



OFFICE FOR UNDERGRADUATE EDUCATION

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## Ag Advocate Applications Now Available

Applications are due **February 25, 2010 by 5:00 PM**

Applications for Ag Advocates are now available and can be found at <http://agadvocates.cas.psu.edu>.

The Advocates are a select group of undergraduate students in the College of Agricultural Sciences. The Ag Advocates are a vital constituent in assisting the College in the recruitment and retention of highly qualified students. The Advocates work closely with the Office for Undergraduate Education and have the opportunity to develop communication skills, network with professionals and establish working relations with college and university faculty, students, staff and administrators across the Penn State system. The mission of the organization is to create an awareness of the academic programs and career opportunities in or related to food, agriculture, and the natural resource sciences. Advocates assist with prospective stu-



dent visits to campus, open houses, orientation programs, Alumni functions, and also travel the commonwealth to visit high schools and Penn State campuses.

Come learn more about the organization. Attend the following information sessions for more details:

**Tuesday, February 9, 2010  
Room 118 Agricultural Sciences and Industries Building 6:00 - 6:45 PM.**

## 2010 Summer Undergraduate Discovery Grant Applications

**Deadline: February 12, 2010**



The University Office of Undergraduate Education is pleased to announce the following undergraduate research opportunities open to students at all Penn State campuses. **2010 Summer Undergraduate Discovery Grant** applications will be accepted beginning in December 2009. **The deadline for applications is Friday, February 12th.** This highly competitive program provides summer support for undergraduate student engagement in original research, scholarship, or creative work under the direct supervision of a faculty member. Information about the program and application requirements is available at: [www.undergradresearch.psu.edu](http://www.undergradresearch.psu.edu)

Please share these opportunities with faculty and students in your college. Questions may be directed to Mary Beth Crowe, Assistant Vice President and Assistant Dean for Undergraduate Education (863-1864, [mbc5@psu.edu](mailto:mbc5@psu.edu)).

## Academic Advising Corner!

### Early Progress Reports Reminder for Instructors and Advisers

The Early Progress Report (EPR) system was designed to replace the paper-based “Mid-semester Report” system. In fall 2009, our College had good compliance of instructors completing the EPR, however, there is always room for improvement. We want 100% compliance with this program so students cannot get the false sense that their grades are satisfactory because they did not receive an EPR!

#### How EPR Works

The EPR has three groups of participants: faculty, students and advisers. Each one has an important part to play.

#### **Faculty:**

Role: Provide feedback to students on their performance as early in the semester as possible.

- Steps:
1. Instructors with first-year students will receive a notification email the first day of the third week of the semester.
  2. Instructors log on to eLion, select “Early Progress Report” from the left menu and follow the instructions to indicate which students are not performing in a satisfactory manner.
  3. A reminder email will be sent on the first day of the fifth week of the semester reminding instructors that they need to complete the report. Instructors must enter the report through eLion.

#### **Students:**

Role: Review EPR and take any necessary actions based on the information it provides. The report will be available through the seventh week of classes.

- Steps:
1. Students will receive an email when an instructor indicates he or she is not performing well in a course.
  2. Students log on to eLion, select “Early Progress Report” from the left menu and receive all the reports submitted by instructors.
  3. Students should review the information, access resources referenced in the report, and meet with the instructor or his or her adviser as necessary.

#### **Advisers:**

Role: Review reports on advisees and help them seek the resources they need to be successful. The reports will be available for the duration of the semester.

- Steps:
1. Advisers will receive an email when an instructor indicates that one of his or her advisees is not performing well. Advisers may use eLion to turn off this notification.
  2. Advisers log on to eLion, select “Early Progress Report” from the left menu, select a student from their advisee list or by entering the student’s PSU ID or user id, and review the reports.

**Web Site Access to prototype demonstrations** can be found on the eLion Web site. The steps are listed below:

Go to: <https://elion.psu.edu/>

Click on eLion Demo in the Information Box on the right side of the screen

Click on the appropriate role from the login box (faculty, student, advisor)

Click on the Continue to the (Faculty, Student, Advisor) menu

Click on Early Progress Report in the left side of the screen

Click on Scenario 1 or Scenario 2

Click on OK (there is no need to log in to access the information for the demo)

## Academic Advising Corner (continued)

### Entrance to Major Process

The entrance to major process is currently in action for our sophomore students (students in the spring 2010 pool). The deadline for students to confirm their major is **February 12** and the Registrar's office is sending email reminders to students who have not yet confirmed their choice of major. Even though we have only a couple of majors that require anything more than a 2.0 CGPA and 27.1 credits, it is still important for our students to complete this process so we have a record of all students headed for our majors.

You can help, and it's easy! Just go to eLion and select "Adviser Control" from the menu on the left (don't forget that you must log on as "Adviser" on eLion and not as "Faculty"). Your list of advisees will appear on the page. Under the box with this list, click the button titled "Select other

options." The next screen gives you options as well, and you should select "Go to Advanced Settings." If you scroll down on this new page, you will see selection criteria for finding various "types" of students. You should put "sp10" in the box titled "Entrance to Major Sem" on the right side of the page and then click the box toward the bottom of that column titled "ETM not confirmed." Then click the button "Display list with selected settings." You will now see a list of advisees who have not yet confirmed their choice of major. You can now scroll down the menu to "E-mail Advisees" and send these selected students an email to remind them to complete the ETM process on eLion ("Entrance to Major" on their menu) by February 12. Many of the students ignore the notices being sent by the Registrar's office but are more likely to pay attention to a message sent by you.

## Second Request for 2009-10 Student Technology Fees

Per the 2009-10 Student Technology Fee College of Agricultural Sciences Initiative Proposal sent to the academic units, the Office for Undergraduate Education is soliciting proposals for use of Student Technology Fees to strengthen the teaching and learning environment within the college; undergraduate and graduate courses qualify. The primary purpose of the technology needs to be to advance and support the resident student learning experience. For the purpose of this program, the term "technology" will comprise a wide variety of technologies for use in the classroom, laboratory and field.

Submit Spring 2010 proposals as brief one-page form [MS Word file attached]. Supplemental information should be added in support of the proposal as attachments to the form (i.e., commercial descriptor of technology requested, etc.). A set maximum of **\$10,000** per proposal will be considered. A 1:1 match from the requesting unit or program is required in this grants program.

Proposal Submission Deadline: **Monday, February 22, 2009, 5:00 PM.**

Send to the Office for Undergraduate Education, Attention: **Ms. Cindy Teeters**, 101 Ag, Administration Building, College of Agricultural Sciences ([clt2@psu.edu](mailto:clt2@psu.edu); 814-865-7521; Fax: 814-863-7277).

## Instructors Needed for AG 160



**AG LEAP 2010**—Instructors are needed for Summer 2010 LEAP for **Intro to Ethics & Issues in Agriculture** (AG 160)

Interested in teaching AG 160 this coming summer session? For more information, please contact Karen Vines ([kav11@psu.edu](mailto:kav11@psu.edu)) or Marcos Fernandez ([jmf28@psu.edu](mailto:jmf28@psu.edu)).

**Agricultural, Food, and Environmental Ethics & Issues**—In this pride, you will be introduced to contemporary issues, ethical theories, and the application of critical thinking and communication skills related to topics in agriculture, renewable natural resources, and the environment. Special emphasis will be placed on issues, opportunities and challenges facing Pennsylvania and the United States within the context of the global community. Through the communications component of this pride, you will learn to better understand and critically evaluate issues, and to formulate and communicate your personal views through oral and written communication. Guest speakers, field trips and interactive activities will supplement the course materials and enrich the educational experience. In addition, you will be exposed to numerous career and networking opportunities with our internationally acclaimed faculty and staff, current students and alumni. (Open to all first-year students)

- (1) Introduction into Ethics and Issues in Agriculture (AG 160, GH, 3 Credits, TWR – 9:35 – 12:25, Room TBA)
- (2) Effective Speech (CAS 100, GWS, 3 Credits, MTRF, 3 Credits, MTRF – 2:20 – 3:50, Room TBA)

## LeaderShape Applications Available NOW

The Office of Union and Student Activities needs your help!! Do you know a dynamic student leader looking for the experience of a lifetime? The Office of Union and Student Activities is sponsoring a campus-based session of the national recognized LeaderShape Institute®. We are seeking **your nominations** to find the best, most diverse, and dynamic student leaders at Penn State. If you know an exceptional student-leader looking for growth, a bright and engaging student from one of your classes, or a young dynamic emerging leader with untapped potential, you can nominate them by emailing their name and email address to [leadership@sa.psu.edu](mailto:leadership@sa.psu.edu) and will send them a personal nomination letter inviting them to apply for this once in a lifetime experience.

Students who participate in LeaderShape...

Will **inspire** and be inspired.

Will **grow** and **encourage** others to discover their **full potential**.

Will **change**.

LeaderShape® promotes a commitment to leading with integrity that results in extraordinary change. Participants experience intense fun in a relaxed learning environment where lessons learned will be remembered for a lifetime. The LeaderShape® mission is to improve society by inspiring, developing, and supporting students committed to leading with integrity. LeaderShape® is a six day leadership institute held May 9-14, 2010.

For more information please contact [leadership@sa.psu.edu](mailto:leadership@sa.psu.edu) or call 863-4624.

## Spring 2010 Commencement



**Please mark your calendars!**

The College of Agricultural Sciences Spring 2010 Commencement exercises will be held at Eisenhower Auditorium on **Saturday, May 15th at 9:00 AM.** Watch for more details!

## Important Dates for Fall 2010

- The Scholarship Banquet will be held on **Thursday, September 23, 2010**
- Ag Career Day will be held on **Tuesday, October 12, 2010**



## Gamma Sigma Delta Research Expo

**Wednesday-Thursday, March 17-18, 2010**

**Location: Forestry Building Lobby**

**Deadline to submit online: February 26, 2010**

This annual Expo provides both graduate and undergraduates with the opportunity to share their research with a larger audience -- those not in the same areas of professional interest. The Expo's purpose is to communicate the value of science to a general audience in terms that the public can understand, and to those in other areas of professional interest.

Undergraduate and graduate students advised by a faculty member in the College of Agricultural Sciences are

eligible to participate. About \$3700 in prize monies will be awarded.

Complete the online form and submit by **5:00 PM, Friday, February 26**. For more information, contact Dr. Fred Gildow at [feg2@psu.edu](mailto:feg2@psu.edu).



Online entry form available at:

<http://agsci.psu.edu/gsd/forms/research-expo/research-expo-form>

## Summer 2010 Teaching Case Studies in Science Workshop



**May 17-20, 2010, University at Buffalo, State University of New York**

Presented by the National Center for Case Study Teaching in Science, The Summer 2010 Teaching Case Studies in Science Workshop will be held May 17-20 at the University of Buffalo (NY). Past workshops have included faculty from biology, chemistry, physics, astronomy, computer science, mathematics, geology, psychology, anthropology, nursing, science education, dentistry, engineering, medicine, and other science-related disciplines.

The workshop focuses on training science faculty (all levels) to teach with case studies, to write their own cases, and to assess their students' learning with cases. During the final two days of the workshop, all participants are required to teach a case before a student audience using a case they have developed during the workshop. In addition, workshop participants are expected to produce a case study within six months of the workshop for our national, peer-reviewed case collection. Workshop Director Clyde F. (Kipp) Herreid is a Distinguished Teaching Professor in the Biological Sciences Department at the University at Buffalo. He has conducted numerous

workshops around the country on case method teaching, team learning, and problem-based learning. He is the author of a column on case studies regularly featured in the Journal of College Science Teaching and directs the work of the National Center for Case Study Teaching in Science.

Registration will open at 9:00 a.m. on January 26th, on our website (see URL below) and will remain open until the workshop is filled (limit 35 people). The Registration Fee is \$750, and it includes many of the workshop and per diem costs. Arrangements have been made for reduced price lodging at the University campus dormitories \$39 (single) and \$32(double) for all attendees as well as at a conveniently located hotel (Ramada Hotel & Conference Center: \$69.00 per night for double bedded queen room).

Detailed information about the workshop, including online registration and housing options, will be available on January 26th at: (the site currently contains the 2009 workshop information):

<http://ublib.buffalo.edu/libraries/projects/cases/workshop/>

Questions or would like more information? Please contact the workshop coordinator, Carolyn Wright, at [nccsts@buffalo.edu](mailto:nccsts@buffalo.edu) or at 716-645-4900.

## University-Level Support for Undergraduate Student Travel to Present Research Findings

For 2009-10, Dr. Robert Pangborn, Penn State University Office for Undergraduate Education is pleased to be able to support, in concert with the colleges and academic departments and the Schreyer Honors College (when applicable), travel to nationally significant conferences where students have been invited/accepted to present the results of their research or creative endeavors. Requests are to be submitted utilizing the "Undergraduate Research Travel Request" available online (<http://www.undergradresearch.psu.edu/travel>).

An online automated version of the undergraduate research conference travel support process is in limited deployment with the Colleges of Engineering and Arts and Architecture and Penn State New Kensington and may be initiated by faculty and staff through the Penn State Workflow system (accessed through PAWS (Penn State Administrative Web Suite) at <https://es.ais.psu.edu/PAWS>) or by students through eLion. These units are encouraged to use the automated form. Questions or problems with accessing the form should be directed to [Workflow@psu.edu](mailto:Workflow@psu.edu).

To be eligible for conference travel support from the Office of Undergraduate Education, the student must be a conference presenter and the presentation must be related to the student's academic program. Due to increased demand for this support, the college limit per year has been reduced, as noted below, to allow for a more even distribution of funds.

Procedures:

1. Requests should be submitted at least thirty days in advance of the travel dates. Multiple requests for students from the same department to attend the same conference should be submitted together.
2. The contribution from the Office of Undergraduate Education will be capped at \$300.00 per student.
3. Funds are available on a first-come, first-served basis, with no college exceeding \$3,500.00 for the year. We will monitor the fund throughout the academic year, and adjustments may be made to this limit should some of the money be unused. This kind of adjustment would probably not be made until late in the spring semester.
4. The sharing of expenses of 1/3 department, 1/3 college, and 1/3 Undergraduate Education will remain the "norm." However, we know that in some cases the college/campus may choose to pick up the department or division share. In addition, if the student is a Schreyer Scholar, the expected sharing would be 1/4 department, 1/4 college, 1/4 Undergraduate Education, and 1/4 Schreyer Honors College.
5. Information on the form will include an estimate of costs including travel, meals, and lodging; a statement of the nature of the research to be presented; a statement of support from the faculty mentor or department head; and a section for approvals by the associate dean, Schreyer Honors College (if applicable) and approval by the Office of Undergraduate Education. If the student is a Schreyer Scholar and support is also requested from the Schreyer Honors College, the form must be forwarded there for approval **prior** to delivery to the Assistant Dean for Undergraduate Education and final approval.
6. After department & college approvals have been secured, send the request to Mary Beth Crowe, Assistant Dean, 417 Old Main, University Park, PA.
7. Once approved by Undergraduate Education, Susan Sampsell will then transfer the money to the colleges in accordance with past procedures.

## Important Changes to Spring 2011 Classroom Scheduling

In order to provide equity throughout the University in the classroom scheduling process, the Office of the University Registrar will be making an important change in May 2010 which will impact classroom scheduling for the Spring 2011 semester. Beginning with the Spring 2011 classroom schedul-

ing cycle, the "window" to schedule general purpose classrooms will start at 8:00 am on the first day, rather than at midnight. If you have any questions about this change, please contact Dave Lingenfelter at [dxl127@psu.edu](mailto:dxl127@psu.edu).



## Announcing the 56th Annual NACTA Conference, June 22-25, 2010

**“Collaborate, Communicate Celebrate” Hosted by Penn State University, University Park, PA**

Make sure you hold the dates now for the 56th Annual Conference of the North American Colleges and Teachers of Agriculture (NACTA; [www.nactateachers.org](http://www.nactateachers.org)), which will be hosted right here at Penn State University **June 22-25, 2010**, at the Penn Stater Conference Hotel and Center. Join us for an engaging week of oral presentations, poster sessions, roundtable discussions and exciting tours as we **“Collaborate, Communicate, Celebrate”** teaching and learning around agricultural, human, and renewable natural resources. The annual NACTA conference is a wonderful venue focusing on the educational mission of agricultural institutions, including issues related to teaching, learning, co-curricular opportunities, student recruitment, advising and retention, programmatic assessment, etc.

The college’s Office for Undergraduate Education provides partial funding toward registration costs to college instructors presenting oral and/or poster presentations at the conference (abstracts are normally due in early-March); more information will be made available in the Spring, so make sure you check future editions of Undergrad Ed Updates!



## Spring 2010 Undergraduate Program Coordinators’ Meeting Schedule

The Program Coordinator Meetings for Spring 2010 have been scheduled on the following days, **1:30-3:00 PM**:

- ◆ Tuesday, February 23, Room 324 ASI
- ◆ Monday, March 22, Room 118 ASI
- ◆ Tuesday, April 13, Room 324 ASI
- ◆ Monday, May 10, Room 118 ASI

Meeting notices and reminders containing tentative agenda items will be emailed to Program Coordinators before each meeting.

We welcome your input and ideas for agenda items, so please feel free to contact us at any time to add an item for discussion.

Jim Dunn	AG BM, and 2 AGB
John Ewing	AEE and AG SC
Paul Heinemann	A S M and B E
Kate Butler	AGECO and ESOIL
Les Griel	ANBIO and VB SC
Harold Harpster	ANSCI
Jill Findeis	CED and E RRE
Rob Shannon	E R M
Stephanie Doores	FD SC
Jamie Murphy	FORSC, W F S, and W P
Charles Heuser	HORT
James Howell	IID and TOX
Dan Stearns	LSCPE
Andrew Mc Nitt	TURF
Al Turgeon	TURF (WD)

## Curricular Affairs Committee — College of Agricultural Sciences

### 2009-2010 Curricular Calendar

Proposals Due in CSCS System *	Send to ACUE Deans (if necessary) Then to Committee Members for review	College Curricular Affairs Committee Meeting Dates and Locations	Revisions Due in CSCS System and Begin Final Approval Process (required signatories)	Proposals due to Faculty Senate	Curriculum Report Publication Date (on Blue Sheets for 30 days)	Senate Committee Curricular Affairs (SCCA) all day meeting
<b>Wednesday Dec. 16, 2009</b>	Dec. 17-18, 2009	<b>Thurs. Jan. 14, 2010</b> 1:30 -3:00 p.m. 342 Food Science Bldg.	Jan. 22, 2010	<b>Feb. 5, 2010</b>	<i>for the Feb. 23, 2010 Issue</i>	March 16, 2010
<b>Friday Feb. 12, 2010</b>	Feb. 15-16, 2010	<b>Thurs. March 4, 2010</b> 1:30-3:00 p.m. 342 Food Science Bldg.	March 19, 2010	<b>March 26, 2010</b>	<i>for the April 13, 2010 Issue</i>	April 27, 2010
<b>Friday April 9, 2010</b>	April 12-13, 2010	<b>Thurs. April 29, 2010</b> 1:30-3:00 p.m. 342 Food Science Bldg.	May 14, 2010	<b>May 28, 2010</b>	.....	.....

\* **Note:** for course proposals submitted in CSCS, paper copies no longer need to be submitted.

**For PROGRAM proposals** (not done in CSCS), **you must submit one paper copy and a PDF file of the proposal** by the due dates listed above (first column) to: K. Pletcher, 101 Ag Admin. Bldg.

### Office for Undergraduate Education Campus Visits

The Office for Undergraduate Education will visit a number of campuses this fall, and department faculty and staff are welcome to come along. This is a great opportunity to connect with Ag Sciences students throughout the state. The schedule of visits is below. If any faculty or staff would like to attend, please contact Debbie Little ([dxml6@psu.edu](mailto:dxml6@psu.edu)) at least two weeks prior to the visit date.

- March 17      University Park visits Penn State Beaver
- March 24      Penn State Altoona visits University Park
- March 31      University Park visits Penn State Abington
- April 1        University Park visits Penn State Brandywine
- April 5        Penn State Erie and Penn State Shenango visit University Park via Adobe Connect
- April 10      Link UP, a University-wide, day-long transition program at University Park
- April 20      Penn State Altoona’s Ag Awareness Day





## Instructor Resources @ UP

Check out these Web sites for more information

### Technology Classroom Overview

<http://clc.its.psu.edu/Classrooms/>

### Reserving a Technology Classroom

<http://clc.its.psu.edu/Classrooms/Scheduling/>

### Getting Help and Reporting Problems

<http://clc.its.psu.edu/SendMail/hotline.aspx>

### Faculty Learning Opportunities

<http://its.psu.edu/training/>

<http://digitalcommons.psu.edu/>

### Assistive Technology & Physical Access

<http://clc.its.psu.edu/AssistiveTech/>

### Student Response Systems

<http://clc.tlt.psu.edu/classrooms/prs/>

### Using Personal Laptops

<http://clc.its.psu.edu/Authentication/>

### Specialized Software Installation

<http://clc.its.psu.edu/labs/Instruction/>

### File Storage Options

<http://clc.its.psu.edu/DiskSpace/>

### Collaborative Learning Spaces

<http://tlt.its.psu.edu/learningspaces/about.html>

### Podcasts at Penn State

<http://podcasts.psu.edu/>

### Penn State Testing Center

[www.testing.psu.edu/](http://www.testing.psu.edu/)



PENNSSTATE



### Office for Undergraduate Education

College of Agricultural Sciences  
The Pennsylvania State University  
101 Agricultural Administration Building  
University Park, PA 16802-2602

Phone: 814-865-7521

Fax: 814-863-7277

<http://cas.psu.edu>

ThinkAgain

## COLLEGE & ACADEMIC CALENDAR

### SPRING 2010

March 8—12	No Classes (Spring Break)
April 9	Late Drop—Deadline
April 30	Withdraw—Deadline
April 30	Classes End
May 1—2	Study Days
May 3—7	Final Exams
May 14—16	Commencement