

## **Penn State Harrisburg Faculty Senate Agenda**

**Thursday, September 29, 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 August 27, 2015 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS  
Approval of Minutes from September 3, 2015 Appendix "B"
- 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  
Athletics Committee September 17, 2015 Appendix "C"
- M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

**NOTE:** The next meeting of the Capital College Faculty Senate will include members of the Academic Council and will be held on October 20, 2015, beginning at 11:15 a.m. in the Madlyn Hanes Executive Conference Room.

**THE CAPITAL COLLEGE  
MEETING OF THE FACULTY SENATE  
MINUTES**

**August 27, 2015**

**Attendees:**

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

*Administrators Present:* O. Ansary, M. Kulkani

*Unexcused Senator:* G. Ray

Paul Thompson, Faculty Senate President, opened the meeting at 11:25 a.m.

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

Thompson requested a motion to approve the minutes from the May, 12, 2015, year-end senate meeting. A motion was made by Swan/Young to approve the minutes and they were unanimously approved.

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

None

**C. Communications to the Senate**

None

**D. Report of the Senate President**

- Thompson asked senators to review the charges for the committees for the upcoming semester and asked for any further recommendation. Swan recommended that a committee explore the hiring policy regarding minority hiring. Swan will provide language for a possible additional charge for the Human Resources and Business Services Committee. Ansary recommended that either a charge or a special task force be created to explore viable undergraduate and graduate offerings for our campus. Possibly the program coordinators could be tasked with this project.
- Ran recommended that committee chairs be invited to the first meeting of the academic year to receive charges and ask any questions at that time.
- Senators were asked to serve as liaisons to the various senate committee:
  - Academic Affairs – Jen Hirt
  - Athletics – Eric Delozier
  - Enrollment Management & Outreach – Sabri Yilmaz
  - Faculty Affairs – Jennifer Gibbs
  - Human Resources & Business Services – Gautam Ray
  - Information Services, Technology, and Library – Philip Kavanaugh

International & Intercultural Affairs – Bing Ran

Physical Plant – Peter Swan

Strategic Planning – Rhoda Joseph

Student Affairs – Karin Sprow-Forté

- The college will be celebrating its 50<sup>th</sup> anniversary in 2016. Fifty events will begin following May commencement. B. Ran is representing the senate on the planning committee.
- A Faculty Forum will be held to discuss the findings of the Campus Climate Assessment. October 13, 2015 has been selected as the date for his event. Dr. Gregory Crawford, Dr. Martha Strickland, and Michael Behney will be presenting the findings.

**E. Comments by the Chancellor**

- Penn State Harrisburg has been named the safest campus in the country.
- Enrollment numbers continue to change on a daily basis. On Monday, August 24, 2015, our number was 4,476 (incoming freshman 923), by Wednesday, August 26, 2015, we were over 4,800 (incoming freshman 950). This is a larger number than this time last year. Final semester numbers will be available in October.
- Upgrades to the cafeteria were made during the summer. More seating is now available to accommodate our growing population. An additional dining area will be added to the Student Enrichment Center, which will provide students with more food options.
- Middle States accreditation strongly emphasizing learning outcomes, especially in regards to minors and certificate programs. No new certificates will be authorized. Wilson mentioned that University Curricular Affairs will be attempting to review all certificate programs and attempt to eliminate duplicates and streamline the offerings.
- Several network security breaches in the past few months has brought to light the need to have greater network security on our campuses. All colleges are vulnerable, as illustrated by the breaches in the College of Engineering and College of Liberal Arts. Further security initiatives will be rolled out within the next few months.
- The Center for Entrepreneurship is set to open after Labor Day. It is also being called the “Center for the Next Step” and will take faculty and student research to the next level, by creating entrepreneurial opportunities. This facility will be open to the community. A director will be named soon.
- Penn State is carefully watching the budget negotiations. All campuses are asked to be cautious with spending, and are being asked to defer large purchases if possible.

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

- Wilson explained that the Senate Council is the agenda setting body of the University Faculty Senate. All members of the administration (except for the University President) sit on the committee.
- Provost Jones will be releasing a draft of the University Strategic Plan within the next few week.

- LionPath is starting to be implemented across the colleges. The program will be fully functional by the end of the Spring 2016 semester.
- Wilson reported that Penn State admitted 8,000 new students at non-University Park campuses. University Park admitted 7,947 new students, which by design is less the previous year.
- The General Education Task Force will begin implementing the recommendations made to the Senate. It will be a huge undertaking and will take at least two years before it comes online.

**G. New Business**

- Wilson experienced some difficulties with the bookstore this semester, and also received several complaints from other colleagues in the Humanities. The bookstore was not able to get several of the required texts for several of their courses. He also noticed long lines and inefficiencies during the check-out process.
- Wilson has heard several LGBTQ students requesting more classes dealing with gender and sexuality. More offerings may be able to come from Humanities and Behavioral Science and Education. Many courses are already on the University Bulletin.

**H. Unfinished Business**

Smoking seems to be more prevalent on campus this semester, with many students smoking in front of entryways. More signage needs to be put up around campus and the smoking policy needs to be enforced. Kulkarni said that he would take care of the smoking concerns.

**I. New Legislative Business**

None

**J. Legislative Reports**

None

**K. Forensic Business**

None

**L. Advisory/Consultative Reports**

None

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

None

Thompson adjourned the meeting and the senators were encouraged to sign the final steel beam to be used in the Student Enrichment Center at 12:21 p.m.

The next meeting of the Capital College Faculty Senate will be Tuesday September 29, 2015 in C300 from 11:15 a.m. to 12:45 p.m.

APPENDIX “B”

**MINUTES  
ACADEMIC AFFAIRS  
Thursday, September 3, 2015**

**11:30 A.M. – 12:25 P.M.**

**Members present:** Gina Brelsford, Rick Ciocchi, Adam Gustafson, Linda Null, Linda Rhen, Premal Vora

**Invited guests:** Matthew Wilson

**Senate Liaison:** Jen Hirt

**Faculty Senate President Elect:** Bing Ran

1. Null called the meeting to order at 11:30am.
2. Introductions were made around the table. Null reviewed the charges for the upcoming academic year.
  - Review all course and program proposals.
  - Create a more efficient and successful faculty engagement process with the Curriculum Review and Consultation System (CRCS): investigate the challenges and obstacles that faculty face in creating courses using the CRCS system, and propose solutions to those issues.
  - In consultation with the appropriate support offices, develop a Curricular Review Procedures and Guidelines web page, specific to Penn State Harrisburg.
  - Propose a plan for faculty CRCS training sessions.

A CRCS training will be held on Monday, October 26, 2015 from 10am to 12pm in LIB 106. If there is enough interest, a second session will be held from 1-3pm.

The Committee will discuss the website in future meetings.

3. **Approval of Courses/Programs Proposals**

***P ADM 404 Homeland Security and Defense in Practice – Tom Armino***

***P ADM 802 Multifaceted Approaches to Homeland Security***

***P ADM 401 Introduction to Homeland Security***

***P ADM 803 Strategic Planning***

Penn State Harrisburg is the academic home of the iMPS in Homeland Security, which has five options across six colleges. When the program was created, it used several course numbers from the P ADM program. Now that the program is fully developed, it would like to establish more course numbers in HLS. These courses will be cross listed

with currently non-existent HLS courses.

Null consulted with the curriculum coordinators at University Park and it was finally determined that by creating a cross listing with a course that does not exist, you are essentially creating a new course. However, the coordinators at the Park said these proposals were done the proper way and that they would convert the proposals to the appropriate “create course” and “modify course” proposals. Null suggested that “HLS xxx will be added” be removed from the area where the cross listed course appears.

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

### ***CMPSC 414 Contest Programming – Jeremy Blum***

This course is designed as one credit, repeatable course, at the junior/senior level. Most students will take the course 3 times to fulfill the technical elective within the program.

Wilson suggested that a sentence be added to the justification as to why the course was only one credit. He also suggested making the long description more durable by adding “including, but not limited to” before some of the course topics.

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

### ***Master’s in Business Administration – Oranee Tawatnuntachai***

***BUS 515 Business Ethics and Corporate Governance***

***MNGMT 511 Organizational Behavior***

***MNGMT 514 Organizational Leadership***

***BUSEC 502 Prices, Markets and Competitive Strategy***

***ACCT 540 Accounting for Managerial Decisions***

***BUS 588 Strategic Management***

***FIN 530 Corporate Finance II***

***BUS 505 Data Analysis for Business Decisions***

***MRKT 513 Marketing Management and Business Processes***

***MRKT 514 Marketing Management: Relationships and Institutions***

***BUS 580 Business and Sustainability***

***BUS 510 Business Analytics and Decision Making***

The Committee agreed to look at the program change and all courses as a single packet.

It has been more than 10 years since the last major revision to the MBA program at Penn State Harrisburg. In the fall of 2011, the MBA Curriculum Review Committee was appointed to conduct a comprehensive review of the MBA curriculum. Since that time, the MBA curriculum committee has: (1) studied the existing curriculum as well as the curricular of many other MBA programs; (2) sought input from the school’s principal

stakeholders – students, alumni, faculty, employers of our graduates, and external advisors; (3) analyzed results of the Education Benchmarking Initiative for part-time MBA programs; (4) reviewed and taken into account the revised 2013 standards of the Association to Advance Collegiate School of Business (AACSB); and (5) examined the literature on MBA curricular and key competencies required for successful managers.

Based on the findings, the MBA committee proposed the following changes:

- Replace all two-credit courses with three-credit courses. Three-credit courses not only address the practical constraints that two-credit courses impose, but they also provide improved coverage of graduate material and at a pace conducive to student learning. The contact time provided by the additional credit will also allow faculty to incorporate additional challenging assignments and cover even more advanced material.
- Revise course content to minimize overlapping content and for currency and relevancy.
- Add two new prescribed courses: BUS 510 (Business Analytics and Decision Modeling; 3 credits) and FINAN 530 (Corporate Finance II; 3 credits). BUS 510 will enhance data analytical skills for students to gain data insights and will be required for all students. FINAN 530 is an Advanced Corporate Finance course and will be available to students who already have an appropriate and sufficient financial background.
- Add two new electives: BUS 580 (Sustainable Business Theory Functions & Strategy; 3 credits) and MNGMT 514 (Organizational Innovation and New Venture Development; 3 credits). These courses will address two important emerging issues in business. BUS 580 would be the permanent course number assigned to the graduate sustainability course that already has been offered twice in the past few years as a special topics course. MNGMT 514 is required in the existing curriculum and will become an elective in the proposed curriculum.
- Replace the current tracks of electives with the following tracks:
  1. Accounting
  2. Business Analytics
  3. Finance
  4. Information Systems
  5. Supply Chain Management
  6. Strategic Leadership and Innovation

The first five tracks are based primarily on the expressed interests of students and their employers. The Strategic Leadership and Innovation track is added to further enhance leadership and management skills, which is at the core of the MBA program at Harrisburg.

- Replace calculus with a college-level mathematics course as an entry to program requirement, and move statistics from being an entry to program requirement to a foundation requirement. This is to make entry and foundation requirements at Harrisburg consistent with the requirements of other MBA programs.

The proposed changes have no impact on the total numbers of foundation credits or program credits. The number of foundation credits remains 18, and the number of program credits remains 30. The proposed changes shift credits between prescribed courses and electives for the program requirements. With the additional prescribed course of BUS 505, the number of prescribed credits will increase to 21 (from 18), and the number of elective credits will drop to 9 (from 12).

Null complimented Tawatnuntachai on the proposal. Null suggested that on page 4 of the proposal, instead of using “drop” to use “phase out,” since the courses are not being dropped at this time. On page 20, a suggestion was made to change “revision to graduate bulletin” to “proposed graduate bulletin.” Finally, a suggestion was made that it might be advantageous to include a clarification with the waiver of the GMAT or GRE with regard to assistantships on page 21.

A motion to approve the program change and all courses associated with it, with noted changes, was made by Ciocchi/Vora and was unanimously approved.

#### Meeting Dates – Fall 2015

Thursday, October 8, 2015	11:30am	W207 Olmsted
Thursday, November 5, 2015	11:30am	W207 Olmsted
Tuesday, December 1, 2015	11:30am	W207 Olmsted

**Adjournment** at 12:25pm



**Penn State Harrisburg  
Senate Athletics Committee Minutes**

**September 17, 2015  
11:30 – 12:45  
Room C113 Olmsted**

**Committee: Tom Arminio, Rahsaan Carlton, Erin Miller, Ilya Shvartsman, Becky Weiler-Timmins, Debbie Lynch, Bing Ran**

1. Approval of minutes from March meeting (sent out 9/11/15 to committee) Motion to approve minutes by Tom Arminio, second by Ilya Shvartsman
2. Introduction of new members: Debbie Lynch (Humanities)
3. The Senate has confirmed this year's charges. The three charges are discussed and action statements provided for each:  
**Athletics** (Standing Charge: advise and monitor athletic standards related to the educational function of the College, help promote a sound academic climate for the intercollegiate athletic program, and support the NCAA Division III Philosophy Statement)
  - A. Review the integration of athletics into the campus community, and recommend ways to enhance the fan experience at games, to include the serving of refreshments.
    - a. Having concession stand at basketball games – must be packaged foods cannot be hot foods unless Food Services contracts with Athletics. Food Services does not currently have the man power to be at all athletic events. There is potential to bring another vendor in from the approved list for campus. Rahsaan's concern revolves around the number of fans at games in order to make it lucrative for the vendor. Could we contract a vendor for a couple of the games? Becky will walk over to eat lunch at the truck to see if they might be interested in serving baseball/softball/soccer/tennis.  
\*\*Roderick will continue to keep the committee updated – any updates Roderick?
  - B. Develop a process to inform the campus of the responsibilities of being a Division III institution.
    - a. Student-Athlete Panel for Lunch and Learn – Jan/Feb. spring – will continue to discuss and plan at next meeting

- b. Becky will send the philosophy statement for DIII and faculty information sheet to committee
- C. Propose ways to modify practice schedules and activities to better guard against concussions and brain injuries.
  - a. Provide education for faculty and community on concussion and brain injury
  - b. Dr. Matt Silvis... Debbie contacted him. "Concussions in 2015: Truths and Myths" November 10<sup>th</sup> from 11:30 – 12:45 in C213 (auditorium). Food is being discussed with Senate Office
  - c. Paul and Stephanie: Make a recommendation to change the 3<sup>rd</sup> charge to: "Propose ways to communicate and educate the college regarding concussions and brain injury." Motion was made by Tom Arminio, second by Ilya Shvartsman. Becky sent an email to Paul to make change.
- 4. Faculty Athletic Liaison Update / Info: Challenging for part time coaches to make connections with FAL's (suggestions of team meeting/game). Full time coaches seem to be utilizing the FAL. Committee will continue to discuss ways to get FAL involved with part time coaches.
- 5. Provide a list of athletes and their advisors to each FAL. Rahsaan will ask the coaches to obtain list of advisors. Becky will send out a listserv email of suggestions for FAL's.
- 6. How could we involve coaches in governance of college? Propose to Faculty Senate how coaches could be integrated into faculty governance and/or Senate. Paul? Continue to brainstorm how to integrate – Rahsaan will do some research on best practices in DIII institutions
- 7. **School Meeting Reminders** (Senate Policy for game absences 42-27, concussion policy, student-athlete absence form, student athlete progress reports)  
Student Athlete Progress Reports: Rahsaan will be sending out an email to faculty to inform them of the forms. First form is due Oct. 1.  
 Academic Institution Standards: 2.0 GPA and 12 credits
- 8. Next Meeting Date: October 27<sup>th</sup> at 11:30. Location TBA