

# **Penn State Berks Senate**

**Monday, October 22, 2012**

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

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

## **Agenda**

- **Call to Order**
- **Additions, Corrections, and Approval of Minutes of the September 24, 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 Snyder (written report)
  - Student Senator Anthony A. Khoury
  - SGA President Larry Wesner
- **Comments and Announcements by Administrators**
  - Chancellor Hillkirk
  - Associate Dean Esqueda
- **Unfinished Business**
- **Motions from Committees**
  - Revision to the Standing Rules of the Berks Senate Constitution, Executive Committee (**Appendix A**)

- **Informational Reports**

- P-3 Request for Authorization to Offer the Mechanical Engineering Major at Penn State Berks, Academic Affairs (**Appendix B**)
- P-3 for the Discontinuance of the 2EET Program at Penn State Berks, Academic Affairs (**Appendix C**)
- P-3 Proposal to Discontinue the B.A. in American Studies at Penn State University Berks, Academic Affairs (**Appendix D**)
- Minutes – Academic Affairs Committee, 9/20/12 (**Appendix E**)
- Minutes, Faculty Affairs Committee, 9/19/12 (**Appendix F**)
- Intercollegiate Athletic Committee Meeting Minutes, 9/24/2102 (**Appendix G**)
- Physical Facilities and Safety Committee Meeting Minutes, 10/1/12 (**Appendix H**)
- Minutes: Student Life Committee of the Penn State Berks Senate, October 1, 2012 (**Appendix I**)

- **Committee Reports**

- Academic Affairs, Committee Chair Bowers
- Faculty Affairs, Committee Chair Gamberg
- Intercollegiate Athletics, Committee Chair Shaffer
- Strategic Planning and Budget, Committee Chair Newnham
- Physical Facilities and Safety, Committee Chair Arnold
- Student Life Committee, Committee Chair Jastrzebski

- **New Legislative Business**

- **Forensic Business**

- **Comments for the Good of the Order**

- **Adjournment**

**Penn State Berks Senate**  
**September 24, 2012**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Khaled Abdou, Mohamad Ansari, Jennifer Arnold, Martha Aynardi, Michael Bartolacci, David Bender, Bill Bowers, Mike Briggs, Tricia Clark, Nancy Dewald, Mike Fianza, Bob Forrey, Leonard Gamberg, Katie Garcia, Laurie Grobman, Zohra Guisse, Jui-Chi Huang, Ben Infantolino, Ron Jastrzebski, Samantha Kavky, Wah-Kwan Ku, Sadan Kulturel, Jim Laurie, Cesar Martinez-Garza, Ray Mazurek, Rungun Nathan, Randall Newnham, Cheryl Nicholas, JoAnne Pumariega, Malika Richards, Toby Rider, Jeanne Marie Rose, Brenda Russell, Susanne Samson, Kirk Shaffer, John Shank, Alice Shaparenko, Steve Snyder, Terry Speicher, Christian Weisser, Kesha Morant Williams, Bob Zambanini (Faculty); Jayne Park-Martinez, Marie Smith (Staff); Pradip Bandyopadhyay, Paul Esqueda, Keith Hillkirk, Janelle Larson, Belen Rodriguez-Mourelo, Blaine Steensland (Administration); Tara Beecham, Anthony Khoury, Kay Livingston, Kunal Sharma, Megan Sim, Timothy Smith, Thomas Smith, Larry Wesner, Tiffany Wesner (Students)

**1. Call to Order**

**2. Approval of Minutes of the Preceding Meetings – Minutes of April 16, 2012 – *The minutes were approved.***

**3. Announcements and Reports by the Chair**

- The Chair provided a special thank you to Chancellor Hillkirk and Associate Dean Esqueda for their continued support of the Faculty Senate. The Chair also individually recognized the Senate Officers and acknowledged each of the committees they will be serving on for this year.
- The Chair made reference to the recently shared written statement regarding the Freeh Report, which was prepared by a group of past Senate Chairs. There is a motion for the October 16 University Senate meeting to approve this report as the official statement of the University Senate; thus, it is very important that everyone read the report and share any feedback prior to the vote's taking place on October 16.

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

- **Vice-Chair Bowers – No Report**
- **Secretary and Senator Zambanini** – At a recent Curricular Affairs Committee meeting, discussion took place concerning integrated undergraduate programs (IUG); in addition, documentation concerning consultation on course proposals are also currently under review.
- **Senator and Parliamentarian Aynardi** – Dependent verification for employee benefits is coming. All employees currently covering dependents will be required to present documented verification to keep those dependents on their health coverage. Specific information will be forthcoming in the near future.
- **Senator Snyder** – A written report was provided and shared. The Advisory Report on the Use of Fixed Term Faculty is currently being drafted. This report will be discussed in full Committee at the October meeting with the goal of a Senate presentation and vote by the end of fall 2012. The Committee has been charged to examine assessment at the University and to determine whether or not unintended consequences of assessment or the assessment process exist.
- **Student Senator Anthony Khoury** – The following areas are under review from the Undergraduate Education Committee: suspending and providing alternative means for FTCAP; looking for more student involvement with the SRTE process with the hopes of getting more feedback from students; implementing a credit by experience policy with the focus on adult learners; and highlighting a more proactive approach with respect to the current drop policy.
- **SGA President Larry Wesner**
  - The President introduced and recognized the following students either serving on the SGA or those serving on committees for this academic year: Tim Smith, Tiffany Wesner, Megan Sim, Tom Smith, Kunal Sharma, and Kay Livingston.

- The following projects are currently underway, including revisions to the No Smoking Policy and finalizing renovations for the game room. In addition, representatives from the CCSG and University Board of Trustee Stephanie Deviney will at Berks for the December CCSG meeting, and Governmental Affairs will be hosting Veterans Week at Berks, with Congressman Jim Gerlach participating to kick off the ceremonies.

## 5. Comments and Announcements by Administrators

### • Chancellor Hillkirk

- The Perkins Plaza dedication will be held Friday, October 19.
- Enrollment and retention of students remains the major focus for the current year and beyond. Indications show Berks is not setting any records for this year; however, a number of steps are being taken or new initiatives are being implemented to strengthen these numbers going forward. Chancellor Hillkirk stressed the importance of this endeavor not just for himself but for all of us regardless of our role. First impressions matter and it is everyone's job to make sure that the first impression received by the outside public be a positive one. Contributing factors surrounding the enrollment decline include the economy as well as the aftermath of the Sandusky scandal. Chancellor Hillkirk commended both Dr. Steensland and the Enrollment Council for being proactive and taking several steps to increase these numbers. The data from the newly implement 25+ Program and the Chancellor's Scholarship Program are encouraging to date. In particular, feedback received from students currently involved with the Chancellor's Scholarship Program has been very positive. The plan is not only to continue these programs but to expand upon them going forward.
- We will continue to increase the number of programs being offered as well as take the necessary steps in order to further enhance those programs already in place. For example, good progress is being made with the 4-year degree in Mechanical Engineering. Additionally, the Dean from the Health & Human Development at UP will be visiting Berks later this week. The purpose of the meeting is to increase the awareness for the 4-year HRIM degree.
- Statistics show a correlation between athletics and academics. History shows that our student athletes have a higher GPA than our overall student GPA, so strategic efforts are being looked upon to increase our athletic facilities in order to better attract these students. Plans are underway to add an artificial turf field. Discussions are also underway pertaining to the addition of another residence hall. Both plans are very high on the priority list.
- Another primary focus is to increase our visibility and presence with regard to social media outlets. We have already reduced the amount of printed material going out to students and will instead place our focus toward increasing those of social media outlets.
- The Advisory Board membership has been expanded to include several local educational leaders within the Berks County community and beyond. Planning is currently underway to invite faculty and staff to a mixer event to meet with members of the Advisory Board.

### • Associate Dean Esqueda

- There are efforts currently being made to increase recruitment within our majors. In support of this effort, a Degree Fair will be held on November 7 to highlight our current degrees.
- Associate Dean Esqueda extended a thank you to faculty participating on both the Sabbatical Review Committee and the Faculty Search Committees.
- The Faculty Retreat will be held on December 21. The topic will be collaboration in teaching and research.

## 6. Unfinished Business – None

## 7. Motions from Committees

- **Approval of Senate Meeting Dates, Executive Committee (Appendix A)** – A vote was called and the *motion was approved*.

- **Approval of Committee Chairs, Executive Committee (Appendix B)** – The Chair opened the floor for additional nominations; hearing none, a vote was called to close nominations and the *motion was approved*. A vote was called to approve nominations and the *motion was approved*.
- **Approval of the Berks Senate Standing Rules Revision Pertaining to Intercollegiate Athletics Committee, Executive Committee (Appendix C)** – The Chair provided an explanation and noted the following changes: removing the term “University” and adding “Berks” to the language; and making changes with regard to the membership, including changing the status of ex-officio members to non-voting members. When establishing the Intercollegiate Committee it wasn’t realized that many of the members already serve on other Committees. The Executive Committee has approved these revisions. The Chair opened the floor for discussion; hearing none, a vote was called and the *motion was approved*.

## 8. Informational Reports from Committees

- **The Berks Senate Committee Roster, Executive Committee (Appendix D)**
- **The Berks Senate Committee Charges, Executive Committee (Appendix E)**

## 9. Committee Reports

- **Academic Affairs (Bill Bowers)** – The Committee will review recommendations made by the Core Council Report and break out each of the sections into separate motions, thus making them more manageable to address. The P3 Proposal discontinuing the 2-year BET Program was approved; the Mechanical Engineering major proposal presented several unanswered questions. It was decided to postpone approval on the ME major until those questions were addressed.
- **Faculty Affairs (Leonard Gamberg)** – The P&T division election results were shared. The results were as follows: EBC, Khaled Abdou & Mahdi Nasereddin; HASS, Christian Weisser; and SCI, Hassan Gourama.
- **Intercollegiate Athletics (Kirwin Shaffer)** – The Committee met and will address the following issues: scheduling of athletic programs; approval of club sport schedules; student athlete eligibility; and revisiting both the timeframe surrounding the checking of student athlete’s credits and eligibility requirements from twice annually to once annually.
- **Strategic Planning and Budget (Randall Newnham)** – The Committee is charged with looking at the following items: strategic plan, budget and faculty salaries across the University.
- **Physical Facilities and Safety (Jennifer Arnold)** – The Committee has currently not official met; however, one area of primary focus is the general safety concerns for Berks.
- **Student Life (Ron Jastrzebski)** – The Committee has currently not officially met, but understands and will be addressing the charges established by the Executive Committee.

## 10. New Legislative Business – None

## 11. Forensic Business – Strategic Planning and Budget, James Laurie and Blaine Steensland -

Committee Chair Newnham’s goal in providing today’s forensic session was to provide an update on where we stand currently concerning the 2008-13 Strategic Plan. It was noted that this year was originally slated to be the last year of our original 5-year plan; however, at the request of the University it has been extended for an additional year. This extension is due to the unusual circumstances surrounding this past year (e.g. Core Council’s Report and changes within the University’s leadership as a result of the Sandusky scandal). Committee Chair Newnham recognized Dr. Blaine Steensland. Dr. Steensland reported on the history of the Plan and reported on the 5 key goals that were established, as well as initiatives and action steps that were taken for each. Over time the group has evolved; there is no longer a core group but a broad strategic planning council in its place. This group has also visited several exemplary organizations within the Berks County community to get ideas of what they currently do.

Jim Laurie reiterated the Finance Officer's message from the State of the College, which states that we are a tuition driven college thus the importance of student retention within the University. Retention benefits not only the student but our financial stability, as well. We need to recognize that the financial aid environment is fine for now, but is subject to change. Two main issues must be the main focus of the Strategic Plan going forward: student recruitment and retention. A question was raised on whether or not the University will initiate another 5-year plan at the conclusion of this Strategic Plan. Chancellor Hillkirk stated the importance that we have some sense of the University's strategic direction before investing time and resources in developing another plan for Berks. He also stated that the search for a new University President is about to begin. Both of these factors present a wait and see approach. In his opinion, the sequence of recruit, retain and graduate students should be the primary focus of our next strategic plan.

- 12. Comments for the Good of the Order** – Dr. Ray Mazurek announced that he will be attending the Pennsylvania AAUP meeting this Saturday and if anyone would like to attend to please let him know.
- 13. Adjournment**

**APPENDIX A**  
**Revision to the Standing Rules**  
**Approved by the Berks Senate October 22, 2012**

Berks Senate Constitution

**PENN STATE BERKS SENATE CONSTITUTION**

Ratified by the Berks Senate May 2006

Amended 2007, 2008, 2009, 2011; ratified by the University Faculty senate August 16, 2011

Amended September 24, 2012; ratified by the University Faculty Senate October 2, 2012

**Rationale:**

**The Berks Senate Executive Committee sponsors this Legislative Report in order to address double representations among Intercollegiate Athletics and Student Life Committees.**

**Recommendation: Eliminate three membership positions from the Student Life Committee; deletions are line through.**

**SECTION 6 STUDENT LIFE COMMITTEE**

(a) Membership:

1. Two (2) faculty from each division;
2. One at large faculty (This position will be considered only after (1) is fulfilled and as needed );
3. Director of Student Affairs or representative, ex officio, non voting;
- ~~4. Campus Representative to the University Athletic Committee, ex officio, non voting;~~  
(Serves on the Intercollegiate athletics Committee)
- ~~5. Campus Athletic Director, or his/her representative, ex officio, non voting; (Serves on the Intercollegiate athletics Committee)~~
- ~~6. College Representative on University Athletic Committee, ex officio, non voting; (Serves on the Intercollegiate athletics Committee)~~
- ~~7~~4. One (1) student, appointed by SGA officers.

(b) Duties:

1. Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees, including but not limited to:
  - a. career development and placement;
  - b. housing policies;
  - c. student conduct;
  - d. student organizations and clubs;
  - e. co-curricular activities; Berks Senate Standing Rules 18
  - f. athletics;

- g. multicultural issues.
- 2. Make recommendations regarding the quality of student life and the functions of the Office of Student Affairs.
- 3. Work with the SGA when requested.
- 4. Serve in a consultative and advisory capacity to the Director of Student Affairs.

(c) Rules of Procedure:

The Student Life Committee shall excuse all non voting members of the committee prior to further discussion and voting.



APPENDIX B  
**Penn State Berks**

**Office of the Chancellor**  
August 17, 2012

**P-3 Request for Authorization to Offer the Mechanical Engineering Major at Penn State Berks**

Penn State Berks's Division of Engineering, Business and Computing (EBC) seeks authorization to offer the Mechanical Engineering major (ME BD) of the School of Engineering of Penn State Erie, The Behrend College, under the "joint/shared sponsorship" option in AAPP Policy P-3, effective Fall 2013. Based on the current undergraduate market for engineering graduates, local conditions, and national trends in engineering, we feel that this major will be quite attractive in our service area and help us strengthen our undergraduate portfolio. It will help PSU Berks meet our strategic goals and enhance Penn State's presence in Berks County and neighboring counties.

**1. DESIRED PROGRAM:**

**Program:** The proposed program would be the same as the existing major in Mechanical Engineering offered by the School of Engineering at Penn State Behrend and Penn State Harrisburg. The first two years of this major are already offered at Penn State Berks. As noted in the undergraduate degree bulletin, this program is built upon a broad foundation in physics, chemistry, and mathematics, and has the objective of educating graduates to be problem solvers. Graduates of this program will have had opportunities to learn about applying scientific principles, engineering analysis, and engineering design to solve unstructured problems that are typical of those found in mechanical engineering. The major helps prepare graduates for a lifelong productive career, whether they choose professional practice, graduate school, or some other career path. Graduates will have had opportunities to learn how to work with others toward a common goal, to clearly express their ideas in written and verbal form, and to be independent and capable of adapting to the continuously changing technology of the work environment.

After completing the fundamental science core, students may pursue their interest in mechanical engineering by studying fluid and solid mechanics, engineering materials and their properties, thermodynamics and heat transfer, computer-aided design, kinematics and dynamics of machine elements, machine design, finite elements, control systems, electricity, and electronic instrumentation and machinery. The students will be required to analyze and solve a significant mechanical engineering design problem during their senior year.

**Justification:** Penn State Berks wishes to expand the number of degree programs to provide wider choice and access to Penn State education including those students who are location bound. Currently, Penn State Berks offers lower-division classes for students to complete entrance requirements to engineering majors offered at various

locations of Penn State as well as a baccalaureate program in Electro-Mechanical Engineering Technology. Adding the BS in ME will give students another option if they wish to complete their studies at Berks.

Berks is interested in the ME BD program for two primary reasons: first, that it allows for 13 credits of supporting courses, the selection of which can be tailored to students' and local industries' needs. The second is that we value the educational benefit of a year-long capstone course in which students analyze and solve a design challenge.

**Curricular Integrity:** A committee of mechanical engineering faculty members representing the College of Engineering at University Park and the Schools of Engineering of Behrend and Capital Colleges was recently charged "to conduct an analysis that identifies the uniqueness and similarities of the two mechanical engineering programs offered at Penn State." The findings of this group will help support the efforts at achieving further curricular integrity of mechanical engineering programs at Penn State. Penn State Berks will adopt any curricular changes that may emerge from the work of the committee. In addition, a curricular committee made up of mechanical engineering faculty from Penn State Erie, Penn State Harrisburg and Penn State Berks will meet on an annual basis to discuss curricular integrity and to maintain necessary elements of commonality among the three programs.

## **2. ADEQUACY OF FACULTY RESOURCES**

Currently, Penn State Berks has six full-time faculty members who are well qualified to teach courses in this program. Of these six faculty members, one holds the rank of associate professor, two are assistant professors, and three are full time lecturers. In accordance with Penn State Berks's Strategic Plan on expanding undergraduate engineering programs, our College is planning to hire three tenure-track faculty members over the next three years (2012-2015) for this program. The expertise of the faculty members who will be most directly involved in the proposed major is outlined in Appendix 1A.

The existing Berks Campus engineering faculty offers the courses required for first and second-year students preparing to enter engineering majors. Since Berks currently offers fifteen baccalaureate degrees, a wide variety of general education courses including science and math courses are also offered each semester.

Given the number of standing faculty and their sub-specializations, students will be able to make academic progress in a timely fashion without the need for course substitutions or special arrangements for delivery of courses. In summer 2011, faculty from Behrend visited Berks as part of the consultation and discussion for the new degree program and felt that with the addition of three faculty members Berks would be adequately equipped to offer their ME program.

### **3. RELATIONSHIPS TO UNIVERSITY AND UNIT MISSIONS**

Penn State University is a land-grant institution with a public mission to educate the citizens of Pennsylvania. Penn State Berks provides a Penn State education in a small campus setting that integrates individualized teaching, research, and dynamic community outreach. As part of a premier land-grant university, the College stresses excellence in all areas while providing opportunities for students from a range of abilities to reach their full potential. Penn State Berks is committed to engaged-learning that encourages individual growth, cultural awareness, ethical decision-making, and civic responsibility for all members of the community. Penn State Berks vision notes it “Fosters a diverse learning environment offering small class sizes, productive student-faculty and student-staff interactions, and cutting edge technologies that maximize professional and personal potential.” Another strategic plan statement for the Berks campus states “Examine current academic programming to attract high achieving students. Develop new academic programs that are aligned with Penn State Berks' vision and mission, market research, and regional/ state economic need.” In addition, the letter to Berks from the Core Council recommended developing additional degree programs to reduce student Change of Assignments to other campuses, and in March 2011 Robert Pangborn suggested Berks should consider adding a degree program in mechanical engineering, given our resources and market demand. To these ends, Penn State Berks seeks to add the BS program in Mechanical Engineering. Adding this major will allow stronger collaboration with other Penn State campuses, will expand the number of academic opportunities for students, and will enhance the University's mission in southeastern Pennsylvania.

The greater Reading area and neighboring counties of Lehigh, Lebanon, Northern Montgomery are known for vibrant economic activity. There are numerous diversified manufacturing companies located in and around Reading and this region. However, in spite of the needs of the local business and industry, Penn State does not offer a sufficient number of engineering programs for students in this region. For those students who wish to stay in the region, the proposed degree in Mechanical Engineering will be quite attractive, while recognizing that some students will continue to go to the College of Engineering at University Park, Penn State Behrend or Penn State Harrisburg. Adding the Mechanical Engineering program to our only offering in technology (BS in EMET) will better enable the University to serve the needs of the citizens of the area. Please see the attached letter of support from Brentwood Industries.

### **4. MARKET ANALYSIS**

The current data suggest that demand for engineering majors and mechanical engineering in particular is rising at both the national and state levels. This rise in demand for mechanical engineering will support a new program at Penn State Berks without adversely affecting Penn State's current programs.

**Enrollment in Undergraduate Engineering Majors:** The most recent figures, in Figure I, show that freshmen entering engineering colleges from 2001 to 2010 increased by 22.5%. The total number of full-time students in undergraduate engineering schools during this period has increased by 25.5%.

ENROLLMENT BY CLASS 2001-2010										
UNDERGRAD ENROLLMENT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Freshmen	96,962	98,353	97,706	97,514	95,961	102,125	106,110	110,543	113,588	118,831
Sophomores	76,571	78,107	80,768	80,083	78,317	79,883	83,753	88,227	94,111	97,909
Juniors	78,566	78,619	80,931	80,511	78,232	79,244	80,647	86,835	92,758	97,519
Seniors	106,972	113,501	117,298	117,988	114,741	112,950	115,180	117,586	127,046	136,426
<b>TOTAL FULL TIME</b>	<b>359,071</b>	<b>368,580</b>	<b>376,703</b>	<b>376,096</b>	<b>367,576</b>	<b>374,202</b>	<b>385,690</b>	<b>403,191</b>	<b>427,503</b>	<b>450,685</b>
<b>TOTAL PART TIME</b>	<b>32,273</b>	<b>30,649</b>	<b>33,414</b>	<b>32,008</b>	<b>31,212</b>	<b>31,331</b>	<b>30,971</b>	<b>31,828</b>	<b>32,085</b>	<b>34,903</b>

Figure I: Engineering Enrollment

Source: *Profiles of Engineering & Engineering Technology Colleges*, 2010 edition, American Society for Engineering Education, 2011, p. 37

**Enrollment in Mechanical Engineering:** As can be seen from reports by the American Society for Engineering Education (ASEE), Mechanical Engineering was the most popular (see Figure II, below) discipline with 96,164 students in 2010 indicating that demand for this major is strong.

### UNDERGRADUATE ENROLLMENT BY DISCIPLINE:\* 450,685

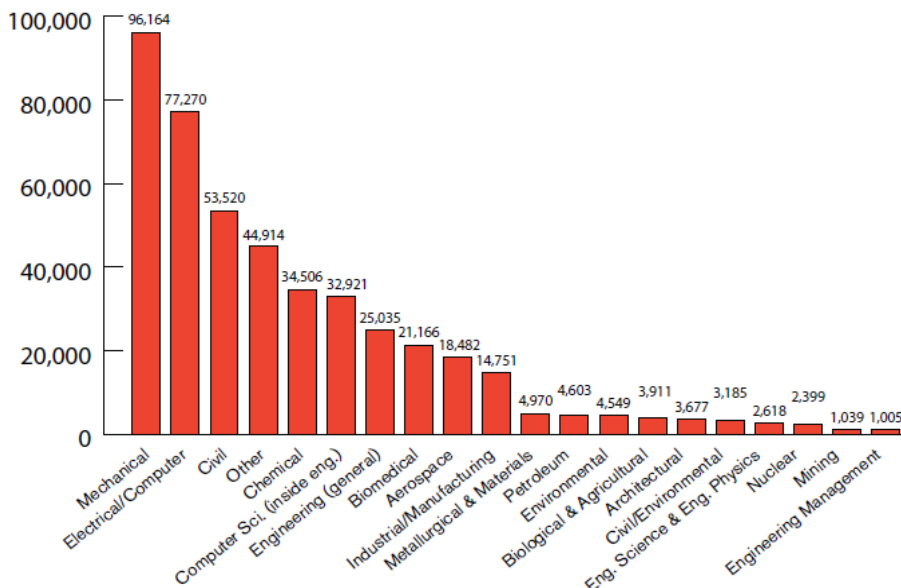


Figure II: Number of Undergraduate Students in Engineering Disciplines, 2010

Source: *Profiles of Engineering & Engineering Technology Colleges*, 2010 edition. American Society for Engineering Education 2011, p 12

**Degrees Awarded in Mechanical Engineering:** As shown in Figure III, the largest numbers of bachelor degrees in engineering (18,391) were awarded in Mechanical Engineering in 2006-07.

### BACHELOR'S DEGREES AWARDED BY ENGINEERING DISCIPLINE: 78,347

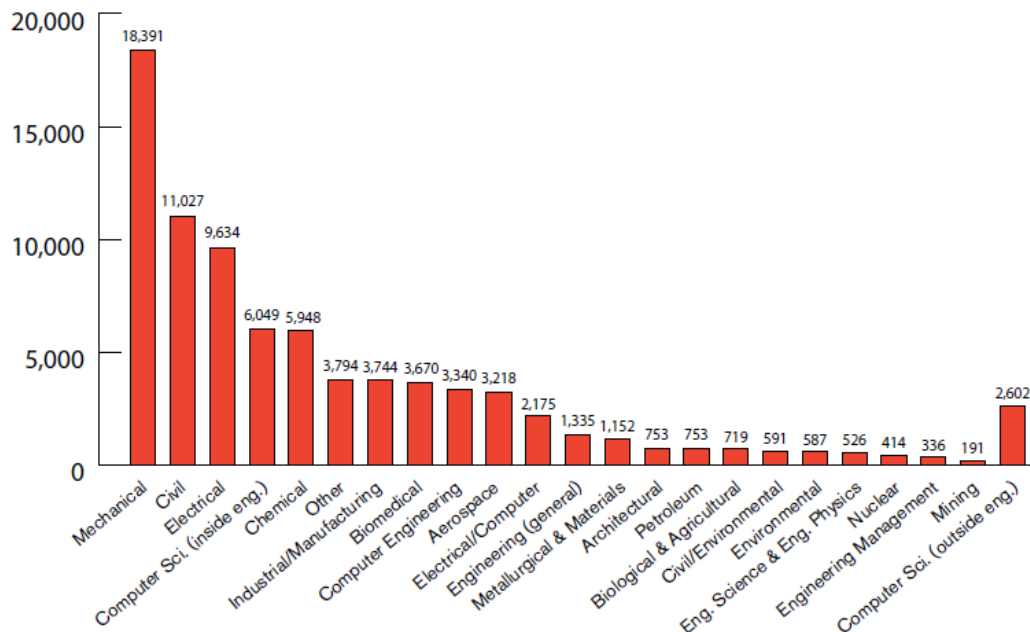


Figure III: Number of Bachelor's degrees awarded in Engineering Disciplines, 2010  
Source: *Profiles of Engineering & Engineering Technology Colleges*, 2010 edition. American Society for Engineering Education 2011, p 19

Nationally, the mechanical engineering major remains attractive to undergraduates. Figure IV shows an upward trend in the number of mechanical engineering undergraduate degrees awarded over the last ten years. These data indicate that the major will be well subscribed at Penn State Berks. There are few engineering programs in the Berks region, as the closest program is at Lehigh University (about 50 miles).

According to a survey of Berks students in ME 300 and Math 211 in the spring of 2011, Mechanical Engineering is the most popular program among Berks engineering students. More than half (56% or 14 of 25) engineering students expressed a strong interest in a mechanical engineering degree offered at Berks. Eighteen of 23 engineering technology students (78%) were also very interested. Continued inquiries from prospective students, parents, and employers regarding the availability of an ME program at Penn State Berks indicate that there is strong interest in this major at Berks.

Bachelor's Degrees	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Mechanical	12,921	13,247	13,801	14,182	14,947	16,063	16,701	17,324	17,375	18,391

Figure IV: Number of Bachelor's Degree from 2001 to 2010

Source: *Profiles of Engineering & Engineering Technology Colleges*, 2010 edition.  
American Society for Engineering Education 2011, p 37

**Employment and Job Growth for Mechanical Engineering Graduates:** In 2008, US engineers held 1.6 million jobs. The distribution of employment by engineering specialty (Figure V) showed that 15% of engineers employed were mechanical engineers.

Worker	# of Employees	% in field
Total: All Engineering	1,572,100	100
Mechanical Engineering	238,700	15.2

Figure V: 2008 Engineering Employment

Source: <http://www.bls.gov/oco/ocos027.htm#employ>

According to U.S. Department of Labor, Bureau of Labor Statistics, the job growth outlook for selected engineering fields varies. The following excerpt is obtained from the web site (<http://www.bls.gov/oco/ocos027.htm>):

*Mechanical engineers are projected to have 6 percent employment growth over the projections decade, slower than the average for all occupations. Some new job opportunities will be created due to emerging technologies in*

*biotechnology, materials science, and nanotechnology. Additional opportunities outside of mechanical engineering will exist because the skills acquired through earning a degree in mechanical engineering often can be applied in other engineering specialties.*

**Employment for Mechanical Engineers in Pennsylvania and the region:** The occupational data for PA engineers in Figure VI shows that several of the top job postings have facilities in the region (Air Products, Armstrong, ALCOA, CarTech). Mechanical Engineering currently enjoys strong employment opportunities, and these employment numbers are projected to remain high through 2014.

1. Lockheed Martin	6. GE Energy	11. The Boeing Co.	16. Carpenter Technology Corporation
2. Air Products & Chemicals	7. Johnson Controls	12. CNH America LLC	17. Teva Pharmaceuticals USA
3. System One	8. Tyco Electronics	13. Bimbo Bakeries USA	18. Bridgestone Americas Holding, Inc.
4. Merck	9. United States Steel	14. ALCOA	19. GSI Commerce Solutions, Inc.
5. The Hershey Company	10. Armstrong World	15. Enclab	20. Kellogg Company

Figure VI: Top 20 Manufacturing Employers in Pennsylvania Based on Job postings (November 2011)

Source: <http://www.paworkstats.state.pa.us/analyzer/searchAnalyzer.asp>

## 5. IMPACT ON OTHER UNITS OF THE UNIVERSITY

As Penn State Berks primarily serves its regional/local area, there would be very little market overlap among the students enrolling in the Mechanical Engineering programs at University Park, Behrend and Harrisburg, and the students enrolling in the same program at Berks. In fact, the Mechanical Engineering Program at University Park is over-enrolled and has enrollment controls. Our offering may be helpful in alleviating some of the pressure at University Park.

In 2011, 14 students changed their campus assignment from Berks to UP in Mechanical Engineering, while another six students requested Mechanical Engineering at UP but did not meet the admission requirements. Harrisburg, the nearest Penn State location, has strong enrollments in its Mechanical Engineering but only six Berks students have enrolled in this program in the past three years.

We intend to admit about 20-25 students per year, with about 40-50 upper-division students in the major. We do not anticipate this will have a significant impact on the

offering of general education or math and science courses. At the same time, we will continue to prepare engineering (and other) students who come to Penn State Berks to complete their general education and entrance to major requirements and then move to other locations such as University Park, Harrisburg or Penn State Behrend.

## **6. PROVISIONS FOR STARTUP PERIOD**

Penn State Berks currently offers the freshman and sophomore level engineering courses, as well as courses in mathematics, chemistry, physics, computer science, and general education. As noted above, we intend to hire three new faculty members over the next three years to cover the courses currently not offered. Please see the attached implementation plan of course offerings for the start-up period.

Other operational and implementation issues are noted below.

- a. Penn State Berks would use the same catalog information as the Penn State Behrend School of Engineering and Penn State Harrisburg for the Mechanical Engineering program.
- b. Penn State Berks shall communicate with Penn State Behrend School of Engineering and Penn State Harrisburg regarding the courses acceptable for the degree. Such communication will occur periodically as needed and is currently planned to be at least on an annual basis.
- c. Students would be admitted to Penn State Berks and then enter this major at the appropriate time; such students would meet the Entrance to Major requirements outlined in the undergraduate degree bulletin.
- d. Penn State Berks follows residency requirements approved by the University Faculty Senate.
- e. Penn State Berks would apply for ABET accreditation for the Mechanical Engineering program upon graduating the first students in the programs.
- f. Dr. Rungun Nathan, Associate Professor, will be the initial program coordinator and will continue to the first ABET accreditation review.
- g. Initially Penn State Berks will offer a system concentration and then later add other concentrations as the program grows. The system track gives the student a broad foundation in systems by providing courses in vibrations, system dynamics and modeling, control of systems and microcomputer interfaces. The student will have hands on laboratories to reinforce the theory learned in lecture.



## **7. ACCREDITATION**

Penn State Berks would apply for ABET accreditation for the Mechanical Engineering program upon graduating the first group of students in the program. It should be noted that the engineering technology programs at Penn State Berks are ABET accredited. ABET conducts a thorough review using external faculty members and industry engineers. They examine the program across nine criteria: students, faculty, program objectives, program educational outcomes and assessment, professional component, facilities, institutional resources and financial support, and program specific criteria.

Engineering programs at one Penn State location (e.g. Berks) have no impact for accreditation of engineering programs at other locations such as University Park, Harrisburg and Behrend.

## **8. CONSULTATIONS AND ASSESSMENT**

### **a. Consultation**

Penn State Berks initiated discussions with administrators and faculty of the College of Engineering about our desire to introduce the mechanical engineering program several years ago. In this regard there have been regular contacts between the two colleges over an extended period of time.

In 2011, Penn State Berks submitted a request to Penn State Behrend seeking their Mechanical Engineering program through the P-3 process. We are pleased with the support and encouragement of our colleagues at Behrend. Specific examples of consultation include the visit of the Penn State Behrend School of Engineering Director to Berks for programmatic discussions and tour of the facilities in June, 2011. Penn State Behrend extended cooperation, provided consultation, and visited our campus to examine our facilities and infrastructure. More recently (May, 2012) a group of faculty and administrators from Berks visited Penn State Behrend for further consultation on the Mechanical Engineering program. This version of the P-3 is a result of the cooperation and consultations.

### **b. Program Assessment**

The engineering technology program at Penn State Berks is ABET accredited and has a well-developed assessment process in place. This process is used to assess two major components:

- Program Educational Objectives – expectations that graduates are to be capable of demonstrating within three years after graduation.
- Program Educational Outcomes – specific outcomes that graduates are expected to be able to perform before graduation. We will develop these outcomes corresponding to the ABET (a)-(k) program criteria and any other program specific outcomes.

The achievement of Educational Objectives is assessed through the use of graduate surveys, evaluations by internship supervisors and feedback from the Industrial Advisory Committee.

Assessment processes will be put in place for the Educational Outcomes related to all courses as the program is started in a manner similar to that used for the EMET courses. The Program Educational Outcomes are assessed using a combination of the following instruments:

- Class specific grading assessment of student work: All faculty use a variety of traditional assessment and grading methods (exams, out-of-class assignments, projects, etc.). However, because of the explicit inclusion of expected student outcomes in standard course outlines, many of these assessment tools are tailored to examine specific outcomes.
- Semester course assessment conducted by both faculty and students: The responses to a survey are used by faculty and the program coordinator to identify strengths and weaknesses in their course delivery for that semester and to identify areas for improvement or correction. The results of these assessments are documented in written reports each semester, and copies are maintained by the course instructor.
- Annual program review and assessment based on semester course reviews: Each spring the program coordinator of the EMET program reviews all faculty course assessments (see above) to identify any issues or opportunities for improvement that have broader programmatic implications than just to the specific courses where they were identified. These assessments are also documented, and copies maintained by the program coordinator.
- Student Rating of Teaching Effectiveness (SRTEs): SRTEs are used to provide student assessment on the quality of the course and instruction.
- Career Services office exit surveys of graduating seniors: Every spring the Career Services office conducts exit surveys of all graduating students. These surveys provide the most immediate information on the employment prospects of outgoing graduates and an indication of those who plan to pursue further education in the short term.

We will apply for ABET accreditation in the fall of 2015, after the program graduates its first students. The accreditation will be specific to Penn State Berks and will not impact any other program in the university.

## Appendix 1A

### Information about Mechanical Engineering Faculty

The teaching and research interests of the Berks faculty that will be responsible for the Mechanical Engineering Program; tenured faculty are indicated by a '\*'.

NAME	TITLE	TEACHING & RESEARCH INTEREST
<b>Gavigan, Thomas. H.:</b> M. S Penn State	Assistant Professor*	Statics, Dynamics, Strength of Materials, Kinematics. Green energy topics.
<b>Mizdail, Barbara:</b> M. S. University of Michigan	Senior Lecturer	Mechanical engineering, materials, processes and production engineering.
<b>Nathan, Rungun:</b> Ph.D. Drexel University	Associate Professor*	Statics, Dynamics, Strength of Materials, Computerized I/O, Instrumentation and sensors, Control systems, design. Robotics, Mechatronics, education research.
<b>Speicher, Terry. L.:</b> M.S. University of Southern California	Assistant Professor	Engineering design, project management, engineering ethics, and global technologies.
<b>Wiggins-Lopez, Elizabeth:</b> M.S. Florida International University	Lecturer	Engineering graphics, engineering design.
<b>Zambanini, Robert,:</b> Ph. D. Lehigh University	Senior Lecturer	Mechanics, Fluid mechanics and Thermodynamics, programming, optimization, and statistical analysis.
<b>New hire I</b> (search 12-13, hire fall 13)	Assistant Professor*	Mechatronics, Systems and Control. Ability to teach thermal and fluid course required
<b>New hire II</b> (search 13-14, hire fall 14)	Assistant Professor*	Thermal, Fluid Design Area
<b>New hire III</b> (search 14-15, hire fall 15)	Assistant Professor*	Mechatronics, Systems, Controls

## Appendix 1B: Semester, Course, Faculty and Equipment List

Semester	Course	Faculty	Facilities Needed	Readiness	Room
Freshmen Year First Semester	EDSGN 100	Multiple Faculty	Computer accessible lecture classroom	Fully Equipped	G103
Freshmen Year Second Semester	CMPSC 200	New Hire III	Computer Lab	Fully Equipped	G204, G205
Sophomore Year First Semester	EMCH 211	New Hire I	Lecture Classroom	No equipment needed	Flexible
Sophomore Year Second Semester	EMCH 212	New Hire I	Lecture Classroom	Fully Equipped	Flexible
	EMCH 213	Tom Gavigan / New Hire III	Lecture Classroom	Fully Equipped	Flexible
	ME 300	New Hire II	Lecture Classroom	Fully Equipped	Flexible
Junior First semester	ME 320 Fluid Flow	Bob Zambanini/ New Hire II	Lecture Classroom	Fully Equipped	Flexible
	ME 345W Instrumentation, Measurements & Statistics	New Hire III	Electrical Engineering Lab	Fully Equipped	G113
	ME 349 Intermediate Mechanics of Materials	Tom Gavigan	Lecture Classroom	Fully Equipped	Flexible
	ME 365 Materials Testing Lab	Barbara Mizdail	Measurement Lab	Update Microscope	G105
	MATSE 259 Properties & Process of Engineering Materials	New Hire II	Measurement Lab	Update Microscope	G105
Junior Second semester	ME 357 System Dynamics	New Hire I	Computer Lab	Fully Equipped	Flexible
	ME 367 Machine Design	Tom Gavigan	Lecture Classroom	Need Set-Up/Tear Down Machine Design Experiment Kits for Demo	G106
	ME 410 Heat Transfer	New Hire II	Lecture Classroom	Need Set-Up/Tear Down Heat Transfer Experiment Kits for Demo	G106
	ME 380 Machine Dynamics	Tom Gavigan	Computer Lab	Fully Equipped	Flexible
Senior Year first semester	ME 468 Engineering for Manufacturing	Barbara Mizdail	Lecture Classroom	Fully Equipped	Flexible

	ME 355 System Dynamics (Lab)	New Hire III	Engineering Computer Lab	Need control system hardware	TBD
	ME 448 Engineering Design Concepts	Terry Speicher	Projects Lab	Fully Equipped	Flexible
	ME 370: Vibration Systems	New Hire III	Computer Lab	Fully Equipped	Flexible
	ME 445 : Microcomputer interfacing for Mechanical Engineers	Rungun Nathan	Electrical Engineering Lab	Fully Equipped	G114
Senior Year second semester	ME 449 Mechanical Design Projects	Terry Speicher	Projects Lab	Fully Equipped	G106
	ME 427 Incompressible Aerodynamics	Rungun Nathan	Lecture Classroom	Fully Equipped	Flexible
	ME 491 Bioengineering Applications of Mechanical Engineering	Rungun Nathan	Lecture Classroom	Fully Equipped	Flexible

## Appendix 2

### Information about Facilities (also see course list 1. B for laboratory equipment)

- Fully equipped computer rooms with necessary software for several courses including EDSGN 100, CMPSC 200, ME480, ME 481 etc.
  - FPGA programming software – Altera Quartus (maybe used in microprocessor and advanced classes)
  - Labview software that can be used in the instrumentation courses and other laboratories for DAQ purposes.
  - Matlab and toolboxes for use in several courses that will be using computing and simulation tools. These can be used in controls courses.
  - Solidworks for EDSGN 100 and other CAD requirements.
  - Multisim for circuit simulation and circuit design EE211, ME 345W, ME445 and senior project design.
  - Fluent or some other fluid flow simulation software shall be acquired.
- Cosmos is currently available, but we may need additional license for design analysis. All necessary desktop instruments like power supply, function generators, oscilloscopes, Multimeters, Data Acquisition hardware, breadboards, necessary cables etc. for ME 345W are in fully functional laboratories.
- An advanced instrumentation laboratory exists and is equipped with two coordinate measurement machines (CMMs), a universal tensile tester, three hardness testers, and extensive hand held measuring instruments and gauges.
- Also available are several Vishay benchtop testbeds for material testing, including experiments for combined loading, stress strain relationships, determining Poisson's ratio, and bending experiments; and Pasco testing material for stress-strain studies. These instruments are to be used in MATSE 259 and ME 365
- Several control experimental setup from Feedback for the ME355 laboratory. These include LVDT position sensors, DC motor test bed, robots, Fluid level control, and other transducers. (Feedback TK2941 module).
- Equipment necessary for the ME445 laboratory is already part of the EMET program. We have several PIC microcontrollers with necessary hardware for interface, programming etc.
- A fully equipped modern machine shop is available with CNC/manual lathes and milling machines, surface grinder, drill press, welders, and extensive hand tools, to support senior design projects and undergraduate research. This shop will be available for use in ME 468.
- We will need to acquire some new control equipment to support fluid and thermal experiments to meet the needs of the ME program.
- Pasco mechanical systems laboratory kit

- A new camera equipped microscope to support materials research is desired.
- Fully equipped laboratories for Chem 111 lab. (we are currently offering this as part of the first two years of engineering and science programs)
- Fully equipped laboratories for Physics laboratory to go with PHYS 211 and 212. (We are currently offering this as part of the first two years of the engineering and science programs)

DRAFT

## **APPENDIX C**

**To:** Paul Esqueda, Associate Dean for Academic Affairs  
**From:** Janelle Larson, Head, Division of Engineering, Business and Computing  
**RE:** Discontinuance of the Associate Degree in Electrical Engineering Technology  
**Date:** August 5, 2012

Please find attached the P-3 for discontinuance of the 2EET program at Penn State Berks. As you know, enrollments in this program have been declining and the faculty is looking forward to using our resources for other programs. We shall ensure that students currently enrolled in the program will have an opportunity to finish, and we have obtained support from the Faculty Senate. Please let me know if you require any additional information.



### **P-3 Proposal to Discontinue the Associate Degree in Electrical Engineering Technology at Penn State University Berks**

The rationale for phasing out the Associate Degree Program in Electrical Engineering Technology (2EET) is based on:

- Declining enrollments in the program at Penn State Berks, across Penn State University, and nationally;
- Revision of admission to the BS in Electro-Mechanical Engineering Technology (EMET) Program from a 2 + 2 model to direct admits;
- Costs of delivering an under-enrolled program (2EET faculty will be reassigned to teach EMET and ENGR classes as needed).

Penn State Berks therefore seeks authorization to discontinue the Associate Degree in Electrical Engineering Technology (2EET). We would like to cease admissions effective fall 2012, and we are seeking extension of ABET accreditation through summer 2016, after which time we will no longer confer the degree. Discontinuing this option will allow the Berks Engineering faculty to focus resources on building the four year Electro-Mechanical Engineering Technology (EMET) degree program, and continuing to better support all engineering courses. In addition, Berks' letter from the Core Academic Council suggested we monitor enrollments in this program and consider eliminating it. We are also planning to add a baccalaureate Mechanical Engineering (ME) degree at Penn State Berks.

In 2008 the EMET Curricular Committee received approval for the EMET degree to be a stand alone four year degree program, and the 2 + 2 option was dropped. Now incoming first year students could declare their major as EMET and no longer first receive the Associate Degree. The first year courses remained the same; however, the second year courses were different. A student receiving an Associate Degree and wishing to continue for a B.S. degree now had to plan specific courses in order to matriculate into the EMET Program. Enrollments for the Associate Degree started to decline.

Table 1 shows the number of students graduating from PSU Berks with the 2EET Degree from 2004 through 2012. From the data presented, it is evident that graduates in the 2EET Degree have steadily declined from the most recent peak of 12 in the 2007 academic year. The most recent sharp decline can be attributed to the direct entry into the EMET degree program. For fall 2012, there are only two paid accept students for the 2EET program.

Table 1. Graduates in 2EET at Berks College

2004	2005	2006	2007	2008	2009	2010	2011	2012
13	6	4	12	11	4	7	3	4

Across Penn State, a similar declining pattern in enrollments is shown for the 2EET Associate Degree. Table 2 shows the number of 2EET graduates throughout the Penn State system, 2004-2012. (These numbers include Penn State Berks graduates.)

Table 2. Graduates in 2EET throughout Penn State.

2004	2005	2006	2007	2008	2009	2010	2011	2012
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73	53	51	42	34	22	27	28	11
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#### **Provisions for Discontinuation Period**

Current 2EET students will be accommodated. All necessary courses will be offered for the 2012-2013 and 2013-2014 academic year. This will meet the needs of the incoming 2012 2EET students. Students will not be accepted for fall of 2013. Part time students moving through the 2EET program will be notified in advance of this change. Effort will be made to provide course substitutions; however, this may not be possible in all cases due to the length of time that some students are taking to complete the program.

The Berks academic website will be updated to reflect the change.

#### **Consultation with Appropriate Colleges and Departments**

##### **Penn State Berks EBC Division Approval**

The Berks 2EET Program is within the Engineering, Business, and Computing (EBC) Division. The Engineering, Business, and Computing Division met on April 20, 2012, and approved discontinuing the 2EET degree. The action was accepted by the EBC Division Head.

APPENDIX D  
**P-3 Proposal to Discontinue the B.A. in American Studies  
at Penn State University Berks**

The rationale for phasing out the Baccalaureate Degree Program in American Studies (AMSBL) is based on:

- Modest enrollments in the program at Penn State Berks;
- Recommendation of the Core Council Letter to Berks College to discontinue the AMSBL;

Penn State Berks therefore seeks authorization to discontinue the American Studies baccalaureate degree program. AMSBL was introduced in the spring semester of 2004 and began in earnest in the fall of 2004. Since that time, it has been a relatively inexpensive program, with most of its required courses already being taught for another purpose. However, it has periodically struggled to maintain enrollments over ten students in its 400-level courses.

As noted in Dr. Rodney Erickson's memo to Dr. Hillkirk of October 14, 2011, one of the core council recommendations for the Berks campus is to "Phase out the B.A. in American Studies (AMSBL); enrollments have ranged from eleven to six since 2005; three degrees were conferred in 2010-11."

By some measures, the American Studies program has been a success; it has been a somewhat attractive program for older students, and several students have gone on to graduate programs. Since it is the goal of the university to support programs with enrollments of at least 20 majors in the junior and senior year combined, then it is unlikely that the program will reach those levels of enrollment. Therefore, the Berks campus proposes phasing out the American Studies baccalaureate degree, and enrolling no new students beginning in the fall of 2012.

Table 1 shows the number of students graduating from PSU Berks with the American Studies Degree from 2005 through 2011. From the data presented, it is evident that graduates in the AMSBL Degree have steadily remained modest.

Table 1.

#Degrees Conferred as values	Berks	Berks
	AMERICAN STUDIES (AMSBL)	
2011-12	4	4
2010-11	3	3
2009-10	1	1
2008-09	5	5
2007-08	4	4
2006-07	3	3
2005-06	1	1
*Year/Semester Conferred	21	21

### **Provisions for Discontinuation Period**

Current American Studies students will be accommodated. The campus will provide all necessary courses for students who are already enrolled in the major. It is anticipated that students currently enrolled in the major will be able to graduate some time in 2014. Students will not be accepted for fall of 2012. Part time students moving through the AS program will be notified in advance of this change. Effort will be made to provide course substitutions; however, this may not be possible in all cases due to the length of time that some students are taking to complete the program.

The Berks academic website will be updated to reflect the change.

### **Consultation with Appropriate Colleges and Departments Penn State Berks HASS Division Approval**

The Berks American Studies Program is within the Humanities, Arts and Social Sciences Division (HASS). The HASS Faculty met January 11, 2012 and approved discontinuing the American Studies degree. The action was accepted by the HASS Division Head.

## APPENDIX E

### Minutes – Academic Affairs Committee

20 September 2012

**Members Present:** Dave Bender, William H. Bowers, Jui-Chi Huang, Paul Esqueda, Lisa Glass, Nathan Greenauer, Laurie Grobman, Benjamin Infantolino, Tami Mysliwicz, Tiffany Wesner

**Members Absent:** Deena Morganti, Robert Zambanini

**Invited Guests:** Mohamad Ansari, Chair Berks Senate

In addition to the general duties enumerated in the Berks Senate Constitution Article VI, Section 2(b), Chair Ansari presented the Committee with the additional charges, as approved by the Executive Committee, for the coming year.

- 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.
- Draft a Legislative Report on the composition of the Academic Integrity Committee.
- Draft an Informational report to review existing and identify alternative academic support services for the diverse range of students at Penn State Berks in light of the 2012 Core Council recommendations.

The Committee then discussed three other recently received items.

- Last year's Committee recommendations on the Core Council report. To facilitate discussion of the recommendations at the Berks Senate, the recommendations will each be submitted as separate motions. Further, the third item, regarding First Year Seminars, will be broken into two motions: one on the FYS program; another on faculty teaching FYS.
- P3 proposal from EBC for discontinuance of the 2EET program. This proposal was unanimously approved. In accordance with guidance provided by the Senate Committee on Curricular Affairs ([http://www.senate.psu.edu/curriculum\\_resources/guide/contents.html](http://www.senate.psu.edu/curriculum_resources/guide/contents.html)), Robert Zambanini, as Berks' representative to the University Faculty Senate Curricular Affairs Committee, will review and sign the proposal before forwarding it to Chancellor Hillkirk.
- P3 Request from EBC for Authorization to Offer the Mechanical Engineering major. There were a number of questions and concerns about this proposal. The Committee agreed to invite Paul Esqueda and Janelle Larson to our next meeting to help answer questions.

## APPENDIX F

### Minutes Faculty Affairs

Thun 145 from 1 to 2:15 on Wednesday 9/19/12. Present: Michael Bartolacci, Leonard Gamberg, Samantha Kavky, Mahdi Nasereddin, David Sanford

Discussed charges for FA 2012 through 2013

Faculty Affairs Charges:

- **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 on revision of the Berks Campus SRTE Policy as it relates to the impact of the on line administration of the SRTE's on faculty FAR.**
- **Draft an informational report to review the collaboration among campuses as it relates to technology-assisted learning and to make recommendation as to how to proceed from these recommendations.**

II. Comments on First charge:

MB: Discussion as pertains to undergraduate research (UGR), Research Section of Rainbow Sheets(?) conf. proceedings, grants, abstracts, posters ...

MN: us to look at FAR/Digital Measures

Discussion:

- Is reviewing a paper-refereeing research or service?
  - Mentoring & independent study as research or teaching or ...? How reported in FAR and how does HR 23 square with FAR?
  - HR 23 Undergraduate Research listed in several places. Must look closely.
- LG will provide copies of Rainbow Sheets on "The Scholarship of Teaching and Learning" and "The Scholarship of Research and Creative Accomplishments"
- Please look at Digital Measures.
  - Faculty Handbook gives guidance on FAR and P&T. Must look closely.

### III. Comments on 2nd Charge SRTEs:

- Discussed to increase student participation
- Should faculty give incentives? e.g. student access to grades only after complete online SRTEs? Other suggestions discussed.
- Discussed impact of low participation rate on tenure track faculty.

Closed meeting at 2:15

## APPENDIX G

### **Intercollegiate Athletic Committee Meeting Minutes, 9/24/2012**

8 members of the revised 12 member body attended (Blaine S. is no longer on the committee)

This was largely an informational meeting to discuss with members

1. The initiative behind the meeting
2. The committee charges
3. Three items that Bruce Hale wanted the committee to consider for the fall semester

Most conversation revolved around Bruce's items which were

1. Scheduling—a. reviewing spring 2013 schedules and b. whether committee should approve club sport schedules too
2. How to respond to UP initiative to shift the checking of student-athlete eligibility from the Athletic Departments to the Registrars' offices
3. Whether Berks wants to follow the UP initiative of checking student-athlete credits and eligibility requirements once per year as opposed to the current twice per year

Meeting adjourned after 45 minutes

In a subsequent email discussion between some committee members, the issue of whether or not this committee has oversight over club sports issues, especially schedules and possible resulting absences, was discussed. This is the main subject of the next meeting on October 22, 2012.

-Kirk Shaffer, Chair



## APPENDIX H

### Physical Facilities and Safety Committee

Meeting Date: 10/1/12, 1:00 – 2:10 PM

In Attendance: Jennifer Arnold, Terry Lee Baker, Kim Berry, Mark Dawson, Maureen Dunbar, Sudip Ghosh, Ada Leung, Brenda Russell, Kunal Sharma

- Discussed current charges and duties as well as our approach to addressing each of these over the next several meetings.
- Charge: “Draft an Informational Report on the General Safety Concerns
  - Kim presented data for severity of injury and frequency of injury by PSU campus for employees. For Berks, most injuries were slips and falls with no geographical pattern on campus. Also, for Berks, outdoor walkways on campus have been replaced and areas for walk-off (of snow, ice, water) inside of buildings have been increased (new buildings have walk-off wells).
  - Kunal agreed to work with Kim to look at data on student injuries.
  - Discussed signage added to doors in Luerssen hallways to prevent injury from doors opening into people. This was done in response to discussions in last year’s committee and all present felt it had made a difference. Kim pointed out that this issue will be further resolved with the Luerssen redesign.
  - Discussion of procedures for reporting safety concerns on campus: Call M&O, contact Police, contact Safety Committee representative in your building.
  - Jenn voiced concern from students regarding lighting and surface (slippery in winter) for the path from the Luerssen building to the G5 commuter lot. Discussion followed.
  - Brenda will collect data on use of campus Escort Service.
  - Jenn expressed concerns from faculty regarding students nursing in bathroom stalls. Kim discussed that lactation rooms will be made available for student mothers to pump.
  - Report will discuss safety concerns that have been address over the last year, reporting protocols, and new issues of concern.
- Discussion of Duties # 1 (Review plans and make recommendations regarding construction, renovation, and physical development of the campus) and #2 (Assess and make recommendations regarding space use and assignments)
  - Kim reviewed campus master plan. (Franco renovation underway, Luerssen renovation is now a State of Pennsylvania project, Beaver-

feasibility study for soccer field with artificial surface and looking for donor to do renovation and expansion).

- No specific recommendations related to either of these duties at this time.
- Duty #3 (Assess and make recommendations regarding safety and security)- see discussion of main charge above.
- Smoking Policy
  - A brief discussion was had regarding SGA's report on smoking that will be coming out soon.
  - A brief discussion was held regarding recent renovations to campus to move smoking away from buildings.
  - Concerns expressed that someone removed recently placed signage around buildings that read "No smoking beyond this point".
- Next Meeting will be held November 7<sup>th</sup> from 1:00 to 2:20.

Meeting was adjourned at 1:10 PM.

## **APPENDIX I**

### **Minutes: Student Life Committee of the Penn State Berks Senate**

Meeting Date: October 1, 2012

Committee Members Present: David Aurentz, Ron Jastrzebski (Chair), Kay Livingston (Student Rep), Toby Rider, Holly Ryan, Blaine Steensland, Shiyong Lee

The meeting began by acknowledging Kay Livingston, Berks SGA Student Life Chair who attended the meeting on behalf of Megan Sim, designated Committee student Representative who was not able to attend our meeting due to a schedule conflict.

The next order of business was to discuss any carry-over old business from last academic year that needed to be addressed at the start of the new academic year. While there were no specific open and unresolved action items from last year that needed to be addressed by this year's committee, a number of items, such as after-hours transportation for students, child care and the turf field were discussed at various times during Committee meetings last year were brought up for discussion.

The Committee discussed and agreed that we would initiate a fact finding task on addressing the feasibility of providing additional after-hours (evening) bus shuttle services for students either through the Berks Area Regional Transportation Authority (BARTA) or a possible Berks campus private shuttle service. An initial meeting with Kim Berry will be scheduled in the near future to get his thoughts and to review any previous data he may have on this initiative. In addition, a review of last year's Student Life Committee meeting minutes will be reviewed to gather information on what was discussed last academic year on this after-hours transportation topic.

Blaine Steensland provided a brief update on the exciting new proposed turf field for our campus. He indicated that additional funding would have to be raised before work could begin on this project.

The Committee decided to table the discussion on the issue of exploring the possibility of providing on-campus child care services primarily due to space and cost concerns.

The next order of business was to review and discuss a printed copy of the Student Life Committee's charges to insure that all members of the committee, especially new members were aware of the charges assigned to our Committee. Our Committee acknowledged the fact that this will be a working document that will closely re-visited throughout the academic year with Committee members working very closely together to successfully address these charges.

Next, Kay Livingston provided the Committee an update on Student Government Association (SGA) related items. The main item on SGA's agenda is the renovation of the Berks campus Game Room. It was noted that it has been a number of years since our campus Game Room had been previously updated and the proposed renovation would go a long way to enhancing the out-of-campus student life experience. Kay mentioned that SGA solicited student input through a number of surveys in order to get a better sense of what students would like to see in an updated game room (e.g. furniture, types of games, etc.).

Kay noted that a ballpark estimate for renovating the game room would be in the range of \$10-\$20k. SGA is hopeful that the required Campus Student Facility Fee Committee and other administrative approvals could be secured in time for the Game Room renovation to be completed by early December 2012 when a Penn State University Commonwealth campus-wide SGA meeting is scheduled to be held on our Berks campus.

The Committee also discussed a need and a desire to have the three-container trash & recycling program currently in place in the Gaige Building (and other campus locations), be expanded and implemented in other buildings across campus.

Prior to adjournment of our meeting it was recommended that for planning purposes a schedule of all future meetings for the remainder of the 2012-13 academic year be created and shared with all Committee members.

The meeting was adjourned at 2:17 pm.

Respectfully submitted,  
Ronald J. Jastrzebski