THE PENNSYLVANIA STATE UNIVERSITY

The University Faculty Senate

AGENDA

Tuesday, December 5, 2017 – 1:30 p.m.
112 Kern Graduate Building

Senators are reminded to bring their PSU ID cards to swipe in a card reader to record attendance.

In the event of severe weather conditions or other emergencies that would necessitate the cancellation of a Senate meeting, a communication will be posted on Penn State Live at http://live.psu.edu/.

A. MINUTES OF THE PRECEDING MEETING

Minutes of the October 17, 2017 Meeting in The Senate Record 51:2

B. COMMUNICATIONS TO THE SENATE

Senate Curriculum Report of November 14, 2017 Appendix A

2018-2019 Senate Calendar Appendix B

C. REPORT OF SENATE COUNCIL - Meeting of November 14, 2017

D. ANNOUNCEMENTS BY THE CHAIR

E. COMMENTS BY THE PRESIDENT OF THE UNIVERSITY

F. COMMENTS BY THE EXECUTIVE VICE PRESIDENT AND PROVOST OF THE UNIVERSITY

SPECIAL INFORMATIONAL REPORT

Senate Committee on University Planning

Progress on Implementation of the University’s Strategic Plan Appendix C
[30 minutes allocated for presentation and discussion]
G. FORENSIC BUSINESS

H. UNFINISHED BUSINESS

Senate Committee on Committees and Rules

Revisions to Bylaws; Article I – Officers, Section 1
(Introduced at the October 17, 2017 meeting)

I. LEGISLATIVE REPORTS

Senate Committee on Admissions, Records, Scheduling, and Student Aid

Updating Language on Conditionally Enrolled Students - Changes to Senate Policies 02-50; 02-80; 05-80; 05-81; 10-00; 12-00; 12-30; 12-70; 32-30; 54-50; and 67-10

Senate Committee on Committees and Rules

Revisions to Bylaws; Article II – Membership, Section 5(c) - THIS

REPORT WILL APPEAR ON THE MARCH 13, 2018, SENATE

AGENDA IN CORRECTED FORMAT

Senate Committee on Undergraduate Education

Committee on Undergraduate Education

Changes to Senate Policy 42-27 Class Attendance

J. ADVISORY/CONSULTATIVE REPORTS

Senate Committees on Faculty Affairs and Intra-University Relations

Revision of AC-21 Definition of Academic Ranks - Standing, Non-Tenure-line Faculty

Revision of AC-21 Definition of Academic Ranks - Provision of Multi-Year Contracts

K. INFORMATIONAL REPORTS

Senate Committee on Admissions, Records, Scheduling, and Student Aid

Update on Bulletins
[5 minutes allocated for presentation and discussion]

Senate Committee on Faculty Benefits and Joint Committee on Insurance and Benefits

2016-2017 Annual Report on the Status of Benefit Changes*

Appendix D
Appendix E
Appendix F
Appendix G
Appendix H
Appendix I
Appendix J
Appendix K
Appendix L
L. NEW LEGISLATIVE BUSINESS

M. COMMENTS AND RECOMMENDATIONS FOR THE GOOD OF THE UNIVERSITY

The next meeting of the University Faculty Senate will be held on Tuesday, January 23, 2018, 1:30 p.m., Room 112 Kern Graduate Building.

All members of the University Faculty Senate are asked to sit in their assigned seats for each Senate meeting. The assignment of seats is made to enable the Senate Chair to distinguish members from visitors and to be able to recognize members appropriately. Senators are reminded to wait for the microphone and identify themselves and their voting unit before speaking on the floor. Members of the University community, who are not Senators, may not speak at a Senate meeting unless they request and are granted the privilege of the floor from the Senate Chair at least five days in advance of the meeting.
COMMUNICATION TO THE SENATE

DATE: November 15, 2017

TO: Matthew Woessner, Chair, University Faculty Senate

FROM: Michele Duffey, Chair, Senate Committee on Curricular Affairs

The Senate Curriculum Report dated November 14, 2017 has been circulated throughout the University. Objections to any of the items in the report must be submitted to Kadi Corter, Curriculum Coordinator, 101 Kern Graduate Building, 814-863-0996, kkw2@psu.edu, on or before December 14, 2017.

The Senate Curriculum Report is available on the web and may be found at: http://senate.psu.edu/curriculum/senate-curriculum-reports/
## 2018-2019 SENATE CALENDAR

<table>
<thead>
<tr>
<th>Council Reports and Curriculum Proposals Due</th>
<th>Senate Council Meetings and Curriculum Report Publication Date</th>
<th>Senate Meetings</th>
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<tr>
<td>August 10, 2018</td>
<td>August 28, 2018</td>
<td>September 18, 2018</td>
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<tr>
<td>September 21, 2018</td>
<td>October 9, 2018</td>
<td>October 23, 2018</td>
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<td>October 26, 2018</td>
<td>November 13, 2018</td>
<td>December 4, 2018</td>
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<td>December 14, 2018</td>
<td>January 8, 2019</td>
<td>January 22, 2019</td>
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<td>February 1, 2019</td>
<td>February 19, 2019</td>
<td>March 12, 2019</td>
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<td>March 22, 2019</td>
<td>April 9, 2019</td>
<td>April 23, 2019</td>
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<tr>
<td>June 14, 2019</td>
<td>June 25, 2019*</td>
<td>*Tentative</td>
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SENATE COMMITTEE ON UNIVERSITY PLANNING

Progress on Implementation of the University’s Strategic Plan

(Informational)

Provost Jones will present information on the process and progress of the University’s Strategic Plan Implementation.

SENATE COMMITTEE ON UNIVERSITY PLANNING, 2017-2018

- O. Richard Bundy III
- Kevin Cockroft
- Ann Douds
- David Gray
- Lisa Grigley
- Nicholas Jones
- David Lieb
- Hector Lopez
- Frantisek Marko
- Margaret Michels
- Mary Lou Ortiz
- Padma Patil
- Laura Pauley, Chair
- Nicholas Pearson
- Thomas Sarabok
- Steinn Sigurdsson, Vice-Chair
- William Sitzabee
- Charles Specht
- Mary Vollero
- Ming Wang
- Robert Zambanini
Informational Report

Progress on Implementation of the University’s Strategic Plan

Dr. Nicholas P. Jones
Meeting of the University Faculty Senate
Tuesday, December 5, 2017

“Our Commitment to Impact”
strategicplan.psu.edu

THE PENNSYLVANIA STATE UNIVERSITY
How Our Plan Came Together

- Penn State’s strategic plan was published in February 2016 after an inclusive two-year process.
- Planning in 48 academic and administrative units drove development of the University’s plan for 2016-2020.
- We are now well into the implementation phase of the planning cycle.

Implementation Committee Structure
Committee Membership

- 56 members of the University faculty
- 38 executives (provost, deans, vice presidents, vice provosts)
- 33 administrators
- 31 staff members
- 29 academic administrators (associate deans, department heads)
- 3 students
- 1 member of the Board of Trustees

Faculty Senate Representation on Strategic Plan Committees

- Michael Bérubé, Chair-Elect (Advancing the Arts and Humanities)
- Carey Eckhardt, Senate Council (Advancing the Arts and Humanities)
- Michael Krajsa, Global Programs Committee (Constituent Outreach and Engagement)
- Binh Le, Special Centennial Committee (Oversight Committee)
- Laura Pauley, Chair of University Planning Committee (Oversight Committee)
- Elizabeth Seymour, Parliamentarian and Chair, Undergraduate Education (Transforming Education)
- Erica Smithwick, Vice Chair of Faculty Benefits Committee (Stewarding Our Planet’s Resources)
Committee Information

Use the Committees menu to find up-to-date membership lists.

Where Do Unit Plans Fit?

- The University plan is built around unit synergies, but respects unit individuality.
- Unit plans and updates are incorporated into the University planning process.
- We don’t expect unit plans to align with every University goal, but there will be some points of alignment.
Unit Progress

- Units are three years into their five-year plans (2014-15 through 2018-19).
- Campus highlights: New four-year majors, new and renovated facilities, increased regional collaboration
- College highlights: Key faculty hires, new research centers, co-curricular learning experiences, entrepreneurial programs, more online offerings

University Progress

- Identified synergies between unit plans and focal areas of the University plan
- Committee goals developed
- Short-, mid- and long-term strategies drafted
- RFP process launched
Plan Taking Root Through University-wide Initiatives

- “Energy University” and Center for Energy Law and Policy
- “All In” Initiative
- Invent Penn State (LaunchBox, innovation hubs across the Commonwealth, special conference in Spring 2018)
- Global Engagement Network
- 100&Change MacArthur Foundation Grant Proposal

Plan Supports Student Success

- Increased support for student mental health programs
- Penn State Startup Week
- Student Engagement Network
- Increase in number of programs offering senior capstone experiences
- Pathways to Success: Summer Start (PaSSS)
Research Reflects Plan Priorities

- Record-breaking $863 million in FY17 research expenditures
- Launch of interdisciplinary research centers
- Establishment of the 2D Crystal Consortium
- Momentum building to secure National Cancer Institute designation

Strategic Initiative Funding

<table>
<thead>
<tr>
<th>Scale</th>
<th>Description</th>
<th>Request process</th>
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<tbody>
<tr>
<td>$</td>
<td>Projects focused in a single unit, typically requiring less than $50,000 in funding</td>
<td>Request from unit budget executive</td>
</tr>
<tr>
<td>$$</td>
<td>Seed grants for projects that cross unit boundaries and have the potential to develop into sustainable programs, $50,000 – $250,000</td>
<td>Strategic plan RFP</td>
</tr>
<tr>
<td>$$$</td>
<td>Large-scale projects that require a significant University investment and have executive support from multiple units</td>
<td>Proposal to the Office of the Executive Vice President and Provost</td>
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# How Our Fundraising and Strategic Plan Are Interrelated

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<th>Campaign Imperatives</th>
<th>Strategic Plan Components</th>
<th>Open Doors</th>
<th>Create Transformative Experiences</th>
<th>Impact the World</th>
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<tr>
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<td>Transforming Education</td>
<td>Advancing the Arts and Humanities</td>
<td>Enhancing Health</td>
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<td>Driving Digital Innovation</td>
<td>Stewarding Our Planet’s Resources</td>
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<td>Student Engagement</td>
<td>Global Engagement</td>
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<td>Global Engagement</td>
<td>Economic Development</td>
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<td>Diverse World</td>
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## Strategic Initiative RFPs

- The request for proposal process is open to current students, faculty, and staff.
- Submitters are strongly encouraged to work with the appropriate Steering Committee(s) to develop strong proposals.
- The rolling submission process will continue through the end of spring 2018.
- Committee review and award announcements will occur three times a year.
- Learn more on the plan website at [strategicplan.psu.edu/rfp](http://strategicplan.psu.edu/rfp)
Cycle 1: 64 Proposals Received

- Advancing the Arts and Humanities: 4
- Constituent Outreach and Engagement: 2
- Driving Digital Innovation: 6
- Enhancing Health: 15
- Infrastructure and Support: 1
- Organizational Processes: 1
- Stewarding Our Planet’s Resources: 16
- Transforming Education: 19

What Makes for a Great Proposal?

DO:
- Have a well-explained connection to at least one plan priority
- Incorporate the plan’s foundations
- Have the potential to scale up and a plan for sustained funding beyond the award period
- Incorporate committed collaborators from multiple units

DO NOT:
- Exceed the scale and scope of the funding
- Seek strategic initiative funding where traditional funding sources would be more appropriate
- Seek to replace funding more appropriately sourced at the unit level
2017-18 Timeline Overview

- Unit progress reports due annually - May
- Progress measures developed and communicated - June
- Executive Committee progress reports due biannually - July and January
- Community progress reports throughout the year
- Initiative review cycles each semester

Our Ongoing Call to Action

What We’re Asking of Our Leaders:
- Connect plan strategies to daily work
- Be engaged, accountable, communicative
- Embrace change and feedback

Key Message:
Without their focused leadership, Penn State cannot achieve its desired outcomes.
Thank You – Questions or Comments?

provost.psu.edu
SENATE COMMITTEE ON COMMITTEES AND RULES

Revisions to Bylaws; Article I – Officers, Section 1

(Legislative)

Implementation: UPON APPROVAL BY THE SENATE

Rationale:

Article I, Section 1 of the Senate Constitution states that the University Senate serves as “…the sole legislative body representing the University faculty as a whole.” [Emphasis added].

Article II, Section 2, defines the voting authority of the Senate members as follows: “All members of the Senate shall have full voting rights.”

Article II, Section 5, Paragraphs ‘a’ and ‘b’ provides that unelected (ex-officio and appointed) administrators shall serve as members of the Senate, provided that their numbers do not exceed 10% of the total elected faculty senators.

To provide for the efficient operation of the Senate, the Senate Bylaws established Senate officers to organize and carry out the directives of the legislative body. Article I, Section 1 of the Senate bylaws defines the electorate responsible for designating the offices of chair-elect and the secretary as “The Senate.”

One unintended consequence of designating “The Senate” as a whole as the body responsible for electing Senate officers, is that it opens the possibility that unelected members can override the judgment of the elected members. In any election where the margin of victory is under 10%, it is possible that the person who receives the most votes might not enjoy the support of the elected Senate. Until recently, this possibility seemed only theoretical.

Following the publication of Senate electoral statistics in 2014, the Senate learned that unlike regular legislation, which tends to pass overwhelmingly, leadership elections are often decided by very small margins. For instance, the most recent election for University Senate Chair was decided by a single vote. This fact reveals the inherent tensions between Article I, Section 1, and Article II, Section 2 of the University Faculty Senate Constitution. At least insofar as the University Faculty Senate is meant to represent the views of its elected members, in its current configuration, the Bylaws make these constitutional provisions inconsistent.

In the judgment of CC&R, the problems created by defining the electorate as “The Senate” extend far beyond specific instances where unelected members may alter the outcome of elections. In strongly criticizing administrative policies, candidates risk alienating potential voters who might decide the outcome of the leadership elections. To facilitate an open discussion of the issues, it is important that elected Senators are free to candidly discuss policy questions without fear that it will have an impact on their electoral prospects. In discussing the issue, CC&R recognizes that unelected members of the body are an invaluable resource to the Senate.
Their participation facilitates the communication that is at the heart of the Senate’s mission. However, voting in leadership elections may interfere with the free flow of information, and undermine the appointed members’ core function in the Senate.

There is strong precedent for having faculty and administrators sit together in decision-making bodies, while maintaining a degree of exclusivity in leadership elections. The Chair of the Senate sits with the Academic Leadership Council (ALC); the body of deans and chancellors that meet regularly to discuss university policy. When the ALC elects a chair, the Senate Chair is not invited to participate. While the chair is free to participate in meetings, and speak for the faculty, giving the Senate a say in the outcome of their elections would infringe on ALC’s autonomy as an administrative body.

Defining the electorate as “Elected senators” would apply equally to unelected administrators and unelected faculty members. In recommending revisions to the standing rules providing members of the Council of Past Chairs (CPC) with “membership” in the Senate, CC&R concluded that absent an electoral mandate, former chairs should not have a vote. Under the revised rules passed by the Senate (Article III, Section 11) on September 12, 2017, the CPC members enjoy floor privileges, and, by special request of CC&R, the right to serve on committees. However, the restriction on voting rights is a function of the standing rules, rather than the Bylaws. Defining the electorate as “Elected senators” would establish this electoral principle in the bylaws.

Historically, the purpose of a University Faculty Senate, is to give the faculty, an independent voice on matters pertaining to both education policy, and, in an advisory capacity, university operations as a whole. Defining the leadership electorate as “Elected senators” is the least restrictive means to protect the integrity of the electoral process, guarantee the free flow of information in open debates, and assure that Senate leaders enjoy the popular support of its elected members. The change has the effect of eliminating inconsistencies in the application of Article I, Section 1, Article II, Section 2, and Article II, Section 5 of the University Faculty Senate Constitution.

Recommendation:

That Article I, Section 1 of the Bylaws be and is hereby amended as follows:

**Bold indicates new text; strikethroughs indicated deleted text.**

(b) The Senate Elected senators shall elect annually from among its elected faculty members a Chair-Elect and a Secretary from among faculty members who are serving as elected faculty senators in the current Senate year. The Secretary shall be eligible for reelection, but shall serve no more than three consecutive one-year terms. The Chair-Elect, at the end of one year of service in that office, shall automatically succeed to the office of Chair. The Chair, at the end of one year of service in that office, shall automatically succeed to the office of Immediate Past Chair.
SENATE COMMITTEE ON COMMITTEES AND RULES

- Jonathan Abel
- Michael Bérubé
- Victor Brunsden
- Mark Casteel
- Ann Clements
- Amy Dietz
- Beth King
- Richard Robinett
- James Strauss
- Jane Sutton
- Ann Taylor
- Kent Vrana
- Nicole Webster
- Matthew Woessner
From a federal student aid perspective, the terms 'conditional' and 'provisional' can be, and often are, synonymous. Schools can admit students conditionally/provisionally, for example, until they provide further documentation, such as academic transcripts or test scores, or demonstrate an ability to succeed in the program by receiving acceptable grades in program coursework. Often, schools limit these students’ enrollment in terms of number of courses or enrollment status until they meet the necessary conditions. Students admitted as conditional/provisional are regular students (i.e. eligible for federal student aid) only if the school officially accepts them into an eligible degree program. If the student is merely allowed to take some courses before being officially admitted to the program, he is not considered a “regular student” and is not eligible for federal student aid funds until he is officially admitted.

Previously, Penn State would admit some students in provisional status if they lacked certain required criteria. Senate policy was updated in 2014 to align with Admission practice – that is to accurately reflect these students as “degree-seeking provisional students” from the point of admission. However, because they were not admitted to a college or degree program, provisional students were not regular, degree-seeking candidates.

Admissions practices have now been updated to provisionally admit students as degree seeking students in the Division of Undergraduate Studies with Conditions. This subtle change satisfies the requirements for federal aid eligibility, and also provides structure and support to students by enrolling them in an academic unit with academic advisers.

From the federal student aid perspective, it is important to consistently and accurately represent these students in policy as officially accepted, matriculated, and degree-seeking (i.e. regular students). Updates to the language in Senate policies to reflect these changes are recommended.

**Recommendation**

Revise the language in the below Senate policies to remove “provisional” and replace/update to “conditionally enrolled in DUS” or “degree seeking in DUS with conditions”.

- 02-50 Degree-Seeking Provisional Student
- 02-80 Non-degree Student
- 05-80 First-Year Admission as a Baccalaureate or an Associate Degree Candidate
- 05-81 Minimum Entrance Requirements for Admission to Baccalaureate Degree Programs
- 10-00 Degree-Seeking Provisional Students
Appendix E
12/05/17

• 12-00 Admission of a Degree-Seeking Provisional Student - Change to College of Enrollment
• 12-30 Baccalaureate Degree Candidate
• 12-70 Associate Degree Candidate
• 32-30 Responsibilities of Advisers and Advisees
• 32-40 Assignment of Adviser
• 54-40 Academic Suspension
• 67-10 Division I – Athletic Competition (University Park)

Please note that the following contains bold text for additions and strikeouts indicating deleted text.

02-50 Degree-Seeking Provisional Student

A student who is seeking to pursue either a baccalaureate or associate degree, holds a high school degree or equivalent, but does not meet all criteria specified in Sections 05-00 and 06-00 may be admitted to the University as a degree-seeking provisional student conditionally enrolled in DUS. The individual must meet all requirements specified in Section 10-00.

02-80 Non-degree Student

A person enrolled in a course who is not a degree candidate or degree-seeking provisional conditionally enrolled in DUS student is classified as a nondegree student. A nondegree student must either hold a high school diploma or its equivalent to take undergraduate courses. Exceptions may be made by the Undergraduate Admissions Office for students currently enrolled in high school (dual-enrollment students). A nondegree student may apply to enroll, if space is available, in credit courses if the requirements specified in Section 14-00 are met. A nondegree student may become a degree candidate under conditions specified in Section 18-00.

05-80 First-Year Admission as a Baccalaureate or an Associate Degree Candidate

Note b: An applicant who does not meet all the criteria specified in Sections 05-00 and 06-00 can be considered for admission as a degree seeking provisional student conditionally enrolled in DUS in accordance with the policies and procedures of Section 10-00.

05-81 Minimum Entrance Requirements for Admission to Baccalaureate Degree Programs

To be eligible for admission consideration to the University as a Baccalaureate degree candidate, either as a beginning student or as a student with advanced standing, an applicant must meet the following minimum requirements:

1. Penn State requires graduation from a recognized secondary high school program, home school program or equivalent (e.g. GED), as reported on the application for undergraduate admission, for admission to four-year degree programs. A secondary school diploma issued by the Pennsylvania Department of Education, or appropriate authority in another state, may be accepted as equivalent to
graduation from an accredited secondary school and as equivalent to the minimum secondary school units required for admission, as indicated under the Minimum Carnegie Units heading, with the exception of math and world language.

An adult learner, as defined by the University, may be considered for admission on an exception basis without a high school transcript by, at a minimum, self-certifying graduation. If an adult learner has completed 18 or more collegiate credits at an accredited university, successful collegiate level courses and secondary level Carnegie units as reported on the application will be considered for the admission decision. Adult learner applicants with 17 or fewer collegiate credits are strongly encouraged to provide a high school transcript for admission; however, if a high school transcript is not available, the applicant will be evaluated based on the available credentials and may be referred to degree-seeking provisionally enrolled in DUS or other options.

10-00 Degree-Seeking Provisional Students in the Division of Undergraduate Studies with Conditions

An applicant seeking to pursue a degree program and holding a high school diploma or its equivalent may be admitted to enroll in credit courses at the University as a degree-seeking provisionally enrolled in the Division of Undergraduate Studies. A degree-seeking provisionally enrolled in DUS with conditions is considered a regular student for registration and academic advising and is entitled to all services provided to all students of the University. A degree-seeking provisionally enrolled in DUS that who is admissible to the University may enroll in credit courses if the following criteria are met:

1. The applicant provides evidence of academic success based on credentials submitted with the application; however, does not meet all criteria specified in Sections 05-00 and 06-00.
2. The applicant has not been dismissed for unsatisfactory scholarship from any other college or university previously attended.
3. The applicant has not been dismissed or suspended for nonacademic reasons from any college or university. 3a. An applicant who has any criminal or disciplinary issues and is not in good standing at another accredited college or university must have received clearance from the Office of Student Conduct.

Note a: An applicant with a baccalaureate or higher degree is not eligible to enroll as a degree-seeking provisionally enrolled in DUS and can be referred to the Graduate School for non degree program consideration.

12-00 Admission of a Degree-Seeking Provisional Student Conditionally Enrolled in DUS Change to College of Enrollment

12-30 Baccalaureate Degree Candidate

A degree-seeking provisionally enrolled in DUS must complete a minimum of 18 credits at the University with a minimum grade-point average of 2.00 and satisfy all the requirements of the college of enrollment or the Division of Undergraduate Studies to be considered for a change of enrollment.
12-70 Associate Degree Candidate

A degree-seeking provisional student conditionally enrolled in DUS must complete a minimum of 9 credits at the University with a minimum grade-point average of 2.00 and satisfy all the requirements of the college of enrollment or the Division of Undergraduate Studies to be considered for a change of enrollment.

32-30 Responsibilities of Advisers and Advisees

Responsibility for providing the student with a primary academic adviser is as follows:

- Degree-Seeking Provisional Students Conditionally Enrolled in DUS

University Park–The Division of Undergraduate Studies is responsible for providing the student with a primary academic adviser.

32-40 Assignment of Adviser

- Degree-Seeking Provisional Students Conditionally Enrolled in DUS

University Park – Responsibility for assignment of adviser rests with the Division of Undergraduate Studies.

54-40 Academic Suspension

Academic suspension is an official notification that a student has earned a semester grade-point average of less than 2.00 while on academic warning. A student who has been academically suspended may not schedule courses at the University for two consecutive semesters (Note: Summer session is equal to one semester and includes all courses offered after Spring semester and before Fall semester). A student returning from academic suspension must apply for re-enrollment as defined in policy 58-00 (or admission, if he/she is a degree-seeking provisional student conditionally enrolled in DUS) and returns to the University in warning status, with his/her former cumulative grade-point average, and with a hold placed on the registration. The student must receive written support obtained in the college/major (or DUS) the student intends to pursue.

67-10 Division I – Athletic Competition (University Park)

C. Enrollment Status

1. Courses offered through World Campus may not be used to establish the minimum requirements for full-time status.

2. Degree-seeking provisional in DUS with conditions, non-degree regular and non-degree conditional students are not eligible to practice or compete.

1. NCAA Division III

   g. Degree-seeking provisional in DUS with conditions, non-degree regular and non-degree conditional students are not eligible to practice or compete.
SENATE COMMITTEE ON ADMISSIONS, RECORDS, SCHEDULING, AND STUDENT AID

- Steven Andelin
- Victoria Braithwaite
- Clark Brigger
- Wei-fan Chen
- Anna Griswold
- Harold Hayford, Vice Chair
- James Japp
- Robert Kubat
- Maura Shea
- Shuang Shen
- Jake Springer
- Darryl Thomas
- Mary Beth Williams, Chair
- Douglas Wolfe
SENATE COMMITTEE ON COMMITTEES AND RULES

Revisions to Bylaws; Article II – Membership, Section 5(c)

(Legislative)

Implementation: UPON APPROVAL BY THE SENATE

Rationale:

Student senator representation to the Senate is detailed in the Constitution, Article II, Section 5(c) where it states that, “The full-time, degree-seeking students at the University shall be represented by student senators elected by their units and by two ex officio student senators from undergraduate student government organizations.”

The Bylaws go on to stipulate the election of student representatives from various colleges, locations and units (including the Graduate School, Dickinson Law, Penn State Law, and the College of Medicine).

Article II, Section 5(c)(4) goes on to allocate student senators as: “Two leaders of undergraduate student government organizations as follows: One representative of the University Park Undergraduate Association; One representative of the Council of Commonwealth Student governments. Whenever comparable units are added to the University or created through reorganization, each new unit shall elect one student senator. The term of a student senator shall be one year.”

Given that each undergraduate and graduate student unit is represented by an elected student senator, it seems inequitable that undergraduate student government organizations are provided representation, while the graduate and professional student government is not afforded similar representation.

The duly recognized Graduate and Professional Student Association was established in 1951 (originally as the Graduate Student Association and then reorganized in its current form in 2014). Moreover, there is already a provision for adding representation as needed.

It is therefore the opinion of the CC&R that this inequity in representation be redressed by providing for a senator from the Graduate and Professional Student Association.

Recommendation:

That Article II, Section 5(c) of the Bylaws be and is hereby amended as follows: Bold indicates new text; strikethroughs indicated deleted text.
Section 5(c)
The full-time, degree-seeking students at the University shall be represented by student senators elected by their units and by two three ex officio student senators from two undergraduate student government organizations and one graduate and professional student government organization.

Section 5(c)(4)
Three Two leaders of undergraduate student government organizations as follows: One representative of the University Park Undergraduate Association; One representative of the Council of Commonwealth Student governments; One representative of the Graduate and Professional Student Association. Whenever comparable units are added to the University or created through reorganization, each new unit shall elect one student senator. The term of a student senator shall be one year.

SENATE COMMITTEE ON COMMITTEES AND RULES

- Jonathan Abel
- Michael Bérubé
- Victor Brunsden
- Mark Casteel
- Ann Clements
- Amy Dietz
- Beth King
- Richard Robinett
- James Strauss
- Jane Sutton
- Ann Taylor
- Kent Vrana (Chair)
- Nicole Webster (Co-Chair)
- Matthew Woessner
Rationale:
According to Article I, Section 1 "The University Faculty Senate shall have the following functions:

(a) Legislative
To serve as the sole legislative body representing the University Faculty as a whole. Its actions shall be authoritative on all matters that pertain to the educational interests of the University (graduate and undergraduate resident [emphasis added] instruction, research, and continuing education) and on all educational matters that concern the faculties of more than one college, subject, after consultation, to revision and orders of the president of the University."

With the growth of Penn State World Campus, and other online delivery systems, the "resident" which precedes the word "instruction" could be read to limit the Senate’s jurisdiction over online education. In fact, such a limitation would contradict our institution’s commitment to a philosophy of "a course is a course." as we do not differentiate between resident instruction and online instruction.

Moreover, the absence of a reference to "professional education" might be viewed as excluding professional instruction from Senate authority.

To clarify these issues, the CC&R recommends that "resident" be stricken and the remainder of the sentence be modified to more completely affirm that the Senate has ultimate authority over the entire educational interests of the University.

Recommendation:

That Article I, Section 1 of the Constitution be and is hereby amended as follows:
Bold indicates new text; strikethroughs indicated deleted text.

___________

Article I
Section 1
The University Faculty Senate shall have the following functions:
(a) Legislative
To serve as the sole legislative body representing the University Faculty as a whole. Its actions shall be authoritative on all matters that pertain to the educational interests of the University (all graduate, professional and undergraduate resident instruction, research, and continuing education) and on all educational matters that concern the faculties of more than one college, subject, after consultation, to revision and orders of the president of the University.

SENATE COMMITTEE ON COMMITTEES AND RULES

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- Victor Brunsden
- Mark Casteel
- Ann Clements
- Amy Dietz
- Beth King
- Richard Robinett
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- Ann Taylor
- Kent Vrana (Chair)
- Nicole Webster (Co-Chair)
- Matthew Woessner
SENATE COMMITTEE ON UNDERGRADUATE EDUCATION

Changes to Senate Policy 42-27 Class Attendance

(Legislative)

Implementation: Upon Approval by the Senate and development of procedures when applicable

Rationale

A number of Penn State students are active duty, guard, and reserve service women and men, who during their time as students are called up for duty while enrolled in classes. The responsibilities of these students are many. In time of national or global crises (such as recent hurricane relief efforts) these individuals are often called to duty without previous notice, leaving them with limited or no time to address these absences with faculty.

The unknown duration of their absences as well as military work schedules and duty demands add a further complication, resulting in students choosing to either withdraw from a course or courses, affecting federal satisfactory academic progress requirements. For those students using GI Bill benefits, a rushed attempt to complete the course requirements to avoid financial penalties often results in lower or failing grades which can lead to suspension, loss of use of their GI Bill benefits and/or housing stipends.

Recommendation

The purpose of the proposed changes to the Class Attendance policy are to address short term absences by requiring that students communicate with faculty and, where possible, make arrangements to complete courses, or if necessary, to withdraw from selected courses without financial penalty. The goal is to increase student success through course completion or by eliminating potential financial hardships.

Revised Policy

42-27 Class Attendance (showing revisions in bold)

Regular class attendance is one of the most important ways that students learn and understand course materials. It is a critical element of student success. Accordingly, it is the policy of the University that class attendance is expected and that students should follow the attendance policy of the instructor, as outlined in the syllabus. A student
should attend every scheduled class and should be held responsible for all work covered in the courses taken.

Class attendance is expected regardless of the format of the course and this expectation applies equally to students in face-to-face, online, and hybrid courses. Attendance in online courses goes beyond course login and is based on documentable participation in class activities, such as interacting with the instructor, interacting with enrolled students, completing assignments with specific due dates, and/or participating in online discussions on a regular basis. It is the student’s responsibility to complete work early, or make alternate arrangements with the course instructor, if due dates or required work will be missed because of a University-approved absence as described in this policy.

Instructors should provide, within reason, the opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as Martin Luther King Day of Service, field trips, debate trips, choir trips, and athletic contests). In addition, instructors should provide, within reason, the opportunity to make up work for students who miss class for post-graduate, career-related interviews when there is no opportunity for students to re-schedule these opportunities (such as employment and graduate school final interviews.) In both cases, students should inform instructors in advance and discuss the implications of any absence. Missing class, even for a legitimate purpose, may mean that there is work that cannot be made up, hurting the student’s grade in the class. Likewise, students should be prepared to provide documentation for participation in University-approved activities, as well as for career-related interviews, when requested by the instructor.

Instructors also should provide, within reason, the opportunity to make up work for students who miss classes for other legitimate but unavoidable reasons. Legitimate, unavoidable reasons are those such as illness, injury, military service, family emergency, or religious observance. Again, it should be recognized that not all work can be “made-up” and that absences can affect student performance in a class.

Due to the potential for academic or financial hardship for military members, for those students providing verified orders, a denial of accommodation may be appealed to the Director of Academic Affairs of the campus or the appropriate associate dean of the college (or DUS) in which the student is enrolled. When the student is unable to make arrangements with instructors for unexpected orders requiring a short term absence, or upon denial of an appeal, the Director of Academic Affairs or Associate Dean will notify the Registrar’s Office of the administrative cancellation of the course(s) and 100% of the tuition for the course(s) will be refunded to the student. For orders requiring absences lasting longer than two weeks, students may pursue a military withdrawal directly through the Registrar’s Office.
Instructors can determine when irregular attendance negatively affects a student’s scholastic achievement, and thus grade, in the course, even to the point of failure. If class absence constitutes a danger to the student’s scholastic attainment, the instructor should make this fact known to the student. The student may appeal this decision to the head of the department in which the course is offered.

If an evaluative event will be missed due to an unavoidable absence, the student should contact the instructor as soon as the unavoidable absence is known to discuss ways to make up the work. An instructor might not consider an unavoidable absence legitimate if the student does not contact the instructor before the evaluative event. Students will be held responsible for using only legitimate, unavoidable reasons for requesting a make-up in the event of a missed class or evaluative event. (Conflicts with non-final examinations are covered in the Policy 44-35.) Requests for missing class or an evaluative event due to reasons that are based on false claims may be considered violations of the policy on Academic Integrity (Policy 49-20).

SENATE COMMITTEE ON UNDERGRADUATE EDUCATION

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- Karen I. Pollack
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- Janina Safran
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- David R. Smith
- Michele Stine
- Samia Suliman
Appendix I
12/05/17

CORRECTED COPY
(Shaded areas in [square brackets] reflect revisions made during the Senate meeting.)

SENATE COMMITTEE ON FACULTY AFFAIRS AND INTRA-UNIVERSITY RELATIONS

Revision of AC-21 Definition of Academic Ranks - Standing, Non-Tenure-line Faculty
(Advisory/Consultative)
Implementation: Upon Approval by the President

Rationale
In 2016, the President accepted changes to the promotion procedures for full-time fixed-term and standing non-tenure-line faculty members proposed by the Senate Committee on Faculty Affairs. Inconsistencies with regard to the role and review of standing non-tenure-line faculty and their ability to serve on Fixed-Term Review Committees have been identified. The sense of the committees is that standing non-tenure-line faculty members have been inadvertently excluded from promotion processes that they should not be excluded from. To this end, the Senate Committees on Faculty Affairs and Intra-University Relations make recommendations that clarify AC-21.

Description
In AC-21, under section “FIXED-TERM RANKS and PROMOTION PROCEDURES,” the following inconsistencies are noted:

1. As written, only full-time fixed-term faculty are eligible for review by Fixed-Term Review Committees; this leaves the review of standing non-tenure-line faculty members unclear.

2. As written, when the University College establishes their Fixed-Term Review Committee, it is only composed of full-time fixed-term faculty from the campuses within the University College; this leaves the eligibility of standing non-tenure-line faculty members to serve on Fixed-Term Review Committees unclear.

3. As written, in the event that a unit has fewer than seven full-time fixed-term faculty members, at least two members of that unit’s Fixed-Term Review Committee shall be drawn from another unit’s Fixed-Term Review Committee; this leaves the eligibility of standing non-tenure-line faculty members to serve on Fixed-Term Review Committees unclear.

4. As written, only full-time fixed-term faculty members in each unit are eligible to serve on and to vote for the members of the review committee in their unit; this leaves the voting rights and eligibility of standing non-tenure-line faculty members to serve on Fixed-Term Review Committees unclear.

5. As written, in the event that there are insufficient numbers of higher-ranked fixed-term faculty, exceptions to this provision may be permitted by the Executive Vice President and Provost at the request of the academic unit; this leaves the role of
standing non-tenure-line faculty members in the composition of Fixed-Term
Review Committees unclear.

6. The above issues manifest in another matter, namely, that Fixed-Term Promotion
Review Committees are named “Fixed-Term Promotion Review Committees” to
the exclusion of standing non-tenure-line faculty members; in actuality, what are
called “Fixed-Term Promotion Review Committees” are “Non-Tenure-Line
Promotion Review Committees.”

**Recommendation**

Recommended changes to one section of AC-21 are as follows.

*Please note that the following contains bold text for additions and strikeouts indicating
deleted text. The only strikeouts below are in reference to “Fixed-Term” portion of
“Fixed-Term Promotion Review Committees.”*

**FIXED-TERM RANKS and PROMOTION PROCEDURES:**

Fixed-term ranks and titles should follow the guidelines set forth above for teaching,
research, and clinical faculty, as well as librarians. Units should have clear rationales for
the different ranks and titles they choose to use and their expectations for faculty to
achieve these various ranks.

Rather than use the titles “lecturer” and “instructor” interchangeably for fixed-term
appointments, each college should determine for itself which of the two titles it chooses
to use, and then use that title consistently for such appointments.

Colleges should have their own guidelines for distinguishing between lecturer/instructor,
assistant/associate/full professor positions for designating a third rank beyond that of
lecturer or for promoting from one rank to the other, but all units should operate under
the following University assumptions:

1. Although there can be exceptions, positions above the first rank are designed to be
   promotion opportunities, with a recommended period of at least five years in rank
   as an instructor or lecturer (or, for fixed-term and standing faculty without tenure
   who hold terminal degrees, assistant teaching/research/clinical professors) before
   consideration for promotion. Fixed-Term and Standing non-tenure-line faculty
   should become eligible for promotion to the second rank after five years in rank,
   and would be permitted to compile their promotion dossiers in their fifth year.
   There should be no fixed time period for promotion to the third rank. Reviews for
   promotions should be conducted solely with regard to the merit of the candidate.

2. Reviews for promotion of the full-time fixed-term and standing non-tenure-line
   faculty shall be conducted by [Fixed-Term Non-Tenure-Line] Promotion Review
   Committees. [Fixed-Term Non-Tenure-Line] Promotion Review Committees shall
be constituted as follows: each of the colleges at University Park shall establish a committee for that college; each of the five stand-alone campuses (Abington, Altoona, Behrend, Berks, Harrisburg) shall establish a committee for that campus; each of the Special Mission Campuses (Great Valley, College of Medicine, and Dickinson Law) shall establish a committee for that campus; and the University College shall establish one committee composed of full-time fixed-term and standing non-tenure-line faculty from the campuses within the University College, with no more than one member from any campus. If a unit shall have fewer than seven full-time fixed-term and standing non-tenure-line faculty members, at least two members of that unit’s [Fixed-TermNon-Tenure-Line Promotion] Review Committee shall be drawn from another unit’s [Fixed-TermNon-Tenure-Line Promotion] Review Committee. Only full-time fixed-term and standing non-tenure-line faculty members in each unit are eligible to serve on and to vote for the members of the review committee in their unit. Only faculty of higher rank than the candidate should make recommendations about promotions. If there should be insufficient numbers of higher-ranked fixed-term and standing non-tenure-line faculty, exceptions to this provision may be permitted by the Executive Vice President and Provost at the request of the academic unit.

3. The promotion procedure itself should include recommendations by both a campus/department faculty committee, (b) the DAA or department/division head, and (c) the approval of the campus chancellor and/or dean of the college.

4. All promotions should be accompanied by a promotion raise, in addition to a merit raise, to be determined and funded by the college.

5. The exceptions to this policy are the College of Medicine, the Colleges of Law (Dickinson and University Park), and the University Libraries, since their faculty have for many years been hired off the tenure-track and do not create confusion about their relation to tenure-track faculty.

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Ruggiero, Francesca
Saunders, Bryan
Schmiedekamp, Ann
Shurgalla, Richard
Subramanian, Roger
Wagner, Johanna
Revision of AC-21 Definition of Academic Ranks - Provision of Multi-Year Contracts

(Advisory/Consultative)

Implementation: Upon Approval by the President

Rationale
Multi-year contracts, where available, provide further opportunities to foster continuity of programs and curriculum by stabilizing the working conditions for full-time fixed-term faculty members. Although multi-year contracts are often associated budgetarily with permanent bunds, in some situations, multi-year contracts can be granted based on temporary as well as permanent funds. This proposal recommends changes to AC-21 (the University’s policy on fixed-term faculty titles, rank, and promotion) in order to guide administrative actions related to the provision of multi-year contracts for full-time fixed-term faculty.

[The intent of this Advisory and Consultative Report is to strengthen stability for full-time fixed-term faculty members. This proposal encourages both faculty and administrators to think of longer-term contracts for full-time, fixed-term faculty members who have earned promotion, when longer-term contracts are feasible. The proposal also aims at the improvement of communication and understanding between faculty and administrators if there are factors that inhibit the offering of longer-term contracts.]

Recommendation
Recommended changes to one section of AC-21 are as follows.

Please note that the following contains bold text for additions and strikeouts indicating deleted text. The only strikeout below is a change to the numbering of sections.

FIXED-TERM RANKS and PROMOTION PROCEDURES:

Fixed-term ranks and titles should follow the guidelines set forth above for teaching, research, and clinical faculty, as well as librarians. Units should have clear rationales for the different ranks and titles they choose to use and their expectations for faculty to achieve these various ranks.

Rather than use the titles “lecturer” and “instructor” interchangeably for fixed-term appointments, each college should determine for itself which of the two titles it chooses to use, and then use that title consistently for such appointments.

Colleges should have their own guidelines for distinguishing between lecturer/instructor, assistant/associate/full professor positions for designating a third rank beyond that of
lecturer or for promoting from one rank to the other, but all units should operate under the following University assumptions:

1. Although there can be exceptions, positions above the first rank are designed to be promotion opportunities, with a recommended period of at least five years in rank as an instructor or lecturer (or, for fixed-term and standing faculty without tenure who hold terminal degrees, assistant teaching/research/clinical professors) before consideration for promotion. Fixed-Term and Standing non-tenure-line faculty should become eligible for promotion to the second rank after five years in rank, and would be permitted to compile their promotion dossiers in their fifth year. There should be no fixed time period for promotion to the third rank. Reviews for promotions should be conducted solely with regard to the merit of the candidate.

2. Reviews for promotion of the full-time fixed-term faculty shall be conducted by Fixed-Term Promotion Review Committees. Fixed-Term Promotion Review Committees shall be constituted as follows: each of the colleges at University Park shall establish a committee for that college; each of the five stand-alone campuses (Abington, Altoona, Behrend, Berks, Harrisburg) shall establish a committee for that campus; each of the Special Mission Campuses (Great Valley, College of Medicine, and Dickinson Law) shall establish a committee for that campus; and the University College shall establish one committee composed of full-time fixed-term faculty from the campuses within the University College, with no more than one member from any campus. If a unit shall have fewer than seven fixed-term faculty members, at least two members of that unit's Fixed-Term Review Committee shall be drawn from another unit's Fixed-Term Review Committee. Only full-time fixed-term faculty members in each unit are eligible to serve on and to vote for the members of the review committee in their unit. Only faculty of higher rank than the candidate should make recommendations about promotions. If there should be insufficient numbers of higher-ranked fixed-term faculty, exceptions to this provision may be permitted by the Executive Vice President and Provost at the request of the academic unit.

3. The promotion procedure itself should include recommendations by both a campus/department faculty committee, (b) the DAA or department/division head, and (c) the approval of the campus chancellor and/or dean of the college.

4. All promotions should be accompanied by a promotion raise, in addition to a merit raise, to be determined and funded by the college.

5. Once it has been determined that a full-time fixed-term faculty member in the second rank at Penn State will be offered a new contract, the faculty member shall be considered for a [multi-year contract of three or more years]. If a [multi-year contract of three or more years] is not granted, then factors that shaped this decision shall be communicated to the fixed-term faculty member at the time when a new contract that is of shorter duration is offered.
6. Once it has been determined that a full-time fixed-term faculty member in the third rank at Penn State will be offered a new contract, the faculty member shall be considered for a [multi-year contract of five years]. If a [multi-year contract of five years] is not granted, then factors that shaped this decision shall be communicated to the fixed-term faculty member at the time when a new contract that is of shorter duration is offered.

§7. The exceptions to this policy are the College of Medicine, the Colleges of Law (Dickinson and University Park), and the University Libraries, since their faculty have for many years been hired off the tenure-track and do not create confusion about their relation to tenure-track faculty.

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Wagner, Johanna
In 2018, the University Bulletins web-based interface will be replaced with CourseLeaf Catalog, an academic catalog management system solution that will improve the accuracy, functionality, and maintenance capabilities of the degree-program bulletins. The initiative has made significant progress through the work of the Bulletins Steering Committee and Implementation Team by completing the following milestones: web architecture confirmation, user-interface and design direction, and establishment of a review and content gathering process for Bulletins information. The Steering Committee is co-chaired by Alan Rieck, assistant vice president and assistant dean for Undergraduate Education, and Robert Kubat, assistant vice president for Undergraduate Education and the university registrar, with faculty and staff representatives from across the University.

In the next few weeks, the project will enter a content gathering phase when members of the Bulletins Implementation team will reach out to designated college representatives to discuss new content needs that are independent of Faculty Senate approval. New content areas are designed to create consistency across the Bulletins and improve the ease with which students can understand and navigate University resources, policies, and academic requirements.

A project website has been established to update the Penn State community with current news and project information. Please visit sites.psu.edu/bulletinupdate/ to learn more.
This report is a summary of Penn State benefit changes, changes under consideration, and issues discussed, for which the Joint Committee on Insurance and Benefits provided consultation with the administration between September, 2016 and May, 2017.

Changes to Penn State Benefits

Health Plan Benefit changes in 2017

The PPO and PPO Savings remained the two health plan choices in 2017, with increases in employee contributions through deductibles, out-of-pocket maximums, and co-pays. In the PPO plan, deductibles increased for individuals from $250 to $375, and for all other plan tiers from $500 to $750, coinsurance out-of-pocket maximums increased for individuals from $1,000 to $1,250 and for all other plan tiers from $2,000 to $2,500, and co-pays increased for office visits from $10 to $20, for specialist visits from $20 to $30, and for urgent care from $20 to $30. The separate pharmacy deductible increased from $1,000 per member/$6,000 per family to $2,000 per member/$8,000 per family.

In the PPO Savings plan, premiums increased for each subscriber tier: Employee only from 0.52% to 0.63%; Employee plus spouse from 1.25% to 1.53%; Employee plus child(ren) from 1.16% to 1.42%; Family from 1.60% to 1.95%. In addition to premium increases, deductibles increased for individual subscribers from $1,300 to $1,800, and for all other plan tiers from $2,600 to $3,200, coinsurance out-of-pocket maximums (excluding deductible) decreased for individual from $2,100 to $1,975, and for all other plan tiers from $4,200 to $3,950, based on federal minimums on out-of-pocket maximums for high-deductible plans at $3,775 for individual plans and $7,150 for family plans. Co-insurance rates remained the same for medical and generic drugs, but increased for other pharmacy costs from 10% for all drugs to 20% for formulary and 40% for non-formulary, retail or mail order, and the additional minimum cost for specialty drugs at 20% or $65 for formulary and 40% or $100 for non-formulary. The Health Savings Account Seed contributed by the University to the employee remains the same at $400 individual/$800 family for those earning over $60,000, but increases to $600 individual/$1,200 family for those earning less than $60,000.

The dental plan saw its first changes in many years. While premiums and the annual maximum of $1,500 per member covered remained the same, a deductible of $50 individual/$150 family for both in and out of network non-preventive services was implemented. Co-insurance also increased for out-of-network services from 80% covered to 60% covered for Class II basic services, and from 60% covered to 50% covered for Class III major services.
Long-Term Disability rates paid by employees stayed the same in 2017 after an increase in 2016. The rates had remained the same for years until the provider, Prudential, increased them for the remaining two years of our contract, which ends December 31, 2017. A request for proposal will be initiated in early 2017 to be effective January 1, 2018.

Retiree health care plans for 2017 had increases in employee contributions. Retirees under Medicare age of 65 subscribe to the same PPO or PPO Savings plan as active employees, thus had the same 2017 increases to deductibles, co-pays, and out-of-pocket maximums. Pre-Medicare retirees’ claim costs were 46% higher than active employees in 2016, prompting an overall increase in 2017 premium contributions from this group to generate 21% of the total cost of care for this group, not including out-of-pocket contributions. Monthly premiums for non-Medicare retirees changed as rates for two tiers in 2016 were expanded to four tiers in 2017 for both the PPO and PPO Savings plans. In the PPO, retiree-only rates increased from $135 to $176.16, retiree plus spouse decreased from $456.50 to $352.31, retiree plus children decreased from $456.50 to $264.23, and retiree family decreased from $456.50 to $440.39. In the PPO Savings choice, retiree only rates increased from $99 to $127.18, retiree plus spouse decreased from $324 to $254.37, retiree plus children decreased from $324 to $190.77, and retiree family decreased from $324 to $317.96 The 2017 non-Medicare retiree premiums are roughly equal to an active employee salary of $90,000.

Retirees who are Medicare participants can select the Part B Freedom plan as a Medicare supplement plan that is fully insured by Highmark Cross. For 2017, premiums for this plan increased from $72 to $79, which is 20% of the full cost of this group plan with the University contributing the remaining 80%.

Technical Service’ PPO plan percentage of salary contributions from 2016 to 2017 increased in each tier to the following:

<table>
<thead>
<tr>
<th>Tier</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>2.37%</td>
<td>2.56%</td>
</tr>
<tr>
<td>Two persons</td>
<td>5.12%</td>
<td>5.53%</td>
</tr>
<tr>
<td>Parent &amp; child(ren)</td>
<td>4.78%</td>
<td>5.16%</td>
</tr>
<tr>
<td>Family</td>
<td>6.42%</td>
<td>6.93%</td>
</tr>
</tbody>
</table>

Technical Service’ PPO Savings Plan percentage of salary contributions from 2016 to 2017 stayed the same in each tier:

<table>
<thead>
<tr>
<th>Tier</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>1.25%</td>
<td>1.25%</td>
</tr>
<tr>
<td>Two persons</td>
<td>2.20%</td>
<td>2.20%</td>
</tr>
<tr>
<td>Parent &amp; child(ren)</td>
<td>2.05%</td>
<td>2.05%</td>
</tr>
</tbody>
</table>
Family 2.6% 2.6%

For 2017 health plan enrollment data indicated:

- 12,460 or 77% of employees enrolled in the Highmark PPO plan
- 3,769 or 23% of employees enrolled in the Highmark PPO Savings plan
- 640 moved from PPO in 2016 to PPO Savings plan in 2017
- 163 moved from PPO Savings in 2016 to PPO plan in 2017
- 127 Technical Service members chose the PPO Savings option
- 96% who were enrolled in the PPO Savings plan last year remained in the plan

In March, 2016 the senate passed and the President accepted the report on “Principles for the design of Penn State health care plans.” The committee participated in the development of this report. In the report, principle four stated: “A principle for overall cost sharing of 75% University and 25% employee should guide the determination of contributions to meet the annual full cost of healthcare (University cost, plus employee premiums, plus employee out-of-pocket costs).” The annual report of JCIB includes the following tables of health care contribution data to monitor the year-to-year implementation of this cost-sharing principle.

Table 1: Actual and Budgeted Costs with Premium Cost Share

<table>
<thead>
<tr>
<th>CALENDAR YEAR INFORMATION</th>
<th>Total Claims Paid (% change)</th>
<th>Employee Premium Contributions (% of Total Claims)</th>
<th>Net PSU Cost (% change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>217,677,285 5% from 2012</td>
<td>41,167,636 18.91%</td>
<td>176,509,649 4.5% from 2012</td>
</tr>
<tr>
<td>2014 budgeted</td>
<td>239,138,418 10% projected</td>
<td>41,383,917 17.31%</td>
<td>197,754,501</td>
</tr>
<tr>
<td>2014 actual</td>
<td>220,479,189 1% actual</td>
<td>42,747,904 19.39%</td>
<td>177,731,285</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.7% actual</td>
<td>0.7% actual</td>
</tr>
<tr>
<td>2015 budgeted</td>
<td>250,868,027 5% projected</td>
<td>44,441,055 17.71%</td>
<td>206,426,972</td>
</tr>
<tr>
<td>2015 actual</td>
<td>236,236,199 7% actual</td>
<td>45,286,942 19.17%</td>
<td>190,949,257</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.7% actual</td>
<td>7.4% actual</td>
</tr>
<tr>
<td>2016 actual</td>
<td>270,407,414 14% actual</td>
<td>46,807,111 17%</td>
<td>223,600,303</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.4% actual</td>
<td>17% actual</td>
</tr>
</tbody>
</table>

The 2016 total claims paid by the University increased by a significant 14% over the prior 2015 calendar year. Employee premium contributions to the University cost declined approximately 2% from the 2015 calendar year, thus the University’s overall contribution to medical costs
increased 17% in 2016 over 2015. The University total cost does not include out-of-pocket payments made by employees directly to providers and these are detailed in the table 2 below.

Table 2: Employee out-of-pocket contributions

<table>
<thead>
<tr>
<th>CALENDAR YEAR INFORMATION</th>
<th>Employee Medical Out-Of-Pocket (% change)</th>
<th>Employee Prescription Drug Out-Of-Pocket (% change)</th>
<th>Total Employee Out-Of-Pocket Cost (% change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>15,890,082</td>
<td>6,460,526</td>
<td>22,350,608</td>
</tr>
<tr>
<td>2014</td>
<td>17,179,997</td>
<td>6,277,005</td>
<td>23,457,002</td>
</tr>
<tr>
<td>2015</td>
<td>18,073,639</td>
<td>6,649,340</td>
<td>24,722,979</td>
</tr>
<tr>
<td>2016</td>
<td>19,707,691</td>
<td>6,618,254</td>
<td>26,325,945</td>
</tr>
</tbody>
</table>

Employee out-of-pocket costs increased 9% for medical claims and decreased slightly 0.47% for prescription drug claims. However, overall employee out-of-pocket costs increased 6.48% in 2016 over the 5.4% increase in 2015. When these contributions are combined with premium and University contributions the full cost of medical care and cost-sharing between the University and employees can be examined below in Table 3.

Table 3: Cost-sharing of total health care contributions between the University and employees

<table>
<thead>
<tr>
<th>CALENDAR YEAR INFORMATION</th>
<th>Total Health Care Cost (% change)</th>
<th>Employee Premium and Out-Of-Pocket Contributions (% change)</th>
<th>Net University Cost (% change)</th>
<th>University % Share of Total Health Care Cost (% change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>240,027,893</td>
<td>63,518,244</td>
<td>176,509,649</td>
<td>73.5%</td>
</tr>
<tr>
<td>2014</td>
<td>243,936,191</td>
<td>66,204,906</td>
<td>177,731,285</td>
<td>72.9%</td>
</tr>
<tr>
<td>2015</td>
<td>260,959,178</td>
<td>70,009,921</td>
<td>190,949,257</td>
<td>73.2%</td>
</tr>
<tr>
<td>2016</td>
<td>296,733,359</td>
<td>73,133,056</td>
<td>233,600,303</td>
<td>75.35%</td>
</tr>
</tbody>
</table>

The yearly increase in health care claims paid by the University doubled from 7% in 2015 to 14% in 2016. The full employee contribution of premiums and out-of-pocket costs increased 4.46% in 2016 over 2015, but the increase declined over the prior year increase of 5.7%. The 2016 overall University cost for the total allowable charges increased 17% over the cost in 2015. However, the cost sharing between University and employee better achieved the goal of 75%
University and 25% employee in 2016 as the final actual cost sharing resulted in the University contribution of 75.35% to total allowable medical charges. This is an important improvement over the prior three years when the University contribution fell short of the goal at 73.5%, 72.9% and 73.2%. The design of future plans should attempt to maintain the goal achieved in 2016.

**Health Plan Benefit Changes for 2018**

The total allowed medical costs for calendar year 2018 are projected at $191,338,000. The medical plan costs and cost-sharing projections used to develop the 2018 plan design and contribution levels are in Table 4 below.

Table 4: 2018 Medical Health Plan Cost Projections

<table>
<thead>
<tr>
<th>CALENDAR YEAR INFORMATION</th>
<th>2018 Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of Allowed Charges</td>
<td>$191,338,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPO Plan Cost Share</th>
<th>2018 Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant OOP</td>
<td>10.6%</td>
</tr>
<tr>
<td>Premium Contributions</td>
<td>14.4%</td>
</tr>
<tr>
<td>HSA seed</td>
<td>0.0%</td>
</tr>
<tr>
<td>Penn State Cost Share</td>
<td>75.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PPO Savings Plan Cost Share</th>
<th>2018 Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant OOP</td>
<td>14.4%</td>
</tr>
<tr>
<td>Premium Contributions</td>
<td>10.6%</td>
</tr>
<tr>
<td>HSA seed</td>
<td>4.4%</td>
</tr>
<tr>
<td>Penn State Cost Share</td>
<td>70.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contribution by</th>
<th>2018 Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>$143,504,000</td>
</tr>
<tr>
<td>Employee</td>
<td>$47,834,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Sharing</th>
<th>2018 Projected Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee % share</td>
<td>25%</td>
</tr>
</tbody>
</table>

The 2018 health care structure for employee premiums, employee out-of-pocket contributions, and University contributions will achieve the cost sharing goal of an overall 75% University and 25% employee contribution. The ratio of employee premium and out-of-pocket contributions between the PPO Plan and PPO Savings plans are balanced to emphasize the choice between a lower premium and higher potential out-of-pocket costs in the PPO Savings and the higher premium and lower potential out-of-pocket costs in the PPO Plan, both choices contributing 25% to the overall costs of allowable charges.
To achieve this cost-sharing principle, the following changes will be made to the 2018 PPO Plan and PPO Savings plans.

Specific changes for health care plans effective January 1, 2018 include:

- **PPO PLAN**
  - Premiums decrease for monthly contributions for each tier:
    - Employee only from 1.81% to 1.51%
    - Employee plus spouse from 4.40% to 3.68%
    - Employee plus child(ren) from 4.08% to 3.41%
    - Family from 5.61% to 4.69%
  - Deductibles change to be based on four salary bands and only two plan tiers, individual and family:
    - Salary less than or equal to $45,000 – individual at $250 and family at $500
    - Salary $45,001 - $60,000 – individual at $375 and family at $750
    - Salary $60,001 - $90,000 – individual at $500 and family at $1,000
    - Salary greater than $90,000 – individual at $625 and family at $1,250

- **PPO SAVINGS PLAN**
  - Premiums increase for monthly contributions for each tier:
    - Employee only from 0.63% to 0.78%
    - Employee plus spouse from 1.53% to 1.89%
    - Employee plus child(ren) from 1.42% to 1.75%
    - Family from 1.95% to 2.41%
  - The Health Savings Account Seed contributed by the University to the employee changes based on four salary bands and only two plan tiers, individual and family:
    - Salary less than or equal to $45,000 – individual at $800 and family at $1,600
    - Salary $45,001 - $60,000 – individual at $600 and family at $1,200
    - Salary $60,001 - $90,000 – individual at $400 and family at $800
    - Salary greater than $90,000 – individual at $200 and family at $400

An additional change to the 2018 health care plans includes the elimination of the tobacco surcharge. A minimal additional contribution is currently collected based on the employee self-attestation, and the President’s task force on smoke/tobacco free campus will recommend a future direction. The PPO Savings plan will adopt the same “soft” generic substitution rule as the PPO plan for prescription drugs. No financial penalty will be incurred if the prescribing doctor indicates “dispense as written” on the script.

The committee also discussed various contribution strategies, different salary caps for indexing, and different ways to support employees at lower salary levels. The committee examined pharmacy costs that account for approximately 20% of all costs in 2016; with the increasing prices of specialty drugs, pharmacy costs are expected to increase to 25% of plan costs by 2018.
2018 Benefits Open Enrollment is November 1, 2017-November 17, 2017 with all changes made effective January 1, 2018.

The selection of a new Third Party Administrator for the University self-insured health care plans

A steering committee was established to review the proposals for the Third Party Administrator contracts to administer medical and prescription drug benefits beginning January 1, 2018. The steering committee reviewed proposals from six vendors for the separate administration of medical and pharmacy benefits. Willis Towers Watson provided consultation to the special committee in the analysis of proposals. A preliminary round was followed by a finalist round with the review beginning in February 2017 and ending in May 2017. The steering committee evaluated proposals based on the availability of providers to reduce disruption in the change to a new administrator, the in-network pricing negotiated by the new administrator, and the administrator fees for plan administration. Aetna was recommended to senior University leadership as the best proposal for the administration of the University medical benefits and CVS Caremark was recommended as the best proposal for the administration of the University pharmacy benefits.

Addition legal wards as benefits eligible dependents

Children over whom employees have legal guardianship have been added as benefit eligible dependents beginning January 1, 2017. A comparison with peer institutions found Penn State to be an exception to the vast majority, supporting the change.

Retiree Healthcare Billing

Retiree insurance billing is now administered by Lifetime Benefit Solutions, who also handles COBRA payments. Retirees can now have quarterly billing or monthly automatic withdrawals for their health care premiums.

Spending Account Services

The University has contracted with HealthEquity to administer Health Care and Dependent Care Flexible Spending Accounts and Health Savings Accounts. The administration of Health Savings Accounts are being transferred to HealthEquity in September, 2017, and Flexible Spending Accounts will transfer as of January 1, 2018.

Laboratory Services

The University contracted with Quest Diagnostics to provide laboratory services for employees and the University. Quest Diagnostics provides collection sites at locations convenient to Commonwealth Campuses and at Penn State Hershey Medical Group in State College. Currently there is a migration of 7,500 tests to Quest over the first 5 months with a savings for both University and employees of $250,000. After a year with Quest, September 2016 to September 2017, the Benefits office may look to further incentivize the use of Quest Diagnostics. Benefits will bring a trend by location analysis to JCIB in the fall, with inpatient hospital tests
separated out of the analysis. The committee reviewed this development with specific attention to access and affordability for employees.

**Acute Care Center on the University Park Campus**

An acute care clinic run by the College of Nursing in collaboration with Penn State Health opened in the spring semester 2017. The center offers walk-in acute care for active employees only and not dependents or retirees. Plans are in process to add health and well-being programs in the future. The center will be a model for the development of other centers at other Commonwealth Campus locations.

**Data Warehouse and integration with other services**

Truven Health Analytics (now known as IBM Watson Health) was selected to provide a data warehouse for health care analyses. Vendors will send claims and other relevant data to Truven. The data warehouse will enable the production of reports on trends that might help to better understand conditions, underlying costs, and utilization. The University will be able to run reports and complete predictive modeling on utilization to improve health care outcomes and focused outreach. Security measures are in place to ensure that any analyses are based on aggregated, de-identified data.

**Benefit Changes under Consideration at this Time**

**Adding a Short-Term Disability Program**

The University does not currently offer a short-term disability program. New hires without leave accumulation may experience a lack of time off for non-work related illness and injuries. An RFP for a vendor to offer a plan is being developed effective in 2018.

**Topics Discussed with No Change at this Time, or for Informational Purposes**

**Retirement health savings plan**

Employees hired on or after January 1, 2010 are eligible to receive $144 a month which accumulates to cover the cost of health care in retirement. The accounts are vested at age 60 with 25 years of service, or age 65 with 15 years of service. The University is reviewing the vesting eligibility for competiveness.

**Support for employees to participate in health-related wellness activities during the workday**

The committee discussed a potential policy change to HR 34 that would specify the ability of employees in all units to participate in wellness activities 3 hours each week. If all employees could not have a benefit of work time allocated to health-related activity, perhaps it could be extended to those with specific health needs, such as those who were newly diagnosed with a condition or had experienced a health event for which exercise is essential. Reinforcing policies allowing flextime and more flexibility for exempt and non-exempt employees was discussed as a way to enable employees to engage in health and well-being activities.
SENATE COMMITTEE ON FACULTY BENEFITS
- Mary Beahm
- Renee Borromeo
- Lonnie Golden
- Galen A. Grimes, Chair
- Mark Horn
- Peter Jurs
- Cassandra Kitko
- John Liechty
- Kathleen Noce
- David Post
- Ira Saltz
- Geoff Scott
- Erica Smithwick, Vice Chair
- Gregory Stoner
- William Wenner

JOINT COMMITTEE ON INSURANCE AND BENEFITS
- Mary Beahm
- Renee Borromeo
- Gina Burge
- Joseph J. Doncsecz
- Peter C. Jurs
- Cassandra Kitko
- Jonathan M. Light
- Jill M. Musser
- Willie Ofosu
- Ira J. Ropson
- Kimberly Smith
- Erica Smithwick
- Gregory Stoner
SENATE COMMITTEE ON LIBRARIES, INFORMATION SYSTEMS, AND TECHNOLOGY

Office 365 Email and Calendar

(Informational)

In August 2017, Penn State IT kicked off an initiative to move the university to a single email and calendar system from the university’s currently supported more than two dozen email solutions (e.g. Webmail and UCS). The new collaboration system is Microsoft’s Office 365 solution, which also provides numerous applications in addition to email and calendaring. As part of the university’s license, all faculty, students, and staff are also eligible to download up to five copies of the Microsoft Office suite of products.

Office 365 Email and Calendaring at Penn State will encompass a large-scale implementation for 80% of the University by August 1, 2018. This initiative will have an impact on users' workflows, processes and behaviors, especially for those who are not currently using Microsoft Exchange. In the teaching and learning space, users will have increased opportunities for collaboration, and there are integrations with Canvas and Box. In addition, Office 365 works well with Speedgrader, and users can create shared notebooks in OneNote that can be used for coursework. Users can invite Penn State and non-Penn State users to collaborate with Office documents online, including Word, Excel, and PowerPoint documents. This is similar to Google Docs, but uses the familiar Office suite of tools. In the communication space, Office 365 will provide a unified directory, making it easier to find a Penn State user’s email address. In addition, scheduling meetings will become much easier as calendars will be shareable across colleges, campuses, and administrative units.

Penn State will also see improved security as a result of this transition. As reported by Symantec's Internet Security Threat Report 2017, one out of every nine email users encountered email malware in the first half of 2017. In addition, the spam rate for the first half of 2017 reached 54 percent, and is expected to continue to climb as the year progresses. Office 365 provides Penn State the following benefits:

- Single email system with a consistent security baseline to monitor and protect; increasing efficiency and effectiveness
- Reduces the attack surface
- Includes pre-built tools to assist with a variety of audit and compliance related issues, such as litigation holds and eDiscovery
- Malware and spam detection
- Email link verification, with detection of links to malicious sites or content

A comprehensive communication and training plan is being developed, with both face-to-face and online training through Lynda.com available for all users. Beyond training, Lynda.com offers just-in-time tutorials for Office 365 and will be available for all Penn State users.

Implementation timelines are being developed jointly by Enterprise and distributed IT to ensure
a smooth transition, with a pilot phase beginning in late November 2017. The first phase of early adopters will begin in January 2018; middle phase will begin in March 2018; and the final phase will begin in May 2018. Any questions can be directed to Ginger Breon at glb3@psu.edu.

SENATE COMMITTEE ON LIBRARIES, INFORMATION SYSTEMS, AND TECHNOLOGY

- Fred Aebli
- Robert Bridges
- Mary Beth Clark
- Barbara Dewey
- Roger Egolf, Chair
- Joseph Enama
- Mathew Krott
- Michael Kubit
- Anna Mazzucato
- John Messner
- Terry O’Heron
- Barry Pawloski
- Jacqueline Reid-Walsh
- Jennifer Sparrow
- Eric Walker, Vice Chair
- Chelsey Wood
Goal

Transition Penn State University to a single email and calendaring system, based on Microsoft Office 365, for all faculty, staff and students.
Benefits

- Provide seamless access to email and calendar from any Internet connected device
- Single email directory
- Provide access to Office products: each user can download Office products to personal computers, tablets, and mobile devices

Benefits

- Improve collaboration and increase productivity
- Improve the user support experience by reducing the number of supported solutions
- Integration with other applications, including Canvas, provide opportunities for faculty and student collaboration
Rationale

- Reduces University’s security threat
- Optimizes PSU investment in a commodity technology
- Encourages “digital fluency” of our students
- Offers a modern suite of collaboration tools to support research, teaching, learning, and service

Security Risk*

- One out of every nine email users encountered email malware in the first half of 2017.
- An email user is almost twice as likely to encounter malware through email than they are through the next-most common infection method, exploit kits.
- The spam rate for the first half of 2017 reached 54 percent, and is expected to continue to climb as the year progresses.
- Without spam filters, a business effectively employs two people to manage spam for every 100 employees.

*According to Symantec’s Internet Security Threat Report 2017
Improving Security

- Single email system with a consistent security baseline to monitor and protect; increasing efficiency and effectiveness
- Reduces the attack surface
- Includes pre-built tools to assist with a variety of audit and compliance related issues, such as litigation holds and eDiscovery
- Malware and spam detection
- Email link verification, with detection of links to malicious sites or content

Office 365 Implementation Strategy

**Goal #1:** Onboard all IT professionals at Penn State to the platform first to enable and empower a collaborative effort for implementation, & adoption

**Goal #2:** “Pay-It-Forward” - Engage and involve stakeholders across Penn State to champion and support the initiative. Collect momentum as project matures

**Goal #3:** Empower Early adopters by piloting college, campus, administrative unit before Jan 2018

**Goal #4:** OCM, BRM, Business analysts to assess, measure, and continuously improve performance and experience from technical, support, and user perspective

**Goal #5:** Engage students in governance, planning, communication and support
### Office365 Implementation Timeline

#### Campus and College Adoption

**Pilot Phase Complete**

2017

- Nov
- Dec
- 2018
- Feb
- Mar
- Apr
- May
- Jun
- Jul
- 2018

### Pilot Group

- Early Adopters
- Mid Adopters
- Late Adopters

<table>
<thead>
<tr>
<th>Pilot Group</th>
<th>Early Adopters</th>
<th>Mid Adopters</th>
<th>Late Adopters</th>
</tr>
</thead>
</table>

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### FAQ’s

> **Can I use my current email client?**

  - Yes, though the experience will be superior when using the Outlook client.

> **Will Mac users be able to use existing Mac Email clients?**

  - Yes, they will be able to use the Mac clients and other devices should be able to use their native clients. However, the Outlook client will provide a superior user experience.

> **Will users have the ability to configure email clients POP or IMAP?**

  - We recommend disabling POP by default and then enabling on a per user basis.
FAQ’s

➢ Will we allow users to forward PSU email to an external email client (i.e. gmail)?
   - Yes, there is an option to do this at the administrative level, but also at the user level

➢ As we move through the pilot projects, we will continue to build the list of FAQ’s, so please share your questions with us!
SENATE COUNCIL  
Penn State Strategic Communications  
(Informational)

Lawrence Lockman, Vice President for Strategic Communications, will provide a presentation on Penn State’s communication strategies.

Senate Council
- Mohamad Ansari
- Michael Bérubé
- Victor Brunsden
- Caroline (Carey) Eckhardt
- Galen Grimes
- Rosemary Jolly
- Lisa Kitko
- John Nousek
- Judith Ozment
- Julia Plummer
- Lisa Posey
- Nicholas Rowland
- Robert Shannon
- Richard Shurgalla
- Erica Smithwick
- James Strauss
- Martha Strickland
- Bonj Szczegiel
- Ann Taylor
- Rodney Troester
- William Wenner
- Matthew Woessner
- Douglas Wolfe
O. Richard Bundy, III, Vice President for Development and Alumni Relations, will provide a presentation on Penn State’s current capital campaign including the rationale for the campaign, historical campaign data and the status of the current campaign.

The current campaign is comprised of three overarching imperatives and themes within those imperatives. Open Doors, Create Transformative Experiences and Impact the World are the three imperatives. These imperatives guide the fundraising efforts.

Several Matching Gift Programs are in place to Incentivize donors to make gifts for scholarships and/or programs of strategic importance to the University. These Matching Gift Programs include: First-time Endowed Scholarship Matching Program, Early Career Professorship, Economic Development Incentive Program, LaunchBox Endowment Program, Open Doors Scholarship Program, Graduate Scholarship Match, and the Leadership Gift Matching Program.
RATIONALE FOR FUNDRAISING CAMPAIGNS

- Links institutional strategy to philanthropic partnerships
- Maximizes Penn State’s impact
- Defines fundraising priorities
- Creates urgency and focus—timeline and public goal
- Establishes greater accountability and ownership
- Invests more time and resources in fundraising enterprise
- Deepens volunteer engagement and partnerships
- Attracts and retains development staff
Philanthropic Growth Over Three Campaigns

ANNUAL AVERAGE CAMPAIGN COMMITMENTS
Adjusted for inflation

For the Future raised the goal and revised the projection.

*Projected results
Original Projections indicated in white.
CAMPAIGN PLANNING TASK FORCES

• Business Practices/Campaign Counting Guidelines
• Campaign Resources
• Case Statement and Featured Objectives
• Development Technology/Infrastructure
• Endowment Standards and Gift Strategies
• Prospect Management Protocols
• Volunteer Engagement

A GREATER PENN STATE IMPERATIVES AND THEMES

• Open Doors
  • Undergraduate scholarship support
  • Graduate fellowship support
• Create Transformative Experiences
  • Global Engagement
  • Digital Innovation
  • The Arts and Humanities
• Impact the World
  • Water, Food, and Energy Security
  • Human Health
  • Economic Prosperity
Open Doors

Private support can not only bring talented students from every background to Penn State – it can help them to graduate on time and on track to successful careers and lives. We propose to take on the obligation of making sure that each student, regardless of heritage, individual characteristics, or financial well-being, has access to a timely degree and a true Penn State experience.

Create Transformative Experiences

Philanthropy will provide the opportunities – in our classrooms, on our campuses, and in the larger world – that let students and faculty discover their full potential and make a difference. We must distinguish Penn State through transformative experiences that go beyond the classroom, through a global perspective, readiness for the growing digital revolution, and an even deeper commitment to the arts and humanities.
Impact the World

With the visionary gifts of alumni and friends, we can tackle the world’s most pressing problems – and solve them. We propose to become the leader in food, water and energy security, ensuring that these resources are abundant, affordable, and safe; to tackle fundamental challenges associated with human health and well being; and to realize our potential as a driver for economic development, job creation, and student career success.
RECEIPTS
Fiscal Year to Date – July 1 through October 31

Commitments
Fiscal Year to Date – July 1 through October 31
MATCHING PROGRAMS

“My own experience is that the more I give away, the more that comes back. That is the way life works.”
- Ken Blanchard, author

RATIONALE FOR MATCHING PROGRAMS

1. Speed the time to degree completion for targeted Penn State student populations through creative, need-based support
2. Advance economic development initiatives throughout the Commonwealth
3. Incentivize donors to make gifts for scholarships and/or programs of strategic importance to the University
MATCHING GIFT PROGRAMS:

- **First-time Endowed Scholarship Matching Program**
  - 1 to 1 match: donor must commit full amount of endowment minimum
  - Available only to donors (individual households, corporations or foundations) creating their first undergraduate scholarship endowment
  - Must require need, and follow all other existing rules and minimums for the endowment category being created (Renaissance, merit, Honors, Athletics, etc.)

- **Early Career Professorship**
  - $100,000 match for gift of $400,000
  - Creates early career endowment for pre-tenure faculty
  - Only 30 positions available university-wide

MATCHING GIFT PROGRAMS

- **Economic Development Incentive Program**
  - 1 to 1 matches for economic development programs related to Invent Penn State
  - Not limited to endowment gifts
  - Specific, approved programs for each unit

- **LaunchBox Endowment Program**
  - $1 million per campus LaunchBox in matching funds
  - 1 to 1 match
  - LaunchBox can be named with single individual or corporate gift of $1 million
  - Gifts from multiple donors to an endowment supporting the general operating fund for each individual LaunchBox will be matched when fund reaches $1 million; LaunchBox naming not available in this instance.
MATCHING GIFT PROGRAMS

- **Open Doors Scholarship Program**
  - 2 to 1 match: minimum $30,000 donor commitment triggers $60,000 Penn State match
  - Endowments to support featured undergraduate pilot programs (PaSSS, STEP, raise.me, Complete Penn State, and Smart Track)
  - One year only: July 1, 2017, through June 30, 2018, or until pilots are fully funded

- **Graduate Scholarship Match**
  - Supports graduate and professional students at graduate scholarship level ($250,000) and above
  - 1 to 1 match: minimum $125,000 donor commitment and $125,000 Penn State match
  - One year only: July 1, 2017, through June 30, 2018 or until matching funds are spent (limited pool of funds)

MATCHING GIFT PROGRAMS:

- **Leadership Gift Matching Program**
  - 1 to 1 match on minimum donor commitment of $1 million
  - Must require need, and follow all other existing rules and minimums for the endowment category being created (Renaissance, merit, Honors, Athletics, etc.)
  - Match will be on the pledged endowment principal and is made following the signing of guidelines to effectively early activate the endowment
## MATCHING PROGRAMS PROGRESS/IMPACT
### AS OF SEPTEMBER 30, 2017

<table>
<thead>
<tr>
<th>Matching Program</th>
<th>Number of Funds Established</th>
<th>Closed Gifts</th>
<th>Proposals Outstanding</th>
<th>Value Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Doors Scholarship</td>
<td>28</td>
<td>$7,140,699</td>
<td>92</td>
<td>$7,100,000</td>
</tr>
<tr>
<td>First-time Scholarship</td>
<td>37</td>
<td>$5,797,940</td>
<td>28</td>
<td>$2,900,000</td>
</tr>
<tr>
<td>Graduate Matching Scholarship</td>
<td>3</td>
<td>$1,450,000</td>
<td>13</td>
<td>$3,000,000</td>
</tr>
</tbody>
</table>

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### Campaign Executive Committee

**Chair:** Rick Sokolov  
**Vice Chairs:** Rob Fenza and Jim Ingram  
**Members:**
- Richard Bard  
- Lee Beard  
- James Broadhurst  
- Rick Dandrea  
- Bryon Deysher  
- Liz Fetter  
- Naran Gursahaney  
- Edward Hintz  
- Helen Hintz  
- William Jaffe  
- Martha Jordan  
- Gregory Lucier  
- J. Roger Moyer  
- Arthur Nagle  
- Robert Poole  
- Thomas Sharbaugh  
- Richard Struthers  
- Peter Tombros
RICK SOKOLOV PROFILE

- Rick is a 1971 Liberal Arts alum, and President, COO, and member of the Board of Directors of Simon Property Group.
- Rick chaired the Intercollegiate Athletic campaign committee of For the Future: The Campaign for Penn State Students and serves on the Smeal Real Estate Advisory Board.
- Rick was a recipient of Penn State's Alumni Fellow Award in 2000.
- Rick and his wife Susan are members of the President's Club, the Atherton Society, and the Laurel Circle of the Mount Nittany Society.
- He resides in Naples, Florida and Youngstown, Ohio with his wife Susan.
MINUTES OF SENATE COUNCIL  
Tuesday, November 14, 2017 – 1:30 p.m.  
102 Kern Graduate Building


Additional guests to add if phone calls are made:

Absent:  L. Kitko, J. Nousek, R. Engel

CALL TO ORDER

Chair Woessner called the meeting to order at 1:30 p.m. on Tuesday, November 14, 2017, in 102 Kern Graduate Building.

MINUTES OF THE MEETING OF OCTOBER 3, 2017

The minutes of the October 3, 2017, meeting were approved. Joy Robertson, the new senate staff member who will be assisting with curricular proposals was introduced.

ANNOUNCEMENTS AND REMARKS

The following topics were discussed at the Faculty Advisory Committee meeting:

- Update on how the VRP potentially impacts the ratio of tenure-line faculty to FT faculty. How many tenure-line retirements were replaced by new tenure-line positions?
- Update on the VRP faculty retirements and replacements, broken down by college/campus.
- The role of OHR in the faculty classification process.
- The search for a replacement for Dean Susan Welch, College of Liberal Arts.
- Updates on Searches, Admissions, Strategic Plan, LionPath, and WorkLion
Chair Woessner announced that an FAC meeting and Senate Council meeting are scheduled for Tuesday, January 9, 2018. Send items for discussion to the officers or elected members.

Comments from Provost Jones

The Strategic Plan Implementation committee has approved 10 proposals for funding in the first round. A team is working on improving the top ten processes that are more difficult after LionPath implementation. WorkLion will go live in December. It has a very good user interface and training is available.

The Board of Trustees on November 10, 2017 approved a vendor to replace the Integrated Business Information system (IBIS). They were authorized to purchase SAP North America, Inc.’s S/4 HANA with Fiore (the “Software”) for the replacement of the existing finance system.

There was a discussion of the ongoing Fraternity problems. Addition charges are being filed following the recovery of security tape footage from the basement.

Comments from Kathy Bieschke, Vice Provost of Faculty Affairs

Update on Searches. The search for the Assistant Vice Provost of Faculty Affairs: HR is near completion.
The search for the Dean of the College of Liberal Arts and the College of Health and Human Development are beginning.
Discussion of AC-21 change of titles for fixed term faculty. Some are not quite right in ISIS and faculty should check. They should be fixed in WorkLion.

Comments from Vice President of Commonwealth Campuses, Madlyn Hanes

Harrisburg Chancellor Mukund Kulkarni has announced his retirement as of summer 2018, so there will be no need for an Interim. Nominations are now open

Comments from Rob Pangborn, Vice President and Dean of Undergraduate Education

Enrollments so far this fall are on track, about 2% down at UP, Transfer applications are up 10% and International students down 3%.
Anna Griswold is retiring next year and a search is being set up. She has been a champion for college student access and affordability.

The Senate officers and the Executive Director had no comments.

There were no councilor questions or comments.
ACTION ITEMS

The proposal to add a Department of Radiation Oncology was reviewed by the Senate committees on Faculty Affairs and curricular affairs. Both committees had no objections. The proposal was approved unanimously.


Revisions to the Greater Allegheny Campus Constitution. The revisions were reviewed by the Unit Constitution Subcommittee and they recommended approval. The revisions were approved by a unanimous vote. The campus will be notified.

Revision of the Schuylkill Campus Constitution
The revisions were reviewed by the Unit Constitution Subcommittee and they recommended approval. The revisions were approved by a unanimous vote. The campus will be notified.

DISCUSSION ITEMS: None

REPORT OF GRADUATE COUNCIL

Chair Woessner announced that Graduate Council will have their next meeting on Wednesday, November 15, 2017.

SENATE AGENDA ITEMS FOR December 5, 2017

Forensic Business: None

Unfinished Business: None

Legislative Reports

Admissions, Records, Scheduling, and Student Aid - Changes to Senate Policy 02-50
Updating Language on Conditionally Enrolled Students. This report was placed on the Agenda on a Grimes/Brunsden motion and passed with a unanimous vote.

Committees and Rules - Revisions to Bylaws; Article II – Membership, Section 5(c).
This report was placed on the Agenda on a Grimes/Smithwick motion and passed with a unanimous vote.

Committees and Rules - Revisions to Constitution; Article I – Functions, Section 1. This report was placed on the Agenda on an Ozment/Eckhardt motion and passed with a unanimous vote.
Advisory/Consultative Reports

Faculty Affairs and Intra-University Relations - Revision of AC-21. This report was placed on the Agenda on a Grimes/Smithwick motion and passed with a unanimous vote. Councilors asked that a definition of standing non-tenure line faculty be included early in the report.

Faculty Affairs and Intra-University Relations - Provision of Multi-Year Contracts. This report was placed on the Agenda on a Brudsen/Ozment motion and passed with a unanimous vote. There was a discussion of modifying the recommendations, however the committee chairs recommended moving forward the report in its current form.

Informational Reports

Admissions, Records, Scheduling, and Student Aid - Update on Bulletins. This report was placed on the Agenda on an Eckhardt/Ozment motion and passed with a unanimous vote. Five minutes were allocated for presentation and discussion.

Educational Equity and Campus Environment - Inclusion of the All-In Video in the Classroom Setting. This report was briefly discussed and it was decided that it was not ready to be placed on the Senate Agenda in its present form. It will be sent back to the EECE committee with suggestions to reformat to remove recommendations and to include campus activities in the discussion.

Faculty Benefits and Joint Committee on Insurance and Benefits - 2016-2017 Annual Report on the Status of Benefit Changes Report. This report was placed on the Agenda on a Grimes/Brunsden motion and passed with a unanimous vote. The report will be posted on-line.

Libraries, Information Systems, and Technology - Office 365 Email and Calendar. This report was placed on the Agenda on an Ozment/Eckhardt motion and passed with a unanimous vote. Fifteen minutes was allocated for presentation and discussion.

Undergraduate Education - Summary of Petitions by College, Campus, and Unit 2016-2017. This report was sent back to committee for more information regarding the possible reason for the changes in petition numbers.

University Planning - Biennial Development and Alumni Relations Report. This report was placed on the Agenda on an Eckhardt/Shurgalla motion and passed with a unanimous vote. Fifteen minutes was allocated for presentation and discussion.

University Planning - Progress on Implementation of the University’s Strategic Plan. This report was placed on the Agenda on a Shurgalla/Grimes motion and passed with a unanimous vote. It will be presented at the beginning of the agenda during the Provost’s comments. Thirty minutes was allocated for presentation and discussion.
NEW BUSINESS: None

ADJOURNMENT

Chair Woessner thanked Council members for their attendance and participation. The meeting was adjourned at 3:32 p.m.

Dawn G. Blasko
Executive Director
Date: November 17, 2017
To: All Senators and Committee Members
From: Dawn Blasko, Executive Director

Following is the time and location of all Senate meetings December 4 and 5, 2017. Please notify the University Faculty Senate office and committee chair if you are unable to attend.

MONDAY, DECEMBER 4, 2017

6:30 p.m. Officers and Chairs Meeting – 102 Kern Graduate Building
8:15 p.m. Commonwealth Caucus Meeting – 102 Kern Graduate Building

TUESDAY, DECEMBER 5, 2017

8:00 a.m. Intercollegiate Athletics – 613 Kern Building

8:30 a.m.

Committees and Rules – 201 Kern Graduate Building
Curricular Affairs – 102 Kern Graduate Building
Educational Equity and Campus Environment – 228A Chambers Building
Faculty Affairs – 202 Hammond Building
Faculty Benefits – 519 James M. Elliott Building
Intra-University Relations – 504 Agricultural Sciences and Industries Building
Libraries, Information Systems and Technology – 510A Paterno Library
Outreach – 114 Kern Building
Research, Scholarship, and Creative Activity – 502 Keller Building
University Planning – 324 Agricultural Sciences and Industries Building
9:00 a.m.
   Admissions, Records, Scheduling, and Student Aid – 203 Shields Building
   Global Programs – 412 Boucke Building
   Student Life – 409H Keller Building
   Undergraduate Education – 110C Chandlee Lab

11:00 a.m.
   Student Senator Caucus – 114 Kern Building

11:15 a.m.
   Commonwealth Caucus Meeting - Nittany Lion Inn-Assembly Room

1:30 p.m.
   University Faculty Senate – 112 Kern Graduate Building
Date: November 20, 2017

To: Commonwealth Caucus Senators (includes all elected campus senators)

From: Galen Grimes and Nicholas Rowland, Caucus Co-chairs

MONDAY, DECEMBER 4, 2017 – 8:15 PM
102 KERN BUILDING

Topic: "Student Engagement and Engaged Scholarship at UP and the Commonwealth Campuses"
Speakers: Alan Rieck, Assistant Vice President and Assistant Dean for Undergraduate Education
And
Mike Zeman, Director of the Student Engagement Network

To join the evening caucus meeting by phone or video, Zoom connectivity is listed below:

Join from PC, Mac, Linux, iOS or Android: https://psu.zoom.us/j/607262435
Or iPhone one-tap (US Toll): +16468769923, 607262435# or +16699006833, 607262435#
Or Tele.: Dial +1 646 876 9923 (US Toll) or +1 669 900 6833 (US Toll) or +1 408 638 0968
Meeting ID: Meeting ID: 607 262 435

International numbers available: https://psu.zoom.us/zoomconference?m=d50ExjRdudiN4DUd0GVFmE3Ja5cqdVFx

Or an H.323/SIP room system:
H.323: 162.255.36.11 (US East)
Meeting ID: 607 262 435

SIP: 607262435@zoomcrc.com

TUESDAY, DECEMBER 5, 2017 – 11:15 AM
ASSEMBLY ROOM, NITTANY LION INN
A buffet luncheon will be provided at 12:15 p.m.

Agenda

I. Call to Order
II. Announcements
III. Committee Reports
IV. Other Items of Concern/New Business
V. Adjournment and Lunch