

Penn State Altoona
Division of Education, Human Development, & Social Sciences

Division Meeting
Tuesday, September 7, 2004
Port Sky Special Events Room
12:10 PM – 1:10 PM

MINUTES

Present: Bill Balch, Jamie Brown, Major Royal Downs, Tim Elcombe, Cindy Faith, Kevin Galbraith, Leigh Haefner, Tick Hedrick-Sheaffer, Lauren Jacobson, Suzanne Kuhn, Dan Lago, Amir Maravasti, Deb Marciano, Dede McCreary, Christine McCombie, Karyn McKinney, Brad Pinter, Karen Pletcher, Beth Seymour, Theo Sinclair, Tim Slekar, Brad Slonaker, Anne Slonaker, Renee Steffensmeier, Valerie Stratton, Dave Thompson, Elise Vernarsky, Dan Wilshire, Jerry Wright

1. Approval of Minutes

The Minutes of the April 23, 2004, meeting were approved as written.

2. Comments/Announcements by Division Head

General Comments and announcements were distributed in handout form.

- New members of the faculty were introduced: Psychology, Brad Pinter; Nursing, Christine McCombie; Sociology, Amir Maravasti; Education, Brad and Anne Slonaker; Student Teacher Supervisors, Karen Ann Pletcher and Theo Sinclair; and, Kinesiology, Tim Elcombe.
- Social Security Number Conversion – Dan Lago reminded faculty that they must remove all files or documents on their computers with student Social Security Numbers on or before December 18. On this date the university conversion to PSU ID numbers will take place. If you have any questions concerning the process, please contact Dan.

Reminder – e-lion will not be operational from December 18 through December 26. ALL semester final grades are to be entered before December 18.

- Second Mile Program – The Second Mile Program of University Park is looking for students to mentor underprivileged elementary aged children from the area here at Altoona. There are a number of on-campus events planned throughout the year beginning September 9th. A commitment from students to attend all of the events is required. This is an excellent service opportunity for students so please spread the word.

3. Reports of Departmental Coordinators/Program Coordinators:

ROTC – Major Royal Downs

- 23 cadets are enrolled in the ROTC program this year. The numbers are down from previous years due to the fact that a replacement for Captain Cruz was not in place until fall..
- Various ROTC events are in the planning stages.

BB H – Valerie Stratton

Biobehavioral Health has no coordinator due to Lori Bechtel's appointment as Academic Dean. A replacement will need to be found.

C J – Amir Maravasti

No report.

CN ED – Valerie Stratton

No report.

EDUCATION – Dan Wilshire

Education is moving along and everyone is looking forward to working with the new faculty and student teacher supervisors.

HDFS – Lauren Jacobson

No report.

KINES – Jerry Wright

- Tim Elcombe has been hired to fill the vacancy of Tom Brouse as a Fixed-Term I position.
- A tenure track search is underway to fill this position.
- KINES 380 has a fall enrollment of only 13. In order to avoid high enrollment in the spring, please suggest to your Education students that they may still add this to their fall schedule (11:00 a.m. MW) before the drop date (September 9).

NURSING – Suzanne Kuhn

- There are 94 students in the nursing program.
- Christine McCombie has been hired to fill Carol King's position.

- Cindy Faith and Suzanne Kuhn attended the ROTC Leadership Conference in Seattle this summer and are happy to announce they will promote the ROTC Nursing Program.

PSYCHOLOGY – Valerie Stratton

- Psychology has four faculty members and the program is moving along.
- Students are meeting to finalize the organization of the Psychology Club.

SOCIOLOGY – Renee Steffensmeier

No news.

4. COMMITTEES – Valerie Stratton

- No reports from the committees since they have not met as yet.
- Chairs of the various committees will need to be identified.
- We will be calling for volunteers within the committees as things move along.

5. Report from Senators:

Faculty Senate – Valerie Stratton

No meetings have been held as yet.

Altoona College Senators: Division Senators have been identified: Margaret Benson, Ed Day, Cynthia Faith, Tick Hedrick-Shaffer, (pending approval to extend her term), Max Hunter, Sharon Lacue, Robert Mathcock, Karyn McKinney, Sharon Redhawk-Love, Tim Slekar and Beth Seymour, Part-Time Faculty representative.

6. Old Business:

Peer Review of Teaching Effectiveness Committee –

There was a discussion regarding possible changes in the procedures of the Peer Review of Teaching Guidelines. The Academic/Faculty Affairs Committee will review structuring a procedure for sharing the evaluators' conclusion with the faculty member in a more effective manner; and, how to improve the current process of collecting student evaluations for a more adequate representation of students. Valerie will also take this up with the Division Heads.

7. New Business:

Division Strategic Planning – The College will be developing Strategic Planning for 2005-2008. Lori expressed the importance that faculty be involved in shaping the Strategic Plan for the College. She has requested that the divisions engage in an internal planning process and forward to her a preliminary report by **October 15, 2004**. This report will then be discussed within Academic Affairs.

Department and Discipline Coordinators are asked to meet with your faculty. A subsequent meeting of Department and Discipline Coordinators will be scheduled within the next few weeks to gather information for a draft report. This report

will be discussed at the next Division Meeting on October 5th. Please think about program needs, new degrees, majors, minors, staffing, faculty, faculty development, assessment, etc

8. Forensic Business:

- Handicapped Students – Renee Steffensmeier is soliciting ways to assist her in teaching a hearing impaired student in a wheelchair.
- Wireless – An inquiry will be made as to whether or not Holt has been wired for wireless.

The meeting adjourned at 1:08 p.m.

**Next Division Meeting - Tuesday, October 5, 2004
12:10 Noon – Port Sky Special Events Room**

Reported by B. Newfield

Division of Education, Human Development, and Social Sciences

Strategic Planning – 2005 – 2008

Vision

Mission

Core Values

The Division of Education, Human Development, and Social Sciences operates within and strives to achieve the vision, mission, and core values of Penn State Altoona. Within that context, we have additional values of: ?

Where We Are Now

The Division of Education, Human Development, and Social Sciences currently has 37 full-time faculty (51% are tenured or tenure-track), and 32 part-time faculty. The percentage of courses taught by full-time faculty has shown a gradual increase to the present figure of 61% (Fall 2004). The total number of courses offered by the division increased from 132 in Fall 2002 to 153 in Fall 2004. The division offers five baccalaureate degree programs, three associate degree programs, and three minors. Enrollment in these programs has generally been meeting or exceeding projections. The approximate number of declared majors in each baccalaureate program as of September 2004 is: CJ – 139, EKED – 59, HDFS – 74, NURS - , and PSY – 56.

Goals

The division goals are outlined within the five main goals identified by the college.

Goal 1: Cultivate Academic Excellence.

Programmatic concerns

- Monitor quality of programs - Each program coordinator has been made aware of the need to develop a plan for assessing program quality. Some programs have already begun this process -
 - Nursing has been doing this in relation to accreditation requirements from CCNE and NLNAC;
 - CJ is working on a plan to seek accreditation through the Academy of Criminal Justice Sciences (ACJS), a newly established nationwide program which is based on 53 indicators of quality; we aim to be the first in the Penn State system to achieve ACJS certification;

- EKED will begin to gather data guided by accreditation standards from the National Council on American Teachers Education (NCATE); this review will occur in 5 years but will require data from that full 5-year period;
 - HDFS and PSY will begin the process of identifying desired outcomes and measures of success within the next year.
- Consider developing new programs - The existing programs in the division have been successful and the feasibility of some additional offerings should be examined. Specifically, the following additions will be studied:
 - Developing a baccalaureate degree and minor in Sociology. A SOC major would serve to accomplish a College goal of balancing pre-professional degrees with basic Liberal Arts degrees (4 of our current 5 programs can be considered pre-professional). The SOC major, by its nature, enhances diversity and international goals, and it complements other programs at the College. Student surveys may not identify this as a desired major since it is typically discovered in college after taking the introductory courses. We would develop a program different from that at UP designed to be more attractive and suitable to our students. We propose to study this possibility further for the next year, then develop a curriculum and seek approval during the 2005-2006 year for implementation in the Fall of 2006.
 - Expanding our offering of the Associate Degree in HDFS to include the newly developed option, Early Childhood Care and Education. Several locations in the CWC are planning to offer this option and it makes sense for us to also. There have been changes in the day care regulations which will require more training in personnel. There are five courses designed for this option which we do not presently teach, but we have faculty able to do so. We propose to offer this option by the 2005-2006 academic year.
 - Offering the Gerontology Minor. This is an Intercollege minor which is well accepted at several other locations. Altoona College already offers all courses necessary to complete the prescribed core for this minor and the only costs would be for promotion. This minor would contribute to our goal of meeting community needs as the population of Blair County and central Pennsylvania is aging. We propose to offer this minor by the 2005-2006 academic year.
 - Expand offerings - Primarily within the Department of Kinesiology there is a need to expand the number and type of course offerings. As more students remain at Altoona to complete degrees, additional courses will be needed to enable students to complete the General Education requirement in Health and Physical Activity. Popular activity courses have been identified which could be offered within our existing facilities and without significant costs for equipment, but additional faculty would be needed. We propose to add some additional GHA courses by the Fall 2005 semester. We should also examine the possibility of bringing additional courses for the athletic training major back to Altoona; these were taught up to four years ago when the department at UP revised the curriculum and removed permission to teach these courses until they had time to "work out the bugs." We should also consider offering several other courses which would enable the College to retain students in several majors for an additional two semesters.

The Nursing program is considering the addition of a second cohort of students who would begin during the Spring semester. We will study these possibilities over the next year.

- Increase the number of faculty in the Division - Some of the proposals described above together with the growth of our programs will necessitate the addition of faculty to maintain high quality. The following faculty additions are considered crucial (presented in alphabetical order):
 - BBH - the full-time position in Biobehavioral Health was lost when the previous faculty member in that discipline took the job of Associate Dean and the tenure-track was transferred to CJ which had a more pressing need. BBH courses are popular and meet both gen ed and program requirements. These are being taught currently with part-time faculty exclusively. A full-time position, tenure-track or fixed term, would better serve the program, in place by Fall 2006.
 - CJ - as mentioned, the Criminal Justice program will be seeking accreditation. One of the indicators of quality from the ACJS is a student-faculty ratio of 30 to 1. We are currently at double that ratio. At least two additional full-time faculty positions are required to meet the accreditation standard. Even without an interest in accreditation, we cannot offer a high quality program with 400-level courses having enrollments of 100 students. These should be added as soon as possible.
 - EKED - the enrollment in the Elementary and Kindergarten Education program exceeded expectations in the very first year and is not expected to decline. Designed initially for a cohort of 36 students, the number is up to nearly 60 already. Class size in this program is limited by the NCATE accreditation standards to 18 in the Language and Literacy Education and Discipline Inquiry courses. This year, the three instructors in the Discipline Inquiry will each teach two sections. This, however, is an undesirable situation to maintain indefinitely due to the time-intensive nature of the courses and the fact that the faculty would never be able to teach other courses. We, therefore, will need to add three faculty members in this area as soon as possible - Social Science Ed, Science Ed, and Math Ed. The position of program coordinator/administrator should also be expanded within two years.
 - HDFS - of the 5 full time faculty in HDFS, 4 have course load reductions due to other responsibilities (i.e., program coordinators, Honor's program coordinator, HHD College Rep) which necessitates the hiring of more part-time faculty. With the addition of the Early Child Care option and the Gerontology minor, an additional full-time faculty member will be even more critical. A tenure-track or fixed term faculty member in HDFS should be added by 2006.
 - KINES - there is a need as described above to offer more GHA courses and some specialized courses would benefit the college. With the addition of one or two faculty in KINES, this could be accomplished. This would also contribute toward the future development of interdisciplinary programs which would build on existing majors, such as Sport Management, Sport Marketing, Corporate Fitness, and Sport Psychology. These are attractive options which do not exist at UP.
 - NURS - clinical instruction is currently handled primarily by part-time faculty. There is high turn-over among these faculty. The addition of two full-time fixed-term clinical faculty would provide more stability to the program.
 - PSY - with the rapid growth of the program, one more full-time faculty member, tenure track or fixed term, will be needed by the Fall of 2006. We will need to offer more 400-level courses, and the current number of faculty is insufficient to handle the rising number of students doing internships and research projects.

Benchmarking with psychology programs at similar-sized schools indicates that five full-time faculty is a minimum required number.\

- SOC - if the Sociology major and/or minor become realities, two or three additional full-time faculty members will be required.

General issues related to academic excellence

- Faculty development -
 - we will develop plans to enhance faculty mentoring
 - we will recognize contributions of non-tenure track faculty through campus and division communications and awards
 - we will promote interdisciplinary research by creating more awareness of each other's work (colloquia, informal brown-bag get-togethers, Division Head efforts)
- Faculty recruitment
 - we will make greater efforts to recruit a more diverse faculty (utilize networks with colleagues at other institutions)
- Work on ensuring quality of general education offerings
 - promote activities of the Teaching and Learning Consortium
 - offer workshops on increasing the required active learning component of the gen ed courses
 - look at ways of offering better FYS courses, explore more integration of the FYS with other courses such as Psy 2
- Promote better use of technology
 - ensure faculty are aware of workshops available for learning to use ANGEL
 - possibly begin discussions about web-based courses
- Review Division committee structures to ensure there is on-going review of curriculum issues

Goal 2: Recruit and retain a diverse, highly qualified student body.

The primary avenue for the Division to retain students is through the degree programs and discipline offerings within the Division. Many of the efforts aimed at academic excellence will contribute to this goal. In addition, each program and discipline will work on developing unique qualities to make the offerings more attractive to prospective students and more appealing as alternatives to transferring to UP or other locations after the first two years. Some examples are:

- CJ - become the first program in the Penn State system to be accredited by ACJS
- EKED - maintain and advertise the ability of students to do their student teaching in the local service area
- HDFS - develop more research opportunities for students; create child care facility to serve as research center for early childhood study
- KINES - integrate with other majors at college as discussed above to create options not available at other locations
- NURS - expand delivery of graduate coursework via Pic-Tel; develop accelerated RN program for second degree students
- PSY - develop more research opportunities for students; create animal research possibilities in new animal facility in Science Building (animal work in Psy is no longer available at UP)
- SOC - design a program to appeal to students who find the major at UP undesirable and inflexible

Additionally, each program needs to explore ways to develop a sense of program identity to enhance a feeling of belonging in students. Some ideas to achieve this include student exhibitions within programs, recognizing student achievements, developing clubs and honor societies (e.g., Psi Chi in Psychology), and considering more clustering of offices for faculty within a program or discipline.

Marketing efforts may be improved by developing more long-term plans and ensuring that promotional materials (i.e., brochures, web pages) are up-to-date, attractive, and informational.

Goal 3: Create an academic, multi-cultural, and social environment that fosters personal growth, academic achievement, and life-long learning.

Out-of-class experiences are an important of a college student's education. Some specific ways the Division can contribute to this goal include:

- Development of internships. Both the CJ and HDFS programs require an internship and it an option for the PSY major. Each of these programs needs to develop and maintain a list of appropriate sites to ensure that all students who need or desire an internship may obtain a quality experience.
- Allocate additional undergraduate travel funds to help more students travel to professional conferences and encourage faculty to work with students to enable this travel.
- Develop special interest Centers within the Division and in collaboration with the other divisions. Two such Centers have been proposed -
 - CJ and SOC faculty are exploring the establishment of a Center for the Study of Social Justice. This could be accomplished within the next two years.
 - HDFS has proposed a Center for Human Services Program Evaluation.Centers such as these serve multiple functions - they contribute to academic excellence, they enhance faculty development and help in the recruitment of quality faculty, they provide interesting extra-curricular opportunities for students, and they serve various community needs.
- Develop more international opportunities. Currently, HDFS runs a 7 ½ week program held in Rome, Italy each summer for which students earn 9 credits. One of the faculty members in HDFS has coordinated a "Spring Break Orphanage Outreach Program" in the Dominican Republic each spring for several years. The HDFS honor society, Kappa Omicron Nu, is seeking development funding to provide scholarships and loans for more students to participate in international experiences. Additional programs and additional monetary support for students will be explored within the division with the goal of doubling the number of students participating in such programs over the next 3 years.
- Work with Student Affairs to create ways to be more involved during the Freshman orientation week. Student Affairs has expressed an interest in having a more academic presence and we will explore possibilities for the Fall 2005 semester beginning.

Goal 4: Develop the resources of the college to expand academic programming, student support services, and the physical plant.

The expansion of programs and the addition of faculty will create the need for more space. Even without any further development, there are some critical space shortages currently.

- The HDFS program requires research space. Faculty have been conducting all research activities in their offices or common areas, including training undergrad research assistants, interviewing of research participants, and data analysis. This is not a desirable situation - it is not professional and it greatly limits the number of students who can be accommodated in research projects. Furthermore, students are not supposed to have access to faculty computers. A room is required which can be utilized for subject interviews and observation, data entry and analysis on computers, and storage of research data. This should be provided as soon as possible.

A longer term goal is the continued pursuit of a day care center that could be used for instructional and research purposes as well as providing a benefit for faculty, staff, and students with small children. Many schools with human development programs have day care centers - University Park has two. The quality of day care in Pennsylvania is low (in Blair County there is no center which is accredited or which meets a new Pennsylvania standard of excellence) and a center at Altoona College would provide a model for the community. We will continue to explore ways of achieving this goal.

- The facilities for the Nursing program are at full capacity; all faculty offices are occupied and laboratory and classroom space is being fully utilized. An additional classroom, 2-3 faculty offices, a media room, an exam/lab/simulation area, and a tutoring/adjunct area will be required to provide adequate space for future program needs.

The Division will work with the University Development Office to determine ways that we can play a greater role in seeking support. Faculty will also be encouraged to a greater extent to seek external funding for research and projects.

Goal 5: Expand outreach services to the community.

The Division will work more closely with Continuing Education to coordinate course offerings and identify community needs.

Additionally, more community partnerships will be sought through the Division's programs.

- CJ - Community connections already established by CJ faculty include the Blair County Drug Court, a grant writing initiative with the Altoona Police Department, and work with Logan Township officials on police issues. These will be maintained and expanded.
- EKED - The ED faculty will prepare to offer workshops for local teachers and seek placements in the community for students who require 80 hours of service. They are also exploring the development of a Professional School collaboration between the college and a local elementary school.
- HDFS - The faculty in HDFS will continue work with local day care centers, will work on developing an evaluation program for human service agencies in the area, and may establish a community outreach partnership depending on the success of a recent grant proposal submitted to HUD.

- NURS - Nursing faculty will develop an alumni network group and establish an advisory board to work with agencies and providers in the community.