

**Penn State Harrisburg
Faculty Senate Agenda**

Thursday, April 18, 2013

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

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes March 19, 2013

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

None

C. COMMUNICATIONS TO THE SENATE

- a. Online Course Development Process – Carol McQuiggan
- b. Univ. Senate Faculty Affairs Committee – Robin Veder

D. REPORT OF THE SENATE PRESIDENT

- a. Capital College Election Results/Turn over reins to President-Elect

E. COMMENTS BY THE CHANCELLOR

F. COMMENTS FROM THE UNIV. COUNCIL REP

G. NEW BUSINESS

H. UNFINISHED BUSINESS

I. NEW LEGISLATIVE BUSINESS

J. LEGISLATIVE REPORTS

K. FORENSIC BUSINESS

L. ADVISORY/CONSULTATIVE REPORTS

Athletics Committee March 28, 2013

Human Resources & Business Services Committee April 4, 2013

International & Intercultural Affairs Committee March 21, 2013

International & Intercultural Affairs Committee April 4, 2013

Appendix "B"

Appendix "C"

Appendix "D"

Appendix "E"

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting of the Penn State Harrisburg Faculty Senate is Friday, May 3, 2013 – 12:00-5:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
March 19, 2013

Attendees:

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

Administrators Present: O. Ansary, M. Kulkarni

Invited Guests: G. Crawford

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 February 19, 2013 meeting. A motion was made by Doerfler/Gray 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 March 13, 2013 meeting of Academic Affairs. A motion was made by McGuigan/Gray to approve the minutes and they were unanimously approved. Luquis noted that in a recent meeting of the Faculty Senate committee chairs, the Academic Affairs committee would like all schools to learn about the curricular process before submitting items before the committee.

C. Communications to the Senate

1. Luquis has received a motion from the International and Intercultural Affairs Committee. The motion stated:

“The International and Intercultural Affairs Committee of the Penn State Harrisburg Senate moves that the College Senate recommend to the College administration the establishment of a faculty group that will provide strategic leadership on embedding international travel within academic programs to the Office of International Programs.”

Crawford explained that we are trying to get more faculty involved in planning international experiences and would like to be able to provide assistance for those faculty before recommending a trip to administration. Ansary noted that this would be a good idea, so that when he is presented with the information, everything is in place. Faculty need to make sure there is enough educational content for the program to have a credit bearing component.

It was recommended that the motion go back to the committee and it should be made a charge and a sub-committee established with faculty members who have participated in the study tour process.

D. Report of the Senate President

1. Luquis has been working with Dr. Schappe and Dr. Robinson to review the summer compensation policy. Kulkarni asked CFO, J. Spiegel, to determine the cost to the College if they were to raise the cost per credit to \$125 for 100-400 level courses and \$140 for 500 level. It would cost the College approximately \$70,000 extra for salary compensation based on last year summer offerings. Currently we are just breaking even for summer classes. Other campuses that Luquis contacted from receive anywhere from 7-9%. Luquis questioned whether this was a fight that faculty wanted to keep fighting, or should they just accept what they have. Gray brought up the issue that the whole reason a subcommittee was asked to examine this issue was due to the additional service that many faculty who worked during the summer were asked to perform. Ansary noted that our faculty are paid better than other campuses to somewhat compensate for all areas, including service. To address this issues, Luquis mentioned that the revised policy include the following statement " While teaching, faculty members are expected to be fully engaged with regard to the mission of the school and the professional responsibilities of a full-time faculty member."
2. Only one nomination was received for Faculty Senate President Elect, Dr. Richard Young, Professor of Supply Chain Management. Luquis was disappointed in the lack of response to serve as President. Agili mentioned that several years ago it was suggested that the Faculty Senate President serve for two years; however, the faculty did not approve that suggestion. Given the lack of response by faculty, it was suggested the issue of faculty engagement be added to the agenda for the end of year meeting.
3. Harris will be retiring at the end of 2013, therefore a special election will need to fill her at-large position.
4. Promotion and Tenure nominations are being sought. Representation is needed from the School of Humanities and the School of Science, Engineering and Technology. Nominations are due on Friday, March 29, 2013.
5. At a recent Academic Council meeting, Carol McQuiggan presented updates regarding online courses. Luquis plans to invite her to the April meeting to brief the senators.

E. Comments by the Chancellor

1. Kulkarni stated that since the controversy, the University has lost many top officials and therefore strategic planning has come to a halt. Penn State Harrisburg is growing and having a solid strategic plan is vital to our campus. Kulkarni is reactivating the strategic planning committee of the college and is looking for input from the campus community.
2. Work has begun on creating a new master plan for the college, however, academics need to be examined as well. Kulkarni plans to examine what new degrees our college should offer and a further review of the Core Council recommendations. He will also look at what additional investments need to be made in academic affairs.
3. Kulkarni wants to look at the following questions:
 - How much should Penn State Harrisburg grow (number of students, timeline for growth and non-student related activities)?
 - Should growth be on campus, online or internationally?

- What type of faculty compliment should our campus have?
- Examine our support services and staff (programs, athletics, etc.)?

F. Comments from the University Council Representative

Ruiz was unable to attend the meeting. Updates can be found at the University Faculty Senate webpage.

G. New Business

None

H. Unfinished Business

- a. Student retention and other issues - given Kulkarni remarks on the issues to be taken by the strategic planning committee, Luquis suggested that this item be removed from the agenda. There was no objection.

A motion to adjourn was made by Gray/Strickland at 1:23pm.

The next meeting will be Thursday, April 18, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50am.

/slp

Athletics Committee of the Faculty Senate Meeting
Thursday, March 28, 2013

Minutes

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

The meeting was called to order at 12:05 PM.

1. Approval of Minutes from January 24 – Motion by David, Second by Rahsaan. Motion Carried.
2. Introduction of new member: Thomas Arminio. Tom was unable to attend this meeting. Becky will be meeting with him on Monday, April 1st to provide an overview of what we have covered for the semester.
3. Becky, Rahsaan, and Joe provided an overview of the discussion surrounding the motion presented at the Joint Meeting of the Senate and Academic Council: "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." The Faculty Senate suggested that there is a need to enhance the motion put forth. The Faculty Senate came up with the following suggestions in order to do this:
 - a. Create a "best practices" for faculty:
 - (i) Create a faculty questionnaire to get input as to what others do in these types of situations. Becky will be sending an email to elicit questions from the committee in order to create the questionnaire. The committee would like to send the questionnaire to the campus faculty before the end of the semester. In addition, there could be a process for faculty to go through when presented with a conflict.
 - b. Put a clause on the syllabus making it clear how students should go about making up missed work (Carolyn Greiss BSED).
 - c. "Mind Set Shift" or a "Cultural Shift" needed on campus -- make a charge for next year. Look at possible marketing strategies for athletic contests across campus. Possible cultural sports narratives with Carol McQuiggan.
 - d. Cancellation of Contest: An email is sent to athletes from Rahsaan regarding cancellation of contest due to weather. A PDF of cancellation and reschedule is attached. The student must then send to professors and CC athletic department for authenticity purposes. There could be possible disciplinary action from athletics and/or academic integrity if there is a breach of this process. Specific subject line needed for emails.
 - e. There was a discussion surrounding ways that athletes could be tagged in elion by the registrar as "athlete" just as it says "student is not registered."

This will allow faculty members to check to see if student is an athlete throughout the semester.

- f. There was a discussion around the need to identify “essential travel people” for games (i.e. managers).
- g. Discussions with other Penn State campuses to see what they are doing to alleviate this issue (Joe Cecere). Joe had to leave the meeting early, therefore we did not get an update.
- h. Learning Center (Rahsaan): Rahsaan is hopeful that there may be a possibility of getting more hours for student-athletes at the learning center next year. Rahsaan also suggested that the difficulty of upper classmen and missing night classes or labs continues to be a struggle. This could be one of our charges for next year.
- i. Add to athletic form put clause on form that states the game schedule may change due to cancelation

- 4. Updates from committee members on School Meetings: Becky presented to the BSED faculty on March 12. Other committee members to present throughout the Fall/Spring of next academic year.
- 5. Committee and Chair for 2013-14: Becky was voted as committee chair. The committee members will continue as part of the 2013/14 academic year as well.
- 6. Identify possible charges for next year (end of year report)

Next meeting will be determined via email by Becky for September, 2013.

APPENDIX “C”

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

Minutes

**April 4, 2013
12:00-1:00pm
Olmsted - C113**

Present: NIHAL BAYRAKTAR, ERIC P DELOZIER, RAYMOND F GIBNEY JR,
 ANITA MARENO, JOHN KIM

Excused: MICHAEL STEFANY, MARY NAPOLI

Absent: DOROTHY JEAN GUY, DAHLIA PARKER, JOSEPH STEIBEL, SEDIG
 SALEM AGILI, RICHARD ROBERT YOUNG

Minutes prepared by Nihal Bayraktar

1. The meeting started at 12:00.
2. Dr. Bayraktar and Dr. Gibney will be the nominees of the committee to serve as co-chairs in next academic year. The attended members agreed.
3. Review of selected policies (related to Charge I) was shared with the members. See Appendix A.
4. JOHN KIM (HR87, HR93, HR94, HRG02). Dr. Kim went through his review (See his section in Appendix A for details. Comments from other members:
 - a. Related to HRG02: The policy guideline is not necessarily flexible. Some meetings can be through telecommunication, but there might be objections based on the capacity of meeting rooms or based on school level decisions at the administrative level. Partial online teaching may not be possible even in case of emergency. Dr. Gibney’s request had been rejected without giving any specific reason despite the support of the School director. If such flexibility cannot be given, at least a clear explanation needs to be provided to prevent people to feel discriminated. Rejections of flexibility requests without giving any reason can cause diversity related issues. Such flexibilities should be open to everyone equally. In terms of applications of the policy, it seems as if faculty and staff may have different considerations. Expectations are different for faculty and staff.
 - b. Related to HR94: More transparency is needed for the review process and how and why they are appointed. Some chairs never change and it seems there is no official evaluation of them. There should be some rotation to allow other faculty

members to serve as program coordinators. In case of joint programs, program chairs may rotate in a specific time. There might be some school specific rules. The problem is that they are not available to everyone.

5. Discussion of Dr. Gibney's email message (see in Appendix B). What are the guidelines while naming activities? While trying to be more inclusive, some activities are excluding others. "Easter" Egg Hunt campus activity was named as "Spring" Egg Hunt, "College" Egg Hunt or just "Egg Hunt". On the other hand, another religious activity is celebrated on campus without changing its religious name such as Seder on April 4.
6. Dr. Gibney raised other discrimination related issues: Benefits for domestic partners are valid only for same-sex partners, not for heterosexual couples.
7. Possible charges for next academic year:
 - a. Dr. Gibney suggested: While naming on-campus activities, is there any guideline? For example, changing traditional religious names of activities to make events more inclusive can offend other group of people
 - b. Dr. Bayraktar suggested: The committee can involve in organizing a faculty forum on outcomes of the climate assessment report.
 - c. Dr. Mareno suggested: A survey study on a couple of HR policies can be organized to understand the perception of faculty and staff. For example, on HR 94 and transparency of the review process.
 - d. When you reach the copy limit on a copy machine requiring pin code access, it locks you out completely and it does not even allow for scanning. In case of emergencies, the issue can be important. Dr. Gibney had an issue before.
 - e. Privacy of scanned and faxed documents. How long are documents stored on machines' memories and how are they erased?

APPENDIX A

REVIEW OF SELECTED HR AND AD POLICIES (CHARGE I of HRBS Committee)

Dr. Michael Stefany

Review of HR01, HR05, HR06, HR09 relating to diversity and campus climate:

HR01 - Fair Employment Practices

I found **HR01**, “Fair Employment Practices” to be both straightforward and concise in terms of the university’s stated policy towards nondiscrimination and equal access to employment. My only suggestion would be to perhaps add “political affiliation” or “native language” to the list of personal criteria the university does not discriminate against—as Hispanics and others may be U.S. citizens in terms of the already-listed “national origin,” but not necessarily native English-speakers.

HR05 - "Regular" and "Nonregular" University Employees

For **HR05**, which defines “regular” and “nonregular” university employees and conditions of employment, I have a couple suggestions relating to the “Family and Medical Leave” section (page 3): Although the FMLA mandates 12 weeks of unpaid leave or 26 weeks of military caregiver leave per year for childbirth, adoption, care of family illness, etc., perhaps the university could add additional time for someone whose family resides in another country, as overseas travel time and time change adjustments would add to the difficulty of such a situation for faculty and staff originating outside of the U.S. Also, adding “same-sex domestic partner” to the listing under “c.” (“seriously ill child, spouse, or parent of the employee”) would help as well.

HR06 - Types of Appointments

I found **HR06**, which defines the types of university appointments (standing, FT, supplementary, visiting, non-remunerated), to be well-explained enough that I have little to suggest other than possibly extending some employee benefits to FT-II and visiting appointees in order to facilitate a greater workforce diversity (though this would probably end up being too expensive).

HR09 - Reasonable Accommodation for University Employees

HR09, which defines terms such as “disability,” “qualified employee with disability,” “essential functions,” “reasonable accommodations,” “undue hardship” and explains GINA and the process for determination of disability, was both balanced and very straightforward. My only suggestions would be to somehow soften the term “impairment,” which is used three times when defining “disability” on page 1—would “challenge” or “difficulty” be a more neutral term? Also, whereas the *process* through which the university determines whether or not an employee should be granted “reasonable accommodation” is explained well (pp. 3-4), no specific *time limit* (or, deadline) for the proceedings is given—which could serve as a deterrent for some individuals seeking employment.

Prof. Richard Young

Penn State Harrisburg Committee on Human Resources and Business Processes Policy Summaries

HR10: Distinguished Professorships

The policy makes provisions for the nomination and selection of distinguished professorships, stipulates the number possible given the size of the faculty, and states that these individuals have a five year albeit renewable term. As such there are no references to diversity whether by gender, national origin, minority status, or sexual persuasion. The policy appears to be strictly merit based and is otherwise blind.

HR11: Affirmative Action in Employment

This policy establishes the terms and conditions under which equal employment opportunity and affirmative action are implemented. It designates a University-wide Affirmative Action Office, determines how it will function, and establishes a mechanism for resolution of complaints. The intent of the policy is obvious and after a careful reading, appears to be the cornerstone for the diversity initiatives vis-à-vis the hiring process.

HR 13: Recommended Procedure for Hiring New Faculty

The policy articulates the roles of the dean, department and unit heads, and search committees in the faculty hiring processes. While it recognizes that some differences may exist among the various colleges of the University, the need for national advertising of the position announcements in order to achieve a diverse candidate pool is clearly emphasized. Note that it is the search committees that identify qualified candidates, but that their output is only recommendations from which the dean or the applicable unit head takes into consideration. This policy appears to work hand-in-hand with HR11 with regard to diversity matter.

HR 17: Sabbatical Leave

The policy stipulates who is eligible, under what conditions, how a sabbatical is to be applied for, and the proportion of salary to be paid to faculty, exempt staff, and librarians during sabbatical. The policy also provides for an application and approval timeline, requirement for reporting on work performed during the sabbatical period, and eligibility for educational privileges. There are no diversity issues stated in this policy and it appears to be based strictly on merit thereby being otherwise blind to the characteristics and/or background of the faculty members seeking sabbatical.

RRY 031313

Dr. Raymond Gibney

Policy HR18 GRADUATE STUDY LEAVE OF ABSENCE

“For a member of the teaching faculty, a leave of less than one (1) semester is not granted. For a member of the library, the research faculty, or eligible exempt staff personnel, there is no minimum requirement.”

This may create feelings of lack of support in that a tiered approach exists which essentially creates an underclass of “teaching faculty”. Teaching faculty may develop a perception that different rules are applied to them in comparison to other individuals.

Policy HR20 BREASTFEEDING SUPPORT

“A woman may breastfeed her child in any place, public or private, where the mother and child are otherwise authorized to be present.”

This may be culturally insensitive. Penn State employees and students come from diverse cultural backgrounds. In a traditional, conservative Muslim culture this is unacceptable behavior. This policy may create a divisive a culture and create feelings of exclusion for certain segments of the Penn State Community.

Also, males may request this time since the father of the child may be able to bring the child to the nursing mother from a daycare center. Along the same lines, it was also noted that since the rules are somewhat flexible and at the discretion of the School Director. This creates difficulty since some School Directors are male and may not be knowledgeable regarding breastfeeding requirements or may not be sympathetic to the needs of a nursing mother regarding course scheduling.

Policy HR22 SEARCH PROCEDURES FOR ACADEMIC ADMINISTRATIVE POSITIONS

” In such instances, however, the unit must provide equal promotional opportunity to women and minorities, documented by advertising the vacancy in the Intercom and considering fairly all applicants internal to the University. Additional efforts should be made to encourage Penn State women and minorities to apply.”

This clause may create a perception that women and minorities are receiving extra attention and consideration since they are “encouraged to apply”. A possible unintended consequence might be the perception that men and non-minorities are discouraged to apply.

Also there is no distribution requirement for faculty across levels (instructor, assistant, associate, and professor) as well as inclusion of staff.

Policy HR23 PROMOTION AND TENURE PROCEDURES AND REGULATIONS

On page 14, a statement regarding diversity of reviewing committees could be included. Thus, committees should include gender, racial, religious, and ethnically diverse faculty. Staff might also feel that should have input into the process.

Mr. Eric Delozier

HR38, HR40, HR59, and HR68 Policies Review

Policy HR38 University Courses for Training Faculty and Staff gives administrators and deans the authority to require a regular full-time faculty or staff member to attend a University course that provides the necessary skill or knowledge needed to carry out the responsibilities of a position. There does not appear to be any specific part of the policy that corresponds to the campus Framework to Foster Diversity document. In fact, the policy itself is broad enough that there's an implied relationship between the two. It does appear, however, that one editorial change is warranted wording. At the end of the document, the reference to Human Resources Development Center Courses should read Center for Workplace Learning & Performance (CWLP) instead.

Policy HR40 Evaluation of Faculty Performance stipulates that faculty undergo annual and extended performance reviews. The third sentence of the fourth paragraph (under Rationale) that reads "They are a means of ensuring that the diverse talents..." can be tied to Challenge 4: Recruiting and Retaining a Diverse Workforce of the Framework document.

Policy HR59 Employment of Relatives defines conditions where relative may be employed in the same unit. There doesn't appear to be any direct relevance between this policy and the Framework document.

Policy HR60 Postdoctoral Appointments outlines conditions of postdoctoral appointments. There doesn't appear to be any link between this policy and the Framework document.

Dr. Anita Mareno

Report on the following policies: HR-70,71,76,80

HR70 - Dismissal of Tenured or Tenure-Eligible Faculty Members

HR-70: I had some concerns with parts 2 and 3 of section A of this policy. In particular it seemed unfair that administrators are not required to respond to the responses of the affected faculty member; the potential nonresponsiveness on the part of the administrator could easily escalate the situation and further create an inhospitable environment for the accused faculty member. My other overall concern pertained to dismissal of faculty members due to financial exigency or program elimination. There appears to be no procedure governing the dissolution or partial dissolution of a program. Thus there is potential for favoritism in this process.

HR71 - Committing Employment for a Wage Payroll Job

HR-71: This policy outlines procedures to be followed when hiring a person for a wage payroll job. I saw no problems with this policy.

HR76 - Faculty Rights and Responsibilities

HR-76: This policy specifies faculty rights in disputes. I found this policy to be sound; the section on conciliation was particularly important ; it mentions the use of an ombudsperson to help resolve matters before they become hardened into serious disputes.

HR80 - Private Consulting Practice

HR-80: This policy outlines conditions governing the private consulting of individuals classified as full time academic or academic administrators. I didn't find any problems with this policy.

Dr. Mary Napoli

HR Policy Review Summaries for HR 81; HR82; HR 83; HR85

Policy HR81 UNIVERSITY-NAMED PROFESSORSHIPS

The purpose of the policy is to outline how funding from benefactors and the universities, when appropriate, is utilized to support outstanding University faculty with resources to further the scholar's contributions to teaching, research, and service. The benefactor establishes a University-named professorship to support scholarship within the University.

The funding can be used for salary supplementation, graduate assistant stipends, staff assistance, travel, etc.

Notes about Diversity:

The word 'diversity' does not exist in the policy.

In short, this policy outlines the University's policy on University-named professorships.

On another note, the term "secretarial assistance" is still utilized to refer to staff assistants.

Policy HR82 UNIVERSITY-NAMED CHAIRS

The purpose of this policy is to provide distinguished scholars with the opportunity to continue and further their contributions to teaching, research, and public service through the provision of salary and supplementary funds. The funds can be used for a variety of needs. The university-named chair must be a full-time member of the University faculty with an academic rank of Professor, Senior Scientist, or Librarian. It is an appointment made by the Executive Vice President and Provost of the University upon recommendation of the Dean of the appropriate college, consistent with the conditions of the grant or funding.

Notes about Diversity:

The word 'diversity' does not exist in the policy.

Policy HR83 UNIVERSITY ENDOWED FELLOWSHIPS

The purpose of the policy is to provide supplementary funds to outstanding members of the University faculty to assist in continuing and furthering the scholar's contributions in teaching, research, and public service. The monies provided by gifts or designated University funds appropriated for this purpose can be used for travel, assistants stipends, etc. The Department concerned will still provide a suitable salary for the honored faculty. The individual must be a full-time member of the University with the academic rank of professor, associate professor, or assistant professor; senior scientist, senior research associate, or research associate, librarian, associate librarian, or assistant librarian. The term of the appointment shall be determined by the Executive Vice President and Provost of the University upon recommendation of the dean of the appropriate college, consistent with the conditions of the grant. To establish a fellowship, an endowment of not less than \$250,000 is required.

Notes about diversity:

The word 'diversity' does not appear in the policy. The policy is contingent upon funding.

Policy HR85 AFFILIATE ACADEMIC APPOINTMENTS

The purpose of the policy is to recognize the academic qualifications of certain administrative or staff members (other than academic deans and department heads) who may occasionally perform educational services, yet whose primary responsibilities do not involve teaching and research. These individuals are not eligible for tenure and are not subject to the University's tenure regulations ([HR23](#)).

Appointment to an affiliate faculty rank is made in an academic department, and must have the approval of the Department Head and the College Dean; for commonwealth campuses, the concurrence of the Chancellor and the Vice President for Commonwealth Campuses is also required.

Notes about diversity:

The word 'diversity' does not appear in the policy.

Dr. John Kim

Review of HR87, HR93, HR94, and HRG02

HRG 02 Alternate Work Arrangements outlines employee-friendly policies, such as a flexible work schedule and telecommuting, which are increasingly important to contemporary workers. As mentioned in HRG 02, a flexible work schedule is designed to provide a greater flexibility for employees to establish their own programs of working hours within the workweek without changing the number of hours to be worked, while telecommuting allows employees to perform their regular job responsibilities away from their primary business location using telecommunication and information technology as appropriate. This policy would be a good alternative for all workers, especially for people with disabilities, women, and single moms/dads facing child/elder care. HRG 02 clearly stipulates requirements, responsibilities, and procedures for alternate work arrangements. However, if the policy is comprehensively reevaluated and reworded with reference to disability, gender, or marital status, then it would be a more effective policy better working for all workers.

HR87 EVAN PUGH PROFESSORSHIPS specifies the selection criteria, nomination procedures, appointment schedule, and financial benefits of Evan Pugh Professorships.

HR93 UNIVERSITY-NAMED DEAN'S CHAIRS outlines the purpose and responsibility for appointment, source of funds, and early activation on University-named dean's chairs.

HR94 UNIVERSITY-NAMED DEPARTMENT HEAD'S and CHAIRS is intended to supplement University support for outstanding University faculty and specifies the purpose and responsibility for appointment, source of funds, and early activation.

I found the three policies above to be sound, and there were no missing points in these policies with regards to the diversity criteria.

Dr. Nihal Bayraktar

Policy AD29 STATEMENT ON INTOLERANCE (<http://guru.psu.edu/policies/AD29.html>)

The purpose is given as “the University provides educational programs and activities to create an environment in which diversity and understanding of other cultures are valued.”

The definition of intolerance is “An act of intolerance refers to conduct that is in violation of a University policy, rule or regulation and is motivated by discriminatory bias against or hatred toward other individuals or groups based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation gender identity or veteran status.”

The policy reads that “If any violation of University policy, rule or regulation is motivated by discriminatory bias against or hatred toward an individual or group based on characteristics such as age, ancestry, color, disability or handicap, genetic information, national origin, political belief, race, religious creed, sex, sexual orientation, gender identity or veteran status, the sanction will be increased in severity and may include termination or expulsion from the University.”

It also includes “The expression of diverse views and opinions is encouraged in the University community.”

The policy states that “The Pennsylvania State University is committed to preventing and eliminating acts of intolerance by faculty, staff and students, and encourages anyone in the University community to report concerns and complaints about acts of intolerance to the Affirmative Action Office or the Office of the Vice Provost for Educational Equity, and in cases involving students, reports also may be made to the Office of Judicial Affairs.”

REVIEW COMMENTS: This policy is very important for improving campus climate and fostering diversity. In my opinion it is well written and its coverage is large. Despite this clear policy against intolerance and supporting expression of opinion, the climate assessment survey results [Report on the Penn State Harrisburg Climate Assessment: 2012] indicates that

- *almost 12% of faculty strongly disagree or disagree to “Penn State Harrisburg exhibits a campus climate that is accepting of people who have diverse backgrounds.” Only 44.5% is strongly agree to this statement.*
- *1/3 of faculty hear racist comments and 10% make such comments. Almost 45% of faculty hear sexist comments and 15% make comments. 37% of faculty hear negative comments about gays, lesbians, bi-sexual, or transgendered people and 10% make negative comments.*
- *36.2% of faculty have personally experienced discrimination because of gender; 33.9% due to political beliefs; 21.6% due to racial, ethnic or cultural background; 19.7% due to religion; 8.9% due to disability; and 8.1% due to sexual orientation.*
- *35.6% of faculty witnessed or experienced an act of intolerance.*

All these results indicate that even though the university has a clear policy on intolerance, it is not fully enforced. One reason might be some people may not be aware of the policy.

One important result of the survey study is that almost 1/4 of faculty disagree or strongly disagree that “I would recommend Penn State Harrisburg as a good place to work to a friend who was looking for a teaching position.” Only 35.3% strongly agree. This result can be partially caused by the lack of enforcement of such policies, preventing the improvement of campus climate.

It is important to be sure that people know where to apply if they experience any intolerance stated in the policies. The high rate of faculty who witnessed intolerance based on Climate Assessment Survey result can be due to the way the question is asked. In most cases it is not clear whether the incident is acceptable or not and may depend on personal values.

Policy AD41 SEXUAL HARASSMENT

The policy states that “Sexual harassment of faculty, staff or students is prohibited at The Pennsylvania State University.”

REVIEW COMMENTS: The policy is very detailed on definition of sexual harassment and resolution of it. I could not see any missing point in the policy. Since the climate assessment report [Report on the Penn State Harrisburg Climate Assessment: 2012] does not include any specific information on sexual harassment, it is not clear whether anybody faces this problem on the campus. If there is no problem, it means that the policy is well enforced.

Policy AD42 STATEMENT ON NONDISCRIMINATION AND HARASSMENT

The policy reads “The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination, harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff or students will not be tolerated at The Pennsylvania State University.”

The definitions are given as “Discrimination is conduct of any nature that violates the policy set forth above by denying equal privileges or treatment to a particular individual because of the individual's age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status.” And “Harassment is a form of discrimination consisting of physical or verbal conduct that...”

REVIEW COMMENTS: This policy is very similar and related to AD29. All review comments apply to this policy as well. One additional result from the climate assessment report [Report on the Penn State Harrisburg Climate Assessment: 2012] can be added here: 1/3 of faculty strongly disagree or disagree that “Penn State Harrisburg promotes equal opportunities for promotion and tenure of its faculty”. Only 30% strongly agree to this statement. It shows that there is a big concern about equal opportunities on the campus and this outcome questions enforceability of this policy.

HR Guideline 11 FAMILY AND MEDICAL LEAVE AND

HR Guideline 18 PAID PARENTAL LEAVE FOR FACULTY

REVIEW COMMENTS: These guidelines are very detailed and give rights to faculty beyond “the Federal Family and Medical Leave Act of 1993” I could not find any point that they may cause discrimination or deteriorating campus climate. Maybe the policies can be more sensitive about cultural differences.

APPENDIX B

Note: It was reading "College Egg Hunt" on an ad posted in the reception area.

Dr. Gibney's message sent on March 25, 2013

Nihal,

Students and faculty know that I am a member of this committee and know the charge of the committee. I have received some communication regarding a recent email that was distributed at Penn State. The email was perceived to be exclusionary and discriminatory. It read, in part, "The Lion Ambassadors will be hosting their annual community spring egg hunt on [Thursday, March 28](#). The event is being cosponsored by SGA and the HDFS Club."

While I believe the intended goal is to create an inclusive community so everyone feels welcomed, the fact is that it is perceived as an assault on Christians. As was pointed out, a seder is being held, but an Easter egg hunt is not. Based on the reaction, these are the types of issues that could be creating a perception of discrimination which is the charge of the committee.

Ray

Original message on the activity:

----- Forwarded Message -----

From: "Laurie Dobrosky" <lad4@psu.edu>

To: HBGFACF-L@LISTS.PSU.EDU

Sent: Thursday, [March 21, 2013 2:43:26 PM](#)

Subject: Spring Egg Hunt

The Lion Ambassadors will be hosting their annual community spring egg hunt on Thursday, [March 28](#). The event is being cosponsored by SGA and the HDFS Club.

The event will take place rain or shine with registration at 5:30 pm in the Olmsted Lobby. The hunt will begin exactly at 6:00 pm.

Laurie A. Dobrosky
Assistant Director for Alumni Relations
Penn State Harrisburg
[717-948-6106](tel:717-948-6106)

Announcement on Seder

College to hold multicultural "freedom seder" April 4

March 26, 2012

To celebrate the shared commitment of blacks and Jews to freedom from slavery and oppression, Penn State Harrisburg will host its second freedom seder, Wednesday, April 4 at 4:30 p.m. in the Olmsted Building Special Events Room.

Seder is a traditional dinner held on the first two nights of Passover, marking the Exodus story of Jews escaping slavery in Egypt. The original freedom seder took place in 1969, on the coincidence of the occasion of Passover and the one-year commemoration of Martin Luther King's death on April 4. A black church in Washington, D.C., working with the Anti-Defamation League of B'nai Brith, set up the seder with blacks and Jews present to signal their shared commitment to freedom, represented by the biblical Exodus and participation in the modern-day civil rights movement. Since then, the freedom seder has evolved into a multicultural, interfaith event on hundreds of college campuses and urban centers across the country.

The freedom seder at Penn State Harrisburg will feature traditional Passover foods, discussion of historical and present freedom struggles, and multicultural connections in post-civil-rights social and educational movements. Dr. Simon J. Bronner, distinguished professor of American studies and folklore and lead scholar of the college's Holocaust and Jewish Studies Center, will moderate the event.

The event is sponsored by the Multicultural Academic Excellence Program (MAEP) and the Office of Student Activities.

**Penn State Harrisburg Faculty Senate
International and Intercultural Affairs Committee
Minutes: March 21, 2013; 2:00-3:15 pm
115B Library (Conference Room)**

1. Minutes of Feb. 5 meeting – the minutes are posted on ANGEL. No corrections noted.

2. Update on student services (Donna Howard)

This spring there are approximately 240 international students. The part-time position in her office is being upgraded to a full-time position. The Global Lions Mentor Program has been successful and training is currently ongoing for mentors for the next group of international students. On March 26, a program will highlight the Ghana trip led by L. Boahene. The International coffee hours are going well, probably as a result of their sponsorship by units of the college. Donna also reminded members of the committee that graduate programs must guarantee that international students have a full course load (9 credits) each semester. Peter Idowu will work with her on this.

3. Update on international activities and travel/study abroad (Marie-Louise Abram)

Four international trips were held over spring break, each with 10-13 students. One of the problems with the international trips is that only pockets of students can afford to travel, generally those who are in the honors program or travel as part of an SAF grant. More students could go abroad if there were additional funds available. Marie-Louise estimates that \$800-1000 per student would help increase the total number of students taking advantage of the travel opportunities. Some research grants include travel, but those need a faculty champion. Marie-Louise recommends that more travel money be used to encourage enrollment in the study tours as part of the strategic initiative to increase student participation. There is a need for academic integration to push international programs forward.

4. Update on Graduate Education and International Students (Peter Idowu)

Full time graduate students have been declining gradually, but the number of full-time international students has been growing: 20 in 2008, 18 in 2009, 30 in 2010, 35 in 2011, and 64 in 2012. The growth is in part due to the sharing of applications between specific programs at UP and Harrisburg, especially electrical engineering and computer science. Other programs at UP which will begin to share their applications with Harrisburg include the MBA, MSIA, and MS in Applied Clinical Psychology. The new student system (including admissions) will make it easier for student to apply for multiple programs, e.g., Harrisburg, Great Valley, and UP. Peter has been working with other campuses to feed their undergraduate students into our programs. He is also actively working to get the Graduate and Professional Students Association up and running. This is important for future student recruitment since many students come to us as the result of knowing that other students have attended our programs. There is a problem with the termination of students because of their performance. Part of the reason for this is the need for better screening of applicants, especially in interpreting their transcripts. China and India are the most represented countries for international students.

5. Reminder: you can fill in the form at the Office of Global Programs: Penn State Global Reach Portal (<http://global.psu.edu/GIS/Portal.cfm>) to indicate your international connections and research.

6. Flags in Lobby issue – Michael Barton asked the chair in an email if there is a key to the flags and why the US flag was not hung. The main reason the US flag is not in the lobby is that it must be hung higher than the other flags and this presented difficulties for placement. Donna Howard will work on a key to the flags which may be as simple as a QR code to a website of flags.

7. Announcements:

- a. Donna Howard -- On **April 4** I will be hosting the last in a series of webinars focusing on Chinese Students. The webinar is from 3-4:30 in The Special Events Room. The title is ***Today's Chinese Students: Understanding the US Classroom.***
- b. Dr. Kulkarni is scheduled to visit the committee on April 4, 2:00-3:00 (Library Conference Room)

Members present: Marie Louise Abram, Michael Becker, Lewis Boahene, Gregory Crawford (Chair), Donna Howard, Sai Kakuturu, Martha Strickland (Senate Liaison), Robin Redmon Wright

Members absent: Amit Banerjee, Michael Barton [notified chair], Hao Dong (Graduate Student), Richard Scheib [notified chair], Udodi Ukwuani (Undergraduate Student)

Submitted by Gregory Crawford.

**Penn State Harrisburg Faculty Senate
International and Intercultural Affairs Committee
Minutes: April 4, 2013; 2:00-3:00 pm
115B Library (Conference Room)**

8. Minutes (updated) of March 21 meeting are posted on ANGEL

9. Discussion focusing on international students with Chancellor Kulkarni

Chancellor Kulkarni believes that there is an intrinsic value for an academic institution to bring a diverse group of people, including international students, together. There is a need for even broader diversity. One of the main issues is that it is expensive for international students to study here, thus limiting the number of countries represented.

He plans to charge Don Holtzman to hold a brainstorming session to which members of the IIAC will be invited. Issues to be discussed include the appropriateness of our academic programs, how we can serve the needs of the students better, what can we do here at PSH versus what should be centralized within the University, how should resources be devoted to international students (people and programs), and how do international students live here, what do they do, and what programs are needed. The IIAC can help identify needs especially after speaking to international students [this can be a goal of next year’s committee].

Chancellor Kulkarni does not know what the optimal number of international students would be on campus, but he would like to see the number grow, both at the undergraduate and graduate levels. He would also like to see the mix of countries represented grow. He indicated that PSH is working closely with the University itself in its globalization efforts, with special attention paid to Brazil, South Africa, India, China, and Germany. On campus, he would like to see better programming such as those that would increase the involvement of international students, for example, Chinese New Year celebration, African art, Middle Eastern poetry and literature, etc.

Chancellor Kulkarni also stressed that currently there is a lack of strategic planning for what we are doing in international programs. He wants our international programs related to strategic initiatives and also related to learning (e.g., international travel must have a learning objective that is also related to the College’s strategic plan). [This can also be part of the goals of next year’s committee.]

Members Present: Amit Banerjee, Michael Barton, Lewis Boahene, Gregory Crawford, Sai Kakuturu, Martha Strickland (Senate Liaison), Robin Redmon Wright.

Members Excused or Absent: Michael Becker, Hao Dong (Graduate Student), Richard Scheib, Udodi Ukwuani (Undergraduate Student).

Guests Present: Marie Louise Abram, Donna Howard, Chancellor Kulkarni

Submitted by Gregory Crawford

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
April 18, 2013

Attendees:

Capital College Senators: S. Agili, E. Delozier, E. Doerfler, R. Gray, R. Luquis, G. Mazis, G. McGuigan, G. Morcol, C. Rios, C. Sabina, G. Subramanian and P. Vora

Administrators Present: O. Ansary, M. Kulkarni

Student Representative: A. Dessel

University Park Council Representative: J. Ruiz

Invited Guests: K. Bittner, S. Selvaraj, R. Veder

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

I. Minutes Approval for Faculty Senate Meeting

Luquis requested a motion to approve the minutes from the March 19, 2013 meeting. A motion was made by Doerfler/McGuiggan to approve the minutes and they were unanimously approved.

J. Minutes Approval for Academic Affairs Meeting

None

K. Communications to the Senate

1. Online Course Development Process – K. Bittner and S. Selvaraj presented on behalf of the Faculty Center. Bittner and Selvaraj are instructional designers that work with Penn State Harrisburg faculty as well as World Campus to develop online courses and content.
 - They highlighted the three paths to online course development, design and development. Currently we have World Campus, which offers entire programs online; e-learning, where courses are developed by Penn State Harrisburg and spots are made available for other campuses; and online courses that are offered by Penn State Harrisburg, mostly during the summer sessions.
 - It takes at least two semesters to create a new online course. A schedule must be developed and thought given to the course design, whether it be hybrid or strictly online.
 - Courses must meet the needs of students and faculty. Course design is collaboration between the faculty and the instructional designers.
 - There are online resources that faculty can access to learn more about offering courses online. <http://psuwcfacdev.ning.com/>
 - Examples of content were displayed. Some techniques include; using video introduction of faculty, virtual field trips, guest speakers as well as traditional content.
2. University Senate Faculty Affairs Committee Update – R. Veder attended the meeting to update senators on the actions of the committee over the past year.

- Informational reports were provided to the University Senate regarding Digital Measures. The Penn State Harrisburg liaison for Digital Measures is Ann-Marie Mooney.
- The Faculty Workload Policy was reviewed and it was discovered that each campus has their own policy and they differ greatly between campuses. The Penn State Harrisburg policy was updated in September 2010.
- Office hour policies were reviewed among campuses, as one campus believed that faculty should be on campus forty hours per week. It was discovered that most campuses did not have a policy and those that did offered office hours an average of 2-4 hours per week.
- Policy HR 64 – Academic Freedom was reviewed in regards to protection of the faculty in regards to faculty participation in governance without discrimination, restraint or retaliation.
- The ombuds duties were explored and confidentiality issues will be examined in the future.
- Policy AD14 – Academic Administrative Evaluation is being reviewed to make certain that quality evaluations are occurring when they are supposed to occur.

L. Report of the Senate President

6. Luquis stated that committee selection forms have been sent out to faculty members. Senators are urged to encourage their faculty to participate in committee work.
7. The election for candidates for the Promotion and Tenure committee is now complete. Drs. Seth Wolpert (SSET) and George Boudreau (HUM) have been elected for a two year term.
8. Dr. Robert Gray has agreed to serve the remainder Dr. Jean Harris' at-large appointment on the faculty senate. Dr. Harris will retire at the end of the Fall 2013 semester.
9. The new members for the 2013-2014 faculty senate were introduced, Dr. Glen Mazis (HUM), Dr. Girish Subramanian (SBA), Eric Delozier (LIB) and Paul Thompson (SPA).
10. Luquis stated that the final round of constitutional changes have gone to University Park and will be reviewed at the next senate council meeting.
11. Luquis made his final comments on his year as president and thanked everyone for their work on the senate. He proceeded to pass the gavel to incoming president, Catherine Rios.
12. Rios stated that she learned a great deal in her year as president elect and looks forward to moving the college faculty senate forward during her term. She hopes to improve communication between faculty and administration. She mentioned that the position of secretary will be elected at the year-end meeting and she is also seeking recommendations for committee chairs.

M. Comments by the Chancellor

4. Kulkarni thanked Luquis for his service this past year and welcomed Rios to the office.

5. Kulkarni wished to reserve his comments for the end of year meeting, however, provided a few updates on construction projects and admissions.
6. Kulkarni apologized regarding the inconveniences of the EAB construction project. Road closures will occur from time to time, but hopefully the contractors will notify our offices so that communications can be sent out to faculty, staff and students.
7. The large elevator in the Olmsted building will close in May to be replaced and will be out of service for several weeks. Accommodations will be made for those needing to get to the basement and some services located in the basement will move to accessible locations.
8. Freshman paid accepts are ahead of same time last year. There is a tremendous interest from international students and Kulkarni is personally reaching out to these students and their families to deal with any concerns they may have regarding studying at Penn State Harrisburg.

N. Comments from the University Council Representative

Ruiz provided some additional updates to Veder's report.

- Ruiz co-chairs the committee caucus and they often invite faculty members to address concerns that they may have. Currently, faculty are concerned about the SRTE system and the low response rate. Faculty members are concerned about the validity of the reports, as SRTE's are considered for promotion and tenure and evaluations.
- Ruiz noted that the agenda for the faculty senate meeting has been posted online and participation and communications from outside campuses are encouraged.
- University senate is also concerned with long-term health insurance. New applications are no longer being accepted, but the members that hold the insurance may see premiums increase 50%.
- There is concern at the university senate that meetings are too long, especially if informational reports are presented. They are looking to post information online, rather than have presentations.
- Kulkarni recommended that university senators hold office hours in the faculty senate office to answer any questions that faculty may have. Possibly have a binder with agendas and informational reports available for those that wish to review them.

O. New Business

None

P. Unfinished Business

None

Q. New Legislative Business

None

R. Legislative Reports

None

S. Forensic Business

None

T. Advisory/Consultative Reports

Rios asked the senators to review the available reports and asked that faculty review them for potential charges for the 2013-2014 academic year.

A motion to adjourn was made by Luquis/Gray at 1:18pm.

The end of year meeting of the Capital College Faculty Senate will be Friday, May 3, 2013 in the Madlyn Hanes Executive Conference Room beginning at 12:00 p.m.

/slp