

# **Penn State Berks Senate**

**Monday, March 18, 2013**

**1:00-2:30 PM**

**Multi-Purpose Room, Perkins Student Center**

**Agenda**

- **Call to Order**
  
- **Additions, Corrections, and Approval of Minutes of the February 4, 2013 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 Snyder
  - Student Senator Anthony A. Khoury
  - SGA President Darryl Blake
  
- **Comments and Announcements by Administrators**
  - Chancellor Hillkirk
  - Associate Dean Esqueda
  
- **Unfinished Business**
  - Legislative Report on Core Council Recommendations, Academic Affairs Committee (**Appendix A**)

- **Motions from Committees**
  - Nominating Slates, Executive Committee (**Appendix B**)
  - Legislative Report from Faculty Affairs Committee on Reporting of Undergraduate Research (**Appendix C**)
  
- **Informational Reports**
  
- **Committee Reports**
  
- **New Legislative Business**
  
- **Forensic Business**
  
- **Comments for the Good of the Order**
  
- **Adjournment**

**Penn State Berks Senate**  
**February 4, 2013**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Khaled Abdou, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, Mike Bartolacci, Tara Beecham, David Bender, Amy White Berger, William Bowers, Mike Briggs, Tricia Clark, Nancy Dewald, Maureen Dunbar, Leonard Gamberg, Katie Garcia, Cesar Martinez-Garza, Tom Gavigan, Sudip Ghosh, Hassan Gourama, Nathan Greenauer, Bruce Hale, Ryan Hassler, Jui-Chi Huang, Ben Infantolino, Ron Jastrzebski, James Karlinsey, Abdullah Konak, Sadan Kulturel-Konak, Wah-Kwan Ku, Jim Laurie, Shiyong Lee, Lauren Martin, Ray Mazurek, Deena Morganti, Mike Moyer, Edwin Murillo, Tami Mysliwiec, Mahdi Nasereddin, Rungun Nathan, Randall Newnham, JoAnne Pumariega, Malika Richards, Toby Rider, Brenda Russell, Sue Samson, David Sanford, Jessica Schocker, Kirk Shaffer, John Shank, Alice Shaparenko, Steve Snyder, Jennifer Wakemen, Kesha Morant Williams, Bob Zambanini, Mitch Zimmer (Faculty); Jayne Park-Martinez, Marie Smith, Algernon Williams (Staff); Kathy Ashby, Pradip Bandyopadhyay, Kim Berry, Dave Delozier, Paul Esqueda, Walt Fullam, Lisa Glass, Keith Hillkirk, Janelle Larson, Dennis Mays, Lisa Weidman (Administration); Darryl Blakey, Cody Fields, Devin Heckman, Anthony Khoury, Amanda Gonzales-Ortiz, Kunal Sharma, Tiffany Wesner (Students)

**1. Call to Order**

**2. Additions, Corrections, and Approval of Minutes of the November 26, 2012** – The Chair called for additions, corrections to the minutes; hearing none, a vote was called and *the minutes were approved*.

**3. Announcements and Reports by the Chair** – The last revision to the Berks Constitution was approved unanimously by the University Faculty Senate Council and our Constitution has been revised to indicate all the revisions; a copy has been sent to University Park as well as to the Berks Faculty Senate Secretary has posted it on the Berks Senate Web site.

**4. Reports of Officers and University Senators**

• **Vice-Chair Bowers – No Report**

• **Secretary and Senator Zambanini** – At the last Curricular Affairs Committee meeting, the following topics were discussed: the issue of duplicate minors; 5-year drops; cosmetic changes to policy 42-23 regarding academic instruction (which will be forthcoming to the Senate in the near future); and discussion for a draft proposal to a document for a minimum 120 credits per degree document with a March target date.

• **Senator and Parliamentarian Aynardi**

• Salary report tables have been released and are currently under review. Additional figures including a summary should be available for the March 18 Senate meeting. Independent factors will be reviewed and each category will be looked upon individually at the next meeting.

• The process for dependent verification is underway. Several individuals have discarded the letters that were sent; e-mails have been sent from our Human Resources office as a reminder. This process is a once and done process. It is important that everyone follow the instructions provided concerning dependent verification. Concerns were raised regarding security issues. This company has gone through the University's vetting process; no issues were raised either currently or previously. For anyone scanning documents and submitting via e-mail, a reminder was given to delete the documents after you have submitted the information to prevent any security issues. Should you have any changes that would affect your dependent status, i.e. marriage, divorce, it is your fiduciary responsibility to report this information as soon as possible; otherwise, you are legally bound to be sued by the insurance company and/or the University. A toll-free number is available 24/7 for any questions regarding this process.

• **Senator Snyder** – A forensic report, previously on the Senate floor, concerning trends with fixed-term faculty, was discussed. Two comments of note included appreciation for making the conversion

and a criticism of the report for not going far enough. The result seemed to suggest that the report did not include non-teaching faculty. There are number of faculty on research appointment that was not included because the data was based on student credit hour production. The committee will look into the possibility of dealing with those numbers going forward.

- **Student Senator Anthony Khoury** – Undergraduate Education met last week at University Park and the following was discussed: engaged scholarship and keeping it consistent throughout the University; decreasing the number of days allotted for the drop/add period; and diversity. Concerns pertaining to decreasing the add/drop period were raised by students and if approved, would the syllabus be available in time for the first day of class. The SGA strongly supports diversity here at Berks; however, it needs to be promoted more in the classrooms.
- **SGA President Darryl Blake**
- SGA has recently elected new representatives for the following Faculty Senate Committees; they include: Academic Affairs, Anthony Khoury; Physical Facilities and Safety, Devin Heckman; Strategic Planning & Budget, Darryl Blakey; Student Life, Amanda Gonzalez-Ortiz.
- The Smoking Policy is currently under review; a report should be available for the March 18 Senate meeting.

## 5. Comments and Announcements by Administrators

- **Chancellor Hillkirk**
  - The Chancellor commended Biology Professor Bert Eardly, who was recently awarded \$10,000 for a research collaboration fellowship, and Dr. Brenda Russell on her book.
  - Inroads are being made on the Advisory Board for this year and the result thus far has been very positive. Several new positions have been added to the Board, including nine area school superintendents and one principal from Berks Catholic High School. The Board has been energized through several committees which have been established, on which several campus administrators are serving as liaisons. One of the challenges that remain is getting our message out that Penn State Berks is a 4-year college. Having area superintendents on the Board has been a very positive step to assist us in that regard.
  - Enrollment numbers remain challenged; many of us have been making phone calls to prospective students and the feedback has been very positive. It is felt that this ongoing effort is a very important step to make in order to keep our enrollment numbers strong.
  - MOOC (Massive On-line Open Courses). The Chancellor shared information on an article he recently read in The Wall Street Journal titled "*College Degree, No Class Time Required.*" According to this article, in some cases, the University of Wisconsin is now offering degrees to students without requiring the student to step into a classroom. This case is an example of the ongoing effort among institutions with regard to education. A retreat was recently held at University Park to discuss World Campus and Penn State's role in responding to this new environment. This Tuesday, we have a representative from University Park coming to Berks to discuss Prior Learning Assessment. It is very important that Penn State get onboard with this trend as there is a lot more to learn in this regard.
  - Progress is being made on naming an architect for the Luerssen renovations.
  - More needs to be done concerning internships at Berks. We need to be looking for ways to distinguish ourselves from the competition by looking for opportunities to say to the community, prospective students and their families, "*Penn State Berks is a special place because ...*" We have hundreds of internships across our degree programs. Two-thirds of internships for college students end up with a job offer, and of those, 85% are accepted. Internships are also a critical component in preparing and building a resume for graduate school. Plans are underway to work with Division Heads. Dean Esqueda will be working with Program Coordinators to look at our internship opportunities and the best way to market them going forward.
- **Associate Dean Esqueda**
  - The Celebrating Teaching Colloquium will be held on Friday, May 3.

- Spring commencement will be held on Saturday, May 4 at 10:00 a.m. Faculty awards, as well as promotion and tenure, will be announced during the breakfast prior to commencement.
- Data recently received from University Park concerning our majors shows that in 2007, we had 478 students registered in our majors at Berks; that number has increased to 767 this year; an increase of approximately 60%. For the percentage to total student population we had 2,824 students at Berks during in the fall of 2007, with 478 students registered in our majors or 17%. Last year, we had 2,747 students enrolled at Berks, with 767 students registered in our majors or 28%. Our student population within our majors has increased significantly over the years. Promoting our programs through events such as the Degree Fair, or through promoting our majors via the program coordinators, or faculty communicating directly with student on all the opportunities available at Berks, has been key. Everyone was encouraged to continue these activities. Both the faculty and program coordinators were commended for all of their efforts in promoting our majors here at Berks.

## 6. Unfinished Business – None

## 7. Motions from Committees

- **Legislative Report on Core Council Recommendations, Academic Affairs Committee (Appendix A)** – The Chair reported a recommendation was made by the committee that the Senate consider and vote on each motion separately. Therefore, the Chair considers this a motion from the committee and has second the motion. The Chair opened the floor for any discussion; hearing none, a vote was called and *the motion was approved unanimously*.

The Chair reported that there are nine recommendations thus nine separate motions to be voted upon. When discussed at the Executive Committee, Senator Aynardi requested that items #2 and #3 be discussed first. The Chair recommended that if there are no objections that this is done through unanimous consent; hearing none, motion #2 was opened for discussion. The Chair noted that the rationale is not part of the motion; the debate is only on the information provided under each numerical item.

The Chair read aloud motion #2, which states: “*Separate, one-credit First Year Seminars should not be eliminated at the Berks campus.*” The Chair opened the floor for discussion; hearing none, a vote was called and with receiving 1 nay vote, *the motion was approved*.

The Chair read aloud motion #3, which states: “*The curriculum of FYS should be standardized by the existing FYS Committee, with this same curriculum offered by all instructors of FYS.*” The Chair opened the floor for discussion; Senator Aynardi stated she did not want there to be confusion concerning standard curriculum with academic freedom, which is topics to be covered like any other course but you are free to do it in the manner you deem appropriate for your class. A question was raised pointing to standardization and if this would this improve the FYS experience. There was much discussion both in favor and in opposition. Those favoring feel the FYS courses are of benefit to the students and many have had positive feedback from many students. The Chair asked students to share their experience with FYS. Several students spoke about the positive benefit of FYS courses. Those faculty members in opposition do not feel there is value in teaching FYS courses nor is there value for the students taking these courses; in addition, it is felt that it will disallow academic freedom. After much discussion, a motion was made to table this item. The Chair stated that there would be no debate on tabling the motion. A vote was called to table the motion and with receiving 20 votes in favor and 29 opposed; *the motion was defeated*. The Chair called to open item # 3 for a vote; a vote was called and the vote was 37 in favor; (no count was given for those votes in opposition as it was visibly less than those in favor) *the motion was approved*.

The Chair read aloud motion #1, which states: “*The Math and English faculty should review the Core Council suggestion to reduce the number of developmental courses offered.*” The Chair opened the floor for discussion; some discussion followed. A vote was called and *the motion was approved unanimously*.

The Chair read aloud motion #4, which states: “*Penn State Berks should commit itself to fulfilling the Core Council recommendation to increase instruction by faculty in the tenure-line and those with multi-year appointments, and to reduce credit hour instruction by part-time faculty.*” The Chair opened the floor for discussion; some discussion followed. Clarification was made to reference currently, 70% of credits are taught by full-time faculty and 30% by part-time faculty; however, when you look at the number of student credit hours, 42% are taught by part-time faculty. This is significant. A concern was brought forward pertaining to the language of the item; the Chair asked if an amendment would like to be offered; nothing was presented. The Committee Chair clarified that the workload policy was constructed last year and this item was not attempting to change or infringe on that policy in any way. A vote was called and ***the motion was approved unanimously.***

In the interest of time, the Chair recommended moving to item #8, which states: “*Pursue the baccalaureate degree in HRIM.*” The Chair asked Dean Esqueda to make a few remarks. Dean Esqueda commented that he has reservations regarding this motion and provided the following considerations: (1) A significant investment has been made toward the HRIM program including the installation of a kitchen lab with a dining area in the Gaige building; (2) Bill Kohl, President of the Harrisburg Hilton, has invited PS Berks to partner with him in a new restaurant venture in our area, which would provide opportunities for internships for our students; (3) The initial motion of the Berks Senate Academic Affairs Committee originally supported this program; (4) Both the Division Head and Lecturer of HRIM have been working for more than a year on a P3 Proposal, which is ready and is in the process of obtaining support from University Park; and (5) The Dean of Health & Human Development visited Berks in the fall and visited the facilities and met with key individuals and left with a very positive idea of the program. Also noted, a feasibility study was conducted several years back and the results showed much support for having a 4-HRIM at Berks. Dean Esqueda went on to state that currently, Berks loses many students to University Park after obtaining the 2-HRIM degree. In closing, Dean Esqueda commented that he we have developed a P3 Proposal and feels the motion would not be a good idea at this time and respectfully requested that it be voted down by the Senate at this time. The Chair asked for comments from Dr. Janelle Larson, EBC Division Head. Dr. Larson stated that after reviewing the language presented in item #8, she feels it is positive and would recommend supporting the motion. A vote was called and ***the motion was approved unanimously.***

The Chair called for a vote on item #5, which states: “*Penn State Berks should strengthen its existing degree and General Education programs by investing the resources needed to make these programs thrive and continue to grow. Any new programs adopted (including the addition of individualized or other options within existing programs, or minors) should have 20-25 initial students and not threaten existing programs.*” The Chair opened the floor for discussion. A concern was brought forward concerning the language and specifically the statement, “*Any new programs should have 20-25 initial students and not threaten existing programs.*” A comment was raised questioning the requirement to have 20-25 juniors and seniors on the first year offered. After discussion, an amendment was offered to have the language read: “*Any new programs adopted should have the goal of achieving 20-25 students in the 3<sup>rd</sup> and 4<sup>th</sup> years ideally.*” The Chair called for a second to the amendment; a second was received. The Chair opened the floor for discussion; hearing none, a vote was called on the amendment and ***the motion was approved unanimously.*** A vote was called on the amendment to the amendment. The Chair opened the floor for discussion; hearing none, a vote was called and ***the motion was approved unanimously.***

The Chair stated that in the interest of time, we would table recommendations 7, 8 and 9, they will be presented to the floor and voted on at the March 18 Senate meeting.

## 8. Adjournment

APPENDIX A  
**Penn State Berks Senate**  
**Report of the Academic Affairs Committee**  
April 2012 (Revised January 2013)

**Introduction:**

As charged by the Executive Committee of the Berks Campus Senate, the Academic Affairs Committee has been in the process of reviewing the recommendations of the Core Council as explained in a letter to Penn State Berks Chancellor Keith Hillkirk, dated Friday, 14 October 2011 ([https://intranet.bk.psu.edu/sites/default/files/PS\\_Berks\\_Signed.pdf](https://intranet.bk.psu.edu/sites/default/files/PS_Berks_Signed.pdf)). Specifically, the Academic Affairs Committee was charged with reviewing recommendations #3 and 5.

This report is the second of two reports completed by the Academic Affairs Committee to address this charge, looking at the recommendations concerning the First Year Seminar, developmental courses, greater investment in tenure-line and multi-year appointments, and new majors and programs.

On the issue of new majors and programs, Academic Affairs spent time reacting to the initial proposal from the Degree Development Committee chaired by Dr. Paul Esqueda. Given the importance of this issue, the committee recommends that next year's Academic Affairs Committee continue consideration of new majors and programs.

Given time constraints of the semester, the Academic Affairs Committee has not completed a thorough review of the Core Council recommendations regarding collaboration with other campuses and further development of on-line and other technological resources.

This legislation is resubmitted for consideration by paragraph to allow the Berks Senate to act on each of the numbered recommendations individually and independently of each other.

**Committee motions and rationales:**

1. The Math and English faculty should review the Core Council suggestion to reduce the number of developmental courses offered.

Rationale: When students are admitted to Penn State at the Berks campus, it is the College's responsibility to provide the academic resources and courses needed to encourage their success. In the future, through a combination of marketing, outreach, and recruitment to raise the average evaluation index of incoming students, there might be less need for developmental courses. But at the present time, these courses are essential for the academic success of our students.

2. Separate, one-credit First Year Seminars should not be eliminated at the Berks campus.

Rationale: FYS courses can be important experiences which help ensure student success and retention. Extensive national data indicates a high correlation between well-designed FYS experiences and these two outcomes.

3. The curriculum of FYS should be standardized by the existing FYS Committee, with this same curriculum offered by all instructors of FYS.

Rationale: The FYS Committee has already identified that one of the biggest problems with the existing FYS program is a lack of consistency and full-time faculty to teach the classes. A common

curriculum and a regular rotation of FYS responsibility will address these two problems. Further, a common curriculum will ensure that faculty can easily integrate this responsibility into their teaching loads with no extra preparation work.

4. Penn State Berks should commit itself to fulfilling the Core Council recommendation to increase instruction by faculty in the tenure-line and those with multi-year appointments, and to reduce credit hour instruction by part-time faculty.

Rationale: Berks currently has 42% of student credit hours generated by part-time faculty, quite a high figure among Penn State campuses. Reducing this figure will lead to greater continuity for students, increase of predictable quality in instruction, and more equitable pay for the average instructor.

5. Penn State Berks should strengthen its existing degree and General Education programs by investing the resources needed to make these programs thrive and continue to grow. Any new programs adopted (including the addition of individualized or other options within existing programs, or minors) should have 20 – 25 initial students and not threaten existing programs.

Rationale: Introduction of new programs will necessarily impact on existing programs. A careful assessment of needs for existing programs should be made in order to ensure that these programs do not lose resources to new programs.

6. The goal of “strengthening programs” should be specifically defined for individual programs, be based on the particular goals, characteristics, and needs of a program, and be supported by relevant data. “Strengthening programs” might include but is not limited to hiring necessary tenure-line and multi-year faculty, encouraging matriculation through scholarship support, and providing necessary funds for existing and new courses and extra-curricular experiences related to instruction. Specific recommendations to strengthen particular programs should be referred back to the Academic Affairs Committee for further review.

Rationale: “Strengthening” is a very broad term which can be defined in a variety of equally valid ways. Different programs have different needs, e.g., one program might have over-subscribed courses, while another might lack a variety of courses. The decision to commit resources to strengthen a particular program might financially impact available resources for other programs.

7. New majors should only be adopted by Penn State Berks after thorough market research to gauge potential student interest, a review by discipline faculty about necessary resources for the program, and careful consideration of how the programs would impact existing degrees.

The following motions are in response to the proposed majors and programmatic changes included in the draft report of the Degree Development Committee, the Academic Affairs Committee makes the following recommendations:



8. *Pursue the baccalaureate degree in HRIM.*

The committee is concerned that there is currently only one multi-year faculty member teaching in the two year HRIM program, and no tenure-line faculty. The committee believes that there needs to be clear data to support the demand for this proposed program and its cost effectiveness. The committee recommends that before adopting a four year degree, the college explore the possibility of establishing HRIM as an individualized option within the existing Business degree.

9. Major courses in all four year degree programs at Penn State Berks should be taught predominantly by tenure-line and /or multi-year faculty. The Academic Affairs Committee in 2012-2013 should investigate and make a recommendation about best practices in this regard.

Respectfully submitted,  
Academic Affairs Committee 2011-2012  
Khaled Abdou  
Jennifer Arnold  
David Bender  
Nancy Dewald  
Paul Esqueda  
Tom Gavigan  
Michelle Mart, chair  
Tami Myslewic  
Michele Ramsey  
Tiffany Wesner  
Robert Zambanini

Resubmitted, Academic Affairs Committee 2012-2013

David Bender  
William H. Bowers, chair  
Jui-Chi Huang  
Paul Esqueda  
Lisa Glass  
Nathan Greenauer  
Benjamin Infantolino  
Erin Johnson  
Deena Morganti  
Tami Mysliwicz  
Tiffany Wesner  
Robert Zambanini

## APPENDIX A1

### Excerpts from HRIM P3 Draft

**Educational Need** – Offering a Baccalaureate Degree in HRIM at Penn State Berks would fulfill a need that currently exists in the geographic area of the college. As stated earlier, the closest university that offers a four year degree in Hotel Management is 60 miles from the Reading area. Appendix A1A shows the number of graduates at the closest universities offering a four year degree in Hotel Administration. There are four community colleges in the surrounding area that offer an Associate Degree in Hotel Administration or Culinary Arts. The community colleges are Reading Area Community College, Montgomery Community College, Harrisburg Area Community College, and Northampton County Community College. Appendix A1B shows the numbers of graduates at these Community Colleges. Location bound students are limited in their options and are forced to choose an Associate Degree in Hotel Management from a community college or the Associate Degree in HRIM at Penn State Berks. In the past five years, there have been 30 graduates of the Berks Associate Degree program, many of whom have expressed interest in a Baccalaureate program. In addition, there are currently five students majoring in the Bachelor of Science in Business with an individualized option in HRIM. Offering a Baccalaureate degree in HRIM would provide students with a degree that would give them a competitive advantage.

**Market Demand** Within the state of Pennsylvania, the PA Work Statistics reports that employment of both food service and lodging managers is expected to grow. Eating and drinking locations will provide the most jobs for food service managers. However, a growing elderly population increases demand in nursing homes and residential facilities. Increasing tourism and business travel will drive the employment growth of lodging managers, especially within suite hotels. The majority of current job openings in both food service and hospitality management are in the southeastern region of the state where Berks is located. The Pa Work Statistics also reports that a baccalaureate degree in hospitality management provides particularly strong preparation for a career as a food service or lodging manager.

**Facilities** Penn State Berks has a variety of facilities and resources that would support a Baccalaureate degree in HRIM. The addition of the Gage Technology and Business Innovation Building, in October 2011, provided the program with a production kitchen which will support the lab requirements for the food production courses. The \$280,000 production kitchen has a variety of equipment (totaling nearly \$94,000) that students will encounter in their food service careers. Appendix E shows the list of equipment in the production kitchen. The production kitchen is connected to a retail space operated by Housing and Food Services, called the Cyber Café. This operation shall be used to provide a lab experience to support HRIM 330 Food Production and Service Management. The production kitchen is also adjacent a classroom that is easily converted into a dining room to support HRIM 430 Advanced Food Production and Service Management.

Penn State Berks Campus has also been approached by William Kohl, from the Harrisburg Hotel Corporation, to develop a partnership. Mr. Kohl, an alum of Penn State's School of Hospitality Management, owns a restaurant in Harrisburg called Bricco. Bricco has a partnership with Harrisburg Area Community College that provides students with a functioning restaurant to work

in as a part of their food production classes. Mr. Kohl is in the process of developing a similar restaurant in Wyomissing, PA and has offered the same opportunity for the Penn State Berks HRIM students.

In addition, Penn State Berks has partnered with local hotels to provide a “live” lab experience for HRIM 380, Hotel Management. Students will work 50 hours a semester, rotating through five different departments, at local hotels. This is similar to the partnership the School of Hospitality Management, at University Park, has with the Nittany Lion Inn and the Penn Stater Hotel.

### Appendix A1A

#### **Graduates of Universities offering a Bachelor Degree in HRIM 2010-2011**

	<b>Hospitality Admin. Graduates</b>	<b>Culinary Graduates</b>
Drexel University	16	10
Cheyney University	3	N/A
East Stroudsburg University	73	N/A
Temple University	22	N/A
Widener University	37	N/A

### Appendix A1B

#### **Graduates of Community Colleges offering an Associate Degree in HRIM 2010-2011**

	<b>Hospitality Administration Graduates</b>
Reading Area Community College	1
Montgomery County Community College	5
Northampton County Community College	17
Harrisburg Area Community College	9

## Current job openings

The table below shows the counties in Pennsylvania with the highest number of job openings advertised online for Food Service Managers on January 23, 2013 (Jobs De-duplication Level 1).

To sort on any column, click a column title.

Rank	Area Name	2011 Estimated Mean Annual Wage	Job Openings for Food Service Managers
1	<a href="#">Allegheny County, Pennsylvania</a>	<a href="#">\$61,980</a>	<a href="#">163</a>
2	<a href="#">Philadelphia County, Pennsylvania</a>	<a href="#">\$64,530</a>	<a href="#">97</a>
3	<a href="#">Montgomery County, Pennsylvania</a>	<a href="#">\$58,880</a>	<a href="#">55</a>
4	<a href="#">Bucks County, Pennsylvania</a>	<a href="#">\$57,020</a>	<a href="#">43</a>
5	<a href="#">Erie County, Pennsylvania</a>	<a href="#">\$49,840</a>	<a href="#">33</a>
6	<a href="#">Lehigh County, Pennsylvania</a>	<a href="#">\$67,300</a>	<a href="#">32</a>
7	<a href="#">Lancaster County, Pennsylvania</a>	<a href="#">\$52,240</a>	<a href="#">31</a>
8	<a href="#">Westmoreland County, Pennsylvania</a>	<a href="#">\$61,000</a>	<a href="#">31</a>
9	<a href="#">York County, Pennsylvania</a>	<a href="#">\$65,960</a>	<a href="#">30</a>
10	<a href="#">Dauphin County, Pennsylvania</a>	<a href="#">\$54,510</a>	<a href="#">28</a>
13	<a href="#">Berks County, Pennsylvania</a>	\$51,520	<a href="#">25</a>

Wage Data Source: PA Dept of Labor and Industry  
Job Data Source: Online advertised jobs data

The table below shows the counties in Pennsylvania with the highest number of job openings advertised online for Lodging Managers on January 23, 2013 (Jobs De-duplication Level 1).

To sort on any column, click a column title.

Rank	Area Name	2011 Estimated Mean Annual Wage	Job Openings for Lodging Managers
1	<a href="#">Allegheny County, Pennsylvania</a>	\$76,110	<a href="#">11</a>
2	<a href="#">Philadelphia County, Pennsylvania</a>	\$67,260	<a href="#">10</a>
3	<a href="#">Delaware County, Pennsylvania</a>	\$41,130	<a href="#">3</a>
4	<a href="#">Montgomery County, Pennsylvania</a>	\$56,480	<a href="#">1</a>

Rank	Area Name	2011 Estimated Mean Annual Wage	Job Openings for Lodging Managers
5	<a href="#">Northampton County, Pennsylvania</a>	\$38,880	<a href="#">1</a>
6	<a href="#">Beaver County, Pennsylvania</a>	Confidential	<a href="#">1</a>
7	<a href="#">Butler County, Pennsylvania</a>	\$54,950 state level wages	<a href="#">1</a>
8	<a href="#">Chester County, Pennsylvania</a>	\$85,000	<a href="#">1</a>

Wage Data Source: PA Dept of Labor and Industry  
Job Data Source: Online advertised jobs data

## APPENDIX B

### **Nominating Slates**

The Berks Senate Executive has approved the following slate of nominees for consideration and approval by the Berks Senate:

- Berks Senate Chair: Professor Robert Forrey
- Berks Senate Vice-Chair: Professor Michael Bartolacci
- Berks Senate Secretary: Professor Eric Lindsey and Professor James Karlinsey

## APPENDIX C

# Report of Faculty Affairs Committee Legislative Report on Reporting of Undergraduate Research

Implementation: Upon approval by the Chancellor

**Introduction:** As charged by the Executive Committee of the Penn State Berks Senate, the Faculty Affairs Committee (FAC) met to consider,

*Draft a Legislative Report on the review of the HR 23 Rainbow Sheets and the Faculty Activity Reports as they relate to the reporting of Undergraduate Research (UGR) and reconcile the FAR with the Rainbow Sheets.*

After concluding our "fact finding mission" on this charge to FAC we met with, and consulted with Division Heads, Academic Dean to share our findings.

We reported that discrepancies appear between HR 23 and Penn State Berks Faculty Handbook per division. In particular each Division has different guidance on the reporting of undergraduate research.

### **Discussion:**

Reporting of fact finding:

- Committee members concur, HR 23 is clear, undergraduate research (UGR) is teaching unless it comes to a publication or conference presentation (not an undergraduate research conf.). From section on Scholarship of Teaching and Learning: HR.23, "Supervision and membership on, graduate and undergraduate dissertations, theses, projects, monographs, performances, productions, and exhibitions required for degrees; types of degrees and years granted"
- Inconsistencies between HR 23 and language on reporting UGR appear in PSU Berks Faculty Handbook for Science and EBC. HASS guidance is in line with HR 23 (see excerpted wording from Faculty Handbook below).

### **Excerpt from Faculty Handbook--Science Division:**

For tenure and promotion to associate professor, it will be especially important for the successful candidate to have demonstrated a record of high-quality and effective teaching which will be measured primarily by input from students and faculty colleagues in the form of student comments on course evaluation questionnaires,

peer evaluations conducted by faculty, and any other means that will attest to the candidate's effectiveness. The successful candidate will also provide clear evidence of high quality research and scholarship. Such evidence will originate from an active research program accompanied by publication of research results in professional refereed journals; by the publication of reviews or other scholarly articles; by the publication of articles representing significant advances in the pedagogy of the field; by the adoption by peer institutions of text materials or teaching methodologies developed by the candidate; by invited talks at other academic institutions, industrial and governmental laboratories, and conferences; by contributed talks at professional meetings and conferences; by refereeing for professional journals; by participation in the activities of professional societies; by receipt of external grants and professional honors or awards; **by the involvement of undergraduate students in the research process**; and by any other means indicating that the candidate is achieving significant professional growth. The extent of the candidate's external reputation will be measured in large part by letters of assessment requested by the Division Head from distinguished scholars in the candidate's fields of research and scholarly efforts. Appropriate levels of service to the Campus, College, University, and local community must be maintained.

**Excerpt from Faculty Handbook—HASS Division:**

The scholarship of teaching and learning

[College guidelines: In accordance with our mission, Penn State Berks values highly the teaching and advising roles of its faculty. Faculty members must demonstrate an ongoing commitment to promote student learning. Effectiveness in this area will be measured primarily by input from students and from faculty colleagues in the form of course, advising, and peer evaluations, as well as by evidence of a faculty member's commitment to achieving instructional excellence. Student interviews, letters from former students, evaluation of course syllabi and other course materials, and any other means that will attest to the candidate's teaching and advising effectiveness may be considered.]

The teaching of students is central to our mission. Most divisional faculty members have significant responsibilities in instruction:

--in presenting academic courses, including resident instruction, continuing-education, and distance-learning programs;

**--in directing undergraduate research and internships;**

--in advising and mentoring students.

**There is no information on reporting of UDR in Faculty Handbook for EBC Division.**

**Rational for Recommendation:**

The Faculty Activity Report (FAR) at PSU Berks is now "digital". While reporting of



UGR would seem to be guided by what is stated in Faculty Handbook/ division. Digital measures don't have category for carrying out mentoring of UGR in research section; reporting is in teaching section. However guidance on reporting should be consistent with HR 23.

Committee members and Division Heads agreed that each Division would revisit their respective Faculty Handbooks to revise them to reflect consistency with HR 23 on the reporting of undergraduate research. This would be carried out by Divisional Faculty Affairs Committees.

**Recommendation:**

- 1) Divisions shall update the Faculty Handbook Section to reflect mentoring of undergraduate research as teaching, and shall be reported as such in FAR/Digital Measures.

**Committee Members:**

Michael Bartolacci  
Paul Esqueda (Ex-Officio)  
Leonard Gamberg (Chair)  
Beths Samatha Kavky  
Mahsa Kazempour  
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