

# Undergrad Ed Updates

OFFICE FOR  
UNDERGRADUATE  
EDUCATION

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## Holiday Treats on Tuesday for Students During Finals Week



In what has now become an Ag Sciences tradition, the Office for Undergraduate Education invites students to stop in 101 Ag Administration Building for a study break and to enjoy some home-made cookies and other baked goodies, along with hot beverages. The office plans to have the "Holiday Seasonal Goodies" available on **Tuesday, December 13, from 8:30 AM to 4:00 PM.** If you are in the area, stop by, say hello, enjoy a tasty holiday treat or two, and see our seasonal decorations in the office. **Season's Greetings!**

## 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.



## Fall Graduation Brunch

This special brunch, hosted by the Alumni Society, provides an opportunity for our newest graduates and their families to mingle with faculty, administrators, other graduates, and our alumni family. The brunch will be served immediately following commencement in Gym I of the Intramural Building as guests arrive. We are happy to provide you and two guests with complimentary tickets for the event, and additional tickets may be purchased at \$15 each; however, all tickets must be reserved in advance. There will be no admission at the door

without tickets. Please register online at: <http://tinyurl.com/Graduation-Brunch>.

All reservations must be made by **Monday, December 12, 2011.** We look forward to having you with us to celebrate this happy event in the lives of our students.

For more information click <http://tinyurl.com/Graduation-Brunch-Summary> or call the Ag Alumni Office at 814-865-2717.

### eLion Tools Designed to Help Advisers and Advisees

There are many useful tools on eLion for which you may not be familiar. Here are a few for you to check out:

#### Academic Review

It has been highlighted in the Advising Corner before, but there is a great way to check up on all of your advisees on eLion after grades have been posted and it's called the "Academic Review". You can analyze the grades and schedules for all students and send them an electronic form to inform them of their progress toward a degree. It's a quick and easy way to stay in touch and give advice, even with your students at another campus.

#### Adviser Control

The Adviser Control application allows you to control the display of your advising rosters. You can choose from two different roster formats (a scrolling list or a table) and can view current as well as future rosters (e.g., view a fall semester advising roster during the previous summer session). If you have multiple advising rosters, you can select a spe-

cific roster that you would like to view. Using advanced settings, you can display subsets of your advising rosters by selecting students with certain characteristics (e.g., students within a range of cumulative grade-point averages, total credits, or semester classification; status as a student-athlete; Schreyer Scholar).

#### Advising Notes

It is standard practice in academic advising to record notes for every advising appointment or contact. If it is too confusing to enter "Advising Contacts" on eLion, then the least you should do is select "Go To Adviser Comments" and enter your current notes in the blank text box.

The "?HELP" button on each eLion module offers many tips and instructions for getting the most out of each module. As always, contact Terry Musser (814-863-2834; txm4@psu.edu) if you have any questions.

## Undergraduate Program Coordinator Meeting Schedule

The last Fall 2011 Program Coordinator Meeting has been scheduled on Tuesday, **December 20, 1:30-3:00 PM, Room 118 ASI**

The Spring 2012 Program Coordinator Meetings are scheduled at **1:30-3:00 PM** on the following dates and locations:

Monday, January 23	Room 118 ASI
Tuesday, February 21	Room 504 ASI
Monday, March 26	Room 118 ASI
Tuesday, April 24	Room 504 ASI
Monday, May 21	Room 504 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)

## Weather Events and Delays at University Park



**Penn State Classes and Activities: Weather Delays**  
**A note from Dr. Robert N. Pangborn**  
**Vice President & Dean for Undergraduate Education**  
**The Pennsylvania State University**  
**417 Old Main, University Park Campus**

In years past, weather events caused a delay in the start of activities and classes at University Park campus. When a delay is announced at University Park, classes and activities that begin before the announced time are canceled.

Those classes or activities beginning at or after the conclusion of the announced delay time will be held as originally scheduled. For example, a two-hour delay until 10 a.m. due to snow or ice would mean that all classes that begin before 10 a.m. are canceled and will not be held. Classes beginning at 10 a.m. or later will continue on their regular schedule.

At their discretion, faculty who teach classes that run across multiple periods may decide to hold their class starting at the end of the announced delay time and continuing through the end of the period. For example, if a two-hour delay is announced, a faculty member whose class normally runs from 9 a.m. to noon could elect to start class at 10 a.m. and continue through noon. Faculty who wish to do this need to inform their students of their decision in advance of bad weather, as this option will not be included in the delay announcement put out by the University. This information can be added to the class syllabus or communicated through Angel prior to a University cancellation.

Faculty are encouraged to take responsibility for their own safety, and should review “Handling Weather Day Absences” (Human Resources Guideline 10) on the web at <http://guru.psu.edu/policies/OHR/hrg10.html> for specific information on how time missed for weather situations is handled. For information on how the University deals with inclement weather and where information related to class and activity cancellations can be found, go to <http://live.psu.edu/story/55329> online.

## Undergraduate Research Exhibition—Call for Fall 2011 Nominations



AFRICANA  
RESEARCH  
CENTER

**FACULTY**—If you have received excellent student research papers on topics related to Africa and its Diasporas, we seek your nominations of those papers for possible participation in the exhibition. Please submit the papers to the ARC for review.

### **NOMINATIONS ARE ACCEPTED THROUGH DECEMBER 19, 2011**

There is no special form. Faculty members should submit a nomination letter and the student’s electronic 8-10 page paper to [africanacenter@la.psu.edu](mailto:africanacenter@la.psu.edu). For more information visit <http://www.arc.psu.edu/>

## Scheduling Honors Courses in Academic Units for the 2012-13 Academic Year



It is time again to enlist your assistance with the scheduling of honors courses in your academic unit for the upcoming 2012 – 2013 academic year.

### **When and How to Submit Information on Honors Courses:**

Instructions for completing the submission process were provided to unit leaders. The final deadline for submitting this information through the web forms is **Friday, February 3, 2012**.

Submit as soon as possible in order to give ample time to prepare the honors course schedule on the web. Schreyer Scholars use this information for priority registration and to assist in completing their required Annual Academic Plans.

Please make every effort to submit what is known about your honors course(s) for next year, even if that information is incomplete. Schreyer's can accept partial submission for a course, if it includes the faculty member(s) planned as the instructor(s), course abbreviation and number, course title, tentative meeting times, and General Education designation (if any). As remaining information becomes available, please send those details.

### **Instruction of Honors Courses:**

Honors instructors are a key source of academic and expert contact for Schreyer Scholars. Scholars may need to rely on their professors for more than just instruction, as they learn about the academic community and find their way into majors and into thesis preparation. An appropriately developed network of scholarly resources is critical to their success. To that end, it is anticipated that all honors courses will be taught by tenure-line faculty members – because these are

the faculty who are central to Penn State's academic structure.

Non-tenure line exceptions in rare cases may be approved for full-time faculty members. In instances when a non-tenure-line faculty member is appropriate for such instruction, it is requested that the unit-head and/or an honors advisor in the unit write a short letter of endorsement describing how the expert credentials relate to the honors experience. The scholarly advice of honors advisers, department administrators, and area experts are heavily relied upon to approve a faculty member's credentials to be a course instructor. It is not required that the faculty member's CV be submitted to the SHC to be held in our instructional files.

### **Partial Funding Requirements:**

Note: Please carefully read the information below.

With the exception of English 030 and LA 101H, the SHC will continue to partially subsidize departments at University Park for lower-level (001-298) honors courses that satisfy the Knowledge Domain and Skills University's General Education requirements (GA-Arts Courses, GH-Humanities Courses, GN-Natural Sciences Courses, GS-Social and Behavioral Sciences Courses, GQ-Quantification Courses, GHA-Health and Physical Activity Courses, and GWS-Writing/Speaking Courses, excluding ENGL 030). The current partial subsidy rate is **\$1700** per credit. To qualify, the course must meet the following conditions:

- \* Course submissions must be received by the **February 3, 2012** deadline.
- \* General Education designation (GA, GH, GN, GS, GQ, GWS, and GHA) must be indicated on the web form at the time of submission.
- \* Enrollment in those courses on the day after the early add-drop period must be a minimum of **ten (10)** students, with **50%** (or more) Schreyer Scholars.

The department will receive SHC partial subsidy for courses meeting all of these conditions.

Your support of Schreyer Scholars with your honors courses is appreciated. Please feel free to contact Arun Upneja, Ph.D. Associate Dean, Schreyer Honors College at [aupneja@psu.edu](mailto:aupneja@psu.edu) or call at 865-4257 if you have any questions.

## College Instruction and Curricular Affairs Committee Meeting Summary - Thursday, Nov. 17, 2011

Course or Program	Course #	Type of Action	Type of Review	Action Take
AG	160	Add	New	Approved with minor revisions
FOR	228	Add	New	Approved with minor revisions
VB SC	230	Add	New	Approved
ENT	313	Change	New	Approved
W F S	560	Change	New	Approved
CEDEV	567	Add	Re-review	Approved
CEDEV	600	Drop	New	Approved
CEDEV	610	Drop	New	Approved
AGBIO	594	Add	New	Revisions needed

Revisions have not been received on the following previously reviewed proposals: R SOC 420, AGRO 518, AN SC 127

## 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 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, email: [kjs8@psu.edu](mailto:kjs8@psu.edu)) by this date to be reviewed at the college committee meeting. Also, a PDF of your proposal must be sent to the college administrator 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](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/](http://www.testing.psu.edu/)



PENNSTATE



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ThinkAgain

## FALL 2011 COLLEGE & ACADEMIC CALENDAR

December 9	Classes End
December 10 - 11	Study Days
December 12 - 16	Final Exams
December 17	Commencement
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December 23– January 2	University Closed
January 9	Spring 20122 Classes Begin
January 16	Holiday—No Class