

AGENDA

Penn State Berks Senate

Monday, November 30, 2015

1:00-2:30 PM

121 Gaige

- **Call to Order**

- **Additions, Corrections, and Approval of Minutes of October 19, 2015 meeting**

- **Announcements and Reports by the Chair**

- **Reports of Officers, University Senators, SGA President, and Student Senator**
 - Vice Chair and Senator Nasereddin
 - Secretary Greenauer
 - Senator Aynardi
 - Senator Snyder
 - SGA President
 - Student Senator

- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Discussion of Strategic Planning
 - Senior Associate Dean Esqueda
 - Discussion of General Education program

- **Unfinished Business**
- **Motions from Committees**
- **Informational Reports**
 - Physical Facilities and Safety Committee Minutes (**Appendix A**)
- **New Legislative Business**
- **Forensic Business**
- **Comments for the Good of the Order**
- **Adjournment**

Penn State Berks Senate
October 19, 2015
1:00-2:30 PM, Room 121, Gaige Building

Attendees: Martha Aynardi, Amir Barakati, Mike Bartolacci, Tara Beecham, Mike Briggs, Donna Chambers, Tricia Clark, Nancy Dewald, Colleen English, Azar Eslam Panah, Bob Forrey, Katie Garcia, Nathan Greenauer, Jui-Chi Huang, Ben Infantolino, Abdullah Konak, Sadan Kulturel, Ada Leung, Joe Mahoney, Lauren Martin, Cesar Martinez-Garza, Catherine Mello, Mahdi Nasereddin, Rungun Nathan, Randall Newnham, Dawn Peifer Reitz, Matthew Ruhdy, Holly Ryan, Teri Sabatelli, David Sanford, Marietta Scanlon, Jenifer Shannon, Alice Shaparenko, Steve Snyder, Terry Speicher, Hartono Tjoe, Praveen Veerabhadrapa, Amy White Berger, Donghwan Yoon (Faculty); Kathy Ashby, Joann Devich, Deb Moller, Brett Spencer (Staff); Pradip Bandyopadhyay, David Bender, Paul Esqueda, Walt Fullam, Keith Hillkirk, Belén Rodríguez Mourelo, John Shank (Administration); Jessica Hoag (Students)

1. **Call to Order**
2. **Additions, Corrections, and Approval of Minutes of the September 21, 2015** –The Chair called for corrections, additions to the minutes; hearing none, a vote was called to approve the minutes; *the minutes were approved unanimously.*
3. **Announcements and Reports by the Chair** – The move to Canvas LMS has been approved with anticipated implementation in fall of 2017. The Chair shared his experiences piloting the software and advised faculty that conversion of files currently on Angel may be time consuming and that faculty should afford ample time to address any possible conversion difficulties.
4. **Reports of Officers and University Senators**
 - **Vice Chair Nasereddin** – The Faculty Affairs committee will review concerns about the Strategic Plan goal of 1.5 publications per year for faculty. The committee will also examine possible increases to research funding to support this goal. Reports are anticipated in the spring of 2016.
 - **Secretary Greenauer – No report**
 - **Senator Aynardi** – The Senate approved legislation on multiple items: shortening the add/drop period; limiting the number of times a student can attempt a course to three attempts; entrance to major will be automatic if student has taken requisite courses and has required GPA. Reminded new faculty that Randall Newnham is ombudsman and can serve as neutral third party to help resolve disputes pertaining to contractual responsibilities. Reminded faculty that the General Education survey was sent via email and encouraged all faculty to complete it even if they have no objections. Any concerns about university health care should be brought to her attention. Encouraged faculty to review the strategic plan with particular emphasis on student engagement as she anticipates increased expectation of student involvement in, e.g., research and internships as portions of the Strategic Plan continue to be implemented.
 - **Senator Snyder** – Reviewed current charges. The Senate has charged his committee to assess the validity, reliability and impact of SRTE. The Senate has charged his committee to look into the promotion (or lack of) of fixed term faculty, including a review of applicable policy documents to ensure consistency and transparency. Senator will encourage the committee to reprioritize issues related to stopping the tenure clock for family reasons.
 - **SGA President** – The SGA has been examining ways to support student safety on campus. Currently reviewing a companion application for 911 that will share GPS coordinates with emergency services. The SGA is also looking into ways to create student space on campus.

- **Student Senator – Not present**

5. **Comments and Announcements by Administrators**

- **Chancellor Hillkirk –**

- Thanked faculty and staff for their support with numerous visits over the weekend. His interactions indicated that visitors were very approving and impressed with Berks, particularly with the degree of student engagement. Encouraged faculty to continue to connect classroom activities to out of class experiences.
- All faculty should complete background checks. Currently 33 dual-enrolled high school students on campus. Supporting dual-enrollment is important for outreach and engagement.
- Safety is at the top of priority list. Thanked Kevin Rudy for his efforts and emphasized the importance of safety at Berks. Highlighted the behavioral threat management team's (BTMT) important role in addressing safety concerns, supporting interventions, helping students, and maintaining safe community. Also highlighted the emergency management team, safety committee, and numerous training events that occur on campus. To support communication in event of emergency, phones have been added to all classrooms and localization of dead zones for cellular service is underway. Aaron Bingham and RACC have independently been in contact requesting assistance with safety issues.

- **Kevin Rudy –**

- Update about unsubstantiated threat made via social media in recent weeks. Indicated that he was in continuous contact with FBI to monitor all potential safety concerns.
- Reviewed BTMT procedures and responsibilities. Emphasized that the goal is not to arrest students, but to help them become good citizens. Praised Teri Sabatelli's office for work supporting students. Encouraged faculty and staff to seek help if they suspect a problem.
- Reviewed general issues related to active shooter scenario. Chief Rudy is county negotiator, local law enforcement regularly trains on campus, and there is a good relationship between Berks and local townships. In the event of emergency there is a repeater on Gaige to support communication, as well as radios permanently placed in every building in order to communicate with building monitors to facilitate, e.g., lock down. In the event of active shooter PSU alert will also disseminate warning message.
- Question about where to find information about safety procedures. Referred to StaySafe program. Additionally emergency plans are available if requested.
- Question about what type of threats are publically announced. Unsubstantiated threats are not publically announced. Only substantiated threats are made public.
- Suggestions were made that perhaps the podiums or in-class computers could also be used as part of the alert system (they currently are not). Also suggestions that a unique ring on in-class phones could be used to communicate with students and faculty in the event of an emergency.

- **Senior Associate Dean Esqueda –**

- Official enrollment as of October was 2906, up 67 from last year. Increase from 868 to 904 in majors.
- Summer programs (e.g., PAS) to support at risk students was successful. All 26 students completed PAS program with high GPA. Thanked HASS faculty for their work. Inasmuch as students will be returning next summer, and new students will be enrolling, faculty were asked to consider what classes they could offer to support PAS.
- Reminder: Ethics and Responsibility workshop on November 20.
- Reminder: Faculty Retreat on December 18.

- 6. Unfinished Business – None**
- 7. Motions from Committees – None**
- 8. Informational Reports – None**
- 9. New Legislative Business – None**
- 10. Forensic Business – None**
- 11. Comments for the Good of the Order – None**
- 12. Adjournment**

Appendix A

Physical Facilities and Safety Committee

Meeting Date: 10/21/2015, 1:00 – 2:00 PM

In Attendance: Ada Leung, Khaled Abdou, Amy Berger, Jennifer Hillman, Kim Berry

The charges of the committee in 2014/15 are as follows:

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 informational report to the Berks Senate.

Updates of physical facilities:

1. Kim Berry will present campus master plan in next meeting. He will also present the findings of customer satisfaction survey towards physical facilities and M&O services at Berks.
2. Luerssen renovation is in phase 2 in December.
3. The roof and outdoor facade of Franco are being renovated now. The heating/cooling system at Franco will be done in summer.
4. There are concerns about blackboards in Franco 150, 151, and 157. The chalks are “slippery” and the writing does not adhere to the surface.
5. There are concerns of mold in some of the offices due to water damage. Joe Mazzoni will follow up on that.
6. Luerssen restrooms need shelving for occupants’ belongings.
7. The restroom opposite of Franco 108 needs replacement of old hooks.
8. The door mechanism of handicap restroom in Franco is malfunctioned.
9. The toilet bowls in Gage restroom were stained, likely due to the aging of filters (which filter out particulars from rainwater so that it can be used for the restrooms).
10. Paper towel dispensers will be installed at Gage.
11. If students smoke in undesignated areas, it is everyone’s responsibility to tell them about the transgression as a matter of courtesy.

As for space use and assignments, it follows Berks Policy for Assignment of Faculty Office Space (motion was submitted on October 11, 2010).

Following up about the security discussion in prior senate meeting:

1. There is a training video about surviving an active shooter available for PSU community: <http://StaySAFE.psu.edu>.
2. Instructions about dealing with emergency situation are next to telephone in every classroom.

3. There are 82 trained building monitors and three armed officers on campus. Berks also have great relationships with local police force.

As for safety related discussion:

1. RAs also participated in the fire extinguisher training in August.
2. Handrails will be installed in the path between parking lot and the Nittany Lion.
3. The path to alumni pavilion is not ADA compliant. New walkway from residence hall to main campus is examined.

Parking concerns:

1. The gate that leads to Gaige faculty parking lot will be online once Luerssen renovation enters the second phase.
2. The parking lots were the busiest during the first two weeks of the semester. Students need to know that Berks have sufficient parking spaces (911 spaces). Some spaces may need a short walk to the buildings, and students need to plan accordingly so that they will arrive at their respective classrooms on time.
3. Berks campus will have access to Enterprise CarShare program soon. Car-pooling may reduce the perceived parking problems by having fewer cars on campus.

The committee will contact Mahsa Kazempour to learn about the sustainability projects done on campus.

Next meeting will be held in December 2, 2015.