an undergraduate and graduate degree in 5 years. Two new master's degree offerings will be forthcoming from the School of Science, Engineering, and Technology, in civil and mechanical engineering.
- Our admissions are up 24% over this time last year. University Park admissions are down 36%, but that is purposefully, due to last year's 3+1 offering. Overall, the University admissions are down 9.1%. International student applications are up 125%. Beginning February 1, 2017, our campus will be using the same evaluation index as University Park, to maintain selectivity and diversity.
- There has been an update in the probation information for students. There will be a new category in LionPath, warning students and advisors about GPA's below 2.0. The students will be required to meet with their advisor before the hold is removed from the students account. The students can receive 3 probations before they are removed from the University.

**H. Comments from the University Council Representative**

- Wilson had nothing to report.

**I. Unfinished Business**

None

**J. New Legislative Business**

None

**K. Legislative Reports**

None

**L. Forensic Business**

None

**M. Advisory/Consultative Reports**

None

**N. Comments and Recommendations for the Good of the College**

Wilson mentioned that embedded international courses should be a part of the college strategic plan. A sequence of trips should be created. Ansary stated that the school directors are supposed to create plans for international programs to meet the schools objectives. Ansary would like to see two trips each year from each school.

A motion to adjourn was made by Swan/Witwer. The meeting adjourned at 1:10 p.m.

The next meeting of the Penn State Harrisburg Faculty Senate and Academic Council is scheduled for Tuesday, February 21, 2017, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

**MINUTES  
ACADEMIC AFFAIRS  
Thursday, January 19, 2017  
11:30 A.M. – 12:15 P.M.**

**Members present:** Rick Ciocchi, Adam Gustafson, Bernadette Lear, Martha Strickland, Juliette Tolay and Premal Vora

**Voting in absentia:** Gina Brelsford and Linda Null

**Non-voting ex-officio member:** Peter Idowu

**Invited Guest:** Jennifer Sliko

1. Ciocchi called the meeting to order at 11:30 am.
2. The minutes from the December 8, 2016, were posted in BOX for review. Ciocchi noted that PHYS 1521 should read PHYS 151. A motion to approve, with said changes, was made by Strickland/Gustafson and they were unanimously approved.
3. Review of Programs and Courses

**MATH 448 Mathematics of Finance – Ron Walker**

Walker joined the committee again, as this proposal was tabled after the last meeting. The two main issues that the committee had with the proposal were addressed. The math department decided not to include MATH 220 as a pre-requisite, however, it did add cross listings to many of the courses already listed. Walker was also asked to consult with PSH finance faculty. That consultation was received and added to the administrative comments.

Strickland questioned the “brief outline or overview of the course content” section of the proposals. What is the purpose of this? Meyer, Senate Curricular Representative, will take the issue to her committee at University Park.

Strickland noted the addition of an “s” should be included in the “instructional, educational, and course objectives” for the word course. Also the evaluation methods should be less specific to allow for academic freedom in the future.

A motion to approve, with noted changes, was made by Vora/Gustafson, and was unanimously approved.

**Ph.D Program in Public Administration – Göktuğ Morçöl**

**P ADM 574 Research and Theory in Public Management – Younhee Kim**

**P ADM 572 Research and Theory in Public Budgeting and Finance – Jane Beckett-Camara**

The changes that the faculty members are proposing are to catch up with developments in the field of Public Administration, and they are proposing three changes.

The first change would be to remove P ADM 510 as a pre-requisite, since the contents are covered in much more depth in one of the foundation courses of the PhD programs, P ADM 571.

Two changes are requested in the foundation courses. A name change is being proposed for PADM 574. They propose adding “nonprofit” to the name to reflect the inclusion in the course of topics on nonprofit management, which are increasingly important in the

field of Public Administration. The second change would be to remove P ADM 557: Intergovernmental Relations from the foundation courses. P ADM 557 will continue to be offered as an elective. The program feels that the creation of a new course P ADM 572: Research and Theory in Public Budgeting and Finance will better meet the demands of students in the P ADM field.

The final change would be to add additional areas of specialization. The program seeks to add criminal justice, health administration, and homeland security to the list of possible areas of specialization.

Comments regarding P ADM 572: The evaluation methods do not add up to 100%. Also, the amount of class participation is too high. Null recalls that the limit is 10%. Gustafson suggested to remove all percentages, to allow for academic freedom in the future.

Strickland noted that in the brief outline section, “theoretical issues and methods of research” should be used throughout the course and program change, to maintain consistency. Additionally, in the evaluation method, the number of papers and assignments should be removed, to allow for academic freedom.

Comments regarding P ADM 574: Null noted that it was very difficult to determine what changes were being made. According to the program proposal, it was a name change only. According to the course proposal, it is also a change in content. Both the program proposal and the course proposal should agree and clearly identify what is being changed and why. It was recommended that “name change” be removed from the first paragraph of the “proposed changes in foundations” section.

Comments on the Program Change: On pages 4, 9, 16, the correct name for P ADM 572 should be reflected (not seminar). Also, on the program proposal pg. 13, under “grade point average and time limit” the final sentence should include an “a” before the 3.50 GPA.

Idowu recommended including all the names of the graduate faculty.

A motion to approve the courses and program change, with noted changes, was made by Strickland/Lear, and were unanimously approved.

4. The following meeting dates have been selected for the Spring semester:

February 16, 2017 11:30 W207

March 16, 2017 11:30 W207

April 20, 2017 11:30 W207

**Adjournment** at 12:15 pm

**Faculty Senate Enrollment Management and Outreach Committee**  
***First Meeting, on January 31<sup>st</sup> 2017***

- The committee met between 11:30 am and 12:30 pm on Tuesday.
- We looked at the data from 30 completed surveys. There are 8 questions to be analyzed and we decided to divide the work among the committee members as the following:
  - ✓ **Karen:** Question 1: How do Middletown residents perceive Penn State Harrisburg?
  - ✓ **Indrit:** Question 2: What is the impact of PSH in the Middletown area?
  - ✓ **Emily:** Question 3: Do Middletown residents have any concerns/problems about PSH?
  - ✓ **Xu Xu:** Question 4: Do Middletown residents know that they have access to PSH library, pool, events, etc.?
  - ✓ **Wanda:** Question 5: What kind of events can PSH have to attract Middletown residents' attention? When?
  - ✓ **John:** Question 6: How can we better reach out to Middletown community?
  - ✓ **Ozge:** Question 7: What role would you like to see PSH play in the local community?
  - ✓ **Jonathan:** Question 8: Any other comments?
- Each committee member will prepare the summary (in bullet points) of what was written for the specific question by using quotes and by determining the main findings. The committee members will then email their reports to the chair (Ozge Aybat) by February 14<sup>th</sup> so that she can combine the results.
- We will schedule our next meeting with the President of the Borough Council during the last week of February. We want to make sure that our survey data is ready by then so that we can share some of the findings with the President and ask for his suggestions.
- Based on survey findings and the discussion with the President, we will run our focus group in March or April 2017.
- We also reviewed last 5 years' committee recommendations/implementations to revise the standing changes of the committee. **IMPORTANT:** All committee members have access to final committee reports from 2011 to 2016 in BOX. *We will concentrate on this part more after we run our focus group.*
  - We would like to have a representative from the Admissions Office and a representative from the Marketing Department in our committee to make sure that we understand them better and help them more efficiently
  - Last meeting's suggestions were the following and are still valid:



- We will suggest to broaden the outreach by enhancing the regional connections on school basis (e.g., School of Business Administration getting closer with the Chambers of Commerce in the region).
- In terms of our enrollment charge, we will invite Rob Coffman to our first meeting in Spring 2017 to see how we can help his department.
- We will continue to make suggestions for graduate admissions such as coordinating with the Marketing Department to use the websites more efficiently (e.g., using key terms).