Ship named 2014 “Great College to Work For”

The university is again recognized as one of the best colleges in the nation to work for, according to a new survey by The Chronicle of Higher Education. The publication announced the results of its seventh “The Great Colleges to Work For” survey last month.

The university was recognized in four categories: Compensation and benefits; confidence in senior leadership; professional/career development programs; and work/life balance. It is the fourth time in five years the university has received the designation.

“This honor is particularly meaningful. It shows that we have a campus atmosphere and culture in which everyone can excel and can use their skills and talents to benefit our students,” said Interim President Jody Harpster. “Our ability to work together toward the common goal of educating and supporting our students helps to make Shippensburg an outstanding university.”

The Chronicle identifies the categories as:

- Compensation and benefits: Pay is fair, and benefits meet the needs of employees.
- Confidence in senior leadership: Leaders have the knowledge, skills and experience necessary for institutional success.
- Professional/career-development programs: Employees are given the opportunity to develop skills and understand requirements to advance in their careers.
- Work/life balance: Policies give employees the flexibility to manage their personal lives.

The results, part of The Chronicle’s annual report on The Academic Workplace, are based on a survey of more than 43,500 employees at 278 colleges and universities. Only 92 of the institutions achieved “Great College to Work For” recognition for specific best practices and policies. Shippensburg is in the medium-size category of institutions with between 3,000 and 9,999 students.

The survey results are based on an institutional audit that captured demographics and workplace policies from each institution, and a survey administered to faculty, administrators, and professional support staff. The primary factor in deciding whether an institution received recognition was the employee feedback.

“Great Colleges to Work For” is one of the largest and most respected workplace-recognition programs in the country.
Kudos

David Bateman, professor of special education, “Applying Marketing to the Public School Setting” at the Joint International Conferences of Academic Business World International Conference and the International Conference on Learning and Administration in Higher Education in Nashville.

Dr. Wendy S. Becker, associate professor of management, was a faculty member of the Ethics Leadership Academy at the 2014 American Society of Crime Laboratory Directors in Scottsdale, Ariz. May 4.

Drs. William L. Blewett and Scott A. Drzyzga, professor and associate professor, respectively, in the geography-earth science department, published the peer-reviewed article “Geomorphic relations among Glacial Lake Algonquin and the Munising and Grand Marais moraines in Eastern Upper Michigan, USA” in the international journal, Geomorphology. Field-work and writing of the article were supported by sabbatical leaves. The article also had two other co-authors.

Karin J. Bohleke, director of the Fashion Archives & Museum, co-presented the juried research exhibit “Coat Tales: Nineteenth-Century Menswear Conservation Projects” at the National Symposium of the Costume Society of America. Her portion of the exhibit highlighted the conservation of a rare ca. 1826 coatee in the collection of the Fashion Archives & Museum. She also presented a professional development seminar on techniques for creating mannequin hairstyles.

Dr. Debra Cornelius, professor of sociology, published the co-authored article “A Transnational Approach to Understanding Indicators of Mental Health, Alcohol Use and Reproductive Health Among Indigenous Mexican Migrants” in the June volume of the Journal of Immigrant and Minority Health.

Emilee Danielson Burke, assistant dean of students and director of fraternity sorority life, co-authored an article in the spring edition of Perspectives titled “In Loss Be Found.” Perspectives is a quarterly publication of the Association of Fraternity/Sorority Advisors.

Viet T. Dao, associate professor of management information systems, reviewed the paper “Exploring the Impact of IS on Economic Sustainability of Eco-Innovations” for Information Systems Journal and the “Mapping Information to Roles in Sustainability Management” for the Journal of Strategic Information Systems. He also was nominated by the university for the Award for Innovative Excellence in Teaching, Learning, and Technology at the 25th International Conference on College Teaching and Learning in Ponte Vedra Beach, Fla. At the conference he received the award and gave the presentation “Integrating ERP Simulation Platform, Web Development, Research, and Real-world Site Visit in Teaching Information Systems.”

Dr. Amy Diehl, director of systems & applications, was selected for and participated in the Advancing Theories of Women and Leadership Colloquium in May at Utah Valley University in Orem, Utah. Her working group focused on developing theory for second-generation gender bias.

Steve Dolbin, professor of art & design, received an award for sculpture at the Art of the State exhibition at the State Museum in June.

Dr. Robert L. Hale, professor of behavioral neuroscience, was a volunteer judge at the First Annual Agape Co-Op Science Fair in May in Dillsburg. He judged science projects produced by junior high-level home schooled students.

Dr. Ben Meyer, assistant professor of exercise science, presented his research findings at three conferences during the summer. At the annual meeting of the American College of Sports Medicine in Orlando May 30 he presented “Normative Data for Overhead Back and Between-the-Legs Front Throws.” At the North American Society for the Psychology of Sport and Physical Activity conference in Minneapolis June 14 he presented “Differences Between Dominant and Non-Dominant Hand Dart Throwing Performance Errors” and “Vision and Performance Errors in Dart Throwing.” At the 7th World Congress of Biomechanics in Boston July 7, he presented “A Comparison of 2D and 3D Hip and Knee Extension Torques in Conventional Squat Exercises.”

Konnie Serr, assistant professor of teacher education and first-grade teacher in the Grace B. Luhrs University Elementary School, was elected as president-elect of the International Association of Laboratory Schools Board of Directors for 2014-15 at its conference. She also presented the research she conducted with Annie Papero, assistant professor of teacher education, on “Using Blocks To Construct Meaning: Exploring Emergent Themes from K-5 Classrooms.”

Dr. Randall Pellow, professor emeritus of teacher education, competed in the Pennsylvania Senior Games in July in the Harrisburg region during which he received 19 gold medals, six silver medals, and four bronze medals. The sports were badminton, bocce, darts, pickleball, racquetball, shuffleboard, six swimming events, softball and football throw, and six track and field events.

Dr. Joseph Zume, associate professor of geography and earth science, co-presented the research paper: An Appraisal of Hydraulic Fracturing, Water Quality Implications, and Social Response in the Northern-tier Susquehanna Watershed, with graduate student Molly Moore at the annual meeting of the Association of American Geographers (AAG) in Tampa. At the conference, he was elected president of the Africa Specialty Group of the AAG. Zume and graduate student Kelsey Kilhoffer received a $9,160 FPDC research grant from PASSHE for the project “Initiating Pre-drilling, Baseline Groundwater Quality Monitoring to Aid Future Assessments of the Marcellus Shale Gas Drilling Impacts on Water Quality in Pennsylvania.”

Dr. Robert Ziegenfuss, assistant professor of teacher education, participated in several meetings recently. He participated in the Pennsylvania Professors of Middle Level Meeting and Association for Middle Level Association for Collegiate Middle Level Association Advisors. Ziegenfuss and Dr. Christine Royce, professor and chair of teacher education, presented to 150 middle level students from Waynesboro Middle School as part of their orientation to college possibilities. Ziegenfuss also presented to Adams County Technical School students who were interested in continuing their studies in early childhood education.

Fact

Fact is published by the Office of University Communications and Marketing for current and retired employees. The next issue is Sept. 8. Deadline to submit material to SUnews@ship.edu is noon Monday the week before publication.

Shippensburg University is an equal opportunity educational institution.
FALL SEMESTER CALENDAR

Fri Aug 1  Schedule adjustment begins for all returning students and new transfer students
Fri Aug 1  Deadline to apply for Dec. and Jan. graduation
Fri Aug 22  New student orientation
Fri Aug 22  Academic Day
Mon Aug 25  Regular class schedule begins
Mon Sep 1  Labor Day, University closed
Tue Sep 2  Drop and add period ends for full term (POT 1)
Mon Sep 8  Deadline for Satisfactory/Unsatisfactory option
Mon Sep 15  Deadline for major changes for high demand majors
Fri Oct 10  Fall break begins, 4 p.m.
Fri Oct 10  EWGs due by 4 p.m.
Wed Oct 15  Classes resume at 8 a.m.
Scheduling dates are tentative
Mon Oct 20  G scheduling for spring begins
Mon Oct 27  UG scheduling for spring begins
Mon Nov 3  Last day to withdraw with "W" for full term (POT 1).
Mon Nov 17  UG scheduling ends
Wed Nov 26  Thanksgiving break begins, 8 a.m.

Mon Dec 1  Classes Resume, 8 a.m.
Mon-Fri Dec 1-12  Schedule clean-up for spring
Fri Dec 5  Day and evening classes end
Mon-Fri Dec 8-12  Final exams
Fri Dec 12  Graduate Commencement
Sat Dec 13  Undergrad Commencement
Tue Dec 16  Grades due by 3 p.m.

myShip PORTAL
The myShip portal provides access to a wide range of information and services. Services include course information and links, calendar links, and important messages. The portal may be reached at https://my.ship.edu.

Early Alert Program
Information and the online referral form for faculty and staff is available in the myShip portal on the Faculty and Employee tabs.

- Faculty>Resources>Advising Tool Kit
- Employees>Services & Policies>Special Information

Also visit the Registrar’s Office home page at www.ship.edu/registrar for more information on important dates and deadlines.

DEPARTMENT/PROGRAM UPDATES
The following updates have been approved since the last Registrar’s Report was printed. Please reference the UCC proposal listed for specific details.

New Programs:
- 13-57 – Master of Science in Literacy Studies (Requires BOG approval)
- 13-98 – BSED in Special Education & Early Childhood Education

Program Revisions:
- 13-80 – BSBA in Information Technology for Business Education
- 13-84 – BS in Communication/Journalism
- 13-86 – BS in Geography – GIS Track
- 13-87 – BS in Physics
- 13-88 – Nanotechnology Certificate
- 13-89 – MBA in Business Administration – MIS Concentration
- 13-90 – MBA in Business Administration – Supply Chain Management Concentration
- 13-101 – Reading Minor
- 13-126 – Gerontology Minor
- 13-144 – BSED in Middle Level Education
- 13-1 – BA in Human Communications Studies
- 13-107 – BS in Computer Science
- 13-115 – Theatre Minor
- 13-125 – MS in Computer Science
- 13-162 – BS in Biology - Biotechnology Concentration
- 13-164 – MS in Biology
- 13-174 – Technical/Professional Communications Minor

Shippensburg University Registrar’s Office, Old Main, Room 111, 717-477-1381, registr@ship.edu
Moratorium:
- 13-143 – BA in Art - Computer Graphics Concentration

CLASS LISTS
Class lists are available through the myShip portal. Class lists should be accessed prior to the start of class. Class lists should be accessed again on September 3rd, which is after schedule adjustment. Please refer to the detailed instructions distributed via e-mail to faculty regarding the reporting of discrepancies. A final class list review must be done by September 9th, as outlined in the detailed instructions that were distributed.

SCHEDULE ADJUSTMENT PERIOD
Effective fall 2014 the drop and add periods extend to the eighth calendar day, excluding holidays to adjust their schedule. The deadline to drop or add a class for the full term (POT 1) for fall 2014 is Tuesday, September 2nd.

To view a complete listing of all drop and add deadlines for various parts of term, visit http://www.ship.edu/Registrar/Semester_Information_Fall/.

REPEAT POLICY
Undergraduate Students:
- Students may avail themselves of the repeat/grade replacement option a total of six times, with the most recent grade of the course being used in the QPA calculation, regardless of whether grade is higher or lower.
- A single course repeat for grade improvement will be limited to two times. The six repeats may include repeating six courses one time each, repeating three single courses two times each, or any combination which adds up to six instances where a single course is not repeated more than two times.

Graduate Students:
- Permission from the academic department must be obtained before a course may be repeated.
- Graduate students are limited to a total of two repeats where the most recent grade of the course will be used in the QPA calculation, regardless of whether that grade is higher or lower.
- A single course repeat for grade improvement is limited to one time.

Prior to any student athlete or any student with financial aid utilizing the repeat option, the student should ensure it will not jeopardize their status as a student athlete or their ability to receive financial aid.

In Banner, when a student repeats a course, the student’s QPA is recalculated at the point in which the course being repeated was initially taken. Previously, when a student repeated a course, the student’s QPA was recalculated at the point in which the repeat course was taken.

FIRST DAY ATTENDANCE POLICY
The first day attendance policy allows faculty to remove students from a course if they do not attend the first class session and do not provide notice to the faculty or the department secretary. This also applies to the first class after a student adds a course during schedule adjustment. If students are dropped from a course this way, they may only reschedule it if it is open during schedule adjustment.

Even if students do not attend the first class, they are still responsible for officially dropping the class during schedule adjustment. Otherwise, they may remain scheduled for the class, which may result in fees being charged to them and a grade of “F” on their academic record.

If a failing grade must be entered due to a student’s non-attendance in a class, faculty must use the “FA” grade and enter a last date of attendance in the appropriate field, as noted in the detailed instructions provided when final grading is enabled. This action is required for Shippensburg University to remain eligible for Title IV funds.

SCHEDULING INFORMATION
Spring 2015 scheduling information will be available around the beginning of October via the myShip portal. This information is real time. It will immediately reflect changes that are continually being submitted (e.g. faculty changes, room changes, time/day changes, etc.).
CHANGING/DECLARING A MAJOR
All submitted requests for and processing of changes in declarations of majors and minors can take place at any time except during scheduling, which includes the two weeks prior to scheduling through the initial scheduling appointment windows. For this semester, this period ends on Monday, October 6.

Students who wish to declare a major in a high demand program must submit their request during the first three weeks of the semester in order to be considered. The following programs are currently designated as high demand majors: Biology, Criminal Justice, Education, Psychology and Communications/Journalism.

EARLY WARNING GRADES
Early warning grades are due no later than 4 PM, on October 10th. Advisors may review these grades through the myShip portal to aid in their determination of measures that should be taken.

FINAL GRADES
Final grades are due no later than 3 PM, on December 16th. All grades should be submitted by this deadline. This will ensure students receive the appropriate correspondence regarding their academic standing (good standing, probationary status, or academic dismissal), financial aid eligibility is evaluated properly for applicable students, and review of our student athletes is complete and accurate.

If a failing grade must be entered due to a student’s non-attendance in a class, faculty must use the “FA” grade and enter a last date of attendance in the appropriate field, as noted in the detailed instructions provided when final grading is enabled. This action is required for Shippensburg University to remain eligible for Title IV funds.

TEMPORARY GRADES
The grade of “I” (incomplete) is given if a student is unable to complete the requirements of a course due to serious illness, death in the family, or other personal emergency. If the work is not completed by the last day of classes before final exam week of the next full semester, the student will receive a grade of “F” for that course.

At the end of each semester, a listing of outstanding “I” or “Q” grades is sent to the faculty to correct. If the grade of “I” is not changed to a regular grade by the deadline listed on the attached memo, the grade will be changed to an “F” grade.

CLASS WITHDRAWAL POLICY
A student may withdraw from a class through the tenth week of the semester. After schedule adjustment, students may withdraw from classes with "W" grades via the myShip portal. Students may withdraw from all but their final course. To withdraw from their final course, undergraduate students must personally visit their academic dean's office and graduate students must contact the Registrar’s Office for assistance.

The deadline to withdraw from a class or the university and receive a "W" grade for full term (POT 1) for fall 2014 is November 3. Visit http://www.ship.edu/Registrar/Semester_Information_Fall/ for a complete listing of withdrawal deadlines for all parts of term.

DEGREE AUDIT EXCEPTION FORM
A Degree Audit Exception Form has been placed on myShip. Advisors, department offices, and deans’ offices may access this form by doing the following:

1. Log on to myShip.
2. Click on Faculty tab.
3. Click on Resources.
4. Click on Degree Audit Exception Form in the Advising Toolkit section.
5. Sign on to anchor.ship.edu.

The process for this form will be:

1. The request is initiated by the Advisor/Dept Chair/or Dean’s office.
2. The form is then reviewed and approved/denied by the Advisor, then the Department Chair, and then Dean/Associate Dean.
3. The Dean’s office will notify the student of the outcome.
4. The Dean’s office will forward the original to the Registrar’s office, and copies will be forwarded to the Department Chair/Advisor.
5. The Registrar’s office will process the request in Degree Works degree audit system.
FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)
Faculty has the educational right to access and view students’ academic information. This access comes with responsibilities to protect this information.

Directory information may be released, as long as the student has not indicated they do not want this information released. For those students who have requested their directory information not be released, you will receive a warning message that information about student is confidential when attempting to access information on Banner forms. You will see a message “Confidential information for (Student Name)” when accessing information via myShip portal.

Directory information includes name, home and local addresses and phone numbers, enrollment status, e-mail address, major, degree and honors. Any information other than directory information may not be released to anyone.

Grades are private information, and only the student is able to view this information. It is Shippensburg’s policy that we do not discuss a student’s record with anyone over the phone, including parents. If a parent wants information concerning a student, please refer the parent to the office the Registrar.

Social security numbers are private information. You may not use this number or a portion of this number to post grades in public view. Graded papers should be given to students in class or left with staff to keep in the building office for pick up. Do not leave papers outside your office for students to go through.

Advisors have access to students’ transcripts and transfer evaluations. These are to be kept private as well. Whether the files are in your administrative office or your own private office, please keep these files from view when you are not working with the student.

We would also like to remind faculty and offices e-mailing more than one student at a time to make sure addresses are placed in the “Blind Copy” area so students are unable to view others’ addresses. Many students have elected not to have their e-mail address shared. Therefore, the best practice is to always put e-mail addresses in the “Blind Copy” area.

Be sure to look for the FERPA presentation available through the myShip portal. Once logged on, click on the Tools link from the Employee tab. The link to the presentation is part of the FERPA statement at the top of the page.

TRAINING VIDEOS
The Registrar’s Office has developed a series of student training videos to provide important information and step-by-step instructions on how to perform specific tasks. The videos have been posted on the portal and are available to students, faculty, and staff. Faculty and staff may refer students to these videos or use them to provide guidance to students who require help performing these specific tasks.

The videos are located on the portal:
Faculty/Staff
- Log on to myShip
- Click on Employee
- Select Tools
- Scroll to the Registrar How to Videos section

Students
- Log on to myShip
- Click on Student
- Select My Academics
- Scroll to Registrar How to Videos section

The following videos were created:
- Degree Audit – Functions
- Degree Audit – Navigation
- Graduation – How to Apply
- Registration – Preparing for Registration
- Registration – Registering for Classes
- Registration – Withdrawing from Classes

In addition to the videos, there is also a reference document titled About My Degree Audit that provides an overview and step by step instructions on navigating and using the functions in degree audit.
New students arrive

First-year and transfer students moved onto campus last Wednesday and Thursday prior to the start of classes today. Above, Dr. Matthew Shupp, assistant professor of counseling and college student personnel, helps during the move-in.

Promotion workshop

A promotion application workshop will be held from 4 to 5 p.m. Sept. 18 in Dauphin Humanities Center 051.

Copies of the handouts distributed at the workshop will be available on the S drive: Public>Faculty>University-Wide Promotion Committee.

Deadline for faculty to submit a letter of intent for promotion is Nov. 3.

Fire drills

Fire drills will be conducted in all academic and administrative buildings beginning Sept. 8, according to David Wozniak, safety coordinator.

The schedule is:
Sept. 8: Franklin Science Center, Memorial Auditorium, Kriner Hall, Reed Operations Center, Student Rec Building
Sept. 9: Ceddia Union Building, Wright Hall, Huber Art Center, Reisner Hall
Sept. 10: Old Main, Shippen Hall/ Luhrs Elementary, Shearer Hall, Rowland Hall, Seth Grove Stadium, SU Interfaith Chapel, Performing Arts Center
Sept. 11: Grove Hall, Gilbert Hall, Dauphin Humanities Center, Math & Computer Technology, Horton Hall
Sept. 12: Henderson Gym, Lehman Library, Stewart Hall, Heiges Field House, SU Conference Center

Software available

Software that will assist with qualitative and mixed methods data analysis is available to the campus community.

The software, NVivo, is being made available through the awarding of a tech-fee proposal spearheaded by Ford Brooks, professor of counseling & college student personnel, and Nellie Cyr, associate dean of the College of Education and Human Services, and faculty colleagues.

A preview of how NVivo can be used is available at www.qsrinternational.com/nvivo-experts.aspx.

NVivo has been installed on all public computer labs, including MCT 054 and 158, as well as all library computers, library lab 112, Shippen 240, and Grove 106/108. Departmental lab coordinators can contact Jamie Rhine at jtrhin@ship.edu or ext. 1260 if they are interested in having it added to their labs. Students have access to NVivo and can be directed to visit www.ship.edu/technology/software/nvivo for instructions on how to download/install the software on their personal computer.

For information on installation of the software, contact the Help Desk at ext. 4357 or by e-mail at helpdesk@ship.edu.

Mentors needed

The International Programs Office is seeking faculty and staff members to mentor international students from a variety of countries who are joining the Ship community this fall.

Mentors are being sought to periodically meet with students to welcome them to campus, answer questions or concerns, and guide them through their transition here.

If you would be interested in being matched with a student, please contact Mary Burnett at meburnett@ship.edu.
Coming soon . . .

Aug. 25
Classes begin

25 to Sept. 24
“Form and Surface; Recent Work by Steve Dolbin,” Kauffman Gallery. Artist presentation in gallery at 5:30 p.m., Sept. 10, followed by gallery reception at 6:30.

26 to Oct. 2
Display: Die Weisse Rose (The White Rose), 47 posters displaying text and images from Die Weisse Rose, a student group in Munich during the Third Reich that opposed National Socialism, Ezra Lehman Library Gallery.

Sept. 1
Labor Day, university closed

4
Women’s soccer hosts California, 4 p.m.

5
Council of Trustees, 3 p.m., Old Main Chapel. Men’s soccer hosts Chestnut Hill, 7:30 p.m. Men’s and women’s cross country in the Galen E. Piper Alumni Open/Cross Country Challenge, 8 p.m.

6
Tennis hosts Georgian Court, 1 p.m.

7
Men’s soccer hosts Georgian Court, 3:30 p.m.

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.