

**Penn State Berks Faculty Senate**  
**Monday, April 20, 2020**  
**12:15-1:15pm**  
**Zoom (Meeting Room ID: 952-5649-6988; password: 144243)**  
**Agenda**

- 1. Call to Order**
- 2. Approval of the Minutes of the March 2020 Meeting** (Appendix A)
- 3. Announcements and Reports by the Chair**
- 4. Reports of Officers and University Senators**  
  
Vice Chair Ryan  
Secretary English  
University Senator Bartolacci  
University Senator Snyder  
University Senator Zambanini  
University Senator Maurer  
University Senator Dreisbach  
SGA President Steve Filby  
Student Senator
- 5. Comments/Announcements by Administrators**  
  
Chancellor Hillkirk  
Associate Dean Larson
- 6. Unfinished Business**
- 7. Forensic Business**
- 8. Motions from Committees**
  - Meeting Dates for 2020/2021, Executive Committee (Appendix B)
- 9. Informational Reports from Committees**
- 10. New Legislative Business**
  - Voting for Penn State Berks Faculty Senate Officers
- 11. Comments for the Good of the Order**

## 12. Adjournment

# Appendix A

## Penn State Berks Senate

March 30, 2020

12:15-1:15 PM, via Zoom

Attendees: Khaled Abdou, Jennifer Arnold, Amir Barakati, Mike Bartolacci, Tara Beecham, Catherine Catanach, Donna Chambers, Alex Chisholm, Valerie Cholet, Tricia Clark, Ebonie Cunningham-Stringer, Justin DiAngelo, Deb Dreisbach, Colleen English, Maria Fellie, Andrew Friesen, Nathan Greenhauer, Sarah Hartman-Caverly, Ryan Hassler, Jinyoung Im, Ben Infantolino, Samantha Kavky, Jim Laurie, Jayne Leh, Joe Mahoney, Lauren Martin, Catherine Mello, Elaine Meils, Pauline Milwood, Kesha Morant-Williams, Jennifer Murphy, Rungun Nathan, Randy Newnham, Shannon Nowotarski, Meghan Owenz, Dawn Pfiefer Reitz, Michele Ramsey, Matt Rhudy, Marissa Ruggiero, Brenda Russell, Holly Ryan, David Sanford, Marietta Scanlon, Jessica Schocker, Jeanne Serrian, Allison Singles, Stephen Snyder, Hartono Tjoe, Lorena Tribe, Praveen Verrabhadrapa, Lynette Waller, Bryan Wang, John Weber, Bob Zambanini (faculty); James McCarty, Marie Smith (staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Lisa Glass, Keith Hillkirk, Elyce Kaplan, Janelle Larson, Belén Rodríguez-Moureló, John Shank (administration).

### 1. Call to Order

2. **Additions, Corrections, and Approval of Minutes of February 24, 2020** –The Chair called for any additional additions, corrections to the minutes; hearing none, a motion was called to approve the minutes, second; *the minutes were approved.*

### 3. Announcements and Reports by the Chair –

- Slight changes were made to the agenda for today’s meeting in order to allow time for faculty to express anything they wanted to have addressed. We will be utilizing the Q&A and chat box for today’s meeting.
- Per our census year and based on the number of fulltime faculty we have; we are only eligible to elect one open senator seat for next year. Even though there are two senate seats open, one spot will be filled. We are hopeful this will change with any new hires but for now this what will occur. The following four candidates are running for this open spot: Valerie Cholet, Joseph Mahoney, Cliff Maurer and Dawn Pfiefer Reitz; all will be sending statements to me by the end of this week and I will share these with faculty via email early next week prior to the vote. Thank you to all who are running. Results will be announced at our April meeting.
- In terms of this year’s business and the era of COVID-19 that will be part of the Vice Chair’s report.
- I have been sitting in on a lot of administrative meetings and am impressed at how hard everyone is working under these unrepresented circumstances. I would like to give a shout-out to my colleagues, faculty, staff, administrators for their hard work. I think we are all doing a really good job.

### 4. Reports of Officers and University Senators -

- **Vice Chair Ryan** – The senate committees have been doing an excellent job in completing their charges within the timeline given. To date, five charges remain for the remainder of this semester; some are in the process of completion. After communicating with the committee chairs on these remaining charges, all agreed that they are not pressing and could wait until next fall to resume their work.  
The P&T elections for next year are almost ready to go. Technical issues are currently creating a delay but we hope to have those resolved in the near future. We hope to have a link sent out by the end of the week.
- **Secretary English** – No report.
- **University Senator Bartolacci** – In-regard to student being able to change their grades, rough drafts are under review in the curricular affairs committee.
- **University Senator Snyder** – Our committee remains focused on their current work.
- **University Senator Zambanini** – Work remains ongoing within the university planning committee in-regard to office space. The response to online learning has been well-received with my students; they are very engaged.
- **University Senator Maurer** – Not present.
- **SGA President Steve Filby** – Not present.

- **Student Senator** – Not present.

## 5. **Informational Reports from Committees**

- **Research Productivity Evaluation, Faculty Affairs (Appendix B)** – An overview of the charge was provided. As the committee went through the process, they learned is that one can't really do what we set out to do. It was supposed to be a legislative report giving some best practices and through the information gathered the conclusion that was reached is that there is not one set of best practices. Methods used were shared. We concluded that the evaluation across the disciplines is very tricky because each discipline has its own series of standards and approaches. In summary, this is a way more complex issue than anticipated. The committee's recommendations were shared. The Chair thanked the committee for their work on this report.
- **Standing Committee Minutes (Appendix C)** –

6. **Comments for the Good of the Order** – The Chair opened the floor for faculty to express any concerns, suggestions, etc. Senator Bartolacci thanked Chancellor Hillkirk for his agreeing to stay on beyond his August 1 retirement date until December. CLT is offering some training regarding online assessments and proctoring. Trainings are being held mid-afternoon on Tuesday's and Thursday's. Check your email communication for exact times. Zoom has the capability of doing polls by utilizing the chat function, which may useful during classes. The Writing Center and the Learning Center are still operational for any student who may be experiencing difficulty. Zoom office hours are being utilized for one on one with students. Students are being asked to join Zoom with their video and audio capabilities turned on for a better collaborative experience; however, we need to be mindful of any student who are uncomfortable sharing with others their surroundings. A good practice is to let it up to them. Using video also uses up a lot of bandwidth so only use it as required. Profile pictures or a virtual background are also some other options in lieu of video. A question was raised as to the April 30 deadline and if adjunct faculty will be paid beyond that point. The Chancellor commented he doesn't have a lot of detail. Meetings are continually taking place where we may get more clarification. He commented that in his opinion, we at Berks are perhaps less likely to be impacted negatively in this area just because of the makeup of our faculty and staff. More will be shared as details are known. Dr. Larson added that adjuncts will be paid for the work they are doing. The Chancellor shared the university is doing all it can at this time to be as fair and as reasonable as possible.

## 7. **Comments/Announcements by Administrators**

- **Chancellor Hillkirk** –
  - I want to thank a lot of people. I am very impressed with what we have been able to accomplish thus far due to the cooperation of many, many individuals. We currently have approximately 50 students in the residence halls. Residence life and housing are working together to ensure that each student has their own bathroom facilities and are practicing social distancing as much as possible. Police Services continues to keep the campus safe. We anticipate additional international students coming to campus from other campuses in the region. This is another example of what folks are doing to work together. Berks County is now included in the stay at home order that the Governor issued. I want to encourage everyone to work remotely and only come into campus if you absolutely have to pick something up. This is being asked for each person's safety as well as for those individuals who are responsible for cleaning the campus.
  - My retirement date has been postponed until December, which in my opinion was a no-brainer. This is an amazingly challenging time for all of us.
  - An announcement in-regard to the Associate Dean search will be made in the very near future.
  - The Chancellor asked Kim Berry to make any comments that he may have overlooked. Berry added we are asking people who plan to come to campus to let Police Services know so that our custodians may thoroughly clean the area afterward.
  - I wish everyone good health. We will get through this but we will do so only because of your dedication and cooperation.
- **Interim Associate Dean Larson** –
  - We have additional details in terms of the grading at the end of the semester. Faculty will submit grades and students will have a week to decide if they want to change to the alternate grading system.

How that will be done is yet to be determined. I believe the process will not come back to faculty to complete but that students will submit something either through LionPATH or the registrar's office. Some of the controlled majors are still working out how they will manage this so keep alert for any updates that will be forthcoming.

- An email was sent last Friday in-regard to Lisa Shibley's passing. A number of you may remember Lisa when she was on campus. If you would like to send out a card to her children the addresses were shared in my email.
- The university hasn't made an official call yet but it is looking likely that the summer courses will be online. There is a difference here, it doesn't have to be remote learning, it could be online. Over the past several years, this has been more of the norm so this should be less of a transition. If you are teaching especially summer1 be ready to teach online. We are still trying to determine how this will affect some of our summer programs such as the PaSSS Program and NSO, again all of that is to be determined. More details to come.
- If you have a student that dropped a class during the period from March 6-25 and would like to return to the class, it is still up to faculty to determine if they could make that work up and what that would look like. As of last Friday, the registrar's office indicated no requests were received from students.
- The chair referenced the registrar's note in the chat box that if you know in advance that you are going asynchronous online vs. synchronous in-regard to this summer classes, to please let her know in advance. The Chancellor indicated this topic was recently discussed at his meeting with the HASS division noting one of the issues was with PHEA and their existing rules that 50% need to be synchronous so not to have any adverse effects on a student's financial aid. The Chancellor commented many efforts are underway both through student affairs and residence life to support our students, adding both counseling and health services are also available to students who are on campus. He asked all, if you have a particular student you have a concern about to share this with either he or Dr. Larson for follow up.
- A question was raised pertaining to the recent notice that went out on RDG's and if we will know by that deadline about carryover of this year's RDG's and if that deadline will be extended. Dr. Larson commented our budget for next year remains a big mystery. The Chancellor adding, he will try to find out more on this noting many meetings have been taking place between he and Lisa Mikula. He shared, as difficult as the transition to new budget model has been and with so much uncertainty this year, coronavirus has only added to the confusion. More details will be shared when known. Dr. Larson suggested adding two line items, one with this is what my budget request would be with carryforward and the other without.

**8. Unfinished Business** – None.

**9. Forensic Business** – None.

**10. Motions from Committees** – None.

**11. New Legislative Business** – None.

**12. Adjournment**

## Appendix B

### Executive Committee

#### Senate Meeting Dates 2020-2021

*All meetings during common hour*

**Motion from the Executive Committee to approve the following schedule of meetings.**

#### **Full Senate Meetings** (locations TBA)

September 28

October 26

November 30

January 25

February 22

March 29

April 19

**Standing Committee Meetings, excepting Executive** (committee chairs to reserve rooms ASAP and post on the academic calendar)

September 14

October 12

November 9

January 11

February 8

March 1

April 5

#### **Executive Committee Meetings** (locations TBA)

September 21

October 19

November 16

January 18

February 15

March 15

April 12