

Penn State Berks Senate

Monday, November 26, 2012

1:00-2:30 PM

Multi-Purpose Room, Perkins Student Center

Agenda

Call to Order

Additions, Corrections, and Approval of Minutes of October 22, 2012 meeting

Announcements by the Chair

Reports of Officers and University Senators

- Vice Chair Bowers
- Secretary and Senator Zambanini
- Senator and Parliamentarian Aynardi
- Senator Snyder
- Student Senator Anthony A. Khoury
- SGA President

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

- Faculty Affairs Committee (**Appendix B & Appendix C**)
- Intercollegiate Athletics Committee (**Appendix D**)
- Physical Facilities and Safety Committee (**Appendix E**)
- Student Life Committee (**Appendix F**)

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:

- **University Faculty Senate Forensic Report (Appendix G)**
; **Senator Snyder**
- **AAUP Chapter; Professor Mazurek**

Comments for the Good of the Order

Adjournment

Penn State Berks Senate
October 22, 2012
1:00-2:30 PM, Multi-Purpose Room

Attendees: Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, Tara Beecham, David Bender, Amy White Berger, Bill Bowers, Tricia Clark, Maureen Dunbar, Katie Garcia, Hassan Gourama, Nathan Greenauer, Laurie Grobman, John Guisippe, Jui-Chi Huang, Ben Infantolino, Ron Jastrzebski, Erin Johnson, James Karlinsey, Samantha Kavky, Abdullah Konak, Sadan Konak Kulturel, Jim Laurie, Lauren Martin, Clifford Maurer, Deena Morganti, Tami Mysliwicz, Rungun Nathan, JoAnne Pumariega, Holly Ryan, Susanne Samson, Dave Sanford, Jessica Schocker, Kirk Shaffer, John Shank, Ike Shibley, Stephen Snyder, Terry Speicher, Rosario Torres, Christian Weisser, Bob Zambanini (Faculty); Lisa Glass, Marie Smith (Staff); Keith Hillkirk, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, Blaine Steensland (Administration); Devin Heckman, Anthony Khoury, Kunal Sharma, Megan Sim, Timothy Smith, Thomas Smith, LaToya Strothers, Larry Wesner, Tiffany Wesner (Students)

1. Call to Order

- 2. Approval of Minutes of the Preceding Meetings- Minutes of September 24, 2012**– Two faculty members were omitted from the September 24 meeting roster: they will be added in order to update official record. Hearing no other corrections, *the minutes were approved.*

3. Announcements and Reports by the Chair –

- The revision made to the Berks Constitution received unanimous approval by the Senate Council.
- Through initiatives made by both Chancellor Hillkirk and the Berks Advisory Board, the President has approved the Berks Senate Chair to the Berks Advisory Board as an ex-officio member.
- Two motions presented at the October 16 meeting of University Faculty Senate were defeated; one of which pertained to the document “Statement by a Group of Past Chairs Regarding the Freeh Report, the NCAA Consent Decree and Their Academic Implications” were defeated.
- A Forensic Session was devoted to the content of general education for moving forward and reviewing general education initiatives at Penn State.

4. Reports of Officers and University Senators

- **Vice-Chair Bowers – No Report**
- **Secretary and Senator Zambanini** – The report being presented will be more of a guide as to what constitutes consultation on proposals. Policy 42-23 is under review; the last revision was made back in 1975.
- **Senator and Parliamentarian Aynardi** – Information pertaining to dependent verification documentation will be mailed from University Park in the near future.
- **Senator Snyder** – Contrary to what is on the agenda, there was not adequate time to prepare a written report for today’s meeting. A report has been drafted including recommendations to the President on current trends with regard to Fixed-Term. New recommendations have been proposed and the report will come forward early next year. The vote against the motion pertaining to the Statement by a Group of Past Chairs Concerning the Freeh Report was primarily because the students asked that it not be supported; feedback from one colleague was received also not in support of the motion.
- **Student Senator Anthony Khoury** – The sole purpose of not supporting the motion Statement by a Group of Past Chairs had to do with concerns for the reputation of the University as a whole.
- **SGA President Larry Wesner -**
 - The following projects are currently underway: Diversity Chair is working with the Multicultural Coordinator to host a Thanksgiving dinner on campus in order to provide students from other regions an opportunity to observe the many ways in which this holiday is celebrated within the United States; Academic Affairs is coordinating efforts to provide students with assistance in preparation for finals week; Student Affairs is in the process of selecting furniture

for the game room; Government Affairs is finalizing details for Veteran's Week; efforts are underway to host an Election Party at Berks on November 6; Environmental Affairs is working on the Smoking Policy.

- At a recent CCSG Meeting, two pieces of legislation were passed and will now go on to the University Senate for consideration; both have to do with syllabus changes.
- Resolution #2012-07 "Recommendation on Increasing Faculty of Penn State Berks" was passed by the Berks SGA. This Resolution requires thoughtful consideration; it states as follows:
*"Whereas, the Penn State Berks Student Government Association is the voice of the student body of Penn State Berks Campus.
Whereas, the Student Government Association shall advocate for, and be the voice of, the students at Penn State Berks.
Whereas, the Student Government Association believes that it is the responsibility of Penn State Berks to have enough general education courses to fit the needs of our growing student body.
Whereas, the Student Government Association recognizes that there is a difficulty in scheduling a general education course at Penn State Berks Campus due to a high demand for certain courses.
Be it resolved, the Student Government Association recommends the hiring of new faculty to teach existing courses at Penn State Berks before hiring faculty to create any new courses or majors.
Be it further resolved, the Student Government Association recommends the increase of student facilities, such as housing, parking lots, and classrooms, before any new majors are brought to Penn State Berks."*

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk –**

- The Chancellor thanked many for their contributions toward the Open House/Homecoming Events of the past weekend, including the Perkins Plaza dedication held the preceding Friday; all were a success. The Chancellor stated that when speaking to prospective students and their families at Open House, he shares seven reasons why he feels they should seriously consider Berks, they are: (1) the people; (2) the size; (3) access to faculty; (4) academic choices; (5) many co-curricular activities; (6) physical space/facilities; and (7) positive energy. All of us play a critical role. The importance in the link between our enrollment and the budget was stressed. This fall our enrollment is down approximately 100 students vs. last fall. What this represents in dollars is a loss of approximately \$1 million tuition dollars, of which, 70% of those dollars would have been kept right here at Berks. The other challenge we face is the high school graduation rate is on the decline. Another important factor is we face very intense competition not only within the other stand-alone colleges within the University but among those in Berks County. Penn State Berks currently has 15 degrees, while the other stand-alone colleges within the University have double that amount, and those colleges within Berks County have many more. This presents a great challenge for us going forward. Several meetings will be taking place over the next few weeks with faculty groups, staff and students in order to share information pertaining to these issues. The Chancellor feels confident that we will meet these issues head-on, and stressed the importance that all of us play a key role in addressing them.

A question was raised as to what happens procedurally regarding the SGA Resolution. The Chair stated that procedurally, the SGA has no jurisdiction over Senate Committees. Conversations took place recently between the Chair and the SGA President on their Resolution and the Chair made clear that he would be happy to share their Resolution at today's meeting; however, as far as the SGA making recommendations to the contact of Senate Committees, the SGA has no jurisdiction. The Chair commented that at a recent Senate Council Meeting, VP Hanes stated Berks needs more degree programs. A student expressed concerns that while understanding the financial aspect of obtaining more degrees, they want to make sure that the focus is on the student's needs and that the focus not just be on the money aspect. The Chair reiterated that the focus is on the student; stating, if the students weren't here, neither would any of us. The Chair acknowledged we wanted to draw attention to the students' needs by sharing their Resolution at today's meeting; attention has been drawn; and the Chancellor is also aware.

Senator Snyder commented that when the SGA presents a document to the Senate Body for review, he feels it is the obligation of the Senate Body to provide a response. Senator Snyder also stated even though there is no mechanism currently in place for doing that, asked if it would be possible under new legislative business that a motion be made with it then being procedurally acceptable. The Chair questioned the motion the Senator likes to make, stating, the Resolution is a Resolution passed by the SGA; and such; motion is out of order because, there is no jurisdiction over the Senate Committees by SGA according to the Berks Senate Constitution. Continuing on to say that we would like to give this attention, we already have. The Chair also commented that a conversation with the Chancellor took place prior to the start of today's meeting and the Chancellor will be having discussions regarding this matter in greater detail with the members of the SGA. In not speaking on behalf of the Administration, the Chair recognizes that in order to survive, we need more degree programs. As to the concerns surrounding the General Education courses, those are currently under consideration by the University.

Senator Aynardi asked the SGA for their assistance in encouraging those students in 200-level courses to meet with their advisors in order to address the issue of not completing their degree on time. Senator Aynardi wondered if there would be any value in having an Informational Report to find out the depth and breadth of those students not receiving necessary courses; the Chair thought that was an excellent suggestion and stated the Executive Committee can charge Academic Affairs to work on an Informational Report.

A question was raised as to what was the reasoning of the SGA to come up with the Resolution. The Chair interceded and made the statement that this will not be debated at this meeting. The SGA is a separate organization, as is the Senate, and both have guidelines for which they follow. SGA President commented that this Resolution was a result to one of the Academic Affairs Faculty Senate meetings on new degrees; his wife sits on the committee as a nonvoting member. Both the SGA President as well as other members of the SGA were upset that student concerns were not brought forward and the committee result was that there was no opposition when in fact there was student opposition. This resulted in the feeling that the students' voice is being stifled. The SGA President clarified that the reasoning behind the Resolution was to provide rationale and recommendations from the student's point of view. In addition, the SGA is looking into the issues surrounding advising; currently some of the advisors advising students are not advisors in their program of study; this is a cause for concern with the students and will be addressed.

The Chancellor stressed the need to understand that this is not an either/or solution, nor can it be a zero-sum solution; housing is being looked at very closely. He also commented that the housing issue at the university level is very complex. The Chancellor went on to say that we cannot wait for additional housing before we address this issue of additional degree programs needed because when our enrollment declines we have fewer dollars to operate. We have to move forward with all of these issues together and try to find ways in which to come up with creative and imaginative solutions; each of us must play a role. The Chancellor will be meeting over the next few weeks with faculty, staff and students to discuss these issues.

Also commented upon was the issue surrounding scheduling and availability of courses; this is not just a student problem; the faculty also recognize the need and are seriously working on resolving the issue. Some of the ways currently being looked at are online courses and hybrid courses, just to name a few. The Chair echoed these sentiments and stated the Senate is extremely supportive of all of our students. The Chair also shared that in his role, he must abide by the rules in the Constitution. In reflecting upon his personal views on the situation, the Chair commented that if a student serves on a committee, they should have voting rights. Further discussions will be taking place in the future regarding this issue.

- **Associate Dean Esqueda – Not Present.** The Chair read a statement provided by Associate Dean Esqueda on Academic Affairs.
 - Following instructions from the Office of the Vice President for the Commonwealth Campuses, the Office of Academic Affairs is creating an Academic Advising Council with representation

of staff from various units on campus and one faculty member from each division. The main charge of the Council is to develop long term advising program that would include development activities for staff and faculty to ensure student success and retention. This is a university wide initiative that includes all campuses.

- The next Faculty Meeting is Wednesday, November 28 at 1:00 p.m. in Gaige, 121.
- The Faculty Retreat is on Friday, December 21 at 8:00 a.m. in Gaige, 121. The topic of discussion will be “Collaboration and Integration”.
- Fall commencement is on Friday, December 21 at 7:30 p.m. in the Beaver Community Center. A reception for faculty and staff will be held at 5:30 p.m. in the Lion’s Den, Perkins Student Center.

6. Unfinished Business – None

7. Motions from Committees –

- **Revision to the Standing Rules of the Berks Senate Constitution, Executive Committee (Appendix A)** – The Chair provided rationale on the motion. The Executive Committee has reviewed and approved the revision. The Chair opened the floor for discussion, hearing none, a vote was called and the *motion was approved*.

8. Informational Reports from Committees

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

9. Committee Reports

- **Academic Affairs – Bill Bowers – No Report**
- **Faculty Affairs – Leonard Gamberg – Not Present.** The Chair read a statement provided by Chair Gamberg on the Faculty Affairs Committee.
 - Three meetings have taken place; information pertaining to Charge #1 has been completed. This Charge is namely to reconcile differences on the reporting of Undergraduate Research as pertains to the Faculty Activity Report (FAR-Digital Measures) and HR23 Rainbow Sheets.
 - Discrepancies arise from guidance on reporting of Undergraduate Research in the PSU Berks Faculty Handbook in the Science Division and could arise in the EBC Division. No discrepancy has been found in the HASS Division. The committee will consult the Division Heads with an invitation to attend the next Faculty Affairs Meeting in November, to reconcile discrepancies. After consultation, an informational report/recommendation will be submitted on behalf of the committee.
- **Intercollegiate Athletics – Kirwin Shaffer** – Reported we are currently debating the role, if any, for this committee concerning Club Sports, including the schedules of and thus providing athletic provisions to miss classes and whether this comes under their purview or not.
- **Strategic Planning and Budget – Randall Newnham – Not Present.** The following statement was shared.

- On behalf of the committee, Dr. Malika Richard will attend the Strategic Planning Meeting on October 29. The committee will report back to the Senate concerning that event at the November Senate meeting.
- We will next work on the report concerning Faculty Salaries, which should be completed in spring, 2013.
- **Physical Facilities and Safety – Jennifer Arnold – No Report**
- **Student Life – Ron Jastrzebski – No Report**

10. New Legislative Business - None

11. Forensic Business - None

12. Comments for the Good of the Order – None

13. Adjournment

APPENDIX A

Amendment to the Standing Rules of the Penn State Berks Senate Constitution

Approved by the
Berks Senate Executive Committee on November 12, 2012

Rationale

The Berks Senate Executive Committee sponsors this Legislative Report in order to bring Academic Affairs Committee in conformity with Intercollegiate Athletics, Physical Facilities, Strategic Planning and Budget, and Student Life Committees.

Recommendation

The student representative to the Academic Affairs Committee will serve as voting member; deletions are line through.

SECTION 2 ACADEMIC AFFAIRS COMMITTEE

(a) Membership:

1. Two (2) faculty from each division;
2. One (1) representative from the library faculty;
3. University Faculty Senator sitting on the University Curricular Affairs Committee;
4. Associate Dean for Academic Affairs, ex officio (non voting);
5. Registrar, ex officio (non voting) ;
6. Chief Information Officer, ex officio (non voting) ;
7. One (1) students, appointed by SGA officers, ~~non-voting~~.

(b) Duties:

1. Approve or disapprove new courses, programs, and other curricular proposals in accordance with University and campus curricular procedures.
2. Publicize and invite comment all new course, program and other curricular proposals at least two weeks prior to the committees final action on such matters.
3. Approve or disapprove all other curricular matters.
4. Review and evaluate academic planning including enrollment projections and faculty requirements.
5. Approve or disapprove academic admissions standards.

6. Communicate & liaison with other Senate committees where duties overlap.
7. Advise academic support activities, including Learning Center(s) and Writing Centers(s).
8. Review, evaluate, and make recommendations on technology matters when relevant to course delivery and other curricular matters.
9. Review, evaluate, and make recommendations on issues relating to enrollment and retention programs and policies.
10. Review, evaluate, and make recommendations on academic matters, including but not limited to credit and non-credit instruction through continuing and distance education, instruction through computer networks, media, technical assistance programs, and cooperative extension activities.

(a) Rules of Procedure:

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

SECTION 3 FACULTY AFFAIRS COMMITTEE

(a) Membership:

1. Two (2) full time faculty from each division;
2. University Faculty Senator sitting on the University Senate Faculty Affairs Committee;
3. Associate Dean for Academic Affairs, ex officio (non voting).

(b) Duties:

1. Advise and consult with the Chancellor and Associate Dean for Academic Affairs regarding policies concerning faculty. Make recommendations to Senate on policies concerning faculty.
2. Review, evaluate, and make recommendations relating to professional, cultural, social, and material welfare of faculty.
3. Review, evaluate, and make recommendations on policies relating to faculty workload; faculty development; promotion and tenure policies and procedures; evaluation of faculty performance; methods of instruction evaluation; faculty leaves, including sabbatical leaves; faculty rights, including academic freedom; and affirmative action and equal opportunity.
4. Review, evaluate, and make recommendations on procedures for faculty searches.
5. Review, evaluate, and make recommendations on policies pertaining to faculty awards.
6. Review, evaluate, and make recommendations on policies pertaining to faculty research, including internal faculty grants and travel money.
7. Review, evaluate, and make recommendations on technology matters pertaining to faculty research.
8. Review, evaluate, and make recommendations on policies pertaining to faculty service.

(c) Rules of Procedure:

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

Appendix B

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 C

Minutes Faculty Affairs

Thun 145 from 1 to 2:15 on Wednesday 10/01/12. Present: Michael Bartolacci, Leonard Gamberg, Samantha Kavky, Masha Kazempour, Mahdi Nasereddin, David Sanford

Continued discussion and information gathering on first charge:

• 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 (UGR) and reconcile the FAR with the Rainbow Sheets.

LG: provided Rainbow Sheets to committee member on "The Scholarship of Teaching and Learning" and "The Scholarship of Research and Creative Accomplishments". He noted that Rainbow Sheets on "The Scholarship of Teaching and Learning" has been updated from 2004 to 2012. Explicit bullet on "Supervision of undergraduate research" deleted and consolidated with bullet stating, "Supervision and membership on, graduate and undergraduate dissertations, theses, projects, monographs, performances, productions, and exhibitions required for degrees; types of degrees and years granted".

MN, SK & DS: look to Faculty Handbooks guidance on reporting of UGR.

MK: Reporting has impact for tenure track faculty.

LG & DS: PSU Berks Science Division and Faculty Handbook of Commonwealth College maybe at odds w/ HR 23. Must look into this. Faculty Handbooks maybe outdated.

Will confer with the Chair of Faculty Senate Mohamad Ansari and will continue "fact finding mission". To be reported on at next meeting.

Continued discussion and information gathering on second charge:

• 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.

-Discussed to increase student participation.

-Discussed low participation rate in more detail.

-Should faculty give incentives? e.g. early grades, Need for College wide statement on student participation?

-Again discussed impact of low participation rate on tenure track.

Began discussion on third charge:

• **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.**

-Discussion on "online courses"

Closed meeting at 2:30pm

Appendix D

Intercollegiate Athletic Committee Meeting Minutes, October 15, 2012

A. Bruce Hale updated committee on relevant issues in the upcoming IAC meeting at University Park

1. update on university-wide IAC membership and reorganization so it is more faculty based
2. spring schedule approvals
3. whether or not eligibility will stay with AD or move to Registrar's office

-the UP meeting on Tuesday, October 16 concluded that the shifting of eligibility certification from the AD to the Registrar's office will only occur at UP and not be an issue for Berks. The meeting at UP also concluded that approval of spring competition schedules is needed ASAP

B. Discussion of whether or not this committee should have/does have oversight over club sports, especially in determining issues like providing excused absences for missed classes due to club competitions and schedule approval

-The issue currently revolves around ice hockey and some faculty complaints that hockey players are already missing too many Friday classes. The issue is: does a faculty member have the right not to excuse these players because they are not varsity teams OR should club sports fall under the purview of this committee, be recognized as "intercollegiate" athletics (broadly defined), and thus players would have the same formal AD-approved excuse forms for missed classes that varsity players have. If the latter, then faculty would not have the right to say "no, you are not excused and cannot make up the work."

-Discussion followed along two general lines.

First: club sport eligibility differs by sport and there is no PSU standard applied to club sports. So, should such clubs with no or weaker eligibility receive the same benefits as varsity sports? If this committee approves schedules and thus can provide excuses, then would this mean that club athletes should have priority registration too? In addition, if club athletics could get excused absences (and possibly priority registration), then why couldn't all clubs seek this? The members were hesitant to agree to the priority registration for clubs, but uncertainty reigned regarding the issue of whether or not excused absences are appropriate for club sports. Again, it should be emphasized that ice hockey is the only sport at the moment that this issue concerns, but there is nothing to prevent this issue from impacting other club athletics in the future if scheduled competitions move to weekdays or require Friday travel for weekend competitions.

Second: the Faculty Handbook is not particularly clear on this point. It does provide excused absences for those students representing the University. This is clearly the case for varsity athletics. Is it also the case for club athletics...and all clubs?

Finally, please see the next pages for items from University policy that Bruce collected:

Athletic Schedules (from 67-00)

1. All schedules of athletic contests will be submitted to the Intercollegiate Athletics Committee through appropriate Faculty Athletic Representatives for approval or modification before final arrangements or contracts are made. It is the responsibility of the Intercollegiate Athletics Committee to ensure that all athletic schedules fall within established University regulations and policies. No regular-season, locally-scheduled* athletic travel or competition shall take place during University final exam periods. Waivers to this policy will be considered by the Intercollegiate Athletics Committee. In addition, all efforts should be made to avoid travel and competition during official study days. Whenever study days are needed for regular-season, locally-scheduled travel or competition, this must be noted on the schedule reviewed by the Intercollegiate Athletics Committee and accompanied by a rationale. (* “Locally-scheduled” means that contest arrangements, including time and date of the game, are under the control of Penn State University and not the Big Ten, NCAA, USCAA, or other outside agency.)
2. Athletic teams or individual team members shall be allowed to be absent from the University for no more than seventy-five class periods in one semester. The number of class periods missed shall be kept on record by the IA Committee and the respective Athletic Departments. It shall be the joint responsibility of those bodies to enforce these limitations.
3. Participation in special events outside approved scheduled events by varsity teams or individual team members (such as football bowl games) must be approved by the IA Committee at least ten days prior to participation. As in all events, NCAA and/or other athletic conference regulations and University regulations will be followed.
4. Team practice times must be arranged so as to allow student-athletes maximum flexibility in scheduling and attending classes each semester.
 - a. Team practice times must be established prior to student-athlete class preferential scheduling for the semester affected - typically February 1 for Fall, and September 1 for Spring.
 - b. Morning team practices should conclude with sufficient time to allow 3rd period (10:10 a.m. - 11:00 a.m.) class attendance on Monday, Wednesday, and Friday. *
 - c. Morning team practices should conclude with sufficient time to allow 14th period (9:45 a.m. - 11:00 a.m.) class attendance on Tuesday and Thursday. *
 - d. Afternoon team practices should begin sufficiently after 6th period concludes (2:15 p.m.) on Monday, Wednesday, and Friday to allow class attendance. *
 - e. Afternoon team practices should begin sufficiently after 16th period concludes (2:15 p.m.) on Tuesday and Thursday to allow class attendance. *
 - f. Morning Team practices should not be scheduled during both Fall and Spring semesters.
 - g. Exceptions to the above must receive prior approval by the Sport Administrator and the University Faculty Senate Committee on Intercollegiate Athletics or the Faculty Athletics

Representative.

*Class start/end times vary from campus to campus.

Other special events are defined in two categories. The first category includes events that involve varsity teams or individual team members serving as official representatives of the University, that are usually scheduled annually, and that are typically included within the athletic schedule. Participation in these events must be approved at the time season schedules are approved by the IA Committee. Typical events include annual invitationals, regional conference tournaments, and NCAA regional

The second category includes events such as Pan American Games, World University Games, U.S. Teams, and the Olympic Games, or their qualifying events, which do not occur annually and may involve one or more team members as official representatives of the University. Participation in this type of event usually occurs when an athlete's performance reaches a high degree of excellence and an invitation is extended for participation. The University Faculty Senate Committee on Intercollegiate Athletics must grant approval prior to a student-athlete's participation.

Revised: 5/3/83

Revised: 1/24/89

Revised: 5/1/84

Revised: 3/16/10

Revised: 4/28/87

Revised: 4/24/12

42-27 Class Attendance 🖨️

The faculty, staff, and other resources of the University are furnished for the education of students who attend the University. A class schedule is provided for students and faculty so that a reasonably orderly arrangement for instruction is facilitated. The fact that classes are scheduled is evidence that the faculty believes class instruction is important. Therefore, class attendance is important for the benefit of students.

Accordingly, it is the policy of the University that class attendance by students be encouraged and that all instructors organize and conduct their courses with this policy in mind. A student should attend every class for which the student is scheduled and should be held responsible for all work covered in the courses taken. In each case, the instructor should decide when the class absence constitutes a danger to the student's scholastic attainment and should make this fact known to the student at once. A student whose irregular attendance causes him or her, in the judgment of the instructor, to become deficient scholastically, may run the risk of receiving a failing grade or receiving a lower grade than the student might have secured had the student been in regular attendance.

Instructors should provide, within reason, opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such

as Martin Luther King Day of Service, field trips, debate trips, choir trips, and athletic contests).

However, if such scheduled trips are considered by the instructor to be hurting the student's scholastic performance, the instructor should present such evidence for necessary action to the head of the department in which the course is offered and to the dean of the college in which the student is enrolled or to the Division of Undergraduate Studies if the student is enrolled in that division.

Instructors also should provide, within reason, opportunity to make up work for student's who miss classes for other legitimate but unavoidable reasons. Legitimate, unavoidable reasons are those such as illness, injury, family emergency, or religious observance. If an evaluative event will be missed due to an unavoidable absence, the student should contact the instructor as soon as the unavoidable absence is known to discuss ways to make up the work. An instructor might not consider an unavoidable absence legitimate if the student does not contact the instructor before the evaluative event. Students will be held responsible for using only legitimate, unavoidable reasons for requesting a make-up in the event of a missed class or evaluative event. Requests for missing class or an evaluative event due to reasons that are based on false claims may be considered violations of the policy on Academic Integrity (Policy 49-20).

Faculty handbook

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Accordingly, it is the policy of the University that class attendance by students be encouraged and that all instructors organize and conduct their courses with this policy in mind. A student should attend every class for which the student is scheduled and should be held responsible for all work covered in the courses taken. In each case, the instructor should decide when the class absence constitutes a danger to the student's scholastic attainment and should make this fact known to the student at once. A student whose irregular attendance causes him or her, in the judgment of the instructor, to become deficient scholastically, may run the risk of receiving a failing grade or receiving a lower grade than the student might have secured had the student been in regular attendance.

Instructors should provide, within reason, opportunity to make up work for students who miss class for regularly scheduled, University-approved curricular and extracurricular activities (such as Martin Luther King Day of Service, field trips, debate trips, choir trips, and athletic contests).

However, if such scheduled trips are considered by the instructor to be hurting the student's scholastic performance, the instructor should present such evidence for necessary action to the head of the department in which the course is offered and to the dean of the college in which the student is enrolled or to the Division of Undergraduate Studies if the student is enrolled in that division.

Instructors also should provide, within reason, opportunity to make up work for student's who miss classes for other legitimate but unavoidable reasons. Legitimate, unavoidable reasons are those such as illness, injury, family emergency, or religious observance. If an evaluative event will be missed due to an unavoidable absence, the student should contact the instructor as soon as the unavoidable absence is known to discuss ways to make up the work. An instructor might not consider an unavoidable absence legitimate if the student does not contact the instructor before the evaluative event. Students will be held responsible for using only legitimate, unavoidable reasons for requesting a make-up in the event of a missed class or evaluative event. Requests for missing class or an evaluative event due to reasons that are based on false claims may be considered violations of the policy on Academic Integrity (Policy 49-20).

UPark IAC Bylaws

3. Duties:

The Committee on Intercollegiate Athletics is responsible to the Senate for all intercollegiate athletic programs at the University as they relate to the University's academic and educational objectives. **Intercollegiate athletics shall include all teams and individuals representing the University with significant off-University activity.**

The committee shall (1) consider policies on eligibility of students for intercollegiate athletics, (2) certify the academic eligibility of students for athletic grants-in-aid, (3) **approve intercollegiate athletic schedules as they affect academic standards**, and (4) help promote a sound academic climate for the intercollegiate athletic programs at all University locations.

The Committee shall meet with responsible administrators and others concerning the intercollegiate athletic programs at University Park and other University locations that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.

The committee serves also as an advisory committee to the President of the University on the operation of the intercollegiate programs at University Park and other University locations that offer intercollegiate competition. Subject to the general authority of the President of the University, it shall initiate new policies, or review existing policies, which govern these intercollegiate athletic programs. While these policies shall guide the Department of Intercollegiate Athletics and administrators at other University locations that offer intercollegiate competition in administering their respective programs, the Committee shall not act in an administrative or executive capacity. It shall develop recommendations to the President of the University on matters affecting the Penn State University Athletic Conference (PSUAC), the Big Ten Conference, the NCAA, and other national athletic governance bodies in which the University holds membership and shall work closely with the faculty representatives in establishing the University's formal vote to these organizations. At the request of the President of the University the committee may consider other issues affecting the various athletic programs under the President's jurisdiction.

4. Mandated reports: The Committee shall report on its activities to the Senate at least annually.

*nonvoting unless Article IV, Section 2 of the Bylaws applies

Appendix E

Physical Facilities and Safety Committee

Meeting Date: 11/7/12, 1:00 – 2:20 PM

In Attendance: Jennifer Arnold, Terry Lee Baker, Kim Berry, Ada Leung, Brenda Russell, Kunal Sharma

- Kim reported on Sandy: College prepared, but did not need, generator back-up to support food services and dormitories in the case of a power outage. College suffered only minor damage (downed trees, damaged walkway light and a small bit of roof flashing lost from a residence hall).
- Discussion regarding duty #4 “Assess and make recommendations regarding parking policies.”
 - Kim reviewed parking situation and policies on campus:
 - 3 general groupings-commuter, faculty/staff and resident- plus handicap and medical permit parking (for individuals with short-term injuries, determined by health center).
 - All revenue from parking violations goes to SGA.
 - Online permit registration program developed and shared with other campuses.
 - No specific parking fees at this time. Support for maintenance of parking lots and roads are provided via a University fund supported by tuition and fees.
 - Discussed the need for an additional parking lot. This is not currently planned. An assessment of need at the beginning of the semester during peak parking showed 200 empty spots. Issue appears to be between available parking and convenient parking.
 - Discussed limited faculty parking for the Franco building now that the spaces are shared with Gage faculty.

- Those present agreed that no further action was needed related to this duty at this time.
- Discussion regarding duty #5 “Review cost savings, efficacy, and compliance of the Energy Savings and Recycling.”
 - Kim provided a brief summary of our success at recycling. Over 60% of waste stream is now diverted from landfills and 80% of waste stream from construction of Gaige building was diverted.
 - Kim discussed a 2-year energy savings program that began in 2002 and included a capitol renewal as well as energy saving renovations. The program and associated improvements cost ~ \$2 million. This was funded by money borrowed from UP for 10 years that would be repaid as the savings accrued. Each year since the work, the savings on the main campus has exceeded our scheduled annual payment to UP. Extra funds have been used to continue energy saving improvement to our campus and accelerate retirement of the loan.
 - To the greatest extent possible energy efficiency will be part of Luerssen renovation.
 - Those present agreed that no further action was needed related to this duty at this time.
- Charge: “Draft an Informational Report on the General Safety Concerns”
 - Kunal raised a concern regarding lack of an emergency phone by the sport fields. Kim said the concern had been brought to his attention and all events are now staffed with someone carrying a cell phone.
 - Brenda reported on use of the escort service: Service is used regularly, often from word of mouth rather than calls, no trend in use around campus, and escorts are placed in buildings at key times in the evening (when evening classes let out, when the library is closing, etc.)
 - Further discussion of escort service led to the suggestion to improve advertisement of this service. Kim will follow-up.
 - In regard to concerns about the lighting on the pathway between Luerssen and the commuter lot, Kim volunteered to do a study to document the light available throughout the path.
 - Kunal reported that the a survey requesting student opinions regarding the smoking policy was underway
 - Kim is waiting for data on student accidents from Environmental Health and Safety.
 - Kim will follow-up with Blaine Steensland and Alice Holland regarding space for a lactation room on campus for student mothers.
 - The informational report was divided into sections and members were assigned sections to draft:
 - Introduction (Brenda)
 - Issues addressed in the last year (walkways, smoking, walk-off areas, signs in Luerssen) (Terry)

- Campus reporting protocols and Integrated Safety Committee (Sudip)
- Safety assistance available on campus (Escort service, phones, emergency signs in rooms, blue lights, etc.) (Ada)
- New issues of concern (lactation rooms, walkway to commuter lot, emergency phones at sports fields) (Kunal)

All drafts are will be sent to Jennifer by the end of the day on November 26th. Jennifer will compile and edit. Kim will assist in editing.

- Next Meeting will be held December 3rd from 1:00 to 2:20.

Meeting was adjourned at 2:20 PM.

Appendix F

Student Life Committee Informational Report: Support Services November 5, 2012

Introduction/background: The Student Life committee was given the following charge: Draft an Informational Report to identify support services that the Berks campus offers to its diverse range of students.

Information: The following image indicates the many support services our campus offers to its diverse student body.

Student Life Directory

Academic Services

Continuing Ed (Williams Cottage):	610-396-6225
Disability Services (Franco 153):	610-396-6410
Honors Program (Franco 129):	610-396-6093
Learning Center (Franco 161):	610-396-6000
Registrar (Franco):	610-396-6085
Writing Center (Franco 141):	610-396-6407
Advising (Franco 161):	610-396-6280

IT Services

Library Help Desk:	610-396-6195
Ken Green (Technology Training):	610-396-6232
Learning + Teaching Center (Thun 108):	610-396-6341
Instructional Design (Thun 142):	610-396-6343
ANGEL/Instructional Technologies (Thun 114):	610-396-6349
Web/Multimedia (Thun 104):	610-396-6136

Student Services

Admissions (Perkins 14):	610-396-6060
Athletics (Beaver Community Center):	610-396-6150
Bursar (Franco 125):	610-396-6040
Campus Life (Perkins 19):	610-396-6075
Career Services (Perkins 10):	610-396-6019
Counseling Services (Perkins 10):	610-396-6082
Financial Aid (Perkins 6):	610-396-6070
Housing (Perkins 106):	610-396-6353
Health Services (Perkins 8):	610-396-6015
International Students (Perkins 15):	610-396-6080
Multicultural Counselor (Perkins 13):	610-396-6080
Residence Life (Ivy House 102):	610-396-6290
Student Affairs (Perkins 14):	610-396-6060

Other

Bookstore:	610-396-6100
Police Services (Luerssen 114):	610-396-6111
Veterans Affairs (Perkins 6):	610-396-6072
Intervention Committee:	610-396-6072

Discussion and Conclusions: We offer a variety of academic, social, psychological, and career services to our students. The committee believes this chart would be useful for faculty and, with some tweaking, appropriate for students too. To that end, we've shared our document with the advising office via Paula Plageman, hoping she will share it with academic advisors. With some revision, this document could be included in orientation materials if something like it does not already exist.

Report created by Dr. Holly Ryan on behalf of the Student Life committee of the Berks Senate.

Appendix G

SENATE COMMITTEE ON INTRA-UNIVERSITY RELATIONS

The Increasing Trend in the Ratio of Fixed Term Faculty to Standing Faculty

FORENSIC

INTRODUCTION

In January 2012, the Intra-University Relations Committee (IRC) of the University Faculty Senate presented an informational report, Trends and Patterns in the Use of Full and Part-time Fixed-Term Faculty 2004-2010. From the floor, the concern was raised that the increasing trends were significant and that an informational report may not be sufficient to address them or prompt action.

The “Trends and Patterns” report concluded that the teaching role of Standing Faculty at the University was eroding as units began relying on Fixed-Term Faculty to shoulder an increasingly larger share of Student Credit Hours. The report states: “In 2010, only 50% of student credit hours at Penn State were taught by standing faculty -- a 34% decline in 18 years.” A June 2012 report to the Academic Leadership Council provides data that illustrates this decline.

The purpose of this report is to seek guidance from the University Faculty Senate in order to further examine the faculty trends, present more accurate data and to establish recommendations for consideration by the Senate.

FINDINGS

The data reported below can be found in a June 2012 presentation to the Academic Leadership Council and was graciously provided by the Office of Planning and Institutional Assessment (OPIA). These data provide a more accurate picture of the trend IRC sought to demonstrate in its January 2012 informational report. The tables below include ratios of Standing to Fixed-Term faculty (FT1 and FTM) and student credit-hour production (SCH) by appointment type for the University. Some tables also include “other,” which refers to graduate students and employees or adjuncts not included as teaching faculty. SCH production is further broken down to include percentages for University Park and the Commonwealth Campuses. For the purposes of this report, no distinction is drawn between FT1 and FTM positions. For a complete description of appointment type we refer the reader to the January 2012 IRC report referenced above.

Table 1: Ratio of Standing to Fixed-Term Faculty (Resident Instruction – Full-time Equivalent)

	1992	2001	2011
University-wide	6.17	2.82	1.97

Commonwealth Campuses	5.45	1.99	1.62
University Park	6.67	3.77	2.25

The University-wide ratio of standing faculty to FT1 and FTM decreased from 6.17 to 1.97 from 1992 to 2011.

Table 2: University-wide SCH Production by Appointment Type

	1992	2001	2011
Standing	58%	46%	40%
FT1 & FTM	12%	25%	36%
FT2	18%	19%	17%
Other	12%	10%	7%

University-wide, SCH Production by standing faculty decreased from 58 percent in 1992 to 40 percent in 2011 (an 18% decrease). During the same time period, SCH Production by FT1 and FTM increased from 12 percent to 36 percent (a 24% increase). SCH Production by FT2 declined from 18 percent to 17 percent (1% decrease). The trend for “Other” also showed a marked decline (12% to 7% - a 5% decrease).

Table 3: University-Park SCH Production by Appointment Type

	1992	2001	2011
Standing	59%	50%	42%
FT1 & FTM	11%	25%	39%
FT2	12%	9%	8%
Other	18%	16%	11%

At University Park, SCH Production by standing faculty has declined since 1992 (from 59% to 42% - a 17 % decrease). Subsequently, SCH Production by FT1 and FTM increased during the same time period (11% to 39% - a 28% increase). The increase in SCH production by FT1 and FTM can also be attributed to the decrease in SCH Production by FT2 and “Other.”

Table 4: Commonwealth Campuses SCH Production by Appointment Type

	1992	2001	2011
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Standing	57%	41%	37%
FT1 & FTM	12%	26%	32%
FT2	29%	32%	29%
Other	2%	1%	2%

At the Commonwealth Campuses, SCH Production by standing faculty declined from 57% in 1992 to 37% in 2011 (a 20% decrease). During the same time period, SCH Production by FT1 and FTM increased in proportion to the standing faculty decline (12% to 32%). SCH Production by FT2 and “Other” remained relatively static.

QUESTIONS FOR CONSIDERATION

The committee recognizes the budgetary challenges faced by the university, so this report does not identify a specific threshold for the ratio of standing faculty to Fixed-Term faculty. This report suggests that the University Administration work in conjunction with the Faculty Senate and asks the following questions:

1. Should a threshold for the ratio of Standing Faculty to Fixed-Term Faculty be established?
2. Should a threshold for the ratio of FTM to FT1 be established?

Further, should the practice of converting FTM positions to FT1 be discouraged? While the committee recognizes the need for units to maintain budgetary flexibility, and that FT1 positions offer such flexibility, the practice of converting FTM to FT1 on a large scale substitutes short-term flexibility for long-term planning, may strain the foundations of the tenure system, and may compromise academic freedom.

3. Should thresholds that do not increase reliance on FT2 positions be established?

Further, should the University assert the Core Council recommendation that tenure-track and multi-year positions be added? The University may wish to consider offering incentives to those units in order to encourage them to set attainable goals in this area as permanent budget funds may not be adequate. One incentive may take the form of budget adjustments related to tenure-track or multi-year faculty positions. The University may also want units to address this matter in their next strategic planning process.

SENATE COMMITTEE ON INTRA-UNIVERSITY RELATIONS

Omid Ansari

Harold W. Aurand

G. Jogesh Babu

Michael Bérubé

Edward W. Bittner

Dwight Davis

Peter M. Eberle

Joseph L. Enama

Dennis C. Jett

Constantino M. Lagoa

Timothy M. Lawlor, Chair

Emily R. Miller

Kathleen J. Noce

Timothy W. Palmer

Joy M. Bursey

Nicholas J. Rowland, Vice Chair

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Stephen J. Snyder, Subcommittee Chair
Michael C. Wolff
Alexander C. Yin