Fact

Holiday Schedule for 2013

Following is the holiday schedule for 2013

Holiday	**University closed**
New Year's Day	Jan. 1
Martin Luther King Jr. Day	Jan. 21
Memorial Day	May 27
Independence Day	July 4
Labor Day	Sept. 2
Thanksgiving Day	Nov. 28
*Day After Thanksgiving (Employees covered by AFSCME & PSSU only)	Nov. 29
* Columbus Day (earned Oct. 14) (Employees not covered by AFSCME or PSSU)	Nov. 29
Christmas Day	Dec. 25
Veteran's Day (earned Nov 11)	Dec. 24
Holiday	**University remains open**
President's Day	Feb. 18
Columbus Day (AFSCME & PSSU ONLY)	Oct. 14

All managers, administrators, and non-instructional staff, except those assigned to the physical plant, CTC, health services, library, public safety, and residence hall duties observe this schedule.

All non-teaching staff must be granted the appropriate number of holidays, as well as personal leave days, in accordance with collective bargaining agreements and personnel policies.

The associate vice president for facilities management/planning, associate vice president for information technology, health services director, dean of university libraries, director of public safety and the associate vice president for student affairs and dean of students may schedule holidays for their non-instructional staff separately and in accordance with their operational requirements.

On those days listed as Holidays—University Remains Open, employees arrange with their supervisors for a day or days off which are mutually agreeable, giving due consideration to operational requirements.

The administration reserves the right to reschedule any holidays in the event the academic calendar is changed.

Inside:
Forum minutes

A publication for the faculty, staff associates, and friends of Shippensburg University • Vol. 24 No. 15 • Dec. 10, 2012

SHIPPENSBURG UNIVERSITY

Kudos

Dr. **Lynn Baynum** and Dr. **Mary Paxton** of the reading program recently presented at the annual conference of the Association of Literacy Educators and Researchers in Grand Rapids, Mich. Their presentation, "Purposeful Prompting: Preparing the Literacy Coach," was based on the curricular continuum of the masters reading coursework designed to develop a deep understanding of prompting as a best practice in classroom literacy instruction and in coaching the professional development of teachers.

Dr. **Kelly M. Carrero**, assistant professor of special education, was named chair of the Division of Culturally Diverse Exceptional Learners (DDEL) Professional Development committee. DDEL is a division of special education's leading international organization, Council for Exceptional Children.

Dr. **Misty L. Knight**, assistant professor of human communication studies; Dr. **Richard A. Knight**, associate professor of human communication studies; and **Aaron Dobbs**, librarian and assistant professor, co-authored the chapter "Theory and Application: Using Social Networking to Build Online Credibility" for publication this month in the book *Online Credibility and Digital Ethos: Evaluating Computer-Mediated Communication*.

Dr. **Anca I. Lasc**, assistant professor of art and design history, recently published her article "Interior Decorating in the Age of Historicism: Popular Advice Manuals and the Pattern Books of Édouard Bajot" in the peer-reviewed *Journal of Design History*.

Dr. **Luis Melara** and undergraduate Blake Burkett participated in the Undergraduate Research Conference at the Interface of Biology and Mathematics at the National Institute for Mathematical and Biological Synthesis at the University of Tennessee at Knoxville. Burkett presented the poster "Mathematical Modeling of Panama Disease in Cavendish Banana" from their joint research. Melara and Burkett received external funds to attend the conference. NIMBioS is one of nine mathematics institutes in the United States.

Following are recent activities from the Department of Social Work and Gerontology:

Dr. **Dorlisa Minnick** facilitated a roundtable, "Addressing Challenges and Barriers in Rural Social Work Field Placements," at the Annual Program Meeting of the Council on Social Work Education in Washington, D.C. Nov. 1.

Dr. **Michael Lyman** presented the paper "A Mixed-Methods Comparison of On-line vs. Live Peer-Assessment in a Research Course" at the Annual Program Meeting of the Council on Social Work Education in Washington Nov. 11.

Dr. **Jen Clements** presented the workshop "Advocating for Group-Work Content in MSW and BSW Education" with two colleagues from the International Association for Social Work with Groups and the paper "Resiliency and Retention in Long-Term Child Welfare Workers" at the Council on Social Work Education Annual Meeting in Washington, D.C., Nov. 9 to 11.

Dr. **Andy Dunlap** presented the paper "The Evolution of the Coming Out Process: Pre-Stonewall to Post Gay" at the Annual Program Meeting of the Council on Social Work Education in Washington Nov. 11.

Dr. **Marita Flagler** presented the paper "Unlocking Community Resources through an Innovative Partnership Triangle: The Case of Cumberland Perry Respite in Rural Pennsylvania, USA" at the 8th International Short Break (Respite Care) Conference in Toronto in October.

Dr. **Dara Bourassa, Lyman**, and **Minnick** will serve as project evaluators for a grant to fund mental health literacy training for older adults through the Pennsylvania Behavioral Health and Aging Coalition.

Stephanie A. Witmer, assistant professor and internship coordinator for the communication/journalism department, wrote travel guides for online travel guides. Her article on the Laurel Highlands is in *Forbes Travel Guide* and a guide to Harrisburg will appear in an upcoming guide for USA Today.com.

Several members of the information technology staff gave presentations at the Pennsylvania Banner Users Group Annual Conference Nov. 19 and 20. Presenting were:

Luminis Content Management – Integrating targeting of content with a current CMS by **Dustin Sier, Mira Mattern,** and **Justin Sentz**

Responsive Design in Luminis 5 by **Sier, Sentz**, and **Mattern**

Functional Users can run scripts too! by **Alan Zanotti** and **Andréa Rosenberry**

Riding the Banner 9 Roller Coaster: One University's Experience by **Amy Diehl, Rosenberry, Corinne Goyt, Eric Shirk**, and **John Vandebrake**

PASSHE IT BOF co-presented by **Diehl**

Mom pay my bill! (But don't look at my grades) by **Rosenberry, Trudy Smith**, and **Diehl**

Hear how Shippensburg U of PA was able to de-identify their non-production Banner databases and how Lehigh Carbon CC encrypted their Banner Database co-presented by **Shirk**

Financial Aid Information in NCAA CA by **Ashley Grimm** and **Ravi Anne**

Grades due Dec. 18

Fall 2012 grades are due by 3 p.m. Dec. 18. Grade submission were enabled in the myShip portal on Dec. 7 and all grades will be processed online.

Fact

Fact is published by the Office of University Communications and Marketing for current and retired employees. The next issue is Jan. 22.

Deadline to submit material is noon Monday the week before publication and may be sent to SUnews@ship.edu.

Shippensburg University is an equal opportunity educational institution.

UNIVERSITY FORUM
September 18, 2012

CALL TO ORDER AND ATTENDANCE

Sara Grove, Chair, called the September meeting of the University Forum to order at 3:30 p.m. on Tuesday, September 18, 2012, in Lehman Library 106. The following members or alternates were present: Debra Cornelius, Aaron Dobbs, Brendan Finucane, Liz Fisher, Ethan Goldbach, Sara Grove, Jody Harpster, Barbara Lyman, Luke Perry, Christine Royce, Rick Ruth, Roger Serr, Denny Terrell, Allison Watts, and Todd Whitman.

Others Present: James Hamblin and Dennis Mathes.

Grove opened the meeting and began with a welcome and introductions.

APPROVAL OF THE MINUTES

On a Cornelius/Finucane motion, the minutes of the May 1, 2012, meeting were approved.

FORUM MEETING DATES

The meeting dates for Academic Year 2012-2013 are: September 18, 2012, October 30, 2012, November 20, 2012, January 29, 2013, February 19, 2013, March 26, 2013, April 16, 2013, and the closing meeting with transition on May 2, 2013. The dates for October 2012 and March 2013 reflect the need to accommodate the University's Fall and Spring breaks. The dates were determined based upon open dates on the University's meeting calendar. Cornelius requested that meeting dates be provided via the Outlook calendar, which Dynel will send. If there is time-sensitive business, a Forum meeting could be scheduled in December.

ROLE OF THE FORUM

The University Forum is the governance body that represents faculty, administration, and students. The University Forum reviews actions of the Planning and Budget Council and the University Curriculum Committee; the body also hears reports from the Vice President of Student Affairs, the Student Senate, and the Graduate Student Association Board. Based upon the creation of the General Education Council within the last two years, the membership of the University Forum may wish to invite a member of the Council to attend the University Forum meetings.

As part of its work for Academic Year 2012-2013, the University Forum will review the Academic Master Plan (AMP). Drs. Bartoli and Sax will attend the October meeting to present a progress report on the AMP. Elements of the AMP have been implemented with further implementation scheduled for next semester.

OLD BUSINESS

Correspondence with the University President

Grove reviewed correspondence with the President following the May meeting.

Grove has requested a copy of the minutes from the Administrative Retreat as there was a thorough discussion of performance funding and the measures upon which the University will be evaluated over the next several years.

Planning and Budget Council

Lyman reported the Planning and Budget Council will meet on September 19, 2012, and will have a report at the next meeting.

At the May meeting, Fisher and Grove were elected to serve as the faculty members from the University Forum to serve on the Planning and Budget Council.

Reports from Standing Committees

Student Affairs Committee

Serr reported Move-In Day went smoothly; Serr thanked the volunteers. Serr reported that the number of students receiving veterans' benefits increased from 238 to 245; the number of international students also increased from 38 to 63.

The residence halls are at 83% occupancy largely because the University's Fall admission and retention numbers are down. Finucane asked what financial impact the lower occupancy rate has on the University. Terrell responded that by law, auxiliaries like the residence halls must be self-supporting.

Phase I of the new residence hall construction is scheduled for completion by the end of Fall Semester 2012. The construction at the Ceddia Union Building (CUB) is complete with the exception of a few punch-list items. The full-service UPS Store is open in the CUB; students now pick-up their mail here. Request for proposals are out for medical services and the food service contract. Cornelius asked if Serr could inform the Board of Elections regarding the address change for students from Old Main Drive to Lancaster Drive for voting registration purposes; he responded that he would. Finucane thanked Serr for notifying the students regarding the procedures for obtaining new ID cards to comply with changes required by Pennsylvania law.

Student Association

Goldbach reported the Student Association had their first full senate meeting. They discussed their goals, which are to continue fostering the relationships with students, faculty, and administration. They also discussed the functions and roles of the Association. Perry added the

Public Relations Committee is working to enhance awareness about the Student Association's activities.

Goldbach announced that it is the fiftieth year of the Student Senate's existence and they are planning events to commemorate this milestone. Finucane asked how many students vote in elections for Student Senate officers. Goldbach responded the number has been as low as 200 to 300 students, but has been up to between 500 and 600 students.

Cornelius asked about the Mini-THON. Mini-THON is a newly Senate organization that will host its event in November.

Graduate Student Association Board (GSAB)

There was no report.

University Curriculum Committee (UCC)

Dobbs reported the University Curriculum Committee met on September 4, 2012.

The following proposals were approved at UCC and were presented to the University Forum for approval:

- 12-14 MAT 213: Calculus III – Course Prerequisite Revision
- 12-17 MAT 322: Differential Equations – Course Prerequisite Revision
- 12-18 HIS343: The Central Islamic Lands, 500-1700 – New Course

On a Finucane/Royce motion, 12-14 and 12-17 were approved. On a Cornelius/Fisher motion, 12-18 was approved.

NEW BUSINESS

Election of Forum Executive Committee

Terrell nominated Lyman and Ruth to serve on the Executive Committee of the University Forum. Nominations were closed. Lyman and Ruth were elected by the membership.

Harpster nominated Ruth and Terrell as two administrators to serve on the Planning and Budget Council. Nominations were closed. Ruth and Terrell were elected by the membership.

Forum's Review of UCC Proposals Related to General Education

Hamblin, the Co-Chair of the General Education Council (GEC), was present to discuss two issues raised at meetings of the University Forum during Academic Year 2011-2012.

The first issue related to individual course proposals that were linked to General Education. UCC and GEC have worked together for the past year. The UCC Manual has been amended to incorporate the GEC; the Manual provides that the UCC will consider all new course proposals after they have been reviewed and approved by college councils and the Teacher Education Council.

The second issue related to proposals that were eligible for expedited processing. Contractually, expedited proposals need to be acted upon within 30 days; however, because of the timing of GEC and UCC meetings, more than 30 days may have elapsed. GEC does not need to review these proposals; the GEC representative may present concerns at the UCC meeting. It was suggested that GEC may need to move its regular meeting time on the University calendar to make the relationship between GEC and the UCC flow more logically. Hamblin indicated that if the University Forum would like to have a member of GEC attend the monthly meeting, he would be willing to do so.

ADJOURNMENT

The next meeting of the University Forum is scheduled for Tuesday, October 30, 2012, at 3:30 p.m. in the Lehman Library Room 106. The meeting was adjourned at 4:14 p.m.

MINUTES Prepared by Dynel Miracle, Recording Secretary

Break energy usage

The university is once again using the holiday schedule to save energy and money. The program has enabled the university to save several thousand dollars through decreased electrical and heating costs.

The following outline will be used to conserve energy and save money over the upcoming winter break.

Unoccupied schedules will allow building temperatures to go to a minimum of 55°F.

Classrooms will be unoccupied starting at midnight Dec. 15; occupied scheduling for returning students and orientation begins Jan. 17.

Residence halls will be unoccupied at noon Dec. 15 and return to normal conditions at midnight Jan. 17. Accommodations will be made for some students remaining on campus and areas of Heiges Field House for athletic activities.

Faculty and staff offices will be unoccupied from 4 p.m. Dec. 21 to 7 a.m. Jan. 2. The only buildings or areas that will be scheduled as occupied over this time will be parts of Old Main, the Child Care Center, Reed Operations Center, MCT 060 and 060C, and Franklin Science Center laboratories as necessary. Employees who choose to work during this time period will be provided an alternative work location.

The UNPLUG it program is also in effect. Employees are, for example, asked to unplug computers and peripherals; unplug printers, fax machines, and copier; clean and unplug refrigerators, close all doors, windows, curtains and blinds; and turn off desk lamps and lights.

Individuals with questions or concerns may contact Lance Bryson at jlbrys@ship.edu or ext. 1451.

Alumni to present commencement addresses

Two alumni will present the commencement addresses during the Winter Commencement programs.

David Christopher, superintendent of the Juniata Valley School District in Alexandria, will present the address at the master's degree ceremony at 7 p.m. Dec. 14 in the H. Ric Luhrs Performing Arts Center. Dr. William E. Klunk, professor of psychiatry and neurology and co-director of the Alzheimer Disease Research Center at the University of Pittsburgh, will present the address during the undergraduate degree ceremony at 11 a.m. Dec. 15 in Heiges Field House. Klunk will also receive an honorary doctor of science degree from the university.

Approximately 100 students are expected to participate in the master's program and about 350 in the undergraduate program. No tickets are needed for either program.

Faculty who wish to order academic regalia may contact the University Store at ext. 1600 from on-campus or 477-1600 from off-campus.

For the Dec. 15 ceremony, participants who wish to bring a guest may obtain a ticket for reserved seating from the Office of University Communications and Marketing by calling the office at ext. 1202 or sending an e-mail to SUnews@ship.edu by Dec 12.

Faculty are asked to use the lobby entrance of Heiges if they are participating. Faculty will assemble by 10:30 a.m. in the locker room areas. The procession forms at 10:45 a.m. and starts promptly at 11 a.m.

Information about both programs is available at www.ship.edu/graduation. Anyone with questions about the undergraduate commencement may call Dr. Peter M. Gigliotti, Commencement Committee co-chair, at 477-12-21202 or send e-mail to sunews@ship.edu. Anyone with questions about the graduate ceremony may send e-mail to Brian Johnson at bjjohnson@ship.edu.

Trustees met Nov. 16

The university's Council of Trustees had its regular meeting Nov. 16. Trustees:

Approved a resolution authorizing phase three of the housing project

Approved the names for the three new residence halls as Presidents Hall near the south side of campus, and McLean Hall II and Seavers Hall on the north side of campus.

Approved the Head Start annual self-assessment for 2011-2012.

Heard about the retirements of faculty members Christine A. Loveland in June 2013 and Frederick L. Nordai in January 2013.

Heard about the following non-instructional personnel changes:

Appointments of Jessica John in Professional, Continuing and Distance Education Studies, Chad Kegerreis in microsystems, Lauren Wilkes in admissions, Marilyn Proctor in the Registrar's Office, and Mark Paul in budget and accounting.

Others changes including Duite Ricker from utility plant operator 1 to utility plant operator 2, William Washabaugh from associate dean of admissions to acting dean of enrollment management, Patricia Gochenauer from associate director of career development to co-director of career development, Lorie Davis from assistant director of alumni outreach and career services to co-director of career development, and Cathy Mills from clerk typist 3 in the Academic Success Program to clerk typist 2 in the College of Arts & Sciences.

Position vacancy

The Department Educational Leadership and Special Education is seeking candidates for a tenure-track assistant professor position in the special education program beginning August 2013. Information on the job is available online at http://www.ship.edu/hr.

Coming soon . . .

Dec. 12 Performance: Vienna Boys Choir "Christmas in Vienna," 7:30 p.m., H. Ric Luhrs Performing Arts Center. For information and tickets, call 477-SHOW or go to www.luhrscenter.com.

14 Graduate commencement, 7 p.m., H. Ric Luhrs Performing Arts Center

15 Undergraduate commencement, 11 a.m., Heiges Field House

18 *Shrek The Musical*, 7:30 p.m., H. Ric Luhrs Performing Arts Center. For information and tickets, call 477-SHOW or go to www.luhrscenter.com.

24 University closed

25 University closed

31 University closed

Jan. 1 University closed

18 New students arrive
Women's basketball hosts Mercyhurst, 5:30 p.m.
Men's basketball hosts Mercyhurst, 7:30 p.m.

18-20 New student orientation

19 Women's basketball hosts Gannon, 5:30 p.m.
Men's basketball hosts Gannon, 7:30 p.m.

21 MLK Day: University closed

22 Regular class schedule begins

For more details on university events, please go to http://www.ship.edu/events.
For more details on athletic events, please go to http://www.shipraiders.com.