News and Announcements:

1. **When students show signs of distress, studies show that interventions by faculty and staff can make a difference** in their performance and persistence. To assist our students, please take advantage of the following programs and resources:

   a. The **Early Progress Report (EPR) system** enables faculty to alert first-year undergraduate students and their advisers of academic performance problems as early as the third week of classes. Faculty teaching courses with students included in the EPR group will be notified by e-mail and directed to eLION to enter their progress reports during a **four-week window**. The EPR system depends on faculty participation. Students receiving unsatisfactory reports are notified by e-mail and referred to eLION where they will find information about factors affecting their performance as well as resources and strategies to help them improve; advisers are also notified. More information on the EPR system can be found [here](#).

   b. If you observe other concerns such as financial difficulty, cultural or social isolation, and personal issues, please help students connect with the appropriate offices and services. For a comprehensive guide to undergraduate student services, resources and academic tools, please click [here](#) to consult the Undergraduate Information Network Portal.

2. **Spring textbook lists due...**to implement the provisions regarding course materials in the Higher Education Opportunity Act of 2008, the [Textbook Lists policy](#) (AAPP R-1) was revised in Spring 2010. Deadlines for instructors to provide textbook lists to the Penn State Bookstore were established to coincide with the beginning of the registration period for the semester: March 1 for fall semester, September 1 for spring semester, and February 1 for summer session. **Textbook information for Spring 2014 is currently due to the Penn State Bookstore and should be submitted online using Faculty Enlight ([http://www.facultyenlight.com/?storeNbr=435](http://www.facultyenlight.com/?storeNbr=435)).**

3. The **Graduate School has rolled out a redesigned website** with a fresh look, new navigation menus, and restructured content. The **home page address is [www.gradschool.psu.edu](http://www.gradschool.psu.edu)**, so please update your bookmark. Of note, the Graduate School Admissions and Decision Systems (GRADS) and Graduate School forms have been relocated to the “Faculty and Staff” page:
http://www.gradschool.psu.edu/index.cfm/faculty-and-staff/. The direct link for GRADS is now http://www.gradschool.psu.edu/index.cfm/faculty-and-staff/grads/. For programs that provide a link to the Grad School applicant PORTAL, please change that URL to: http://www.gradschool.psu.edu/index.cfm/apply/.

4. **Collaborative Teaching Grants for courses to be taught in 2014-15.** Funded by a Challenge Grant from the National Endowment for the Humanities, this program is designed to span disciplines, building bridges either between two or more courses or between a classroom and a cultural/educational organization outside Penn State University. Well before the application is submitted, the project’s faculty coordinator(s) is/are encouraged to schedule a meeting with the IAH Assistant Director to discuss the nature and goals of the proposed project.

   Maximum grant award: $7,500
   Click here for application guidelines. DEADLINE: Monday, September 30, 2013
   For more information, please contact Sue Reighard at smr6@psu.edu or 814-865-0495.

5. **Reminder: Undergraduate curriculum proposal deadlines for the AY 2013-14** have been posted on the college website. Click here. All proposals are reviewed by the College Curricular Affairs Committee and a prospectus must be reviewed by the Academic Council on Education prior to submitting final proposals for majors, options and minors. ACUE meets the first Thursday of each month. Prospectuses must be submitted to the UG Studies Office one week in advance of the ACUE meeting to be included on the agenda.

6. The **Graduate School is seeking proposals for funding programs developed specifically for graduate faculty** - the Grant-in-Aid (GIA) Incentive Program and the Pre-Doctoral Training Grant Development Incentive Award.

   The **Grant-in-Aid Incentive Program** is intended to provide faculty with a mechanism by which to leverage extramural funds. As resources allow, the Graduate School will consider requests for tuition grant-in-aids to match stipends derived from external grants and contracts which prohibit tuition as an allowable expense. In order for matching arrangements to be considered, the following conditions must be met:

   - Stipend support to be matched must be derived from externally funded grants or contracts that provide for some indirect cost recovery.
   - Sponsor guidelines must verify that tuition is not an allowable expense.
   - Sponsored funding must provide a full stipend level of support (at minimum commensurate with the grade level and percentage FTE of college sponsored assistantships) and the graduate assistant fringe.
   - Students must be registered full-time and taking classes commensurate with the requirements for a graduate assistantship during the semesters of tuition GIA support. Doctoral students in ABD status and registering for 601 are not eligible for GIA support under this program.

   The **Pre-Doctoral Training Grant Development Incentive Award** provides incentive funds for faculty to develop competitive pre-doctoral training grant applications that, if funded, will enhance the quality of graduate education at the University and expand support for graduate student research. The Graduate School will provide $5,000 in extra compensation to selected faculty
members who successfully complete and submit a competitive, predoctoral training grant proposal for a multi-student, multi-year funding opportunity to any agency or foundation that supports such programs.

For more information or to download application forms, please visit the Graduate School’s Web site at [http://gradsch.psu.edu/fellowships/programs.html](http://gradsch.psu.edu/fellowships/programs.html). If you should have any questions about the programs, please contact Barb Struble, Director of the Office of Graduate Fellowships and Awards Administration, at bqs3@psu.edu or 865-2514.

7. **Fall Visit Day for the college is Monday, October 14.** The Fall Visit Day is **THE major recruitment event for our college**; many of our students make their final determination about applying based on this program. We ask that you all contribute to this day by welcoming students and families as they visit with students, faculty and staff and tour our facilities. A college-wide email with additional information including the itinerary for the day will be sent a week in advance.

8. **HOLD the Dates...** **October 14, A&A Fall Visit Day** ([http://visit.aanda.psu.edu/](http://visit.aanda.psu.edu/)) and **December 10, All-College Meeting (2:00-3:00) and Reception (3:00-5:00)** at the Nittany Lion Inn. Click [here](http://visit.aanda.psu.edu/) for the A&A Academic Year Calendar.

**Outreach**

1. The **2013 meeting of the Engagement Scholarship Consortium** (formerly the National Outreach Scholarship Consortium) will be held **October 8-9, 2013 at Texas Tech University**. The theme is **Boundary Spanning: Engaged Scholarship Across Disciplines, Communities and Geography**. Click [here](http://visit.aanda.psu.edu/) for more information.

**International Programs:**

1. The University Office of Global Programs, in conjunction with a number of units across Penn State, will be hosting the **Global Penn State Conference 2013: Internationalizing the Curriculum**, on **Friday-Saturday, September 27-28, 2013, at the University Park campus.** The half-day Saturday session is particularly devoted to the use of technology in this context.

2. **The University Office of Global Programs Education Abroad Fair will be conducted Wednesday, October 9, 2013, 11:00 a.m. to 4:00 p.m. in Alumni Hall, HUB Robeson Center.** Representatives from many of Penn State's study abroad providers and student exchange partners will be available. This is a great opportunity for students considering study abroad to gather information. **This annual “one-stop shop event” highlights more than 200 education abroad opportunities at Penn State.**

**Upcoming Dates/Events**

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<tr>
<td>October 4-6</td>
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Click Here to access Academic Calendars

Highlights of the September Academic Council on Undergraduate Education (ACUE) Meeting

1. Announcements

a. Introduction of Guests. Also, David Smith, Executive Director of Division for Undergraduate Studies was introduced. David started September 1. Marie Hardin and Nels Shirer were thanked for their efforts with the extended search process. Also, thanks were expressed to Linda Higginson for serving as interim since Dr. White’s retirement last December.

b. ACUE organizational guidelines were briefly reviewed to clarify those participating in meeting as affiliate, non-voting members.

c. A call was issued for administrators willing to participate in the annual LionWalk, which seeks to strengthen connections between students and community residents.

d. Convocation ceremony was a success. It has evolved to be more of an academic event thanks to participation by faculty. Event was streamed to the World Campus; many parents also tuned into watch the ceremony. The Office of Undergrad Ed will continue to request names of approximately five faculty from each college for future convocations.

e. PennStateReads will be hosting a public lecture by Eyal Press, the author of Beautiful Souls, on Monday, Sept 9, in Eisenhower Auditorium. It is a free event but tickets are required. He will follow the lecture with visits to various classes on Tuesday. The process for selecting the title for next year’s program is underway.

f. Admissions Update: Freshman numbers are up by 700 university-wide. Expectation is that class at UP will settle in at just below 8,000 students. About 10% are international students. Out-of-state students are around 30% of the class at UP (-3%), and 15% at the Commonwealth Campuses. Total number of under-represented students is lower than last year. Provost Awards program was successful in bringing approximately 220 students to UP that would likely not have attended otherwise. Overall, the program is expected to be “revenue neutral” but did help to yield an overall stronger class. We will be reviewing criteria for making awards including strategies to include more minority students in the eligibility band and other approaches to improving the program in the future.

3. With the significant increase in international students comes the need to consider additional training for faculty and advisers to address issues these students confront. A fee may need to be assessed to cover expenses related to providing necessary resources and adding sections of ESL courses as necessary. There has been no discussion about capping admission of international students as has been the case at other institutions.

h. A reminder was issued about textbooks. The deadline for spring is September 1. Faculty will receive an email reminder with information about new site for posting adoptions online.

i. University is currently preparing for the 2015 Middle States re-accreditation review. One objective is to have the learning objectives of all programs published in the University Bulletin. Currently, the expectation is that objectives are posted on unit webpages. Jackie also
mentioned efforts that are currently underway to collect information about co-curricular activities.

j. Mathematics placement testing is now conducted through McGraw Hill/ALEKS on online adaptive program that provides both testing and remediation. Advising materials need to be updated quickly as target implementation is November 1.

k. Separate links to P1, P3 and P6 online prospectus forms have been created. An additional component of the form requests information about resources required. Budget Office has requested this information in advance of units submitting a full proposal.

2. Revision AAPP O-6, Participation in Commencement Ceremonies | Yvonne Gaudelius

a. A revision was presented to O-6 consisting of the following sentence: With the permission of the college dean or chancellor, students may be allowed to walk in the commencement ceremony if they are within approximately six credits of meeting all graduation requirements and registered to complete these the following semester. The sentence was revised to read “within usually no more than 2 courses or eight credits of...”

b. Motion carried to approve as revised.

3. Items for Preliminary Curricular and Articulation Agreement Review | Jackie Edmondson

4. Discussion of Undergraduate Education Trends and Issues: Budget Planning Task Force | Rob Pangborn

a. Dr. Pangborn reviewed the budget planning task force process and some of the recommendations provided in their report submitted to the President in June 2013. For many years at University Park an incremental, centralized budgeting process has been used; the World Campus uses responsibility centered management that supports the achievement of unit priorities and allows for sharing of revenue and expenses. The Budget Subcommittee recommends an “Educational Activity Adjustment Model”, described as a “hybrid RCM model”, that reallocates resources during stable enrollments, allocates additional net resources when enrollments are increasing, and shares revenue losses between colleges and central when enrollments are decreasing. A desired outcome of the model adopted is to eliminate the budget “recycling” process that campus has been dependent on for many years.

b. A subcommittee of the Task Force looked closely at issues related to costs and recovery of certain types of expenses. For example, cost of program delivery is typically higher at upper levels, which suggests that a tiered tuition structure (already used at many of our peer institutions) might be implemented. In addition, students who register in a semester for hours exceeding a predetermined level (e.g. 19 credits) might be assessed an additional fee per credit.

c. Another subcommittee focused on opportunities at the campuses and prospects for regional marketing/branding. Another looked at the World Campus and the expanded interest that exists in hybrid and online teaching within resident instruction.

d. Recommendations already adopted include tiered tuition, growth of the World Campus, and new campus programming to reflect regional differences. Acknowledging that we need to limit reliance on tuition increases, the tuition subcommittee is looking at strategies to more closely align tuition with the costs of different programs. In the future, funds to cover increased operational costs will likely come from surcharges and fees rather than base tuition increases.
Contact
If you have questions or desire additional information related to any of the above items, please contact the Undergraduate Studies Office at 865-9523 or email Gary Kesler (gbk10@psu.edu) or Linda Wheeland at ljw2@psu.edu.