

**Penn State Harrisburg
Faculty Senate Agenda**

Tuesday, March 19, 2013

Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes February 19, 2013

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

Approval of the Minutes

Appendix "B"

C. COMMUNICATIONS TO THE SENATE

- a. Motion from International & Intercultural Affairs Committee – Gregory Crawford
"That the College Senate recommend to the administration the establishment of a faculty group that will provide assistance, especially within the realm of strategic planning and curricular integration, to the Office of International Programs."

D. REPORT OF THE SENATE PRESIDENT

- a. Summer Compensation for Teaching Faculty – update
- b. President-elect nominations/Special election for faculty senator at large
- c. Promotion and Tenure Nominations

E. COMMENTS BY THE CHANCELLOR

F. COMMENTS FROM THE UNIV. COUNCIL REP

G. NEW BUSINESS

H. UNFINISHED BUSINESS

- a. Student's retention and other issues

I. NEW LEGISLATIVE BUSINESS

J. LEGISLATIVE REPORTS

Faculty Affairs Committee – February 14, 2013

Appendix "C"

K. FORENSIC BUSINESS

L. ADVISORY/CONSULTATIVE REPORTS

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Thursday, April 18, 2013 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
Joint meeting of the Faculty Senate and Academic Council
MINUTES
February 19, 2013

Attendees:

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

Academic Council: G. Crawford, P. Idowu, S. Peterson, K. Robinson, S. Schappe, J. Shoup, C. Surra

Administrators Present: O. Ansary, M. Kulkarni

Invited Guests: R. Carlton, J. Cecere, R. Timmins

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 January 22, 2013. A motion was made by Doerfler/McGuigan 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 February 12, 2013 meeting of Academic Affairs. A motion was made by Morcol/Strickland to approve the minutes and they were unanimously approved.

C. Communications to the Senate

1. Luquis has received a motion from the newly formed Athletics committee. The motion stated:

"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."

Cecere, Timmins and Carlton were present to provide information regarding the motion. Policy 42-27 is a rather broad policy and the committee is looking to provide students with more support within the college. Students, who are involved in athletics, are encouraged to work with their faculty members regarding missing class and making up missed work. Athletes are encouraged to use the Learning Center as well, but that can become more problematic once students are in their majors. Several questions were posed regarding what "college" may refer to and what are the best practices that should be followed. Rios pointed out that such a policy would be good for students participating in other college extracurricular activities as well. A protocol within each school should be established.

After much discussion, the motion was tabled for further revisions by the committee.

2. Faculty has expressed concern regarding the annual performance evaluations. Faculty were concerned that they were unable to provide feedback on their evaluations, however it was noted that form that is signed at the end of the evaluation is not one of

acceptance, however, that the evaluation was provided. Faculty may make appointments with their school directors to dispute issues if necessary. It was also noted that faculty need to submit their material in Digital Measures in a timely fashion, as to not hinder the evaluation process.

D. Report of the Senate President

1. Luquis has drafted two amendments to the Capital College Constitution. The first will merge the Information Systems and Technology Committee and the Library Committee into the “Committee on Information Systems, Technology and Library.” The faculty senate previously approved the change; however, it was not submitted to the University Faculty Senate. A second change will be made to include the University Council Representative in the Senate Executive Committee. That is currently occurring and has been extremely beneficial. A motion to approve the ballot was made by Doerfler/McGuigan and was unanimously approved. The ballot will be forward to the faculty at large.
2. There is also a minor change in the Academic Affairs committee section of the constitution. Article II Section 8: Standing Committees, Duties – change to “serves in a consultative and advisory capacity to the Chancellor, **Associate Dean for Graduate Studies**, and the Sr. Associate Dean for Academic Affairs through the Capital College Senate.”
3. Nominations for the President-Elect are now being accepted. Nominations are due Wednesday, February 27, 2013.
4. Luquis was selected to be part of the Sexual Harassment Resource Team, along with Janice Smith, Ann Swartz and George Young.
5. Luquis was also concerned with the campus tobacco policy. People are not adhering to the policy. Everyone is encouraged to direct smokers to the designated areas. Kulkarni would like to revisit the policy.
6. International students are still a concern. The International and Intercultural Affairs Committee have been having many conversations regarding housing, food and other facilities. If faculty members have suggestions or concerns, they can address them to the committee.
7. A faculty forum is scheduled for March 28, 2013, however, the Faculty/Staff Awards ceremony is scheduled for that day as well. Luquis recommended cancelling any further faculty forums, as the interest level is low.
8. The end of year meeting will be changed to Friday, May 3, 2013.

E. Comments by the Chancellor

1. Kulkarni stated that three major searches are occurring right now. We are currently looking for a director for the School of Science, Engineering and Technology. The University is searching for a new president and provost.
2. The road between the Olmsted building and the EAB will reopen Monday, February 25, 2013. Fencing will be installed around the work site.
3. The Fitness Center and ground breaking for the EAB addition will take place on Friday, March 1, 2013. All members are invited to attend.
4. In 2007 a ten year master plan was created for our campus. We completed that plan in 2012, five years ahead of schedule. We have recently hired an architect to provide a

- new master plan and vision for our college. They will examine the physical layout of campus and foot traffic of the students.
5. There is a general concern regarding enrollment, due primarily to lower graduation rates. We hope to be able to continue our growth at approximately 100-200 new students per year.

F. Comments From the University Council Representative

Ruiz was unable to attend the meeting.

G. New Business

Luquis wanted to address thoughts on faculty roles and responsibilities – for the good of the college. There are many members of the faculty that serve on committees, advise and mentor students and provide service to the college. There are also many faculty members that do not participate in service activities once they receive tenure. Discussion regarding equity and accountability was held. There was a consensus that this is an issue that deserves further discussion as the faculty roles and responsibilities will change over the coming years as the mission of the college evolves.

A motion to adjourn was made by Harris/McGuigan at 1:28pm.

The next meeting will be Tuesday, March 19, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50am.

/slp

**MINUTES
ACADEMIC AFFAIRS
Wednesday, March 13, 2013
12:00 – 1:10 P.M.**

Members present: Rick Ciocchi, Gregory Crawford, Scott Lewis, Linda Null, Odd Stalebrink, and David

Invited guests: Peter Idowu, Patricia Kaley and Katina Moten

Voting by e-mail: Qiang Bu

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

1. **Minutes Approval from February 12, 2013 meeting:** The minutes from the previous meeting were reviewed, a motion to accept was made by Ciocchi/Lewis, and the minutes were unanimously approved.
2. **Approval of Courses/Programs Proposals:**

HUM 100 – Foundations in Humanities – Troy Thomas

This course is proposed as an introductory course since we are moving the B. HUM program to a BA. Currently, there is only one introductory humanities course, I HUM 150. This course will provide a foundation in the arts, art history, theater, mythology and other areas. It was noted that two external consultations did not occur.

A motion to approve, pending consultation, was made by Ciocchi/Crawford and was unanimously approved.

Masters in Health Administration – Steven Peterson

The changes are being made due to a mandate from the graduate school, which added regionally to the phrase “regionally accredited college.” Deleted language under Program Requirements related to statistics and computer software, to bring this into consonance with the revised Master of Public Administration version. The course, PADM/HADM 503 is cross-listed. Thus, the original language here is no longer operative. The committee asked Dr. Peterson to clarify this a bit, as it was confusing. Also, the bulletin still lists that students should have a working knowledge of SPSS in order to take PADM/HADM 503.

Peterson was asked to try to obtain the consultation from the missing person one additional time. Also, add the existing bulletin copy to the proposal and show the changes with bold and strikethrough.

A motion to approve the program change, with noted changes, was made by Crawford/Ciocchi and was unanimously approved.

Masters in Training and Development – William Milheim

The committee agreed to look at all program and course changes as one packet.

The curriculum for the Training and Development program last underwent a major revision that became effective in 2005. The intervening seven years have borne witness to

a rapid rate of change in the disciplines of instructional design, instructional technology, and human resource and organizational development that are addressed by the program. In addition, during this interval a number of new competitors to the program have emerged, including local traditional offerings and an assortment of online alternatives from both nonprofit and for-profit institutions. Rapid change and burgeoning competition are not unique to the field of training and development, but do demand a fresh look at the structure of the curriculum and the nature of the courses that comprise it. The revised curriculum proposed here is driven by a set of integrated goals aimed at making the program both more rigorous and more marketable. To meet these aims, the faculty propose dropping all but one of the 400-level courses in the current program, and upgrading program offerings by adding a number of additional 500-level courses. These new courses are in line with the current disposition and probable future directions of the field.

With respect to the program core, the faculty propose increasing the number of courses required by all students by one course (from the current 18 credits to 21). The faculty also propose the elimination of several elective courses from the curriculum, rendering it more sustainable over time. The proposal also includes changes which permit students to focus their electives more closely on the training and development field, an important factor for these students and their intended professional Master's degree.

In addition, to meet the needs of working professionals who constitute the large majority of the students in the program, the faculty propose an updated and better integrated professional experience requirement as part of the program requirements. In the current program, students unable to meet the experience requirement (typically a current or previous full-time position in the training and development field) are required to enroll in a three-credit internship whose credits are in addition to the 36-39 required credits. In the proposed program, all students will develop an ePortfolio to demonstrate their work experience and to form an online identity connected to their professional work. Students whose ePortfolios do not demonstrate the criteria for the program's experience requirement will be advised to enroll in TRDEV 595 Internship (3 credits) as one of their elective selections to satisfy this requirement. The internship will also be available as an elective to students who have sufficient experience in the field, but who may wish to expand or deepen their expertise in a particular area.

The net effect of these changes is a decrease in the overall credits required for degree completion, from 36-39 (in the current program) to 33-36. This step was taken after an examination of credit norms both internal to Penn State and to the program's external competition.

A few changes were noted by the committee. Use bold instead of underline to denote additions. Use the standard verbiage provided by the graduate school regarding assistantships and TOEFL speaking scores. Several courses that were being eliminated appeared in required course, which need to be updated.

A motion to approve all courses and program change, with noted changes, was made by Ciocchi/Stalebrink and were unanimously approved.

English

Secondary Education Social Studies

The changes to the program were minor, changing the name of the state mandated exam from PRAXIS I – PSST to PAPA (Pre-Service Academic Performance Assessment).

Since this is a state mandate, the change much be made. Changes were noted regarding form, which would be passed to Dr. Meister.

A motion to approve both program changes, with noted changes, was made by Crawford/Ciocci and were unanimously approved.

3. Meeting dates for the Spring 2013 semester
Tuesday, April 16, 2013 W207 12pm

Adjournment at 1:10pm

**Faculty Affairs Committee Meeting Minutes
February 14, 2013**

Olmsted Building, C-113, 2:50 – 4:00 p.m.

In attendance: S. Poyrazli, J. Beckett-Camarata, C. McCormick, I. Shvartsman, P. Swan., C. McQuiggan, G. Morcol.

Guest: Marian Walters

The purpose of this meeting was related to a charge the committee received for the 2012-2013 academic year: “Discuss the recommendations from charge one and two from the 2011-2012 committee and work with the ORGS office and recommend specific actions to be taken by the Faculty Senate.”

We discussed the recommendations from last year related to the following charges: “Review and make recommendations pertaining to the provisions in place in the college to faculty in the process of formal grant proposal writing and submission” and “investigate what promotion and tenure advantages faculty have for publishing a patent application, and obtaining a US patent.”

Dr. Walters provided background information about her office and how some positive developments took place over the past years (increase in funds for the Research Council Grants, creation of interdisciplinary grants as a separate category, etc.).