



Undergrad Ed Updates



OFFICE FOR
UNDERGRADUATE
EDUCATION

INSIDE
THIS ISSUE:

- Advising Corner 2
- CAS Teaching Recognition Awards 2
- Program Coordinator Meetings 3
- Registrar Updates 4
- OUE Campus Visits 5
- 2011 Fall Commencement 5
- Conference on Academic Advising 6
- Curricular Affairs Calendar 6

Annual Fall College Open House

The College will hold its annual fall open house for prospective students and families on **Monday, October 10**. The events get underway at the HUB Auditorium at 8:45 AM. After the College Overview and information on Undergraduate Admissions and Student Aid, prospects choose to attend an academic information session. Select facility tours are

offered to participants throughout the day. Check in with your Department Program Coordinator(s) and see how you can become involved. Information and registration is posted at the College website (<http://agsci.psu.edu/futurestudents>). This event typically draws close to a hundred families. Thank you in advance for your participation.

Ag Career Day — October 18th

The College of Agricultural Sciences Career Day will be held on **Tuesday, October 18, 2011** from 9:00 AM to 4:00 PM at the Bryce Jordan Center.

Please encourage your students to attend and network with our agribusiness partners. Select companies will be interviewing students on campus in the days and weeks after career day. Company registration, a list of employers attending, and more detailed information about the event is available online at the [Ag Career Day web site](#).

Traditionally, Ag Career Day has been a vital asset to students identifying internship, research, and full-time opportunities. Please help us make this event a success.

Questions can be directed to Denise Connelly at dcc6@psu.edu, or 814-865-0113.



Student Recruitment and Enrollment Committee

The Fall 2011 SREC meetings have been scheduled on:

Wednesday, October 12, 10:00 – 11:00 AM

Thursday, November 10, 1:30—3:00 PM

Meetings will be held in 101 Ag. Admin. Conference Room.

New Schedule Planner

New Student Application - The Office of the University Registrar is pleased to announce a new tool for students. The new "Schedule Planner" which can be accessed via eLion will help students build their perfect class schedules. Students simply enter the courses they wish to take, block off any times during the week when they are not available to be in class (for example, due to work or practice commitments), and Schedule Planner will generate all possible schedules. Students may then copy and paste the 6-digit schedule numbers into eLion Registration and they're on their way to the perfect class schedule. For more information on this new feature, visit <http://live.psu.edu/story/55331>.

Electronic Advising Journal Gets a New Look

Electronic Advising Journal Gets a New Look – Check It Out at: <http://dus.psu.edu/mentor/> Penn State's Division of Undergraduate Studies produces the only electronic journal on academic advising called "The Mentor." Juried articles as well as best practices and discussions are included in The Mentor. Make sure to read the latest article "Academic Advising at the University of Utopia."



2011 College of Ag Sciences Teaching Recognition and Awards

To recognize and promote excellence in teaching, we invite you to nominate faculty (tenure-track and instructors) from your units for our three college-wide award programs: The **Community of Teaching Excellence Award** (est. 2000), and the **NACTA Teaching Award of Merit** (reinstated in 2007) and the **Paul R. and Joan M. Shellenberger Award for Excellence in Undergraduate Teaching** (est. 2010).

Nominations and awards for these three are based on accomplishments during the past academic year (comprising the summer, fall, and spring semesters of 2010-11) in formal undergraduate and graduate instruction, including resident instruction and online instruction.

The **Community of Teaching Excellence Award** is offered solely through the college and can have multiple recipients on any given year. This recognition can also be received by an individual for multiple years, potentially leading to the induction of the individual into the Academy of Teaching Excellence.

The **NACTA Teaching Award of Merit** is awarded by the college to one individual each year as part of our institutional membership in the NACTA Association. In an attempt to properly recognize and encourage excellence in teaching in faculty early in

their careers, tenure-track faculty and instructors with less than five (5) years of teaching experience at Penn State will be considered for the **NACTA Teaching Award of Merit**.

The **Paul R. and Joan M. Shellenberger Award for Excellence in Undergraduate Teaching** is awarded by the college to one individual for one academic year. This award is to honor and recognize a full-time instructor who is an outstanding teacher contributing significantly to undergraduate education in the College of Agricultural Sciences. Consideration for this award shall be given to all full-time instructors with teaching appointments (non-tenure and not on tenure track) in the College of Agricultural Sciences.

Complete nomination packets for these teaching awards are available from your Unit Leader and must be submitted to Tracy S. Hoover, Interim Associate Dean for Undergraduate Education, College of Agricultural Sciences, 101 Ag Administration Bldg. by **5:00 PM on Friday, October 21, 2011**.

Please feel free to contact Tracy Hoover (tsh102@psu.edu; or 865-7521) if you have any questions. All programs carry financial award and recognition.

Lunchtime Series on Academic Advising



Every semester the Division of Undergraduate Studies holds lunchtime presentations featuring academic advising topics. These lunch-and-learn sessions provide opportunities for professional development, networking and advising discussions. The sessions will be held from noon to 1 p.m. in room 110 Henderson Building, on **Oct. 10 and Nov. 9**. All interested faculty and staff members are welcome to attend and may bring lunch to eat during the presentations.

-- **“Credit Overload: Policy, Advising Issues and Best Practices”** will be offered on Monday, Oct. 10. Melissa Kunes, Senior Director in the Office of Student Aid; Karen Schultz, University Registrar; and Eric White, Executive Director of the Division of Undergraduate Studies will facilitate a discussion about credit overloads: What is the University policy? What do the data tell us about success? What should advisers be saying about financial aid? What is an adviser’s role and responsibility? What information should an adviser provide to help a student decide whether to schedule an overload?

-- **“Student and Family Services: An Advising Resource”** will be offered Wednesday, Nov. 9. Student and Family Services provide assistance for students who are in difficult situations. Who do they serve? What do they do? When do they do it? Joe Puzycki, Assistant Vice President for Student Affairs, and JoAnna Thomas, Administrative Assistant in Student and Family Services will provide the answers and discuss ways that their office provides support for students, faculty and advisers.

For further details about the seminars, contact Laura Brown at 814-865-7576 or lsb7@psu.edu.



Fall 2011 Undergraduate Program Coordinator Meeting Schedule



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

- ◆ Tuesday, **October 25**, Room 118 ASI
- ◆ Wednesday, **November 30**, Room 504 ASI
- ◆ Tuesday, **December 20**, Room 118 ASI

Meeting notices with 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
Megan Marshall	B E
Jude Liu	A S M
Kate Butler	AGECO
Les Griel	VB SC
Harold Harpster	ANSCI
Leland Glenna	CED
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)

Registrar Updates

Commencement changes - Beginning spring commencement 2012, students will receive their diplomas in the mail instead of at their graduation ceremony. Students who graduated in the summer and fall have always had their diplomas mailed to them and now spring graduation will do the same. Diplomas will no longer be handed out at spring commencements. Penn State's spring graduation ceremonies will now be held immediately after the final exam period, eliminating the weeklong gap that has been observed in the past. Also, the final exam week will end around noon on Friday so as not to interfere with commencement schedules that begin that evening. In addition to those changes, the Registrar will no longer allow students to graduate with standing NG or DF grades on their record. Student may not appeal and the Senate cannot except petitions for exceptions to Policies 48-40 and 48-50.3 that prohibits graduation until all NG and DF grades are resolved and removed from transcript.

Changes to DF and NG grade deadlines – effective spring 2012

Effective Spring 2012, a DF grade deadline is now 10 weeks past the course end date. Deadline for a graduate level course with a DF grade will be 25 weeks past the course end date. NG grades must be changed to a grade within 5 weeks following the date the NG was posted. Graduate level courses with NG have the same deadline here.

Exception: NG grades will not change to "F" grades for students on Education Abroad programs with an XS schedule status.

eLion Former Student – new service

The Office of the University Registrar is pleased to announce a new method for former students to access select electronic services at Penn State. Available September 20, 2011, eLion Former Student provides access to several eLion functions that students who have moved on from the University may find useful. Initially, the functions include Academic Verification, Official Transcript Ordering and (Pennsylvania) Act 48 Reporting. Additional functionality will be added in the future. This new access point is available to students who have attended since 1984 and law students who have attended since 1998. Students will be asked to provide key pieces of information to match with the student system in order to verify their identities. Students may choose to set up an account or obtain one-time access. Students will be directed from the Registrar's website to this new eLion function to get transcripts, academic summary information and academic verifications. After a student's access ID expires (6 months after commencement) they will need to get a Friends of Penn State (FPS) account.

Common Year Change

Effective April 2011, the term "common year" will be replaced by the term "pre-major." The term common year is used to denote those students who have not yet declared a major. This term is confusing to students, and even to internal staff. The Registrar's Office will make the necessary changes to the code names and, along with other administrative offices, will make any necessary ISIS programming changes. As a result, the names will change on the Registrar's Major and Minor Program Codes Web site, e.g. from Engineering (Common Year) to Engineering (Pre-Major).

The term common year should be changed on all University Web sites, including college, campus, and DUS. In addition, all Faculty Senate policies and ACUE procedures that reference common year will be changed to use the term pre-major as well.

IMPORTANT DATES!

Ag Career Day
Tuesday, Oct. 18th
9 AM to 4 PM
Bryce Jordan Center

Registrar Updates (Continued)

FERPA and Directory Information

The federal Family Educational Rights and Privacy Act (FERPA) allows institutions to designate limited information about students as “directory information” which we are permitted (but not required) to share with external requestors without the student’s prior consent. Penn State’s list of directory items is outlined in AD-11 Policy on Confidentiality of Student Records.

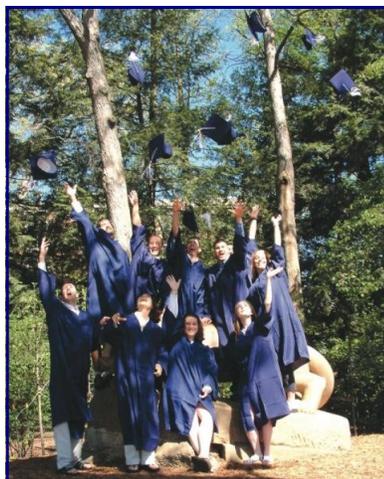
In light of growing concerns regarding privacy and identity theft, the Registrar’s Office reviewed Penn State’s list of directory items and recommended some changes, which were approved spring semester 2011 by the President’s Council. As a result of this, two items have been REMOVED from the list of directory items: (1) date and place of birth and (2) name and address of parents, guardian, spouse. In addition, one item has been ADDED to the list of directory items: class level (semester classification or level: first-year, sophomore, junior, etc). If you have any internal documents or web pages that list directory items, please update them accordingly.

Office for Undergraduate Education Campus Visits

Once again the Office for Undergraduate Education will hit the road and visit several Commonwealth campuses this fall. Department participation is welcome! If you or a colleague would like to jump on the van, please email Debbie Little, dxm16@psu.edu, ASAP.

October 14
 October 19
 October 28
 November 1

Penn State Erie
 Penn State Altoona
 Penn State Hazleton
 Penn State Harrisburg



Fall 2011 Commencement

The College of Agricultural Sciences Fall 2011 Commencement will be held on **Saturday, December 17, at 9:00 a.m.** in the Bryce Jordan Center.

Our college student marshal for fall commencement is Alyssa Klein, an animal science major with science option. After graduation, she plans to attend Penn State Hershey School of Medicine.

Faculty are encouraged to attend and participate in commencement ceremonies to honor our College of Agricultural Sciences graduates.

Visit <http://commencement.psu.edu/> for commencement details. Faculty participating in the ceremony can see <http://commencement.psu.edu/attending.html> for faculty at-large directions.

10th Annual Professional Development Conference on Academic Advising

Advising for the Global Community

DATE: October 26, 2011

TIME: 8:30 AM–3:15 PM

The Penn Stater Conference Center Hotel

Many of today’s world issues span traditional borders and impact people across nations, cultures, disciplines, and professions. Academic advisers, consequently, are increasingly encouraging college students to become engaged and competent global citizens and leaders. This conference focuses on the value of incorporating global themes in undergraduate studies, teaching stu-

dents to develop global interests in and out of the classroom, preparing students for learning experiences abroad, and understanding the challenges of international exchanges and intercultural communication.

For more information, download the [conference brochure](#).



College of Agricultural Sciences

Instruction & Curricular Affairs Committee Calendar 2011-2012

Proposals Due to College Administrator in CSCS system**	Send to ACUE Deans (if necessary) Post in ANGEL & notify committee for review	College Curricular Affairs Committee Meeting Dates and Location	Revisions Due back in CSCS and begin final approval process	*Proposals due to Faculty Senate	*Curriculum Report Publication Date (on Blue Sheets for 30 days)	*Senate Committee Curricular Affairs (SCCA) all day meeting
Friday Sept. 9, 2011	Sept. 12-13-14	Thurs. Sept. 29, 2011 1:30 -3:00 p.m. Rm 244 Ag Eng. Bldg.	Oct. 7, 2011	Oct. 21, 2011	for the Nov. 8, 2011 Issue	Dec. 6, 2011
Friday Oct. 28, 2011	Nov. 1-2-3	Thurs. Nov. 17, 2011 1:30 -3:00 p.m. Rm 244 Ag Eng. Bldg.	Dec. 2, 2011	Dec. 16, 2011	for the Jan. 10, 2012 Issue	Jan. 24, 2012
Friday Dec. 16, 2011	Dec. 19-20-21	Thurs. Jan. 12, 2012 1:30 -3:00 p.m. Rm 244 Ag Eng. Bldg.	Jan. 20, 2012	Feb. 3, 2012	for the Feb. 21, 2012 Issue	March 13, 2012
Friday Feb. 3, 2012	Feb. 6-7-8	Thurs. Feb. 23, 2012 1:30 -3:00 p.m. Rm 244 Ag Eng. Bldg.	March 2, 2012	March 23, 2012	for the April 10, 2012 Issue	April 24, 2012
Friday April 6, 2012	April 9-10-11	Thurs. April 26, 2012 1:30 – 3:00 p.m. Rm 244 Ag Eng. Bldg.	May 18, 2012	TBD	Issue TBD	Meeting TBD

Course proposals need to be completely through all CSCS consultation and ready to be sent to the college administrator (K. Pletcher) by this date to be reviewed at the college committee meeting. Also, a PDF of your proposal must be sent to the College Administrator (kjs8@psu.edu) by this deadline. **Hard Copies are not required for the Course Proposals. A Hard Copy original is only required for the Program Proposals (since they are NOT available via CSCS yet). Once your proposal has passed through the College’s Instruction and Curricular Affairs Committee review process, the appropriate hard copies will be made by the college administrator and sent to the Faculty Senate for their review process.

* Dates posted by Faculty Senate. Senate Newsletters are posted to their website at: http://www.senate.psu.edu/senate_activity/newsletters.htm



Instructor Resources @ UP

Check out these Web sites for more information on...

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

<https://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/>

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>

Podcasts at Penn State

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

Penn State Testing Center

www.testing.psu.edu/



PENNSTATE



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

FALL 2011 COLLEGE & ACADEMIC CALENDAR

September 26 - October 16

November 11

November 20 - 26

December 9

December 10 - 11

December 12 - 16

December 17

Final Exam Conflict Filing Period

Late Drop Deadline

Thanksgiving Holiday - No classes

Classes End

Study Days

Final Exams

Commencement