Urban Leadership Program receives nearly $1 million grant

Gov. Tom Wolf and Secretary of Education Pedro River recently announced that Shippensburg University received a portion of federal grant funding under the Eligible Partnership Grant Program. SU was awarded nearly $1 million for its Learning to Lead Urban Leadership Residency Program.

The two-year program, modeled after SU’s nationally accredited superintendencertification residency program is designed to prepare aspiring principals for leadership positions in Pennsylvania’s high-needs urban schools. Coursework will combine with practical application through site-based residencies. Upon completion of the program, candidates will be eligible to sit for the state licensure exam to be certified as principals.

“Over the past several decades the achievement gap between high-needs/high-poverty school districts and other high performing districts has been increasing. The good news is that there are exceptions to this trend,” said Dr. Jerry Fowler, professor of educational leadership and grant director.

“One major indicator of potential success is the ability of stakeholders to identify and prepare school-based leaders specifically for work in such high-needs districts. Results in such situations have been encouraging.”

SU identified four school districts that will participate in the program. A total of 24 teachers from Harrisburg, Steelton-Highspire, York City and Reading school districts will be selected to participate. Central Susquehanna Intermediate Unit’s Center for Schools and Communities will evaluate and assess the program.

The program is offered through the Department of Educational Leadership in Shippensburg’s College of Education and Human Service. Fowler will serve as the grant director. Dr. Phillip Diller, professor of educational leadership, and Dr. Jennifer Pyle, professor of early childhood education, are associate directors.

Dr. Jerry Fowler, professor of educational leadership and grant director

Inside: Registrar’s Report
Lyman to serve as acting president

With the retirement of President Jody Harpster, the Council of Trustees have announced, in accordance with the Order of Succession Plan, as required by Board of Governors policy, that Dr. Barbara Lyman, executive vice president and provost, will serve as acting president effective January 21, 2017. Lyman will serve in this capacity until an interim president is approved by the Board of Governors.

Lyman begins her 10th year at Shippensburg University in March 2017. Prior to coming to SU, she served as associate vice president of academic affairs and then vice provost of academic programs and planning at the University of West Florida.

On December 20, 2016, Harpster announced his retirement effective January 20, 2017. He joined the university in 1995 and has served as the university’s 16th president since January 2015.

Current job openings

The university is accepting applications for the following positions:

- Tenure Track Instruction and Assessment Librarian
- Tenure Track Collection Development and Electronic Resources Librarian
- Head Women’s Field Hockey Coach
- Application Software and Database Administrator
- Strength and Conditioning Coach
- Business Intelligence and Applications Manager

Fact

Fact is published by the Office of University Communications and Marketing for current and retired employees. The next issue is Feb. 6. The deadline to submit material to SUnews@ship.edu is noon on Monday of the week before publication. Shippensburg University is an equal-opportunity educational institution.
SU recognizes employee accomplishments

Shippensburg University recently honored 80 employees for their achievements and years of service, including the presentation of the annual Employee Recognition Award.

The Employee Recognition Award honors employees for their actions in one or more of five areas: innovative ideas, problem solving, team effort, customer service and community/volunteer service. Four staff members received the award this year.

Gary Harglerode and Roger Woltz, physical plant, were recognized for taking initiative with 50 locker units that had become inoperable. The units could not be replaced or repaired by the manufacturer. Waltz and Harglerode located alternate component sources and made replacement keys for all units.

Angela Wingert, facilities management, was recognized for her excellence in customer service in processing nearly 30,000 work orders annually.

Jeannette Chamberlin, public safety, was recognized for organizing and managing the lost and found items as well as donating unclaimed items to charitable organizations.

Employees also were honored upon their retirement or for their years of service.

40 Years: Pandora Shimkanon
35 Years: John Gossert III and Tammy Varner
30 Years: Lisa Dubbs and Sherry Varner

25 Years: (Left to right) Peggy Van Scyoc, Matthew Shank, Laura Ludlam and Evelyn Melius. Not pictured: Donna Gross, Donna Hall and Ray Keefer
SU’s online MBA ranked nationally

For the second year, Shippensburg University’s online Master in Business Administration program was named one of the top programs in the nation, in U.S. News & World Report 2017 Best Online MBA Programs list. The program was listed as 115 in the nation. The U.S. News ranking is based on five categories: student engagement, admissions selectivity, peer reputation, faculty credentials and training and student services and technology. This MBA program was launched in Fall 2012 and can be completed full time or part time.
Winter 2016 Commencement

On Dec. 16, the School of Graduate Studies awarded 123 degrees during graduate commencement in the Luhrs Performing Arts Center. Rebecca Howland ’09–’11M, MPA, the program manager at the University of Massachusetts Civic Initiative, presented the address at the ceremony.

A total of 309 degrees were awarded during the Dec. 17 undergraduate commencement ceremony in Heiges Field House. Retired Sen. Patricia H. Vance delivered the undergraduate commencement speech and was awarded an honorary Doctor of Public Service.

New roles in UC&M, new Fact editor

The arrival of 2017 brings new roles and a new face to the Office of University Communications and Marketing. Laura Ludlam heads the office as Director of Communications & Marketing. Megan Silverstrim, started Jan. 3 as the new media relations/social media manager.

In her new role, Silverstrim manages media relations through the writing of press releases and coordinating media coverage. Silverstrim also manages daily content for SU’s social media program, oversees campus photography needs and serves as editor of Fact. Story ideas for media releases, social media and Fact can be sent to Silverstrim at SUNews@ship.edu.

Liz Kemmery, director of creative services, will plan and manage the writing, editing and design of internal and external university publications. She now oversees the Print Shop and continues to serve as editor of Shippensburg University Magazine and manages the magazine website.

Web content needs can be directed to Michelle Lane, web content writer. Lane works with academic and administrative departments to edit and write content to reach prospective students, the university website’s primary target audience.

The office also provides a variety of other services fulfilled by the following staff members: Bill Morgal, sports information director; Perry Mattern, sports information assistant; Donna Jones, creative services coordinator; Jessica Kline, graphic designer; Bill Smith, university photographer; Cindy Ryder, clerk typist; Joe Amsler, print shop supervisor; Joe Bingham, lithographic press operator; and Crystal Stitely, printing and duplicating assistant.

SU receives rebates for energy efficiency upgrades

Shippensburg University recently received a $58,000 rebate as part of Pennsylvania Act 129 of 2008 for the recent construction of a central chilled water system that has reduced electrical usage by 1,400 megawatt hours per year.

Shippensburg has participated in this program for three years and to this date has received $110,000, which SU has mostly reinvested into additional energy savings projects.

In the past two years, the university has received $52,000 in rebates for LED lighting projects at the H. Ric Luhrs Performing Arts Center, Ezra Lehman Memorial Library, McLean Hall, all campus elevators, along walkways, and the storage parking lot.
Coming soon...

Jan. 25
Women’s Basketball hosts UPJ, 6:00 p.m.
Men’s Basketball hosts UPJ, 8:00 p.m.

Jan. 26
MLK March for Humanity, 3:30 p.m., CUB
Student Government meeting, 4:00 p.m., Anchor Meeting Room 4

Jan. 27
Public meeting of the Council of Trustees, 1:00 p.m., Old Main OM206

Jan. 31
Budget Meeting of the council of Trustees, 3:30 p.m., CUB 240, Conference Room 2

Feb. 1
Women’s Basketball hosts Kutztown, 6:00 p.m.
Men’s Basketball hosts Kutztown, 8:00 p.m.

Feb. 4
Wrestling hosts Wheeling Jesuit, 12:00 p.m.
Wrestling hosts West Liberty, 2:00 p.m.
Wrestling hosts LIU Post, 4:00 p.m.

Crime report

The following crimes were reported to University Police in December:

- Aggravated assault: 0
- Arson: 0
- Burglary: 0
- Criminal homicide: 0
- Disorderly conduct: 0
- Driving under the influence: 1
- Drug violations: 1
- Drunkenness: 0
- Forcible rape: 0
- Forgery & counterfeiting: 0
- Fraud: 0
- Larceny (theft): 1
- Liquor laws: 2
- Motor vehicle theft: 0
- Other assaults (not aggravated): 0
- Robbery: 0
- Sex offenses: 0
- Stolen property (receiving): 0
- Vandalism: 2
- Weapons violations: 0
- All other offenses: 1
### SPRING SEMESTER CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues Jan 3</td>
<td>Schedule adjustment begins for all returning students and new transfer students</td>
</tr>
<tr>
<td>Tues Jan 3</td>
<td>Deadline to apply for May &amp; August graduation</td>
</tr>
<tr>
<td>Mon Jan 16</td>
<td>MLK Day, University closed</td>
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<tr>
<td>Fri Jan 20</td>
<td>New student orientation</td>
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<tr>
<td>Mon Jan 23</td>
<td>Regular class schedule begins</td>
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<tr>
<td>Mon Jan 30</td>
<td>Drop/Add period ends for POT 1</td>
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<tr>
<td>Mon Feb 6</td>
<td>Deadline for Satisfactory/Unsatisfactory option</td>
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<tr>
<td>Mon Feb 13</td>
<td>Deadline for major changes for high demand majors, excluding education major changes. Education major changes must be submitted by Feb. 6.</td>
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<tr>
<td>Mon Mar 6</td>
<td>Deadline for major changes for non high demand majors</td>
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<tr>
<td>Fri Mar 10</td>
<td>EWGs due by 4 p.m.</td>
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<tr>
<td>Fri Mar 10</td>
<td>Spring break begins at 4 p.m.</td>
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<tr>
<td>Mon Mar 20</td>
<td>Classes resume at 8 a.m.</td>
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<tr>
<td>Mon Mar 20</td>
<td>Scheduling dates are tentative</td>
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<tr>
<td>Mon Mar 27</td>
<td>UG scheduling for fall begins</td>
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<tr>
<td>Mon Apr 3</td>
<td>Last day to withdraw with &quot;W&quot; for full term (POT 1).</td>
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<tr>
<td>Mon Apr 17</td>
<td>UG scheduling for fall ends</td>
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<tr>
<td>Mon Fri Apr 24-May 5</td>
<td>UG Schedule clean-up for fall</td>
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<tr>
<td>Fri May 5</td>
<td>Day and evening classes end</td>
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<tr>
<td>Mon Fri May 8-12</td>
<td>Final exams</td>
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<tr>
<td>Fri May 12</td>
<td>Graduate Commencement</td>
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<tr>
<td>Sat May 13</td>
<td>Undergrad Commencement</td>
</tr>
<tr>
<td>Thu May 18</td>
<td>Grades due by 3 p.m.</td>
</tr>
</tbody>
</table>

### 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

### 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:
- 16-029 – MS in Organizational Leadership – Leadership in Society
- 16-035 – Certificate in Agile Software Engineering
- 16-036 – Certificate in IT Leadership
- 16-052 – BS in Mechanical Engineering (Requires BOG approval)
- 16-090 – BS in Computer Science – Computer Science Applications Concentration
- 16-091 – Certificate in Power, Agility, and Group Exercise
- 16-112 – DBA in Business Administration (Requires BOG approval)
- 16-115 – EDD in Counselor Education and Supervision

#### Program Revisions:
- 16-027 – MS in Organizational Leadership
- 16-053 – BS in Exercise Science
- 16-056 – EDD in Educational Leadership
- 16-050 – BS in Computer Engineering
- 16-051 – BS in Electrical Engineering (Requires BOG approval)
• 16-070 – BS in Software Engineering
• 16-090 – BS in Computer Science – Computer Graphics Concentration

Moratorium
• 16-028 – MS in Organization Leadership - Communications Concentration, Individual & Organizational Development Concentration, Social Structures Concentration and Environmental Management Concentration
• 16-090 – BS in Computer Science – Embedded Systems 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 January 31, 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 February 7th, as outlined in the detailed instructions that were distributed.

SCHEDULE ADJUSTMENT PERIOD
The drop and add periods extend to the eighth calendar day, excluding holidays, to adjust schedules. The deadline to drop or add a class for the full term (POT 1) for spring 2017 is January 30th.

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

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 students add a course during schedule adjustment. If students are dropped from a course this way, they may only reschedule it if it is open during the schedule adjustment period.

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

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

EARLY WARNING GRADES
Early warning grades are due no later than 4 PM, on March 10th. Advisors may review these grades through the myShip portal via Banner or the Student Success Collaborative platform. This information should be used to aid in the determination of measures that should be taken.

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.

Shippensburg University Registrar's Office, Old Main, Room 111, 717-477-1381, registr@ship.edu
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.

**SCHEDULING INFORMATION**

Fall 2017 scheduling information will be available around the beginning of March 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, March 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, excluding education major changes that must be submitted during the first two weeks, in order to be considered. The following programs are currently designated as high demand majors: Biology, Criminal Justice, Education, Psychology and Communications/Journalism.

**FINAL GRADES**

Final grades are due no later than 3 PM, on May 18. 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 student earned a grade of "F," enter the grade of "FE." NO "Last Attend Date" will be required. 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. An incomplete grade form must be submitted when an "I" grade is awarded. The form is available online at http://www.ship.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=213787. 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.

With prior approval of the appropriate dean, the grade of “Q” (deferred grade) may be awarded for courses such as research, thesis, and internship, which are planned from the start to extend more than one grade period.

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, all students except first-semester undergraduate freshmen or students with holds that prevent registration updates may withdraw from classes with "W" grades via the myShip portal. Eligible students may withdraw from all but their final course via the myShip portal. All first-semester undergraduate freshmen, students with holds that prevent registration updates, or students who wish to withdraw from their final course will require additional assistance. Undergraduate students must personally visit their academic dean's office and graduate students must contact the Registrar's Office for this assistance.

The deadline to withdraw from a class or the university and receive a "W" grade for full term (POT 1) for spring 2017 is April 3. Visit http://www.ship.edu/Registrar/Semester_Information_Spring/ for a complete listing of withdrawal deadlines for all parts of term.

Shippensburg University Registrar's Office, Old Main, Room 111, 717-477-1381, registr@ship.edu
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 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.