Unit Executives Committee
Meeting Minutes
April 20, 2017, 11:00 – 12:00 noon
202 Hammond, Stavely Conference Room

Attendees: Anthony Atchley, Sven Bilen, Peter Butler, Joseph Cusumano (for Judy Todd), Amr Elnashai, Pat Fox, Tom LaPorta, George Lesieutre, Themis Matsoukas (for Phillip Savage), Philip Morris, Kevin Parfitt, Chris Rahn, Janis Terpenny, Karen Thole, Pak Kin Wong (for Cheng Dong)

Absent: Kultegin Aydin, Chita Daz, Cheng Dong, Paul Heinemann, Phillip Savage, Judith Todd

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<th>Dean’s Update</th>
<th>Lead: Amr</th>
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<td><strong>Collaboratory</strong></td>
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<td>Post-meeting note: Amr met with the provost in the afternoon. The provost is unfortunately considering the use of the Collaboratory as a swing space when the Engineering Units will be demolished. I wrote a note to him explaining that the layout will not be amenable to hosting an academic department, with faculty and student offices, classrooms, etc., but he is not swayed. From his point of view, the flexibility of using the building as swing space (in part) has to be retained. This is apparently a consequence of the president requiring that renovation of engineering buildings is expedited, so the motivation is good, even though the process may not be the best. It is better for us to focus the retreat on development, under the current circumstances.</td>
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<td>Recommendations</td>
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Senior Associate Dean’s Update

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Summary of Discussions

**Retirement Recognitions**

The University is considering doing away with the annual University Faculty/Staff Retirement luncheon. As a result, we want to make certain recognition of retirees is being handled at the college and department level.

**IPAC Dinner**

Due to the low turnout at the March 23 IPAC Dinner, we will be revisiting the format and possibly hold a small reception at the end of the meeting.

Recommendations - None

Research

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<th>Lead: Chris, George</th>
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Summary of Discussions

**Associate Dean for Innovation**

1. **First Annual NSF New Faculty Bus Trip**
   
   Chris shared pictures of the first annual NSF bus trip for new faculty held on April 6, 2017. The trip was a huge success with 17 faculty participating.

**Associate Dean for Research**

1. **Finance and Research Accounting**

   George advised that Penn State personnel on travel status at a conference should be using meal per diem charges to research projects if appropriate. Group meals charged to the same project while on travel are generally not allowed. PSU personnel, especially faculty members, charging travel to a research project need to charge previous or contemporaneous (labor) effort to those projects. OSP is requiring that faculty members show effort on all proposals, either on the sponsor budget or cost-shared (documented voluntary, if necessary). We prefer that sponsors provide support when possible, and that faculty members charge some of their time. We recognize that different departments have different policies regarding teaching release and salary savings from faculty research projects.

2. **Office of Engineering Research Administration**

   George provided the following update regarding staffing, organization, assistance, and plans:
   
   - Kaye Fetzer was promoted to Assistant Director of Grants & Contracts effective January 1, 2017.
   - Greg Davidson recently accepted a position with the Office of Cost Analysis. Greg’s last day with Engineering will be April 28, 2017.
   - Melissa Brannen has accepted a position as a Project Manager with the NSF funded Center for Health Organization Transformation. Her last day with OERA will be April 28, 2017.
   - Nicole Buckwalter accepted a position with the Office of Sponsored Programs. Her last day was March 31, 2017. Her position is posted and we will begin interviews soon.
   - Debbie Boyle, who is currently in Aerospace Engineering, has accepted a position in OERA as a Subcontracts Coordinator and will join OERA on April 17, 2017.
   - A floater position may be created in the Office of Sponsored Programs that will be loaned out where needed.
   - As a result of our staffing changes, SIRO (Strategic Interdisciplinary Research Office) will be providing overflow support for DoD proposals and OSP will also be assisting with NIH proposals over the next six months.

3. **University Task Force on Industry Contracting**

   George and Janis Terpenny are members of the University Task Force on Industry Contracting. One significant outcome is that those who negotiate with sponsors will not have to check in with legal counsel or risk management on things that they encounter on a regular basis. Attached is an example of an early outcome of the Task Force – “Industry Sponsored Research – Fundamental Principles.”

Jeff Fortin, AVPR for the Office of Industrial Partnerships (OIP) is the PSU “owner” of this document.

Recommendations - None
## Summary of Discussions

### Commencement Student Marshalls

At the last Executive Committee meeting, discussion surrounded the selection of student marshals for department representation at Commencement. Karen Thole asked heads to explore alternatives of recognizing the top students rather than having to choose just one to represent each department at the ceremony. Peter advised that the University has no official policy on the Student Marshal selection or how the Student Marshal is recognized at graduation. Penn State’s Office of the University Registrar would like to come up with a set of guidelines for the University to follow. He noted procedures followed by other Penn State colleges and other universities. Because we are so close to commencement and selections have been made, Peter will revisit this topic for the 2018 Commencement.

## Plans for Office of Digital Learning and Proctoring

### 1) New Office of Digital Learning

Peter envisions the Office of Digital Learning (ODL) as the unit that will help to move the College to the forefront of quality in online engineering education. ODL will develop new online programs with multimedia-rich course designs in partnership with the departments while it continues to support existing programs, which are primarily based on a lecture-capture model. In addition, ODL will partner with departments to integrate multimedia elements and other strategies to promote engagement and interaction in online programs. Through building new state-of-the-art programs and an evolutionary approach to enhancing existing programs, ODL will assist Departments in offering top quality online experiences. In addition, ODL with partner with the Leonhard Center to integrate digital learning elements into resident courses in order to enhance student engagement and interaction.

### 2) Summer 2017 Courses

Tom Litzinger has been working with CDE to understand their workflow and the support that they have been providing for summer courses. Tom and the Canvas conversion team is assisting in getting courses from ANGEL to Canvas in time for SU17. The work that CDE does related to proctoring is far greater than initially thought. Due to staffing changes in CDE, their capacity to support exam proctoring is reduced. After considering options for covering the staffing gap, Tom recommended using graduate students hired by the departments to assist in exam proctoring. CDE would still handle the vetting of proctors. It has become clear that the use of TAs does not meet with needs/expectations of departments. So Tom is now gathering more detailed information on departmental needs to develop a new plan for proctoring support.

### 3) Transition from CDE to Office of Digital Learning

Tom Litzinger and Peter have developed a job description for the Director of the Office of Digital Learning. The position should post during the week of April 17. Our goal is to hire a director by June 1 so that the new director can overlap for one month with Terry Reed. The top priority for the new director will be a full needs assessment for current programs and development of a staffing plan that will support current programs as well as the development of new multimedia-rich programs and the enhancement of existing programs. This needs assessment will also include facility requirements for lecture capture classrooms and studios. As staffing needs become clear through the needs assessment, positions will be posted and filled. Tom Litzinger and Peter will work with the new director to develop a five year plan for staffing and facilities that will include startup of new multimedia-rich online programs based on priorities that have been established in discussions with the departments and the World Campus. ODL will be financed in part through revenue sharing (rather than fee for service) and will have a transparent 5-year budget.

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### Recommendations

- None
Industry Sponsored Research – Fundamental Principles

This document briefly describes fundamental principles related to conducting research with Penn State.*

Publication Rights
As a state-related land grant institution of higher education, Penn State must retain the right to publish its research results to fulfill the primary obligation of the University to advance knowledge for the benefit of society. The Sponsor will be given the opportunity to review and comment on all proposed publications or presentations prior to their release and to request the removal of any Sponsor-provided confidential information. Publications and presentations can be delayed if the Sponsor decides that a patent application should be filed. (Penn State only accepts publication restrictions on classified research and research subject to export control restrictions.)

Intellectual Property
In the case of Federal flow-through funds, Penn State retains ownership of patent rights, as required by federal law. In the case of direct Industry Sponsored research funds, Penn State will agree to assign ownership of patent rights to its Industry Sponsors, as long as all project personnel agree to such an assignment. This decision is made up front, so Penn State and the Sponsor always know whether the Sponsor can take ownership of the resultant patent rights. In those cases where Penn State retains ownership of patent rights, Sponsors have the option to negotiate a license for the patent rights. Such a license may be exclusive or non-exclusive depending upon the situation.

Confidentiality
Penn State will accept the Sponsor’s confidential information, but not its trade secrets. Penn State requires confidential information to be marked “Confidential” or oral communications to be subsequently reduced to writing as confidential. The standard period of protection for confidential information is up to 5 years. On rare occasions Penn State may accept longer periods of protection, subject to additional justification and approval.

Warranty/Liability
The University does not provide any warranties for its research results. As a non-profit educational institution the University is not able to accept liability for a Sponsor’s use of the research results and requires the Sponsor to indemnify the University for liability related to the Sponsor’s use, reliance on and/or commercialization of any deliverables, including claims for infringement (excluding instances where the University knowingly infringes). The University does not conduct any freedom to operate analyses or determine if any of the research infringes third party rights; therefore, these responsibilities lie with the Sponsor.

* This document is intended to serve as a brief overview, not a comprehensive guide.