

Penn State Berks Senate

Monday, January 30, 2012

1:00-2:30 PM

Multi-Purpose Room, Perkins Student Center

Agenda

- **Call to Order**
- **Additions, Corrections, and Approval of Minutes of the November 28, 2011 meeting**
- **Announcements and Reports by the Chair**
- **Reports of Officers and University Senators**
 - Vice Chair Bowers
 - Secretary and Senator Zambanini
 - Senator and Parliamentarian Aynardi
 - Senator Shibley
 - Senator Snyder
 - Student Senator Tiffany Wesner
 - SGA President Larry Wesner
- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Esqueda
- **Unfinished Business**
- **Motions from Committees**
 - “Danielle Richards Outstanding Advising Award,” Executive Committee (**Appendix A**)

- **Informational Reports**
 - Academic Affairs Committee Minutes, January 9, 2012 (**Appendix B**)
 - Strategic Planning and Budget Committee Meeting Minutes, December 7, 2011 (**Appendix C**)
 - Physical Facilities and Safety Committee Informational Report on the Luerssen Renovation, January 21, 2012 (**Appendix D**)

- **Committee Reports**
 - Academic Affairs, Committee Chair Mart
 - Faculty Affairs, Committee Chair Bowers
 - Strategic Planning and Budget, Committee Chair Forrey
 - Physical Facilities and Safety, Committee Chair Amaral
 - Student Life Committee, Committee Chair Berger

- **New Legislative Business**

- **Forensic Business**

- **Comments for the Good of the Order**

- **Adjournment**

Penn State Berks Senate
November 28, 2011
1:00-2:30 PM, Multi-Purpose Room

Attendees: Ali Alikhani, Katie Amaral, Mohamad Ansari, Jennifer Arnold, Dave Aurentz, Martha Aynardi, David Bender, Amy Berger, William Bowers, Tricia Clark, Nancy Dewald, Mike Fidanza, Bob Forrey, Leonard Gamberg, Nathan Greenauer, Bruce Hale, Jui-Chi Huang, Ben Infantolino, Selvi Jagadesan, James Karlinsey, Pat Kohrman, Jim Laurie, Ada Lueng, Michelle Mart, Lauren Martin, Cesar Martinez-Garza, Lingqi Meng, Deena Morganti, Mike Moyer, Edwin Murillo, Marilyn Mussomeli, Tami Mysliwicz, Randall Newnham, Cheryl Nicholas, JoAnne Pumariega, Toby Rider, Sue Samson, David Sanford, Jessica Schocker, John Shank, Alice Shaparenko, Ike Shibley, Steve Snyder, Terry Speicher, William Sutherland, Christian Weisser, Janet Winter, Bob Zambanini (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Keith Hillkirk, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourello (Administration); Tiffany Wesner (Students)

1. Call to Order

2. Approval of Minutes of the Preceding Meetings – Minutes of September 26, 2011 –
The minutes were approved.

3. Announcements and Reports by the Chair

- On November 8, 2011, the Senate Council meeting went to an Executive Session to develop a statement, which was issued to former Provost and now President, Rodney Erickson, concerning the sexual abuse scandal surrounding the University over the past few weeks.
- In response to the petition of more than sixty faculty members, Senate leaders called for two special meetings. There was a special Senate Council meeting held on November 17, 2011 to discuss the petitioner's statement. Five faculty members were designated to represent the petitioners for the Senate Council. After debating the statement, the Chair commented that there were many statements issued and presented a resolution in lieu of the statement. Upon discussion of the resolution, the opportunity was given to present the resolution as a motion at the special Senate meeting on November 18, 2011.
- At the November 18, 2011 meeting, which included more than 100 Senators as well as other representatives from other locations, the motion was presented by the Chair. After a lengthy debate and a few amendments, the motion was passed by a majority vote.
- There will be a special council meeting held on November 29, 2011 to discuss topics for the special session of the Senate meeting being held on December 6, 2011 with President Erikson. This meeting will be a forensic session. The Chair requested that comments and discussion points be brought forth at the November 29 meeting for consideration at the December 6 meeting.
- Members of the Executive Committee, along with the committee chairs, met with Chancellor Hillkirk and Associate Dean Esqueda this morning to discuss the Core Council's report and their recommendations concerning Berks. Ideas were discussed concerning charges that will need to be made to the committees with the goal of having a report presented to the Chancellor before the January 15, 2012 deadline.

4. Reports of Officers and University Senators

- **Vice-Chair Bowers – No Report**
- **Secretary and Senator Zambanini** – At the October meeting, the issue concerning courses with traveling components was taken off the committee's charge and will be handed back to the administration for review.
- **Senator and Parliamentarian Aynardi – No Report**
- **Senator Shibley – No Report**
- **Senator Snyder** – The Fixed-Term Faculty Report is complete and has been forwarded to the University Senate for consideration at their next meeting.
- **Student Senator Tiffany Wesner – No Report**
- **SGA President Larry Wesner – Not Present**

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk**
 - The Chancellor expressed his appreciation to faculty and staff for their ongoing support and for their taking the time to listen and talk with students in respect to this tragedy. Chancellor Hillkirk also stressed the importance of the University taking full responsibility, learning from what happened, and doing everything possible to make sure that nothing like this ever happens again.
 - Former PSU graduate and successful businessman Greg Flemming will be our guest speaker at fall commencement. Mr. Flemming was honored by the University earlier this fall with the prestigious Alumni Fellow Award. His story is truly inspirational and will be an important message to share with our graduates.
 - Discussions took place surrounding the Core Council's report and recommendations. The main concern addressed the need for faculty to have the opportunity for proper dialog and input prior to the January 15, 2012 deadline. The Chancellor stressed that conversations have begun and need to continue so that cumulatively we will move forward with the greatest wisdom possible going forward.
- **Associate Dean Esqueda**
 - The Faculty Retreat will be held on Friday, December 16, 2011.
 - Commencement will be held on Saturday, December 17, 2011. The faculty/staff breakfast is scheduled from 8:00-9:15 a.m. in the Lion's Den.

6. Unfinished Business – None

7. Motions from Committees

- **Legislative Report on Adjunct Faculty, Faculty Affairs Committee (Appendix A)** – The committee's recommendation is to increase the compensation amount from \$800 to \$1,000 per credit hour by the year 2014, and to have this increase occur incrementally as determined by the Department of Academic Affairs. A vote was called and the *motion was approved*.

8. Informational Reports

- **Academic Affairs Committee, Minutes for October 3, 2011 (Appendix B)** – Michelle Mart
- **Faculty Affairs Committee, Minutes for October 12, 2011 (Appendix C)** – William Bowers
- **Student Life Committee, Minutes for October 3, 2011 (Appendix D)** – Amy Berger
- **Student Life Committee, Minutes for October 17, 2011 (Appendix E)** – Amy Berger

- **Physical Facilities and Safety Committee, Minutes for October 18, 2011 (Appendix F)** – Katie Amaral
- **Physical Facilities and Safety Committee, Minutes for November 11, 2011 (Appendix G)** – Katie Amaral

9. Committee Reports

- **Academic Affairs (Michelle Mart)** – The committee will be meeting on December 5; the focus will be on the recommendations made by the Core Council Committee. A report will be made at the January Senate meeting.
- **Faculty Affairs (Bill Bowers)** – The faculty workload policy and alignment of the faculty activity report will be coming in January. The report on the SRTE's will be coming in March.
- **Strategic Planning and Budget (Bob Forrey)** – Progress is being made; however, there is nothing new to report at this time.
- **Physical Facilities and Safety (Katie Amaral)** – Discussions are underway; an update concerning the Luerssen renovations will be reported at the January Senate meeting.
- **Student Life (Amy Berger)** – The committee met on November 7. There was a follow-up meeting that took place with Dr. Steensland, Senior Director of Student Affairs and Enrollment Management; the following topics were addressed: (1) Enrollment Management Council (whose primary focus is on projects and other factors affecting enrollment); (2) Behavioral Threat Management Team (this team has been organized as per direction from University Park and is committed to the safety and well-being of the University community through education, communication, planning, assessment and management, toward the goal of mitigating behavioral threats); (3) students who are at risk academically including measures in place to identify them so they can be directed to support; and (4) general advocacy needs that may fall within the purview of this committee. The committee has requested that the charge concerning item #4 be clarified by the Executive Committee. The committee will meet again on February 2, 2012.

10. New Legislative Business – None

11. Forensic Business – None

12. Comments for the Good of the Order – None

13. Adjournment

APPENDIX A
Legislative Report
DANIELLE RICHARDS OUTSTANDING ADVISING AWARD
Sponsored by the Executive Committee (January 23, 2012)

Background:

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 advising is judged on the basis of quality. The award winner should ideally:

- Contact advisees several times each semester.
- Maintain regularly scheduled office hours and ensure that advisees are informed of those hours.
- Be available to meet with students (in person or electronically) as needed and requested.
- Keep up to date regarding where students should be referred if they need additional assistance in a specific area, such as career services, counseling, learning center, financial aid, registrar, advising office, health services, and disability services.
- Provide additional information to advisees in appropriate ways such as an advising newsletter, a checklist of advising responsibilities, summary of courses each semester, information on internships and undergraduate research, etc.

Selection Procedure

Each Division Head will select one nominee based on FAR information from the previous year. The winner will be selected by a committee consisting of the three previous award winners and a member of the Academic Advising Office. The selection committee will solicit comments from each nominee's advisees regarding the nominee's excellence in advising. The Committee will select the winner based on the above criteria, as conveyed in FAR information and student input. The winner will be announced at the annual faculty breakfast prior to spring graduation. The award will consist of a monetary amount and an engraving on the Award plaque that will be placed in the Perkins Student Center.

Rationale:

Danielle has exercised leadership in advising at Penn State (Berks and Schuylkill) for 25 years. She has a deep understanding of the fundamentals and best practices of advising in higher education. Danielle has developed an excellent relationship with the DUS Office at University Park. Her connection to Eric White has been instrumental in developing our Advising Center. Danielle has run our Advising Center in a very organized manner and all the goals of the unit have been accomplished to perfection. As an example, our FTCAP process works like a clock. She has earned the respect of the community at large (faculty and staff). Her personal as well as professional qualities make her deserving of naming the award after her. Danielle possesses many positive attributes, including but not limited to, dedication, patience, flexibility, caring and kindness, knowledgeable, student-centered, good listener and mentor; an advocate for students' educational achievements; a pro-active advisor who is willing to challenge, recommend, encourage, without imposing her preferences; an advisor who is willing to sit face-to-face and care about the educational and career plans of the student, and seeks to strengthen the potential and unique characteristics of her advisees.

APPENDIX B

Academic Affairs

1/9/12

In attendance: Michelle Mart (chair), Dave Bender, Tom Gavigan, Khaled Abdou, Jennifer Arnold, Paul Esqueda, Bob Zambanini, Nancy Dewald

The committee began its work on responses to the Core Council's (CC) letter to Berks.

1) Discussion about AMST program: Ray Mazurkek will meet with AMST faculty to respond to the CC's call to phase out the program. We will discuss those findings at the next meeting.

2) Discussion of the OLEAD program: We will discuss OLEAD at the February meeting once we have more information.

3) Khaled reported on the 2-year Agricultural Business and 2 HRIM programs:

Agricultural Business: We don't have any specific classes for the 2AGB degree and the costs are minimum; offered only at UP and is small there. Job prospects are limited. Janelle is in favor of eliminating the degree because even though there is little cost there are limited job opportunities. Paul noted that there are some costs associated with the degree because if a student needs a course to graduate you have to offer it. Since no one in the division or the division head had offered a counter argument to the phasing out of the program, the Academic Affairs committee agrees with the CC recommendation unanimously.

HRIM: The program had 15 students in fall 2010 and typically has 6-8 students per year; 2-3 courses are offered per year just for this degree and no other campuses offer this degree. Janelle suggests that we perhaps align the curriculum with the 4-year degree and keep the 2-year degree. Paul argued that we should phase out the 2-year degree if we have the 4-year. Some agreed with Janelle's notion that if we can align the courses we should think about keeping the 2 year degree. Because the 2-year HRIM isn't offered anywhere else, there is some disagreement about our ability to "save" a program as a committee, especially if the campus that owns the degree (UP) decides to phase it out.

A discussion of the extent to which the AA committee has the say regarding whether or not we keep or eliminate programs began.

Khaled will ask Janelle if we should keep the 2-HRIM and how long before we're adopting the 4-year version of the degree. Does she recommend that we try to keep both? Michele Ramsey suggested that if she's interested in keeping the degree, Janelle could create the alignment of the programs so that we can provide solid evidence to the CC that if realigned the 2-year program it would have little or no cost. Khaled will also ask Janelle about job prospect issue, as well as perhaps asking about whether or not UP is going to phase out the degree since they own it.

SRA degree: According to Paul, Sue says that numbers have reached over 20 since the CC letter was released. They are going to step up efforts to market the degree. All that's recommended in the letter is that we monitor enrollments. Michelle Mart suggested we get recent numbers in order to change the perception of the low numbers. The program is offered anywhere IST is offered and all places have relatively low enrollments, not just Berks.

THEA: Nancy noted that it is only offered here and at UP. Cleo advertises the major at festivals and at local award nights. Dave DeLozier is talking to donors about gifts for merit scholars. According to Cleo, under-enrolled upper level numbers aren't representative since they just started the program. "Considerable costs" of the major are a mistake in the CC letter and have been the same since 2004 (before we had the major).

THEA has garnered endowments totaling \$75,000 since Berks began offering the major.

THEA is counting their majors as UP does. They use auditions in first year to garner who are their first year students. Berks now has 26 majors.

Paul asked how many of the 26 students are juniors or seniors. Paul noted that the different way of counting majors used by THEA is not a good one because it's not how UP counts. UP says you need 10 in first, second, third, and fourth years, so according to Paul you'd need at least have 40-50 majors total. Jennifer noted that the program is too new to count that way. Michelle Mart suggests that we not mention the financial error right now ("considerable cost") in our response and only use that if they come back to us saying we need to consider eliminating it.

Nancy is supposed to check about how the THEA majors are divided by rank.

Michelle Mart suggested we mention the outreach opportunities, as well as the money the major has brought in. Paul suggested we argue that we need to keep an arts degree on campus. Michele Ramsey suggests that we argue the amount of money the college loses (almost 1 million in tuition based on current enrollment) if we don't keep the major at Berks because students have to go to UP. If UP wants us to keep majors here, why lose a good major that brings in endowments and adds culture to the campus when the only other option for interested students is to go to UP or go to another university?

Paul has to leave the meeting for another meeting.

2EET and 2 MET: According to Tom, 2 MET is already ending. 2EET—Tom notes that even if we only have 3 grads, it could be a feeder to EMET. Michelle Mart will ask Terry if eliminating 2EET will impact enrollment for EMET. Tom doesn't think that it will. Tom noted that we have to decide soon about 2EET because accreditation is coming up in Fall, so they need to decide if they need to go ahead with visitation or not. There doesn't seem to be much negative feeling about dropping 2 EET from the engineering faculty or the EBC division. Dropping EET wouldn't mean the loss of any faculty since they all teach in EMET. EMET program currently enrolls roughly 150 students. Unless we hear otherwise from EMET faculty, maybe we should not worry about monitoring this degree, we should just drop it. There was some movement at the college to keep it because some local businesses said that they would pay for students to take the courses but they haven't done so, so we may not need to keep it.

New Degrees: Michele Ramsey briefly discussed the meeting minutes of the Academic Dean's degree committee. According to Paul, minutes from their meeting at the beginning of December were not yet prepared, but would be sent to Michele Ramsey once they were. The committee briefly discussed the role of Academic Affairs with regard to any Degree Committee recommendations. At the request of the other committee members, Michele Ramsey will send the minutes from the first Degree Committee meeting to all members of the Academic Affairs committee, as well as the research on exactly how many students leave our campus for specific degrees at UP.

APPENDIX C

Minutes of the Strategic Planning and Budget Committee Meeting of 12/7/2011

Attendance: Tricia Clark, Jennifer Dareneau, Malika Richards, Rocky Huang, Lorena Tribe, Dennis Mays, and Bob Forrey (chair)

We discussed the Core Council recommendation “to reduce insofar as possible, extreme or outlying practices regarding course releases and supplemental II compensation.” We agreed that data was needed from the Office of Academic Affairs regarding course releases that were granted in the 2010-11 academic year. We discussed general criteria for granting course releases and agreed to follow up with a detailed study upon receipt of the requested data. Alternative approaches to reducing supplemental II spending such as increasing class size, employing instructional technologies, and instituting long-range course scheduling plans were discussed. It was agreed that decisions to grant course releases should be based on the mission and strategic plan of the University as well as cost to the University.

It was noted that mid-year salary adjustments are being made to help correct the salary disparities that were identified in previous comparisons between Penn State Berks and other Penn State campuses. It is recommended that updated data be reviewed periodically to ensure that the Berks campus is in-line with other non-UP campuses.

APPENDIX D

**Physical Facilities and Safety Committee
Informational Report on the Luerssen Renovation**

January 21, 2012

Introduction: The Physical Facilities and Safety Committee was charged to draft and informational report pertaining to the Luerssen Renovation project tentatively scheduled to commence after the completion of the Gage Building.

Information: Luerssen Building is a 3-story, 55,157 GSF building that was constructed in 1972. The building is in poor to fair condition overall. Once renovated, Luerssen will house the Science Division, general purpose classrooms, Information Technology Services, mail, receiving, and Police Services.

Luerssen has had very few upgrades since it was constructed, and therefore, many of the building's systems are at, or past, the end of their useful life. In 2007, the ISES analysis indicated that the building was one of the top 10 worst buildings (in terms of deferred maintenance) at the Commonwealth Campuses.

While upgrading the buildings systems and infrastructure, the renewal will also focus on improving the quality of the space and adjacencies for the various science programs, general purpose classrooms, and faculty suites within the building. Currently, there are a number of faculty engaged in both sponsored and tenure related research working in limited or inadequate facilities. The end result will be an efficient allocation and use of space which support the current academic program as well as strategic initiatives of the science division.

A feasibility study was completed in June 2010 by PS&S Architects.

Discussion and Conclusions: The renovation of Luerssen will be a phased renovation, with only a portion of the building being renovated at a time with the remainder still housing faculty, students, classes and laboratories. PS&S Architects recommended that the renovation begin at the roof of the building and work downwards from there, although the architects hired to complete the renovation will decide, in conjunction with the Administration of Berks, whether the renovation will occur in this manner.

Currently, this project is pending approval from the Board of Trustees. Although this project was originally scheduled as an agenda item for the January meeting of the Board of Trustees, recent events have caused it to be postponed to the May meeting. The extent of the involvement of the Board of

Trustees in the selection of an architect will determine the start date of the project. Because Luerssen must remain in use during the renovation, the renovation will begin during the summer months. The *earliest* date the renovation could begin would be May of 2013 but it could possibly begin in 2014 or later.

Committee Members:

Katie Amaral (Chair)

Terry Baker

Kim Berry

Mark Dawson

Maureen Dunbar

Sadan Kulturel-Konak

Jim Laurie

Jayne Leh

Ada Leung

Kay Livingston (student representative)