



Undergrad Ed Updates

OFFICE FOR UNDERGRADUATE EDUCATION

INSIDE THIS ISSUE:

- Advising Corner 2
- Student Recruitment Enrollment Committee Schedule 2
- University Class Attendance Policy 3
- Adult Student Award Nomination 4
- Teaching Professor Conference 4
- Undergraduate Program Leadership Award 5
- International Ag Minor Coordinator 5
- Presidential Leadership Academy 6
- 2011 Summer UG Discovery Grant Applications 7
- UG Program Coordinator Meeting 7
- Curricular Affairs Calendar 8

Application Process for Prospective Ag Advocates

Applications for Ag Advocates will be available starting January 15 at <http://agadvocates.cas.psu.edu>.

Applications are due February 28, 2011 by 5:00 PM. 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

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

Encourage students to come learn more about the organization and attend one of the following information sessions for more details: **Tuesday, February 8, 2011 or Tuesday, February 22, 2011, Room 118 Agricultural Sciences and Industries Building, 6:00 - 6:45 PM.**



Student Alumni Mentoring Workshop



The Student-Alumni Mentoring Workshop will be held on **January 24, 2011** from 9:00 AM - 4:00 PM in 118 ASI.

Students are welcome to stop by for a 30-minute session with the alumni of their choice to discuss majors, career options, and educational options. Sign up now for a session at www.agsci.psu.edu/alumni. There will also be door prizes available! If you have any questions, please feel free to contact Sarah Peterson at slp5111@psu.edu.

Nominations Sought for Excellence in Advising Award

Nominations are being accepted for the **2011 Penn State Excellence in Advising Award**. This award is sponsored by the Penn State University Advising Council and the Office of Undergraduate Education, and is designed to encourage and reward advising excellence. One award will be given to a faculty member and one to a professional academic adviser.

The nomination is easy and quick -- just visit <https://www.surveymonkey.com/s/AdvisingAward> to complete a short nomination form.

All current, full-time University employees who fill academic advising roles and have a minimum of two years experience at Penn State are eligible for the award. Nominations will be accepted through **Monday, Jan. 17**. Contact Michele Peese at mdh8@psu.edu or (814) 867-1095 with questions.

New Addition to Undergraduate Advising Handbook: Minors With Special Considerations

Check out the new, user-friendly information about all minors at PSU, including those with hidden or special entry requirements. <http://www.psu.edu/dus/handbook/minors2.html#alphaminors>

Record Those Advising Notes...PLEASE!

Recording advising notes. . . it's easy!

1. Log on to eLion (<https://elion.psu.edu/>) as an "Adviser" and go to Advising Notes under the letter "A".
2. Select the student from your roster or type in a student number for another student you advised and click the "Retrieve student data" button at the bottom.
3. Click on the "Go to Adviser Comments" button toward the bottom.
4. You can read any notes that are already recorded for this student AND you can enter new notes in the empty comment box. You can even change the date in the date box if you met with the student on a previous day.
5. After entering your brief notes, click on the "Add adviser comments" button under the comment box.

"Why record notes," you might ask? "I don't have time!" Everyone should be keeping notes on what is discussed with students. It helps you stay on top of the student's progress and be prepared for each meeting with the student. Notes can help other advisers who meet with your students understand where the student is coming from. Electronic notes can also be used to show that you have worked with a student to develop an appropriate educational plan OR that the student has not seen you and has self-advised. It doesn't take long to enter the notes and the time spent can save time in the future when preparing to meet with a student. Schedule student appointments to allot time to review notes beforehand and enter them afterwards.

Student Recruitment and Enrollment Committee Schedule

Spring 2011 Schedule for Student Recruitment and Enrollment Committee (SREC) will meet on the following dates from 10:30 – noon, in 101 Ag. Admin. Conference Room

Tuesday	February 1
Tuesday	March 1
Tuesday	April 5
Tuesday	May 3



University Class Attendance Policies



**Jeremy Cohen, Associate Vice President & Senior Associate Dean
Penn State University Office of Undergraduate Education**

FAQs

Does Penn State have university-wide policies on student absence from courses? Yes. The University Faculty Senate Policy is [42-27: Class Attendance](#). The policy recognizes that on occasion, students may opt to miss a class meeting in order to participate in a regularly scheduled university-approved curricular or extracurricular activity, or due to unavoidable or other legitimate circumstances such as illness, injury, family emergency, or religious observance.

The procedures for Senate Policy 42-27 are implemented as Academic Administrative Policy and Procedure [E-11: Class Attendance](#). E-11 expands on the brief summaries provided here.

How much notice does a student have to provide for a foreseeable absence? Whenever reasonable, a student should submit a [class absence form](#) a week in advance.

Are religious observances considered legitimate reasons to miss class? Yes, religious observance can be a legitimate reason for an absence. Academic Administrative Policy and Procedure [R-4, Religious Observances](#), provides further information and a link to an all inclusive list which provides both major and minor [religious holidays](#), maintained by the Center for Ethics and Religious Affairs.

If a student is ill, must she or he provide a physician's verification? Generally, no. As of Fall 2002, University Health Services (UHS) no longer provides verification of illness forms for minor illnesses or injuries. Verification will be provided only for serious illnesses for which UHS clinicians provided services, or when UHS has received such documentation from outside providers.

What if a student misses a quiz, test, or homework assignment as a result of a legitimate absence? Students should be provided with a reasonable opportunity to make up missed work. The University does recognize that this increases the burden on faculty. However, simply re-weighting other assessments used to determine the course grade or similar approaches are not consistent with giving opportunity to make up the work. As a matter of policy, the faculty's rule-making body—the Faculty Senate—and the administration through the Administrative Council on Undergraduate Education—are in agreement. A student burdened by an unavoidable absence should not be denied the full mosaic of learning opportunities, including tests and quizzes, enjoyed by her or his peers.

What if the instructor believes that students' continued absences are causing harm to their academic achievement? If an instructor believes a requested absence for regularly scheduled events will harm a student scholastically, the instructor should present evidence for necessary action to the head of the department in which the course is offered and inform the assistant/associate dean of the college in which the student is enrolled, or to the Division of Undergraduate Studies if the student is so enrolled.

Nominations for the Outstanding Adult Student Award

Nominations for the Outstanding Adult Student Award are now being accepted. to recognize an outstanding adult learner at University Park who has overcome obstacles and multiple roles in furthering his/her education, serves as a role model for other students and achieves academically.

Nominees should have begun/resumed studies at or after the age of 24 or after having been out of high school for four or more years. Nominees must be enrolled at Penn State's University Park Campus, through any delivery system, as either a full or part-time undergraduate status. Prior to nomination, undergraduate students must have completed a minimum of forty-five credits with at least thirty of these credits earned at Penn State, earned a minimum 3.0 cumulative GPA and demonstrate participation in co-curricular or community organization.



Completed packets are due January 31, 2011.

Packets and additional information is available at: <http://studentaffairs.psu.edu/adults/oasa.shtml>

Feel free to contact Leslie Laing (lal24@sa.psu.edu; 863-7378) for additional information.

The Teaching Professor Conference



**May 20-22, 2011
Atlanta, Georgia**

Now entering its 8th year, *The Teaching Professor* Conference is a must-attend for those dedicated to the art and science of teaching. Information on the 2011 Conference (to be held at the Sheraton Atlanta Hotel, GA, May 20-22, 2011) can be found on their website: <http://www.teachingprofessor.com/conference>.

This three-day conference of excellence in pedagogy brings together hundreds of faculty members from campuses nationwide, to:

- ◆ Explore the newest ideas in teaching and learning
- ◆ Hear the latest research
- ◆ Discuss the state of today's changing classroom

Each year, *The Teaching Professor* Conference tackles the issues of the moment ... the things that matter most to educators today. You'll hear leading speakers on topics like: Student performance; Mentoring; Academic integrity, Faculty development; Technology, Group work; Self-assessments; Rubrics; Motivating students; etc. Expect lively discussion, spirited debate and a rewarding exchange of ideas throughout all three days!

College teaching faculty interested in attending the conference, please note that four (4) grants (worth \$750.00 each) will be available in partial support of the 2011 *The Teaching Professor* Conference. Send an e-mail to Ms. Cindy Teeters (clt2@psu.edu), College of Agricultural Sciences Office for Undergraduate Education, indicating your (1) name, title, and academic unit, (2) your interest in attending this particular conference, (3) anticipated total cost of attending the conference, and (4) where the balance of funding supporting your attendance will come from. Please send this by **5:00 PM Friday, February 4, 2011.**

Undergraduate Program Leadership Award



**Office of the Vice President & Dean for Undergraduate Education
The Pennsylvania State University
417 Old Main, University Park Campus**

The Undergraduate Program Leadership Award recognizes a faculty member who demonstrates exemplary leadership benefiting an existing Penn State undergraduate degree program. The award spotlights individuals whose leadership has transformed or revitalized an undergraduate program. The recipient will receive a cash award of \$1,000 and a plaque at the Faculty/Staff Recognition Luncheon in Spring 2011. Examples of exemplary leadership may include, but is not limited to:

- ◆ enhancement of the undergraduate curriculum (content, organization, or mode of delivery) within a program;
 - ◆ enhancement of student recruitment, professional development, and placement;
 - ◆ mentoring faculty colleagues to improve undergraduate education within a program;
 - ◆ enhancement of program diversity, educational quality, and resources;
 - ◆ show-casing of the program, providing national or international visibility;
 - ◆ promotion of professional ethics and the integration of ethics into all elements of undergraduate programming;
 - ◆ other efforts designed to enhance the internal and external stature of the undergraduate program.
- online.

Eligibility

- ◆ full-time faculty appointment within a degree-granting unit;
- ◆ demonstrated excellence in leadership of undergraduate education;
- ◆ not currently serving as an assistant or associate dean, head or chair of an academic department, school or division.

Nomination

Nominations must be submitted to the college ACUE dean to whom the nominee reports. The college ACUE dean will select and submit up to three nominations per college to the Office of the Vice President and Dean for Undergraduate Education. Nominations should include:

- ◆ a completed nomination form;
- ◆ a narrative statement describing the qualities that distinguish the faculty member nominated.

Please do not append letters of support from colleagues, the nominee's CV, or other materials. Nominations must not exceed two pages in length.

Deadline

Each college ACUE dean may submit up to three nominations electronically to Lois Rice (lrice@psu.edu) by **January 21, 2011**.

Jill Findeis to Coordinate the International Agriculture Minor

Dr. Jill Findeis, Distinguished Professor of Agricultural, Environmental, and Regional Economics & Demography will be the International Agriculture Minor Coordinator for the College of Ag Sciences beginning in January, 2011. Dr. Findeis currently leads the International Science and Education (USDA/ISE) Ag2Africa Learning Laboratory in Mozambique, a collaborative initiative with faculty in Health and Human Development, the Liberal Arts, as well as College of Agricultural Sciences. In addition, she conducts economic research in Mozambique and South China on low-phosphorous legumes being developed by the Lynch Lab and funded by McKnight Foundation and USAID; works collabo-

ratively in East Africa with faculty affiliated with the Center for Infectious Disease Dynamics on an evolution-proof malaria vector control technology; and is involved in NIH-funded research on infectious disease control and cross-border networks at the Mexico-US Border Corridor, also with CIDD faculty. Dr. Findeis has worked in The Gambia, East Africa, India, Nepal, South China, and Costa Rica. Inquiries about the minor may be directed to Jill at jfindeis@psu.edu.





Nominations for the Presidential Leadership Academy

Nominations requested to identify students who may be candidates for the Presidential Leadership Academy's fall 2011 class.

Established in spring 2009, the Academy is a three-year leadership development opportunity for a select group of students. Through the Presidential Leadership Academy, students will develop leadership fundamentals to thrive in an environment in which multiple dimensions of an issue are explored, diverse viewpoints are welcomed and heard, and a fully informed and respectful discourse ensues that leads to sound action. The curricular and extracurricular opportunities available through the Academy lead to further development of critical thinking abilities necessary for leaders to implement decisions with sensitivity to the circumstances that led them and the flexibility to rethink decisions and even change course along the way. A highlight of the Academy is a one-credit introductory seminar led by the President of the university.

It is our responsibility to prepare students to understand that the most difficult decisions in today's world require the examination of all sides of an issue. It is in the gray area that the greatest challenges reside."

Graham B. Spanier, president, Penn State

Interested students may apply for membership in the Academy, or they can be nominated by members of the university community. Given the likelihood that you may come in contact with current first-year students who may be interested in the Academy, you are invited to nominate any current students you feel would benefit from this kind of experience. You may complete the formal nomination on this Web site: <http://www.academy.psu.edu/>

Please note that the only requirements necessary for nominations are:

- ◆ Current status as a first-year student
- ◆ Demonstrated leadership skills, either in or outside the classroom
- ◆ Minimum GPA of 3.2

Deadline for receipt of nominations is **Monday, February 14, 2011**. Students nominated for the Academy will be asked to complete the application process, which includes a resume, one essay question, and two letters of recommendation. Contact Melissa Doberstein mif3@psu.edu or 814-863-4589 with questions.



SNIDER AGRICULTURAL ARENA

2011 Summer Undergraduate Discovery Grant Applications

Deadline: February 11, 2011

The 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 2010. **The deadline for applications is Friday, February 11th.** 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

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).



Undergraduate Program Coordinator Meeting Schedule

The Spring 2011 Program Coordinator Meetings have been scheduled on the following days, **1:30-3:00 PM:**

- ◆ Tuesday, **January 25**, Room 504 ASI
- ◆ Monday, **February 21**, Room 118 ASI
- ◆ Tuesday, **March 22**, Room 504 ASI
- ◆ Monday, **April 18**, Room 118 ASI
- ◆ Monday, **May 16**, Room 118 ASI

Please mark your calendars and note the room locations.

We welcome input and ideas for agenda items, so please feel free to add an item for discussion at these meetings.

Jim Dunn	AG BM, and 2 AGB
John Ewing	AEE and AG SC
Megan Marshall	B E
Jude Liu	A S M
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
Ellen Manno	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 Calendar 2010-2011

** Proposals Due in CSCS System	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
Friday Oct. 29, 2010	Thurs. Nov. 18, 2010 1:30—3:00 p.m. 105 Forest Resources	December 3, 2010	December 15, 2010	<i>for the Jan. 11, 2011 Issue</i>	Jan. 25, 2011
Friday Dec. 17, 2010	Thurs. Jan. 13, 2011 1:30—3:00 p.m. 214 Ferguson	January 21, 2011	February 4, 2011	<i>for the Feb. 22, 2011 Issue</i>	March 15, 2011
Friday Feb. 4, 2011	Thurs. Feb. 24, 2011 1:30—3:00 p.m. 214 Ferguson	March 4, 2011	March 25, 2011	<i>for the April 12, 2011 Issue</i>	April 28, 2011
Friday April 1, 2011	Thurs. April 21, 2011 1:30—3:00 p.m. 214 Ferguson	May 13, 2011	May 27, 2011	<i>For the August 2011 Issue</i>	August 2011 Meeting

**Proposals need to be completely through all consultation and ready to be sent to College Administrator by this date to be reviewed at College Committee Meeting.

* Dates posted by Faculty Senate.



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://agsci.psu.edu>

ThinkAgain

Spring 2011 COLLEGE & ACADEMIC CALENDAR

January 10	Classes Begin
January 10-19	Drop Period
January 10-20	Add Period
January 18	Martin Luther King Day—No Classes
March 6-12	Spring Break—No Classes
April 8	Late Drop Deadline
April 29	Withdrawal Deadline
April 29	Classes End
May 2-6	Final Exams
May 13-15	Commencement