

Penn State Harrisburg
Faculty Senate Agenda
Thursday, April 22, 2010
Room C-300/12:00-12:45 p.m.

A. MINUTES OF THE PRECEDING MEETING

Approval of Senate Minutes (3/23/10)

Appendix "A"

B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS

Minutes of April 8, 2010

Appendix "B"

C. COMMUNICATIONS TO THE SENATE

None

D. REPORT OF THE SENATE PRESIDENT (5 min.)

E. COMMENTS BY THE CHANCELLOR (10 min.)

F. COMMENTS FROM THE UNIV. COUNCIL REP (J. Ruiz – 5 min.)

G. FORENSIC BUSINESS

None

H. NEW BUSINESS

I. UNFINISHED BUSINESS

J. LEGISLATIVE REPORTS

K. ADVISORY/CONSULTATIVE REPORTS

Information Systems and Technology Committee (2/23/10)

Appendix "C"

Physical Plant Committee (4/7/10)

Appendix "D"

L. NEW LEGISLATIVE BUSINESS

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE COLLEGE

NOTE: The next meeting – Tuesday, May 11, 2010 from 4-9 p.m. in Room C300.

CAPITAL COLLEGE FACULTY SENATE
MINUTES
March 23, 2010

Attendees:

Capital College Senators: S. Agili, J. Harris, R. Luquis, G. McGuigan, B. Ran, M. Strickland, E. Taylor, M. Wilson, and S. Wolpert

Administrators Present: M. Hanes, M. Kulkarni

Absent: F. Ahmed, N. Bayraktar, J. Ruiz

Matthew Wilson, Senate President, opened the meeting at 12:35 p.m. Wilson turned to meeting over to President Elect Wolpert, since he needed to leave the meeting early.

A. Minutes Approval for Faculty Senate Meeting

1. Wolpert requested a motion to approve the minutes of the February 25, 2010 meeting. A motion was made by Harris/Strickland to approve the minutes as written and they were unanimously approved

B. Minutes Approval for Academic Affairs Meeting

1. A motion was made by Luquis/Taylor to approve the minutes from the March 16, 2010 and meetings and was unanimously approved.

C. Communications to the Senate

None

D. Report of the Senate President

1. Wilson reported that we are in the beginning the election for President Elect of the Faculty Senate. The ballot was to be distributed later that afternoon. Promotion and Tenure Nominations would also be going out that afternoon.

E. Comments by the Chancellor

1. An announcement is forthcoming appointing Dr. Mukund Kulkarni as Interim Chancellor effective July 1, 2010. The search for the new Chancellor will soon be underway. The position announcement will be appearing in the forthcoming issues of the *Chronicle of Higher Education* and the call for nominations for search committee membership is forthcoming in the near term as well.
2. Enrollments for Summer and Fall 2010 are under examination. Undergraduate numbers were down last summer, perhaps due to the economy or shifts in enrollments in favor of World Campus. However, graduate numbers remained fairly stable. Penn State Harrisburg's online courses tend to perform well in summer sessions. Academic Council is considering increasing online course offerings, giving students greater flexibility to enroll during the summer months. Fall enrollment appears to be solid. At present, out-of-state enrollment is holding at the same percentage as last

year (approximately 30 % of the incoming class is from out-of-state.) The college already has a waiting list for the new freshmen only student housing as well as the apartment style housings. It is still too early to provide reliable enrollment information about new international students, since these students often do not enroll until closer to the beginning of the Fall semester. Overall numbers of international students are increasing. This year the college had 79 students; with the greatest increase evident among undergraduate students. The full-time, undergraduate student population is continuing to grow; as is the number of transfer students entering at the upper division.

F. Comments from the University Council Representative

None

G. Forensic Business

None

H. New Business

None

I. Unfinished Business

None

J. Legislative Reports

None

K. Advisory/Consultative Reports

None

L. New Legislative Business

None

M. Comments and Recommendations for the Good of the College

The Faculty Senate took the opportunity to congratulate Dr. Hanes on her promotion to Vice President of Commonwealth Campuses. They also expressed their sadness. Dr. Hanes will be greatly missed.

The meeting was adjourned at 1:10pm.

Next Faculty Senate Meeting April 22, 2010 12:30pm C300

/slp

**MINUTES
ACADEMIC AFFAIRS
Thursday, April 8, 2010
12:30 – 1:30 P.M.**

Members present: Kimetta Hairston, Bernadette Lear, Linda Null, Don Hummer, Yvonne Sims, Girish Subramanian, Oranee Tawatnuntachai, and Judith Zaenglein

Invited guests: Steve Peterson

Minutes Approval for March 16, 2010 meeting – The minutes were distributed via Angel prior to the meeting. A motion to approve the minutes was made by Subramanian/Tawatnuntachai and were approved unanimously.

1. Approval of Courses/Programs Proposals:

- a. Information Sciences and Technology for Accounting Minor – Jane Kochanov
Removed ACCTG 311 from prescribed courses, since it is no longer offered.
Moved ACCTG 403 to prescribed courses and added ACCTG 310 to additional courses.
Motion to approve was made by Subramanian/Null and was unanimously approved.
- b. Sociology Major – Dr. Senel Poyrazli
Second time this major change was before the committee. Poyrazli worked with Penny Carlson and made all of the changes to the proposal that were addressed during the February 16, 2010 meeting.
It was suggested that “Existing courses added to the Major” replace “courses added.”
It was suggested that a recommended course of study sheet be included with the proposal.
Motion to approve the revised proposal was made by Leer/Hairston and was unanimously approved.

2. Zaenglein thanked all the committee members for their service during the past year and hopes they will consider remaining on the committee next year. To begin the next term, it was suggested that we hold two meetings in the first month, due to the fact that we may have a large number of proposals. Members contributed recommendations which Zaenglein will compile for the end of the year report to the Faculty Senate. All members will receive a copy upon completion.

3. Adjournment at 1:00pm.

/slp



Penn State Harrisburg
Information Systems Technology Committee
Tuesday, February 23, 2010
12:30-2:00 E310

Committee Members:

✓Robert Coffman
✓Eric Delozier
Jubum Kim
✓Cynthia Mara
✓Jesse Middaugh
✓Senel Poyrazli
✓Hal Shill
✓Mohammed Tofighi
Student
✓Gloria Clark, Chair

Non-voting Ex Officio Members

✓John Hoh
Kate Tompkins
Greg Crawford

Agenda:

1. Dr. John Hoh: Technology Updates
New projectors in W304; E334; E316; E310; E307; E240; E247
To be replaced in W7; LIB304; LIB302
Podiums replaced in W338; E339
Classroom Renovations completed
Math Tutoring Center
Chemistry Lab
East Gate Computer Lab
To be completed:
C211 podium/AV controls
E334 furniture/computers
Computer Labs in the basement Helpdesk Area-major update
TL128 Similar to TL118

2. IPAS has now been re-organized under Security and Risk Management and is called Identity Finder. With this more user-friendly update, faculty and staff will be able to manage the report and create a white list for false positives or eradicate the offending file. The next time the computer is scanned, the scan will skip the white list. Computers will be scanned in March or April of 2010 for the first time. There will be training available for faculty and staff. Of course there are legitimate reasons to have social security numbers:

Enrollment

Immigration Law

Certification Exams/Cooperative Experiences/Internships

Employment

Planned Giving Donors

Police Services

2. Committee Discussion: Project to educate the faculty about computer scanning for such numbers as: social security numbers, bank numbers, etc.

a. John Hoh is working on a brochure to be distributed.

3. Committee Discussion: Computer labs use-Study computer lab usage and make recommendations for improved access.

a. Issue: Overcrowding of open labs; classroom use of open labs; Spanish study and writing classes in the computer labs.

b. Suggestions:

(1). Team Spot software to control lab computers from the podium.

(2). Make signs for the lab doors to inform students of class usage.

4. Adjournment

FACULTY SENATE PHYSICAL PLANT COMMITTEE

April 7, 2010

Responses from OPP in CAPS

CLASSROOMS

Overcrowding: WILL INVESTIGATE ON A ROOM BY ROOM BASIS. THERE HAD BEEN SOME ROOMS THAT EXTRA CHAIRS WERE REQUESTED BY THE SCHOOL IN ORDER TO ACCOMMODATE THE STUDENTS. AS IN ALL CASES, FIRE CODES MUST BE FOLLOWED. AGAIN, OPP WILL INVESTIGATE.

Some overcrowding with tablet armchairs, to the point of being hazardous

May be too many seats for fire code limits

W-7 Olmsted is most often mentioned

Renovations: THE UNIVERSITY HAS GUIDELINES ON CLASSROOMS, AND HOW TO DESIGN FOR LIGHTING CONTROLS. SEE THE WEB SITE

<http://clc.tlt.psu.edu/Classrooms/Design/> FOR DETAILS.

Consult with faculty who use rooms for suggestions on where to place lighting controls, to locate computers, and other topics **LIGHTING CONTROLS TO BE LOCATED AT INSTRUCTOR’S AREAS. PERHAPS CLASSROOMS THAT HAD BEEN DESIGNED EARLIER NEED UPDATED TO NEW LIGHTING LOCATIONS. CLASSROOM SURVEY TO INCLUDE THIS INFO.**

Note: The goal should be to improve a classroom as it functions for instruction, not to make the “easiest” changes.

Furniture:

Table armchairs vs. fixed seating: Some faculty have seats drawn in circles or have the class break into small groups; others can use fixed seating **AGREE TO KEEP BOTH TYPES OF SEATING**

EAB Building has a broken with chairs that break **WILL REPLACE CHAIRS.**

Chalkboards vs. whiteboards:

Allergies to chalk and marker fumes **AFTER INVESTIGATING, LOW ODOR MARKERS ARE BEING USED. I UNDERSTAND THAT WE USE LOW ODOR MARKERS AND NOT ODOR FREE DUE TO THE POOR WRITING AND ERASING QUALITIES THAT ODOR FREE MARKERS POSSESS. WE CAN PERFORM A TEST TO VERIFY THAT IS TRUE.**

Deterioration of whiteboards **WILL REPLACE AS REQUIRED. NOTE THAT UNIVERSITY PARK DOES NOT SUPPORT WHITEBOARDS UNLESS APPROVED BY IT DEPARTMENT.**

Some suggest replacing all chalk boards and others want a mix **I UNDERSTAND THAT A MIX WAS REQUESTED.**

Note: Some SET classrooms have little room for writing after screens are down

Note: TL127 still has chalk boards; faculty want whiteboards **I WILL CHECK WITH SET**
Recommendation: Check on purchasing low odor, non-toxic markers

Resolution of issues with Olmsted C15

The room is difficult to work with due to the rectangular nature of the space. The room has a single projector screen so that many students cannot see it well enough to read the materials. The lack of a center aisle locks the teacher up front and makes it difficult to assist students or to teach from the back.

A faculty member brought this to the Info. Sys. And Tech. and Physical Plant Committees last year and contacted the new Committee Chairs again this year.

Dr. John Hoh, Director of Information Technology Services, was very responsive to the faculty member. The room is scheduled for renovation this spring. Faculty can view a project list at <https://sites.google.com/site/itsatpsh/> to learn about initiatives to enhance technology spaces in the lower level of Olmsted. Classroom podiums and labs are managed cooperatively with University Park. PSH has nearly 600 computers participating in the Cooperative Lab Management (CLM) initiative. UP takes the lead and does not support displaying student screens. Dual projectors will help with sight lines but reduce white board space to nearly zero. A solution may involve adding additional white boards to the sides of the classroom. The podium will also allow one to raise one screen so the board can be used.

This is a difficult space for many reasons and the issues are being addressed.

Dedicated Classrooms

Committee members suggested the need for a small number of dedicated classrooms for specialized teaching, e.g., in the sciences. **WILL NEED TO DISCUSS WITH DR KULKARNI**

Computer labs:

Not enough labs that allow each student to have a computer or laptop **AGAIN, NEEDS DISCUSSION WITH DR KULKARNI**

Scheduling is difficult and will be more of a problem when SRTes are online in fall 2009

Tentative Recommendations:

- Ed will respond in writing to the committee on the items in this listing for classrooms. The Committee acknowledged his willingness to deal with the issues raised by the faculty/staff comments.
- Heidi and Bev will develop a “classroom audit sheet” that can be used by faculty and/or entire units to report on room conditions. This will be coordinated with the IT Committee. Other universities use such a tool and Ed will check to learn whether UP has one and will let Heidi and Bev know. Initial thinking is that a final version of a classroom audit sheet can be available in the fall and the instrument used each academic year and on an “as needed” basis.
- The Faculty Senate should inform the faculty that problems with specific classrooms should be reported to staff assistants, who can negotiate reporting and resolution by the appropriate parties

PARKING

Shortage of spaces during peak times **CAMPUS NOW IN DESIGN FOR ADDITIONAL PARKING LOT; ALSO, CONSTRUCTION FENCE WILL BE REMOVED PRIOR TO FALL SEMESTER, THUS ALLOWING MORE PARKING SPACES.**

Consider separate parking areas for faculty/staff, based on hit and run cases **NEEDS REVIEWED WITH VRP COMMITTEE**

25 mph speed limit is not complied with or enforced **ENFORCEMENT THAT HAS OCCURRED SINCE 2004 BY POLICE SERVICES HAVE INCLUDED 316 TRAFFIC CITATIONS PLUS 202 WRITTEN WARNINGS FOR TRAFFIC VIOLATIONS.**

Pedestrian crosswalks are not heeded **SEE ABOVE**

New signage blocks view when turning out of the Olmsted lot **POLICE WILL INVESTIGATE**

Dangerous to turn out of library lot due to low visibility right and left in lanes within the lot **POLICE WILL INVESTIGATE**

Steps leading from the Olmsted parking lot west fill with water when it rains and ice over in the winter. The steps slant backward and water pools on each step, also forming a large puddle at the top of the steps. Prior attempts to correct the situation worsened the problems.

OPP WILL REPAIR DURING SUMMER

Tentative Recommendations:

- Ed volunteered to check on these items and will get back to the committee in writing.

TOBACCO POLICY

Non-compliance with no smoking policy near building entrances, including the library

Need systematic observation of tobacco-free zones

Note: One committee member mentioned that some PSU campuses have hired tobacco policy enforcement staff **POLICE CHIEF HAS SUGGESTED TO USE PARKING PATROLS TO ASSIST WITH REINFORCEMENT OF TOBACCO POLICY**

Note: A committee member noted that the area outside the bottom set of doors in C Olmstead (near the main area of the basement computer labs) is referred to as the “Smoker’s Office” because so many people use the area for smoking

Note: Committee members were sent PowerPoint’s about tobacco policies at universities nationwide. Among other findings, restricted smoking areas do not work; instead, complete no tobacco use policies can work if implemented properly.

Tentative Recommendations:

- Consider designating the area outside C Olmsted as a smoking area or enforce the non-smoking policy.
- Determine what other PSU campuses are doing to enforce tobacco policies.
- Refer those responsible for implementing the tobacco policy to review the PowerPoints available from the Committee.

All items below: Ed will comment to the committee in writing.

HALLWAYS

Unattractive, especially on first floor of Olmstead—combination of old floor tiles, bad ceiling tiles, cinder block wall, poorly maintained bulletin board **CEILING TILES HAVE BEEN REPLACED IN MOST AREAS. WALL TREATMENTS TO INCLUDE PAINTING COULD BE DONE IN THE NEXT SEVERAL YEARS.**

OFFICES

Lack of insulation between offices—privacy and productivity issues

WHEN RENOVATIONS OCCUR, SOUND PROOFING IS ADDED TO OFFICES.

Vent that blow cold air, making an office very uncomfortable (example: W157 Suite)

**PLEASE SEND WORK ORDER TO OPP WITH DETAILS OF HVAC PROBLEMS
CONFERENCE FACILITIES**

Need for conference space on campus

Are there plans to refurbish the CUB to accommodate small conferences? **THE STUDENT CENTER ROOM IS BEING RENOVATED WITH NEW CEILING, LIGHTING, WALL AND FLOOR TREATMENTS, AND REDSIGNED AV EQUIPMENT. THIS SHOULD ASSIST WITH CONFERENCES.**

Break-out space is needed

RESTROOMS

Rooms on the side of Stacks nearest the road need to be cleaned before evening classes **THIS REQUEST WAS TRANSFERRED TO CUSTODIAL DEPARTMENT. ADDITIONAL CLEANINGS WILL START THIS WEEK.**

Need for installation of venting in Science and Technology small restroom

WILL INVESTIGATE

Recommendation:

- The committee asked Ed whether the cleaning schedule can be reviewed to clear high traffic restrooms twice each day. **ANSWER IS YES.**

PARKING:

Shortage of spaces during peak times **NEW LOT IS IN DESIGN**

Unsafe to turn when coming out of the library lot **POLICE WILL INVESTIGATE**

Note: Ed explained, as he did previously, that a new lot will soon be constructed on the other side of the road in the back of Olmsted.

HEATING/COOLING SYSTEMS

Timing for turning on and off is poor

Recommendation:

- Steam boiler limitations need to be more fully explained to faculty/staff/students

OLMSTED BUILDING HAS A TWO PIPE HEATING AND COOLING SYSTEM. A TWO PIPE SYSTEM MEANS THAT EITHER HEATING OR COOLING IS SUPPLIED AND RETURNED AND IS OPERATIONAL AT ONE TIME. DURING HEATING SEASON, THE PIPES ARE VALVED TO THE HEATING SYSTEM LOOP. DURING COOLING SEASON, THE PIPES ARE VALVED TO THE COOLING SYSTEM THAT EXISTS IN THE BUILDING. THUS, LIMITATIONS FOR TEMPERATURE CONTROLS DURING THE SPRING AND FALL SEASONS EXIST, AND TIMING IS ALWAYS DEBATED DUE TO WEATHER CHANGES. THIS SPRING IS AN EXCELLENT EXAMPLE SINCE 80 DEGREE WEATHER OCCURRED DURING THE FIRST WEEK OF APRIL. NORMALLY, VALVING CHANGES OCCUR SOMETIME AFTER APRIL 15TH.

OTHER BUILDINGS SUCH AS THE SCIENCE AND TECH, AND THE LIBRARY HAVE A FOUR PIPE SYSTEM. THIS MEANS THAT THE HEATING OR COOLING THAT IS CALLED FOR IS AVAILABLE ALL THE TIME. TWO PIPES ARE THE HEATING SUPPLY AND RETURN. THE OTHER TWO PIPES ARE COOLING SUPPLY AND RETURN.

TEMPERATURES AND CONTROLS WILL DETERMINE WHAT SYSTEM OPERATES TO SEND PROPER HEAT OR COOLING TO EACH AREA.

NO TRESPASSING SIGNS

The signs are located on the former ranch housing site on campus. The area is unsafe and the signs are still operative. **IN PROCESS TO REMOVE ANY SIGNS THAT POINT THE FITNESS TRAIL TO MEADE HEIGHTS.**

COMPOSITION AND RESPONSIBILITIES OF THE PHYSICAL PLANT COMMITTEE

Should the Committee add administrative staff in addition to Ed as ex officio?

Should students be represented on the committee? Note: There is a student member, but student don't generally attend meetings

What do similar committees do at other universities? Note: Bev presented some material orally to the Committee regarding committee charge and scope of responsibilities (purpose, organization, extent of authority, functions) at other universities and will pull it together more systematically for the next Committee meeting.

Interface with campus Conservation Committee and sustainability issues?

Tentative Recommendations:

- Next committee meeting will discuss committee organization and responsibilities.
Options for discussion: status quo; Committee runs faculty/staff forum(s) on physical plant topics; Committee works on ways to integrate or work more closely with the campus Conservation Committee and sustainability issues; Committee develops a recommendation for elevating the Faculty Senate Physical Plant Committee to a College-wide committee with administration, faculty, staff assistants, and student representation as well as changes in charge and scope of responsibilities.
- Install Student Suggestion Box(es) on campus—Ed will check on this issue.