

# **Penn State Berks Senate**

**Monday, March 19, 2012**

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

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

**Agenda**

- **Call to Order**
  
- **Additions, Corrections, and Approval of Minutes of the January 30, 2012 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**
  - Legislative report on the Core Council recommendation “to reduce insofar as possible, extreme or outlying practices regarding course releases and supplemental II compensation,” Strategic Planning and Budget Committee (**Appendix A**)
  - Legislative Report on Faculty Workload Policy, Faculty Affairs Committee (**Appendix B**)
  - Report of the Academic Affairs Committee, February, 2012 (**Appendix C**)
- **Informational Reports**
  - Minutes of the Strategic Planning and Budget Committee Meeting of 2/8/2012 (**Appendix D**)
  - Student Life Committee – Minutes: February 6, 2012 (**Appendix E**)
  - Physical Facilities and Safety Committee – Informational Report on Repurposing Franco, March 8, 2012 (**App. F**)
- **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**  
**January 30, 2012**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Khaled Abdou, Katie Amaral, Mohamad Ansari, David Aurentz, Martha Aynardi, Kira Baker-Doyle, David Bender, Amy Berger, William Bowers, Maureen Dunbar, Valetta Eshbach, Bob Forrey, Tom Gavigan, Sudip Ghosh, Hassan Gourama, Nathan Greenauer, Ben Infantolino, James Karlinsey, Mahsa Kazempour, Sadan Kulturel-Konak, Jim Laurie, Lauren Martin, Lingqi Meng, Mike Moyer, Edwin Murillo, Marilyn Mussomeli, Tami Mysliwicz, Randall Newnham, JoAnne Pumariega, Malika Richards, Toby Rider, Jeanne Marie Rose, Brenda Russell, Holly Ryan, Susanne Samson, Dave Sanford, Jessica Schocker, Alice Shaparenko, Ike Shibley, Stephen Snyder, Rosario Torres, Lorena Tribe, Bob Zambanini (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, Blaine Steensland (Administration); Kay Livingston, Thomas Smith, Tim Smith, Larry Wesner, Tiffany Wesner (Students)

**1. Call to Order**

**2. Approval of Minutes of the Preceding Meetings – Minutes of November 28, 2011 –**  
*The minutes were approved.*

**3. Announcements and Reports by the Chair** – Two motions were presented at the January 24 University Senate meeting. The first motion was made by Senate Council concerning the December 6 forensic meeting, which established an independent committee to investigate the issues surrounding the sexual abuse scandal. The concern was that out of the 9 member committee task force led by Judge Freeh, 6 members were members of the Board of Trustees. The motion was defeated. The second motion from the December 6 forensic meeting called for a vote of no confidence in the Board of the Trustees and a call for their resignation. It was at the January 24 meeting that this motion was amended to call for a vote of no confidence. The motion was defeated.

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

- **Vice-Chair Bowers** – Nominations were held for representation to the University Faculty Senate. Martha Aynardi was elected with Kira Baker-Doyle selected as the alternate.
- **Secretary and Senator Zambanini** – No Report
- **Senator and Parliamentarian Aynardi** – The Faculty Senate docket of 1/24/12 has an advisory and consultative report from the Senate Committee on Faculty Affairs on Consultation Standards at Penn State. These standards apply to consultation about proposed changes to curriculum, policies and procedures, and academics and academic support as well as unit organization, reorganization, and discontinuation.
- **Senator Shibley** – No Report
- **Senator Snyder** – The Fixed-Term Trend Report is available for review and may be found by going onto the monthly Senate Newsletter; all are encouraged to read this report. The current Inter-University Relations Committee task-at-hand is to respond with an Advisory Consultative Report regarding the data provided. The goal is to take the necessary steps necessary to restore

the tenure process. There needs to be more transparency with regards to salary, making the contracts more equitable to the person signing the contract vs. the University. The reasoning is that by making the fixed-term more expensive, tenure will become more appealing.

- **Student Senator Tiffany Wesner** – No Report
- **SGA President Larry Wesner** - Introductions were made for new Chief of Staff Tom Smith and student representatives Kay Livingston and Tim Smith representing Academic Affairs. There is much planned for spring semester: Student Life is looking into a commuter lounge; Diversity Affairs Chair established a Diversity Panel and is looking to acquire students to attend the next CCSG meeting at UP to participate in their diversity panel; and the Environmental Affairs Chair is looking to bring some endangered wild animals to Berks to educate students. Discussions are underway with student groups to explore ways in which students may evaluate their professors. Governmental Affairs is currently working on Capital Day, which will be held on April 4.

## 5. **Comments and Announcements by Administrators**

- **Chancellor Hillkirk** – The Chair read a statement from the Chancellor, who was unable to attend today’s meeting. It was reported that the semester is off to a positive start and enrollment numbers remain strong. The report pertaining to the Core Council Recommendation continues to move forward with assistance from several on-campus committees. It is anticipated that the work of this report will continue throughout the remainder of spring semester.
- **Associate Dean Esqueda**
  - Penn State Berks will be hosting the Undergraduate Research Conference sponsored by the Higher Education Council of Berks County (HECBC) on Saturday, April 21, 2012. Please encourage your students to submit their work prior to the March 2 deadline. Penn State Berks has had the highest number of submissions in the conference for the last two years; the hope is for that trend to continue.
  - The Celebrating Teaching Colloquium will be held on Friday, May 4, 2012. This year’s topic is “*Engaging Students in the Classroom and Beyond.*” Penn State Berks is now part of the Eastern Alliance, along with Penn State’s Schuylkill, Lehigh Valley, Wilkes Barre, and Worthington-Scranton locations. This alliance provides a great opportunity to integrate our programs with their students in the first two years in a 2+2 fashion, as well as to complement each other in delivering online, hybrid, blended, and technology assisted courses.
  - The Degree Development Plan Committee is completing its work; a report from the Committee is anticipated in the near future.

## 6. **Unfinished Business** – None

## 7. **Motions from Committees**

- **“Danielle Richards Outstanding Advising Award,” Executive Committee (Appendix A)** – The rationale supporting the motion was provided by the Chair. A vote was called and the *motion was approved.*

**8. Informational Reports**

- **Academic Affairs Committee, Minutes for January 9, 2012 (Appendix B)** – Michelle Mart
- **Strategic Planning and Budget and Committee, Minutes for December 9, 2011 (Appendix C)** – Bob Forrey
- **Physical Facilities and Safety Committee Informational Report on the Luerssen Renovation, January 21, 2012 (Appendix D)** – Katie Amaral

**9. Committee Reports**

- **Academic Affairs (Michelle Mart)** – Not present
- **Faculty Affairs (Bill Bowers)** – No report
- **Strategic Planning and Budget (Bob Forrey)** – No report
- **Physical Facilities and Safety (Katie Amaral)** – The Luerssen building renovations is slated as an agenda item for the May Board meeting. Currently, the target timeframe is May, 2013.
- **Student Life (Amy Berger)** – The first meeting is scheduled for February 6. The focus will be on commuter students and, in particular, their reliance on BARTA transportation and how this impacts their schedule.

**10. New Legislative Business** – None

**11. Forensic Business** – None

**12. Comments for the Good of the Order** – The deadline for nominations of the Academic Achievement Awards will be the week of March 12.

**13. Adjournment**

## APPENDIX A

# STRATEGIC PLANNING AND BUDGET COMMITTEE

### Legislative report on the Core Council recommendation “to reduce insofar as possible, extreme or outlying practices regarding course releases and supplemental II compensation.”

The committee reviewed the data regarding course releases and found no extreme or outlying practices. The \$200,000 in supplemental II compensation noted by the Core Council includes coverage of course releases granted to Division Heads, program coordinators, and various other faculty who performed important services which fulfill the mission and strategic plan of the University. The \$200,000 also does not take into consideration substantial indirect revenue that was generated by faculty who were granted course releases to conduct research (e.g. overhead on external grants). Going forward, the administration may wish to consider the following recommendations when making decisions regarding course releases and supplemental II compensation.

**First recommendation:** Course releases should be granted according to the following priority:

1. Activities that fulfill the mission and strategic plan of the University and pay for themselves. Examples include administrative activities which support academic programs and infrastructure, and externally sponsored teaching, research, and outreach grants which generate indirect revenue for the University.
2. Activities that fulfill the mission and strategic plan of the University and are paid for by internal special projects funds. Examples include RDG and CLT grants.
3. Activities that fulfill the mission and strategic plan of the University and are paid for by other internal funds.

**Second recommendation:** While increasing class sizes may be an appropriate goal for under-enrolled courses, it is recommended that we do **not** attempt to increase fully-enrolled courses beyond what would be in the best interests of our students. Small class sizes should continue to be a marketing strength for the campus.

APPENDIX B  
**Faculty Affairs Committee**  
**Legislative Report on Faculty Workload Policy**

**Introduction:** Section 7.1 of the "*Priorities for Excellence: The Penn State Strategic Plan 2009-10 through 2013-2014*" (<http://strategicplan.psu.edu/productivity>) mandates that academic colleges and campuses develop "transparent workload policies." To fulfill this requirement, the Faculty Affairs Committee was charged to draft a policy for the Berks College.

**Discussion and Rationale:** While this requirement has been mandated by University Park, having a policy to guide both administrators and faculty helps all parties in knowing what to expect when assigning courses. Penn State Berks' existing policy was examined along with those of selected other, non-University Park campuses and colleges. The committee decided that the existing policy is fair in its intent, however the wording could be tweaked a bit to insure that the correct meaning and spirit is conveyed. Accordingly, the language of the policy has been changed from "not to exceed" to "will be" or a similar construction. This avoids using convoluted language to indicate that these policies are the norms and may be deviated from only under special circumstances.

**Recommendations:** Change the current policy to read as follows. The added text is in bold italics, the deleted text is struck through.

#### Faculty Workload Policy and Guidelines

The members of the faculty of Penn State Berks enjoy professional prerogatives, among them their participation in determining, in consultation with the academic administrator, their teaching assignments and an appropriate balance of teaching, research, outreach, and service. This policy should be implemented according to the following guidelines. ~~(individual divisions should amend these guidelines as needed):~~

1. ***The*** teaching loads for tenured and tenure-track faculty who are active in research/extension ~~is should not exceed~~ eighteen contact hours per year. Those who take on other assignments may negotiate their workload with their division head and the associate dean.

Research active faculty should publish manuscripts, have acceptances for publication, or present scholarly papers at academic conferences within a two-year period. A book or other long-term project may take longer. The faculty member should keep his or her division head and the Chief Academic Officer informed of work in progress. Standards for judging research productivity vary among disciplines. Therefore, definitions of research activity should be clarified by each division in accordance with the standards of each discipline. Further, status of research activity should be affirmed by individual faculty members and confirmed by their division head.

2. Similarly, the ~~The~~ teaching load of tenured faculty who are not active in research/extension ~~is should not exceed~~ twenty-four contact hours a year. Tenured faculty returning to research after a period of inactivity may negotiate their teaching loads **as provided for in paragraph 1** with the chief academic officer, and should be given ample time to demonstrate productivity.

3. Faculty on continuing or fixed term appointments are not asked to do research as part of their appointment; their teaching load ~~is should not exceed~~ twenty-four contact hours a year. Those who take on other assignments may negotiate their teaching load with their division head and the Chief Academic Officer.

Non-tenure line faculty who demonstrate that they are research active should be encouraged in their work and may negotiate a reduced teaching load with their division head and the Chief Academic Officer.

~~3. Similarly, the ~~The~~ teaching load of tenured faculty who are not active in research/extension ~~is should not exceed~~ twenty-four contact hours a year. Tenured faculty returning to research after a period of inactivity may negotiate their teaching loads **as provided for in paragraph 1** with the chief academic officer, and should be given ample time to demonstrate productivity.~~

4. A faculty member may teach a maximum of ~~two courses~~ **eight credit hours** per academic year as overload. The extra compensation for these courses (or parts of courses) is set by the college.

5. Activities and assignments which require significant additional time and effort should be part of the workload negotiation for both research active and non-research active faculty.

Examples of activities and assignments (these do not include or restrict all possibilities): advising, mentoring, program and course development, program management, recruiting, laboratory maintenance, administrative functions, service and other activities that add to the welfare of the campus.

6. Any faculty workload greater or less than those listed ~~above~~ **in paragraphs one through three** must be at the faculty member's request and approved by the Division Head. **No faculty teaching load will exceed the expected load listed in paragraphs one through three, plus the ~~plus six additional credits per academic year listed in paragraph four~~, unless at the request of the faculty member and with the approval of both the Division Head and Associate Dean for Academic Affairs.**

7. Evaluations of faculty, for salary or other purposes, should be based on the individual assignment that the faculty member has negotiated with the division head.

**Effective Date:** Upon approval by the Chancellor.

**Committee Members:**

William H. Bowers (Chair)

Kira-Baker Doyle



Bertrand Eardly  
Paul Esqueda (Ex-Officio)  
Leonard Gamberg  
Sudip Ghosh  
Mahsa Kazempour  
David Sanford  
Ike Shibley

APPENDIX C  
**Report of the Academic Affairs Committee**  
**Penn State University**  
**Berks Campus Senate**  
February 2012

**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 Chancellor Hillkirk, dated 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 #s 3 and 5.

The committee is still engaged in this review, but has completed review of some of the recommendations under #3 with respect to low-enrolled majors.

The committee will submit a second report later in the spring addressing the recommendations concerning the First Year Seminar, developmental courses, collaboration with other campuses, further development of on-line and other technological resources, and new majors and programs.

**Committee motion:**

The Academic Affairs committee agrees, disagrees, or modifies the Core Council recommendations regarding low-enrolled majors as follows:

**Phase-out the B.A. in American Studies: Agree**

Based on discussions with the faculty that teach in the program and consideration of the new rules of a minimum of 20 majors, the committee endorses the recommendation of the Core Council and votes to phase-out the B.A. in American Studies. No additional students should be accepted into the major after spring 2012.

**Phase-out of the B.S. in Organizational Leadership: Disagree; Monitor and revisit in two years**

Based on discussions with the coordinator of the program at Berks and consideration of the evidence, the committee believes that it is premature to phase out this program for a number of reasons. First, since many of our OLEAD students take courses on the World Campus that are not offered at Berks, this artificially deflates student numbers although they do much of their coursework here and are advised by our faculty. Second, the new collaborative initiative to run VLN courses drawing on students at other campuses of the Eastern Alliance is only one year old and has not had enough time to work. AA believes that the VLN collaborations might increase the number of majors in this program. AA believes that this supports the Core Council recommendations expressed elsewhere in the letter to increase collaboration and sharing resources among campuses using new technologies. Third, the committee suggests that if the College of Liberal Arts is no longer interested in supporting this degree, the HASS division of the Berks campus might consider becoming the degree home.

**Phase-out of the A.S. in Agricultural Business: Agree**

Based on discussion with the coordinator and consideration of evidence, the committee believes that this program should be phased out and no new students should be accepted after spring 2012.

**Phase-out of the A.S. in Hotel Restaurant and Institutional Management: Modify**

Based on discussion with the EBC division head and consideration of evidence, the committee believes that this program should be phased out, and that no new students should be accepted after spring 2012.

**Monitor enrollments in B.S. in Security and Risk Analysis: Agree**

The committee believes that this is a relatively new, but promising program. Based on discussions with the program coordinator, AA believes that the enrollment numbers are stronger than indicated in the CC letter. The committee

believes that it would be a good idea to consult with the College of IST about how to best increase enrollments in the program.

**Monitor enrollments in the B.A. in Theater: Modify**

The committee agrees that it is important to monitor this program and hopes that the enrollments will increase in the near future, but believes that the Theater major presents a special situation from other majors for the following reasons. The major is only offered at two locations, Berks and UP, if it were discontinued here, the current majors who have a very particular interest are unlikely to transfer to another Berks major and would leave the college for UP or a non-Penn State location. The major facilitates a visible and important form of outreach to the community through the production of plays and musicals. The major has also increased donors from the local community and has established endowments. For these reasons, the deadline of achieving 20 juniors and seniors in the program by 2013 might be premature, and the program should be given a longer time to build up its numbers.

**Monitor Enrollments in AENGT in Electrical Engineering Technology and Mechanical Engineering Technology: Modify and Agree**

Based on discussions with program coordinators and faculty in the programs, it seems that neither 2EET nor 2MET serve as critical feeders to the EMET program. Accordingly, before even charged with the CC recommendations, the Academic Affairs Committee voted in fall 2011 to phase out the 2MET program. Nevertheless, faculty in the 2EET program has made a decision to continue since they are pursuing new accreditation. The committee supports their decision, but believes that based on enrollments in the program, continuation should be discussed in 2014.

Respectfully submitted,  
Academic Affairs Committee  
2011-2012

**APPENDIX D**  
**Minutes of the Strategic Planning and Budget Committee**  
**Meeting of 2/8/2012**

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

We continued our discussions of the Core Council recommendation “to reduce insofar as possible, extreme or outlying practices regarding course releases and supplemental II compensation.” We reviewed the data from the Office of Academic Affairs regarding course releases that were granted in the 2010-11 academic year. We also discussed the issue of research course releases for faculty who teach in the summer. After reaching unanimous agreement, we finalized our report (see attached).

## APPENDIX E

### STUDENT LIFE COMMITTEE – Minutes: February 6, 2012

Present: Jayne Brown, Rungun Nathan, Holly Ryan, Amy Berger (Chair), Kim Berry  
The meeting came to order at 1:05.

Kim Berry kindly agreed to meet with us about student transportation issues, notably BARTA service to the campus. An additional topic of discussion was the mechanics of student communication about ride shares.

1. Students do not appear to use the bus shelter at the corner of the parking lot in front of Franco. Instead, they wait for the bus, about 15 yards away, at the corner of the next parking lot (where buses can more easily negotiate the turns). Therefore, the students are without shelter from the elements, without a strong overhead light, without the emergency call box, and without the proximity to Franco – all of which help to ensure their safety and well-being. Because it makes no sense to move the shelter, the committee asked Kim if a sign could be placed where students normally stand, inviting them to use the shelter; there, they will still have full view of the bus, even before it turns onto the campus.

2. Students who miss the last bus leaving campus (at about 5:30 p.m.) must walk to the Broadcasting Square shopping center to catch a bus. The walk is a considerable distance, but, more important, it is very dangerous due to the lack of sidewalks from campus to the shopping center and due to the utter lack of safety precautions at cross walks. Moreover, there is the considerable issue of fairness to bus commuters. As it is now, because they must leave campus at 5:30, they do not have an opportunity to schedule late afternoon and evening classes; the bus commuters also miss out on cultural events scheduled for later in the day. These commuters pay the same tuition and fees as students who are free to remain on campus into the evening, but they are not privy to the same opportunities. It is a consumer issue. Consequently, the committee asks that a shuttle-to-shopping center option be evaluated.

Kim stated that he is in communication with the operations manager of BARTA to see if buses could be scheduled to leave later than the current time. In the meantime, Kim suggested that we get a rough count of students who are on campus in the evening; this number would be a start in convincing BARTA that there is activity in the evening. Although it is impossible to judge how many students would sign up for evening courses if the buses ran later, at least we could start building a case for BARTA's consideration. (Following the meeting, I checked the latest populations of all evening classes – starting at 4:30 p.m. – and came up with 1595 students currently on the rolls for all classes taught on campus Monday – Thursday.)

3. The committee discussed the idea of a ride board that can be useful to commuters without personal transportation as well as to drivers who wish to share rides. There is the strong possibility that a well-organized ride board would help to reduce the campus carbon pawprint. The committee will pass on this recommendation to the SGA, which can more realistically garner wide student support than the campus administration can.

The committee had understood that our new student representative, Kat DeCrescenzo, would be present. However, other than an initial email exchange with me, we have not heard from her.

Our next meeting will be 3.26.12 at 1 p.m. in 109 Thun. At that time we will begin to assemble our information for our year-end report.

There being no other business, the meeting was adjourned at 2:15.

Amy White Berger

**APPENDIX F**  
**Physical Facilities and Safety Committee**  
**Informational Report on Repurposing Franco**  
**March 8, 2012**

**Introduction:** The Physical Facilities and Safety Committee was charged with drafting a report on the progress made to repurpose the existing space in Franco. This report documents the work of the Repurposing Franco committee, charged by Paul Esqueda in December 2009 and chaired by Belén Rodríguez-Mourelo.

**Background:** With the new Gaige Building complete and the proposed Luerssen renovation, the EBC and Science Divisions have been able to address their programmatic needs. The repurposing of existing space and/or a new addition to Franco will allow the HASS division to do the same.

**Outcomes:** With little to no money dedicated to this (at first), the committee—after meetings with Pat Kohrman, Kim Berry, and others—made these recommendations:

- Renovate Franco 108 into a computer classroom.
- Dedicate F 105 and its adjacent observation room for faculty in the social sciences, especially in psychology (to conduct unobtrusive observations of research participants) and as a seminar room for upper-level courses.
- Dedicate F 150 to education classes and to art courses, which are usually scheduled in the evenings, avoiding overlap with education courses.
- Convert F 141 into a room for part-time faculty offices and convert F 112 into a meeting room. (There has been a new allocation of office space since these recommendations were first submitted.)
- Convert double offices into single ones by moving walls and eliminating window access. (This eventually did not appear to be very feasible, since such a conversion would take well-designed offices and create ill-proportioned ones.)
- Renovate the former Cybercafé in Thun into a Center for Writing. (This too proved not be feasible, as it was unacceptable to the donors who fund this space.)

In October 2010, former Chancellor Speece informed the committee that \$1 million would be available for this project, and after deliberation, the committee issued its final report in April 2011 recommending that this money be used to fund an addition to the Franco building. Such an addition would address some of the issues discussed above, as well as other important academic needs: more individual faculty offices, a larger office for part-time faculty, a classroom specifically designed for theatre courses (something that does not currently exist on campus), and a Center for Writing.

In the fall of 2011, architects (Kimberly LaBrake and Gabrielle Rizzo of MKSD Architects) were on campus soliciting information from administration, faculty, students, staff, and others to understand our needs and ask questions about the committees' recommendations.

In December 2011 and January 2012, the architects discussed feasibility plans with administration. The architects are still looking into different possibilities to accommodate the needs of our HASS programs. Their work at this point is ongoing and a proposal is expected soon.

**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).