

2007 – 2008 Annual Report:

Internal Governance System

Pennsylvania College of Technology

Governance Executive Summary

The Internal Governance System at Pennsylvania College of Technology continues to enjoy strong support from President Gilmour and the rest of the College's administrative team. In addition to attendance at and participation in official Governance functions, this support has ranged from providing complimentary Community Arts Center tickets for our members to allowing unfettered access to College communication media and supporting a New Governance Member Orientation Program. Partially as a result of this support, the Internal Governance System is healthy – indeed robust – and poised for improvement.

The Internal Governance System has also enjoyed outstanding support from the entire college community in the form of their participation in various Governance programs. This support is evidenced in part by the recent Governance elections in which most of the open seats were filled. At the end of the 2007 – 2008 Academic Year, full time employees held 104 of a possible 108 elected or appointed seats on College Council and its standing committees. This means that more than 96% of the available seats were filled, and more than 11% of the College's full time employees participated in regular Governance meetings. Additionally, seventeen full time employees had volunteered to serve on the Subcommittees Pool, and the vast majority of the students' thirteen seats in Governance were filled for the entire year. Because student seats are filled largely "by position" with representatives of the Student Government Association (SGA) Executive Board, this level of participation is especially noteworthy, indicating significant collaboration and an excellent working relationship between Governance and SGA.

The following major items were moved through the appropriate standing committees, acted upon by College Council, and subsequently approved by President Gilmour.

- Amended the Governance Bylaws to allow electronic voting in limited circumstances
- Approved the formation of a Governance Review Task Force to evaluate the current Governance structure and report back / make recommendations to Council
- Completed numerous updates to the curriculum portfolio
- Implemented a change in the Distinguished Staff Awards nomination process to move final nomination approval from a supervisor who nominates a candidate to the person to whom that supervisor reports
- Created one new goal and three new task statements; modified two goals and one task statement, and retired one task statement in the Long Range Plan
- Approved the Biennial SWOT Review

Additional Governance highlights include the following:

- Developed and approved an updated draft of Core Curriculum goals
- Explored the new Academic Affairs Memorandum concerning Academic Honesty Resolution and initiated efforts to raise awareness of this new document
- Continued to address concerns of student safety, both on and off campus

In the coming year, College Council and its standing committees will focus upon the following:

- Evaluating and, when appropriate, implementing the recommendations of the Governance Review Task Force
- Improving communications between Governance and all of its constituencies
- Further improving the annual elections process
- Developing training for standing committee chairs
- Continuing to improve enthusiasm for and participation in Governance

College Council – Brett Reasner

Summary of Accomplishments

- Approved the appointment of members to the Subcommittees Pool, the Communications Subcommittee, and the Elections Subcommittee
- Approved an Amendment to the Bylaws allowing electronic voting in limited circumstances
- Approved the formation of a Governance Review Task Force to review the current Governance structure and report back / make recommendations to Council
- Authorized the Governance Review Task Force to serve as an ad hoc Bylaws revision subcommittee, drafting necessary revisions resulting from their review and recommendations
- Reviewed the composition and functions of College Council and its subcommittees, and reported the results to the Governance Review Task Force
- Initiated an orientation program for new members to College Council and the Standing Committees
- Through the Elections and Communications Subcommittees:
 - Implemented annual Governance elections via the Employee Portal
 - Increased use of the Employee Portal for internal communications, document sharing, and team discussions
 - Drafted uniform formats for Standing Committee agenda and minutes
 - Updated the Governance brochure distributed primarily to new employees
- As requested by the applicable Standing Committees:
 - Added a permanent position to the Student Affairs Committee for the Admissions office
 - Approved formation of a subcommittee to investigate creation of an on-campus Armed Forces Recognition Area and report back through the Facilities Committee
- As recommended by the Long Range Planning, Human Resources, and/or Student Affairs Committees, approved the following changes to the Long Range Plan:
 - Retirement of Task Statement IS.2.91A regarding a fund raising campaign for the Madigan Library that is completed
 - Modification of Goal Statement SS-4 regarding Matriculation
 - Modification of Task Statement IS-3 regarding Human Resources
 - Creation of a new Task Statement addressing the Benefits Program
 - Creation of a new Task Statement addressing Background Checks
 - Creation of a new Task Statement addressing Electronic Employment Applications
- Accepted / Endorsed the biennial SWOT

Academic Standards & Issues – Tina Evans, Chair

Summary of Accomplishments

- Responded to a request from the Quality through Assessment Committee (QTA) to review the College's Core Curriculum goals
- Developed and approved an updated draft of Core Curriculum goals to present for feedback to the QTA Committee and the College community
- Explored the new Academic Affairs Memorandum concerning Academic Honesty Resolution and initiated efforts to raise awareness of this new document
- Reviewed the composition and functions of the Academic Standards & Issues Committee, and reported the results to the Governance Review Task Force

Curriculum – Dennis Dorward, Chair

Summary of Accomplishments

In addition to its curriculum-related activities, the Curriculum Committee reviewed its composition and functions, and reported the results to the Governance Review Task Force. During the academic year, the committee processed one new major, two minimal/significant revisions, nine significant revisions, nineteen minimal changes via memorandum, nine new course proposals, and seventeen revised course proposals.

- New Majors:
 - Baccalaureate Degree Minor: Biology (MBL)
- Minimal/Significant Revisions (*New titles*):
 - HVAC Technology (BHV), BS: Revise to Heating, Ventilation and Air Conditioning Design Technology (BHD), BS
 - Information Technology, Cisco Technology Emphasis (CI), AAS: Revise to Information Technology, Network Administration Emphasis (NA), AAS
- Significant Revisions:
 - Aviation Maintenance Technology (BAV), BS
 - Aviation Technology (AD), AAS
 - Aviation Maintenance Technician (AC), Certificate
 - Building Construction Technology (CB), AAS
 - Building Construction Technology, Masonry Emphasis (MN), AAS
 - Information Technology, Information Technology Security Specialist (BSS), BS
 - Information Technology, Network Specialist Concentration (BNW), BS
 - Occupational Therapy Assistant (OC), AAS
 - Surgical Technology (SG), AAS

- Minimal Change Via Memorandum:
 - Automotive Technology/Honda PACT (AH), AAS
 - Baccalaureate Degree Minor: Architectural Technology (MAT)
 - Baccalaureate Degree Minor: Chemistry (MIC)
 - Building Automation Technology, HVAC (BBV), BS
 - Business Administration, Marketing Concentration (BBK), BS
 - Culinary Arts and Systems (BCA), BS (x2)
 - Culinary Arts Technology (CY), AAS
 - Early Childhood Education (EC), AAS
 - Graphic Communications Management (BGC), BS
 - Heating, Ventilation & Air Conditioning Technology/Air Conditioning (HV), AAS
 - Heating, Ventilation & Air Conditioning Technology/Plumbing (HP), AAS
 - Hospitality Management (HM), AAS
 - Information Technology, Network Technology Emphasis (NW), AAS
 - Information Technology, Technical Support Technology Emphasis (TU), AAS
 - Information Technology, Web & Applications Development (BWD), BS (x2)
 - Plastics & Polymer Technology (PS), AAS
 - Plastics & Polymer Engineering Technology (BPS), BS
 - Plumbing (PH), Certificate
 - Residential Construction Technology and Management (BRM), BS
 - Architectural Technology Emphasis (BRA)
 - Building Construction Emphasis (BRC)
 - Masonry Emphasis (BRN)

- New Course Proposals:
 - CIT 470 Advanced Topics in Networking
 - DEN 110 Dental Terminology
 - FHD 226 Introduction to Lagers and Ales
 - FIT 178 Group Fitness Training
 - FIT 181 Physical Fitness for Weight Management
 - HIS 325 Native American History and Culture (CUL) (WRT)
 - LAS 171 Real Estate Principles and Practices
 - MGT 349 New Venture Planning and Operations
 - SOC 330 Technology and Global Social Issues (CUL) (STS)

- Revised Course Proposals:
 - ACC 113 Introduction to Financial Accounting
 - ACC 123 Introduction to Managerial Accounting
 - ACC 210 Payroll, State and Local Taxation
 - ACC 331 Income Taxation for Individuals
 - ACC 346 Intermediate Accounting II
 - ACC 480 Accounting Internship
 - BCT 495C Senior Co-op Experience: Revise to BCT 496I Senior Project Internship
 - BIO 113 General Biology I: Revise to BIO 120 Fundamentals of General Biology
 - BIO 201 Microbiology
 - BIO 208 Ecology
 - CIT 150 Introduction to Web Page Development

- CIT 250 Creating Web Applications
- CIT 366 Middleware/Integration
- CSC 110 Introduction to Information Technology
- FHD 305 Regional American Cuisine Lecture
- FHD 306 Regional American Cuisine Practicum
- MGT 233 Project Management: Revise to MGT 234 Project Management

Facilities – John Maize, Chair

Summary of Accomplishments

- Partnered with the Student Government Association to raise awareness for crosswalk safety at the start of the academic year
- Requested additional seating in AHS for student dining
- Through the Energy sub-committee, spearheaded two major projects:
 - An energy conservation quiz offered electronically
 - A series of workshops on conservation during Earth Day celebration
- Offered reminders on the campus smoking policy
- Reviewed the composition and functions of Facilities Committee and its subcommittees, and reported the results to the Governance Review Task Force

Human Resources Committee – Rhonda L. Davis, Chair

Summary of Accomplishments

- Investigated a College-wide latex free environment and concluded that it would be difficult, if not impossible, to implement such a policy campus wide
- Recommended that each department continue to address individual needs as they arise and voted to retire its investigation of the latex issue
- Explored the lack of differential pay for second shift personnel in Food Services
- Recommended modification of the “Goal IS 3 Human Resources” Task Statement
- Proposed three new task statements addressing the Benefits Program, Background Checks, and Electronic Employment Applications
- Began research into the protocol of internal transfer by classified staff during probationary periods
- Reviewed the composition and functions of the Human Resources Committee and its subcommittees, and reported the results to the Governance Review Task Force
- Through the Promotion and Sabbatical Review Subcommittee, reviewed several sabbatical applications and recommended three Sabbaticals subsequently approved by the President
- Through the Distinguished Staff Awards Subcommittee, implemented a change in the nomination process to move final nomination approval from a supervisor who nominates a candidate to the person to whom that supervisor reports
- Through the Distinguished Staff Awards Sub-Committee, selected recipients for each award for which there were nominations

Long Range Planning Committee – Joe Geffre, Chair

Summary of Accomplishments

- Conducted “Five-Card Exercise” to identify signature programs of Penn College.
- Reviewed the Following Reports:
 - 2006 CIRP Freshmen Survey
 - Fall 2007 3rd Week Report
 - 2005-06 Graduate Survey Report
 - 2007 Project Profile
- Revised/Created the Following Long Range Plan Statements/Goals:
 - Created New Goal PS-3
 - Created New Task Statement IS.3.13 SP
 - Created New Task Statement IS.3.14 SP
 - Created New Task Statement IS.3.15 SP
 - Modified Goal Statement SS-4
 - Modified Task Statement IS-3
 - Modified Wording for Goal Area: Public Service
 - Retired Task Statement IS.2.9 IA
- Conducted and approved the Biennial SWOT Review
- Reviewed the composition and functions of the Long Range Planning Committee, and reported the results to the Governance Review Task Force

Student Affairs Committee - Walter Gower, Chair

Summary of Accomplishments

- Continued support to establish Greek Life on the Penn College campus
- Continued support to raise awareness of student concerns among committee members and Student Affairs staff by holding a monthly luncheon at Le Jeune Chef
- Reviewed and forwarded to College Council a recommendation to modify Goal Statement SS-4 regarding Matriculation
- Investigated opportunities to keep students informed of upcoming events at the College
- Solicited nominations and accepted new members to the Student Staff Judicial Council
- Continued to address concerns of student safety, both on and off campus
- Reiterated the committee’s commitment to keeping student concerns and initiatives the primary focus of the Student Affairs Committee.
- Reviewed the composition and functions of the Student Affairs Committee, and reported the results to the Governance Review Task Force