

Penn State Harrisburg
Faculty Senate Agenda
Tuesday, September 20, 2016
Madlyn Hanes Executive Conference Room C300 11:30 a.m. - 1:00 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes August 30, 2016 Appendix “A”
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
Approval of Minutes September 1, 2016 Appendix “B”
- C. COMMUNICATIONS TO THE SENATE
Report by Standing Committees’ Liaisons on each committee’s activities
- D. REPORT OF THE SENATE PRESIDENT
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
 - a. Discussion on the necessity of setting up an assessment committee
 - b. Discussion on the support for international students (Invited guests: Anna Marshall & Nihal Bayraktar)
 - c. Discussion on a possible task force on key stakeholders’ perception of Senate functions
 - d. Reflections on Senate functions as specified in the Constitution.
- H. UNFINISHED BUSINESS
- I. NEW LEGISLATIVE BUSINESS
- J. LEGISLATIVE REPORTS
- 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 and Academic Council is Tuesday, October 25, 2016 – 11:30-1:00pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
MEETING OF THE FACULTY SENATE
MINUTES
August 30, 2016

Attendees:

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

Administrators Present: O. Ansary, M. Kulkarni

Committee Chairs Present: O. Aybat, N. Bayraktar, H. Hosseini, G. Morcol, L. Null, A. Verplanck, R. Weiler-Timmins

Student Government Representative: J. Kinney

B. Ran, Faculty Senate President, opened the meeting at 11:45 a.m. Ran welcomed everyone and introductions were made around the table.

A. Minutes Approval for Faculty Senate Meeting

Ran requested discussion and asked for a motion to approve the minutes from the end of year meeting held on May 17, 2016. A motion was made by Mazis/Swan to approve the minutes, and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

None

C. Comments by the Chancellor

- Enrollment levels are at a new high, but official numbers will not be available until October. Kulkarni stated that the quality of the applicants has increased and the evaluation index used to evaluate applicants is showing that we are admitting better quality students.
- We have added seven new classrooms – two in the library, one in Olmsted, and four in the trailers that once housed the bookstore.
- With so many students, we are hiring additional faculty and staff. Thirty-two new faculty were hired and staff is being added on a regular basis. Faculty to student ratios have not changed significantly with the new growth.
- Pay raises are forthcoming. Information will be released in the coming weeks.
- The new Student Enrichment Center provides increased access to all student services by placing them in one location. We hope to increase retention of students with this new addition to our campus.
- The theater is not yet completed, however, we hope to have everything set within the next several weeks.
- Kulkarni wanted to acknowledge and thank the AD-14 committee for their work and findings. The recommendations will be implemented over the coming years (most will be implemented within one year).
- Swan commented that the SEC is a wonderful building, however, the new dining facility is not alleviating the traffic in Stacks. The reason is that the new dining

facility is not part of the student meal plan, therefore, students may not receive the discount that they receive by eating in Stacks. Food service is aware of the problem.

- Mazis inquired about the number of tenure track faculty. Kulkarni verified that 18 were hired in the tenure track and 14 FT1's.
- Wilson questioned if the AD-14 findings were available in a written record. A letter was issued campus wide regarding the findings, however, the data collected has been destroyed.

D. Comments by the Senior Associate Dean

- Ansary provided some observations from our first weeks with students and LionPath. The system double booked several classrooms and has left many students still in need of schedules. However, everyone is asked to be patient while the problems are being solved.
- There were many issues with LionPath and the admissions process, but in the end, LionPath is better than eLion.
- Faculty are asked to convert their course materials from ANGEL to CANVAS as soon as possible, as the contract for ANGEL will be ending in May 2017.

E. Comments from the University Council Representative

- Wilson informed the Senate that the University Council was the body that sets the agenda for upcoming University Senate meetings. The first meeting will be held in September.
- Provost Jones mentioned that raises will be forthcoming, based on merit and retroactive to July 1, 2017.

F. New Business and Report of the Senate President

- Committee chairs were invited to attend the meeting and were asked to provide any comments on their charges. This year will be more of a reflective year, reviewing and advising on recommendations that were made in the past.
- Verplanck was concerned with proposing items that overlap with existing university policies and procedures or that are under discussions by university senate thus duplicating committee's efforts. She would also like to see multiple committees working on issues that overlap different areas.
- Clark added that the Information Systems, Technology and Library committee should always be looking forward and studying the Horizon Report for up and coming trends in technologies for education.
- Kulkarni commented that many faculty feel overwhelmed by committee work, particularly FT1's. However, FT1's are required to perform 30% service, 60% teaching and 10% scholarly research.
- Kulkarni / Ansary mentioned that our college is currently implementing the Middle States accreditation suggestions on assessments, and suggested senate to charge a committee so that faculty could have voice in the process. Different options are discussed on which committee should take the charge and Ran suggested an ad hoc committee that Thompson could chair to take on this charge.

- Senators were asked to volunteer for liaison positions on the senate committees:
 - Academic Affairs – Jen Hirt
 - Athletics – Eric Delozier
 - Enrollment Management and Outreach – Glen Mazis
 - Faculty Affairs – Jennifer Gibbs
 - Human Resources and Business Services – Brian Adams
 - Information Systems, Technology and Library – Phil Kavanaugh
 - International and Intercultural Affairs – Sabri Yilmaz
 - Physical Plant – Pete Swan
 - Strategic Planning – Linda Rhen
 - Student Affairs – David Witwer
- Ran asked the Senate to review the following suggested tasks for the upcoming year:
 - How to better and more firmly integrate the 10 Standing Committees with the Senate? (Besides Liaison, the mid-year chairs' meeting and the end-of-year reporting)
 - The role and function of Senate itself (since Senate has no specific charges throughout the year)
 - Out of 3 basic functions of the Senate specified by the Constitution, which function(s) are weakly implemented and how to better fulfill these functions?
 - Implementation of senate suggestions / recommendations. Is it possible to have some mechanisms to follow up the implementation suggestions?
 - Usefulness of the senate from faculty perspective, from administration perspective, from staff perspective, from student perspective – can we be even more useful?
 - The relationship between senate and other college-level committees (DEEC, P&T, Sabbatical, Ombudsman, academic integrity committee, Staff council, etc) and how Senate could better be used to support these committees?
- A limited discussion ensued, due to time constraints. However, one thought to emerge was that the Senate does not have particular charges, however, works to support committees and implement their recommendations, thus need to better and more firmly integrate with the 10 standing committees
- Additionally, the Senate is a reactionary body that reacts to issues that present themselves during the year.

G. Unfinished Business

None

H. New Legislative Business

None

I. Legislative Reports

None

J. Forensic Business

None

K. Advisory/Consultative Reports

None

L. Comments and Recommendations for the Good of the College

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

The next meeting of the Penn State Harrisburg Faculty Senate is scheduled for Tuesday, September 20, 2017, in the Madlyn Hanes Executive Conference Room (C300 Olmsted) beginning at 11:30 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, September 1, 2016
11:30 A.M. – 12:35 P.M.**

Members present: Gina Breslford, Rick Ciocchi, Adam Gustafson, Bernadette Lear, Linda Null, Martha Strickland, and Premal Vora

Invited Guest: Peter Swan

1. Null called the meeting to order at 11:30am.
2. Committee members were asked to review the charges that were received for the year as well as the standing charge in the Constitution. The charges for the 2016-2017 academic year are as follows:
 - Standing Charge: review, evaluate, and recommend new courses, programs, and other curricular proposals; review and evaluate academic planning including enrollment projections, faculty requirements, and academic admissions standards
 - Help each school to appoint one person to be the curricular contact who would be responsible for undergoing training on the system and helping faculty with curricular proposals (and be responsible for the actual course or program proposal entry).
 - Work with the appropriate support offices to maintain the Curricular Procedures and Guidelines web page
 - Work with the appropriate support offices to disseminate information regarding the changes in general education requirements and develop procedures for streamlined program changes resulting from these new general education requirements
 - Review the last 5 years’ end-of-year reports of this committee to examine the implementation of the suggested changes/recommendations in the end-of-year reports (and the discrepancy in implementing recommendations)
 - Review the duties of the Committee specified in the Constitution/By-laws to make suggestions on adding, deleting, or maintaining duties

From the Constitution:

- Reviews, evaluates, and recommends new courses, programs, and other curricular proposals in accordance with published University and College Curricular Procedures;
- Reviews and evaluates all other curricular matters, including proposals for courses and programs;
- Reviews and evaluates academic planning including enrollment projections, faculty requirements, academic admissions standards;
- Serves in a consultative and advisory capacity to the Chancellor, Associate Dean for Research and Graduate Studies, and the Sr. Associate Dean for Academic Affairs through the Capital College Senate; and
- Serves as an advisory board for academic support and learning activities.

The Committee agreed that the third bullet point in the constitutional charges should be removed. Those items are better handled by School Directors, Program Coordinators, the Senior Associate Dean and possibly the Enrollment Management Committee of the Senate.

Null would like to fulfill one of the charges that has been on the Committee's list for several years: to have one faculty member from each school designated as the curricular expert. She will speak with school directors for their thoughts and opinions.

Another charge that the Committee has been working on is to create a webpage for curricular affairs specific to our campus. Since there have been so many changes in systems, this item had been put on hold, but Null started the process over the summer. She provided the Committee with ideas on what will appear on the webpage. That information will be added to the BOX folder for all to review. She will be meeting with the web designer to begin implementation.

3. A quick review of the Curriculum Review and Consultation System allowed committee members to see how proposals are created and moved through the curricular process. Everyone was encouraged to work through tutorials that are offered and refer to www.kb.its.psu.edu/curriculum for answers creating courses and programs.
4. The following meeting dates were selected for the 2016-2017 academic year:
 - October 6, 2016 11:30 W138
 - November 17, 2016 11:30 W207
 - December 8, 2016 11:30 W207
 - January 19, 2017 11:30 W207
 - February 16, 2017 11:30 W207
 - March 16, 2017 11:30 W207
 - April 20, 2017 11:30 W207

Adjournment at 12:35pm