

**CAPITAL COLLEGE FACULTY SENATE
MINUTES
END-OF-YEAR MEETING
MAY 11, 2010**

Attendees:

Capital College Senators:

S. Agili, N. Bayraktar, R. Gray, M. Hanes, B. Ran, M. Strickland, E. Taylor, M. Wilson, J. Wilburne, S. Winch, D. Witwer and S. Wolpert

University Senators:

S. Peterson (for J. Ruiz)

Committee Chairs:

M. Barton, L. Asimeng-Boahene, B. Cigler, R. Gray, L. Null (for J. Zaenglein)

Administrators/School Directors:

O. Ansary, G. Crawford, M. Hanes, M. Kulkarni, W. Milheim, S. Peterson, K. Robinson, S. Schappe, and M. Walters

Invited guests:

M. Boman and AB Shafaye

1. Welcome and Introductions

Seth Wolpert, Senate President, opened the meeting at 4:15 p.m. and introductions were made around the room. Wolpert would like to change the name of the meeting to better reflect the purpose of the meeting. It is no longer a “retreat” and the “5 hour meeting” does not sound appealing. Would also like to change the time frame of the meeting to 12-5 or 1-5. Wolpert asked for feedback via e-mail.

A certificate of appreciation honoring M. Wilson’s presidency was presented. Wolpert thanked Wilson for his guidance over the past year preparing him for the position.

2. Report from the Chancellor, Madlyn Hanes

Dr. Hanes deferred her remarks, but thanked the Senate for another wonderful year and her ten years at Penn State Harrisburg.

3. Report from Academic Council, M. Kulkarni

Kulkarni commented that he appreciated the faculty governance structure of Penn State Harrisburg and how it seems to work well with administrators. There are certain issues that cannot be dealt with by the chancellor alone. Faculty Senate is an integral part of the decision making process on this campus. The stronger, more active, more engaged the Faculty Senate is, the more effective the Chancellor’s Office can be.

- a. Kulkarni commented on the replacement for the Senior Associate Dean’s position when he moves to Interim Chancellor. There are many qualified people, but they are looking at the domino effect that will occur when the decision made.

- b. Academic Council is looking at how we do things and how we can do things more effectively. Faculty Senate input will be important during this time.
- c. We have weathered the past two difficult years very well. While other institution may have struggled, Penn State has done well.
- d. Wilson asked if the search committee for the new Chancellor had been formed. Hanes commented that letters or e-mails would be going out inviting members to be on the committee from Romano's office. Wolpert commented that he had received an e-mail to that affect.

4. **Report from the University Council Representative**

S. Peterson was present to report for the Council Representative, J. Ruiz, who could not be present. The following items were mentioned by S. Peterson:

- a. The long awaited SRTE online report will be heading to the Faculty Senate in the Fall through Faculty Affairs.
- b. Curricular Affairs and ACUE will be coming out with a proposal on minors. If you take courses anywhere in the university system, you will be able to get the minor. Can get a minor for anywhere in the university doesn't have to be the host institution.
- c. During the April meeting there was discussion about reducing the number of University Faculty Senators. Currently, it is one senator per 25 faculty members per location. Looking at several models to change the numbers (may be one senator for every 30 faculty members.) That will be further explored in the Fall.
- d. Drop/add date are now the same. The Senate approved a policy where the add date will now be eight hours later than the drop date.
- e. There was a report on staffing online courses. A survey of lead faculty and administrators of units that have online courses was taken. Some key findings were that the academic units appear to control the hiring process; it is not just external like World Campus. Not all online programs are fully integrated. In some units, faculty are hired to teach online and in others it is divided among current faculty that are able and willing to teach online. The key future challenge is having the resources to properly staff online programs.
- f. A grade distribution report was presented at the April meeting and the average grade has gone from 2.79 in 1999 to 3.09 in 2009.

5. **Report from the Scheduling and Usage Task Force**

Margo Boman and AB Shafaye presented.

Wolpert instructed the Senate to pay particular attention to this matter, since a vote would be needed following the discussion.

In recognition of the changes to the Penn State Harrisburg student population and consequent changes in registration patterns and space allocation needs, Dr. Matthew Wilson, Faculty Senate President and Dr. Mukund Kulkarni, Senior Associate Dean for Academic Affairs charged the Taskforce.

The Task Force was charged to

- Review the current practices in use at Penn state Harrisburg to assemble Schedule of Courses information (which courses are to be offered, when they are to be scheduled and where they are to meet) and producing the semester schedule (time-line for producing and publishing); and
- Based on this review, recommend changes to these practices.
 - a. In the Fall of 2005, 55% of students were undergraduate students, about 45% were graduate students. In the Fall of 2009, 67% were undergraduate students and 33% were graduate students.
 - b. In the Fall of 2005, about 50% of students were full-time and 50% were part-time. In Fall 2009 60% were full-time while 40% were part-time.
 - c. The distribution of courses among the Standard Periods in the Current Scheduling Template shows that the five standard 3 day/week, 50 minute periods accounted for a total of 28% of all daytime course offerings in Fall 2009 and 20% of all daytime course offerings in Spring 2010.
 - d. In contrast, three of the seven 2 day/week 75 minute periods were the most heavily used for AY 2009-2010. These periods (TR 11-12:15 p.m.; MW 2-3:15 p.m.; and TR 2-3:15 p.m.) accounted for 35% of all daytime course offering in Fall 2009 and 36% of all daytime course offering in Spring 2010.
 - e. The Course Scheduling and Classroom Usage Task Force makes four recommendations as listed below.
 - i. Targets for course distribution. The Task Force recommends that each Academic School should establish targets for distribution of courses offered prior to 6 p.m. Academic Schools should benchmark current course distribution of 3 credit courses between the 3 day/week, 50 minute periods and 2 day/week, 75 minute periods and adopt goals to more equitably distribute courses among these deliveries in a manner that supports the pedagogical concerns of the faculty.
 - ii. Updated Scheduling Template for 3 credit courses. The Task Force recommends that the Capital College adopt effective Fall 2011 the Scheduling Template for 3 credit courses as detailed in Appendix D. This template provides:
 - 100 additional schedulable minutes per classroom (see Appendix E);
 - Six 3 day/week, 50 minute periods on MWF
 - Seven 2 day/week, 75 minute periods on MW and TR;
 - Flexible schedulable time 8-8:50 a.m. MTWRF, that may be used for 3- or 4-credit courses as determined by the Academic Schools;
 - 1 night/week, 150 minute periods that begin at 6:00 p.m.; and
 - 2 night/week, 75 minute periods (MW and TR) that allow flexibility in evening delivery.
 - iii. Note that the when using the 2 night/week, 75 minute periods, programs should consider offering courses in a “package” offering two courses that students are likely to take together one after another so that students can most fully take advantage of this delivery.
 - iv. Updated Scheduling Template for 4 credit courses. The Task Force recommends that the Capital College adopt effective Fall 2011 the Scheduling Template for 4 credit courses as detailed in Appendix E. Note that Academic Schools should consider classroom usage when scheduling 4 credit courses. The scheduler is encouraged to

schedule these courses so that they dovetail with one another allowing for efficient room scheduling.

v. Formation of a Standing Committee on Course Scheduling and Classroom Usage. The Task Force recommends that the Senior Associate Dean for Academic Affairs in consultation with the School Directors and the Faculty Senate should appoint a Standing Committee on Course Scheduling and Classroom Usage. The purpose of this committee will be to monitor scheduling practices of the college; adherence to the course scheduling template; and course distribution among the standard periods. The Committee should be co-chaired by the College Registrar and a Faculty member. Membership should be drawn from Academic School Faculty and Staff who are involved in constructing the schedule of courses. This committee would provide a report to the Senior Associate Dean and School Directors regarding these issues and making recommendations as necessary.

PROS:

The Task Force feels that the proposed update to the scheduling template provides some distinct advantages over the current scheduling template.

For classes starting prior to 6 p.m., it provides:

1. Some increase in schedulable hours, permitting more courses to be offered.
2. An incremental increase conducive to faculty buy-in;
3. A reasonable balance of 50 and 75-minute periods supports pedagogical approaches requiring longer periods (simulations, case studies, current events discussions);
4. Addition of MWF 2-2:50 classes will establish precedent of Friday afternoon classes and gain 100 additional schedulable minutes per classroom per week;
5. Rational schedule supporting 4-credit classes.

For classes starting 6 p.m. and later:

1. Provides an earlier start for evening classes that will be welcomed by faculty and students and will make us more competitive; and
2. Introduces 75-minute, twice-weekly evening classes which permit more courses and may help some programs.

CONS:

The Task Force recognizes that the proposed update to the scheduling template is not without flaws. Below are the primary issues should this change be adopted.

1. Loss of research time blocks for faculty accustomed to teaching twice weekly without the lowering of faculty research expectations;
2. Potential loss of some adjunct faculty for whom thrice-weekly classes could be a problem (family needs, travel, compensation);
3. Potential for failure if programs continue to try to schedule courses as usual;
4. Possible need to increase adjunct faculty compensation for thrice-weekly classes;
5. More scheduling challenges (but manageable) for programs that have 3 or 2 hour lab periods.

As the college moves to having more full time undergraduate students, we need to utilize our space more effectively since we will not be getting additional facilities anytime soon.

The faculty has responded well to the recommendations. There is a concern regarding adjunct faculty, since we would be changing the time period for the evening classes. Faculty members are

not excited about the MWF schedule, but they realize that they need to be more accommodating to the students and the progress they need to make towards graduation. The school directors expressed their interests and concerns, especially concern regarding specialize programs. Also concerns about hybrid courses that may need classroom space, but not on a regular basis.

One of the recommendations was to create a standing committee on the Senate. Kulkarni recommended against that, since the Physical Plant committee already looks at the usage of space on campus. Possibly add some ex-officios to that committee to handle some of those issues.

The Senate voted on whether to accept the report for recommendation to the Chancellor's office. The report was approved unanimously.

6. Committee Chair Reports

Academic Affairs Committee – Linda Null for Chair Judy Zaenglein

Courses that were reviewed over the past year were provided in the information distributed to all members.

The Committee chair worked with Rebecca Gardner and Penny Carlson on the development of a course and program proposal manual and “flowchart” to be shared with the School Directors and Program Coordinators.

Committee Concerns:

- The Committee is concerned that it have adequate time to consider course and program proposals, especially at the beginning of the academic year when there are a number of proposals received for consideration. Next year, the committee will schedule two meetings in September to provide greater opportunity for review and dialogue on proposals. The second meeting only will be held if the workload dictates.
- The committee supports the use of the on-line course proposal system. However, some procedural issues continue to be of concern. Committee members suggest that they have the capability to hide proposals once they are reviewed, but to get them back at some future time. Currently, once the information is hidden it cannot be retrieved. They also request that the committee chair and/or committee members have access to the administrative section of the system that tracks the progress of proposals once entered into the system.

Enrollment Management and Outreach Subcommittee – D. Hummer (not present)

Wilson addressed the report and touched on the subject of reserving dorm rooms for international students on campus.

- Many international students are forced to live out in the community. The committee would like to see a block of beds reserved for these students.
- The number of international students changes every year, so it is difficult to know how many beds to hold.
- Senior administrators agreed that this is a problem.

- Will work with D. Holtzman to see how many beds are reserved for international students and will try to have the number increased.
- It was recommended that this committee continue to closely monitor the housing of international students with the Student Affairs office.

Faculty Affairs – M. Barton

The main charge given to the Faculty Affairs Committee was to consider the implications of the growth of online instruction at Penn State Harrisburg.

Many questions arose from both the student's point of view and the faculty member's point of view.

- Students have concerns about working independently on lessons, without having the instructor available for questions. Will they be able to receive the same amount of tuition support? Are they getting their money's worth? Will online students be eligible for the same academic awards? Will online credits transfer?
- Faculty worries that new faculty members will only be hired if they agree to teach on-line courses. How will the faculty who design on-line courses be supported? How will online faculty be compensated? How will SRTE's be administered.

Recommendations:

Faculty Senate or the Faculty Affairs committee should discuss with World Campus staff their experience and advice regarding online instruction. Likewise, there should be discussions with the Internet MBA (IMBA) faculty on their experience and advice.

Human Resources and Business Services Committee – R. Gray

Charge: "That an objective cost effectiveness analysis be done to evaluate the bookstore. It is an objective analysis that encompasses a review of both the qualitative and quantitative costs and benefits of the bookstore, against a comparison of the opportunity costs and associated benefits. A cost effectiveness analysis is distinguished from a cost benefit analysis by the inclusion of qualitative issues. This recommendation is made in light of the changing business models for delivering printed material."

- Discussions regarding bookstore satisfaction and dissatisfaction were the topic of each general meeting. At least one committee discussion included bookstore management and a SGA student representative.
- A survey about the Penn State Harrisburg Bookstore was sent to all PSU-H students.
- More than 400 students responded. Analysis of the student SATISFACTION section of the survey showed that 80% of the students were "very unsatisfied to unsatisfied" regarding the price of texts, and 50% of the students were "very unsatisfied to unsatisfied" regarding the availability of used texts.
- Communication and the faculty understanding the process is an important problem we need to solve. When faculty get their textbook requests in late, the bookstore then goes out to try and purchase enough used and new books to fulfill the orders, but there are very few used books available at the lower price thus resulting in student dissatisfaction.
- Many times the faculty members do not receive the requests from the bookstore regarding books needed for the next semester. Could possibly have a dedicated staff

assistant that would make sure all book requests were submitted to the bookstore by the deadline.

- A new federal law that took effect on March 1, 2010 indicating that faculty need to provide their book lists for the next semester by a certain date so that students have ample time to find the best deal on books. This is difficult for many faculty members since many don't know what classes they will be teaching the following semester.

Information Systems Technology Committee – G. Clark (not present)

Committee Charge:

- Study and report on Wireless 2.0 initiative.
- Promote IPASS scanning of faculty computers.
- Discuss implementation of a visitor wireless network.
- Study computer lab usage and make recommendations for improved access.
- Discuss Infrastructure upgrades and changes.
- Suggest a cycle for refreshing classroom technologies.

G. Crawford spoke on behalf of the committee. He addressed a few topics in the report. Identity Finder has now been loaded onto the network and faculty and staff are asked to run the program to identify any potential security breaches. The visitors' wireless network is still being established.

International and Intercultural Affairs Committee – L. Asimeng-Boahene

Charge 1. As directed by the President of the Senate, provide advice and counsel to the administration regarding the special needs of international students.

Charge 2. Look for other sources in organizing the Film Festival.

Charge 3. Plan and organize faculty Forum geared toward international issues.

Charge 4. Serve as an advisory group, providing recommendation to Catherine Rios as organizer of the International Film Festival.

Prof. Winch reported that the photo contest was a success. The contest included 69 entries from 20 people, with photographs from every continent. Dr. Kulkarni provided funding for award ribbons. In total, 24 different prizes were given for different categories of photographs and for two categories of photographers - students and faculty/staff/alumni. The committee will try to work more with the International Programs office to advertise the contest beforehand.

The International Film Festival was held March 18-21, 2010, with a filmmaker screening and workshop held on March 24, 2010. Films were selected through campus recommendations, research of other festival programs, and from films screened at the Cannes and Tribeca Film Festival. The festival was funded through a grant from SAF with support from the schools.

The committee had made an appeal to the Faculty Senate during the March 23, 2010 to possibly obtain consistent funding for the International Film Festival. Kulkarni stated that the Chancellor's office will provide funding for the Festival.

The committee was unable to provide a Faculty Forum on international issues due to extenuating circumstances. Hopefully that is something that can be addressed in 2010-2011.

Physical Plant Committee – B. Cigler

- The Physical Plant Committee met three times during the academic year. It conducted most of its work through member contacts with faculty across campus, as well as some staff and students. Using email, School meetings, and/or one-one-one contact, members solicited suggestions for improving Penn State Harrisburg's physical plant.
- Many issues were address by the committee: including the need for a classroom audit, overcrowding in classrooms, renovations needed in certain classrooms, whiteboards v. chalkboards, and table armchairs v. fixed seating.
- The issue of faculty parking seems to be an ongoing concern. There is a shortage of parking during peak times and some faculty members would like their own parking lot. More spaces will be created when construction is finished on the new dormitories. They are also designing a new parking lot.
- The tobacco policy was reviewed as listed in the committee report.
- The need for shuttle services was addresses since taxis will not pick up fares on campus. The committee would like to see the college make arrangements with a local taxi service for short trips.
- The Physical Plant Committee recommends having a faculty forum for faculty to attend and address concerns they may have on campus.

Student Affairs – Katherine Baker, Chair

1. Evaluation of applications/nominations for student awards and scholarships.
 - a. Establish awards/scholarship subcommittee
 - b. Identify awards/scholarships and deadlines →
 - i. Develop listing of awards. Faculty Senate Office
 - ii. Publish calendar of application/decision deadlines
 - c. Evaluate current year's applications/nominations.
 - d. Develop standardized scoring sheet for awards/scholarships.

Response:

Items a – c were completed. We have begun working on a standardized scoring sheet for awards. This is being done in conjunction with the financial office.

Suggestions and Recommendations:

The committee should make it a priority to develop a standardized scoring sheet for awards. This should be presented to the faculty senate for review and approval.

2. Transition to college life
 - a. Assess utility of options to enhance integration of off-campus students into student life.
 - Evaluate and rank alternatives
 - Identify barriers to integration of students into campus-life.
 - Develop limited implementation plan for top two ranked options.
 - b. Survey students for ideas.

Response: The committee needs to continue to work with the Student Affairs Office to facilitate student transitions to college life. In addition, the committee needs to work closely with the

Physical Plant and Strategic Planning Committees to address these and similar issues before problems arise.

3. Evaluation of off-peak hours campus services.

Response: The committee noted that with the transition to a resident campus, there is a need to develop additional services, particularly dining services, for students. This should be coordinated with Housing and Food Services.

DINNER BREAK – 6:30 P.M.

6. Recommended Committee Charges for the 2010-2011 Academic Year

Academic Affairs Committee

1. Continue to review and evaluate course/program proposals.
2. Distribute the course development and program manual to all school directors and department heads.
3. Identify and link faculty resources for curriculum development to the college's web site.
4. Collaborate with the developers of the on-line program proposal system to assure that campus-specific issues are addressed in the system.
5. Collaborate on the development of faculty training sessions on the use of the on-line course proposal system.

International and Intercultural Affairs Committee

1. Faculty forum for international issues, especially sharing experiences on study tours by Penn State Harrisburg faculty or students.
2. The committee can make suggestions on how to increase international corporations in research, teaching and service for Penn State Harrisburg faculty and students. Work with the Development Office to identify possible corporate relationships.
3. Continue organizing International Film Festival
4. Continue organizing International Photography Contest
5. Coordinate and support the Diversity and Equity in Education Committee on international speakers as part of the lecture series.
6. The organization of a forum for international issues including integrating international issues to current courses to make them more international and also establishing collaboration with other overseas institutions.

Physical Plant Committee

1. Complete the development of a classroom audit sheet for faculty to report overcrowding or underutilization or damage to the classroom (broken furniture or other physical problems.)
2. Look into ways to improve energy efficiency on campus. Such as leaving windows open, lights on, projectors on.
3. Survey the faculty regarding their desire for faculty/staff only parking and have them justify their reason.

4. The Committee will then follow-up on any areas left unsettled by the work of the Committee in the last academic year.
5. The Committee will take suggestions from its members and their units to add agenda items for the academic year, i.e., the Committee's work will not be static.

Human Resources and Business Services Committee

1. Work with the Bookstore to improve the *reliable* communication of faculty book requests.
2. Work with the Bookstore to notify faculty of the cost of their book selection (both used and new prices) during the selection process.
3. Feasibility of switching to E-Books.
4. Generate and use a faculty survey about the Penn State Harrisburg bookstore.
5. Generate ideas that may expand the role of the bookstore to support our students/faculty and staff, beyond its traditional services.

Enrollment Management and Outreach

1. Recommend a plan to accommodate housing needs for last minute international students, either on campus or nearby off campus facilities. Work with Housing and Food Services, The Village of Pineford and Aldwyn Court Apartments.
2. Work with the College Registrar to monitor scheduling practices of the college; adherence to the course scheduling template; and course distribution among the standard periods.

Faculty Affairs Committee

1. Evaluate participation in Fall 2010 online SRTE's. Make recommendations to improve participation rate and effectiveness.
2. Canvas faculty on their need for off-peak campus services.
3. Organize a Faculty Forum on learning outcome assessment. Develop a list of on campus faculty/staff that are knowledgeable about the assessment process.
4. Canvas adjunct faculty on their needs.
5. With the increased number of Freshman and Sophomore students, survey the faculty regarding the possible increase in workload.

Information and Technology Committee

1. Study and report on the impact of security breaches of campus computer equipment.
2. Canvas the faculty about students refusing to vacate computer labs prior to class time. Look into software solutions to this problem (consult with the ITS committee on Beaver Campus, which was testing a program to control students internet access in Spring 2010.)
3. Report on continuing updates to campus computing infrastructure and report on any weaknesses.

Student Affairs Committee

1. Evaluation of applications/nominations for student awards and scholarships.
 - a. Establish awards/scholarship subcommittee
 - b. Identify awards/scholarships and deadlines →
 - i. Develop listing of awards. Faculty Senate Office
 - ii. Publish calendar of application/decision deadlines
 - c. Evaluate current year's applications/nominations.
 - d. Develop standardized scoring sheet for awards/scholarships.
2. Transition to college life
 - a. Assess utility of options to enhance integration of off-campus students into student life.
 - i. Evaluate and rank alternatives
 - ii. Identify barriers to integration of students into campus-life.
 - iii. Develop limited implementation plan for top two ranked options.
 - b. Survey students for ideas.
3. Evaluation of off-peak hours campus services. Poll students regarding the need for late night dining options. Work with food services to determine the feasibility of having Biscotti's open during off-peak hours.
4. Recommend a policy for granting excused absences to student athletes during organized events.

Adjournment

The meeting was adjourned at 7:35 p.m.

/slp