

Penn State Berks Senate
Monday, January 29, 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 November 13, 2017 meeting**
- **Announcements and Reports by the Chair**
 - End of Semester Report and Administrative Responses (**Appendix A**)
 - Investigating whether academic structure or administrative positions should be changed in light of campus growth
- **Motions from Committees**
 - Physical Facilities Committee, Charge 6 Report, Pilot Student Shuttle (**Appendix B**)
 - Physical Facilities Committee, Charge 2 Report, Campus Construction Planning (**Appendix C**)
 - Academic Affairs Committee, Legislative Report on Hybrid Classes (Charge 13) (**Appendix D**)
 - Student Life Committee Report, January, 2018 (**Appendix E**)
- **Informational Reports** – Floor Plans, Physical Facilities (**Appendix F**)
- **Unfinished Business** – Faculty Affairs Committee Advisory Report on Faculty Engaged Scholarship Award (**Appendix G**)
- **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**

Penn State Berks Senate
November 13, 2017
12:15-1:15 PM, Luerssen Building, Room 5

Attendees: Mohamad Ansari, Jennifer Arnold, Lee Bauknight, Tara Beecham, Catherine Catanach, Donna Chambers, Alex Chisholm, Valerie Cholet, Collen English, Azar Eslam Panah, Hassan Gourama, Nathan Greenauer, Ben Infantolino, Samantha Kavky, Mahsa Kazempour, Jim Laurie, Ada Lueng, Joseph Mahoney, Lauren Martin, Cesar Martinez-Garza, Jennifer McDougal, Catherine Mello, Jennifer Murphy, Tami Mysliwicz, Randall Newnham, Shannon Nowotarski, Meghan Owenz, Dawn Pfeifer Reitz, JoAnne Pumariega, Matthew Rhudy, Marissa Ruggiero, Brenda Russell, Marietta Scanlon, Jennifer Sciple, Allison Singles, Stephen Snyder, Terry Speicher, Hartono Tjoe, Amy White Berger, Bob Zambanini (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Keith Hillkirk, Janelle Larson, Michelle Mart, Belén Rodríguez Mourello, Teri Sabatelli (Administration); Charles Miller (Students).

1. **Call to Order**
2. **Additions, Corrections, and Approval of Minutes of the October 9, 2017** – Chair Mart called for corrections, additions to the minutes; hearing none, a motion was called to approve the minutes, and was seconded; *the minutes were approved.*
3. **Announcements and Reports by the Chair** – The Chair was impressed by the reports from a number of the committees regarding the research details discussions as related to their charges. We will see some of the results from their finished work today as well as some of the reports that speak to ongoing discussions at the committee level. As a reminder, you may contact any of the committee chairs as you have ideas, suggestions, or points you would like to follow-up on. There are no formal reports coming out of the Executive Committee this month. Discussions are underway with regard to a couple of the broader charges, which we will present more formally in the near future.
4. **Motions from Committees**
 - **Legislative Report on Academic Integrity Policies, October 2017; Academic Affairs Committee (Appendix A)** – No major changes from last time. Today's vote reflects on the recommendations brought forth by the committee to strength/improve our academic integrity policy. Chair Mart called for any additional comments; hearing none, the motion was called to a vote; *the motion was approved.*
 - **Legislative Report on SRTE Use Best Practices, November, 2017; Faculty Affairs Committee (Appendix B)** – An overview was presented. There are no substantial changes since presented last month. Chair Mart referenced four specific recommendations as related to thinking ahead to charges for next year's Faculty Affairs Committee. This also speaks to previous discussions when questions were raised with regard to SRTE's as an instrument, and how they used and other ways in which we may evaluate teaching. Chair Mart called for any additional comments; hearing none, the motion was called to a vote; *the motion was approved.*
 - **Advisory Report "Engaged Scholarship Report," November, 2017; Faculty Affairs Committee (Appendix C)** – An overview was presented. Any changes to this report will be suggested with the Chancellor. The Chancellor will then make the final determination and share his recommendations to the Advisory Board for implementation. It was reminded that final recommendations will be at the discretion of the Chancellor. A question was raised as to how this process came about. Vice-Chair Infantolino commented that, over the summer, Chair Mart put forth an email to faculty asking what they wished to have reviewed. A concern was shared with regard to having the guidelines for the award being established by the group that is to receive the award. Clarification was put forth by Senator Snyder that the committee is not making recommendations to the Board but bringing forth suggestions to the Chancellor where he will have discretion on what is brought forth to the Board as recommendations. Discussion followed. Chair Mart called for additional questions/concerns with regard to the changes on the report highlighted in red. Additional discussion followed. Conversation took place with the Executive Committee about this issue. The Chancellor

commented that he is responsible for the Advisory Board. It is appropriate that these suggestions come to the Chancellor and it is ultimately the Chancellor who will then decide if and how as to the appropriateness to communicate them to the Advisory Board. Another concern was raised concerning the process. With other faculty awards, letters of support are not typically included. The level of the award needs to be looked at as well as the significance and how much is required from the candidate. In order to keep it consistent with the other faculty awards, there should be no letter. Finally, Chair Mart inquired about the procedure to measure this outcome. Examples were provided, including additional explanation provided by Chair Mart as to the intent. Additional discussion/concerns brought forth. Senator Ansari recommended we move to send this report back to committee for further consultation with the faculty. This motion was seconded. After a vote, it was decided to return the report to the committee for further deliberation.

5. Informational Reports

- **Progress Report on Hybrid Classes Issue, November 6, 2017; Academic Affairs Committee (Appendix D)** – An overview was presented. Any questions and/or suggestions for the committee should be passed on to any committee member. Chair Gourama asked if anyone is aware of any specific guidelines currently being followed at any of the other campuses to please let him know.
- **Charge 1 Report, Fall, 2017; Physical Facilities Committee (Appendix E)** - An overview was presented; concerns reviewed as outlined on the report.
- **Minutes, October 31, 2017; Physical Facilities Committee (Appendix F)** – An overview was presented.
- **Minutes, October, 2017; Intercollegiate Athletics Committee (Appendix G)** – An overview of committee charges/concerns presented.

6. Reports of Officers and University Senators

- **Vice Chair Infantolino** – No report.
- **Secretary and University Senator Zambanini** – The Senate web page has been updated.
- **Senator Ansari** – Last month, the Senate approved the policy on a smoke-free/tobacco-free environment. There are seven recommendations that were made. Secretary Zambanini will forward the recommendations later today for your review. This report is advisory/consultative and its implementation is upon approval by the President. Tomorrow, the Senate Council will review the provision with regard to multi-year contracts. GURU has been replaced by Penn State policy, which may be found at: www.pennstate.policy.psu.edu. There are now twenty-four HR policies which will be under the jurisdiction of the Office of Academic Affairs.
- **Senator Bartolacci** – Not present.
- **Senator Mauer** – Not present.
- **Senator Snyder** – With regard to information shared publicly today, there is some concern. Communication is key. Everyone is encouraged to contact their division representatives to influence report that are being prepared by Committees. Charges come through the Executive Committee. One may not like or agree with a charge or in fact may have an objection to a charge, but a committee has an obligation to fulfill the charge.
- **SGA President Ryan Morris** – Not present.
- **Student Senator** – Conversation took place at last week's Council of Commonwealth Student Governments meeting at University Park with regard to the Smoking Task Force. Several other campuses are expanding the LaunchBox Program, which is on par with what Berks is currently doing. The SGA and the Intercultural Office will sponsor the Diversity Dinner, which will be held on November 16 at 6PM in the Lion's Den.

7. Comments/Announcements by Administrators

- **Chancellor Hillkirk**
 - The library is open. [Applause] I want to publicly thank the library staff. The response to an emergency such as that was very impressive. A lot of people pulled together quickly. I had contact from parents during the closure and one parent requested a tuition reimbursement. My response was I spoke to the Head Librarian who provided all the details with regard to every step that was taken, and I never heard back from that parent, which surprised me. I also want to acknowledge our maintenance and operations

staff who were an integral part of the process and still are as well as everyone else who were involved. The entire process was really very impressive and a wonderful example of how people here at Penn State Berks come together.

- There have been some challenges with regard to our enrollment. As a reminder, our budget at Penn State Berks is defined by our enrollment. When comments are made with regard to wanting money for different things that is where that money comes from. We all play a role in this endeavor. As mention previously, Penn States Brandywine and Abington both now have housing, which has posed a new challenge for us. Another challenge has been due to LionPATH particularly because of transfer issues. We are working on both of those. The Chancellor explained that much time is being spent in determining the best way to address these concerns. The division heads will be talking with program coordinators and faculty about our different degree programs; our admission's staff is very busy; and the Chancellor is continually meeting with Teri Sabatelli as well as Dr. Esqueda and others. This issue is very important. It will be addressed; however, budget issues are usually due to enrollment issues.
 - The Chancellor expressed concerns about the increasing tendency towards centralization at the University, with authority being taken away from Chancellors. The various Chancellors are raising objections to this tendency. The Chancellor encouraged the Berks Senate and the University Senate to assist in these endeavors. He mentioned some cases where centralization would be a good (such as IT). On the other hand, he mentioned a topic from the University's Ethics & Compliance Committee regarding a proposal to centralize all academic integrity cases so that decisions about academic integrity cases here at Berks would be done centrally as having been viewed as a negative.
 - Our scholar athletes tend to do very well academically. Our women's volleyball team won the regular season's South Division of our NEAC Conference; our cross-country team won their conference this year; and our women's soccer team won their conference for the fifth year in a row. Our athletics teams continue to do well here at Penn State Berks.
- **Senior Associate Dean Esqueda** – The Academic Affairs Retreat will be held on Friday, December 15. The topic will be: *Classroom Management Tools for a Disruptive Classroom*.

8. Unfinished Business – None

9. New Legislative Business – None

10. Forensic Business – None

11. Comments for the Good of the Order - None

12. Adjournment

(APPENDIX A)
**End of Semester Report
Fall 2017**

Summaries of Motions, Reports, and Action Items by Meeting

(Please note that all Senate binders are available on the Berks website; they include all minutes and motions and reports in full.)

18 September 2017

- 1) Motions from Executive Committee for Senate Meeting Dates and Chairs of Standing Committees.
Approved.
- 2) Motion from Executive Committee for Fixed Term Promotion Statement
This statement was based on the work of the 2016-2017 Faculty Affairs Committee, slightly reworked over summer 2017 by the Executive Committee. The statement outlined the implementation at the Berks campus of the new university policy regarding position name changes and promotion ranks for fixed term faculty.
Approved.
- 3) Information Reports from the Executive Committee for Committee Rosters and Committee Charges for 2017-2018.

9 October 2017

- 1) Motion from Executive Committee for revisions to the Senate Constitution and Bylaws.
Revisions were made to comply with directives from University Senate; some changes were directly adopted, some were interpreted by the Executive Committee to make the document consistent throughout.
Approved.
- 2) Informational Report from Academic Affairs Committee regarding priorities/actions for academic integrity policies.
Committee was using the detailed recommendations made by the 2016-2017 Academic Affairs Committee regarding academic integrity. Committee invited feedback prior to its final recommendations.
- 3) Informational Report from Faculty Affairs Committee regarding best use policies of SRTEs.
Charge was in reaction to the UP 2016-2017 report on best practices regarding SRTE data. Committee solicited input prior to its final recommendation.
- 4) Final Report 2016-2017, Physical Facilities Committee.

13 November 2017

- 1) Motion from Academic Affairs Committee on Academic Integrity Policies.
Report stated that many actions were already being taken to improve academic integrity among students at Berks. The committee highlighted (4) priorities as well as (4) recommendations to the Office of Academic Affairs to improve academic integrity.
Approved.
- 2) Motion from Faculty Affairs Committee on Best Practices for use of SRTE data.
Motion included (4) specific recommendations, including the creation of best practices document to be presented annually to DHs and at P & T charge meetings; the document is intended to explain what can be discerned from SRTEs and what cannot. The committee also made recommendations for new charges for the 2018-2019 FAC on this issue, and to investigate alternative, more reliable ways to evaluate teaching.
Approved.
- 3) Motion from the Faculty Affairs Committee on criteria and selection process for the new Engaged Scholarship Award given out by the Campus Advisory Board.
After some lengthy discussion regarding wording of the motion and assumptions behind it, members voted to send the report back to the FAC for further consideration.
- 4) Informational Report from Academic Affairs Committee regarding possible academic impact of hybrid class scheduling and decreased number of Friday classes.
Working on this issue, AA discovered that other campuses are also investigating the academic impact of hybrid and other scheduling changes. They are investigating further and invited input prior to their final report. The committee reiterated that they are concerned with *academic* impact, while the Physical Facilities Committee will address logistical questions.
- 5) Reports from Physical Facilities Committee: Review of Physical Development of the Campus and October minutes.
In its review of construction and development plans for Berks, the committee endorsed the renovation of office space and lab spaces in the proposed Beaver project, but also called on the administration to proceed with office and lab space renovations for Franco which are sorely needed and not emphasized enough. The committee recommended that a long-term plan for office and academic expansion be incorporated into the campus Master Plan.
- 6) Intercollegiate Athletics Committee minutes, October 2017.
- 7) Strategic Planning and Budget Committee minutes September and November 2017.
The committee updated members on in-progress discussions on the outstanding charges. They indicated that they are having trouble getting data regarding possible gender inequities in salary.

(APPENDIX B)
Physical Facilities and Safety
Charge 6 Report – January 16, 2018

Charge 6 -- Continue investigation from 2016-2017 regarding 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).

Back in 2012, the Student Life committee brought issues of student safety to the forefront, including the fact that if students missed the last Barta bus (originally 5:30pm), they would need to walk to Broadcasting Square which was dangerous because of the lack of sidewalks and safe access from campus to the shopping center. Additionally, a pedestrian over-pass from campus to the square and additional changes to the intersection were addressed. The use of student shuttles was also examined and the committee recommended the idea of a ride board to be initiated by the SGA.

Since then, our committee was tasked to review these issues to consider student safety regarding these issues. Our committee found the intersection is already signaled for a pedestrian crossing and any additional changes would need to go through Penn DOT. Similarly, the use of an over-pass would require speaking with the township. Further, the Barta bus has extended its' hours until 10:30pm. This brought us to the topic of the use of a shuttle system on campus.

The committee met with Kim Berry and Mark Dawson to discuss issues associated with the finances and labor associated with a student shuttle. Costs on other commonwealth campuses for shuttle and additional transport for students have been close a million dollars. Our college already has a web based ride share program called "Zimride." (<https://transportation.psu.edu/zimride>) and our college is working on a new "car sharing" enterprise called "Campus Cars, yet these options will not meet the needs of all students. Further, any purchase of a shuttle, would need to be handicapped accessible – which also adds to cost. One of our existing vans is handicapped accessible and our committee believes this vehicle can be used as a student shuttle when necessary. Mark Dawson noted concerns of unused time on the part of shuttle drivers and provided suggestions such as having someone “on-call” for rides. The program would also need to be sensitive to scheduling as this shuttle may be used for other events.

Motion:

The committee recommends that a pilot program be enacted, using the existing van to shuttle students to and from Broadcasting Square and student apartments. We believe that in order for this pilot program to be effective, it will be necessary to coordinate with Student Affairs to determine the logistics associated with the use of the van and assisting with funding. Our committee strongly recommends that Student Affairs work to fund and pilot a shuttle project.

(APPENDIX C)
Physical Facilities and Safety
Charge 2 Report – January 17, 2018

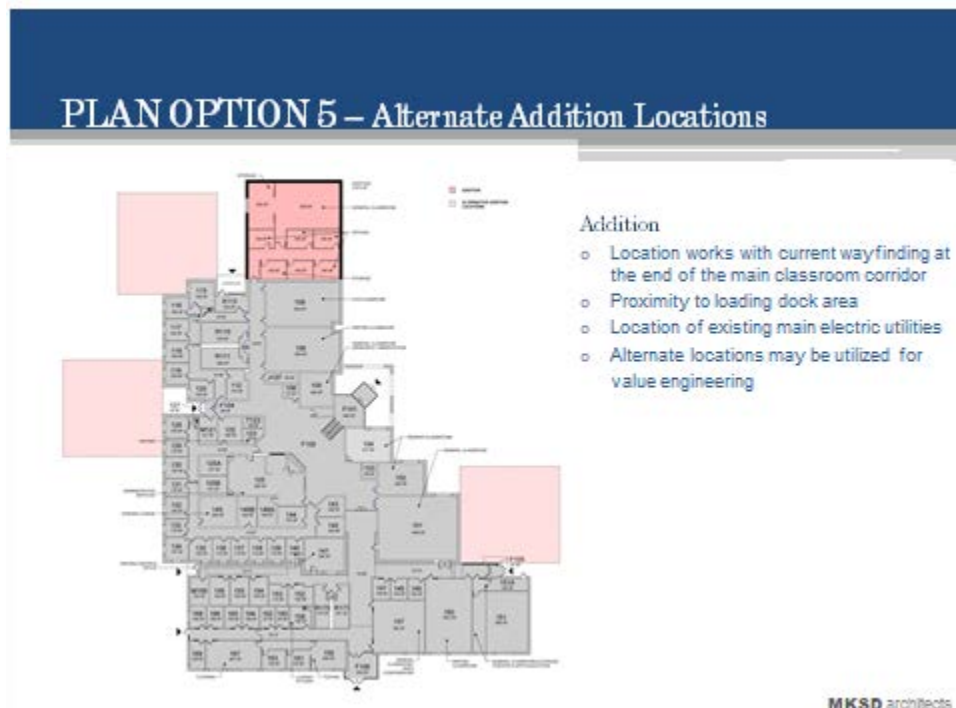
Charge 2: Assess and make plans regarding space use and assignments.

In a meeting with Mark Dawson, the current status of faculty, staff, and admin areas in each building was discussed, to see if there is any possibilities to convert spaces into offices or research labs for new faculty. Please see the attachments for a copy of the floor plans for all of academic buildings highlighted for faculty areas, staff areas and admin areas as well as Police Services, IT, and Maintenance and Operations spaces in each building.

Apparently, there is just no extra space for faculty offices or labs on campus. This is a major concern, particularly when we consider campus growth and hiring. As Kim Berry stated: “we have physical constraints to program growth”. Since Gaige building construction, six programs are added to our academic programs at PSU Berks. Many faculty members are sharing offices in Beaver, Franco, Luerssen, and Gaige and all of adjunct faculty members do not have any space on campus (to the best of committee’s knowledge). We are at (or over) capacity and cannot support room for faculty research, which is a real concern for tenure-track faculty members.

The committee discussed the possibility of adding modular buildings for office and lab space; however, the University has a policy that limits modular buildings only during construction. Therefore, we cannot have modular spaces on campus, unless there is a building under construction and after the completion, they should be taken away.

Another option is to add extra space to Franco building. Kim Berry mentioned that a feasibility study was done long time ago to show alternate addition locations (see picture below).



Another possibility would be converting a general purpose room into office spaces, using cubicle partition panels. This option can be discussed with David Bender and his office, to see if there is such space allocated for classroom but not used so often.

As the renovations of Beaver begins, we will have modular buildings to accommodate their faculty and staff office/lab space, but we need to focus on the future. We seem to be meeting the need, but we are not providing for the future. The committee recommends looking into the feasibility of developing a long-term plan for office/lab and academic expansions to be incorporated into the campus Master Plan. We should think carefully about future constructions or renovations at our campus to consider extra spaces for future needs and we can start from Beaver Building. Before any architectural plans for the Beaver and Perkins and the connector between the buildings is approved, the administrative members should do a study for each Division to figure out the current needs of the faculty/staff members on campus. Then, they should consider extra space for faculty office/lab in addition to the current needs of campus. Also they should consider adding a large general-purpose room that has the potential to be converted to office/lab space.

Motions:

The committee recommends that the COO and the Chancellor undertake the following:

- Conduct a feasibility study of Franco building for adding extra space;
- Consider converting a general purpose room into office spaces;
- Consider extra space for faculty office/lab through Beaver renovations project for current and future needs;
- Add modular buildings for office and lab space during Beaver renovations.

We believe that in order for our campus to be successful and have healthy enrollment in future, we should provide appropriate office and lab spaces for our faculty. This cannot be a concern for our faculty members, if we expect them to provide effective education and creative research to our students. Our committee strongly recommends that faculty/staff members and architects work closely together through Beaver renovations project to meet the office/lab current and future needs. Future campus buildings must have innovative research spaces in addition to appropriate office spaces for our faculty to support teaching strategies, learning technologies, and real-world applications.

(APPENDIX D)

**Penn State Berks Senate
Academic Affairs Committee
Legislative Report
January 21, 2018**

A. Charge:

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.

B. Background

This charge came to the Executive Committee from some faculty over the summer with the following issues to consider:

- Clarification 1: “Many of the hybrid classes use Friday as the on-line/hybrid day. There was the concern that this impacted students' attitudes toward the Friday classes that met face to face, since it seemed to some faculty that students increasingly resented the faculty members who made them come in on Fridays, with the students sometimes complaining, “this is my only class on Fridays...” Resentment was expressed that maybe some faculty members have created for themselves a de facto 2-day a week teaching schedule, although, traditionally, faculty (in most disciplines) have alternated at our campus each semester between a 2-day and a 3-day teaching schedule. Finally, a related concern which also touched on issues of equity in teaching loads, is that some faculty question whether the hybrid meetings are really any different than regularly assigned homework for traditional classes; so was the work required of students and faculty in a 3-credit traditional course and 3-credit hybrid course the same?”
- Clarification 2: “A second concern had to do with space use on campus when the majority of classes used Friday as the hybrid day? Might it not make more sense to have faculty teaching hybrid classes alternate/vary hybrid days among courses, so that room usage was more evenly spread out throughout the week, and there was less strain on the other four days?”
- Clarification 3: “Finally, the question was raised about whether we are becoming a 4-day a week campus, since the number of classes meeting on Fridays is substantially lower than on the other days.”

The committee decided to do some research, to find out if other Penn State Campuses have any scheduling guidelines of hybrid classes, and to continue investigating to see if the existing scheduling has an academic impact and whether there should be clear, campus-wide course-scheduling guidelines. The following are some of the findings, comments and concerns that were raised by committee members.

A consultation with some other campuses revealed that the issue of “Hybrid Friday” is causing some problems and that there is a need of policy or guidelines that will include student learning as the guiding principle.

C. Deliberations by the AAC

During the first meeting of the AAC to discuss this issue, the committee concluded that there is no major issue about the scheduling of hybrid classes and the related use of physical space at the Berks Campus. This is based on the information provided by Dr. Bender that included an Excel document showing the meeting times of hybrid classes for fall 2017 and spring 2018 and the distribution of classes/class scheduling patterns at all campuses for fall 2017. Further investigation regarding this issue will be handled by the Physical Facilities Committee.

Regarding the background information, the committee determined that many aspects in Clarifications #1, #2, and #3 from the provided background information, is related to faculty workload, which should be reviewed by the Faculty Affairs Committee.

To address the specific charge for Academic Affairs part a (*Investigate course scheduling for hybrid classes with the default of MW + online F, and the prevalence of this model*), from the list of hybrid classes for Fall 2017 and Spring 2018, 21 out of 65 (32%) and 32 out of 76 (42%), respectively, of hybrid classes follow the MW model. This indicates that even among hybrid courses, the MW model is not very common. For part b (*the lack of F classes*), Dr. Bender provided information that Berks is meeting 14.4% of class offerings on Fridays, which is just under the desired 15% minimum for scheduling on each day of the week. Minor changes in scheduling could get the campus above the desired limit.

Regarding the academic impact portion of the charge (*whether this or other existing scheduling has an academic impact*), the committee determined that Penn State’s guidelines, training, and resources for preparing on-line/hybrid courses are considerable. Specifically, the Center for Teaching and Learning with Technology offers many workshops and support for developing and improving online education.

Some specific comments raised by committee members are provided as direct quotes:

- “Considerable time generally goes into preparing a Friday on-line/hybrid component for students well before that Friday not to mention many faculty then follow up by monitoring/grading online discussion.”
- “...if we were to say that anyone teaching a hybrid Friday has to do additional work to prove that what they're doing is academically valid, then that raises the specter of discrimination...”
- “The research shows that hybrid and online courses can be equally rigorous and demanding, and often more time-consuming, than a course that is 100% traditional classroom. Further, hybrid courses often score high in student satisfaction. So perhaps we could shift the conversation away from “policing” the locations and times of instruction and focus on ensuring a high quality of instruction in our growing number of hybrid/online courses.”
- Some Berks faculty "were hoping that the committee can respectfully see if there is a way to understand if the decline in in-person Friday instruction has an academic impact on educational culture overall, and particularly on those classes that do meet on Fridays if students perceive this as the exception for them (e.g., if a student has (3) MWF classes in their schedule, but only (1) meets in-person on F, does this affect instruction in that class?). Is there a way to gather data, which would provide information about the academic impact of these changing schedules with respect to hybrids, and especially Fridays? Then, of course, if there is any impact on academic culture, is there anything that can be done about this? So, they were hoping that you would think about the best way to foster a productive and positive teaching and learning culture on Fridays, even in this changing environment.”
- “I can't begin to fathom how anyone could derive any responsible measures and thus conclusions about this? One could create a student perception survey. However, like most surveys, students would probably ignore it. I would. We can't even get them to do SRTEs.”

D. Recommendations and Motion

The Committee believes that many issues related to hybrid classes overlap with faculty workload, and consequently the Faculty Affairs Committee should examine it.

In regard to the academic impact, and after careful deliberations, the Academic Affairs Committee concluded that there is not enough background information to determine with certain accuracy the academic impact of the current scheduling of hybrid classes with the default of MW + online F. The committee believes that hybrid and online courses can be as rigorous and as beneficial to students as traditional face-to-face courses. The committee also believes that designing hybrid and online courses using standard best practices is more time-consuming. If the College wants to determine the academic impact of its hybrid courses, the Academic Affairs Committee suggests conducting a study to compare student academic performance and student experiences between hybrid courses and traditional delivery methods.

Motion:

The Committee also recommends that the Office of Academic Affairs determine what is a reasonable mix of online and face-to-face courses that should be offered by the College.

Respectively submitted

Academic Affairs Committee 2017-18

Michael Bartolacci
Dave Bender
William Bowers
Alexandria Chisholm
Katherine Cinesi
Ruth Daly
Paul Esqueda
Lisa Glass
Hassan Gourama, Chair
Matthew Rhudy
Kirk Shaffer
Christian Weisser

(APPENDIX E)

STUDENT LIFE COMMITTEE Report – January 2018

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].*

[From SLC Minutes – Meeting 9.22.17] Investigation of a shuttle to mitigate some serious safety issues when crossing the mostly unmarked hazardous intersection at Broadcasting Road and the entrance and exit ramps of Route 222; investigation of crosswalks “*and other safety measures to facilitate pedestrian traffic on and off campus...*” Photos of the intersection will be taken. The committee would add to this an investigation of a shuttle to and from the Seven Oaks apartments for those students without cars. The rationale for this is partly safety and partly that the walk would be too long and difficult, especially in the dark and in bad weather, thereby preventing students from attending certain classes, or even signing up for them in the first place. Therefore, a certain cohort of students, who pay fees and tuition the same as everyone else, is getting deprived of a number of classes and activities freely accessed by students who either live on campus or have vehicles.

A. [From SLC Minutes – Meeting 9.22.17] Regarding student housing and vehicles: Due to several factors, Berks campus has empty dorm rooms. The SLC recommends looking into making empty dorm rooms and board available to students without cars who live off campus in the Seven Oaks Apts. Should those students be able to move on campus, that would at least help with the issue of walking to and from the apartments AND it would fill otherwise empty dorm rooms.

B. SGA-driven questionnaires about pedestrian safety, especially from campus to Seven Oaks Apartments as well as from campus to and across Broadcasting Road. We are hoping for some results before winter break. We are also looking for input from the SGA, resulting from questionnaires given to students, about the need for van service to and from Seven Oaks and the Broadcasting Square Mall, especially the BARTA bus stop for late-staying commuters. At our 12.1.17 meeting, SGA rep Jennifer Farnum indicated that the SGA is working on surveys now and may have information before the new year.

C. The committee determined that detailed information should be gathered about the dangerous crossings at Broadcasting Road and Route 222. Photos and maps follow. They lend an important graphic element to the committee’s posture regarding safety-enhancing measures to be undertaken by the College on behalf of the students.

Motion:

Based on the evidence gathered by the committee (see maps and photos below), the committee recommends that additional lighting be added a) along the pathway to the dorms and b) along the route through the athletic fields to the sidewalk on Berkshire Blvd.

Charge #3 Analysis of the pedestrian crossing on Broadcasting road

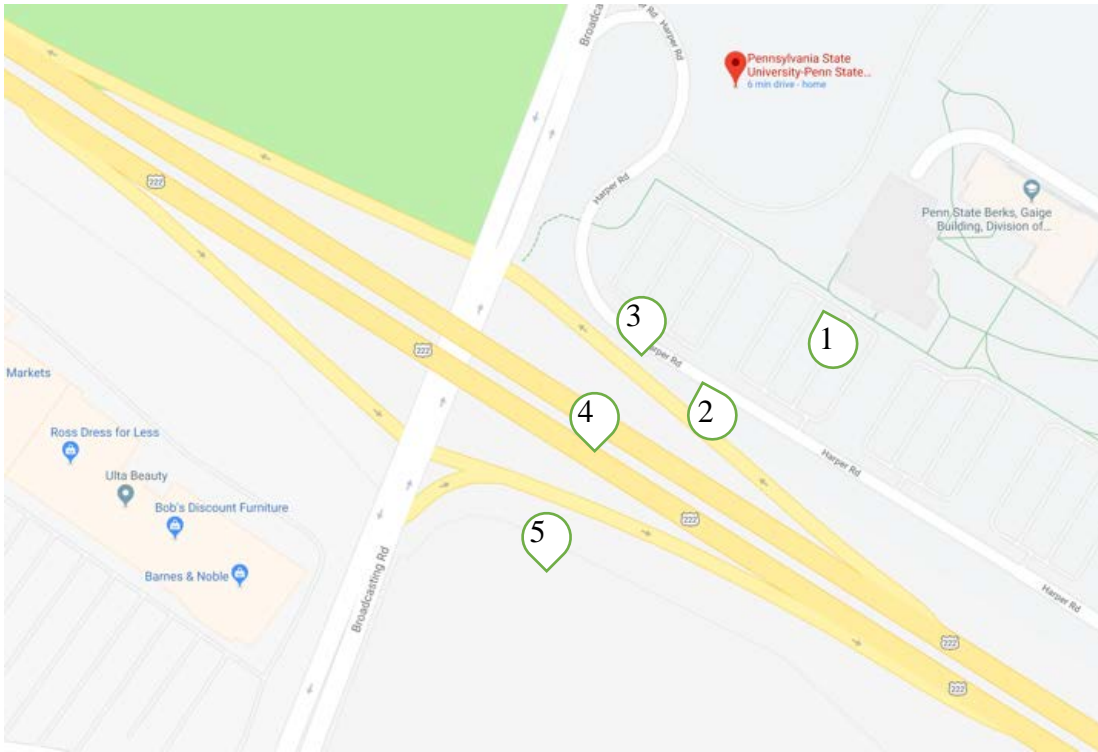


Figure: Pedestrian crossings on Broadcasting road

Fig. 1



Unregulated pedestrian crossing. Very well indicated by stripes and signs.

Fig. 2

Broadcasting road crossing. No sign of pedestrian crossing. Pedestrian semaphore lasts approximately 5 seconds before issuing a warning blinking sign.



Broadcasting road crossing. No sign of pedestrian crossing. Pedestrian semaphore lasts approximately 5 seconds before issuing a warning blinking sign.

Fig. 3



Pedestrian traffic is dangerously close to moving traffic under the bridge of US 222.

Fig. 4



Broadcasting road crossing. No sign of pedestrian crossing. Pedestrian semaphore lasts approximately 5 seconds before issuing a warning blinking sign. No pavement present until the shopping mall.

Charge #3 Analysis of the pedestrian path from campus to Seven Oaks Apartments

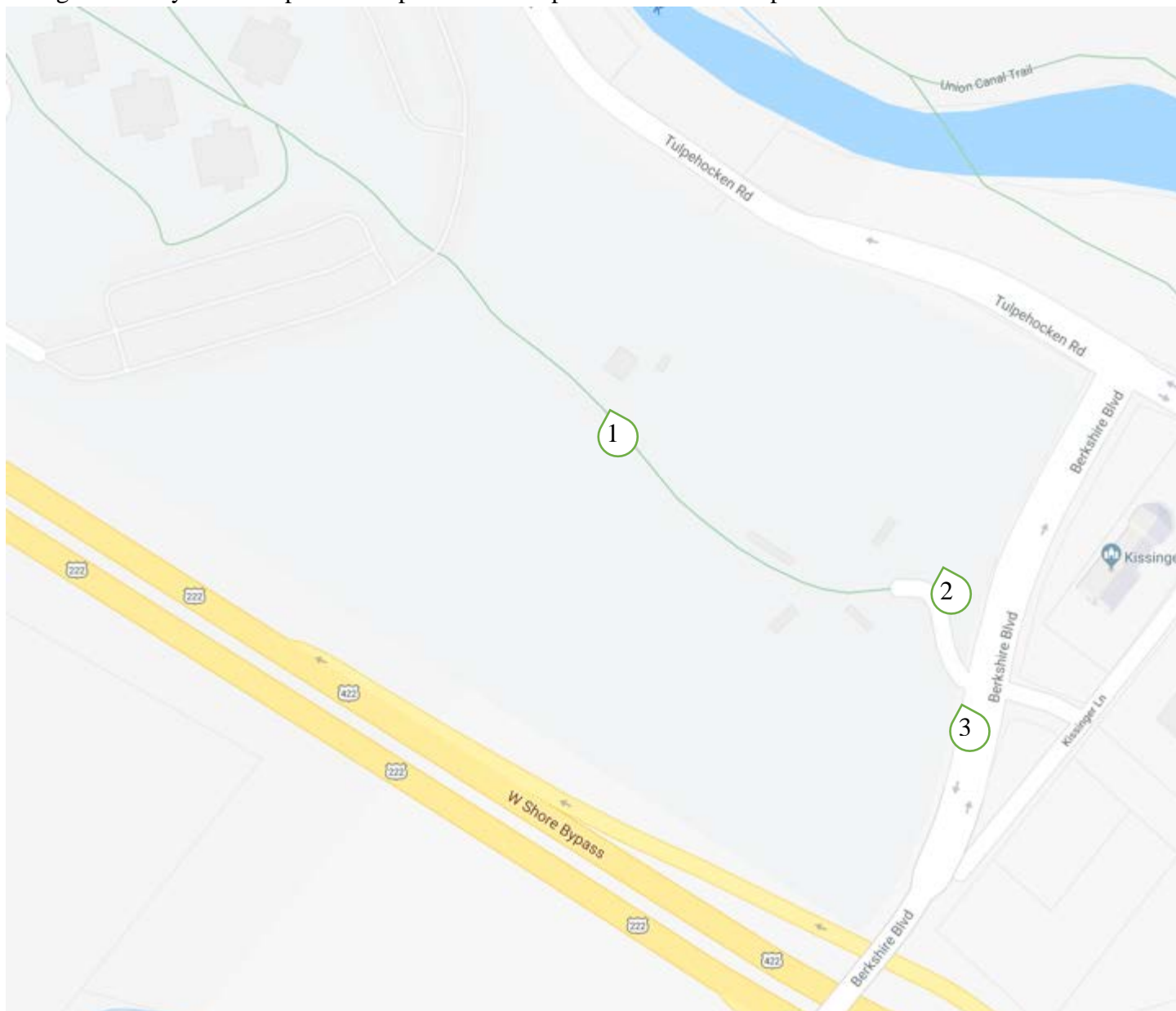


Fig. 1



View from the path towards dorms. The only light poll is visible at a distance

Fig. 2



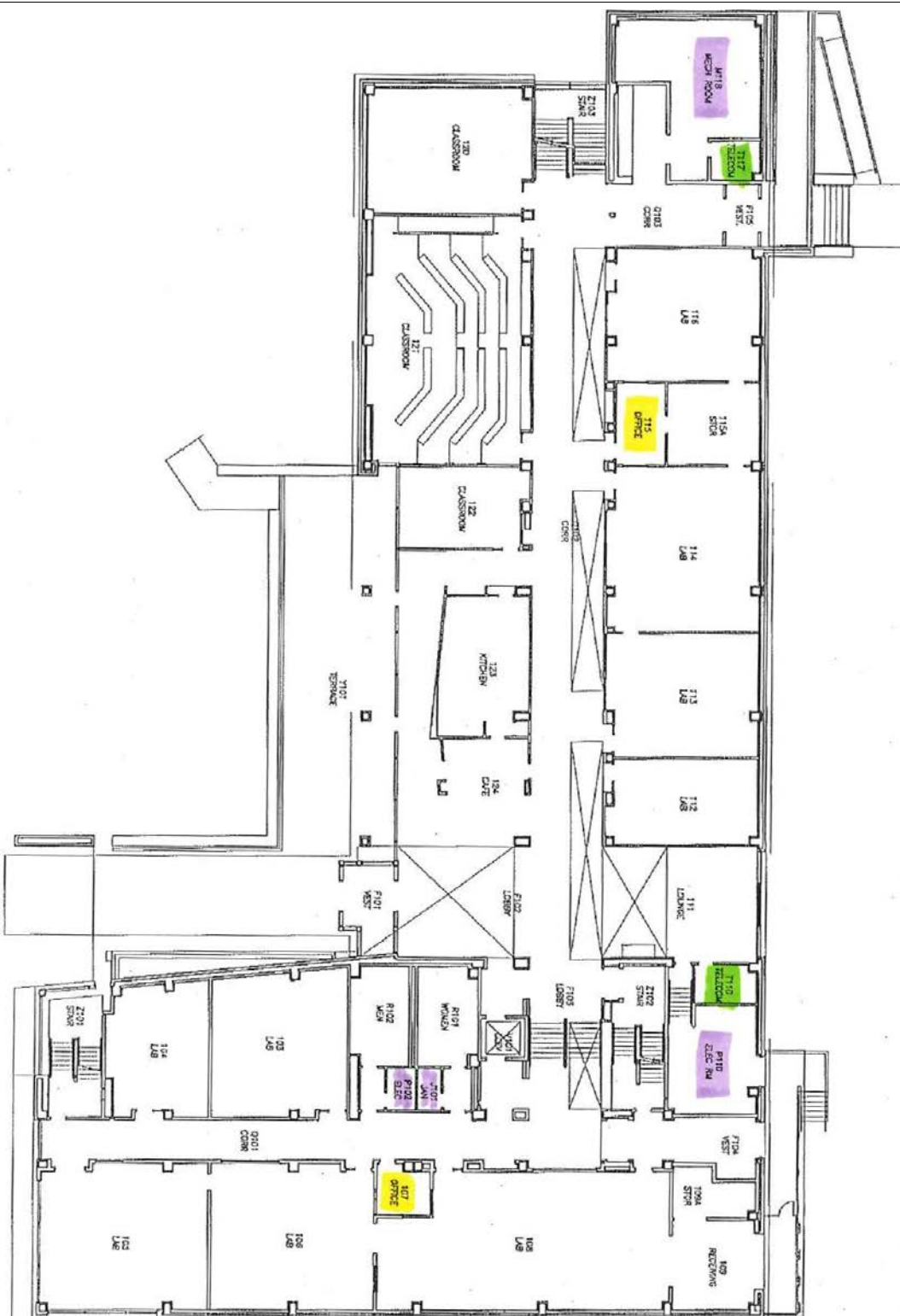
Path through the field.

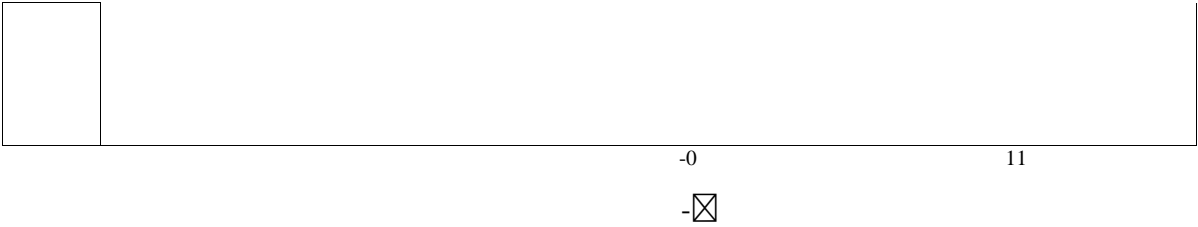
Fig. 3

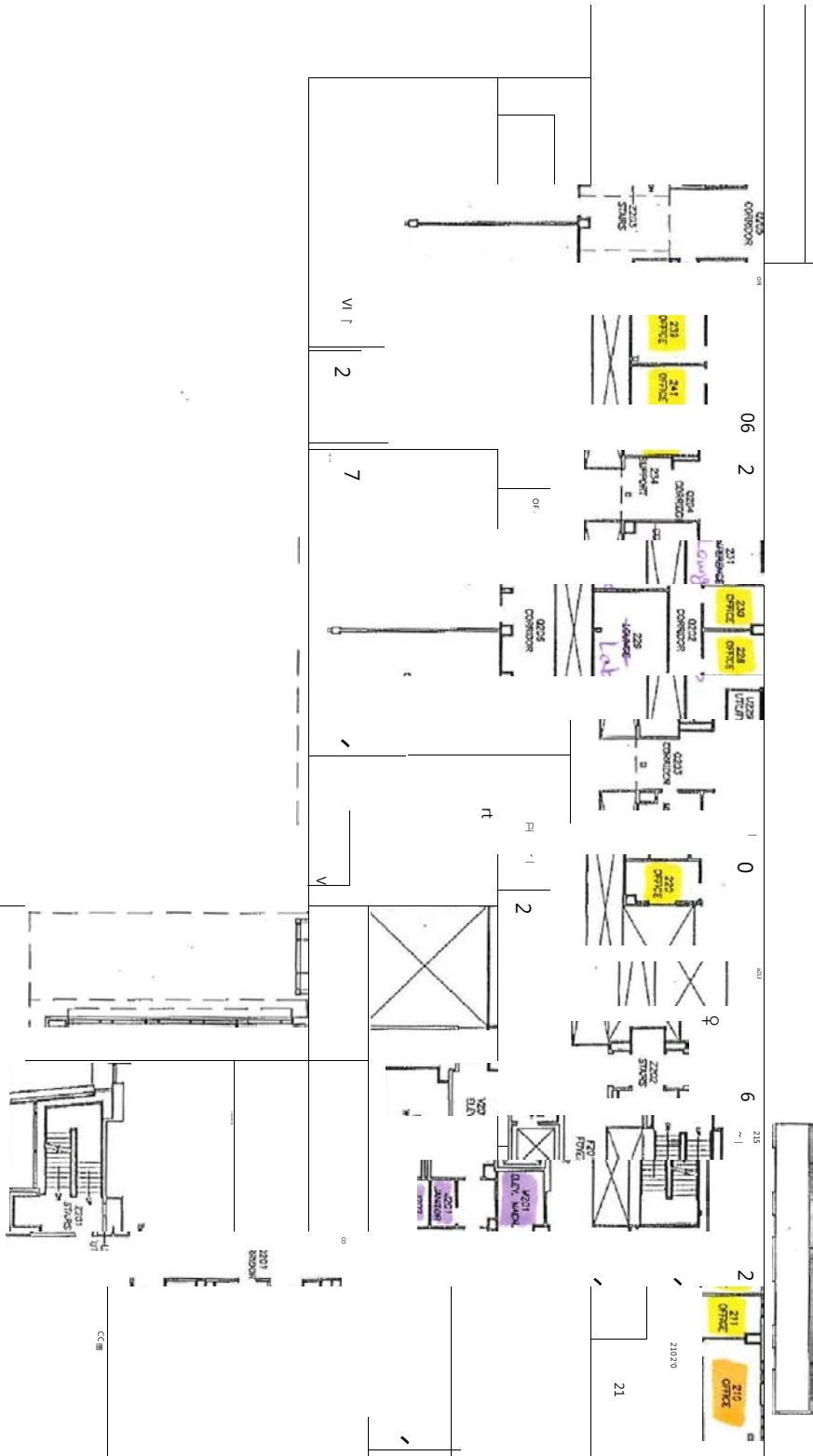


Path along the road towards apartment complex. No additional lighting available.

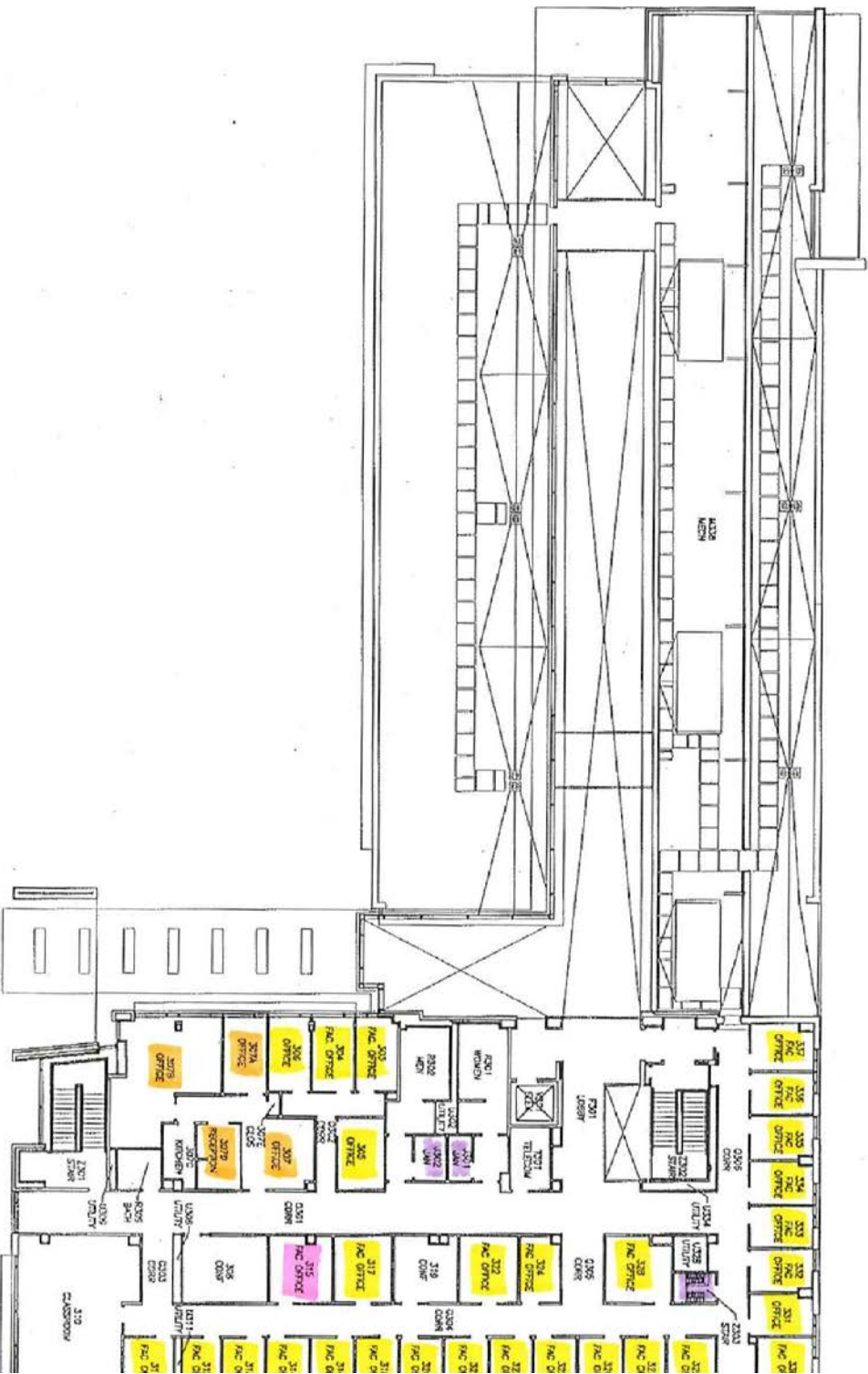
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FACILITIES RESOURCES AND PLANNING

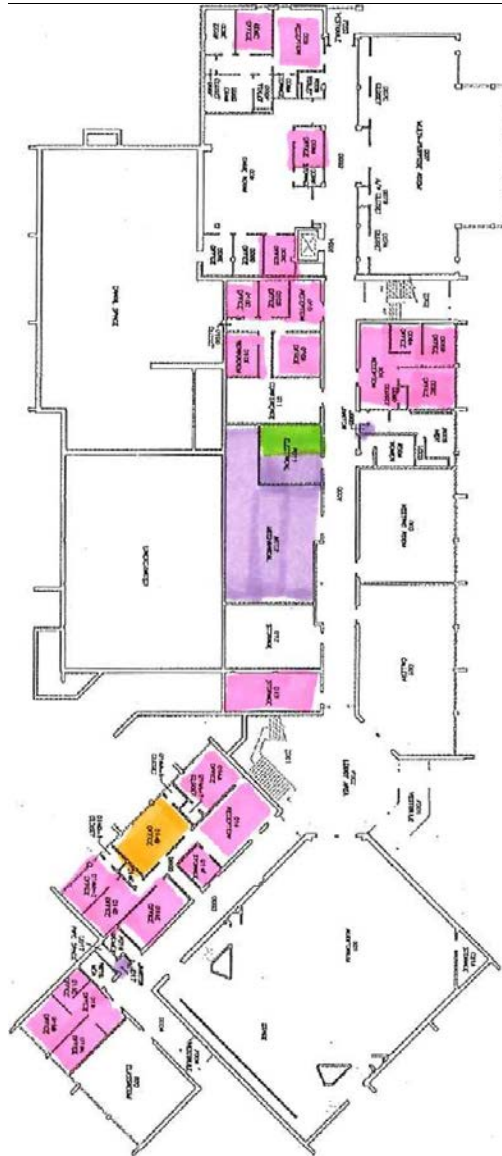


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UNIVERSITY PARK, PA 16802
OFFICE: 814/863.1170 FAX: 814/863.1170

SCALE



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GROUND FLOOR PLAN

PERKINS STUDENT CENTER

VA-LEY COLLEGE, PENN. STATE at RKS.

PA

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1 OF 2



Faculty



Staff



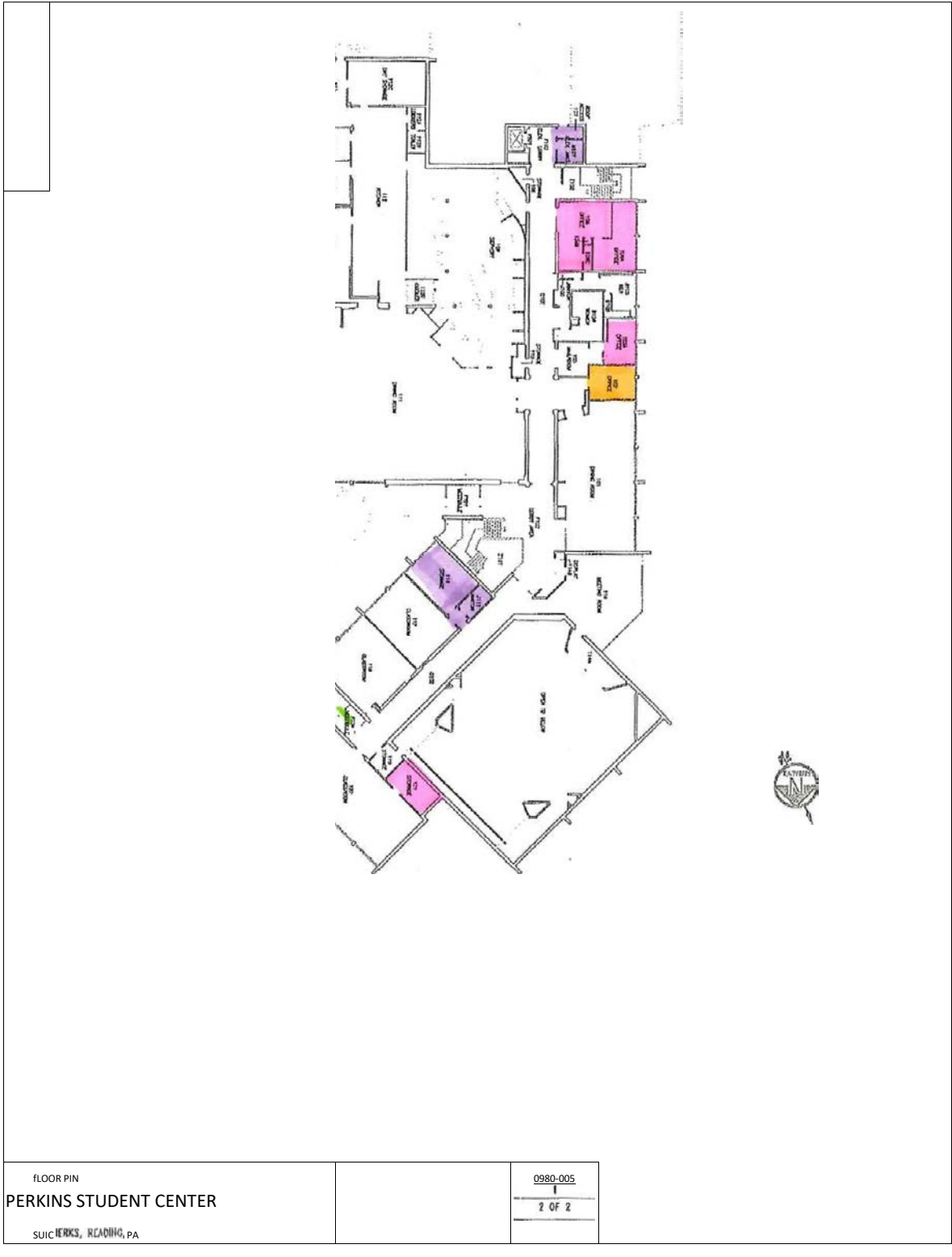
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FLOOR PLAN
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Staff
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FACILITIES RESOURCES AND PLANNING

THE PENNSYLVANIA STATE UNIVERSITY
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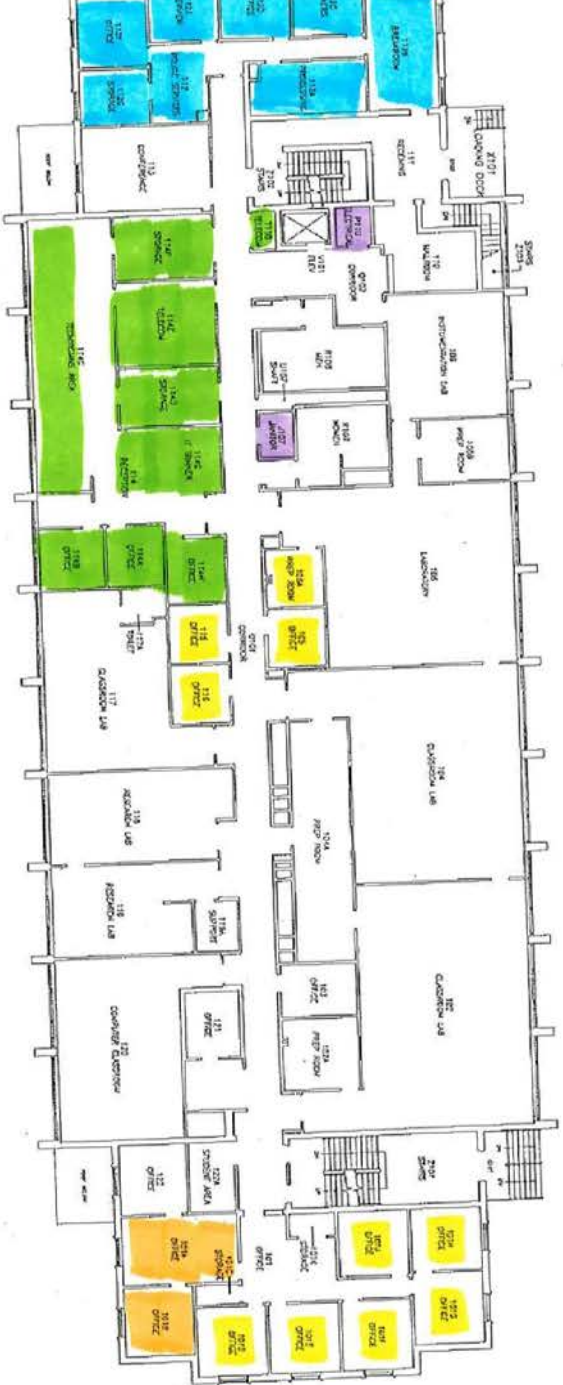
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Circle back from the last question on any. Doing so will be an asset for individuals applying for jobs.

0980-004

CONCLUSIONS

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BUILDING 2000
UNIVERSITY PARK, PA 16802
OFFICE: 814/863-1981 FAX: 814/863-1155 WWW: WWW.PSU.EDU

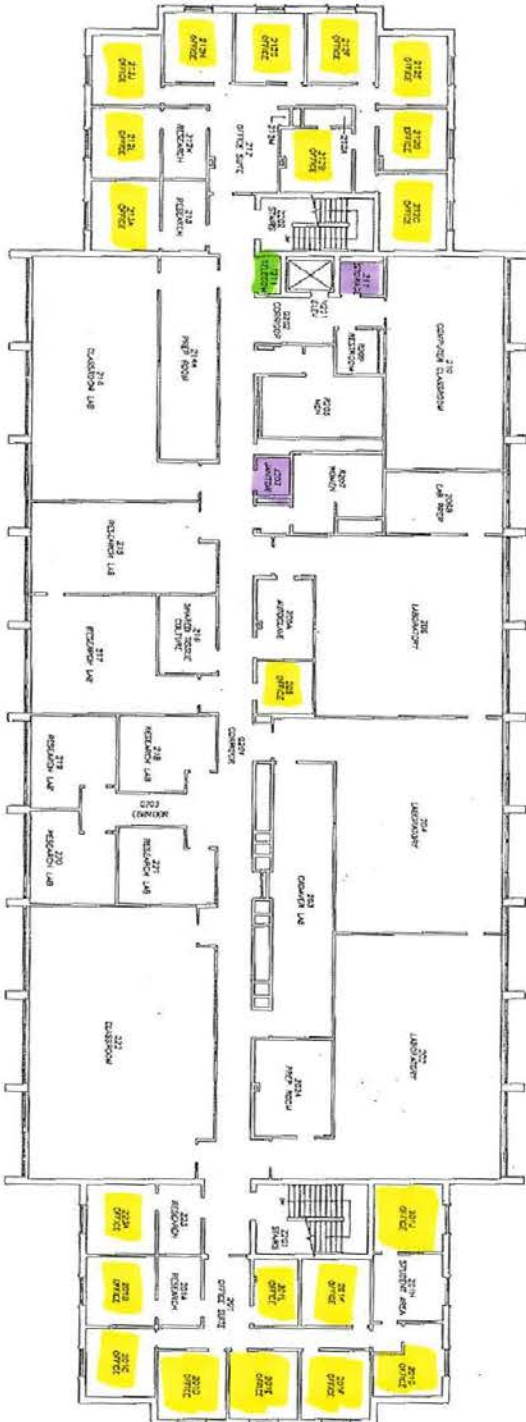
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2 OF 3
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Facility
 Staff
 Admin
 M&O
 IT
 Police



LUERSSEN BUILDING

SECOND FLOOR PLAN
 PENNSYLVANIA STATE UNIVERSITY
 UNIVERSITY PARK, PA 16802

PENNSYLVANIA STATE UNIVERSITY

FACILITIES RESOURCES AND PLANNING
 UNIVERSITY PARK, PA 16802
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SCALE

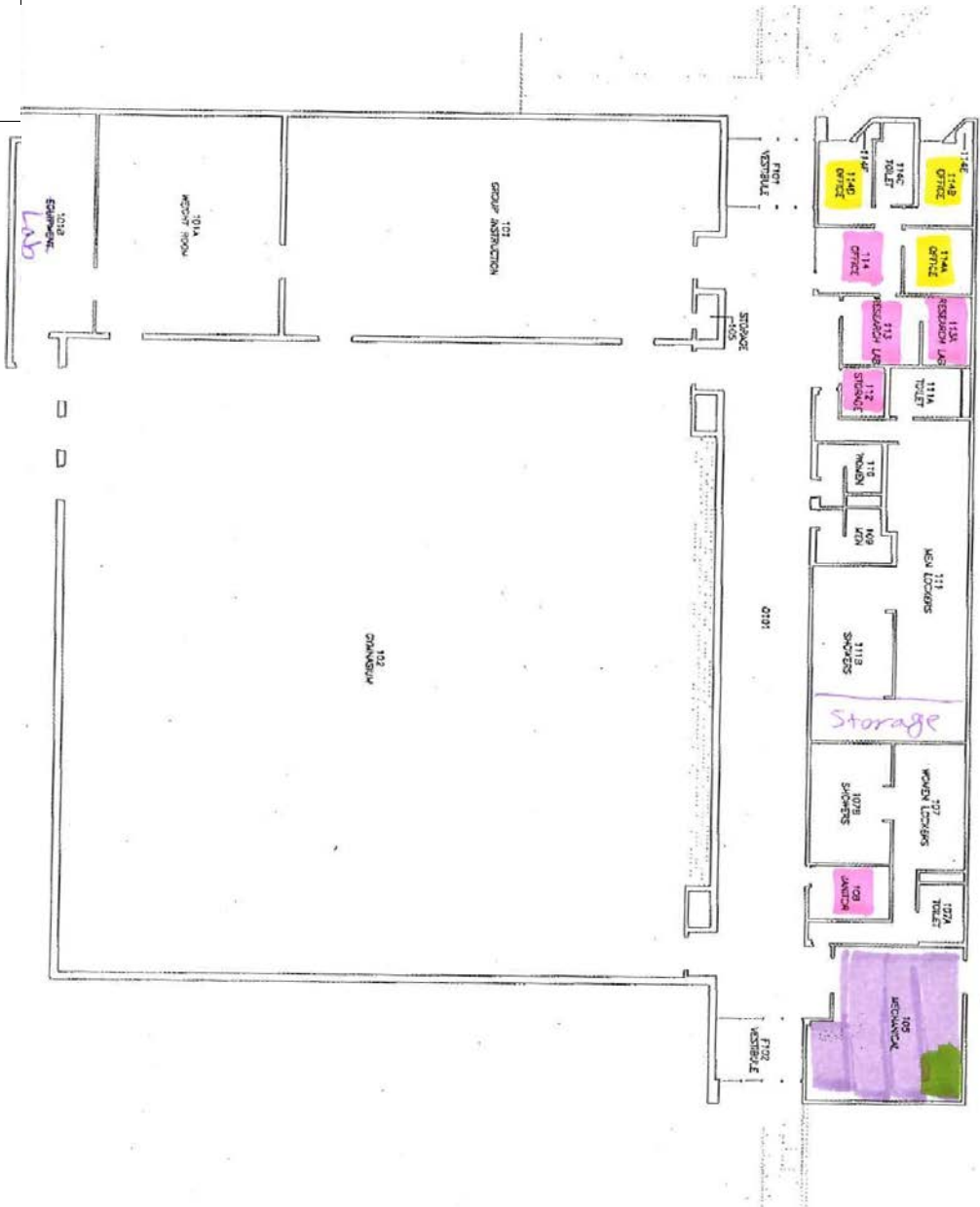


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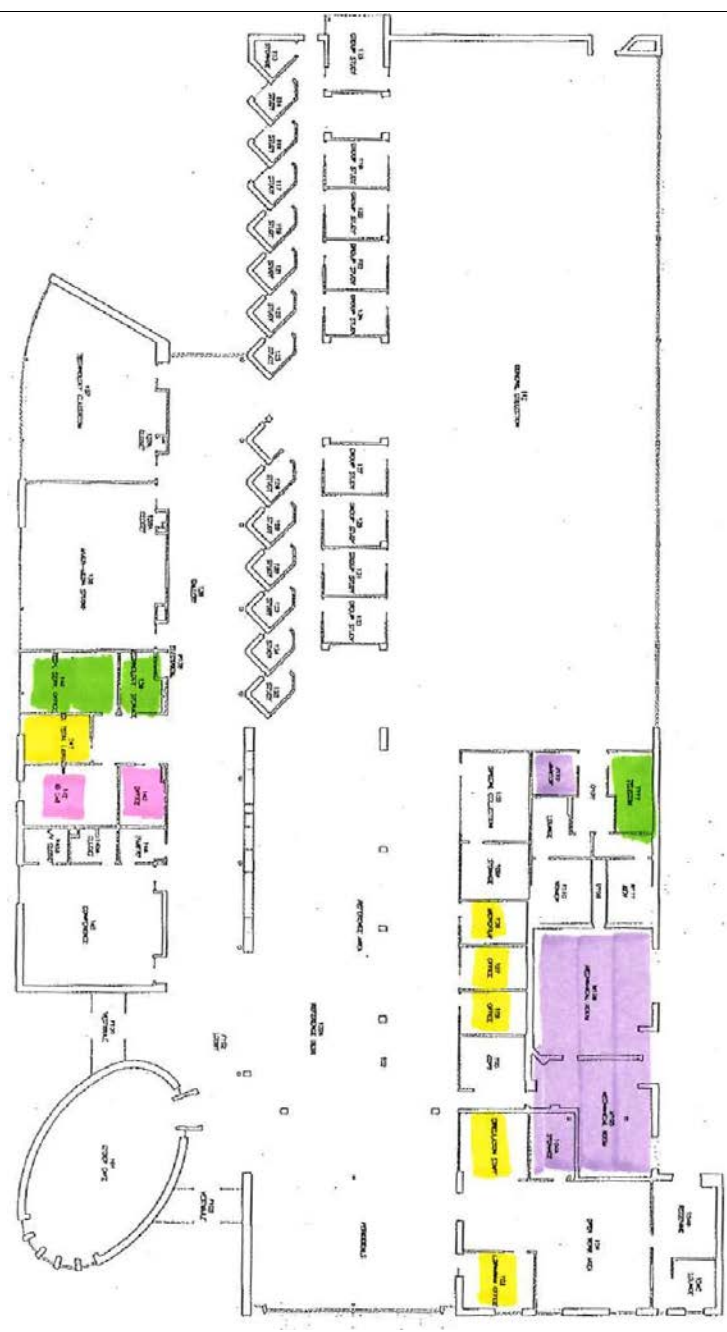
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Faculty
Staff
Admin



FIRST FLOOR PLAN BEAVER COMMUNITY CENTER PENN STATE BERKS, READING, PA		0980-002 1 1 OF 1

Faculty
Staff
Admin
M&O
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Police



GROUND FLOOR PLAN
THUN MEMORIAL LIBRARY
CAPITAL COLLEGE, PENN STATE BERKS, READING, PA

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1 OF 1

(APPENDIX G)

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

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

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.