**Undergraduate Studies Committee Final Report 2015-2016**

**Penn State Behrend**

**Members:** Kathy Noce, Chair (BUS), George Dudas (ENG), Daniel Galiffa (SCI), Matthew Levy (HSS), Janet Neigh (HSS), Perasit Patanakul (BUS), Beth Potter (SCI), Stephen Strom (ENG),  
Ruth Pflueger, (ex officio)

**Fall & Spring Undergraduate Studies Committee Charges**

1. (Standing Charge) Review and recommend teaching and advising award recipients. Also, if approved, implement procedures for recommending a Research Mentor Award recipient.

2. Create a list of people or administrative positions to contact for information from digital measures for Charges 1. The committee will work with the appropriate Administrative Assistants to develop Digital Measure reports containing only material needed to review for faculty awards.

3. Review the new general education curriculum and put together a presentation to explain to faculty how to advise their students with these new general education requirements.

4. (Joint Charge) Work with the academic computing committee to find a way to let faculty know about the technology that is available on campus for them.

5. Monitor changes to assessment processes at Penn State Behrend and work with the centers for teaching and learning along with the Associate Dean of Academic Affairs to provide information to faculty.

**Summary:**

**Charge #1**

Review and recommend teaching and advising award recipients. Also, if approved, implement procedures for recommending a Research Mentor Award recipient (spring)

Standing Charge

As was presented in the previous year many of the members of the committee found it hard to evaluate the candidates with the portfolios presented. The biggest concern for the teaching award was having a large amount of ‘extra’ information in that the portfolios included many years and then having very little information for the mentoring award. The committee proposed a motion to Faculty Council that timeline and criteria for the awards be adjusted.

Additionally, the committee proposed a new award, The Research Mentor award which will be given to a member of the faculty who has demonstrated a commitment to mentoring undergraduate research as demonstrated by any of the following:

* Supervision of thesis projects or course-related research projects
* Mentoring student presentations at local, regional, national, or international conferences
* Promoting student contributions to publications
* Organization of research conferences

**Award Winners:**

**Guy W. Wilson Award for Excellence in Academic Advising** – Ed Evans in Engineering

**Council of Fellows Excellence in Teaching** – Adam Hollinger in Engineering

**Charge #2**

Create a list of people or administrative positions to contact for information from digital measures for Charges.

The committee worked with the appropriate Administrative Assistants and developed a list of those responsible for Digital Measure reports containing only material needed to review for faculty awards.

**Charge #3**

Review the new general education curriculum and put together a presentation to explain to faculty how to advise their students with these new general education requirements.

In speaking to the advising group, they indicated that they have not yet received information about how to advise to the new general education curriculum. Once they are provided the information they will present that information to Undergraduate Studies committee so that we may determine the best approach for disseminating the information to faculty across campus. This may be in the next academic year.

**Charge #4**

(Joint Charge) Work with the academic computing committee to find a way to let faculty know about the technology that is available on campus for them. We met with the academic computing committee and they addressed this charge and we agree with their recommendations.

**Charge #5**

Monitor changes to assessment processes at Penn State Behrend and work with the centers for teaching and learning along with the Associate Dean of Academic Affairs to provide information to faculty.

The committee consulted with Sarah Whitney and Qi Dunsworth who attended a meeting to discuss proposed changes and our role in Assessment. They presented the requirements for each program and the expectation of learning outcomes in every course. The key is for these outcomes to be measured and evaluated to determine if there is adherence and if improvements or changes to the course are required.

We requested a template for the assessment approach. It is located at [http://assess.psu.edu](http://assess.psu.edu/). Both Sarah and Qi indicated that there is a significant commitment to assessment. The committee agreed to be champions and emphasize the value of assessment to our colleagues. We agreed that it will negatively affect our accreditation if we do not implement the decided approach. In order to deliver a true quality education we must assess what we are doing so we are continuously improving. Once training is put in place we will also encourage participation.

The committee discussed charges for next year’s Undergraduate Studies Committee. We proposed the following charges:

1. (Standing charge) Review and recommend teaching and advising award recipients.
2. Review the new general education curriculum and put together a presentation to explain to faculty how to advise their students with these new general education requirements. As previously stated, this was not done this year because the curriculum was not ready. Qi Dunsworth indicated that it appears to be put on the back burner until next year.
3. Continue to monitor changes to assessment processes at Penn State Behrend and monitor the implementation of assessment here on campus to determine if there are common grievances or concerns among faculty
4. Evaluate the possibility of designating a makeup exam room to provide a central campus service for all makeup exams.
5. Examine the feasibility of having an open discussion forum with designated faculty in each school and the Student Government Association (SGA) twice a semester to allow for students to get to know the faculty and have questions addressed

Respectfully submitted,

Kathy Noce