

**Penn State Harrisburg**  
**Faculty Senate Agenda**  
Thursday, August 27, 2015  
Madlyn Hanes Executive Conference Room C300 11:15 a.m. - 12:45 p.m.

- A. MINUTES OF THE PRECEDING MEETING  
Approval of Senate Minutes May 12, 2015 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
None
- C. COMMUNICATIONS TO THE SENATE
- D. REPORT OF THE SENATE PRESIDENT
- 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. REPORTS OF STANDING COMMITTEES
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Capital College Faculty Senate will be held on September 29, 2015, beginning at 11:15 a.m. in the Madlyn Hanes Executive Conference Room.

**CAPITAL COLLEGE FACULTY SENATE  
MINUTES  
END-OF-YEAR MEETING  
MAY 12, 2015**

**Attendees:**

*Capital College Senators:* E. Delozier, J. Gibbs, J. Hirt, R. Joseph, P. Kavanaugh, K. Sprow-Forte, P. Swan, P. Thompson, S. Yilmaz, R. Young

*Committee Chairs:* O. Aybat, J. Blum, A. Buccitelli, G. Clark, P. Kareithi, G. McGuigan, L. Null, C. Rios (for B. Ran), R. Weiler-Timmins

*Administrators/Academic Council:* O. Ansary, R. Bachnak, G. Crawford, P. Idowu, M. Kulkarni, S. Peterson, S. Schappe

**I. Welcome and Introductions**

Paul Thompson, Senate President, opened the meeting at 12:37 p.m.

**II. Remarks from the Senate President**

Thompson began his remarks by thanking everyone for their participation in the senate over the past year. Thank you to all the committee chairs and members of the Academic Council in supporting the important infrastructure that provides support to our institution. Thompson is also looking forward to the 50<sup>th</sup> anniversary events scheduled for the next academic year. Thompson provided a reading from “*Miracle in Philadelphia*,” on the rules of engagement for the Framers of the Constitution when they gathered to write the Constitution in the summer of 1787. He cited the rules of procedure back then as requiring civility and respect for the other members, and suggested that the Senate conduct business in similar fashion.

A certificate of appreciation honoring R. Young’s presidency was presented. M. Kulkarni thanked R. Young for his leadership and reiterated that faculty should never worry about bringing issues to him. R. Young thanked P. Thompson and M. Kulkarni, as well as all of the members who made the year a success. A photo of the 2015-2016 senate was taken.

**III. Committee Chair Reports**

**Academic Affairs Committee –Chair Linda Null**

The report was available for review.

- The committee reviewed 20 courses and programs during the 2014-2015 academic year.
- The major concern of the committee is the new Curriculum Review & Consultation System that was rolled out at the beginning of the 2014-2015 academic year. Many faculty still do not know how to use it, or that the system exists.
- The committee would like to create a webpage with all necessary information that faculty would need to create/change programs and courses.

- It was also recommended that each school have one curricular contact within the school that is knowledgeable about the curricular process.

### **Athletics Committee – Chair Rebecca Weiler-Timmins**

The report was available for review.

- The committee met four times during the 2014-2015 academic year, and worked with three charges.
- The first charge dealt with integrating faculty athletic representatives into each sport that is offered. The Faculty Athletic Liaison Program was created, and currently each team has a faculty representative. It is designed to support student-athletes by increasing communication and strengthening connections among student-athletes, coaches, and faculty. More information can be found at [http://psuharrisburg.prestosports.com/inside\\_athletics/Faculty Athletic Liaison Program](http://psuharrisburg.prestosports.com/inside_athletics/Faculty_Athletic_Liaison_Program)
- The second charge focused on the integration of athletics into the campus community.

Adam Clay (Sports Information Director) and Russel Flemming (Assistant Sports Information Director) attended the meeting to present the committee with strategies for marketing the athletic department.

- Main focus of the staff is to complete stats for each game, update the website and social media (twitter/Facebook)
- Create a preview (twitter, Facebook, Instagram) for each game, duplicate the preview the day of the game, provide live stats and live streaming as well as stats during the game, write article of the game, and provide post game information
- All sports have a twitter page, will be creating a Facebook page for each team, YouTube interviews
- 245 live stat viewers for soccer game / 2000 reaches on Facebook for CAC semi-final soccer game / 322 followers on twitter / 466 likes on Facebook
- 2 interns currently on staff. Adam's goal is to have a student intern for every single sport as these opportunities would be great real world application for interns.
- Met with Chris Weaver in Marketing in order to get all schedules on the sites.
- Adam has connected with some professors teaching courses that could integrate assignments into their curriculum (i.e. Communications). The committee suggested that he reach out to Humanities (Catherine Rios) and Graphics design courses at PSH in order to integrate athletics with academics.

- The Student Athlete Progress Report was created by the Athletic Department and the Athletics Committee. This document was generated in an effort to enhance the current academic Progress Report for the student-athletes. Currently all students at Penn State receive an Early Progress Report during the first 3 – 5 weeks of each semester. The coaches use the Early Progress Report to counsel student-athletes and, therefore, would benefit by having the ability to monitor the student-athletes throughout the entire semester. Thus the proposed Student Athlete Progress Report form requires the student-athletes to have each of their professors complete and sign then turn it into the coach by a given date. The information includes academic progress and attendance and will provide the coach with better insight into each players' academic performance. This process will also encourage the student-athletes to communicate more with their professors throughout the semester.
- R. Weiler-Timmins updated the senate on the increase of concussions during the past academic year. The committee discussed the importance of the injured student-athlete presenting a doctor's note (Penn State Concussion Program document) to the faculty member as soon as possible, as well as the need to follow Policy 42-27 for absences.
- The final charge addressed the need for athletic student tutoring for 300-400 level classes. Rahsaan continues to work with the Learning Center to provide the best services for the student-athletes. In addition, Joe Cecere, NCAA Faculty Academic Representative, continues to reach out to other campuses to find new ways to approach this charge. The committee feels that this issue is being handled by communication from the Athletic Department in consultation with the Learning Center.

#### **Enrollment Management and Outreach Subcommittee – Chair Ozge Aybat**

The report was available to review.

- The committee conducted a “summer school survey” to learn the opinions of undergraduate and graduate students. The committee was trying to understand why students don't take summer classes. The data will be analyzed later this month.
- Admissions would greatly appreciate more faculty participation in the recruiting of students.
- An additional charge regarding how to improve the SAT and GPA profiles of incoming first year and transfer students was to be examined. M. Kulkarni stated that SAT and GPA profiles are increasing and admission criteria is set by the University, and there is little that campuses can do.

#### **Faculty Affairs Committee – Chair Peter Kareithi**

The report was available for review.

- The committee was asked to evaluate approaches to new faculty mentoring by each of the schools and to develop a best practices guide. Over several weeks, the committee reviewed reports from various schools in the College regarding mentoring of new faculty. None of the schools has a formal mentoring policy. The School of Public Affairs had a formal one some years back but abandoned it because it was too stressful for both mentor and mentee.
- The second charge concerned how to make FT1 Faculty more inclusive in the PSH community. After informal polling of FT1 faculty in various schools, committee members expressed their need for clarification on this charge as they were not aware of any complaints of non-tenure tract FT1 faculty being treated differently from the tenure-track faculty, except in the cases where their expectations and responsibilities were spelled differently in the University policies. The committee, however, noted that FT1 faculty in some schools may not have the same access as their tenured and tenure-track peers to serve in administrative committees in their units and recommended that schools be encouraged to elect/appoint such faculty to serve in these positions wherever it is not counter to University policy.
- Charge three asked the committee to investigate how FT2 faculty can be made to be a more integrated element within the college given their relatively few contact hours each semester. The committee developed a set of actions that schools and the college could implement to integrate part-time faculty and used these as a basis to survey the part-time faculty to determine how effective they thought such measure would be in achieving their greater integration. The response rate to the survey was very high, and the generally positive responses indicated that the measures polled were potentially effective. This also showed the part-time faculty found the questions relevant and important to them. Highest on list of importance were inclusion on departmental websites and mailing lists, orientations, mailboxes and handbooks. On the low end were peer classroom visits, mentoring, and school and college awards.
- Charge four addressed how to make PSH a more welcoming environment for new faculty. The committee was tasked under this charge to look at the larger picture of college environment beyond mentoring of new faculty. It was noted, for instance, that there were few opportunities for faculty – including the longer-serving ones – to socialize or to meet and sit face to face, especially with the overcrowding of the cafeteria. After lengthy discussion on this charge, the committee recommended the following:
  - a. That the college explore the possibility of providing a one-stop-shopping site for resources that can be used by new faculty to locate essential information such as a list of realtors, avenues for retail shopping and local transport;

- b. That schools be encouraged to organize socials for new faculty (e.g. lunches) to interact with other faculty from across schools, especially those with similar interests; and
    - c. That the college allocate space for a faculty and staff lounge.
  - The final charge for the committee was to review the final exam scheduling process. The committee met with the registrar to learn more about the process, and found that many of our systems are old and antiquated and that faculty often ignore e-mails regarding the scheduling of final exams. Faculty need to notify the registrar, even if they are not giving a final exam.
- Following the Registrar's presentation, the committee deliberations concluded as follows:
- a. Most final exam needs can be accommodated and most glitches avoided if faculty responded early to the Registrar's requests for information; and
    - b. Most faculty assume they do not have to respond if they don't have exams planned for their courses, and they have no idea how this affects the entire system, especially when special accommodations are requested.
  - The committee recommended that:
    - a. Schools impress on faculty the importance of responding early, including inviting the Registrar to school meetings.
    - b. Language in Registrar's communication to faculty be revised to indicate that a response is required for all courses each semester and the importance of faculty who do not plan to give exams to respond and do so early; and
    - c. Ways be found of enabling the scheduling software to track those faculty who have not responded, so reminders can be sent to them.

### **Human Resources and Business Services Committee – Chair Jeremy Blum**

The report was available for review.

- The committee charges were amended, eliminating the charge regarding the concerns with the health benefits.
- The committee focused on the bookstore and the book ordering process. Committee members solicited input from the faculty and staff, and provided it to the bookstore staff. The feedback from the faculty appeared in the committee's final report. Several conclusions were taken away from the surveys and the bookstore helped to respond to concerns. It was discovered that several students (especially Veterans) rely on the bookstore to purchase books, due to their financial aid arrangements. Additionally, the sooner the book orders are received from faculty, the better change the bookstore has of obtaining copies of used books. The new Faculty Enlight system will target faculty that have not responded

to the book order e-mails. Also, faculty members need to let the bookstore know, even if they do not have required texts. It was recommended that Nora Seggel from the bookstore, present an overview of the bookstore at school meetings on All College Day.

- The committee reviewed the business center, and it was discovered that faculty do not know about the policies and procedures that need to be followed. A brochure was created and will be distributed at school meetings.

### **Information Systems Technology and Library Committee – Chair Gloria Clark**

The report was available for review.

- The committee was charged with evaluating the progress of the PSH campus relative to the Horizon Report. <http://cdn.nmc.org/media/2014-nmc-horizon-report-he-EN-SC.pdf>

Committee discussions highlighted the following points to consider further:

- a. Digital literacy: The committee determined that the Faculty Center for Teaching and Instructional Technology at Penn State Harrisburg has never surveyed the digital literacy of the faculty. We recommend that a future committee research instruments to assess faculty digital literacy and work with the Faculty Center to survey the faculty for the purpose of aiding future faculty development programs to enhance digital literacy.
  - b. Agile approaches to change: Faculty status needs to be agile enough to get the right people in to teach certain courses. The structure of the faculty system may change to accommodate changes in course offerings. For example, entrepreneurial courses could have students create material related to their future job interests.
  - c. Online learning: Faculty need to be encouraged to develop online courses. The World Campus connection needs to be discussed and evaluated. We need to look at the things that we know really work and make education better for our students. We need good ideas that might improve our teaching and learning. Also we will be increasingly getting more and more students who are tech savvy. Those students will have more experience in utilizing technology and need to be a part of the process of developing online courses. That can lead on into better collaboration and research.
- The committee continued to assess best practices from within other colleges of PSU as well as those employed at other Universities.
  - The committee was unable to meet the final charge, to continue to interface with the Physical Plant Committee on providing improved learning and research technology. due to scheduling conflicts.

### **International and Intercultural Affairs Committee – Chair Anthony Buccitelli**

The report was available for review.

- In the 2014-15 academic year, the International and Intercultural Affairs Committee (IIAC) was convened six times. The committee's work centered

primarily in three areas. First, we conducted research into existing resources, information, and activities on Penn State Harrisburg campus pertaining to international and intercultural affairs. The purpose of this research was to gather deliverable information for the faculty senate, inform the actions taken by the committee to address the 2014-15 charges, and to educate the committee members broadly on international and intercultural affairs. Second, we took specific actions to address the committee's charges. The actions included conducting a general survey of the global engagement of the faculty, creating resources for faculty who wish to create international study tours, and gathering an inventory of faculty Fulbright scholars. Finally, we undertook activities and discussions beyond the specific scope of the charges, in order to explore potential future areas for work by the IIAC and the Faculty Senate. These included taking part in the Campus Climate Assessment and the Diversity and Educational Equity Committee, investigating the status of the Global Studies Minor in the School of Humanities, and exploring opportunities to develop the expertise of committee members to work on international and intercultural issues.

#### **Physical Plant Committee – Peter Swan for Chair Richard Scheib**

The report was available for review.

- The committee made several recommendations regarding visitor parking, and ways to increase visibility and the need for short term parking spaces.
- It was determined that a housekeeping checklist was already in existence. As a committee we have found that housekeeping has done a great job cleaning at the beginning of each school day, but that the restrooms are becoming quite dirty by mid-afternoon. We recommend incorporating the east and west rear entrances of Olmsted into the current cleaning schedule along with the current schedule that the maintenance crew is currently using.

#### **Strategic Planning – Catherine Rios for Chair Bing Ran**

The report was available for review.

- The strategic planning committee was charged to “Fine tune the college strategic plan as submitted to the Provost incorporating any feedback that might be received. Completion time expected to be during Fall semester”. The committee met on Thursday October 9, 2014, from 11:15 to 12:30 at C113 Olmsted, and on Tuesday, November 25, 1:00-3:00 p.m. in the Gallery Lounge, W107 (together with the strategic steering committee). In these two meetings, we summarized the planning activities in the past year and discussed any feedbacks from the college community on our draft plans. Dr. Kulkarni also discussed the news and the progresses of the University's strategic planning and how these progresses influenced our college's strategic plans. Besides these meetings, most members of the committee also participated the meeting with Provost, Dr. Nicholas P. Jones, Tuesday, February 17, 2015 from 1:00 -2:00 p.m. in the Gallery Lounge, Olmsted



W107 for his discussion on the University Strategic Plan for the next five years. The Capital College Strategic Plans (revised draft) has been successfully submitted in April, 2015, incorporating all the feedbacks from the University and from the college community.

#### **Student Affairs – Chair Glenn McGuigan**

The report was available for review.

- In addition to doing the regular work of the committee, which assigns financial aid awards in collaboration with Enrollment Services, the committee undertook the charge to review Career Services (CS). CS engages in many activities across the College including providing information to students regarding internships, job preparation, and job placement. This first phase of the project focused upon internships.
- Based upon responses to the survey, collaboration between academic programs and Career Services varies greatly across the College. Many programs have well established internship programs that are fully integrated into the curriculum. Generally these programs provide access to and oversee internships, in a collaboration between student and faculty member, and without regular and established interaction with CS. For those programs that provide internships, but do not require them, various relationships exist between the programs and CS to provide information, although the responsibility is generally upon the student to find the opportunity. Of all the schools and programs, SSET shows the strongest and most successful relationship with linking students to internship opportunities with CS.

#### **IV. Report from the Chancellor, Mukund Kulkarni**

- Kulkarni thanked everyone for their service to the college.
- Enrollment continues to be strong on our campus.
- Kulkarni thanked Peterson and Robinson for their leadership over the past several years. They are both stepping down as school directors to continue as faculty members.
- Kulkarni provided an overview on the rising cost of college education causes and potential solutions.
- Average student loan debt for graduating PSH students is approximately \$38,000.
- PSH is in good shape financially. Being part of the larger University is a great benefit to us. The primary determinant of our operating budget is our enrollment. Our operating and capital budgets are not funded from the same source, but these budgets do impact each other.
- State support to higher education is declining, however, University expenditures will have to increase due to salary raises, rising cost of healthcare, cost of unfunded mandates, and needed investment to remain competitive. Raising tuition

at the same rate(s) as in the past is not economically sustainable, nor (morally) desirable.

- A college education is still important. The demand for college education in spite of rising cost has not dampened...the demand may be nearly inelastic. How do students pay for the increased cost of college? (a) loans (b) work more than 20 hours per week, which lessens the educational impact.
- As state support declined, tuition increased at Penn State and many public universities. And as tuition increased, so did the amount of student loans.
- Approximately 75% of PSH's expenditure is on salary and wages; the remaining on utilities, upkeep, and maintenance. A small amount is directed at our initiatives. Teaching/learning and student support services have become exceedingly important. We need smart people and better technology to meet our mission.
- We must work to minimize the debt burden on our students by controlling the number of students and the tuition.
- Factors that affect the operating costs at PSH include cost of instruction, increased use of instructional technology, structure of curriculum, length of time to complete a degree, and individual responsibility.
- What is being done at the institutional level? Reduce spending by several million dollars, don't mix budget money (academic, athletics, auxiliary, etc.), careful spending (don't overspend when there is a surplus), provide more scholarships and on campus work opportunities, however, we will continue to recruit the best faculty and staff.
- Penn State Harrisburg, with financial support from the University identified over \$1.8 million in scholarship funds to be awarded to students at this college during the 2014-2015 academic year. Year to date 1,246 awards totaling \$946,250 and 466 new student recipients awards totaling \$565,000.
- In addition to scholarships, Penn state Harrisburg offers many jobs and income opportunities to students to help offset tuition costs and living expenses. Year to date: 100 students qualified for work-study jobs on campus, 60 additional students who do not qualify for work-study are employed with campus funds and 185 students work in wage positions on campus.
- Several additional issues were posed, such as what happens to graduate education if our finances are enrollment driven, what is the role of academic programs/schools/college, and what to do with the realized savings.

V. **Report from Academic Council, O. Ansary**

- Ansary thanked everyone for their work over the past year.

- Ansary noted that the Academic Council devotes time to various subjects that impact the college that are mostly academic in nature. Meetings focused on policy issues, scheduling changes, information sharing, and strategic planning.
- The Academic Council began working with Dickinson College to establish collaborative efforts in fields that overlap or complement each other. They are also working to reestablish efforts with Hershey Medical Center.
- The Academic Council continues to look at Faculty Workload issues and looks forward to working with the Senate Workload Committee.
- The Academic Council would also like to reexamine the “graduation with distinction” classification. Currently, distinction at graduation is awarded to baccalaureate degree candidates with at least 60 credits (30 credits for associate degree candidates) earned at Penn State, a minimum 3.5 cumulative grade-point average, and who are in the top 12 percent of the graduation class of the college that awards the candidate’s degree. Since the curriculums are so different in each program, they would like to consider awarding distinction in each program.
- New curriculum that was added to our campus, via the P-3 process, include: Biology, Supply Chain Management, online Accounting, and Health Policy & Administration. We are still working to bring the Kinesiology degree, online Marketing, and an online Master’s in Electrical Engineering, to our campus.
- The General Education Task Force has released their report, and the Academic Council will be working to bring those recommendations to our academic programs.

VI. **Report from the University Council Representative – Matthew Wilson**

None

VII. **Recommended Committee Charges for the 2015-2016 Academic Year**

Recommendations from the various committee reports will be compiled over the summer months to create the charges for the next academic year.

VIII. **Identify Forum Topics for the 2015-2016 Academic Year**

Senators were asked to submit forum topics to Senate President Thompson following the meeting.

IX. **Identify Agenda Items for the 2015-2016 Academic Year**

Senators were asked to submit agenda items to Senate President Thompson following the meeting.

X. **Election of Faculty Senate Secretary and Parliamentarian for the 2015-2016 Academic Year**

Requests for nominations for Faculty Senate Secretary were made. R. Young nominated R. Joseph for the position. P. Swan seconded the nomination. With no other nominations received, R. Joseph was unanimously elected to Faculty Senate Secretary.

Requests for nominations for Faculty Senate Parliamentarian were made. R. Young nominated E. Delozier for the position. P. Swan seconded the nomination. With no other nominations received, E. Delozier was unanimously elected to Faculty Senate Parliamentarian.

### **Adjournment**

A motion to adjourn was made by P. Swan/R. Young at 3:45pm, and was unanimously approved.

/slp