

Penn State Berks Senate

Monday, March 23, 2009

1:00-2:30 PM, Multi-Purpose Room

Agenda

- **Call to Order**
- **Additions, Corrections, and Approval of Minutes of the February 16, 2009 meeting**
- **Announcements by the Chair**
- **Reports of Officers and University Senators**
 - Vice Chair Dunbar
 - Secretary and Senator Zambanini
 - Senator Aynardi
 - Senator Bowers
 - Senator Nasereddin
 - Senator and Parliamentarian Romberger
 - Student Senator Karazsia
- **Comments and Announcements by Administrators**
 - Chancellor Speece
 - Associate Dean Esqueda
- **Unfinished Business**
- **Motions from Committees**
 - Amendment to the Standing Rules of the Penn State Berks Senate Constitution, Executive Committee (Appendix A)

- Amendment to the Standing Rules of the Penn State Berks Senate Constitution, Executive Committee (**Appendix B**)
- Legislative Report on Promotion and Tenure Committee Terms, Faculty Affairs Committee (**Appendix C**)

- **Informational Reports from Committees**
 - Academic Affairs Committee Minutes from February 13, 2009 Meeting (**Appendix D**)
 - Faculty Affairs Committee Meeting, February 6, 2009 (**Appendix E**)
 - Physical Facilities and Safety Committee Meeting Minutes, March 3, 2009 (**Appendix F**)
 - Student Life Committee Minutes, February 2, 2009 (**Appendix G**)

- **New Legislative Business**
 - Senate Officers Election for the 2009-2010 Academic Year

- **Forensic Business**
 - Computer Security, Chief Information Officer

- **Adjournment**

Penn State Berks Senate
Monday, February 16, 2009
1:00-2:30 PM, Multi-Purpose Room

Attendees: Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, David Bender, Tim Bossard, William Bowers, Jennifer Dareneau, Nancy Dewald, Maureen Dunbar, Valetta Eshbach, Ken Fifer, Bob Forrey, Leonard Gamberg, Sadan Kulturel, Jim Laurie, Jayne Leh, Dan Litvin, Michelle Mart, Ray Mazurek, Tami Mysliwicz, Mahdi Nasereddin, Sandee Nevitt, Stephen Oswald, JoAnne Pumariega, Malika Richards, Andy Romberger, Jeanne Marie Rose, Brenda Russell, Sue Samson, John Shank, Alice Shaparenko, Ike Shibley, Steve Snyder, Rosario Torres, James Walter, Christian Weisser, Janet Winter, Bob Zambanini, Mitch Zimmer (Faculty); Sandy Kreis, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Mary Lou D'Allegro, Paul Esqueda, Janelle Larson, Deena Morganti, Belen Rodriguez-Mourelo, Susan Phillips Speece (Administration); Steven Iacovino, Zack Karazsia, Frank Materia, Eric Miggins, Tyler Washburn (Students)

1. Call to Order

2. Approval of Minutes of the Preceding Meetings – Minutes of December 1, 2008 – *approved*

3. Announcements by the Chair – None

4. Reports of Officers and University Senators

- **Vice Chair Dunbar** – The University Senator election process has been completed. Congratulations went out to Senator Zambanini for winning the election and also to Paul Frye, who will be the alternate.
- **Secretary and Senator Zambanini**
 - Marie Smith, who has replaced Cindy Balliett in the Chancellor's office, was introduced as the new staff support for the Secretary of the Penn State Berks Senate.
 - Everything that was submitted to the University Senate Curricular Affairs Committee has been approved with the exception of one course (which was sent back for some minor revisions).
- **Senator Aynardi**
 - We are still waiting for data from the Strategic Planning process pertaining to the Fixed Term Faculty Study report.
 - The Interdisciplinary communities are close to being implemented. We will be receiving messages from the Provost pertaining to discipline and domain by late spring or early summer.
 - Administrative Academic Administrators Review (AD14) will be ready to be presented at the March Senate meeting.
- **Senator Bowers** – A Task Force has been implemented and is currently in the process of preparing a report regarding intellectual property and online courses. The report is anticipated in March or April.
- **Senator Nasereddin – No Report**
- **Senator and Parliamentarian Romberger**
 - The University Senate meeting was held on January 27. There was no legislative action to report.
 - Both the Provost and the President reported on the serious economic conditions and their effect on the University. However, the good news is that applications are doing well.

- The Provost provided an outline to the University Strategic Planning. The presentation is available for viewing online. Feedback is encouraged.
- **SGA Senator Karazia**
 - An NSSE Survey was presented by Student Life. Utilization of the results of this survey as part of the strategic planning process is under consideration.
 - The Alcohol EDU Program was also discussed. All students are required to take this online survey. Penalties are in force by the University for any student who does not comply.
 - SGA Vice President Tyler Washburn and Presidential candidate Nick Yeager announced that they will be seeking election next year.

5. **Comments and Announcements by Administrators**

- **Chancellor Speece**
 - Acknowledgement was made of the Academic Leadership Council's comments concerning the economic situation. The proposed state legislation budget allocation for Penn State preserves the 6% rescission that we are currently experiencing this fiscal year, thus taking us back to our 2001 budget. The good news is that in comparison to other Universities, Penn State is fiscally sound. The State appropriation represents a small percentage of the operational budget for the University. Currently endowments are down 30-40 percent. Due in fact that most of Berks Campus is mainly Trustee Fund Scholarships, however, we should see a minimal impact on student financing through scholarships.
 - Other Universities have begun to lay off employees. University Park has begun the process, through attrition, of laying off staff in the areas of Agriculture, Continuing Education and Hershey Medical. In addition, the University is also experiencing a soft freeze in the hiring process. There will be a few percentage points removed from the total 6% rescission rate that will ultimately affect our operating funds for next year.
 - We received final approval for the design of the new building from President Spanier. There is the possibility of doing a pre-bid meeting in mid-March, but is contingent upon the University's ability to borrow funds for the building. The University is doing a pilot borrow on a smaller project within the next couple of weeks. The rate that they see from this project will determine their course of action for our building. We may experience a few months delay in the groundbreaking for the new building; however, we are optimistic that before the end of summer 2009, we will be "in-ground."
- **Associate Dean Esqueda**
 - The Celebrating Teaching Colloquium will be held on May 14. The topic will be Internationalization of the Campus. All faculty involved in international programs will be presenting.
 - Division Heads have been asked to solicit suggestions from faculty for the Celebrating Teaching Colloquium in September, 2009.
 - The Faculty Awards process is underway. The four areas that will be reviewed are research, teaching, service and advising.

6. **Unfinished Business – None**

7. **Motions from Committees**

- **Motion to Revise Degree Proposal, Academic Affairs Committee (Appendix A) – Maureen Dunbar**
 - The purpose of this amendment was to implement substantial changes to the procedures involved in this process in order to clarify the stages and steps necessary to take in implementing the degree proposal process.

- The role of the Committee for this proposal is to make sure that the degrees meet the academic standards that are required by the University, and also secure that the appropriate consultation has taken place prior to being received by the Committee.
- A vote was called and the *motion was approved unanimously*.
- **Legislative Report on Summer Compensation, Faculty Affairs Committee (Appendix B) – Danny Litvin**
 - The purpose of this amendment is to recommend increasing the summer salary for faculty classes with 6-9 students. Current economic conditions and the salary freeze are contributing factors to not increasing adjunct faculty salaries across the board at this time. This topic will be looked at implementing again next year. It was reminded that the Senate Committee’s function is to pass legislation, not implement legislation.
 - A vote was called and the motion *was approved unanimously*.
- **Amendment to the Standing Rules of the Berks Senate Constitution, Strategic Planning and Budget Committee (Appendix C) – Steve Snyder**
 - The purpose of this amendment is to revise the standing rules revision to include the standing charge to renew salary data on an annual basis.
 - A vote was called and the *motion was approved unanimously*.

8. Informational Reports from Committees

- **Academic Affairs Committee Meeting Notes of October 17, 2008 (Appendix D) – Maureen Dunbar**
- **Academic Affairs Committee Meeting Notes of November 14, 2008 (Appendix E) – Maureen Dunbar**
- **Academic Affairs Committee Report on Responses to Comments on Theatre Degree (Appendix F) – Maureen Dunbar**
- **Strategic Planning and Budget Committee Meeting Notes of December 5, 2008 (Appendix G) – Steve Snyder**
- **Student Life Committee Report on Athletics (Appendix H) – Ike Shibley**
 - The committee pointed out that there are three (3) types of athletics: varsity, club sports, and intramural. Only varsity athletes receive preferential scheduling and are covered under the Senate’s policy for missed classes.
 - Facilities continue to need improvement.
 - Staffing is an issue. A current search is underway for an Athletic Director. This position was previously a 10-month position but is now a full-time 12-month administrative position.
 - Recruitment is currently underway for Division III Varsity Sports. Currently, we are losing a lot of these student athletes to University Park. There is a need to consider additional degree offerings here at Berks which will help with the retention of these students.
- **Student Life Committee Meeting Notes, December 8, 2008 (Appendix I) – Ike Shibley**

9. New Legislative Business – None

10. Forensic Business – None

11. Adjournment

APPENDIX A
AMENDMENT TO THE STANDING RULES
OF THE PENN STATE BERKS CONSTITUTION

(Approved by the Senate Executive Committee, March 4, 2009)

The Executive Committee of the Penn State Berks Senate does hereby propose that the following Amendment to the Standing Rules of the Penn State Berks Senate (duly ratified on Tuesday, May 2, 2006) be duly approved and ratified by the Penn State Berks Senate.

Changes are underlined in track changes format.

Rationale: The [Schreyer Institute for Teaching Excellence](#) recently hosted two luncheon events in the sustainability series hosted by the [Schreyer Institute for Teaching Excellence](#). The first was entitled: *What does “sustainability” mean in pedagogical terms?* And the second: *Integrating Campus Operations and Sustainability Pedagogy: How Can Faculty Contribute?*

Calls for an environmentally literate workforce are growing in the US and in other parts of the world. In *Campus Environment 2008: A National Report Card on Sustainability in Higher Education*, the National Wildlife Federation noted that while higher education is making progress on various fronts, we are largely missing an opportunity to educate pre-service teachers and other university students on environmental sustainability.

University leadership recognizes environmental responsibility as a central tenet for the institution's many diverse facilities and operations, but how might this core concept be envisioned and practiced in and outside the classroom? We suggest that Penn State staff and faculty (through this Senate committee) set an example through their actions and provide learning outcomes that will help students to become environmentally literate citizens.

Article VI
MEMBERS AND DUTIES OF STANDING COMMITTEES

SECTION 4 PHYSICAL FACILITIES AND SAFETY COMMITTEE

(a) Membership:

1. One (1) faculty from each division;
2. Campus Chief Operating Officer or representative, ex officio, non voting;
3. One (1) student, appointed by SGA officers.

(b) Duties:

1. Review plans and make recommendations regarding construction, renovation, and physical development of the campus.
2. Assess and make recommendations regarding space use and assignments.
3. Assess and make recommendations regarding safety and security.
4. Assess and make recommendations regarding parking policies.
5. Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs annually and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an annual informational report to the Berks Senate.

(c) Rules of Procedure:

The Physical Facilities and Safety Committee shall excuse all non voting members of the committee prior to further discussion and voting.

APPENDIX B
AMENDMENT TO THE STANDING RULES
OF THE PENN STATE BERKS CONSTITUTION

(Approved by the Senate Executive Committee, March 4, 2009)

The Executive Committee of the Penn State Berks Senate does hereby propose that the following Amendment to the Standing Rules of the Penn State Berks Senate (duly ratified on Tuesday, May 2, 2006) be duly approved and ratified by the Penn State Berks Senate.

Changes are underlined in track changes format.

Rationale: The purpose of this amendment is to aid Senate Office staff and Committee Chairs in preparing written reports in a format that can be reviewed and acted upon expeditiously.

Article II
RULES OF PROCEDURE FOR COMMITTEES

SECTION 4 REPORTING PROCEDURES

(a) All reports to the Penn State Berks Senate shall be presented and clearly identified as one of the following:

(1) **Informational**. A report on (1) the advice or consultations given to administrators or staff as part of the duly constituted duties of the committee as provided for in the Standing Rules, (2) information gathered by the committee of interest to the Senate, (3) issues discussed by the committee, or (4) future business to be conducted by the committee. No Senate vote is required for this type of report.

(2) **Advisory and Consultative**. A report which a committee brings to the Senate for approval that involves advice or a recommendation to the administration. A Senate vote is required for this type of report. (3) **Legislative**. A proposal that the committee wishes the Senate to implement (e.g., changes in the structure or function of any part of the Senate, or any curriculum or policy matter over which the Senate has legislative authority). A Senate vote is required for this type of report.

(4) **Forensic**. Any member of the Penn State Berks Senate may bring an item of concern to the campus or the University to the attention of the membership for

discussion. Such a request must follow all the rules of the Senate for placing an item on the agenda. Forensic items may not contain a motion. If a motion is made during the discussion, the item will be automatically tabled to the next Senate meeting at which time it will be considered under Other New Legislative Business.

(b) All committee chairs shall make a report to the Executive Committee each spring on the attendance and level of participation of all committee members.

(c) All committee chairs shall prepare their reports in accordance with the following format:

LEGISLATIVE REPORTS

1. Introduction: Define the issues that require the legislative action and provide the historical context, if appropriate.

2. Discussion and Rationale: Identify the issues over which the Senate has authority, discuss the reasons for the proposal, and identify its consequences. Where applicable, costs of implementation should be included.

3. Recommendations: Move the specific action that the Senate can implement. This section should be brief and specific, so that it is very clear what the Senate is voting on.

4. Effective Date: Recommend the date of implementation.

5. Ending: List the committee members proposing legislation.

ADVISORY AND CONSULTATIVE REPORTS

1. Introduction: Define the issues germane to the faculty's interest.

2. Discussion: Discuss why the proposed action needs to be taken. Where applicable, costs of implementation should be included.

3. Advisory Proposal: Specify the actions the Senate would like to implement. This section should be brief and specific, so that it is very clear what the Senate is voting on.

4. Ending: List the committee members preparing the report.

INFORMATIONAL REPORTS (MANDATED AND NON-MANDATED)

1. Introduction: Define the issues germane to the faculty's interest, and state the reason why the report is necessary.

2. Information: Present the data or other information as needed.

3. Discussion and Conclusion: State the implications for the faculty.

4. Ending: List the committee members preparing the report.

5. Committee Chairs will submit the minutes of their meetings to the Senate Officers within two weeks of the meetings.

(APPENDIX C)
Faculty Affairs Committee
Legislative Report on Promotion and Tenure Committee Terms
November 14, 2008

Introduction: The committee has been charged with examining the Berks Campus Promotion and Tenure (P & T) Guidelines as they relate to the following: 1) committee members' eligibility for subsequent election to the same P & T Committee after serving as a replacement for a member who could not complete his or her term, and 2) committee members' time off after having served two successive terms on the division and college committees (or vice versa).

Discussion and Rationale: The Penn State Berks Promotion and Tenure Statements indicate that the "term of service" for P & T committees at both the division and the college level "shall be two years." Additionally, the guidelines for both the division and the college committees stipulate the terms for fulfilling vacancies.

This report seeks to clarify some gaps in the existing legislature. While the guidelines for the division committee indicate that "a member may not serve two consecutive terms," the guidelines for the college committee do not account for consecutive terms. In their current form, neither the division nor the college guidelines define whether fulfilling a vacancy constitutes a term. Moreover, the current guidelines do not prevent committee members from alternating between the division and college committees without a period of time off.

With these gaps in mind, this legislative report seeks to accomplish the following:

1. Standardize the terms of service for both the division and the college committees so as to disallow consecutive terms on either committee.
2. Establish that fulfilling a committee vacancy constitutes a term of service.
3. Establish that committee members who successively serve on both the division and the college committees are ineligible for service for the following academic year.

While the earlier inconsistency between the division and the college committee policies on consecutive terms likely stemmed from the small number of eligible faculty members, the college's recent growth has created a larger pool of tenured faculty members who may serve on P & T committees. Treating the fulfilling of a vacancy as a term of service allows for greater rotation of committee members, thereby ensuring that tenure candidates will be evaluated by a variety of faculty colleagues. Similarly, preventing committee members from continually alternating between the division and college committees will allow for a broader representation of faculty colleagues throughout the review process. Taken together, these practices will also foster a more equitable distribution of faculty service.

Recommendation:

The committee makes a motion that the Penn State Berks Faculty Senate approve the following changes to sections B-1b and B-2a of the Penn State Berks Promotion and Tenure Policy.

B-1b. Promotion and Tenure Committee

Committee Composition. Each division will elect three faculty members tenured at the rank of associate professor, professor and/or equivalent rank to serve as the P & T Committee. No member may serve on more than one level of review in any given year of any given candidate. The term of service shall be two years and terms shall be staggered to ensure continuity of membership.

Selection. The Faculty Affairs Committee of the College Senate will administer the selection process. All tenured members of each division's faculty will be eligible for election unless the member will be on leave of absence or is ineligible because of recent committee service or is otherwise unable to serve. A member may not serve two consecutive terms. All tenured and tenure eligible members of the division who hold full-time continuing appointments will be eligible to vote. Final decisions on inability to serve on the committee shall be made by the Faculty Affairs Committee in consultation with the Division Head.

Proposed Changes to B-1b. Promotion and Tenure Committee

Committee Composition. Each division will elect three faculty members tenured at the rank of associate professor, professor and/or equivalent rank to serve as the P & T Committee. No member may serve on more than one level of review in any given year of any given candidate. The term of service shall be two years **or the time served in fulfillment of a committee vacancy.** Terms shall be staggered to ensure continuity of membership.

Selection. The Faculty Affairs Committee of the College Senate will administer the selection process. All tenured members of each division's faculty will be eligible for election unless the member will be on leave of absence or is ineligible because of recent committee service or is otherwise unable to serve. A member may not serve two consecutive terms **on the division committee. Additionally, a member may not serve more than two successive terms on the division and college committees unless there is an insufficient number of tenured faculty members; a faculty member who has served two successive terms on the division and college committees may not stand for election in the following academic year.** All tenured and tenure eligible members of the division who hold full-time continuing appointments will be eligible to vote. Final decisions on inability to serve on the committee shall be made by the Faculty Affairs Committee in consultation with the Division Head.

B-2a. Promotion and Tenure Committee

Committee Composition. The College Committee will be comprised of five (5) tenured faculty members holding the rank of associate professor, professor and/or equivalent rank. Four will be elected by faculty. The Associate Dean will nominate the fifth member after the election takes place. This nominee must be approved by the Berks Faculty Affairs Committee prior to his/her appointment to the College P&T Committee.” Each of the three divisions must be represented by at least one member of the committee, although this requirement may be waived on an exceptional basis when there are too few faculty members at the appropriate ranks eligible for election. No member may serve on more than one level of review of any given candidate. The term of service shall be two years and terms shall be staggered to ensure continuity of membership.

Selection. The Faculty Affairs Committee of the College Senate will administer the selection process. All tenured members of the College faculty holding the rank of associate professor, professor, or equivalent rank will be eligible for election unless the member will be on leave of absence or is ineligible because of recent committee service or is otherwise unable to serve. All tenured and tenure-eligible members of the faculty who hold full-time continuing appointments will be eligible to vote. Final decisions on inability to serve on the committee shall be made by the Faculty Affairs Committee in consultation with the Division Head. Each division will elect one representative to the College P & T Committee. After the representatives of the divisions have been elected, a college-wide election will be held to elect the at-large members of the committee. The at-large members will be elected from all the eligible faculty members of the college.

Proposed Changes to B-2a. Promotion and Tenure Committee

Committee Composition. The College Committee will be comprised of five (5) tenured faculty members holding the rank of associate professor, professor and/or equivalent rank. Four will be elected by faculty. The Associate Dean will nominate the fifth member after the election takes place. This nominee must be approved by the Berks Faculty Affairs Committee prior to his/her appointment to the College P&T Committee.” Each of the three divisions must be represented by at least one member of the committee, although this requirement may be waived on an exceptional basis when there are too few faculty members at the appropriate ranks eligible for election. No member may serve on more than one level of review of any given candidate. The term of service shall be two years **or the time served in fulfillment of a committee vacancy.** Terms shall be staggered to ensure continuity of membership.

Selection. The Faculty Affairs Committee of the College Senate will administer the selection process. All tenured members of the College faculty holding the rank of associate professor, professor, or equivalent rank will be eligible for election unless the member will be on leave of absence or is ineligible because of recent committee service or is otherwise unable to serve. **A member may not serve two consecutive terms on the college committee. Additionally, a member may not serve more than two successive terms on the division and college**

committees unless there is an insufficient number of tenured faculty members; a faculty member who has served two successive terms on the division and college committees may not stand for election in the following academic year. All tenured and tenure-eligible members of the faculty who hold full-time continuing appointments will be eligible to vote. Final decisions on inability to serve on the committee shall be made by the Faculty Affairs Committee in consultation with the Division Head. Each division will elect one representative to the College P & T Committee. After the representatives of the divisions have been elected, a college-wide election will be held to elect the at-large members of the committee. The at-large members will be elected from all the eligible faculty members of the college.

Effective Date: January 2009.

Ending List: Committee Members proposing legislation:

William Bowers
Paul Esqueda
Hassan Gourama
Daniel Litvin (Chair)
Michael Riley
Jeanne Marie Rose
James Shankweiler
Mitch Zimmer

(Appendix D)

Academic Affairs

Minutes from February 13, 2009 Meeting

Members in Attendance: Maureen Dunbar (Chair), Joanna Garner, Deena Morganti, Tami Mysliwicz, James Walter, Robert Zambanini

The purpose of this meeting was to discuss and vote on the P3- proposal submitted by the EBC division for the Minor in Entrepreneurship. Several comments/questions were received and the responses to those questions/concerns are discussed below.

1. I think this will be a great addition to our offerings at Berks. What is the expected enrollment in the Minor over the first 3 years? Have any informal or formal efforts to establish the level of student interest been taken? *There was not any formal effort taken rather than talking to students in classes. Majority of students find this very interesting and useful. The first class filled with 30 students.*
2. Which majors do the proposed courses contribute to? *Students with any major can take these entrepreneurship courses and complete the minor. In the entrepreneurship conferences, the variety of disciplines of the faculty is amazing from Business to Music.*
3. Have courses already been matched to specific faculty members and if so, does offering these new courses take away from their teaching commitments in other programs. *Many faculty members in EBC division are showing interests in teaching these courses by some of them willing to take the extra load.*
4. I support the Entrepreneurship Minor, however I recommend that EDSGN 100 not be substituted for QMM 492. EDSGN 100 is for first-year College of Engineering students that is a six-contact hour course. QMM 492 is for fourth-year non-COE students that is a three-contact hour course. Additionally, the projects currently used in EDSGN 100 at Berks are not appropriate for the QMM 492 e-ship learning objectives. I'm sure this modification would deliver a better design course for business and IST students pursuing the e-ship minor. *This has already been corrected in the proposal and provided to Dr Dunbar. We are offering QMM 492 and not replacing EDSGN 100 with it.*
5. Appendix A should list several courses that Berks plans to offer as the elective courses for this minor. Two are required, but only one is listed. Electives should be decided now not later. *Students who are not majoring in either engineering (technology) or business will be encouraged to take both QMM 492 and ENG 411, which would fulfill the 18 credits. The coordinator of the Entrepreneurship Minor, Dr. Kulturel, is going to develop detailed lists of acceptable electives for students from different majors and will make herself available to discuss if a student want to replace another course outside the list. We now believe that it will make P3 unnecessarily long and that's the reason we are not including those lists.*
6. I truly believe the P3 proposal captures the essence and most salient aspects of this new minor. It is presented in a very logical manner. I do, however, have two minor comments: 1) Page 6 ...Provisions for Startup Period line 2 I'm not sure if "might" is the right word.

Perhaps the sentence could be rephrased. (I apologize if this suggestion is too trivial.)The following sentences might be replaced: Faculty at Penn State Berks might have access to most of the materials and course medium available through ANGEL and the College of Engineering consisting of: *with* Faculty members at Penn State Berks were assured to have access to most of the materials and course medium available through ANGEL and the College of Engineering consisting of:

7. Page 6 ... College of Engineering, University Park (UP) Approval last line It might be helpful to indicate that in Oct 2008 Jim Laurie met directly with Dr. Robert Macy at UP. Dr. Macy currently teaches MGMT425 at UP and he very graciously made available all of his course materials and syllabus. *There have been numerous contacts with the program coordinator and various faculty members, so we didn't list specific individuals.*
8. The costing feasibility section of the proposal does not address the extra cost to the campus of offering the minor. Offering 6 courses as proposed in the third year of the program is equivalent to a full-time tenured faculty position. *We might need hiring a full time Entrepreneurship Faculty depending on the growth of the program. We do not expect this in the near future though.*
9. If full-time faculty are going to teach the courses in the minor, who will teach the courses that these faculty are not teaching? Will this mean that more part-time faculty need to be hired? How will switching full-time faculty to teaching in the minor affect who the students are taught by in other courses? *At this point the courses are being taught on-load or as an over-load (2009-2010) – we have not yet had to increase the number of adjuncts. One course (ENGR 411) is team-taught by three people.*
10. Is there any overlap of the required courses for the minor with other programs so that the courses will serve students in majors as well as meet the requirements for the minor? *Yes, there will definitely be overlaps. Any of the Entrepreneurship courses might attract students from different disciplines to take the course as their Elective requirement in their major.*
11. Can the college justify adding additional courses to the schedule when there are budget constraints? *If there is sufficient demand for the courses this is reasonable. The first course for this minor, is a tri-listed course (ENG/IST/MGMT 425). It was filled pretty quickly in a few days.*

After discussion of these questions and comments the AAC voted to approve the P3 proposal for the Entrepreneurship minor.

(Appendix E)

Faculty Affairs Committee Meeting
February 6, 2009
L146

Attending: Bill Bowers, Daniel Litvin, Hassan Gourama, Jeanne Rose, James Shankweiler, Mike Riley, Mitch Zimmer

1) A lengthy discussion of the efficacy of the current questions on the SRTE student comment sheets. The conclusions reached were:

a) The present system should be continued where a faculty member has the option to use the present comment sheet or develop a personalized comment sheet.

b) To aid faculty members in developing a personalized comment sheet, an ad hoc committee should be formed to provide a list of acceptable (to Division Heads) and pedagogically sound questions.

c) The committee should be made up of faculty who have a pedagogical background or at least an interest in such an endeavor.

A report of this was sent to the Chairman of the Faculty Senate.

(APPENDIX F)
Physical Facilities and Safety Committee Meeting Minutes
March 3, 2009
Thun 109
10 am – 12 noon

Members attending: Jennifer Arnold, Leonard Gamberg, Sudip Gosh, Kim Berry, Khled Abdou, Mark Dawson

1) Welcome

2) Charge, Emeritus Faculty Space

- a. There was a review of minutes from the November 11, 2008 meeting, as related to this issue, and the following topics were discussed:
 - Whether or not the Emeritus Faculty Space could be linked to the Part Time Faculty Space.
 - Will there be office space designated in the BEIST Project, Luerssen Building and Franco Building.
 - Other possible items to be available for Emeritus Faculty; mailing address, e-mail, phone number with voice mail, web access, desk-top computer, clerical support
- b. There was a review of the Legislative Report on Space for Emeritus Faculty dated February 8, 2008.
 - Attendees agreed on make the following recommendation change to the aforementioned Legislative Report: “Part Time Office Space” to be made available for use by “Emeritus Faculty”.

3) Other charges

- a. No other charges at this time.

4) Open Discussion

- a. As a possible future topic, “Campus Sustainability”. There was then a discussion on Berks Campus’s active role in sustainability and environmental stewardship.
- b. There was a discussion on the PF&S Committee’s role on being an informative, big picture group, “Space Crunchers”. A group that can be used as a sounding board/consultants for future ideas, goals, plans, safety, etc...
- c. Current, BEIST Project time line was mentioned: pre-bid conference is March 16, 2009 and bid date is April 14, 2009.

5) Future Business

- a. n/a

(APPENDIX G)
Student Life Committee Minutes
February 2, 2009

In Attendance: Mary-Lou D'Allegro, Bruce Hale, James Karlinsey, Eric Lindsey, Cheryl Nicholas, Blaine Steensland

The fifth meeting of the Student Life Committee for the 2008-209 academic year focused solely on ways to encourage faculty involvement in student-sponsored events. The following suggestions were made:

- Include a bullet on the faculty activity report to raise awareness of the importance of involvement (would require Faculty Affairs to consider this suggestion)
- Honorary coach at sporting events as a way to encourage faculty to attend
- Faculty could ask students for announcements at beginning to class so that students could promote events in which they are involved
- Faculty could consider more service by serving as a club advisor
- If every faculty and staff member committed to attending just one type of activity we would have substantially more faculty/staff presence at events
- When faculty encourage students to attend events an effort should be made to attend also
- Faculty could visit club rush to get an idea of the number of clubs active on campus
- New faculty could spend time during their first year being encouraged to get involved from their mentor, their division head, and the associate dean
- Service learning could be incorporated into a course
- Students in FYS courses can be encouraged to invite teachers to events
- As new building is occupied the expansion of an activity period on Tuesday and Thursday could be considered
- Establish a tradition at Berks involving faculty and students such as “Berks Day” where faculty and students volunteer to help improve the physical appearance of the campus
- A sport could be organized such as softball where students compete against faculty and staff
- Inter-division competitions could be organized where students and faculty from one division compete against students and faculty from another division in a sports competition or a quiz bowl of some sort
- Consider starting a Berks Facebook group

These ideas will be incorporated into the report that the committee will submit. The next meeting of Student Life is scheduled for Monday March 16 at 12:00 PM. The report will be discussed and the committee will move to make a final draft for submission to the Senate.