

**AGENDA**  
**Penn State Berks Senate**  
**Monday October 21, 2013**  
**1:00-2:30 PM**  
**Multi-Purpose Room, Perkins Student Center**

**Call to Order**

**Additions, Corrections, and Approval of Minutes of the September 23, 2013 meeting**

**Announcements and Reports by the Chair**

**Reports of Officers and University Senators**

- **Vice Chair Bartolacci**
- **Secretary Lindsey**
- **Senator and Parliamentarian Ansari**
- **Senator Aynardi**
- **Senator Nasereddin**
- **Senator Snyder**
- **Student Senator**
- **SGA President**

**Comments and Announcements by Administrators**

- **Chancellor Hillkirk**
- **Associate Dean Esqueda**

**Unfinished Business**

- **Amendment to Revise the Berks Senate Constitution; Executive Committee Appendix A**

## **Motions from Committees**

## **Informational Reports**

- **Committee Student Life Appendix B**

## **New Legislative Business**

## **Forensic Business**

## **Comments for the Good of the Order**

## **Adjournment**

**Penn State Berks Senate**  
**September 23, 2013**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Mohamad Ansari, Martha Aynardi, Mike Bartolacci, Tara Beecham, David Bender, William Bowers, Tricia Clark, Nancy Dewald, Mike Fidanza, Bob Forrey, Tom Gavigan, Hassan Gourama, Nathan Greenauer, Ryan Hassler, Selvi Jagadesan, Abdullah Konak, Sadan Kulturel, Eric Lindsey, Lauren Jade Martin, Ray Mazurek, Edwin Murillo, Mahdi Nasereddin, Rungun Nathan, Randall Newnham, JoAnne Pumariega, Brenda Russell, Holly Ryan, Dave Sanford, Jessica Schocker, Kirk Shaffer, John Shank, Stephen Snyder, Terry Speicher, Lorena Tribe, Christian Weisser, Kesha Williams, Bob Zambanini (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, Paul Esqueda, Keith Hillkirk, Janelle Larson, Belen Rodriguez Mourelo (Administration); Edgar Grullon, Devin Heckman, Brenna Lauer, Amanda Gonzales-Ortiz, Zachary Rinker (Students)

**1. Call to Order**

**2. Additions, Corrections, and Approval of Minutes of the April 22, 2013** –The Chair called for corrections, additions to the minutes; hearing none, a vote was called to approve the minutes; *the minutes were approved.*

**3. Announcements and Reports by the Chair** – The University Senate Officers will visit Berks on October 9. They will be meeting separately with the SGA leaders, faculty and administrative staff. Reminders to faculty will be sent prior to their visit.

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

- **Vice-Chair Bartolacci** – There was not much to report in reference to the Curricular Affairs Committee meeting held at UP; however, it was reported that both Behrend and Harrisburg had duplicate minors, which received verbal approval to allow from the AQ Chancellors, as long as they change the names. This decision was met with some resistance within the committee and is yet to be determined if it will pass. The first meeting of the Academic Affairs Committee was held, and two current P3's were discussed; they were molecular biology and HRIM. Due to the late timing in which this information was received, another meeting will be held this Friday to discuss staffing concerns and the number of students both programs would bring.
- **Secretary Lindsey – No Report**
- **Senator and Parliamentarian Ansari** – As was previously shared, the Senate will hold a special meeting tomorrow at University Park to consider a resolution with regard to the *Take Care of Your Health* initiative. The Provost stated that three out of the four parts of this resolution will be implemented. Further noting, with regard to the first part, there will be no moratorium according to university administration; however, the \$1,200 fee for noncompliance will be suspended. The Berks Senate will be represented at the special Senate meeting being held tomorrow. It was decided by the Berks Senate not to vote for the resolution as it stands because in the spirit of shared governance, the administration has given us something that we can build upon. Additional amendments are anticipated. A report will be shared at the conclusion of tomorrow's meeting.
- **Senator Aynardi** – Senator Aynardi shared she is currently participating in ARISA (Admissions, Records, Scheduling, and Student Aid); their focus will involve changes to the drop policy. A few items that have come up include the process of designing a system called Lion Path, which will take the place of ISIS, which is very outdated. As they are building this new system, they are taking into account all the things that ISIS cannot do. Please pass along

your thoughts and ideas with regard to this so that these items may be shared. University Park, through AQ, has decided that they would like for all campuses to be on the same class schedule as University Park. The plan is to have this implemented next year. Currently, classes at University Park are scheduled with 15 minutes in between classes, which means that if we have to add that much time between classes on Tuesdays and Thursdays, and Mondays and Wednesdays, we would lose a class period at the end of each of those days. There has been much feedback in opposition to this from the campuses. This affects the smaller campuses in very big ways. It affects their bottom dollar because they would not be able to schedule classes that students need to graduate, especially adult students. The rationale behind this decision is for a more student-centered approach; (e.g., students who need a class that cannot receive that class at a particular campus would be able to take it through University Park). If all were on the same schedule, students would know the start/end time for any location and there wouldn't be any overlap between our schedule and theirs. The emphasis behind this decision is based on distance learning/VLN. The other decision being looked into pertains to how many credits a student should be allowed to schedule in overload before it actually becomes an issue, both financial and otherwise and at what point does the University charge an extra semester of tuition. Some students are doing this because their financial aid is running out and they need a certain number of credits in order to fulfill their graduation requirement.

- **Senator Nasereddin** – The Intra-University Relations Committee has been divided into four sub-committees: assessment report; student report; internationalization report; and there is another report looking at the ratio between tenured and fixed-term faculty at all of the campuses.
- **Senator Snyder** – Senator Snyder stressed that he has not made a decision with regard to the resolution pertaining to the *Take Care of Your Health* initiative being brought forth tomorrow and further stated, he will not make a decision until he has the opportunity to hear action from the floor. The Faculty Affairs Committee has met and sub-committees have been established. There are a number of different charges for this year. The initial focus will be on administrative review, policy AD-14. Recommendations were made back in 2009 and were signed off on by the President at that time. What is being looked at is the progress that has been made with respect to administrative review since that time.
- **Student Senator** – The topics discussed as part of the Global Programming Committee included GEN's (Global Engagement Networks), and global health insurance. This insurance may be obtained at a fairly low cost when traveling abroad and some of the benefits of having the insurance were shared.
- **SGA President** – The SGA looks forward to another great year of cooperation with the Faculty Senate with regard to improving tasks that were charged last year; specifically, increasing student involvement with SRTE's.

## 5. Comments and Announcements by Administrators

- **Chancellor Hillkirk** –
  - Chancellor Hillkirk began by commenting on a recent article in the Reading Eagle that reference poverty in Reading and how the link between education attainment and career income over the lifetime of an individual played into this. With our core mission in education, we are helping to address what is a very daunting challenge faced in country. As long as we remain clear of our core mission there are a multitude of ways that we can enrich our students education and learning by involving them in community service. Many ways were identified in the areas in which this is already being accomplished by our students.
  - A conference was recently held at Penn State Berks pertaining to STEM (Science, Technology, Engineering and Math) education and was a success. In addition to our

campus leadership, faculty and staff, others in attendance included teachers, principals, and superintendents from area districts as well as people from the business community. It is the hope that conferences such as these will lead to more involvement and engagement in STEM-related areas.

- Approximately 200 people attended the Blue Marsh: Landscape Lost exhibit at the Freyberger Gallery on September 12, including families that were directly affected by construction of Blue Marsh back in the 1970's.
- Several of our faculty is currently involved in working with the Reading School District to development a professional development school relationship with Glenside Elementary School. The hope is that this will broaden into a third-party relationship with Olivet Boys and Girls Club.
- PS Berks has recently joined the Pennsylvania Campus Compact, which is a state-based component of the national compact group that supports community and civic engagement on the part of college students and their mentors. It is anticipated that our involvement will lead to additional student scholarship dollars for our students. These scholarships are funded through the VISTA program.
- Our enrollment has rebounded significantly from the concerns of a few months back. We have welcomed nearly 800 new baccalaureate students; there has been increase in transfer students; local students from Berks County have increased; and diversity is increasing. The formal headcount will be available in the next few weeks. We are currently over capacity in our residence halls and second only to PS Erie in terms of our surplus. The challenge right now is getting students from scheduled to registered status. A group is meeting regularly to address this issue.
- Work pertaining to our 5-year Strategic Plan is currently underway. This process is to be as inclusive as possible and will not only involve faculty, staff, and students, but will also include involvement from our Advisory Board Chair as well as alumni and friends of the campus. We need to be clearer regarding the strengths of PS Berks such as the advantages students experience when attending PS Berks (e.g., small class sizes, internships opportunities).
- Chancellor Hillkirk thanked the campus community with regard to the civil dialog surrounding the *Take Care of Your Health* initiative. Further noting, the decision that was recently made by university administration was the correct decision and complimented them on listening to the concerns of faculty and staff.
- There are many festivities taking place at Berks this weekend: fall open house, homecoming, and family day. Chancellor Hillkirk credited Jackie Confalone in human resources, for suggesting integrating the idea of family day as part of the homecoming celebration activities.
- **Associate Dean Esqueda –**
  - There will be a faculty meeting held on October 2 with regard to assessment plans.
  - Two degree fairs will be held this year; those dates are November 11 and January 27. These dates were selected since this is typically the time for when students are making decisions. Program Coordinators will have involvement at both fairs; faculty is encouraged to attend.
  - The upcoming family homecoming parade this weekend will be a good opportunity for faculty to mix with alumni and current students.
  - The promotion and tenure process is on track this year; all committee have been set and are ready to get to the work at hand. Esqueda thanked both the Senate and the Chair of

the Faculty Affairs Committee for conducting the elections of the division P&T committees.

- There are six faculty searches currently underway; they include: English composition; professional writing; mechanical engineering; biochemistry molecular biology; supervisor of student teaching; and accounting.
- The following new degrees are in the pipeline at PS Berks, albeit tentative: HRIM is scheduled to be rolled out fall 2014; criminal justice, fall 2014; biochemistry and molecular biology, fall 2014. Additional degrees as suggested by the office of the VP of Commonwealth Campuses and based on strong market research include: accounting, fall 2014; industrial engineering, fall 2015; rehabilitation and human services, fall 2016; agricultural business management, fall 2016; and structural design and construction engineering technology, fall 2016.

## 6. Unfinished Business – None

## 7. Motions from Committees –

- **Approval of the Senate Meeting Dates; Executive Committee (Appendix A)** – The Chair called for a vote on the motion; a vote was called and the *motion was approved*.
- **Approval of the Chairs of the Standing Committees; Executive Committee (Appendix B)** –The Chair called for additional nominations from the floor prior to the vote; hearing none, a motion was called to close nominations. The Chair called for a vote on the motion; a vote was called and the *motion was approved*.
- **Amendment to Revise the Berks Senate Constitution; Executive Committee (Appendix C)** – This motion will not be voted on at today’s meeting due to the constitutional requirement of a 30-day period of review prior to having it brought forth to the Senate floor for debate. The Chair asked everyone to review prior to the next scheduled meeting. This amendment will be debated and voted upon at the October Senate meeting.
- **Consideration of Draft Resolution; Sponsored by Professor Newnham (Appendix D)** – Professor Newnham proclaimed this draft resolution be withdrawn in light of the recent changes by the administration, and also due to the fact that there will be a special meeting tomorrow by the University Senate.
- **Consideration of Draft Resolution; Sponsored by Executive Committee (Appendix D)** – The Chair, in agreement with Professor Newnham’s comments, stated if there are no objections and if obtained by unanimous consent, recommends the resolution be withdrawn. Opposition to the withdrawal was brought to the floor. Senator and Parliamentarian Ansari shared that since an objection to the withdrawal was now made, the motion cannot be withdrawn. Further stating, Berks had been involved from the beginning in this process by virtue of the Senators and by his leadership within Senate Council. Motions were to have been made on September 10 from the Caucus meeting that was held on September 9 but those motions would then have a requirement to be tabled for review period of 30-days, thus cutting short the time needed for action prior to the November deadline. Senator and Parliamentarian Ansari commented he feels it would be in our best interest not make any other resolutions at the present time and any further action with regard to this measure should wait until after tomorrow’s meeting.

After much discussion, the Chair called for a vote to put the resolution forward and the *motion was approved.*

**8. Informational Reports –**

- **Committee Roster; Executive Committee (Appendix F)**
- **Committee Charges; Executive Committee (Appendix G)**

**9. New Legislative Business – None**

**10. Forensic Business – None**

**11. Comments for the Good of the Order –** Senator Snyder encouraged everyone to visit the Blue Marsh: Landscape Lost exhibit in the Freyberger Gallery. Professor Newnham, who is also Co-Chair for the PS Berks 2013 United Way campaign, reminded everyone of the appreciation luncheon being held on Wednesday to celebrate our campaign results.

**12. Adjournment**

**Appendix A**  
**Amendment to the Penn State Berks Senate Constitution**  
(Approved by the Berks Senate Executive Committee on 7/9/2013)

## **Rationale**

In the spirit of inclusiveness, the Berks Senate Executive Committee sponsors this Legislative Report in order to include part time faculty member as non-voting members of the Divisional and Campus Faculty Assemblies.

## **Recommendation**

**The recommendations are italicized.**

**Article VI**  
**FACULTY ASSEMBLIES**

**SECTION 1 CAMPUS FACULTY ASSEMBLY**

- (b) The membership of the Campus Faculty Assembly shall be comprised of all faculty holding full-time and fixed term appointments in professorial and librarian ranks and all full-time instructors, and lecturers *as voting members. Part-time faculty members may be present as non-voting participants. Non-voting members shall not be present during debate and vote of any statement/resolution.* The Chancellor, Associate Dean for Academic Affairs, and Division heads shall not be members of the Campus Faculty Assembly.

**SECTION 2 DIVISION FACULTY ASSEMBLY**

- (b) The membership of the Division Faculty Assembly shall be comprised of all faculty holding full-time appointments in the assembled Berks division *as voting members. Part-time faculty members may be present as non-voting participants. Non-voting members shall not be present during debate and vote of any statement/resolution.* The Chancellor, Associate Dean of Academic Affairs, and Division heads shall not be members of the Division Faculty Assembly.



**Appendix B**  
**Student Life Committee Meeting Minutes**  
**9/16/13**  
**1pm at Thun 109**

Meeting commenced at 1:05pm.

Members present: Jenifer Shannon, Shiyong Lee, Kesha Williams, Holly Ryan (chair), Ryan Hassler, Toby Rider, James Shankweiler, Blaine Steensland, Emily Kooistra

**Introduce committee members**

Each committee member introduced him/herself to the group.

**Review committee's purpose**

Ryan reviewed the membership and duties of the Student Life committee as stated in the Senate's constitution. Rider remarked that one of the duties "make recommendations regarding quality of student life to the OFSA was vague. Ryan suggested that the recommendations can be both formal and informal since the Director of SA is an ex-officio member of the committee.

**Review committee charges**

Ryan reviewed the committee's charges. Steensland noted that the first charge regarding the Academic Recovery program is not an appropriate charge since the program no longer exists. Ryan suggested rewriting the charge to read as follows: Draft an Informational Report that reviews the retention program for students who are not performing at a satisfactory academic level. Ryan will contact the Senate executive board to recommend the change. Steensland will draft report about the academic achievement charge by the January meeting.

We also noted that since the formation of an athletics committee, the student life committee no longer is solely responsible for consideration of athletics on campus.

**Review Transportation Charge Report**

Ryan submitted a draft of the transportation report to the committee the Sunday before the meeting. The committee reviewed the report and suggested some changes. Specifically, Shankweiler made another change to the number of possible ways to address the problem: join with shuttle services that RACC and Alvernia may already have. Hassler will explore this option. Hassler also recommended adding evening hours for the library and gym as evidence for evening campus life. For the other solutions, the following tasks were assigned:

- 1) Steensland will investigate if other campuses have shuttle or bus services.
- 2) Rider will gather data about evening courses and enrollment.
- 3) Rider will gather data about the number of athletic events held in the evenings.
- 4) Kooistra will gather data about evening campus events, including CAB, evening lecture series, etc.
- 5) Kooistra will investigate how residential students might use evening transportation services.
- 6) Williams will investigate costs for van/shuttle service.

People tasked with projects will submit reports to Ryan by November 1<sup>st</sup>.

**Brainstorm ways of meeting charges:**

Charge 1: Enrollment management is currently addressing issues of low academic performance and retention. If the executive committee approves the charge change, Steensland will write the report.

Charge 2: Ryan shared details of the campus renovation plan as communicated to her by Kim Berry. The committee brainstormed facilities that might need attention. The list is as follows:

- Development of more multipurpose space, including auditorium space
- Computer lab hours
- Theater space
- Fitness center
- Beaver
- Turf Field
- Classroom design, as related to learner-centered layout
- Student Services space concerns
- Unisex bathrooms
- Lounge space for students
- Food Services

Charge 3: Ryan suggested thinking of this charge in terms of how we might be more learner-centered around our campus. Further discussion of this charge will be tabled until our January meeting.

Charge 4: See above

**Timeline of tasks and future meetings**

By November, reports about transportation will be submitted to Ryan.

By October 1, committee members will select a facility from the list under charge 2.

By our January Meeting, members will research their facility and write a short (paragraph or so) summary of the current facilities and needs for improvement to that facility.

**Meeting adjourned at 2:16pm.**

Respectfully submitted by Holly Ryan