Penn State Berks Senate

Monday, September 18, 2017

12:15-1:15 PM

Multi-Purpose Room (MPR), Perkins Building

Agenda

- **Call to Order**

- **Additions, Corrections, and Approval of the Minutes of the April 10, 2017 meeting**

- **Announcements and Reports by the Chair**

- **Motions from Committees**
  - Approval of Senate Meeting Dates, Executive Committee (**Appendix A**)
  - Approval of the Chairs of the Standing Committees of the Penn State Berks Senate (**Appendix B**)
  - Penn State Berks College Fixed-Term Promotion Statement (**Appendix C**)

- **Informational Reports**
  - Committee Roster of the Penn State Berks Senate, Executive Committee (**Appendix D**)
  - Committee Charges, Penn State Berks Senate, Executive Committee (**Appendix E**)

- **Reports of Officers and University Senators**
  - Vice Chair Infantolino
  - Secretary and University Senator Zambanini
  - Senator Ansari (**Appendix F and Appendix G**)
  - Senator Bartolacci
  - Senator Mauer
  - Senator Snyder
  - SGA President Ryan Morris
  - Student Senator

- **Comments/Announcements by Administrators**
  - Chancellor Hillkirk
  - Associate Dean Esqueda

- **Unfinished Business**

- **New Legislative Business**

- **Forensic Business**

- **Comments for the Good of the Order**

- **Adjournment**

Penn State Berks Senate
April 10, 2017
1:00-2:30 PM, Room 121, Gaige Building

Attendees: Ali Alikhani, Katie Amarel, Mohamad Ansari, Martha Aynardi, Amir Barakati, Mike Bartolacci, Tara Beecham, Tracy Blunt, Alex Chisholm, Tricia Clark, Justin DeSenso, Nancy Dewald, Justin DiAngelo, Deb Dreisbach, Azar Eslam Panah, Hassan Gourama, Nathan Greenauer, Jui-Chi Huang, Ben Infantolino, Selvi Jagadesan, Samantha Kavky, Abdullah Konak, Sadan Kulturel, Jim Laurie, Joseph Mahoney, Michelle Mart, Lauren Martin, Cesar Martinez-Garza, Cliff Maurer, Catherine Mello, Tami Mysliwiec, Randall Newnham, Shannon Nowotarski, JoAnne Pumariega, Malika Richards, Jeanne Marie Rose, Holly Ryan, Marietta Scanlon, Jessica Schocker, Jennifer Sciple, Jennifer Shannon, Alice Shaparenko, Alison Singles, Stephen Snyder, Hartono Tjoe, Praveen Veerabhadrappa, Yuan Xue (Faculty); Katie Quinn, Marie Smith (Staff); Pradip Bandyopadhyay, David Bender, Kim Berry, Paul Esqueda, Keith Hillkirk, Janelle Larson, Mahdi Nasereddin, Belén Rodríguez Mourelo (Administration); Joseph Chletos, Ryan Morris (Students).

1. **Call to Order**

2. **Additions, Corrections, and Approval of Minutes of the February 27, 2017 –**The Chair called for corrections, additions to the minutes; hearing none, a motion was called to approve the minutes, second; ***the minutes were approved unanimously.***

3. **Announcements and Reports by the Chair –** I would like to recognize and thank the following groups for their service during the past year: all committee chairs, members of the Executive Committee, Marie Smith, and SGA members. Elections will be held for the at-large member for P&T. There were some concerns with regard to the HASS position on the college committee. Elections will run for a week and when the results are announced, we will run the HASS member of the college committee after this time. The reason this has to occur in the manner is due to a glitch in the system where the results from the last election could not be recovered. The HASS position will be for only one semester in order to cover the sabbatical currently underway.

4. **Reports of Officers and University Senators**
   - **Vice Chair Maurer** – The Faculty Affairs Committee has prepared a draft of the definition for the fixed-term faculty promotion committee and assuming that the President approves it, the Faculty Affairs Committee will look at it last, in September, and have it on the Berks Senate agenda for October. To clarify, only tenure-track faculty will be eligible to vote in the P&T election process.
   - **Past Chair Bartolacci** – A question was recently brought to my attention with regard to the World Campus. Officially, they are not a college within the University; hence, programs they create do not go through my committee like the Curricular Affairs Committee at University Park; hence, I can't represent us and say yea or nah to a given World Campus program. There was a question that arose and I wanted to clarify that I do not have purview to make recommendations in that regard. Basically, they implement online programs that are already existing elsewhere. Curricular Affairs approves new programs within existing colleges and courses within programs.
   - **Secretary Greenauer** – Elections for the executive positions for next year were conducted the middle of last month. The Secretary position was uncontested and went to Bob Zambanini; Chair was awarded to Michelle Mart; and Vice-Chair to Ben Infantolino. Congratulations to all. I would also like to take this opportunity to thank the Chair and Vice Chair for their efforts, service and leadership this past year. Your continued dedication and service to Berks is greatly appreciated.
   - **Senator Ansari –** I would like to echo the Secretary's remarks with regard to our Chair, Vice Chair and to acknowledge our Secretary; all did a fantastic job during the past year. We met with the President and Provost on April 4 and several topics were discussed. A discussion also took place Chair Strauss and myself with regard to the trial of former President Spanier and the deplorable comments made by Board of Trustee Al Lord. The Provost provided a statement denouncing the statements made by Trustee Lord, which was approved by the Academic Leadership Council and the Faculty Affairs Committee. The Senate Council reviewed the report and changed it to reflect a softer tone and that report was placed on Penn State Today this morning, which states: *"Penn State's Academic Leadership Council, Faculty Senate Council and University Staff Advisory Council, take exception to recent statements by Albert Lord, a Penn State Board of*

Trustee member, that are insensitive to victims of child abuse, as well as inconsistent with Penn State's values and ongoing commitment to prevent child sexual abuse through training, research and education. We consider his decision to withdraw himself from consideration for re-election to be appropriate." The Chair and Vice Chair of the Board also issued a very strong statement as well and stated he needs to do the right thing and step down from Board, effective immediately. A very unfortunate situation occurred with regard to fixed-term faculty as part of the Senate Council's agenda. Last year, we had a report that created a second level of promotion for our fixed-term colleagues that the President approved. In March, I sent another report that was approved by the Senate and was seeking approval by the President. I also charged Faculty Affairs and the Intra-University Relations Committee to look at the terminal appointment for fixed-term colleagues that was not completed last year and came to this year's committee with positive changes made. This was supposed to come up at the March meeting but they presented a strong concern about the language and recommendations which pulled it from the agenda for revision. Revisions were made and to my surprise it was decided at the pre-Council meeting that this report not be approved by Council to be put on the agenda for the April meeting. Only four Council members were supportive, including myself. I was advised by a member of the Senate Council that both the Council and IRC will again be charged next year to have this taken up for review.

- **Senator Snyder –** A lot of this came forward in faculty affairs last year through IRC for consultation and the question and concern we had remains; what protection do we have in place for a one-term contract for fixed-term faculty? That policy as written is easy to get around if you're an administrator by not giving someone a fifth year. Our concern was are we helping our colleagues out of a job? We do have some campuses that do not support promotion of fixed-term faculty. Senator Aynardi shared Blaine Bowen's concerns, that there were several issues with the report and he felt that this report undercut the report that was approved noting, faculty that are promoted through the new promotion mechanism doesn't reward excellence and takes away from what the university strives. The other issue came from the College of Liberal Arts who stated they had several hundred faculty on FT-1 appointments and that they were not consulted, and had opinions, and felt, that this report primarily came from the campuses without consultation. Senator Aynardi indicated, her guess is it will go back to committee and be a larger consultation with administrators and the colleges at University Park. Senator Ansari commented the College of Liberal Arts does not have ground to stand on with their comments because every unit has a representative in the Senate Council. These reports are shared ahead of time and to the counselor, they should have been consulted. Senator Ansari indicated Bowen also objected to the fact that this year Chair Strauss only charged IRC. Indicating last year, he charged jointly noting, that's one part of the issue. In Senator Ansari's opinion, he doesn't feel this is a major issue noting, the major issue as he sees it is budgetary. He referenced, comments made by Senator Aynardi are correct but mostly because of the recommendation #1b that someone that has been here six years, at the end of the seventh year, they should get a three-year contract. Council nixed that noting, now that we have given our colleagues a second level of promotion, they should be happy and should not be asking for more. Senator Ansari continued, discussion in opposition to this took place with Bowen pre-Council meeting noting, this is the core of the issue. He indicated, with Bowen's retirement at the end of June, he is hopeful that next year this will be looked at again by the new Senate Chair noting, the Council's job is to decide whether each report is adequately prepared to be presented to the Senate and placed on the agenda, not to debate the merits of the report.
- **Senator Aynardi –** There is a 300-plus page report for the April Senate meeting; I will highlight some of the reports you might find interesting when posted. The salary report will be part of the April report. Faculty are encouraged to take a look at this and if discrepancies exist, are advised to use this information as a tool in order to have a conversation with their division head or Senior Associate Dean. There are also two reports, one legislative and the other is advisory and consultative on the recommendations for first-year, well-being and safety regarding sexual assault. In addition, there is a recommendation for all faculty to place in their syllabi a statement on reporting bias that would be in addition to the statement with regard to counseling and psychological services. Other reports of interest include one on the travel safety network, which is informational, and also a grade distribution report.
- **SGA President –** I would like to thank everyone for their continued support of Student Government and our clubs on campus. We will finishing this year with 52 active clubs and are working on adding new clubs to the roster for next year. The SGA completed two community service endeavors, one to benefit troops overseas and a second to benefit underprivileged students at Glenside Elementary. We also had the opportunity to have a Chancellor Town Hall, which was very successful. Four town halls are being planned for next academic year. SGA elections were recently held and here with me today is our next SGA

President, Ryan Morris. Ryan is a business major with marketing management option and this year served as vice president as well as a financial manager, and has begun selecting his staff for next year.

- **Student Senator –** Not present.

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk –**
- I would like to thank the Senate Officers for their leadership during the past year and appreciate the working relationship we have established between the Senate here at Penn State Berks and the administration. In the next few weeks, I will be meeting with the new chair and vice-chair, and look forward to working all the new Senate Officers in the coming year.
- I want to thank all of you and commend you for what I think has been a very rewarding year for Penn State Berks. At this time, I would like to share a few highlights for which I have been first-hand to observe. A few days ago, we had the ribbon cutting ceremony for the Fluid Discovery Lab, which is a remarkable achievement on the part of faculty but also students with a lot of staff support as well. What was most impressive to me about that was it was built by a group of students working with staff support and faculty leadership. On Saturday evening, I attended the final performance of Godspell, The Musical and found it be very well done. Students continue to win honors nationally as well as at the university-level. Coming up, we have the HECBC Graduate Research Conference, which is under Dr. Mysliwiec's leadership. A large group will be participating from Penn State Berks and the surrounding colleges in Berks County. Also on that day will be an Open House, which will be great timing for parents and prospective students to witness what our students have accomplished with faculty support. Our students also provide much support within the community. They recently participated in a Sock Hop at Country Meadows, which is a retirement community close by to campus. In addition, a group of our students recently provided a meal to Opportunity House. This activity is done a few times a year and is deeply appreciated by the folks at Opportunity House. I want to also thank and recognize our faculty for organizing Biomechanics Day last Thursday; over 100 students participated. In a few days from now, both Dr. Brenda Russell and JoAnne Pumariega will be recognized at University Park with awards, which is another example of the wonderful leadership and expertise of our faculty here at Penn State Berks. In a recent article in Penn State Today, Dr. Bruce Hale's research was highlighted with regard to weight lifting and the effects of people who become addicted to exercise.
- A few days ago, we had our first volunteer campaign meeting. Dave Delozier and his folks have assembled a remarkable campaign committee for Penn State Berks. This upcoming campaign is going to be very exciting. We have a cross-section of outstanding leaders within the community who will be serving on the committee and well as Vic and Deena Hammel, who are doing a wonderful job as co-chairs.
- Last Friday, both Dr. Veerabhadrappa and I attended the Penn State Health Strategic Planning Forum at Penn State Harrisburg. It was enjoyable for me to be able to talk about Penn State Berks and what our kinesiology faculty and others have done in terms of exercise medicine initiatives this year.
- I look forward to the town hall meetings that will be scheduled in the upcoming year with students. As you know, there has been quite a bit of anxiety amongst our students, particularly, concerning the rhetoric going on nationally. We are doing what we can to reassure students that they are welcomed and supported at Penn State Berks and throughout the University. Next year, we will be focusing particularly on cross-cultural understanding. Sharon Pitterson-Ogaldez will be leading IDI (Inter-cultural Diversity Inventory) and a number of us will asked to take part in some questionnaires and surveys in order to gain insight in cross-cultural understanding and communication at Penn State Berks; all which are part of the All In initiative at the University. With regard to bias, there is a lot going on throughout the country right now concerning free speech, bias and a host of other issues. Some of these issues are very hard to manage. This is something we all need to be aware of in order to strike the right balance.
- I want to wish students good luck as we near the end of the semester. These next three weeks will be very busy for all of us.
- **Senior Associate Dean Esqueda –**
- The Celebrating Teaching Colloquium will be held on Friday, May 5 at 8 AM. The topic will be General Education. This event is not only an opportunity to learn but also to mingle with other faculty and share ideas.
- Commencement will be held Saturday, May 6. The 10 AM ceremony will be for the EBC degree candidates and the 2 PM for HASS and Science.

- I wanted to reiterate the Chancellor's comments with regard to the Undergraduate Research Conference and invite you all to attend. I really encourage your participation as it is a very good way to learn what is happening within all areas of the University.
- I would like to remind everyone we will be hosting a retirement celebration on Friday, April 28 at 1:30 p.m. on the Perkins Plaza. We have seven faculty and seven staff members retiring at the end of June, some of which were encouraged by the VRP established by the University fall semester. This will be a great opportunity to gather and celebrate with our colleagues this special achievement.

- **Forensic Business – Key points of SRTE report (Appendix A)** – An overview of highlighted areas was shared as well as the link to the full report. It was reported that in many instances, faculty are harder on faculty when it comes to evaluating and looking at student data and often misinterpret data. It was also noted, SRTE's should be only one source of evidence used to evaluate faculty. Discussion took place; several recommendations mentioned. All are encouraged to read the full report and to provide any additional questions and or suggestions forward to the committee for consideration.

  Senator Ansari shared with respect to comments made with regard to bias, it was noted at the March meeting, the Senate considered the forensic report from Senate Committee on education equity and campus environment and noted there are two questions here that are worthy of discussion. First, considering that faculty from underrepresented groups have expressed concerns about the presence of bias, should the Senate recommend the SRTE responses from diverse backgrounds be analyzed for bias? This inquiry did not generate support from the Senate. The expectation was that students rate faculty on their performance, not on looks or accent. Second, should the Senate support the University Undergraduate Association UPA request to change Faculty Senate Policy 4300 (re: syllabi) in order to include the report bias web site as a requirement for all syllabi at Penn State University? This had support from most Senate members, including myself. The committee has been charged to bring forth a report, which will be legislative. If passed by the Senate, it will be implemented and faculty will be required to adhere to this going forward.

7. Unfinished Business – None

8. Motions from Committees – None

9. Informational Reports
- **Final Report from the Student Life Committee (Appendix B)**
- **Academic Affairs Committee Report on Academic Integrity Violations (Appendix C)** – An overview of this report as well as recommended strategies was provided by Committee Chair Gourama. If anyone has any further suggestions, please forward them to either the Committee Chair the Senate Chair for consideration.

10. New Legislative Business – None

11. Comments for the Good of the Order – The HECBC Conference will be held on Saturday, April 22. If anyone is interested, please feel free to attend. The Berks Academic Achievement Awards Ceremony will take place on Sunday, April 23. Tickets are required for this event. If interested, please contact the Office of Academic Affairs.

12. Adjournment

(APPENDIX A)

Penn State Berks Senate Meeting Dates, Fall, 2017 – Spring, 2018

Approved by the Penn State Berks Senate Executive Committee

- Monday, September 18, 2017 (MPR)
- Monday, October 9, 2017 (L5)
- Monday, November 13, 2017 (L5)
- Monday, January 29, 2018 (MPR)
- Monday, February 26, 2018 (MPR)
- Monday, March 26, 2018 (MPR)
- Monday, April 16, 2018 (MPR)

Executive Committee Meeting Dates (F104)

- Wednesday, September 6, 2017
- Monday, October 2, 2017
- Monday, November 6, 2017
- Wednesday, January 17, 2018
- Monday, February 12, 2018
- Monday, March 19, 2018
- Monday, April 9, 2018

University Faculty Senate Meeting Dates (for reference)

- Tuesday, September 12, 2017
- Tuesday, October 17, 2017
- Tuesday, December 5, 2017
- Tuesday, January 23, 2018
- Tuesday, February 12, 2018
- Tuesday, March 13, 2018
- Tuesday, April 24, 2018

(APPENDIX B)

Committee Chairs of the Penn State Berks Senate
Fall 2017 – Spring 2018

Approved by the Penn State Berks Senate Executive Committee

Chairs of the Penn State Berks Senate Committees				
Committee	Chairperson	Phone	e-mail	Term expires
Academic Affairs	Hassan Gourama	396-6121	hxg7@psu.edu	2018
Executive	Michelle Mart	396-6810	mam20@psu.edu	2018
Faculty Affairs	Ben Infantolino	396-6153	bwi100@psu.edu	2018
Intercollegiate Athletics	Praveen Veerabhadrappa	396-6009	pmv5057@psu.edu	2018
Physical Facilities and Safety	Brenda Russell	396-6014	blr15@psu.edu	2018
Strategic Planning and Budget	Ada Leung	396-6186	cxl51@psu.edu	2018
Student Life	Amy Berger	396-6452	awb10@psu.edu	2018

(APPENDIX C)

Penn State Berks College Fixed-Term Promotion Statement

The fixed-term promotion policies of Penn State Berks contribute to academic excellence and are consistent with the Berks campus's mission of providing a high quality education for its students; fostering teaching, research, creative activity, and scholarship; providing service to the University; and enhancing the intellectual, cultural, and economic lives of the community. These promotion guidelines are to be reviewed in light of the mission of Penn State Berks. Innovative responses to the challenges inherent in our mission are encouraged.

The Pennsylvania State University policy governing fixed-term promotion (HR-21) states that it is the responsibility of each academic unit within the University to develop its own specific expectations and standards as the operational basis for promotion recommendations. The purpose of this document is to delineate the expectations and standards for promotion at Penn State Berks. This document should be read in the context of the broader procedures and standards of the University.

Knowledge concerning the expectations and standards contained in this document should be generally available, especially to newly appointed faculty members. The criteria presented in this document are widely applicable to the variety of disciplines represented by the faculty at Penn State Berks.

I. Definition of Fixed-Term Academic Rank

A. Ranks for Fixed-Term Teaching Faculty.

1. **Lecturer or Instructor.** A lecturer or instructor should possess at least a master's degree or its equivalent, or is an active candidate for a terminal degree, in an academic field related to his/her teaching specialization.

2. **Assistant Teaching Professor.** The assistant teaching professor should possess a terminal degree or its equivalent in an academic field related to his/her teaching specialization; alternatively, the assistant teaching professor without a terminal degree should possess at least a master's degree or its equivalent in an academic field related to his/her teaching specification; must have demonstrated ability as a teacher and advisor; and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter.

3. **Associate Teaching Professor.** The associate teaching professor should possess a terminal degree in an academic field related to his/her teaching specialization; must have demonstrated ability as a teacher and advisor; and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter. Alternatively, the associate teaching professor without a terminal degree should possess at least a master's degree or its

equivalent in an academic field related to his/her teaching specialization; must have demonstrated exceptional ability as a teacher and advisor while in the rank of assistant teaching professor; and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter at a level of distinction beyond that of the assistant teaching professor.

4. **Teaching Professor.** The teaching professor should possess a terminal degree in an academic field related to his/her teaching specialization; must have demonstrated exceptional ability as a teacher and advisor while in the rank of associate teaching professor and must have shown evidence of professional growth, scholarship, and/or mastery of subject matter at a level of distinction beyond that of the associate teaching professor.

II. Criteria for Fixed-Term Promotion

Faculty members of Penn State Berks become eligible for promotion when they fulfill the expectations specified in The Pennsylvania State University policy (HR-21). The positions above the first rank are designed to be promotion opportunities, with a recommended period of at least five years in rank as a lecturer/instructor or assistant teaching professor before consideration for promotion. Fixed-Term faculty should become eligible for promotion to the second rank after five years in rank, and would be permitted to compile their promotion dossiers (see below) in their fifth year.

There should be no fixed time period for promotion to the third rank. Reviews for promotions should be conducted solely with regard to the merit of the candidate.

All promotions should be accompanied by a promotion raise, in addition to a merit raise, to be determined and funded by the college.

III. Elaboration of the Criteria for Fixed-Term Promotion

A. The scholarship of teaching and learning.

In accordance with our mission, Penn State Berks highly values the teaching and advising roles of its faculty. Faculty members must demonstrate an ongoing commitment to promote student learning. Effectiveness in this area shall be measured primarily by input from students and from faculty colleagues in the form of course, advising, and peer evaluations, as well as by evidence of a faculty member's commitment to achieving instructional excellence. Student interviews, letters from former students, evaluation of course syllabi and other course materials, and any other means that shall attest to the candidate's teaching and advising effectiveness may be considered.

B. Service and the scholarship of service to the University, society, and the profession.

In accordance with our mission, we recognize that Penn State Berks views a record of active service as evidence of the candidate's commitment to furthering the missions of the College and the University. This service may include but is not limited to committee work, participation in governance bodies, administrative support work, service to student groups, and professionally related service to the public or the profession.

C. Dossier

The candidate's Division Head shall be responsible for providing the following for the dossier: annual letters of evaluation responding to the candidate's faculty activity reports for the five years prior to the review; two current peer teaching evaluations; a summary of the candidate's written student evaluations; a table summarizing SRTE results for the previous five years. (Whenever possible, the Division Head shall make every effort to assign peer reviewers from among both Fixed-Term faculty and tenure-line faculty.)

The candidate shall be responsible for providing the following for the dossier: a current curriculum vitae; a narrative statement of no more than three pages identifying and integrating the teaching and service accomplishments that support a promotion; and, a teaching portfolio that shall include a table of contents, a one-page statement of teaching philosophy, representative syllabi and class materials, and other relevant evidence of teaching effectiveness (such as letters of support by students, alumni, and/or colleagues).

IV. Fixed-Term Promotion Peer Review Procedures

A. Role of Peer Reviewers

Each reviewer shall make no fewer than two visits to the candidate's classroom, on-line discussion, and/or laboratory, and may request any teaching materials that are made available to students. Peer reviewers are expected to review syllabi and assignments and may meet with students.

B. Fixed-Term Review Committee

1. **Committee Composition.** The Berks campus shall elect three fixed-term faculty members, one from each division at the rank of associate teaching professor, teaching professor, and/or equivalent rank to serve as the Fixed-Term Review Committee. The term of service shall be three years or the time served in fulfillment of a committee vacancy. Terms shall be staggered to ensure continuity of membership.

   If the college shall have fewer than seven fixed-term faculty members, at least two members of the Berks campus's Fixed-Term Review Committee shall be drawn from another unit's Fixed-Term Review Committee. Only full-time fixed-term faculty members are eligible to serve on and vote for the members of the review committee. If there should be insufficient numbers of higher-

ranked fixed-term faculty, exceptions to this provision may be permitted by the Executive Vice President and Provost at the request of the academic unit.

a. **For Promotion to Assistant Teaching Professor, Associate Teaching Professor or Teaching Professor:** Only faculty members of a rank equivalent to or higher than the rank for which a promotion candidate is being considered may vote on that promotion. In the event that there are Committee members of the same or a lower rank than a promotion candidate, an additional member(s) with the required rank shall be appointed by the Associate Dean from the college faculty to assist in the reviewing and voting process for that promotion. If a faculty member(s) with the required rank is not available at Penn State Berks, the Associate Dean shall appoint (a) faculty member(s) with the appropriate rank from another Penn State college. In such a case, prior approval is required from the Executive Vice President and Provost.

2. **Election.** The Faculty Affairs Committee of the Berks Senate shall administer the three elections, one for each division. All fixed-term faculty members of each division's faculty except instructors or lecturers shall be eligible for election unless the member shall be on leave of absence or is ineligible because of recent committee service or is otherwise unable to serve. A member may not serve two consecutive terms on the committee. All fixed-term faculty members shall be eligible to vote. Final decisions on inability to serve on the committee shall be made by the Faculty Affairs Committee in consultation with the Division Head.

   Elections for the Fixed-Term Review Committee shall take place by September 30th. The Faculty Affairs Committee shall prepare and distribute ballots to all faculty eligible to vote in each division listing the names of faculty members in their division who are eligible to serve.

3. **Results of the Elections.** As soon as is practical after the election, the Chair of the Faculty Affairs Committee shall announce the election winners. Winners shall serve three-year terms.

   In the event that a committee member(s) is (are) unable to serve his/her complete term, a replacement(s) shall be chosen. The replacement shall be the individual(s) who received the highest number of votes in the remaining pool of nominees.

   In the event of a tie within any of the divisions, a runoff election shall be held.

   Signed copies of election results shall be submitted to the Office of Academic Affairs and the Berks Senate upon completion of the election. Results of the election shall be kept on file by the Office of Academic Affairs.

4. **Convening the Committee and Selecting a Chair.** The Associate Dean shall call the initial meeting to charge the Committee, outline procedures to be followed, and arrange a schedule. The Associate Dean shall provide the Fixed-Term Review Committee with a list of all faculty members who are to be reviewed that year for promotion. The Chair of the newly constituted Committee shall be its longest serving member, and rotate annually.

5. **Responsibilities of the Fixed-Term Review Committee.** The Fixed-Term Review Committee shall be responsible for assessing candidates for consideration for promotion and preparing letters of evaluation based on candidates' completed dossiers. The committee is expected to assess the review process and pass on any recommendations to the Penn State Berks Senate and Associate Dean.

6. **Evaluation of the Dossier by the Committee.** The Associate Dean shall make the completed dossier available to the Committee in accordance with the agreed-upon schedule. The committee shall write a letter of evaluation for each candidate based on the dossier and the vote of the Committee.

7. **Letter of Recommendation.** The letter of recommendation shall address each criterion based on the evidence in the dossier. Each member who voted on a candidate shall sign the letter of recommendation. All signed letters of recommendation must be addressed to the Division Head in accordance with the schedule developed earlier.

C. Role of Division Head

The candidate's Division Head shall review the dossier and the letter of recommendation from the Fixed-Term Review Committee. The Division Head shall submit to the Chancellor a letter of recommendation that addresses each criterion for promotion, and either supports or declines to support promotion.

D. Role of the Chancellor

Based upon a review of the dossier and the recommendation letters from the Fixed-Term Promotion Committee and the Division Head, the Chancellor shall decide whether or not the candidate shall be promoted, and shall prepare a letter for the candidate with this decision.

May 2017, drafted and approved by Faculty Affairs Committee 2016-2017.
July 2017, revised and approved by Executive Committee, 2017-2018.
September 2017, presented to Berks Senate for approval.

(APPENDIX D)

Committee Roster of the Penn State Berks Senate
Fall 2017 – Spring 2018

Approved by the Penn State Berks Senate Executive Committee

PENN STATE BERKS SENATE MEMBERSHIP
The Berks Faculty shall include: (a) All full time faculty including librarians (**CURRENT TOTAL = 125**); (b) The following members of the Administrative Staff: • Chancellor (ex officio); • Associate Dean for Academic Affairs (ex officio); • Division Heads of EBC, HASS and Science (ex officio); (c) Other members of the Administrative Staff as appointed by the Chancellor; (d) One senator elected by the professional assistants from among their ranks; *(The total number of Senators from categories (b), (c), and (d) shall not exceed 10% of the full time faculty including librarians.)* (e) SGA President and elected student senators not to exceed 10% of the full time faculty including librarians.

EXECUTIVE COMMITTEE (7 members, 7 voting, quorum = 4)				
Member	Title	Phone	e-mail	Term expires
Michelle Mart	Chair	396-6810	mam20@psu.edu	2018
Ben Infantolino	Vice Chair	396-6153	bwi100@psu.edu	2018
Bob Zambanini	Secretary, University Faculty Senator	396-6178	raz3@psu.edu	2018, 2021
Mike Bartolacci	University Faculty Senator	396-6175	mrb24@psu.edu	2021
Cliff Maurer	University Faculty Senator	396-6403	crm13@psu.edu	2020
Mohamad A. Ansari	University Faculty Senator, Senate Parliamentarian	396-6129	maa4@psu.edu	2018
Steve Snyder	University Faculty Senator	396-6277	sjs29@psu.edu	2019
Mahdi Nasereddin	Immediate Past Chair	396-6311	mxn16@psu.edu	2018

Chairs of the Penn State Berks Senate Committees				
Committee	Chairperson	Phone	e-mail	Term expires
Academic Affairs	Hassan Gourama	396-6121	hxg7@psu.edu	2018
Executive	Michelle Mart	396-6810	mam20@psu.edu	2018
Faculty Affairs	Ben Infantolino	396-6153	bwi100@psu.edu	2018
Intercollegiate Athletics	Praveen Veerabhadrappa	396-6009	pmv5057@psu.edu	2018
Physical Facilities and Safety	Brenda Russell	396-6014	blr15@psu.edu	2018
Strategic Planning and Budget	Ada Leung	396-6186	cxl51@psu.edu	2018
Student Life	Amy Berger	396-6452	awb10@psu.edu	2018

ACADEMIC AFFAIRS (12 members, 10 voting)				
Member	Title	Phone	e-mail	Term expires
William Bowers	Representatives from EBC Division	396-6276	whb108@psu.edu	2018
Matthew Rhudy		396-6389	mbr5002@psu.edu	2018
Kirk Shaffer	Representatives from HASS Division	396-6258	krs14@psu.edu	2019
Christian Weisser		396-6416	crw17@psu.edu	2018
Ruth Daly	Representatives from Science Division	396-6273	rdaly@psu.edu	2019
Hassan Gourama (Chair)		396-6121	hxg7@psu.edu	2018
Alexandria Chisholm	Library Representative	396-6242	aec67@psu.edu	2018
Mike Bartolacci	University Curricular Affairs Representative	396-6175	mrb24@psu.edu	2018
Paul Esqueda	Associate Dean (non-voting)	396-6417	pue1@psu.edu	n/a
Dave Bender	Registrar	396-6090	dsb@psu.edu	n/a
Lisa Glass	Acting Chief Information Officer (non-voting)	396-6190	lmg9@psu.edu	n/a
Katherine Cinesi	Student Representative		kmc6343@psu.edu	n/a

FACULTY AFFAIRS (8 members, 7 voting)				
Member	Title	Phone	e-mail	Term expires
Jui-Chi (Rocky) Huang	Representatives from EBC Division	396-6454	jxh74@psu.edu	2019
Lolita Paff		396-6381	lap21@psu.edu	2019
Jen Murphy	Representatives from HASS Division	396-6050	jxm1192@psu.edu	2019
Michele Ramsey		396-6148	emr10@psu.edu	2019
Ali Alikhani-Koopaei	Representatives from Science Division	396-6212	axa12@psu.edu	2018
Ben Infantolino (CHAIR)		396-6153	bwi100@psu.edu	2019
Steve Snyder	University Faculty Affairs Representative	396-6277	sjs29@psu.edu	2018
Paul Esqueda	Associate Dean (non-voting)	396-6417	pue1@psu.edu	n/a

INTERCOLLEGIATE ATHLETICS (13 members, 12 voting)				
Member	Title	Phone	e-mail	Term expires
Edwin Sauer	Representatives from EBC Division	396-6364	wes17@psu.edu	2018
Marietta Scanlon		396-6126	mrs35@psu.edu	2019
Catherine Catanach	Representatives from HASS Division	396-6159	cdc18@psu.edu	2018
Samantha Kavky		396-6398	bsk10@psu.edu	2018
Katie Amaral	Representatives from Science Division	396-6329	kea12@psu.edu	2018
Praveen Veerabhadrappa (CHAIR)		396-6009	pmv5057@psu.edu	2018
Mahdi Nasseredin	Faculty Athletic Representative	396-6311	mxn16@psu.edu	2018
Teri Sabatelli	Director of Student Affairs (non-voting)	396-6061	tcs5@psu.edu	n/a
Lisa Deibler	Berks Athletic Director	396-6162	lkd13@psu.edu	n/a
Adrian Munteau	Varsity Coach	484-769-8128	fam11@psu.edu	n/a
	Student Senator			
Tom Rigg	Student Representatives		tbr5105@psu.edu	n/a

PHYSICAL FACILITIES AND SAFETY (9 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Azar Eslam Panah	Representatives from EBC Division	396-6181	aue10@psu.edu	2018
Shahid Khan		396-6133	sak62@psu.edu	2019
Zohra Guisse	Representatives from HASS Division	396-6197	zxg10@psu.edu	2019
Brenda Russell (CHAIR)		396-6014	blr15@psu.edu	2018
Ryan Hassler	Representatives from Science Division	396-6127	rsh14@psu.edu	2019
Allison Singles		396-6152	ara5093@psu.edu	2019
Jennifer McDougal	At-Large Representative	396-6313	jjm65@psu.edu	2019
Kim Berry	Campus Chief Operating Officer (non-voting)	396-6260	krb11@psu.edu	n/a
Alex Jimenez	Student Representative		adj5212@psu.edu	n/a

STRATEGIC PLANNING AND BUDGET (10 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Ada Leung (CHAIR)	Representatives from EBC Division	396-6186	cxl51@psu.edu	2018
Malika Richards		396-6096	mur12@psu.edu	2018
Lauren Martin (Vice-Chair)	Representatives from HASS Division	396-6214	ljm37@psu.edu	2018
Keysha Whitaker		396-6134	knw11@psu.edu	2018
Colleen English	Representatives from Science Division	396-6365	cue113@psu.edu	2019
Maureen Dunbar		396-6328	med18@psu.edu	2018
Hartono Tjoe	At-Large Representative	396-6453	hht1@psu.edu	2019
Lisa Mikula	Campus Financial Officer (non-voting)	396-6042	lmm462@psu.edu	n/a
Jayne Park-Martinez	Representative, Planning, Research, and Assessment (non-voting)	396-6386	jip10@psu.edu	n/a
Manpreet Kooner	Student Representative		msk28@psu.edu	n/a

STUDENT LIFE (12 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Amir Barakati	Representatives from EBC Division	396-6340	axb5786@psu.edu	2018
Mike Simon		396-6448	mjs71@psu.edu	2018
Amy Berger (CHAIR)	Representatives from HASS Division	396-6452	awb10@psu.edu	2018
Catherine Mello		396-6324	cxm72@psu.edu	2018
Leonard Gamberg	Representatives from Science Division	396-6124	lpg10@psu.edu	2019
Alexei Prokudin (Vice-Chair)		396-6160	avp5627@psu.edu	2018
Robert Forrey	At-Large Representative	396-6366	rcf6@psu.edu	2018
Teri Sabatelli	Director of Student Affairs (non-voting)	396-6061	tcs5@psu.edu	n/a
Bruce Hale	College Representative on University Athletic Committee (non-voting)	396-6156	bdh1@psu.edu	n/a
Jayne Park-Martinez	Representative from Planning, Research, and Assessment (non-voting)	396-6386	jip10@psu.edu	n/a
Lisa Deibler	Berks Athletic Director (non-voting)	396-6162	lkd13@psu.edu	n/a
Jennifer Farnum	Student Representative		jjf5499@psu.edu	n/a

(APPENDIX E)

Committee Charges Penn State Berks Senate, 2017-2018

(Informational Report Approved by the Penn State Senate Executive Committee)

Committee Chairs are expected to report directly to the Senate. Specifically, all Committee Chairs are required to submit to the Senate a mid-year progress report and an end of the year progress report as is being practiced by the University Faculty Senate. Reports should be submitted to the Secretary of the Senate, Robert Zambanini (raz3@psu.edu). All items that need Senate approval must be presented as a Legislative report and must include a motion. Motions will be discussed and voted on by Senate. Unless otherwise specified, the reports below should be considered Informational Reports. Any committee can decide to create an Advisory or Legislative report.

Executive Committee

1. Consult with standing committee chairs to develop and prioritize agenda items.
2. Charge each standing committee for the upcoming year (and revise that charge as necessary).
3. Call Senate meetings.
4. Set agenda for Penn State Berks Senate meetings.
5. Call meetings of a Campus Faculty Assembly.
6. Act for the Senate in all matters, except changes to the Constitution, and Standing Rules, when a Penn State Berks Senate meeting has been appropriately called and a quorum has not been obtained, in the case of a special concern or an extraordinary emergency circumstance,
7. Appoint standing committee members based upon expressed interests of faculty, and a diversity of disciplines and functions in the campus.
8. Nominate faculty to administrative committees and joint Senate/administrative committees on which faculty are asked to serve.
9. Serve as nominations and elections committee for elections of officers, University Senators, ombudsman, advisory board members, and any other campus or campus-wide offices under the auspices of the Senate.
10. Serve as liaison between the Penn State Berks Senate and Administration.
11. *Investigate the role of faculty on ad-hoc and regular committees, and compare role of Senate and administrative committees. Prepare report on proper and desirable roles of each, and best practices about faculty service commitments. [Feb]*
12. *Investigate whether there should be any changes in administrative or academic structure of Berks campus considering recent growth in the campus, including the increased number of majors. Prepare advisory report with specific recommendations or assessments; this conversation might take more than one year. [Jan-forensic; Mar-report]*
13. *Fixed term promotion procedure [September]*

Academic Affairs

1. Approve or disapprove new courses, programs, and other curricular proposals in accordance with University and campus curricular procedures.
2. Publicize and invite comment on all new course, program and other curricular proposals at least two weeks prior to the committee's final action on such matters.
3. Approve or disapprove all other curricular matters.

4. Review and evaluate academic planning, including enrollment projections and faculty requirements.
5. Approve or disapprove academic admissions standards.
6. Communicate and serve as liaison with other Senate committees where duties overlap.
7. Advise academic support activities, including Learning Center(s) and Writing Centers(s).
8. Review, evaluate, and make recommendations on technology matters when relevant to course delivery and other curricular matters.
9. Review, evaluate, and make recommendations on issues relating to enrollment and retention programs and policies.
10. Review, evaluate, and make recommendations on academic matters, including but not limited to credit and non-credit instruction through continuing and distance education, instruction through computer networks, media, technical assistance programs, and cooperative extension activities.
11. *Using 2016-2017 AA Informational Report on Academic Integrity Violations, prepare legislative report with recommendations for implementation of top priorities from report. [Oct]*
12. *Investigate the purpose, goals, and implementation of the Common Reading and the First Year Seminar. Gather information, including forensic discussion at the Senate level, prepare legislative report(s) addressing the purpose, goals, and implementation of the Common Reading and First Year Seminar, and whether these programs should be modified, continued as is, or discontinued. [Feb]*
13. *Investigate course scheduling for a) hybrid classes with the default of MW + online F, and the prevalence of this model, and b) the lack of F classes which meet on campus. Prepare legislative report on whether this or other existing scheduling has an academic impact and whether there should be clear, campus-wide course-scheduling guidelines. [Nov] [similar charge in terms of use of physical space to Physical Facilities Committee]*

Faculty Affairs

1. Advise and consult with the Chancellor and Associate Dean for Academic Affairs regarding policies concerning faculty. Make recommendations to Senate on policies concerning faculty.
2. Review, evaluate, and make recommendations relating to professional, cultural, social, and material welfare of faculty.
3. Review, evaluate, and make recommendations on policies relating to faculty workload; faculty development; promotion and tenure policies and procedures; evaluation of faculty performance; methods of instruction evaluation; faculty leaves, including sabbatical leaves; faculty rights, including academic freedom; and affirmative action and equal opportunity.
4. Review, evaluate, and make recommendations on procedures for faculty searches.
5. Review, evaluate, and make recommendations on policies pertaining to faculty awards.
6. Review, evaluate, and make recommendations on policies pertaining to faculty research, including internal faculty grants and travel money.
7. Review, evaluate, and make recommendations on technology matters pertaining to faculty research.
8. Review, evaluate, and make recommendations on policies pertaining to faculty service.
9. *Prepare summary report on 2017 University Senate Report on role of SRTE scores in faculty reviews for dissemination to all faculty and administrators. [Oct]*

10. *Review role of PCs, including workload, service recognition, consistency of release policy, and how the numbers of student majors are counted. Prepare advisory report on current policies and any specific changes recommended. [Apr]*
11. *Review criteria and procedures for new Faculty Engagement Award to make consistent with other faculty awards. [Oct]*
12. *Review and compare how research productivity is evaluated across disciplines, and in comparisons with other campuses. Prepare report with best practices to understand disciplinary differences and value work equitably. [Mar]*

Intercollegiate Athletics

1. Responsible to the Berks Senate for all intercollegiate athletic programs at the Berks Campus as they relate to the University's academic and educational objectives.
2. Shall include all teams and individuals representing the Berks Campus with significant off-University activity.
3. Shall consider policies on eligibility of students for intercollegiate athletics; approve intercollegiate athletic schedules as they affect academic standards and distribute this approval to the University-wide Intercollegiate Athletics Committee; and help promote a sound academic climate for the intercollegiate athletic programs at Berks campus.
4. Shall meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.
5. Shall serve also as an advisory committee to the Chancellor of the Berks campus on the operation of the intercollegiate programs.
6. Subject to the general authority of the Chancellor of Berks, it shall initiate new policies, or review existing policies, which govern these intercollegiate athletic programs. While these policies shall guide the Department of Intercollegiate Athletics and administrators at Berks, the Committee shall not act in an administrative or executive capacity.
7. Shall develop recommendations to the Chancellor of the Berks campus on matters affecting the North Eastern Athletic Conference (NEAC), the other Penn State Division
8. 3 campus athletic programs, the University-wide Intercollegiate Athletic Committee, the NCAA, and other national athletic governance bodies in which the University holds membership and shall work closely with the faculty representatives in establishing the University's formal vote to these organizations.
9. At the request of the Chancellor of the Berks campus the committee may consider other issues affecting the various athletic programs under the Chancellor's jurisdiction.
10. Shall report on its activities to the Berks Senate at least annually.
11. *Prepare informational report for all faculty (to be disseminated annually) regarding university and NCAA rules that impact on academics. [Apr]*
12. *Other charges??*

Physical Facilities and Safety

1. Review plans and make recommendations regarding construction, renovation, and physical development of the campus.
2. Assess and make recommendations regarding space use and assignments.
3. Assess and make recommendations regarding safety and security.
4. Assess and make recommendations regarding parking policies.

5. Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs annually and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an annual informational report to the Berks Senate.
6. *Continue investigation from 2016-2017 regarding a) a shuttle for students living near campus or going to and from Broadcasting Square, and b) cross-walks, paths, or other safety measures to facilitate pedestrian traffic on and off campus (including through or around the Franco/Gaige lot). Prepare advisory report. [Jan][charge also to Student Life]*
7. *Investigate and prepare report on (2) underused service vehicle parking spots in from of Franco, and whether they should be continued. Investigate same question for any other service vehicle spots around campus, as well as number and placement of spots for faculty and staff. [Apr]*
8. *Investigate course scheduling for a) hybrid classes with the default of MW + online F, and the prevalence of this model, and b) the lack of F classes which meet on campus. Prepare legislative report on whether this or other existing scheduling has an academic impact and whether there should be clear, campus-wide course-scheduling guidelines. [Nov][similar charge in terms of use of academic impact to Academic Affairs Committee]*

Strategic Planning and Budget

1. Regularly provide the Senate with current information on the campus operating budget and the use and development of campus financial resources.
2. Present to the Senate the annual proposed Campus operating budget.
3. Monitor and regularly report to the Senate specific budget information related to the academic budget of the campus, including but not limited to new positions, travel, departmental/divisional allotments, faculty development, etc.
4. Regularly report to the Senate progress on the development and execution of the Campus Strategic Plan.
5. Represent the Faculty Senate in the campus strategic planning process.
6. Review the annual University Faculty Senate Informational Report on Faculty Salaries as it relates to the Berks Campus and submit an informational report to the Berks Senate.
7. *Investigate faculty salaries at Berks in comparison with those at other campuses, considering all divisions and ranks. Prepare advisory report with clear goals and action items to address inequities for Berks faculty. [Apr]*
8. *Investigate and prepare advisory report regarding any gender differences in salary at Berks; if there are inequitable differences, provide clear goals and action items to remediate. [Apr]*
9. *Investigate and prepare advisory report on budget levels for faculty travel and research, and whether they have kept up with the increased number of faculty in recent years. Provide specific goals and implementation plans to address. [Nov]*
10. *Investigate and prepare advisory report on use academic budgets for group meals involving students in comparison with policies at UP; make specific recommendations for best practices and consistency [Nov]*

Student Life

1. Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees, including but not limited to:
   a. career development and placement;
   b. housing policies;
   c. student conduct;
   d. student organizations and clubs;
   e. co-curricular activities; Berks Senate Standing Rules 18
   f. athletics;
   g. multicultural issues.

2. Make recommendations regarding the quality of student life and the functions of the Office of Student Affairs.

3. Work with the SGA when requested.

4. Serve in a consultative and advisory capacity to the Director of Student Affairs.

5. *Continue investigation from 2016-2017 regarding a) a shuttle for students living near campus or going to and from Broadcasting Square, and b) cross-walks, paths, or other safety measures to facilitate pedestrian traffic on and off campus (including through or around the Franco/Gaige lot). Prepare advisory report. [Jan][charge also to Physical Facilities and Safety]*

6. *Investigate and prepare advisory report on the impact of Lionpath on students (including ease of use, scheduling), and determine if any local measures could be implemented to alleviate any problems. [Mar]*

7. *Investigate and prepare advisory report on the desirability and feasibility of having one residence hall open all summer for students in residence. [Mar]*

University Faculty Senate

Minutes of Senate Council (June 27, 2017)

Tuesday, June 27, 2017 – 1:30 p.m.

102 Kern Graduate Building

Members Present: M. Ansari**,** , V. Brunsden, C. Eckhardt, , G. Grimes, N. Jones, L. Kitko, J. Nousek, J. Plummer, L. Posey, N. Rowland, E. Smithwick, J. Strauss, M. Strickland, A. Taylor, R. Troester, M. Woessner, D. Wolfe

Absent: L. Backer, M. Berube, R. Jolly, J. Ozment, R. Shannon, R. Shugala, W. Wenner

Guests/Others: Blasko, B. Bowen, P. Brown, R. Engel, D. Hagen, M. Hanes, Z. Iqbal, R. Pangborn, F. Preciado, M. Whitehurst

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CALL TO ORDER

Chair Woessner called the meeting to order at 1:34 p.m. on Tuesday, June 27, 2017, in 102 Kern Graduate Building.

MINUTES OF THE MEETING OF April 4, 2017

The minutes of the April 4, 2017, meeting were approved on an Eckhardt/Rowland motion.

ANNOUNCEMENTS AND REMARKS

Chair Woessner welcomed new members, incoming Executive Director Dawn Blasko, and returning members. Mohamad Ansari served as Parliamentarian in the absence of Larry Backer.

He pointed out that today's meeting is the final Senate Council meeting for Blannie Bowen and Dan Hagen.

The following topics were discussed at the Faculty Advisory Committee meeting:

- How the Senate can support the University, both in efforts to combat excesses in Greek life and in managing the expectations for reform.
- Posthumous Degrees
- Former President Spanier's employment status with the University.
- Potential inconsistencies in faculty search practices throughout the Penn State system.
- The timetable for implementing the new FT titles, and communications to the faculty.
- The idea of a Senate-University Issue Initiation Form.
- Update Searches

  Schreyer Honors College Dean
  College of Engineering Dean
  College of Earth and Mineral Sciences Dean
  College of Nursing Dean
  University Budget Office
  Associate Vice President for Affirmative Action
  Vice Provost for Faculty Affairs

- Update

  Admissions
  Canvas

Chair Woessner announced that an FAC meeting and Senate Council meeting are scheduled for Tuesday, August 22, 2017. Senate officers will visit 11 campuses in the fall. A new senator workshop will be held on Monday September 11 at 4 p.m. Councilors should encourage new senators from their unit to attend.

Executive Vice President and Provost Jones announced Peggy Johnson has been appointed dean of the Schreyer Honors College. Justin Schwartz has been appointed dean of the College of Engineering, pending Board approval. Lee Kump has been appointed dean of the College of Earth and Mineral Sciences, pending Board approval. Searches for dean of the College of Nursing and the University Budget Officer continue. The search for the associate Vice President for Affirmative Action (currently a vice provost position) is ongoing. An interim will be named soon. Candidates are being interviewed for the Associate Vice Provost for Faculty Affairs.

The admissions numbers are strong. Adjustments are being made in LionPath, but it has now run one full annual cycle and is moving into maintenance mode. The launch of WorkLion was delayed until December, as announced previously. The university has responded formally to the recent Auditor General's audit report on the university. The response is posted on the Auditor General's web site. There was discussion about the key findings and inter-

pretation of information in the report. Strategic planning implementation is going well.

Vice Provost Blannie Bowen reported Middle States Commission on Higher Education has responded positively to the recent report on assessment from the university. He thanked all who were involved in the assessment efforts. He pointed out the revised HR21 has been posted. The conversion of fixed term faculty titles will be phased in as contracts expire.

Vice President Madlyn Hanes announced Kelly Austin has been appointed Associate Vice President; a search to fill Kelly's position as chancellor of Schuylkill Campus will begin soon. Jackie Edmondson has been appointed chancellor of Greater Allegheny. Four more campuses have received funding for Invent Penn State.

Rob Pangborn announced a search to fill the position vacated by Jackie Edmondson will be launched soon. Student numbers for fall are very good. The summer enrollment at non-UP campuses was the highest ever. In response to a question about summer enrollment of international students at UP, he stated that enrollment of international students at UP is stable; Penn State has not experienced the drop reported by many other institutions.

Marcus Whitehurst thanked all who participated in the All In Conference. He is working on some ideas for first amendment challenges for the fall.

Renata Engel discussed the World Campus's strategic approach to retention. Enrollment continues to grow; a 9% increase is projected for the next year. Access and affordability remain a focus of World Campus.

Senate officers had no comments.

Executive Director Hagen thanked Council for their support during his time in the Senate and Senate office and wished everyone well.

Councilors had no comments or questions.

ACTION ITEMS:

Revisions to the Arts and Architecture Constitution were approved on an Eckhardt/Rowland motion. The college will be notified of Council's action.

Revisions to the Hazelton Constitution were approved on a Grimes/Eckhardt motion. The campus will be notified of Council's action.

Revisions to the Worthington Scranton Constitution were approved on an Ansari/Rowland motion. The campus will be notified of Council's action.

A P-4 proposal from Ag Sciences to close the minor in Youth and Family Education was approved by Council on an Ansari/Eckhart motion. Vice President Rob Pangborn will be notified of Council action.

DISCUSSION ITEMS: none

REPORT OF THE GRADUATE COUNCIL

Minutes from the April 12 and May 3, 2017, Graduate Council meeting are available on the Graduate School website.

AGENDA ITEMS FOR September 12, 2017

A. FORENSIC BUSINESS

B. UNFINISHED BUSINESS

H. FORENSIC BUSINESS

I. LEGISLATIVE REPORTS

SENATE COMMITTEE ON COMMITTEES AND RULES. Revisions to the Bylaws, Article III, Election to the Senate, Section 7. This report was placed on the Agenda on an Eckhardt/Ansari motion.

J. ADVISORY/CONSULTATIVE REPORTS

K. INFORMATIONAL REPORTS

SENATE COMMITTEE ON FACULTY AFFAIRS. Faculty Tenure Rates: 2016-17 Annual Report. This report was placed on the Agenda on an Ansari/Eckhardt motion. Fifteen minutes was allocated for presentation and discussion. The presenter is encouraged to highlight gender equity issues in the report.

SENATE COUNCIL. Report on Spring 2017 College Visits. This report was placed on the Agenda on a Wolfe/Grimes motion. Ten minutes was allocated for presentation and discussion.

APPROVAL OF AGENDA FOR SEPTEMBER 12, 2017

Approval of the Agenda will be considered at the August 22 meeting of Senate Council.

NEW BUSINESS

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

Next meeting: August 22, 2017

Dan Hagen
Executive Director

University Faculty Senate

Minutes of Senate Council (August 22, 2017)

Tuesday, August 22, 2017 – 1:30 p.m.

102 Kern Graduate Building

Members Present: Ansari, M. Bérubé, C. Eckhardt, G. Grimes, R. Jolly, N. Jones, L. Kitko, J. Nousek, J. Ozment, L. Posey, N. Rowland, R. Shannon, J. Strauss, A. Taylor, R. Troester, W. Wenner, M. Woessner, D. Wolfe

Guests/Others: Bieschke, D. Blasko, P. Brown, M. Hanes, R. Pangborn, R. Engel, M. Whitehurst.

Absent: L. Backer, J. Plummer, E. Smithwick, V. Brundsen, M. Strickland

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CALL TO ORDER

Chair Woessner called the meeting to order at 1:30 p.m. on Tuesday, August 22, 2017, in 102 Kern Graduate Building.

MINUTES OF THE MEETING OF June 27, 2017

The minutes of the June 27, 2017, meeting were approved unanimously.

ANNOUNCEMENTS AND REMARKS

Chair Woessner welcomed all new and continuing members and special guests.

The following topics were discussed at the Faculty Advisory Committee meeting:

- Discuss the new organization and vision for the Office of the Vice Provost of Faculty Affairs.
- How will the 5 year Capital Plan, under consideration by the BOT, work within the Education and General Budget structure?
- Discuss the application of HR 13 (faculty search procedures)
- Get clarification on how the on criteria for fixed term promotion qualifications are established under HR-21."
- Update on the progress of standardizing title for Non-tenure-line Faculty across Units.
- Where does the University-Toll brothers situation lie in terms of the sale.
- How one might better convey the limitations the university faces and the options it has in relation to fraternity illegalities related to hazing, substance abuse and sexual misconduct. Are there options for alliances between universities in ousting a fraternity, for example? Is Greek life worth the toll it takes on its own?
- Smoke-Free Campus
- Greek Life
- Update Searches

  College of Nursing Dean
  University Budget Office
  Associate Vice President for Affirmative Action

- Update

  Admissions
  Canvas
  LionPath
  WorkLion

Chair Woessner announced that an FAC meeting and Senate Council meeting are scheduled for Tuesday, October 3, 2017. Please submit topics to the Senate Officers, the Senate office or to FAC members by October 1st.

Murry Nelson, former Senate Chair and Professor Emeritus of Social Studies Education, has requested ten minutes to address the Senate regarding the potential removal of Rec Hall as a faculty/staff facility. Chair Woessner has approved the request.

Provost Jones gave an update on successful searches such as the appointment of Kathy Bieschke, as the Vice Provost for Faculty Affairs and University Budget officer Mary Lou Ortize. Searches continues for two Assistant Vice Provosts for Faculty Affairs. The search of a Dean of Nursing and the Search for Associate Vice President of

Affirmative action continues.

Work Day will be active on December 10, 2017. Those with Monthly payroll will see their first payroll through work day on January 31st.

The restructuring of the Office of Planning and Assessment has brought responsibility for Accreditation to that office.

Angel is now turned off and Canvas is turned on. Course Leaf software has been selected as the software to create and maintain the on-line course and program bulletin for the university.

Units are reviewing their practices for promotion in light of the new fixed term legislation. To help create fixed term promotion committees some units are promoting their best faculty directly to the rank of Professor of Teaching.

Kathleen Bieschke introduced herself and discussed the restructuring of her office.

Madlyn Hanes, Vice President of the Commonwealth Campuses and Executive Chancellor announced that Kelly Austin is now the Associate Vice President for Administration.

Rob Pangborn, Vice President and Dean for Undergraduate Education. Enrollment is good; by design, there are 500 fewer paid accepts at University Park than last year. Referrals are up at the campuses. Students can now use tax returns from the previous year for FAFSA which makes it possible to send one letter with the complete financial aid package.

Marcus Whitehurst, Vice Provost for Educational Equity announced a number of events, include Sunday 8-3-17, All In kickoff in the HUB. April 14th 50 year anniversary of Dr. Kings visit to campus.

There was a brief discussion of President Barron's letter to the community about Richard Spencer not being welcome to be a speaker at Penn State.

Renata Engel, Interim Vice Provost for Online Education announced that summer course availability will be enhanced with some on-line courses offered at a lower tuition.

The task force on Access and Affordability has focused on developing web-based modules for financial literacy and wellness. There is significant online growth in Graduate programs.

Comments by the Senate Officers

None

Comments by the Executive Director Blasko

None

Comments by the Councilor Comments

None

ACTION ITEMS

There are no Action items

DISCUSSION ITEMS

Chair Woessner introduced Sandra Barbour, Athletic Director who gave an overview of Intercollegiate Athletics and their Strategic Plan.

REPORT OF GRADUATE COUNCIL

Graduate Council will have their first meeting of the year on Wednesday, September 13, 2017

SENATE AGENDA ITEMS FOR SEPTEMBER 12, 2017

FORENSIC BUSINESS

UNFINISHED BUSINESS

FORENSIC REPORTS

LEGISLATIVE REPORTS

Committees and Rules – Revisions to Senate Standing Rules; Article III – Other Functions of the Senate, Section 11. This report was placed on the Agenda on a Jolly/Ozment motion. Council recommended that the second sentence be removed and the word 'also'. The report was approved pending those changes by CC&R.

ADVISORY/CONSULTATIVE REPORTS

INFORMATIONAL REPORTS

Faculty Rights and Responsibilities – Annual Report for 2016-2017. This report was placed on the Agenda on a Shannon/Grimes motion. Past FR&R Chair Blasko will stand for questions. Five minutes was allocated for discussion.

Intercollegiate Athletics – Annual Report of Academic Eligibility and Athletic

Scholarships for 2016-2017. This report was placed on the Agenda on a Rowland/Eckhardt motion. Ten minutes was allocated for presentation and discussion.

NEW BUSINESS

ADJOURNMENT

Chair Woessner thanked Council members for their attendance and participation. The meeting was adjourned at 2:30 p.m.

Dawn G. Blasko,
Executive Director