

Penn State Harrisburg
Faculty Senate Agenda
Thursday, August 29, 2013
Madlyn Hanes Executive Conference Room C300 11:50-1:20 p.m.

- A. MINUTES OF THE PRECEDING MEETING
Approval of Senate Minutes May 3, 2013 Appendix "A"
- B. APPROVAL OF THE RECOMMENDATIONS OF ACADEMIC AFFAIRS
None
- C. COMMUNICATIONS TO THE SENATE
 - a. Introductions
 - b. Comments from Kenneth Seaman, Student Government Association President
- D. REPORT OF THE SENATE PRESIDENT
 - a. Committee Appointments/Charges
 - b. Ad hoc subcommittees for Olmsted Building space allocation and Student Enrichment Center planning
 - c. Strategic planning
 - d. HR college visit
- E. COMMENTS BY THE CHANCELLOR
- F. COMMENTS FROM THE UNIV. COUNCIL REP
- G. NEW BUSINESS
 - a. "Take Care of Your Health" initiative
 - b. Faculty Senate communications
- 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 is Tuesday, September 24, 2013 – 11:50-1:20pm in the Madlyn Hanes Executive Conference Room.

**CAPITAL COLLEGE FACULTY SENATE
MINUTES
END-OF-YEAR MEETING
MAY 3, 2013**

Attendees:

Capital College Senators: S. Agili, E. Delozier, E. Doerfler, R. Gray, R. Luquis, G. Mazis, G. Morcol, C. Rios, M. Strickland, P. Thompson, R. Young

University Senate Council Representative: J. Ruiz

Committee Chairs: H. Abbey (for T. Vasavada), N. Bayraktar, G. Boudreau, L. Null, S. Poyrazli, B. Ran, K. Sprow-Forte, R. Weiler-Timmins

Administrators/Academic Council: O. Ansary, G. Crawford, P. Idowu, M. Kulkarni, S. Peterson, S. Schappe, J. Shoup, C. Surra and M. Walters

Student Government Representative: Kenny Seaman

I. Welcome and Introductions

Catherine Rios, Senate President, opened the meeting at 12:25 p.m.

II. Remarks from the Senate President

Rios began her remarks by thanking everyone for their participation in the senate over the past year. She stressed the need for faculty service to the campus community and is excited about the changes and opportunities that she sees in the coming year. She would like to foster interdisciplinary relationships between schools and is looking to employ new communication and collaborative techniques.

Introductions were made around the table. A certificate of appreciation honoring R. Luquis' presidency was presented.

The Faculty Senate members for the 2013-2014 academic year were reviewed. University Senators for the 2013-2014 academic year were also reviewed.

The position of Secretary of the Senate needed to be filled for the 2013-2014 academic year. Martha Strickland agreed to continue in the position for another year.

The position of Parliamentarian of the Senate needed to be filled for the 2013-2014 academic year. Paul Thompson was nominated and elected by a unanimous vote.

III. Committee Chair Reports

Academic Affairs Committee –Chair Linda Null

The report was available for review.

- The report listed all courses and programs that were reviewed over the past academic year.
- The major concern of the Committee is the large number of incorrect submissions and lack of consultation they receive. It is recommended that each school have a

process in place to review items coming before academic affairs to make certain all information is ready to be presented.

- The committee will be creating a handbook outlining the curricular process and hope to have it posted online by August.
- University Park will be creating a list with all potential people who should be consulted on different proposals.

Athletics Committee – Chair Rebecca Weiler-Timmins

The report was available for review.

- The committee was recently formed during the Spring 2013 semester. Their main concern is to integrate athletics and academics to make sure that both sides are supported.
- The committee will be creating a best practices policy for student absences and will involve faculty members when creating the policy.
- Kulkarni stated that the Faculty Senate should support athletics as an important part of the educational process.

Enrollment Management and Outreach Subcommittee – Heidi Abbey

The report was available to review.

- The committee held several focus groups to address their charges to determine student perceptions of campus life and facilities. The students were concerned with the high price of food, lack of diversity in food selections, how to do research and obtain funding for the research.
- International students requested more “conversational” English opportunities, where they would be able to learn the “slang” and sayings that are often used by students and in the classroom.
- Ansary asked if the committee had any recommendations on the findings. They did not, however, that may be something to explore next academic year.
- Surra asked if any commuters were surveyed and was looking for additional activities for them to participate. K. Seaman (SGA) mentioned that they were planning to offer more programming for graduate students in the 2013-2014 academic year.

Faculty Affairs Committee – Chair Senel Poyrazli

The report was available for review.

- The committee reviewed the summer compensation contracts and made several recommendations that were presented at previous Faculty Senate Meetings. The faculty does not want to be required to perform service during the summer months, and if they are asked to do so, would like to receive compensation. It is sometimes difficult to get faculty members to teach summer graduate courses.
- Ansary noted that our compensation is higher than any other campus.

- The policy will be reworked to include advising and service.
- The summer terms are not always financially viable for the campus, therefore additional money per credit is not an option. Revenue from World Campus classes does not come to our campus.
- The administration encourages faculty to create online summer courses, which we would own. The courses have been rather successful over the past few summers, as students are allowed to be at their homes and take the courses they need.

Human Resources and Business Services Committee – Chair Nihal Bayraktar

The report was available for review.

- The committee was asked to review policies for the enhancement of a work climate that supports individual differences and promotes fairness and equity. The committee reviewed several HR and AD policies and their notations were included in their report.
- According to the committee members one significant outcome of the survey is that “Approximately 30% of the tenured and tenure-track faculty disagreed that they would recommend PSU Harrisburg as a good place to work to a friend” (page 2 of the climate assessment report). A faculty forum can be organized to discuss the outcomes of the climate assessment survey and to understand why some faculty members are not happy on the campus. What are their concerns and problems? The committee believes that investigating the reasons behind why some faculty members are not happy on campus would be more important than only reviewing policies.
- The committee reviewed P&T policies of Penn State Harrisburg and Schools to understand the possible impact of policies on diversity and campus climate.
- Charge two was to review policies regarding the viewing of promotion and tenure materials by the faculty member that is up for promotion and tenure. There seems to be a misunderstanding about the policy as to when and how the faculty member has access to his or her file during this process.

Information Systems Technology and Library Committee –

The report was available for review.

- The committee is looking at new learning environments and the improvements that are happening from the IT department.
- Students are requesting access to specific software programs from their computers. Several programs are now available through www.webapps.psu.edu. ITS is still expanding and adding programs.
- Faculty request input when ITS develops new classroom space and technologies.

International and Intercultural Affairs Committee – Chair Gregory Crawford

The report was available for review.

- The committee's first charge was to explore ways to help new international students make the transition to life at Penn State Harrisburg. The committee met with Housing & Food Services, the Learning Center, DUC, the Graduate School, Admissions and Dr. Kulkarni to address the needs of international students.
- Additional support needs to be provided to the international students, as their population on our campus is increasing.
- The committee would like to see international concepts integrated into the curriculum.

Physical Plant Committee – Chair George Boudreau

The report was available for review.

- Profound changes are occurring throughout campus. E. Dankanich has been helpful in providing information to the committee about the projects that are occurring on campus.
- The committee is still trying to secure funding for various memorials on campus.

Strategic Planning – Chair Bing Ran

The report was available for review.

- The committee only met one time this past year, as the strategic plan has been on hold due to the changes in administration.
- R. Pangborn recently issued nine guidelines for the campus strategic planning committees and the committee will begin to craft a short term strategic plan.

Student Affairs – Chair Karin Sprow-Forte

The report was available for review.

- The committee was concerned with the allotment of SAF monies for students, particularly hotel accommodations. The committee was concerned about the amount allotted for each student (\$100 per night), and the students were not allowed to pool their money to stay at a better hotel. Students should be required to pay for some of the costs of SAF trips.
- The committee explored providing classroom textbooks in the library for students to borrow during the semester. The cost for the library to purchase all of the textbooks would expend their budget for the year; therefore, it is not fiscally responsible to do so. Joseph Steibel, manager of the campus bookstore was invited to talk to the committee about various options for students to reduce their expenses, such as book rentals, e-books and used books.
- The committee was asked to explore ways to engage graduate students in programs on campus. They recommend that the Student Affairs Office explore other avenues for advertising their programming.

IV. **Report from the Chancellor, Mukund Kulkarni**

- Kulkarni thanked everyone for their service to the college.
- Faculty and staff employment numbers for the spring semester were provided: 270 FT staff, 226 FT faculty, 123 FT2 faculty – wage employees were 84 (non-student only) and 226 (including students).
- Fourteen of our faculty members have been recognized with international, national and regional awards for their research, writing, teaching and service. Thirteen faculty members have written or edited books and numerous others have published articles, papers, and creative works.
- Enrollment numbers and trends have changed dramatically since 2001. In fall 2001, we had a total enrollment of 3,239, 39% full-time, 61% part time. Fall 2012 showed a major shift, total enrollment of 4,376, 71% full-time, and 29% part-time.
- Penn State Harrisburg has also shifted to an even greater undergraduate presence: Fall 2011, 46% graduate, 54% undergraduate. Fall 2012, 22% graduate and 78% undergraduate.
- While our graduate school enrollment has dropped over the past several years, we are second to University Park in Master degree enrollment, and award the second most graduate degrees in Penn State University.
- Penn State Harrisburg is increasing the number of non-resident students as well. The number has increased from 6% in 2001 to 21% in 2012.
- It is too early to predict with any certainty what this fall's enrollments will be, but if things remain on our current trajectory we can expect a total enrollment in excess of 4,600 students.
- Our fall 2013 freshman class comes to us from many varied backgrounds and geographic regions: 16 service areas, 34 counties, 33 states, 22 countries, 115 intended majors and 435 high schools.
- International enrollment continues to grow. Fall 2012 enrollment included 225 international students from 33 countries. Spring 2013 international enrollment grew to 240. We currently have 169 paid accepts for international students (as of 4/29/13).
- Our freshman class is very diverse. For the second year in a row, white Americans do not make up the majority of our freshman class.
- Construction has begun on the EAB addition. Completion is estimated for May 2014 and will add 54,405 square feet of classrooms and engineering labs.
- Many projects were completed by the Physical Plant in 2012-2013. The following projects are slated for 2013-2014: CUB Phase 2 new front entrance/ 2nd floor classrooms, Olmsted elevator replacement, Olmsted Auditorium renovation, Security installations in Olmsted/CUB/ Sci Tech, Library classrooms- single button studio/ 109 computer lab/203 studio, Olmsted offices in W304 and E307,

OPP exterior restrooms for athletic fields, EAB existing building renovations, EAB new building construction, baseball field batting cage and Olmsted W14 communication lab.

- Important issues that Kulkarni would like to focus on for the 2013-2014 academic year include: Strategic Planning (new communication received), college getting more formal rather than informal (Importance of policies and procedures), budgetary constraints, need for investment in support services and infrastructure, larger classes, increasing attention to fulfilling expectations of outside stakeholders, athletic, intra-mural and other extra-curricular opportunities, and the changing role that technology is shaping instruction, communication, advertising.

V. **Report from Academic Council, O. Ansary**

- Ansary thanked everyone for their work over the past year.
- Ansary discussed the additional challenges that we will face scheduling classes with the increased enrollment.
- International students also bring a new set of challenges to teaching and our campus in general.
- All minors are available at any campus as long as they have the courses to support the minor. ACUE is working to rename some of the minors that have the same names, but different requirements.

VI. **Report from the University Council Representative – James Ruiz**

The April 2013 Commonwealth Caucus discussion with Angela Linse Executive Director and Associate Dean Schreyer Institute for Teaching Excellence on the lagging response rate of online SRTEs. The take-away points are contained below.

- The commonly held belief that 67% was the necessary response rate for SRTEs to be considered valid is a myth. At one time, the 67% was a recommendation, but even that was withdrawn. However, it was not established as to what was the necessary response rate for them to be considered valid.
- Schreyer is unable to generate summary reports on SRTEs because it does not have the funding and programmers to build the reporting tool. A Memo of Understanding was sent to Dr. Bowen asking for that support.
- Other summary data, such as the reporting of median scores and modes, is prohibited by Senate policy.
Faculty members are the ones responsible for interpreting the SRTEs but she did not say that others could not do the same. It seemed she was encouraging faculty to examine their scores and help others understand them.
- Although with the overall response rate has declined to $\pm 50\%$ since the implementation of the online SRTE process, the average scores had not changed

overall. She stated there has been a slight increase in the scores. She stated there is no evidence that the results are not representative.

- Dr. Linse has agreed to respond to questions from the University Senate regarding concerns about the online SRTEs. Should anyone have any questions or concerns about the online SRTEs, please send them to me Jim Ruiz jmr33@psu.edu that they may be compiled and passed on to Dr. Linse.

Senate Self-Study on Senate Organization, Senate Administrative Offices, Senate Reports, Communication, Membership and Engagement, and Transparency

Perhaps the most important accomplishment of former Senate President Larry Backer is the legislation generated by a Senate self-study. Dr. Mohamad Ansari (Berks) chaired this committee and below are the seven recommendations that were proposed and passed by the University Senate as a result of this study.

- Recommendation 1. The Self-Study Committee recommends an amendment of the Bylaws, Article II - Senate Council, Section 1c to empower the Senate Council to make the decision on whether an informational report, mandated or otherwise, is to be placed on the agenda for presentation and discussion or is to be placed on the agenda only and disseminated to the Senate and the University Community.
- Recommendation 2. The Self-Study Committee recommends an amendment of the Standing Rules, Article II - Senate Committee Structure, Section 6 to empower the Standing Committees to approve mandated informational reports for publication to the Senate agenda. The Standing Committees shall continue to send all Informational Reports to the Senate Council.
- Recommendation 3. The Self-Study Committee recommends creation of a link on the Senate website, next to the links to Agendas and Records, for the online delivery of all Informational reports. The Senate office shall continue to archive these reports for future long-term reference.
- Recommendation 4. The Self-Study Committee recommends establishment of a Senate Discussion Forum.
- Recommendation 5. The Self-Study Committee recommends an amendment of the Bylaws Article I – Officers, Section 5 to expand the duties of the Secretary of the Senate to include, “The Secretary in consultation with other Senate Officers shall review and disseminate issues of serious concern, from the Senate Discussion Forum, to the Senate Council.”
- Recommendation 6. The Self-Study Committee recommends an amendment of the Bylaws, Article III – Election to the Senate, to revise Section 7 as set forth herein.

SECTION 7

Duties of Senators:

- a. Attendance at the Senate plenary meetings. Absence at three or more plenary meetings in a single academic year, if repeated in the subsequent academic year, the senator may resign if he or she wishes, but otherwise shall be replaced by the unit's alternate representative. This provision does not pertain to sabbatical, medical, other leaves of absence, or otherwise absence related to professional responsibilities.
 - b. Attendance at the assigned standing committee meetings.
 - c. Communication between the University Faculty Senate and the unit faculty governance organization, pertaining to the activities of the committee to which the senator is assigned.
- Recommendation 7. The Self-Study Committee recommends that the Office of the University Faculty Senate shall directly communicate, on all Senate matters as appropriate, with faculty governance leaders to be followed by the same with deans or chancellors, when appropriate. The Senate office shall send pertinent documents directly to the relevant elected leaders of faculty governance units with copies to deans or chancellors, when appropriate.
 - Recommendation 8. The Self-Study Committee recommends establishment of a Senate Newswire (or equivalent), which shall replace the current Senate Newsletter.

**Revision to Senate Policy 67-00, Section 5(2) Athletic Schedules
Monitoring Student-Athlete Time Absent from Class**

Original

Athletic teams or individual team members shall be allowed to be absent from the University for no more than seventy-five class periods in one semester. The number of class periods missed shall be kept on record by the Intercollegiate Athletics Committee and the respective athletic departments. It shall be the joint responsibility of those bodies to enforce these limitations.

Revised

Athletic teams or individual team members shall be allowed to be absent from the University for no more than ~~seventy-five class periods~~ **eight class days** in one semester. **A full class day will be counted as absent if student-athletes are absent from classes prior to noon. A half-day will be counted as absent if student-athletes are absent from classes between noon and 2:15 p.m. Student-athlete absences after 2:15 p.m. or for championship competitions would not count towards the eight class day total.** The number of class ~~periods~~ days missed shall be kept on record by the Intercollegiate Athletics Committee and the respective athletic departments. It shall be the joint responsibility of those bodies to enforce these limitations.

VII. Recommended Committee Charges for the 2013-2014 Academic Year

Academic Affairs Committee

- Maintain the Course and Program Proposal Handbook developed for faculty members (preferably on the college website)
- 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
- Assist in the roll-out of the on-line program proposal system, when completed
- Organize additional CSCS training sessions for PSH faculty

Athletics Committee

- Continue to evaluate the current communication process between athletes and faculty regarding absences from classes.
- Address the issue of needing athletic tutoring from the learning center for athletes missing classes due to contests, especially 300 and 400 level courses or labs.
- The Athletic Department and teams are in the beginning stages of competition as a Division III institution. Therefore, it is imperative that we begin to review how to integrate athletics into the campus community.
- Inform the campus faculty and staff about the responsibilities of being a Division III school.

Enrollment Management and Outreach

- Connect with other committees or groups assessing students' needs and request to streamline data collection process
- Continue data collection through surveys or focus groups
- Address student requests through action steps
- Provide focus group data to the incoming faculty senate president and incoming EMOC chair
- Work with the Marketing department to develop better communication between the schools and their office

Faculty Affairs Committee

- Work with the administration to update the summer compensation policy to include wording related to non-teaching activities
- Determine ways to get the faculty more involved in governance (UP Faculty Senate, Capital College Faculty Senate and committees)
- Examine the impact of larger class sizes on faculty and support staff
- How can faculty prepare for the larger populations of international students

Human Resources and Business Services Committee

- Review policy regarding naming conventions of events and traditions across campuses with the impact on inclusion and exclusion of various groups

- Review business policy for faculty copy and scanning allowances. In addition, review policy for security and retention of documents on printers and scanners.
- Review business center policies to facilitate efficiencies and timeliness regarding copies.

Information and Technology Committee

International and Intercultural Affairs Committee

- Hold focus sessions with international students to determine their specific needs and desires for programs. Of special concern is how the college can help improve the experience of international students at PSH.
- Serve as a body for guiding the strategic planning and curricular integration of international programming for the College.
- Assist faculty in infusing internationalization into their courses and programs.

Physical Plant Committee

- Hold a campus-wide forum in October 2013, similar to that held in spring 2012, to update the campus community on developments in the physical plant, IT, and Student Services, once again inviting Ed Dankanich, John Hoh, and Don Holtzman to participate.
- Evaluate the campus-center smoking ban, an initiative that has now failed, by committee observation. If the ban is to continue, a clear line of enforcement is essential.
- Work with Ed Dankanich, John Hoh, and their offices, to carry out the process of planning the repurposing of the spaces in Olmsted to be vacated when labs and classes move to the EAB in 2014. Have each school's committee representative serve as a conduit for that school's faculty to express ideas and needs.

Strategic Planning Committee

- Begin working in the planning process for the college strategic plan during the 2013-14 AY. Seek assistance from the Associate Dean for Academic Affairs and the Chancellor in this endeavor.

Student Affairs Committee

- Explore topics that could be addressed during the first-year seminars to benefit the students.
- Explore ways to adjust common hour scheduling to enable SGA members to participate in other clubs and prevent faculty and students from missing concurrently scheduled meetings.
- Explore the possibility of inviting student members to serve on the Student Affairs Committee rather than appointing them in an effort to improve student attendance.

Adjournment

The meeting was adjourned at 5:00 p.m.

/slp