

**Penn State Harrisburg
Faculty Senate Agenda**
Tuesday, September 24, 2013
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes August 29, 2013 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS Appendix "B"
Approval of the September 3, 2013 Minutes of Academic Affairs
- C. COMMUNICATIONS TO THE SENATE
 - a. Letter from Rod Zink, Director of Composition: General Education Composition courses and Entrance –to-Major requirements Appendix "C"
 - b. Potential FERPA violations with new Student Club Policy
 - c. Concerns regarding Physical Plant maintenance and energy conservation efforts
- D. REPORT OF THE SENATE PRESIDENT
 - a. New developments regarding the Wellness Initiative
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
- H. UNFINISHED BUSINESS
 - a. Presentation of draft of Senate statement on the Wellness Initiative for approval
- 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 is Thursday, October 24, 2013 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

THE CAPITAL COLLEGE
FACULTY SENATE
MINUTES
August 29, 2013

Attendees:

Capital College Senators: S. Agili, E. Delozier, G. Mazis, C. Rios, C. Sabina, M. Strickland, G. Subramanian and P. Vora

Administrators Present: M. Kulkarni

Student Representative: K. Seaman

University Park Council Representative: J. Ruiz

Catherine Rios, Faculty Senate President opened the meeting at 12:05 p.m.

A. Minutes Approval for Faculty Senate Meeting

Rios requested a motion to approve the minutes from the May 3, 2013 meeting. A motion was made by Subramanian/Mazis approve the minutes and they were unanimously approved.

B. Minutes Approval for Academic Affairs Meeting

None

C. Communications to the Senate

- Introductions were made around the table.
- Kenneth Seaman, President of the Student Government Association spoke to the Senators about goals for the coming year. The theme for Student Government is "Cooperation" and he is hoping to create a better way for clubs, organizations, faculty and staff to work together. He encourages faculty members to get involved with the activities that occur on campus.
- The SGA is proposing a resolution to increase common time reserved for student and University activities by having a common hour every day of the week. They suggested that a break be scheduled during the period from 12-1pm Monday, Wednesday and Friday and from 12:30-1:30pm on Tuesday and Thursday. The bill will go before SGA on Thursday, September 5, 2013. If it is passed, it will then proceed to Dr. Brown-Haywood then to Dr. Kulkarni. Dr. Kulkarni noted that he supports such an action.
- Rios will be creating a communication from the Faculty Senate to go out to faculty approximately twice a month. Senators will be able to preview the communication and will have 24 hours to provide input.

D. Report of the Senate President

1. Committee assignments and charges were reviewed.

2. Two ad hoc committees will be established this year. The first will examine space re-allocation for the Olmsted Building and the second will oversee the planning for the proposed Student Enrichment Center.
3. Kulkarni has invited Susan Basso to campus to discuss the changes in health care. Once dates are received, we will set up a faculty/staff forum.

E. Comments by the Chancellor

1. Kulkarni reported on enrollment numbers for the Fall 2013 semester (however they are not complete as of this date)
 - Freshman enrollment is up
 - Graduate enrollment is down by approximately 70 students
 - Online graduate programs are up, but are not counted in our enrollment numbers
 - Transfer students are down, due to lower enrollment at HACC
 - Our total enrollment has increased by approximately 150 students
 - Out of state and international enrollment has increased and approximately 47% of incoming freshman are from out of state/country
2. Campus updates
 - Construction is continuing on the EAB addition and should be completed in May, allowing occupancy over the summer months.
 - The freight elevator has been replaced in the Olmsted Building
 - Kulkarni is in the final stages of receiving approval for a Student Enrichment Center. The building will be 56,000 square feet and will have a 400 seat auditorium, dining facility, convenience store and bookstore. Student support services will be moved to the Enrichment Center.
3. We need to focus more on the needs of the international students. Kulkarni has met informally with several groups to discuss their needs.
4. Strategic Planning will begin again on our campus. They will be focused and efficient to deal with our growing needs.

F. Comments from the University Council Representative

Ruiz provided information regarding the health care initiative

- On August 20, 2013 the University Senate Council met with Basso, however, only 15 minutes were allotted for questions.
- Ruiz stated that the premise behind the change is that wellness and prevention will save the University money. However, he presented articles that disputed the information. Ruiz stated that more preventative exams may result in over diagnosis and may end up costing the University more money.
- A large concern is being voiced regarding the privacy of the individual having to enter information into WebMD.
- Kulkarni stated that this is a University issue, not a college issue. We need to provide information to our faculty and staff and allow them to make decisions.

G. New Business

None

H. Unfinished Business

None

I. New Legislative Business

None

J. Legislative Reports

None

K. Forensic Business

None

L. Advisory/Consultative Reports

None

A motion to adjourn was made by Delozier/Subramanian at 1:50pm.

The next meeting of the Capital College Faculty Senate will be Tuesday, September, 24, 2013 in the Madlyn Hanes Executive Conference Room beginning at 11:50 a.m.

/slp

**MINUTES
ACADEMIC AFFAIRS
Tuesday, September 3, 2013
12:00 – 1:15 P.M.**

Members present: Rick Ciocchi, Gregory Crawford, Jennifer Hirt, Jesse Middaugh, Linda Null and Odd Stalebrink

Non-voting ex officio members: Omid Ansary and Peter Idowu

Invited guest: Matthew Wilson

1. L. Null opened the meeting at 12:00pm.
2. Introductions were made around the room. Null received the charges and reviewed them with the Committee.
 - Continue to collaborate with the developers of the on-line program proposal system to assure that campus-specific issues continue to be addressed in the system
 - Maintain the Course and Program Proposal Handbook developed for faculty members (preferably on the college website)
 - Assist in the roll-out of the on-line program proposal system, when completed
 - Organize additional CSCS training sessions for PSH faculty

Null also directed the Committee members to the resources that are available at the University Faculty Senate website: <http://www.senate.psu.edu/>

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

EDUC 303 – Sensitivity to Special Learners – Denise Meister

This is a simply name change for the course in order to better reflect ways of describing students with whom teachers work. "Inclusive Practices in General Education Classrooms" appropriately reflects current vocabulary.

A motion to approve the course change was made by Crawford/Ciocchi and was unanimously approved.

HLS 575 – Homeland Security Law – Paul Thompson

The Homeland Security Program is growing rapidly and there is a need to add additional 500-level courses. This course complements the three HLS core courses for the i-MPS, providing context and application of the many concepts and processes that were presented, especially in HLS 801 on the organization and administration of homeland security.

The course was recently run as a one semester special topics and received an overwhelming response. Committee members questioned the lack of a prerequisite for a

500-level course. Originally it included HLS 801 as a prerequisite; however, Chen questioned having an 800-level course as a prerequisite for a 500-level course. It is acceptable, as they are both upper level classes. It was recommended that Thompson add "HLS 801, HLS 803, and HLS 805 or permission of the program" as prerequisites and he approved that change.

Questions regarding the course outline were addressed and Thompson will add additional weeks to bring the course to 15 weeks (although World Campus courses are usually only 12 weeks in length.)

A motion to approve the course with changes to the prerequisites and course schedule was made by Ciocci/Crawford and was unanimously approved.

Criminal Justice Program Change – Shaun Gabbidon

The undergraduate CRIMJ program intends to replace the core curriculum course CRIMJ 113, Introduction to Law, with CRIMJ 220, Courts and the Prosecution Process. The rationale for this change is two-pronged and fairly straightforward. First, CRIMJ 113 is a course more appropriate for a pre-law or legal studies curriculum. From the course description, criminal law is but one aspect of the law that is addressed in the course, whereas CRIMJ 220 is focused exclusively on criminal prosecution and the workings of courts as a subsystem of criminal justice. CRIMJ 113 being included in the core curriculum is an artifact of an earlier era of the CRIMJ program at Harrisburg when several full-time faculty in CRIMJ were degreed in law or legal studies. CRIMJ 220 is much more appropriate given that other courses in the core curriculum also focus on subsystems of criminal justice (i.e., CRIMJ 210 and CRIMJ 230, policing and corrections, respectively). In terms of coverage of the workings of the present criminal justice system, this three course sequence is more coherent. It also would make the CRIMJ major at Penn State Harrisburg more similar to the CRIMJ major at Penn State Altoona, the other large CRIMJ major in the system.

The Committee recommended that the second paragraph (dealing with faculty teaching the course) of the summary of the proposed changes statement be removed.

The Committee would like additional consultation with other campuses that are offering the CRIMJ 113 course, so that students who may transfer to our program are still able to meet the requirements of the major and minor. It is recommended that a consultation table be created.

A motion to approve the program change with additional consultation and removal of the second paragraph in the summary of proposed changes was made by Crawford/Ciocci and was unanimously approved.

American Studies Minor – John Haddad

Three different versions of the American Studies Minor are offered at Penn State: AMSCC (University College, Penn State Brandywine, Penn State Fayette, Penn State York), AMSAB (Abington), and AMSTD (Harrisburg). For the purposes of transferability across campuses, it is advantageous to have a single minor throughout the Penn State system. Assessment of existing offerings of this minor reveals the following problems with the AMSAB and AMSCC minors: (1) a long list of "additional courses,"

many of which are not offered or have been dropped from the curriculum; (2) the absence of a body determining approved courses; and (3) reference in the description of the AMSAB and AMSCC minors to a University American Studies Program Committee that no longer exists. Adoption of the AMSTD minor by the other campuses is problematic, however, because Harrisburg includes a requirement of selecting 12 credits from AM ST courses, and other campuses do not offer as many of these courses. The campus representatives agreed that a solution is to replace the current minors with a combined minor that (1) allows each campus to determine an appropriate list of approved courses; (2) more clearly designates AM ST 100 as a requirement for the minor; (3) reduces the required number of credits for AM ST 491W from 6 to 3; (4) requires that at least 6 credits of American Studies coursework be taken at the 400 level; and (5) has a description that applies to all the campuses (and removes reference to a university committee). With these changes reflected in the catalogue copy, all the campuses can adopt the minor with current resources.

The Committee noted that consultation was not included with the proposal. Extensive consultation was done and will be attached.

A motion to approve the program change with the additional consultation was made by Ciocci/Crawford and was unanimously approved.

Applied Research Psychology – Thomas Bowers

The Psychology Program submitted a proposal for an Integrated Undergraduate-Graduate (IUG) Program combining the BS and MA degrees in Applied Research Psychology. This program has come before the Committee before and the recommendations were incorporated into the proposal. Additional editorial changes were noted (use of tables, bolding changes, correct numbering, etc.).

A motion to approve the IUG proposal with editorial comments from the Chair was made by Crawford/Ciocci and was unanimously approved.

Fall 2013 meeting dates and times:

Thursday, October 3, 2013 W207

Tuesday, November 5, 2013 W205

Thursday, December 12, 2013 W207

Adjournment at 1:15pm

PENNSTATE



Harrisburg

777 W HARRISBURG PIKE
MIDDLETOWN PA 17057-4898

September 18, 2013

Dear Friends and Colleagues in the Faculty Senate:

As Director of Composition, I have had the honor of heading our campus's ongoing efforts to address the decline of writing skills evident in our ever growing student population. I am happy to report that with the help and full support of our administration, as well as faculty from every department on our campus, we have made great strides in improving student writing skills over the last three years, including, but not limited to, all of the following:

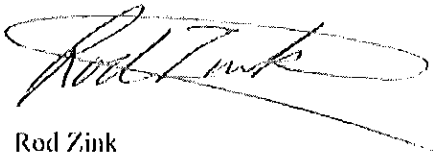
- Unified course parameters for all of our composition courses (ENGL 004,005,015,and all 202s)
- Ongoing professional development and training for our composition faculty
- Improvements in placement of incoming traditional and international students in composition
- The establishment of new courses for international student developmental writing (ESL 004 and 005)
- Multiple initiatives to directly address grammar and usage issues in student writing
- Grade norming for all of our courses, and much more.

I am writing you to ask for your help and advice to address two common general education degree requirements that greatly hamper our ability to ensure that all of our students have adequate writing skills as they move through our programs, graduate in our majors, and enter their professional and academic futures.

Recently, we discovered that most programs on our campus, and all across Penn State, require only a grade of "D" or above in ENGL 015 or 30 (Freshman Composition or Honors Composition) to enter their majors, and a "D" or above in one of our ENGL 202s (A,B,C,D), our discipline specific writing courses, to fulfill graduation requirements. While a handful of majors such as accounting, elementary education, and secondary education require a "C" or above in ENGL 015 to enter the major, the vast majority of programs and majors do not. Similarly, there are only a handful of majors that require a "C" or above in an ENGL 202 to fulfill graduation requirements. As one of the shared frustrations voiced campus-wide by so many of our faculty was that students were slipping through our composition courses without adequate writing skills, we have made a concerted effort to serve as gate-keepers in both our freshman, and sophomore discipline-specific, composition courses. We believe that even with our more stringent grading parameters, however, students who earn a "D" have not achieved a sufficient skill level in writing, and should be required to re-take these courses until they earn a "C" or above. We also believe that our campus faculty and administration are in agreement that writing skills are so essential for the success of all our students, regardless of major, that the current requirements are insufficient, and allow students to go through our campus programs and graduate without the writing skills they need.

We wanted to bring this matter before you, our faculty senate, in the hope that there is something we can do on our campus to raise the entrance requirements campus-wide to a "C" or higher in ENGL 015 (or 30), and graduation requirements to a "C" or above in ENGL 202. We realize asking every major to change their requirements might be a daunting task (to say the least) because of all the necessary documentation and procedures, but would be willing to try if you believe that is the best method. If all our departments were in agreement with our requested changes, however, we wondered if we could create campus-wide requirements for all Penn State Harrisburg admittances to majors, as well as graduation requirements for all campus degrees. We also realize that such a request is a complex one, and that there might be issues well beyond our own perception, but are confident in the broad perspectives and wisdom found within you, our faculty senate, to review the matter and offer us guidance. We are grateful for your consideration of our request, your careful reconsideration of our current degree requirements, and look forward to your thoughts, ideas, and assistance regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rod Zink", with a long horizontal flourish extending to the right.

Rod Zink

Ph.D., Director of Composition
Instructor of English and Humanities

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