

Penn State Berks Senate

Monday, September 26, 2011

1:00-2:30 PM

Multi-Purpose Room, Perkins Student Center

Agenda

- **Call to Order**

- **Additions, Corrections, and Approval of Minutes of the April 25, 2011 meeting**

- **Announcements and Reports by the Chair**

- **Reports of Officers and University Senators**
 - Vice Chair Bowers
 - Secretary and Senator Zambanini
 - Senator and Parliamentarian Aynardi
 - Senator Shibley
 - Senator Snyder
 - Student Senator Tiffany Wesner
 - SGA President Larry Wesner

- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Esqueda

- **Unfinished Business**

- **Motions from Committees**
 - Approval of Senate Meeting Dates, Executive Committee (**Appendix A**)
 - Approval of Committee Chairs, Executive Committee (**Appendix B**)
 - Motion Pertaining to the Common Reading, Executive Committee (**Appendix C**)
- **Informational Report**
 - Committee Charges for 2011-2012 Academic Year, Executive Committee (**Appendix D**)
- **Committee Reports**
 - Academic Affairs, Committee Chair Mart
 - Faculty Affairs, Committee Chair Bowers
 - Strategic Planning and Budget, Committee Chair Forrey
 - Physical Facilities and Safety, Committee Chair Amaral
 - Student Life Committee, Committee Chair Berger
- **New Legislative Business**
- **Forensic Business**
 - Chief Kevin Rudy
 - Enforcement of Policy AD-32 (Smoking Policy)
- **Comments for the Good of the Order**
- **Adjournment**

Penn State Berks Senate
Monday, April 25, 2011
1:00-2:30 PM, Multi-Purpose Room

Attendees: Ali Alikhani, Katie Amaral, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, David Bender, Bill Bowers, Tricia Clark, Ruth Daly, Jennifer Dareneau, Nancy Dewald, Bert Eardly, Mike Fidanza, Sudip Ghosh, Bruce Hale, Helen Hartman, Jui-Chi Huang, Ben Infantolino, James Karlinsey, Mahsa Kazempour, Pat Kohrman, Sadan Kulturel, Gary Kunkelman, Eric Lindsey, Michelle Mart, Lingqi Meng, Marilyn Mussomeli, Mahdi Nasereddin, Randall Newnham, Malika Richards, Andy Romberger, Jeanne Marie Rose, Alice Shaparenko, Steve Snyder, William Sutherland, Rosario Torres, Lorena Tribe, Christian Weisser, Janet Winter, Bob Zambanini (Faculty); Mary Lou D'Allegro, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Janelle Larson, Belen Rodriguez-Mourelo, Susan Speece, Blaine Steensland (Administration); Brandon Bernard, Larry Wesner (Students)

1. **Call to Order**
2. **Approval of Minutes of the Preceding Meetings- Minutes of March 21, 2011– *The minutes were approved.***
3. **Announcements and Reports by the Chair** – The Chair thanked all the senators along with everyone serving on committees for their contributions during his term as Chair to the faculty senate.
4. **Reports of Officers and University Senators**
 - **Vice-Chair Dewald** – The Vice-Chair thanked everyone who served on committees, with a special thanks to all committee chairs for their hard work. A special thank you was extended to Chair Romberger for his service and contributions to the senate.
 - **Secretary and Senator Lindsey** – The Secretary thanked Marie Smith for providing assistance to him during the past year.
 - **Senator Aynardi** – A change has been made to policy HR29 to simplify the process for those individuals seeking early retirement.
 - **Senator Nasereddin – No Report**
 - **Senator Snyder – No Report**
 - **Senator Zambanini** – No official report was made; however, Senator Zambanini wished to thank and acknowledge Chair Romberger for his service and valued contributions to the senate.
 - **Senator Romberger** – There were two items of impact on the docket of the University Senate meeting. They include, changes to the policy on articulation agreements, which includes major changes to the opt-out clause for both parties; also included was a time limit after which there has to be a renewal. The other change highlights the faculty rights and responsibilities document, which includes changes pertaining to practice with procedural matters, and also matters of discrimination currently being dealt with by the equal opportunity commission.
 - **Student Senator Ryan Vasilik – Not Present**
 - **SGA Chair Brandon Bernard -**
 - Students are currently preparing for the end of the semester and finals next week.
 - The election of officers to next year's SGA is complete; they are as follows: Larry Wesner, President; Trevor Houck, Vice-President; Tiffany Wesner, Student Senator. Congratulations to all newly elected officers.
 - A Diversity Affairs panel was recently held; thank you to all members of faculty who were available to participate.
 - Capital Day in Harrisburg was a success. There were forty students from Berks in attendance as compared to ten in previous years. Thank you to all the student leaders, faculty and staff for getting the word out and encouraging students to participate.

5. **Comments and Announcements by Administrators**

- **Chancellor Speece** – Chancellor Speece wished to thank everyone involved in planning her retirement event and in particular, all those who attended the celebration on April 21. The event was wonderful and memorable. Unfortunately, for some unknown reason, a lot of people who attended became ill the next day. Conversations are underway with the Board of Health and the Crowne Plaza to make a determination as to what may have caused this to occur. Additional information will be forthcoming as it becomes available.
- **Associate Dean Esqueda** –
 - The Student Awards Ceremony will be held on May 1. Faculty participation is encouraged as we celebrate the success of our students.
 - The next Celebrating Teaching Colloquium will be held on May 12. Six speakers will be present to discuss best practices in teaching. This event will be followed by the Employee Recognition Luncheon in Tully's beginning at 11:30 a.m.
 - Commencement will be held on May 14. A breakfast for faculty and staff will be held in Tully's at 7:45 a.m., at which time, decisions pertaining to faculty promotion and tenure will be announced, as well as the presentation of our faculty awards. John Gilmore, former PSU Alum and professional football player, will be the keynote speaker.
 - A FY Seminar Workshop will be held on May 9. All are encouraged to consider taking or teaching a FY Seminar during the upcoming academic year.

6. **Unfinished Business – None**

7. **Motions from Committees – None**

8. **Informational Reports from Committees**

- **Academic Affairs Committee – Nancy Dewald**
 - March 18, 2011 Minutes (**Appendix A**)
 - April 20, 2011 Minutes – (This document was not part of the senate binder; it was provided as hand-out at today's meeting.)
 - End-Of-Year Report (**Appendix B**)
- **Strategic Planning and Budget Committee – Bruce Hale**
 - Informational Report on Salaries (**Appendix C**)
 - This report is broken down into three categories: comparison of salaries by division; comparison of salaries based on graduate-based campuses by division; and comparison of the Commonwealth Colleges by rank. Concerns were raised regarding what course of action will be taken given the findings outlined in this report. Although the committee chair agrees with the concerns raised, the mandate was to issue an informational report, which is what this represents. These issues will be addressed with the incoming Chancellor, Dr. Hillkirk, by members of the faculty senate and the executive board. Incoming Senate Chair Ansari reminded the faculty of their rights to charge the Strategic Planning and Budget Committee to produce a legislative report to the senate for action.
 - Informational Report on Adjunct Salaries (**Appendix D**)
 - End-Of-Year Report (**Appendix E**)
- **Student Life April 8, 2011 End-Of-Year Report (Appendix F) – Mike Fidanza**

9. **New Legislative Business**

- **Executive Committee Addition of CIO to Academic Affairs Committee (Appendix G)**
 - A motion was called to add the CIO as a non-voting member of the Academic Affairs Committee. The motion was seconded by the Executive Committee. A motion was called using a voice vote. The motion was seconded and the *motion was approved unanimously*.

10. Forensic Business –

- The Chair asked a faculty member from the Kinesiology department to speak about the current discussions underway at University Park concerning the GAH requirements. It was reported that President Spanier along with several deans were seriously pushing for the elimination of the GAH requirement as a cost-savings measure. The committee feels this would be a huge mistake and would ultimately have a very negative impact on the educational goals of our students and their health. In addition, several full and part-time positions throughout the system would possibly be at risk of being eliminated. Full support is needed from all faculty and faculty senate officers in order to oppose the measure prior to their next meeting, early fall semester.

11. Adjournment – Prior to the motion for adjournment, Chair Romberger officially turned the gavel over to Parliamentarian Ansari who thanked the Chair for his dedication and years of service to both the senate and the university. Parliamentarian Ansari turned the meeting back over to Chair Romberger for a motion to adjourn. The motion was seconded and the meeting was adjourned.

APPENDIX A

Penn State Berks Senate Meeting Dates, 2011-2012

(As approved by the Executive Committee of the Penn State Berks Senate, July 1, 2011)

- September 26, 2011
- October 24, 2011
- November 28, 2011
- January 30, 2012
- March 19, 2012
- April 16, 2012

APPENDIX B

Summary Information of Penn State Berks Senate Executive Committee, Committee Chairs, and Committee Members, Fall 2011 – Spring 2012

(As approved by the Executive Committee of the Penn State Berks Senate, July 1, 2011)

PENN STATE BERKS SENATE MEMBERSHIP	
<p>The Penn State Berks Senate shall include:</p> <ul style="list-style-type: none"> (a) All full time faculty including librarians (CURRENT TOTAL = 116+4 = 120); (b) The following members of the Administrative Staff: <ul style="list-style-type: none"> 1. Chancellor (ex officio); 2. Associate Dean for Academic Affairs (ex officio); 3. Division Heads of EBC, HASS and Science (ex officio); (c) Other members of the Administrative Staff as appointed by the Chancellor; (d) One senator elected by the professional assistants from among their ranks; <i>(The total number of Senators from categories (b), (c), and (d) shall not exceed 10% of the full time faculty including librarians.)</i> (e) SGA president and elected student senators not to exceed 10% of the full time faculty including librarians. 	

EXECUTIVE COMMITTEE (9 members, 6 unique, 6 voting, quorum = 4)				
Member	Title	Phone	e-mail	Term expires
Mohamad Ansari	Chair	396-6129	maa4@psu.edu	2012
Bill Bowers	Vice Chair	396-6276	whb108@psu.edu	2012
Bob Zambanini	Secretary	396-6178	raz3@psu.edu	2012
Mohamad Ansari	University Faculty Senator	396-6129	maa4@psu.edu	2015
Bob Zambanini	University Faculty Senator	396-6178	raz3@psu.edu	2013
Steve Snyder	University Faculty Senator	396-6277	sj29@psu.edu	2014
Martha Aynardi	University Faculty Senator	396-6228	mwal@psu.edu	2012
Ike Shibley	University Faculty Senator	396-6185	ias1@psu.edu	2012
Martha Aynardi	Parliamentarian (non-voting)	396-6228	mwal@psu.edu	n/a

Chairs of the Penn State Berks Senate Committees

Committee	Chairperson	Phone	e-mail	Term expires
Academic Affairs	Michelle Mart	396-6180	mam20@psu.edu	2012
Executive	Mohamad Ansari	396-6129	maa4@psu.edu	2012
Faculty Affairs	Bill Bowers	396-6276	whb108@psu.edu	2012
Physical Facilities and Safety	Katie Amaral	396-6329	keal2@psu.edu	2012
Strategic Planning and Budget	Bob Forrey	396-6366	rcf6@psu.edu	2012
Student Life	Amy Berger	396-6452	awb10@psu.edu	2012

ACADEMIC AFFAIRS

(12 members, 8 voting)

Member	Title	Phone	e-mail	Term expires
Khaled Abdou	Representatives from EBC Division	396-6173	kka1@psu.edu	2012
Tom Gavigan		396-6181	thg2@psu.edu	2012
Michele Ramsey	Representatives from HASS Division	396-6148	emr10@psu.edu	2012
Michelle Mart (CHAIR)		396-6180	mam20@psu.edu	2013
Tami Mysliwicz	Representatives from Science Division	396-6274	thm2@psu.edu	2013
Jennifer Arnold		396-6174	jma25@psu.edu	2012
Nancy Dewald	Library Representative	396-6243	nxd7@psu.edu	2012
Bob Zambanini	University Curricular Affairs Representative	396-6178	raz3@psu.edu	2013
Paul Esqueda	Associate Dean (non-voting)	396-6417	pue1@psu.edu	n/a
Dave Bender	Registrar (non-voting)	396-6090	dsb@psu.edu	n/a
Pat Kohrman	Chief Information Officer (non-voting)	396-6189	cpk1@psu.edu	n/a
Diana Livingston	Student Rep. (non-voting)	484-464-7783	dql5084@psu.edu	2012

FACULTY AFFAIRS

(8 members, 7 voting)

Member	Title	Phone	e-mail	Term expires
Bill Bowers (CHAIR)	Representatives from EBC Division	396-6327	whb108@psu.edu	2012
Sudip Ghosh		396-6346	sxg38@psu.edu	2012
Mahsa Kazempour	Representatives from HASS Division	396-6312	muk30@psu.edu	2012
Kira Baker-Doyle		396-6204	kjb33@psu.edu	2013
Leonard Gamberg	Representatives from Science Division	396-6124	lpg10@psu.edu	2013
Dave Sanford		396-6161	dls30@psu.edu	2013
Ike Shibley	University Faculty Affairs Representative	396-6185	ias1@psu.edu	2012
Paul Esqueda	Associate Dean (non-voting)	396-6417	pue1@psu.edu	n/a

PHYSICAL FACILITIES AND SAFETY (9 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Jim Laurie	Representatives from EBC Division	396-6158	jk15@psu.edu	2012
Sadan Kulturel Konak		396-6137	sxk70@psu.edu	2012
Terry Baker	Representatives from HASS Division	396-6405	tlb15@psu.edu	2013
Jayne Leh		396-6413	jml53@psu.edu	2012
Maureen Dunbar	Representatives from Science Division	396-6328	med18@psu.edu	2013
Katie Amaral (CHAIR)		396-6329	kea12@psu.edu	2012
Ada Leung	At-Large Representative	396-6186	cx151@psu.edu	2013
Kim Berry	Campus Chief Operating Officer (non-voting)	396-6030	krb11@psu.edu	n/a
Kay Livingston	Student Representative	484-464- 7782	kol5142@psu.edu	2012

STRATEGIC PLANNING AND BUDGET (9 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Malika Richards	Representatives from EBC Division	396-6096	mur12@psu.edu	2012
Jui-Chi Huang		396-6454	jxh74@psu.edu	2012
Cleo House	Representatives from HASS Division	396-6419	czh11@psu.edu	2012
Jennifer Dareneau		396-6301	jrm371@psu.edu	2012
Bob Forrey (CHAIR)	Representatives from Science Division	396-6366	rcf6@psu.edu	2013
Lorena Tribe		396-6187	lut1@psu.edu	2012
Tricia Clark	At-Large Representative	396-6349	tkc3@psu.edu	2013
Dennis Mays	Campus Chief Financial Officer (non-voting)	396-6042	dym9@psu.edu	n/a
Eric Miggins	Student Representative	484-772- 7636	egm5032@psu.edu	2012

STUDENT LIFE (11 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Abdullah Konak	Representatives from EBC Division	396-6310	auk3@psu.edu	2012
Rungun Nathan		396-6170	rrn13@psu.edu	2012
Jayne Brown	Representatives from HASS Division	396-6041	jrb30@psu.edu	2012
Holly Ryan		396-6333	hlr14@psu.edu	2013
Dave Aurentz	Representatives from Science Division	396-6397	dja5@psu.edu	2013
Bill Sutherland		396-6154	wms3@psu.edu	2012
Amy Berger (CHAIR)	At-Large Representative	396-6452	awb10@psu.edu	2012
Blaine Steensland	Director of Student Affairs (non-voting)	396-6066	bes2@psu.edu	n/a
Lisa Deibler	Campus Athletic Director (non-voting)	396-6162	lkd13@psu.edu	n/a
Bruce Hale	College Rep. University Athletic Committee (non- voting)	396-6156	bdh1@psu.edu	n/a
Tommy Pathickal	Student Representative	267-671- 4329	tsp5083@psu.edu	2012

APPENDIX C

Penn State Berks Senate Executive Committee Legislative Report on the Common Reading Program

(As approved by the Executive Committee of the Penn State Berks Senate, August 15, 2011)

Background:

The common reading program stemmed from the Academic Affairs Advisory Committee in Fall, 2005 and became a requirement for First Year Seminar courses in the 2006-2007 academic year (Senate Record Appendix F dated February 20, 2006). The Common Reading was added to the PSU 005 requirement to accomplish two goals:

1. To add similar academic content to all sections of PSU 005 since there were many complaints by students that there was no common academic thread from one PSU 005 section to another (which is unlike any other course at Penn State);
2. To build a sense of community on the campus - all incoming students had something in common to discuss and many of the faculty and staff could get involved in the discussions and activities.

Rationale:

The mixed reviews of this program by the faculty are the basis for this proposed legislation.

Recommendation:

The Common Reading will be selected by a vote of all faculty scheduled to teach First Year Seminar the year that the selection is used. Subsequently, those faculty will also vote to determine whether or not the Common Reading selection will be required for that academic year. Scheduled FYS faculty will vote annually, and the vote will be facilitated by the Office of Academic Affairs.

APPENDIX D

Committee Charges, Penn State Berks Senate, 2011-2012

(Informational Report Approved by the Executive Committee of the Penn State Berks Senate, July 15, 2011)

Committee Chairs are expected to report directly to the Senate. Specifically, all Committee Chairs are required to submit to the Senate a mid-year progress report and an end of the year progress report as is being practiced by the University Faculty Senate. Reports should be submitted to the Secretary of the Senate, Bob Zambanini (raz3@psu.edu). *All items that need Senate approval must be presented as a Legislative report and must include a motion.* Motions will be discussed and voted on by Senate. Unless otherwise specified, the reports below should be considered Informational Reports. Any committee can decide to create an Advisory or Legislative report.

Executive Committee

- Draft a legislative report pertaining to the Common Reading Program as it relates to the First Year Seminar.

Academic Affairs

- Draft an informational report pertaining to the review procedures for proposing programs (degree proposals) and courses (course proposals) and send a legislative report to the Senate.

Faculty Affairs

- Draft a legislative report on Faculty Work Load Policy.
- Draft an informational report on the review of the HR 23 Rainbow Sheets and the Faculty Activity Reports as they relate to the reporting of Undergraduate Research and reconcile the FAR with the Rainbow Sheets.
- Draft a legislative report with recommendations pertaining to reimbursement for Adjunct Faculty.
- Draft a legislative report on revision of the Berks Campus SRTE Policy as it relates to the impact of the online administration of the SRTE's on Faculty FAR.

Physical Facilities and Safety

- Draft an informational report pertaining to the Luerssen Renovation.
- Draft an informational report pertaining to the Franco Repurposing.
- Draft an informational report on the General Safety concerns.

Strategic Planning and Budget

- Draft a legislative report which recommends corrective measures to adjust and to bring in line the faculty salaries at Berks with other campuses within Penn State.

Student Life

- Draft an informational report which reviews the status of the Academic Recovery program based upon 2010-11 data.
- Draft an informational report which reviews campus facilities that support the out-of-class/co-curricular experiences of our students.
- Draft an informational report pertaining to the enhancement of the faculty/staff involvement in the out-of-class experiences of students.
- Draft an informational report that addresses how to integrate and compliment the students' in-class and out-of-class experiences to ensure the best possible educational experience and identifies opportunities to improve upon current practice.
- Draft an informational report that identifies support services that the Berks Campus offers to its diverse range of students.