1. The Admissions Office (UAO) is reporting that as of November 12th, 27,000 applications have been received for undergraduate admissions. Many school counselors are reporting that the class of 2013 is later than other classes in applying to college. With 99.97% of Penn State applications received online, the UAO expects many students to be clicking the submit button just in time for November 30. Typically, thousands of applications a day are received between now and the deadline.

Steps are being taken to work with those students and schools in New Jersey and New York who were out of session for 1-2 weeks. The UAO webpage displays a message indicating the November 30 preferred application filing date is to encourage students who can submit complete applications to do so by the end of November. For those who are unable to complete a Penn State application by that time, they should contact the Admissions Office.

All campus targets have been determined including University Park at 7,200 (1,850 Summer/5,350 Fall). Decisions have been rolling out since October for Commonwealth Campuses and early November for University Park. Many decisions will be sent daily before the holiday break.

2. The Center for Counseling and Psychological Services is pleased to announce the Show You Care campaign. The campaign is designed to encourage Penn State students to reach out to each other, offer support and refer their roommates or friends for psychological services when needed. Please share this information with your students. For information about the campaign and a description of the Show You Care Principles, click here.

3. Reminder-Final Exams: There are circumstances that according to Senate policy allow students to request an alternate exam time—those being either a direct conflict (two exams scheduled at the same time) or an overload conflict (too many exams within a prescribed time period). The official final exam week generally precludes the scheduling of other sanctioned activities that would normally represent excused class absences. Students therefore should not need to request make-up exams because of "other sanctioned activities." There might, however, still be circumstances involving serious illness or family emergency under which a provision for a make-up, or
alternative timing, should be made. That does not include a prematurely scheduled flight home or the convenience of an early-week ride offer!

4. **Grade Reporting**...As we approach the end of the fall semester, faculty are encouraged to please **post grades promptly**! Per Senate policy, deferred grades (DF) and no grades (NG) **prevent students from graduating**; timely submission of grades will avoid unintended consequences for our students.

5. Union and Student Activities is currently accepting nominations for both the **Student Achievement and Student Leadership and Service Awards**. The awards recognize students for excellence in academics, athletics, community service, leadership, and much more. A listing of awards and their purposes is available [here](#). Nominations are due to the Office of Student Activities, 209 HUB-Robeson Center, by **Friday, November 30, at 5:00 pm**.

6. The **2013 Teaching and Learning with Technology Symposium** will be held at the Penn Stater **March 16**. Faculty are invited to learn and share effective uses of technology to enhance teaching and learning at the 2013 TLT Symposium. The theme of this year's Symposium will focus on **how faculty and student are driving success by rediscovering the importance of what we do, investing in our community, and focusing on the possibilities ahead**. There is no registration fee and a continental breakfast and lunch will be provided. For more information, click [here](#).

7. **HOLD the Date...December 18, 2:00-5:00, All-College Meeting and Holiday Reception**

**International Programs:**

1. **Students considering a semester abroad next fall should be planning now.** For a list of all programs, click [here](#). The Education Abroad application deadline for fall semester is **January 20, 2013**; for summer study abroad programs it is **February 1**. Students should be encouraged to make an appointment with Randy Ploog (RandyP@psu.edu) to review programs before the end of the fall semester so they can further consider their options over the semester break.

2. **Two courses to be offered by the college in spring 2013 will include embedded study abroad programs over spring break**—Students registered for **InArt 062** taught by Professor Grace Hampton, will have opportunity to travel to **Accra-Kumasi and Tamale, West Africa**, March 1-11. Students from **ArH 111U, ArtH 304, ArtH 497A and ArtH 514** will have the opportunity to participate in **Sicily in the Norman and Baroque Eras** with Professors Elizabeth Smith and Robin Thomas, February 27 to March 10.

**Outreach**

1. **Call for nominations for the 16th Annual Penn State Faculty Outreach Award and the 6th Annual Penn State Community Engagement & Scholarship Award.** These awards underscore Penn State’s deep commitment to outreach and engagement in partnership with our communities.

The **Faculty Outreach Award** recognizes faculty who have made a significant contribution to outreach at Penn State (see below for more details). Fourteen distinguished faculty have received
this award since its inception. The Call for Nominations, application, and additional information may be found here.

The Community Engagement & Scholarship Award recognizes outstanding Penn State engagement initiatives conducted in partnership with communities. The project selected as the winner of the Community Engagement & Scholarship Award goes on to represent Penn State in the regional W.K. Kellogg Foundation Engagement Award and the national C. Peter Magrath University Community Engagement Award competitions sponsored by the Association of Public and Land-Grant Universities. Penn State has had the honor of winning the national or regional award three out of the past four years, including the award in 2011 for The Pittsburgh Studio: Regenerative Design in Stressed Communities, led by Professor Ken Tamminga, LARCH - College of Arts and Architecture. View video.

The Call for Nominations, application, and additional information may be found here. Submission deadline for both awards: December 19, 2012.

Upcoming Dates/Events

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Click Here for a complete Spring 2013 UP Academic Calendar

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

1. Announcements

   a. An update on the issue mentioned at the Oct ACUE Meeting regarding students registering for and failing to complete courses multiple times was provided. Policy 54-56 allows for students to be dropped from a major by a college in accordance with applicable academic retention standards. The dean of the college must notify the student of the pending action.

c. A mention of the importance of engaging in emergency contingency plans was made following recent action to close campus for an afternoon in response to safety concerns brought on by Hurricane Sandy.

d. The December agenda will include a discussion around pragmatic approaches for instructors to provide the attendance data needed to comply with recent changes in student aid regulations.

e. Concerns expressed about note-taking services have been reviewed by University Council resulting in the recommendation that faculty copyright all notes and course materials. Notes that are taken by a student belong to the student, but if a student cuts and pastes from instructor’s materials images, graphics, or significant portions of text into their notes and then releases those documents for sale, the potential for legal action exists. Also, any commercial solicitation on campus property in or outside of classrooms is not allowed; contact campus police. And any entity using the PSU name is in violation of trademark and a restraining order may be pursued.

f. Jeremy Cohen, Senior Associate Dean for Undergraduate Education, announced that he will be departing Penn State after 18 years to assume a similar role in Qatar for Northwestern University.

2. Informational Report on the Course Substitution Request System | Penny Carlson, Martha Jordan, Cheryl Seybold

a. The University is working to implement an online course substitution process that will be used to streamline transfer course articulation and enhance workflow for all records coordinators involved in this process. Funding is in place and AIS will be a partner in developing the system.

b. A pilot group to include the Colleges of Nursing and Science as well as Penn State-Berks will be used to test the new system.

c. Timeline for development is six to eight months.

3. Current Initiatives in Academic Affairs: University Park Undergraduate Association (UPUA) and Council of Commonwealth Student Governments (CCSG) | Marques Pereira, Richard Pooler

a. CCSG initiatives include:
   i. Working with the Faculty Senate to create a policy requiring that a syllabus be available on the first day of class for all courses in the system.
   ii. Address issues with advising on the World Campus.
   iii. Provide information about internship opportunities at campuses and career fairs.

b. UPUA initiatives include:
   i. Continue textbook advocacy efforts including research into why textbook exchange did not succeed a few years ago.
   ii. Collaborate with CCSG on syllabus policy
   iii. Compilation of student’s “academic rights” from campus policies.
   iv. Expansion of I-clicker program (from 250 to 500 devices)
   v. Exploration of subsidized Princeton test review classes.

4. Setting the University Calendar | Karen Schultz

a. Karen provided a brief overview of the process. The Registrar is the “keeper of the calendar”, which is created by a committee comprised of representatives from a wide cross section of
campus groups and offices. The calendar is the same across the system with a few exceptions such as the colleges of law and medicine.

b. The committee meets every 4 to 5 years and plans the calendar for 5-6 years out.

c. A few guiding principles are used to establish the calendar. Each semester occupies 17 weeks including 15 for instruction, one week of break, and one week of finals. Summer sessions total 14 weeks. This only allows 4 weeks for breaks between semesters. The start of the spring semester “floats” between the first and second Monday in January to ensure one week of classes prior to MLK Day.

d. Questions were raised about the timing of fall break as being too late in the semester, and the possibility of reviewing how those days might be split around Thanksgiving and an extended weekend in early to mid-October.

5. Status of Move to Two-Day Orientation | Andrea Dowhower, Yvonne Gaudelius, Jackie Edmondson, Dan Murphy

a. Dan Murphy was introduced as the new Director for the Office of Student Orientation and Transition Programs.

b. Implementation of the two-day orientation is moving forward. “New Student Orientation” will become the official title of the event beginning summer 2013 (replacing FT CAP).

c. Penn State READS is a new program that will be part of the New Student Orientation. A small sub-committee has been working on the selection of a common book. An announcement of their choice is expected soon. All books under consideration for this first year are around the theme of social responsibility and ethical decision making. The university will provide students with the book and several co-curricular events will be created around the theme.

d. A suggestion was made to explore insertion of the Penn State Banner and a foreword into the edition of the book provided to our new students.

6. Proposed AAPP L-13, Limitations on Sources and Time for Credit Acquisition (to implement legislative changes to Senate Policy 83-80) | Eric White

a. Senate Policy 83-80.5 allows colleges to specify up to 24 credits of course work in a major that must be taken at the campus location or in the college of program where the degree is earned.

b. Procedures suggested include:
   i. Each college must identify the number of credits (0-24) that must be taken in residence. Particular courses may not be specified, except for senior or capstone courses required for a given major.
   ii. The number of in-residence credits should be indicated on Recommended Academic Plans, in the University Bulletin, and departmental/college materials.
   iii. Students should be made aware of this requirement at appropriate academic advising sessions.
   iv. If a student believes that a college is not following the policy, s/he should bring the matter to the undergraduate associate dean.

c. A few minor edits were suggested for the committee’s consideration.

7. Items for Preliminary Curricular Review | Jeremy Cohen

Items for Preliminary Articulation Agreement Review | Jeremy Cohen
8. Visit with President Erickson

Topics discussed included admissions and the circumstances currently contributing to “a new world” that will require all of us to expend more effort in recruitment and yield enhancement. It will be necessary for any increases in tuition to be very modest and kept within general inflation rates. Our challenge will be to improve learning outcomes in more efficient ways. Articulation agreements, MOOCs, online and blended courses, etc. are among strategies the university needs to examine to expand our applicant pool and the appeal of our programs.

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.