

Penn State Berks Senate
Monday, February 26, 2018
12:15-1:15 PM
Multi-Purpose Room (MPR), Perkins Building
Agenda

- **Call to Order**
- **Additions, Corrections, and Approval of the Minutes of the January 29, 2018 meeting**
- **Announcements and Reports by the Chair**
 - Explanation of re-vote on Faculty Affairs Committee January motion and Executive Committee motion to amend the Constitution
 - Explanation of two brief queries from University Park about the Standing Rules
 - Note on language amendment of Fixed Term Promotion Statement
- **Motions from Committees**
 - Executive Committee, Motion to Amend the Constitution (**Appendix A**)
 - Executive Committee, Motion to Amend the Standing Rules (**Appendix B**)
- **Informational Reports**
 - Physical Facilities Report on Impact of Hybrid Class Scheduling (**Appendix C**)
- **Unfinished Business**
 - Faculty Affairs Advisory Report on Engaged Scholarship Award (**Appendix D**)
- **Reports of Officers and University Senators**
 - Vice Chair Infantolino
 - Secretary and University Senator Zambanini
 - Senator Ansari (smoke-free campuses)
 - Senator Bartolacci
 - Senator Maurer
 - Senator Snyder
 - SGA President Ryan Morris
 - Student Senator
- **Comments/Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Esqueda
- **New Legislative Business**
- **Forensic Business**
- **Comments for the Good of the Order**
- **Adjournment**

APPENDIX A
Penn State Berks Executive Committee
Motion to Amend the Penn State Berks Constitution

Background:

The Penn State Berks Constitution and Standing Rules follow *Roberts Rules of Order* (11th ed.) unless otherwise specified in particular sections. There is some confusion about how votes are counted and, in particular, how the decision not to vote is counted (“abstention”). This confusion has affected the outcome of a motion.

Motion:

The Executive Committee moves that Article VIII Voting of the Penn State Berks Constitution be amended as follows (addition of italicized passage):

Article VIII
VOTING

Proxy voting is disallowed, but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules. Otherwise all voting shall be in person at an appropriately scheduled meeting unless a member chooses to vote on committee business, in an election, or in a referendum by electronic means.

The presiding officer at a meeting may decide to call for a secure secret ballot on a particular issue unless overruled by a majority of the members present.

Voting procedures shall follow Roberts Rules of Order (11th ed.), including that the outcome of a vote is determined by either majority or two thirds of votes cast, unless otherwise specified.

Rationale:

As explained in *Roberts Rules of Order* “abstention” is the refusal to vote, not a vote. Thus, the default situation is that abstentions have no effect on the outcome of a vote. *Roberts Rules* does allow for the specification that an outcome may be determined by a majority or two thirds of members present (or of the entire membership) in particular circumstances.

Since the Berks Constitution and Standing Rules have always followed *Roberts Rules* except as specified, this motion is designed to affirm accepted procedure and eliminate confusion.

[Information on this provision can be found here: [RONR](#) (11th ed.), p. 400, ll. 7-12; p. 401, ll. 8-11; p. 403, ll. 13-24; see also p. 66 of [RONRIB](#).]

APPENDIX B
Executive Committee
Motion to Amend Standing Rules

These two minor motions are for clarification as per feedback from University Park Senate.

Article III

RULES OF PROCEDURE FOR THE FACULTY ASSEMBLIES: CAMPUS AND DIVISION

SECTION 5 ABSENTEE BALLOTING

Absentee balloting is permitted in matters publicly announced at least three (4) days (96 hours) before a Faculty Assembly meeting provided that:

- (a) The matter that is publicly announced is not amended at the meeting;
- (b) The written or *secure* electronic ballot shall be delivered in person to the Chair of the assembly prior to the meeting.

Article VI

MEMBERS AND DUTIES OF STANDING COMMITTEES

SECTION 4 INTERCOLLEGIATE ATHLETICS COMMITTEE

(a) Membership:

- (1) Two (2) faculty members from each Division shall be appointed by the Berks Executive Committee for a period of two years (with one faculty member serving as the Committee Chair);
- (2) One (1) undergraduate student senator from the Berks SGA;
- (3) Faculty Athletic Representative to the National Collegiate Athletic Association;
- (4) *Athletic* Director of ~~Intercollegiate Athletics at Berks~~, non-voting;
- (5) Senior Woman Administrator for Intercollegiate Athletics (if the AD is not female), non-voting;
- (6) Two (2) student-athletes (one (1) male and one (1) female) on Berks varsity athletics teams (who are also members of the Student-Athlete Academic Committee);
- (7) Coach of one (1) of the Berks varsity athletic teams, non-voting.

APPENDIX C

Physical Facilities and Safety Committee

Charge 8 Report Fall 2017

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.

Upon review of the structure of hybrid classes on Berks campus, it was the determination of this committee that the prevalence of this model does not impact classroom scheduling. Hybrid courses account for 10% of all courses offered on campus, using the fall 2017 course scheduling data. Of these 83 courses, 33 (40%) are using a M/W + F schedule. From a classroom scheduling and use perspective, the university policy requires minimum of 15% of course offerings must be offered on each day of the week (Monday to Friday) and currently Berks is holding 14.4% of courses on Fridays, which is within an acceptable range of the required percentage (See chart: class scheduling patterns FA17—As of June 28, 2017).

In meeting with the registrar, changing these courses from a M/W +F courses to alternate default hybrid days (Wednesday for example), will have little to no impact because the classrooms will still be utilized for only 2 out of 3 days per week (on a M, W, F schedule). Scheduling of Friday courses appear to be in compliance with University regulations for Berks campus at the present time.

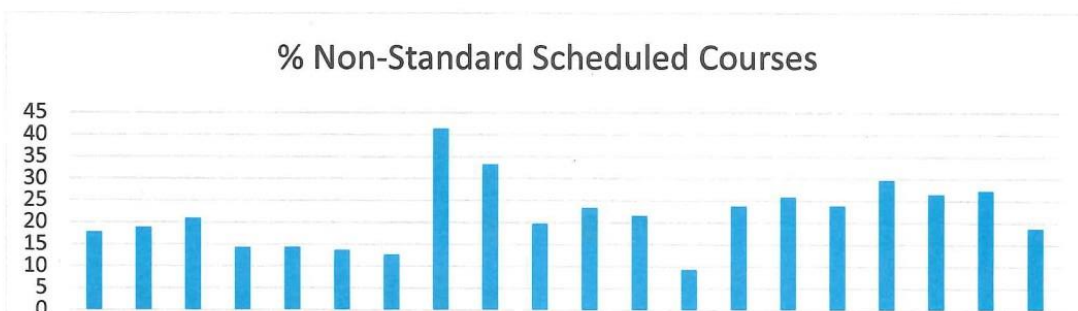
Class Scheduling Patterns FA17 -- As of June 28, 2017

(undergraduate only)

Campus	% Non-Standard	"No more than 45% 10 a.m. - 2 p.m."	"At least 15% on each weekday"
		% Primetime	% Friday
Beaver	17.9	44.9	18.7
Brandywine	19.0	44.6	15.2
DuBois	21.1	49.1	20.1
Fayette	14.4	34.0	15.0
Greater Allegheny	14.4	41.4	13.6
Hazleton	13.7	52.9	16.3
Lehigh Valley	12.7	39.4	11.0
Mont Alto	41.5	43.3	13.9
New Kensington	33.3	41.4	14.1
Shenango	19.8	35.9	15.3
Schuylkill	23.4	40.9	15.5
Wilkes-Barre	21.6	51.7	15.1
Worthington Scranton	9.3	39.0	13.5
York	23.8	35.2	9.9
UC Averages	20.9	42.4	14.7

Campus	% Non-Standard	"No more than 45% 10 a.m. - 2 p.m."	"At least 15% on each weekday"
		% Primetime	% Friday
Abington	25.8	39.6	13.7
Altoona	23.9	41.2	17.0
Berks	29.6	45.1	14.4
Erie	26.5	47.5	18.2
Harrisburg	27.3	38.4	14.3
Campus College Avg.	26.4	42.5	15.8

Campus	% Non-Standard	"No more than 45% 10 a.m. - 2 p.m."	"At least 15% on each weekday"
		% Primetime	% Friday
University Park	18.6	49.0	16.6



APPENDIX D

Engaged Scholarship Report, Faculty Affairs Committee

Charge #11: *Review criteria and procedures for new Faculty Engagement Award to make consistent with other faculty awards.*

The following report details the committee's suggestions for changes to the Engaged Scholarship Award. There was some initial confusion about this award which was cleared up by Dr. Esqueda; the Advisory Board initiated this award and therefore is not similar to the Teaching, Research, Advising, and Service faculty Awards. Since the Advisory Board started this award, the senate is merely passing on the suggestions to Chancellor Hillkirk who can then approach the Advisory Board as he sees fit.

Following the November 13th meeting the committee received no additional feedback. After further discussion on November 27th and after, the committee removed the letter to Chancellor Hillkirk since the letter seemed redundant after a motion from the senate.

Respectfully submitted,

Ali Alikhani-Koopaei

Paul Esqueda

Rocky Huang

Ben Infantolino (chair)

Jen Murphy

Lolita Paff

Michele Ramsey

Steven Snyder

Berks Advisory Board Outstanding Engaged Scholarship Award

The Outstanding Engaged Scholarship Award is given by the Berks Advisory Board to a ~~Penn State Berks~~ faculty member who has demonstrated the highest level of excellence among his/her peers in engaged scholarship during the previous year. Penn State defines engaged scholarship as "out-of-classroom academic experiences that complement in-classroom learning." It includes, but is not limited to, activities such as undergraduate research, internships, study abroad, service learning, experiential learning, and capstone experiences.

Eligibility

The recipient must have been employed as a full-time faculty member for at least three years and must not have won the award in the previous five years.

Evaluation Criteria

Excellence in engaged scholarship is judged on the basis of significance and impact of the faculty member's ~~scholarly work~~ engaged scholarship in the previous year. The award winner should engage in many, but not necessarily all, of the following activities:

- Address issues that have been identified as priorities by leaders in the community¹ consistent with the definition of engaged scholarship above
- Involve students in on-going projects/problems that address pressing community needs and attempt to create sustainable solutions.
- Allow students to apply skills and knowledge learned in class in real life problems
- Create economic and/or social value for the community
- Provide experiences that help ensure student success and at the same time retain our future graduates in our area

Evidence that would help to demonstrate engage scholarship should be provided by the nominees and could include (but not limited to):

- Scholarly work (articles, books, book chapters, conference presentations)
- Letter(s) of support from students describing the impact of the engaged scholarship
- Letter(s) of from the community impacted by the engaged scholarship
- The actual work that impacted the community (brochure, outreach activity, presentation etc.)

Selection Procedure

Each Division Head will use the above criteria to select one nominee based on Faculty Activity Report (FAR) information from the previous year. This selection will take place after all FARs have been read and spring conferences with all faculty members have been completed (barring scheduling difficulties). Nominees will be notified by Division Heads on the fourth Friday of March each year. Division Heads will ask nominees to compile supporting materials based on the evaluation criteria outlined above, and will submit those to the selection committee on the second Friday of April. The selection committee will notify the Senior Associate Dean of its final decision by the third Friday of April.

In any given year, Division Heads may choose not to submit a nominee for this award and the selection

¹ The term community is used in the broad sense and it includes local, regional, national and international communities

committee may choose not to give this award if they do not feel there is a faculty member who merits the award.

The winner will be selected by a committee consisting of the Chair of the Academic Affairs Committee of the Advisory Board, ~~the Chair of the Community Relations and Engagement Committee and the Director of Continuing Education at Penn State Berks.~~ **the Chair of the Berks Faculty Senate, and the previous three award winners. Until there are three previous winners the Chair of the Community Relations and Engagement Committee of the Advisory Board and the Director of Continuing Education at Penn State Berks will sit on the committee and one individual will be replaced by a previous winner for the next two years.** The selection committee will select the winner based on the above criteria and any supporting materials.