

AGENDA

Penn State Berks Senate

Monday, February 15, 2016

1:00-2:30 PM

121 Gaige

- **Call to Order**

- **Additions, Corrections, and Approval of Minutes of November 30, 2015 meeting**

- **Announcements and Reports by the University Faculty Senate Chair**

- **Announcements and Reports by the Berks Faculty Senate Chair**
 - Strategic Planning faculty appointment

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

- **Comments and Announcements by Administrators**
 - Senior Associate Dean Esqueda
 - Discussion of Full-Time Faculty promotion guidelines
 - Training update for Canvas and LionPath
- **Unfinished Business**
- **Motions from Committees**
 - Motion to revise the Associate Degree in Business (Appendix A)
- **Informational Reports**
 - Student Life Committee Minutes (Appendix B)
- **New Legislative Business**
- **Forensic Business**
- **Comments for the Good of the Order**
- **Adjournment**

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

Attendees: Jennifer Arnold, Martha Aynardi, Tara Beecham, Donna Chambers, Ruth Daly, Colleen English, Leonard Gamberg, Nathan Greenauer, Bruce Hale, Helen Hartman, Ben Infantolino, Samantha Kavky, Abdullah Konak, Sadan Kulturel, Jim Laurie, Ada Leung, Joe Mahoney, Michelle Mart, Lauren Martin, Cesar Martinez-Garza, Catherine Mello, Chrystine Mitchell, Kesha Morant Williams, Mahdi Nasereddin, Rungun Nathan, Shannon Nowotarski, Alexey Prokudin, Michele Ramsey, Matthew Rhundy, Marissa Ruggiero, Alice Shaparenko, Allison Singles, Steve Snyder, Hartono Tjoe, Praveen Veerabhadrapa, Christian Weisser, Amy White Berger (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Keith Hillkirk, Janelle Larson, Belén Rodríguez Mourelo (Administration); Joseph Chletses, Jessica Hoag (Students)

1. Call to Order

2. Additions, Corrections, and Approval of Minutes of the October 19, 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 Chair reported no Senate meetings have taken place at University Park since our last meeting. He shared he has undergone training with regard to Canvas noting a recommendation was made to not have the conversion made directly from Angel to Canvas due to the unpredictability of where the information will go noting Canvas does not have the ability to handle groups. More information to follow.

4. Reports of Officers and University Senators

- **Vice Chair Nasereddin** – No report
- **Secretary Greenauer** – No report
- **Senator Aynardi** – Much conversation has taken place with regard to the shopping cart. It is not an easy thing to change. The shopping cart will be in effect when rolling out LionPath but at some point it may be changed noting a lot of this has to do with the programing, which is very complicated and expensive. Many Senate Legislative changes forthcoming because of LionPath, which will speed up implementation. Recently, the Provost commented with regard to the Strategic Plan noting during the feedback process, they received 300 pieces of useful information; half of these were robust and substantive. He noted this information will be used when making revisions to the final plan. The switch from Angel to Canvas will be official next year. Information may be found on their website www.canvas.psu.edu.
- **Senator Snyder** – There will be a forensic session of the Faculty Affairs Committee at University Park on Tuesday concerning promotion of fixed-term faculty. A legislative report, containing recommendations, is currently underway. Another draft report underway concerns the policy related to family leave and stop the clock. Discussion followed noting there is a difference between maternity leave and stop the clock for faculty.
- **SGA President** – The SGA recently passed their budget with regard to clubs. Two new SGA members were recently hired.
- **Student Senator** – No report

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk** – The timeline for the Strategic Plan process was shared. The Chancellor shared a question was recently asked if the Berks plan was a draft or a final plan. His response was our plan is a working draft noting it has been nearly three years since we were asked by the then Interim Provost, Rob Pangborn, to develop a draft plan for Penn State Berks noting the University plan will be finalized in 2016. There is some uncertainty as to what will happen once the plan goes to the Board of Trustees considering the turmoil that has occurred within the Board over the last few years particularly relating to the previous scandal. Other political factors surrounding the Governor and the Legislature are now taking place. This has left the University in a period of uncertainty. It is very important for all of us be clear about our priorities in order to move forward with focus and clarity. During this time, we now we have an opportunity to take a step back. This time will allow for us to look at how our plan aligns with the University's plan and will also enable us to ask ourselves questions about our plan. During the next few months, we will be asked to complete a matrix and will be asked to outline what our next campaign priorities will be; this timeline will coincide with the start of the next University campaign. We need to make sure we can use our plan in alignment with the Penn State plan with our donors.

Our Strategic Planning Council will be meeting on Friday, December 4. This meeting will involve several things including reviewing our process; reviewing the feedback that has been received; and reviewing what changes should be made in the form of changes, deletions and additions. Some of the examples that will be discussed include the 1.5 metric that has been the subject of conversation; we'll see what the Council's thoughts are. The Chancellors commented he is not wedded to a specific metric but feels strongly that metrics should be included. The other area concerns sexual assault, and along with that, bystander training noting this may fall under the area of goal 6. The Chancellor noted since the beginning of this process, this has become a really important priority for Penn State and the entire country. With regard to bystander training, we have the potential to make significant inroads as to what has become a very dangerous culture among college campuses for a long time. A group of faculty, staff and students will be meeting this Friday to discuss this issue in greater detail. Another example, which is currently not part of the plan, relates to St. Joseph. This area specifically has the potential to affect all of us in terms of our work noting many positive initiatives are currently underway in this regard.

We need to work with a plan that is focused but also responsive to the changing context in which we live and work. The Chancellor commented the thing he dreads the most is indifference, which translates into failure. He encouraged all to continue providing their feedback as it will be critical toward our overall success.

A question was raised as to whether this feedback will be shared; the Chancellor commented it will be shared but names will be omitted. A recommendation was made to allow for future discussion of the feedback at the next Senate meeting and the Chair agreed. The Chancellor commented the plan is a plan for us collectively and in no way it is intended to address P&T or specific faculty individual progress towards promotion, tenure or the annual review process. The Chancellor acknowledged and thanked all those on the Strategic Planning Council for their dedication and hard work.

- **Senior Associate Dean Esqueda** –
 - An update with regard to Gen Ed was provided noting Gen Ed consists of 45 credits or approximately one-third of our curriculum. The last revision took place in 1997, which was one of the motivating factors to make revisions. The other motivation has to do with

assessment. During the last two cycles of accreditation reviews, it was pointed out that the University is weak in assessment of academic programs and general education. The next report to Middle States will take place in 2017. Based on its current design, it does not assure knowledge integration. The General Education Taskforce was charged March 28, 2013. Due to leadership changes within University leadership since this time, many recommendations have been proposed. On April 28, 2015, the Faculty Senate approved, without amendments, all six Taskforce recommendations. The six recommendations are as follows: (1) Revise the current statement on General Education goals to include updated Learning Objectives; (2) A regular and ongoing assessment plan for General Education should be developed by the Faculty Senate and University bodies assigned to program assessment, following the principles described in this report. The plan should be approved by Faculty Senate, and finding should be used by the appropriate Senate committees to address areas for refinement and improvement; (3) Rename Health and Physical Activity (GHA) to Health and Wellness; (4a) Rename the “Skills” component of General Education to “Foundations” and (4b) rename the “Knowledge Domains component of General Education to “Breadth Across Knowledge Domains”; (5a) Require a C or better in GWS (Writing and Speaking) courses for the Baccalaureate and Associate General Education programs, and (5b) require a C or better in GW (Quantification) courses for the Baccalaureate and Associate Degree General Education programs; (6a) Require 6 credits of Integrative Studies as part of the General Education Baccalaureate requirements; (6b) create inter-domain courses as a way for students to accomplish the Integrative Studies requirements; (6c) create linked courses as a way to offer the Integrative Studies component; (6d) replace the “9-6-3” substitution with the more flexible “Move 3” substitution; and (6e) allow an Integrative Studies course to satisfy the flexible 3 credits of exploration within the Associate Degree General Education.

There is a concern with regard to recommendation 5 noting at this time for Math 110, in the BSB program, the minimum grade required for graduation is a D and now this change will put us at odds for that course, in order to count as a GQ, it would have to be a C. Senator Aynardi commented this concern has been brought to the attention of the Chair of the Implementation Committee who stated this originally was not one of the charges for their committee but they would pass it along to the Chair of the University Senate.

All six recommendations will now have to be implemented. For that purpose, the Implementation Committee was charged on May 21, 2015. The hope is to have these changes approved by the Senate by the end of this academic year. Senator Aynardi shared the timeline for the upcoming legislative and informational reports, both of which will be early 2016. The Senior Associate Dean stressed the importance of providing feedback noting curriculum matters are the responsibility of the Senate. He also thanked Senator Aynardi for her diligence and hard work during this process.

6. Unfinished Business – None

7. Motions from Committees – None

8. Informational Reports –

- **Physical Facilities and Safety Committee Minutes (Appendix A)** – The Chair called for a motion to approve the minutes; a motion was called and was second; *the minutes were approved.*

9. New Legislative Business – None

10. Forensic Business – None

11. Comments for the Good of the Order – None

12. Adjournment

Appendix A

Motion from the Academic Affairs Committee

The Academic Affairs Committee unanimously supports the P2 prospectus regarding revisions to the Associate Degree in Business delivered by Abington, Altoona, Berks, Harrisburg, and University College.

The committee brings the motion to approve the revisions to the Associate Degree in Business as detailed in the P2 document (see below). This motion does not require a secondary motion since it is brought forth by the committee chair for a vote from the senate.

P-2: Curricular Changes in Undergraduate Programs/Majors, Options, IUGs, and Minors

ACUE Curricular Program Prospectus

Submission Authority

Each prospectus must be submitted by the college's Associate Dean a minimum of one week prior to the ACUE meeting at which it will be considered. Electronic submission from the Associate Dean creates verification that the document has the college's preliminary support. Prospectuses that do not originate with the Associate Dean cannot be accepted for consideration. An Associate Dean may identify to the Office of Undergraduate Education a staff member who is authorized to submit electronic prospectus forms on her or his behalf.

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- Associate Dean Submitting This Prospectus: David Christensen, University College; Norah Shultz, Abington; Barbara A. Wiens-Tuers, Altoona; Omid Ansary, Harrisburg; Paul Esqueda, Berks
- Associate Dean Email – djc21

- Staff Assistant Email – baj118
- College and Campus
Abington College, Altoona College, Berks College, Capital College and University College for Brandywine, DuBois, Fayette, Hazleton, Lehigh Valley, Mont Alto, New Kensington, Schuylkill, Shenango, Wilkes-Barre, Worthington Scranton and York.
- Department with Responsibility for the Program
Abington, Altoona, Berks, Capital and University Colleges
- What type of program action is under consideration?
Curricular Change in Major - P-2: Curricular Changes in Undergraduate Degrees/Majors, Options, IUGs, and Minors
- Name of program: Associate in Business Administration (2BAAB, 2BAAL, 2BABL, 2BACA, 2BACC)
- Brief description of program

The associate degree program in Business Administration provides a foundation in business that, through two options, prepares graduates for either entrance to the Bachelor of Science in Business (BSB) programs in business or for direct entry into the work place. The primary objective of this major is to provide a business-oriented program with sufficient communicative and mathematical skills, socially relevant course work, and specific business specialties to develop a well-rounded and knowledgeable graduate.

The General Business Option provides an introductory foundation to core aspects of the business environment while also preparing students for future transfer into the Bachelor of Science in Business (BSB).

The Professional Studies Option provides a technically oriented program that prepares students for direct entry into the work force. Because some of the course work in this option is not accepted in baccalaureate business programs, students are encouraged to work closely with faculty and staff advisers.

The program is also offered via the World Campus through University College.

- Briefly provide the rationale for changing this program.

The business faculty will propose two revisions to the program.

The first revision will propose dropping the 2BA professional studies option and since only one option will remain, the degree will be revised with no options. Historically, the professional studies option has not attracted the audience anticipated. Approximately 3% of 2BA students graduate with the professional option. Maintaining the option has resulted in multiple course substitutions because various 100-level courses are not offered. The recommendation to delete the professional studies option will eliminate 100-level courses from campus schedules and the resulting degree audit substitutions.

The second change is to expand the additional supporting course list in the 2BA to ensure that students completing the degree can matriculate to both the BSB and to the business programs at Harrisburg.

- Describe briefly how this action supports-or requires an exception to-the University's commitment to curricular integrity and to disciplinary unity. Please also indicate if program accreditation is involved.

The proposed modification promotes the University's commitment to curricular integrity and disciplinary unity by eliminating an option which resulted in under-enrolled classes and course substitutions.

- Resources
No new resources required
- How will the changing of this program affect other programs or other Penn State campuses and colleges?

An expanded list of additional courses will create a better pathway for 2BACC graduates to transition to other baccalaureate business programs delivered on the Commonwealth campuses.

No impact on other programs is anticipated. The program is shared by five campus colleges and is delivered via World Campus. The only other associate in business degree, General Business is delivered by Behrend College.

Appendix B

Minutes - Student Life Committee

11/20/2015

1:00 – 2:00 PM

Members Present: Ali Alikhami, Justin DiAngelo, Leonard Gamberg, Nathan Greenauer, Michele Mart, Teri Sabatelli

Members Absent: Bill Bowers, Cliff Mauer, Shadia Maurtua

1. The committee reviewed the standing charges.
2. Discussion of alignment between University Park and Berks strategic priorities as they relate to student life on campus.
 - a. Committee agreed that there were no substantial disparities or conflicts.
3. Discussion of Student Facilities Fee (SFF) Committee.
 - a. Review of guiding principles, committee make-up, and faculty role of SFF.
 - b. Teri Sabatelli elaborated issues of SFF in recent years and current budget.
 - c. Discussed appropriateness and possibility of having a single faculty member co-chair both the SFF and Student Activities Fee (SAF) Committee.
 - i. *Item will be brought to the Executive Committee*
4. Other Business
 - a. Campus Safety
 - i. It was agreed that the Berks is actively addressing issues related to sexual assault and disseminating information to students. The initiation of Stand for State in the spring was discussed.
 - ii. Issues related to active shooter on campus are also being addressed, and information disseminated, by appropriate offices.
 - b. Issues related to increased enrollment:
 - i. Lack of student space on campus is directly and indirectly responsible of several issues. In particular, limited indoor student space is placing pressure on Library and exacerbating pre-existing noise issues.
 - ii. Discussed staffing concerns due to increased need of student services (e.g., Counseling Service).
 - c. Campus Accessibility
 - i. Issues of accessibility on campus were raised. Teri Sabatelli updated committee on a number of renovations currently underway or in planning stages.
 - d. Quality of Life
 - i. Teri Sabatelli raised the issue establishing a food pantry for homeless students.
 1. *Committee will examine this issue in the spring.*
 - ii. QOL data will be shared with committee chair for review and to inform several issues noted above.
 1. *Data will be evaluated during the spring.*