

Penn State Berks Senate
Monday, October 26, 2009
1:00-2:30 PM, Multi Purpose Room
Agenda

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the September 21, 2009 meeting**
- 3. Announcements and Reports by the Chair**
- 4. Reports of Officers and University Senators**
 - Vice Chair Dewald
 - Secretary Lindsey
 - Senator Aynardi
 - Senator Bowers
 - Senator Nasereddin
 - Senator Zambanini
 - Senator Romberger
 - Student Senator Dillon Kenniston
- 5. Comments and Announcements by Administrators**
 - Chancellor Speece
 - Associate Dean Esqueda
- 6. Unfinished Business**
- 7. Motions from Committees**
 - Amendment to Student Life Standing Rules (**Appendix A**)
- 8. Informational Reports from Committees**
 - Academic Affairs Committee (**Appendix B**)
 - Faculty Affairs Committee
 - I.** Meeting Minutes from Sept. 16, 2009 (**Appendix C**)
 - II.** Meeting Minutes from Oct. 14, 2009 (**Appendix D**)
 - Physical Facilities and Safety Committee (**Appendix E**)
 - Student Life Committee (**Appendix F**)
- 9. New Legislative Business**
 - SGA Smoking Policy Proposal (**Appendix G**)
- 10. Forensic Business**
- 11. Adjournment**

Penn State Berks Senate
Monday, September 21, 2009
1:00-2:30 PM, Multi-Purpose Room

Attendees: Ali Alikhani, Mohamad Ansari, Jennifer Arnold, Martha Aynardi, David Bender, Amy White Berger, Bill Bowers, Tricia Clark, Ruth Daly, Nancy Dewald, Valetta Eshbach, Bob Forrey, Paul Frye, Cleo House, Jr., James Karlinsey, Samantha Kavky, Abdullah Konak, Sadan Kulturel, Jim Laurie, Shiyong Lee, Eric Lindsey, Deena Morganti, Michael Moyer, Mahdi Nasareddin, Sandee Nevitt, Randall Newnham, JoAnne Pumariega, Jianbing Qi, Carole Roberts, Andy Romberger, Jeanne Marie Rose, Daniel Russell, Brenda Russell, Sue Samson, John Shank, Steve Snyder, Terry Speicher, William Sutherland, Rosario Torres, Janet Winter, Robert Zambanini, Mitch Zimmer(Faculty); Mary Lou D'Allegro, Marie Smith (Staff); Pradip Bandyopadhyay, Paul Esqueda, Janelle Larson, Belen Rodriguez-Mourelo (Administration); Dillon Kenniston, Eric Miggins, Melissa Navarro, Brian Tran, Nick Yeager (Students)

1. Call to Order

- 2. Approval of Minutes of the Preceding Meetings- Minutes of April 20, 2009– *approved.***
Rosario Torres was omitted from the attendee list; Chair Romberger so noted and asked that the revision be made for the official record.

3. Announcements by the Chair

- a. Chair Romberger introduced Student Senator Dillon Kenniston who introduced this year's student body to the Faculty Senate.
- b. Chair Romberger introduced member of the Senate Committee; Secretary Eric Lindsey, Senator Martha Aynardi, immediate past-Chair and Parliamentarian Mohamad Ansari, Vice-Chair Nancy Dewald, Senator Bill Bowers, Senator Mahdi Nasereddin, and Senator Robert Zambanini.
- c. Chancellor Speece will be arriving late to today's meeting if at all. She is currently meeting with Austra Gage to discuss an appropriate memorial for Dr. Frederick H. Gage, Dean and CEO Emeritus at Berks Campus who passed away on August 25, 2009. Any updates that she may have will be postponed until the end today's meeting.

4. Reports of Officers and University Senators (Appendix D)

• Vice Chair Dewald –

- Rachel Friedman has recently joined Academic Affairs Committee as the representative from the HAAS Division.

• Secretary Lindsey – No Report

• Senator Aynardi – No Report

• Senator Bowers – No Report

• Senator Nasereddin –No Report

• Senator Zambanini – No Report

• SGA Senator Kenniston – No Report

5. Comments and Announcements by Administrators

• **Associate Dean Esqueda**

- The Celebrating Teaching Colloquium will be held on Thursday, December 17. This year's subject matter will be on rigor, engagement, active learning and humor, and what is the proper balance.
- Dr. Christian Brady, Dean of the Schreyer Institute will be visiting Berks Campus on Tuesday and Wednesday, September 22-23. There will be a special meeting with Dr. Brady to meet with the faculty on Wednesday at 1:00 pm. All the faculty was encouraged to attend.
- The week of October 5-9 we will be hosting Majors Berks Week. This is to promote the majors currently being offered at Penn State Berks among our freshman and sophomores. More detailed information pertaining to the specific activities involved with this event will be forthcoming. Dean Esqueda encouraged the faculty to share this information with their students.

6. Unfinished Business – None

7. Motions from Committees - None

- **Approval of Senate Meeting Dates, Executive Committee (Appendix A) –**
 - A vote was called and the *motion was approved.*
- **Approval of Senate Committee Chairs, Executive Committee (Appendix B) –**
 - Chair Romberger asked if there were any nominations from the floor. A motion was called to close nominations.
 - A vote was called and the *motion was approved.*

8. Informational Reports from Committees

- **Committee Charges, Penn State Berks, 2009-2010, Executive Committee (Appendix C)**
 - Chair Romberger pointed out that there was one correction to Appendix C. The first two charges under the Executive Committee section should be omitted. Both of these charges were from last year.

9. New Legislative Business – None

10. Forensic Business – None

11. Adjournment

(Appendix A)

Amendment to Add the College Representative on the University Athletic Committee to the Student Life Committee

Rationale: Since the Student Life Committee's duties include "review and make recommendations regarding policies on all aspects of student life in the Campus.....including...athletics" and the College Representative on University Athletic Committee is our campus's representative to a university committee with athletic responsibilities, it make sense to include both the Campus Athletic Director and the College Representative on the Student Life committee. Both persons have contributions to make to the work of this committee. Since these are non-voting positions, inclusion of an additional person does not change the dynamic for decision making within the committee. (Additions in **Bold**.)

SECTION 6 STUDENT LIFE COMMITTEE

(a) Membership:

1. One (1) faculty from each division;
2. Director of Student Affairs or representative, ex officio, non voting;
3. Campus Athletic Director, or representative, ex officio, non voting;
- 4. College Representative on University Athletic Committee, ex officio, non-voting;**
- 4 5.** 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;
 - 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:

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

(Appendix B)
Academic Affairs Committee
Meeting Minutes, September 30, 2009

Present: Dave Bender, Nancy Dewald (chair), Rachel Friedman, Monica Ilnicki, Jayne Leh, Tami Mysliwiec, Daniel Russell, Jim Walter, Bob Zambanini.

Monica Ilnicki has replaced Laura Hayes as the student representative on this committee.

We discussed our first charge, to “Review procedures for proposing programs (degree proposals) and courses (course proposals) and send a legislative report to the Berks Senate if needed.” The procedures were completed by last year’s AAC and accepted unanimously at the Berks Senate meeting of February 16, 2009. However, the final version of the procedures was not attached to those minutes, so they are attached here. Our committee read them and approved them as written.

The committee discussed our remaining charges, getting some background on each of them. We determined that we need some clarification from the Executive Committee on some of the charges, and we will try to get that before our next meeting.

Several people volunteered to take the lead in working on a charge.

Charge: Review the Retention Measures for At Risk Students and send an informational report to the Berks Senate. –Dave Bender will lead on this.

Charge: Review and submit an informational Report on Mass Delivery of Online Course offerings.–Dave Bender will lead on this.

Charge: Draft a policy for students who have not completed a FYS/FYEP after 2 semesters at Berks and provide a legislative report to the Senate. – Bob Zambanini and Tami Mysliwiec will lead on this.

We also had a longer discussion on this issue. Since UP now lists it as a graduation requirement, not a first year requirement, David Bender asked the committee for guidance regarding the enforcement of registration holds for first year students who do not complete a FYS. After discussion, the committee voted unanimously to recommend that the Registrar place holds on student registrations as appropriate, which he will do.

Charge: Review the Berks Common Reading program and recommend legislation. – Nancy Dewald will lead on this. The committee will be discussing via email the proposed survey created by Mary Lou D’Allegro.

Charge: Develop a definition and devise criteria for assessing the viability of programs and provide an informational report. – Paul Esqueda will do this and our committee will give him feedback.

Charge: Consider the possibility of adding compressed time frame courses and provide an informational report. – Rachel Friedman will lead on this. Jim will assist her after the preliminary information is gathered.

Charge: With input from interested faculty, review with the Associate Dean the feasibility of starting additional programs. Consider also the feasibility of working in partnership with other campuses to offer online courses for such majors. Provide an informational report to the Senate.—We will get input from Paul Esqueda at our next meeting (Nov. 4, 2009).

Respectfully Submitted,
Nancy Dewald, Chair

(Appendix C)
Faculty Affairs Committee
Meeting Minutes, September 16, 2009

Attending: Mitch Zimmer, Jim Shankweiler, Bob Forrey, Jeanne Marie Rose, Bert Eardly, and Bill Bowers, Paul Esqueda

We approved Dave Bender as the Associate Dean's nominee to the College P&T Committee

Bill Bowers reviewed the election process for Division P&T Committees (and other votes). Deb Moller has sent us the list of eligible candidates and voters and after vetting by the committee he will set up the election

We determined that the best time for future fall semester meetings would be Wednesdays at 11:00

We reviewed the Committee Charges and assigned point people for each. Of course, no report will go out without the committee's approval and most items will have extensive review by all members.

The point people are:

Develop an informational report on the e-learning cooperative as it relates to increasing enrollment in under enrolled courses (contact: Annette Fetterolf in CE at UP). **Jim Shankweiler**

Review progress in implementing last year's Senate recommendations on summer compensation for full time instructors of courses with enrollments between 6 and 10 students with the Administration and provide an informational report to the Senate. **Mitch Zimmer**

(Joint with Strategic Planning and Budget Committee) Review the University Faculty Senate Informational Report on Faculty salaries, Academic year 2008-2009 in the April 28, 2009 Senate Agenda and additional tables at <http://www.senate.psu.edu/agenda/2008-2009/Apr2809/salarytables.pdf> as it relates to the Berks Campus and send an Informational report to the Berks Senate. **Jen Hillman and Bob Forrey**

Review the current policy on the distribution of annual faculty salary merit increases and send a Legislative Report to the Berks Senate with an appropriate recommendation(s) in accordance with the annual faculty ratings. **Jeanne Marie Rose**

Review the HR 23 Rainbow Sheets and the Faculty Activity Reports as they relate to the reporting of Undergraduate Research and attempt to reconcile the FAR with the Rainbow Sheets. Send an Information Report to the Berks Senate. **Bob Forrey**

Review and revise the Berks Campus SRTE Policy taking into account the practices at UP with a legislative report to the Senate. **Bert Eardly**

Run Elections. **Bill Bowers**

(Appendix D)
Faculty Affairs Committee
Meeting Minutes, October 14, 2009

Attending: Mitch Zimmer, Jim Shankweiler, Bob Forrey, Jeanne Marie Rose, Bert Eardly, and Bill Bowers, Jen Hillman

The Division P&T elections were completed. Bill Bowers reviewed ways for the election process to go smoother in the future. The most important change would be if Deb Moller can send email ids along with the list of eligible candidates for each election. She and Paul have already agreed to work on this as time permits. It would also be useful to have a second person who can be provided system authorization.. It would be useful if this was Deb or someone else from Academic Affairs as this would provide continuity as a committee's makeup changes.

We discussed our status on the following charges, as noted below. (The point people are in bold):

(Joint with Strategic Planning and Budget Committee) Review the University Faculty Senate Informational Report on Faculty salaries, Academic year 2008-2009 in the April 28, 2009 Senate Agenda and additional tables at <http://www.senate.psu.edu/agenda/2008-2009/Apr2809/salarytables.pdf> as it relates to the Berks Campus and send an Informational report to the Berks Senate. **Jen Hillman and Bob Forrey** - After discussions with Steve Snyder of the Strategic Planning and Budget Committee, it was agreed that his committee would take the lead in writing a draft report on the topic with our committee reviewing and commenting as appropriate. Jen was tasked with nagging Steve on a regular basis to be sure we are up to date on any particular issues that may come up.

Review and revise the Berks Campus SRTE Policy taking into account the practices at UP with a legislative report to the Senate. **Bert Eardly** - Bert has reviewed the University and Berks policies and they appear to be consistent. Officially, UP policy only recommends the policy for tenured faculty and full-time faculty with more than five years experience. Discussions with Blannie Bowen, VP of Academic Affairs, could not identify any exceptions in the Penn State system. Reasons to not change would include the handbook's statement that students "expect" these reviews and the general belief that good academic (and business) procedure calls for feedback and appraisal and reducing the number of reviews seems inconsistent with that. Thus the committee sees no reason to propose a legislative report (status quo seems appropriate).

Review the HR 23 Rainbow Sheets and the Faculty Activity Reports as they relate to the reporting of Undergraduate Research and attempt to reconcile the FAR with the Rainbow Sheets. Send an Information Report to the Berks Senate. **Bob Forrey** - Since it is close to impossible to change the Rainbow Sheets it seems to the committee that changing the FAR makes more sense. This will allow both documents to be more consistent and not hurt tenure track faculty who might appear to be "Double counting" activities. Bob is working on the report, but the preliminary recommendation is:

Proposed changes to FAR:

- 1) Remove “Code (13) Supervision of graduate dissertations, honors theses, or membership on graduate committee” from Section IIA.
- 2) Add “Include supervision of undergraduate research, graduate and undergraduate dissertations, honors theses, or membership on graduate committee” after the first sentence in the section on Teaching Effectiveness.

Review the current policy on the distribution of annual faculty salary merit increases and send a Legislative Report to the Berks Senate with an appropriate recommendation(s) in accordance with the annual faculty ratings. **Jeanne Marie Rose** - Jeanne is drafting a report that will focus on being sure that any areas the administration is focusing on be announced by the Associate Dean in January. (Support of the Strategic Plan was announced last January.) We will review it next month.

The committee ran out of time to discuss the following two items, thus the status shown is simply a summary from the two individuals of their progress to date.

Review progress in implementing last year’s Senate recommendations on summer compensation for full time instructors of courses with enrollments between 6 and 10 students with the Administration and provide an informational report to the Senate. **Mitch Zimmer** - Mitch has spoken to Paul about the feasibility of enacting this. All parties agree that eight years is a long time to go without increases, but it is certainly difficult to implement under the current economic/state budget environment. We will continue to monitor.

Develop an informational report on the e-learning cooperative as it relates to increasing enrollment in under enrolled courses (contact: Annette Fetterolf in CE at UP). **Jim Shankweiler** - Jim has made initial contacts with Annette and others. There may be much more to this than the simple description and Annette has promised to keep Jim up to date on what is happening at UP.

(Appendix E)
Physical Facilities and Safety Committee
Meeting Minutes, October 13, 2009

Members attending: Khaled Abdou (Chair), Kim Berry, Ali Alikhani, Brenda Russell, Bob Rehrer, Paul Frye (via telephone), Mark Dawson

1) Welcome

2) Introductions

3) Topics of Committee Charges

- a. Review and provide an Information Report on General Safety concerns.
- b. Provide an informational report on implementing environmental policies and procedures at the campus.

4) Other charges

- a. No other charges at this time.

5) Open Discussion Items

- a. Khaled (based on an email received from Jennifer Arnold) commented on the different types of window dressings and, in several classrooms, interferes with the ability to view the projection screens properly. Khaled will forward Jennifer's e-mail to M&O.
- b. Kim shared with the Committee that Environment Stewardship continues to be one of the key initiatives for the University and the Berks Campus Business Services. Kim discussed some of the programs that Berks Campus is currently involved with and that Berks Campus is a leader in Environment Stewardship. Some of the highlighted programs were:
 - 35% reduction in Campus utilities over the past 5 years
 - 25% reduction in Campus's carbon foot print and greenhouse gases
 - Limiting travel by using teleconferencing
 - Use of alternative fuels
 - 20% bio-fuel for heating
 - Converting elevators and grounds equipment to bio-fuel
 - Hybrid fuels for motor vehicles
 - Composting landscape materials
 - Recycling of plastics, glass and paper
 - Recycling computers and printers
- c. Kim and Bob shared with the Committee some of the programs and initiatives that Berks Campus has conducted and implemented. Some of the highlighted programs were:
 - Development and implementation of the Emergency Procedures Poster
 - Active Shooter Training

- Emergency Response and Recovery Plan
- Incident Command Committee
- Emergency Operations Group
- Review of Emergency Evacuation Plan with Building Monitors
- Currently developing a Critical Incident Plan
- Future plans for a Safety Committee
- Future plans for the development of an Integrated Safety Program
- University's plan on hiring a consultant for help with OSHA regulations

6) Future Business

- a. Kim will arrange a meeting time for the committee with Mark Foley (UP)
- b. Next meeting - TBD

(Appendix F)
Student Life Committee
Meeting Minutes, October 6, 2009

In Attendance: Mary Lou D'Allegro, Lisa Deibler, Jui-Chi (Rocky) Huang, James Karlinsey, Sandee Nevitt, Blaine Steensland

The first meeting of the Student Life Committee involved reviewing charges, discussing the Informational Report on faculty and staff support of student athletics, and clarifying the Committee's role in the Student Facilities Fee Committee.

The charges to be examined this year are:

1. Promote faculty and staff involvement in student life,
2. Promote faculty and staff support of student athletics,
3. Provide information about Academic Recovery Program (joint with Academic Affairs),
4. Review the Student Facilities Fee spending,
5. Identify student life needs that pertain to the strategic plan, and
6. Identify future needs of the athletics department as an NCAA Division III program.

The meeting began with the introduction of Lisa Deibler as a non-voting committee member. Her appointment to the committee was automatic due to her position as Director of Athletics on campus.

James offered to represent the Student Life Committee as a member of the Student Facilities Fee (SFF) committee. At this time, no meeting has been set for the SFF committee. Blaine clarified the role of the SFF committee, sharing that the committee provides a recommendation for the collected monies since it does not have full control over the spending. The Chancellor has final say on spending less than \$5,000, and a three-member committee at UP has the final say on purchases greater than \$5,000.

An Informational Report was created to address faculty and staff support of the athletics programs. The report will be circulated via email for any additions/corrections. Lisa suggested that she would be willing to interact with students and faculty by visiting classrooms or advising sessions to share information on the athletics department. In her previous positions, she has seen significant involvement of faculty with the athletics department. One example provided was "Professors at Practice," offering faculty the option of attending a team practice where there is greater interaction between the faculty member and the team. James pointed out that this also enables faculty members whom are unable to attend games to still support the team. Sandee mentioned that she has had several interactions with students without knowing they participated on a team. Rocky suggested an email list that would include the rosters of the various teams along with upcoming athletic events, but Lisa told us that the rosters are fluid throughout the semester and that it is the responsibility of the students to share this information with their faculty. It was suggested that a survey accessible through ANGEL would provide students an opportunity to let faculty members know what type of activities they are involved in. Blaine reminded us that NSSE data supports that students feel more connected to a campus when

faculty are available to students, and the occasional attendance at a practice or game is still better than no attendance. This prompted his suggestion of a “1 Thing” approach, where each of the faculty and staff should be encouraged to attend at least one athletic event during the semester. Blaine also suggested a “Take-a-Friend” approach, where faculty and staff could encourage each other to attend events. It was mentioned that this could be especially effective if senior faculty and staff members encouraged their younger colleagues. This could help to establish what Mary Lou described as a culture of support for our athletics department.

Blaine offered to speak about enrollment at a future meeting while indicating that total enrollment was down from 2,800 to 2,759 students and the number of incoming students was down from 926 to 741 students. Additional data analysis is required before commenting on retention, but Mary Lou offered to share this information when it becomes available. Blaine also informed us that, to date, there have been four confirmed cases of H1N1 on campus (one in the spring and three in the fall).

This spring, a Penn State student satisfaction survey will be conducted on campus, and the Berks campus will be able to include ten questions specific to our campus. The Committee will look at previous surveys conducted on campus and make any suggestions deemed pertinent to the Strategic Plan.

The Committee will meet again November 2. If an additional meeting is necessary this semester, it will be scheduled for early December.

(Appendix G)
SGA Smoking Policy Proposal

Whereas, the current smoking policy for the university, AD-32, does not adequately adhere to the needs of the Penn State Berks campus,

Whereas, the current policy, AD-32, allows for the enforcement of this policy to smokers and non-smokers and does not acknowledge an authority to govern the policy,

Whereas, this causes a problem because student smokers and faculty smokers are not always considerate of the non-smokers on campus,

Whereas, the current policy, AD-32, states smoking needs to be 25 feet away from doorways at the current moment that is not enforced at all,

Whereas, 385/628 (61%) of the student body surveyed indicated smoking does at least somewhat bother them,

Whereas, 321/628 (51%) of the student body surveyed indicated smoking is at least somewhat of an issue on our campus,

Furthermore, The Student Government Association has deemed that this is an issue that needs to be addressed by Penn State University Berks Campus so as to help students and faculty enjoy their time here more,

Be it resolved, The Penn State Berks Student Government Association recommends that the Berks campus re-evaluate their policy and consider the recommendations the Student Government Association has made.

Smoking Proposals

Plan A- The first proposal consists of maintaining the current policy of AD-32 with adjustments to reflect the stance of Penn State Berks campus. This plan would consist of a stronger enforcement of the current policy and a stated line in front of each door defining where smoking is prohibited and where it is allowed in accordance to Penn State Policy AD-32. We, as the Student Government Association, recommend that enforcement includes Police Services of Penn State Berks campus. For first offense, a warning shall be given and documented. For every offense after, a fine that increases per offense. The fine to be set down by the conjoint approval of the SGA, Faculty Senate, and Police Services.

Plan B- The second proposal is to designate zones where smokers can and cannot smoke on campus. The zones would be easily defined; the commuter and resident parking lots on campus. Enforcement of this policy would include Police Services of Penn State Berks. First offense, a warning documented, and instruction of move to the designated areas. For every offense after, a fine that increases per offense. See Attachment C for clearly defined zones.

Plan C – The final proposal is completely prohibit smoking on campus. Enforcement of this policy would include Police Services of Penn State Berks. First offense, a warning that is documented. For every offense after, a fine that increases per offense.

Respectfully Submitted,

Tyler Washburn
SGA Vice- President

Eric Miggins
SGA Parliamentarian

Brandon Bernard
SGA Rep. Senator