



Undergrad Ed Updates

PENN STATE
COLLEGE OF AG

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Call for 2012 University Teaching Award Nominations



Nominations for the Eisenhower, Atherton, and Teaching Fellow Awards are now being accepted. Students, faculty, staff, administrators, and friends of Penn State may nominate faculty for these awards. The nomination requires general information about the nominee and a brief statement that describes why the nominee deserves the teaching award. Information about the

awards can be accessed at <http://www.schreyerstitute.psu.edu/Awards>.

The deadline for submitting nominees is 5:00 p.m. on **June 30, 2012**.

If you have any questions about the faculty teaching awards or have trouble accessing the web nomination form, please call 814-865-8681 or send an email to SchreyerAdmin@psu.edu.

Spring 2012 Commencement

The College of Agricultural Sciences Spring 2012 Commencement exercises will be held at Eisenhower Auditorium on **Saturday, May 5th at 9:00 a.m.** James Shirk '93, Northeast territory business manager, CEVA Biomune, will be our commencement speaker.



Spring 2012 Graduation Brunch

The **Spring Graduation Brunch** will be held on Saturday, May 5 immediately following commencement ceremonies in Gym 1 of the Intramural Building.

This annual brunch has become a tradition, providing an opportunity for new graduates, parents, families, friends, college faculty and administra-

tors, and Alumni Society members to share memories of good times and plans for the future.

The Alumni Society encourages all faculty and staff that work closely with graduating students to attend the brunch.

To register, please visit agsci.psu.edu/alumni and click on **2012 Spring Graduation Brunch**.

Summer Brown Bag Lunch Series



The Office for Undergraduate Education is once again offering a series of informal brown bag luncheon discussions this summer focusing on topics suggested by faculty and staff. Everyone interested is invited to gather at noon at the Creamery (outside facing Ag. Admin.) for a fun and interesting discussion (except July 13 when we'll meet at Pattee Library).

Date	Topic	Guest Speaker
May 22	Blogging and Advising	Megan Wilhelm
June 13	Helping students prepare for health professions	Mildred Rodriguez
June 27	Roundtable on changes in the College of Agricultural Sciences structure and how that might affect our work and our students	Facilitated by Terry Musser
July 13	The Media Commons – how might you utilize these fun and exciting tools in the classroom or for advising?	Meet at Curtin Road entrance of Pattee Library at 12:15 PM; tour ends at 1:15 PM.
August 15	Utilizing the resources of our Career and Experiential Learning Center	Erin Mullen

Undergraduate Program Coordinator Meeting

The last Spring 2012 Program Coordinator Meeting is scheduled at **1:30-3:00 PM on Monday, May 21, in 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
Dennis Decoteau	HORT
James Howell	IID and TOX
Dan Stearns	LSCPE
Andrew Mc Nitt	TURF & TURF (WD)

Career Planning for Students

"As you plan and finalize your syllabi for the fall semester, please remember that I am willing to do class presentations and workshops on a wide range of topics including networking, interviewing, job searches, the use of social media, and professional etiquette. Feel free to contact me at [Erin Mullen](mailto:Erin.Mullen@psu.edu) 814.865.7522 to discuss partnerships."



The **2012 Annual NACTA Conference** will be held **June 26 – 29** at the University of Wisconsin—River Falls

This year's theme is "Celebrating and Sustaining Agriculture." Continuously updated information can be found on the website: <http://www.uwrf.edu/CAFES/NACTA/index.cfm>

Harbaugh Faculty Scholars Program 2012

The purpose of the endowed *Harbaugh Faculty Scholars Program Award for Excellence in Teaching & Learning* is to inspire innovative teaching and learning in the College of Agricultural Sciences at the Pennsylvania State University. By providing awards **to full-time tenured and tenure-track faculty** interested in developing new, innovative, non-traditional curriculum, the program aims to enhance student learning and academic performance within the college. Recipients of this award will be known as —*Harbaugh Faculty Scholars*.

Awards are for one academic year, and for the 2012-13 academic year, approximately four \$5,000 awards are available for funding. The Harbaugh endowment will provide \$2500 and \$2500 will be provided from the Office for Undergraduate Education. Award recipients will be selected based on proposals submitted to a review committee consisting of a representative from the Dean's office, two faculty, one student, and a previous Harbaugh Faculty Scholar.

Proposals shall not exceed three pages and include the following information: (1) New and innovative approaches to

teaching that enhance an existing curriculum or develop a new curriculum; (2) Costs associated with the proposed method of teaching; (3) Current and future quantity (number) of students impacted by the proposed method of teaching; (4) Possible collaborative initiatives with other courses, majors or academic units; (5) Methods of evaluation and assessment of proposed teaching method, and mechanism for documenting the results; (6) Potential for additional or subsequent funding if proposed teaching method proves successful.

Recipients of successful proposals will be informed by the end of May and funds transferred to academic units by June 30, 2012. A 300 word summary on the impact of this award is due July 1, 2013. Proposals need to be addressed and submitted by **5:00 p.m. on Friday, May 11, 2012** to: Tracy S. Hoover – ths102@psu.edu.



Attendance Policies

Dear Colleagues,

The beginning of a new semester is a useful time to review recurring faculty and student policy questions. Course attendance and the University's policies on course absence fall into this category. Please share the following with faculty and others as appropriate.

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.

Jeremy Cohen
Associate Vice President and
Senior Associate Dean
Office of Undergraduate Education

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 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	May 25, 2012	For the June 2012 Issue	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) 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



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ThinkAgain



Thanks for a terrific Spring Semester!

**We hope everyone
has a great summer and will
look for the next issue of
Undergrad Ed Updates in August.**