

**Penn State Berks Senate  
Monday, February 1, 2010  
1:00-2:30 PM, Multi Purpose Room  
Agenda**

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the November 30, 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 Kenniston
- 5. Comments and Announcements by Administrators**
  - Chancellor Speece
  - Associate Dean Esqueda
- 6. Unfinished Business**
- 7. Motions from Committees**
- 8. Informational Reports from Committees**
  - A. Academic Affairs Committee (Appendix A)**
  - B. Strategic Planning and Budget Committee (Appendix B)**
  - C. Faculty Affairs Committee**
    - Minutes from December 9<sup>th</sup> meeting (Appendix C)
    - Informational Report on Annual Faculty Salary Merit Increases (Appendix D)
- 9. New Legislative Business**
  - A. Close nominations for University Senator**
- 10. Forensic Business**
- 11. Adjournment**

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

Attendees: Khaled Abdou, Ali Alikhani, Mohamad Ansari, Jennifer Arnold, Martha Aynardi, David Bender, Tricia Clark, Nancy Dewald, Bob Forrey, Rachel Friedman, Paul Frye, Bruce Hale, James Karlinsey, Jim Laurie, Ada Leung, Eric Lindsey, Deena Morganti, Mike Moyer, Marilyn Mussomeli, Rungun Nathan, Sandee Nevitt, Randall Newnham, JoAnne Pumariega, Michele Ramsey, Malika Richards, Carol Roberts, Andrew Romberger, Jeanne Marie Rose, Sue Samson, John Shank, Stephen Snyder, Terry Speicher, James Walter, Janet Winter, Bob Zambinini, Mitch Zimmer (Faculty); Nancy Bagley, Mary Lou D'Allegro, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Walt Fullam, Janelle Larson, Belen Rodriguez-Mourelo, Susan Speece, Blaine Steensland (Administration); Dillon Kenniston, Eric Miggins, Brian Tran, Nick Yeager (Students)

**1. Call to Order**

- 2. Approval of Minutes of the Preceding Meetings- Minutes of October 26, 2009– *The minutes were approved.*** SGA President Yeager noted that under the second bulleted item in his report, the wording should be changed from “student athletics” to “student life”; Chair Romberger so noted and asked that the revision be made for the official record.

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

Chair Romberger pointed out that there were two charges made to the Executive Committee (Appendix A). The first charge is regarding changes to the elections reporting policy. In addition to the election results reporting the winner, the proposal involves also including the first, second and possibly third alternate, and the fraction or percentage of electors participating. The Chair has asked the committee to look at the proposed changes and report back recommendations prior to the next round of elections.

The other charge being made is to the Physical Facilities and Safety Committee concerning the withdrawn policy recommendations from the SGA at the October Senate meeting. Chair Romberger is asking that the Committee work with Kim Berry and Chief Bob Rehrer with regards to the campus smoking policy concerning designated smoking areas on-campus, which complies with the University Smoking Policy.

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

- **Vice Chair Dewald –**
  - The Academic Affairs Committee has voted unanimously to approve the P-3 Proposal for the minor in Women’s Studies at Berks.
- **Secretary Lindsey – No Report**
- **Senator Aynardi – No Report**
- **Senator Bowers – Not Present**
  - Chair Romberger reported that Senator Bower attended the November University Senate Council meeting for Chair Romberger and had no report from the meeting.
- **Senator Nasereddin – No Report**
- **Senator Zambanini – No Report**
- **SGA Senator Kenniston – No Report**
- **SGA President Yeager –**

- SGA Off-Campus Director Brian Tran is planning a student reception to better integrate commuter and resident students.
- The SGA is continuing to travel to University Park for CCSG events to advocate for students regarding university-wide issues.
- Tyler Washburn and Frank Materia are continuing to mold the SGA drug and alcohol taskforce. This group will co-sponsor an event in the spring with the Office of the Chancellor.
- The SGA Alumni Relations Chair Eric Miggins, is working with Alumni Relations to bring an Alumni Mixer to campus sometime in February. He is also working towards bringing better support to the campus regarding an Alumni Mentorship program.

## 5. Comments and Announcements by Administrators

### • Chancellor Speece

- The Chancellor has been in correspondence with Rich DiEugenio who is the liaison with the state legislators concerning the budget. Mr. DiEugenio shared with the Chancellor that he anticipates a decision being made possibly on December 8<sup>th</sup> or 9<sup>th</sup>. It appears that President Spanier and the Board of Trustees has rescinded on increasing the tuition rates for next semester due to the fact that the Senate has called a pass for Penn State. The House has not passed the appropriations; they are still waiting to balance the budget with the gambling issue at the forefront.
- The Board of Trustees meeting will take place on January 29, 2010 at which time we will present our presentation for the new building.

### • 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. Your attendance is encouraged.
- Fall Commencement will take place on Saturday, December 19. There will be a breakfast for faculty prior to commencement.
- The Faculty Retreat has been set for January 6, 2010. This year's subject matter will be pertaining to student recruitment and retention.
- We currently have nine faculty searches underway and all are going well.

## 6. Unfinished Business – None

## 7. Motions from Committees -

### • Faculty Affairs (Appendix B) –

- It was suggested that an amendment be made to this motion. The first was to change the month the Chancellor's Excellence Fund is announced from January to *December*. The second suggestion was to add the words "*for the following year*" after performance goals. There was much discussion surrounding this issue and concerns over the overall verbiage of the recommendation at which time the Chair requested that the motion be tabled and returned to the Committee for further review. A vote was called and the *motion was approved with one vote opposed and one abstained*.

## 8. Informational Reports from Committees

### • Academic Affairs Committee – Nancy Dewald

- Minutes from Nov. 4 meeting (Appendix C)
- Procedure for the Proposal of Majors and Minors (Appendix D)

- **Faculty Affairs Committee (Appendix E) – Mitch Zimmer**
- **Strategic Planning and Budget Committee – Steve Snyder**
  - Minutes from the Oct. 19 meeting (Appendix F)
- **Physical Facilities and Safety Committee (Appendix H) – Khaled Abdou**
- **Student Life Committee – James Karlinsey**
  - Minutes from the Nov. 2 meeting (Appendix I)
  - Report on Faculty and Staff Support of Student Athletics (Appendix J)

**9. New Legislative Business – None**

**10. Forensic Business –**

- **Common Reading Proposal (Appendix K)**
  - As previously discussed at the October Senate meeting, Reading Mayor Tom McMahon recently made a recommendation to Chancellor Speece to consider using the book by Paul Tough, “Whatever It Takes,” as the common reading selection for the 2010-2011 academic year. The Mayor has made this recommendation to all of the institutions of higher education in the Reading area with the goal of creating a community-wide common reading experience. Nancy Bagley gave a presentation at today’s meeting outlining the contents of the book, which also explained the guidelines in place for selecting a book for the common reading program. A lengthy discussion took place expressing the advantages and disadvantages of selecting this book. The question brought to the group was do we want to circumvent our current selection process for our common reading program to choose this book or not. The proposal brought forward by the Senate Executive Committee was that there be an electronic ballot set up to vote on this initiative and have it take place before the end of fall semester.

**11. Adjournment**

# Appendix A

## Academic Affairs Committee

### Meeting Minutes, January 6, 2010

Members in attendance: Nancy Dewald (Chair, Vice-Chair Faculty Senate), David Bender, Rachel Friedman, Shiyoung Lee, Tami Mysliwicz, Daniel Russell, James Walter. Paul Esqueda (Associate Dean, Academic Affairs)

Discussion of agenda items:

1. I will report on a meeting I had with Mary Lou D'Allegro and Paul Esqueda about reviewing the common reading program.

Nancy reported that she spoke with Mary Lou about the CR. Mary Lou would like to know what we are asking her to assess. Are we interested in the CR goals, implementation, or success? This will be discussed again once we have a chance to look at the goals of the CR and the goals of the FYE plan. More discussion will need to take place but for this year will be in the midst of submitting titles for the CR Program 2010-2011.

2. Rachel and Jim will (briefly) report on the status of the compressed time courses informational report (note that the report doesn't have to be finished, just what is the status).

Rachel presented an informal report describing what she and Jim have accomplished to date on the idea of offering compressed courses at Berks. She reported that she visited each division and asked for feedback about the idea of offering compressed courses within each discipline. She noted that she received several positive comments and commitments to offer compressed courses. Course offerings from Rachel, Michele Ramsey and Cheryl Nicholas are on the books for summer 2010. Several other faculty have inquired about teaching compressed courses next summer.

3. Paul will talk with us about the following AAC Charges that he has information about (or as much as we have time for):

Paul discussed both charge 3a and 3b as one topic. He mentioned that there are numerous resources available to define viable programs and he is working on compiling a definition and developing criteria for our programs here at Berks. He would like to keep at least 15 degrees on record for Berks but would like some guidance on defining viable programs. Paul will bring to our next meeting a definition of program viability. He will also send to Nancy for forwarding a copy of his Degree Development Plan (ppt). To summarize, Paul would like to keep 15 degrees, define program viability to fit Berks needs, and begin to think about 2-3 other degrees that may be in the pipeline in the next 3-plus years.

a. Charge: Develop a definition and devise criteria for assessing the viability of programs and provide an informational report.

b. 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. Partnership exists with BSB online. Several of our faculty already teach on-line within

this program. Some campuses are reluctant to share resources and participate in collaborative efforts. Paul suggested our efforts should be through world campus and learning network cooperative.

c. Charge: Review and submit an informational Report on Mass Delivery of Online Course offerings. John Romano's office has published guidelines across campuses that address this issue. Paul will bring copy to next meeting for our continued discussion.

# Appendix B

## Strategic Planning and Budget Committee Meeting Minutes, November 11, 2009

Attended: Bruce Hale, Dennis Mays (Ex Officio), Lolita Paff, Malika Richards, Rosario Torres, Stephen Snyder (Chair), Nick Yeager (Student Rep. and SGA Pres.)

The committee spent the better part of this meeting discussing the current faculty salaries report. Most of the data points have been extracted from the university salary report, and excel files have been created. After some brief fine tuning, this data will be incorporated into the larger report text file.

**NB: Standard Deviation has not been included in the University Salary Report this year.**

The committee anticipates submission of the final draft of the report early next semester and has set a target date of February 1 for Senate discussion. It is likely that a recommendation will be made this academic year.

The committee then discussed some other topics of interest related to faculty salaries. A number of concerns were addressed, including the number of faculty who leave Berks and accept positions at other institutions. Committee members suggested several important questions for consideration:

- a) How many faculty members leave?
- b) Why do faculty members leave?
- c) Is Berks competitive in terms of salary, distribution of effort and compensation for extended service?
- d) How many searches fail? Do top candidates turn Berks down? What kinds of compromises, if any, are made in order to fill positions?
- e) How has the distribution of faculty appointments changed in recent years? Is the ratio between tenure line and fixed term consistent, or has the ratio changed in favor of salary savings? Is this balance considered as Berks tries to fill positions?

The committee agreed to seek answers to these questions by addressing them to the Associate Dean.

On a final note regarding faculty salaries at Berks, preliminary charts were developed using data provided by University Park over the last six years. The data suggests that Berks trends lower in salary than the Commonwealth Campuses/University College. At the Full Professor and Instructor ranks, the gap appears to be widening. At this point, the committee has not determined how this data will be reported in final form.

The committee discussed its charge to present the campus operating budget to the Faculty Senate, a standing charge. The committee further discussed the problem of the Faculty Senate keeping pace with the administration regarding the budget. It was suggested that in order for the Senate to effectively consult on budget matters, the committee must keep pace with the

administration. It must anticipate the future budget picture rather than remain in the reactionary position of responding to budget decisions after they have already been made. To that end, the Campus Financial Officer agreed to forward current budget information to the committee members for discussion at a future meeting. He also stressed the importance of the awareness of future budget scenarios under the fluctuation circumstances of an enrollment driven budget model.

The committee agreed to meet again on December 9, 2009.



# Appendix C

## Faculty Affairs Committee

### Meeting Minutes, December 9, 2010

Attending: Mitch Zimmer, Jim Shankweiler, Jeanne Marie Rose, Bob Forrey, Bill Bowers (by remote), and Jen Hillman

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

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** - The Senate sent this back to committee. The Chancellor proposed the following change

*Criteria for merit raises from the Chancellor's Excellence Fund will be based upon the goals of the current Strategic Plan. The specifics will be identified by year of the strategic plan.*

*Any variation in this plan will be identified by December of any given year.*

The committee decided that the report should be informational in nature only, as many faculty may be unaware of how raises are determined. The proposal provided by the Chancellor, noted above, would be a reasonable description of how we are being evaluated for the Chancellor's Excellence Funds. The informational report is attached.

Election reporting. **Bill Bowers** – This is a new charge. Bill has already pulled together some input on what is being done in other locations and what might be appropriate. He will provide a draft to the committee by our January meeting.

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** - The committee agrees with the following recommendation:

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.

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** – We continue to wrestle with the complexity of this issue. Jim will provide a report from Annette Fetterolf to the committee along with the various caveats and implications he has learned from his research. This will be the basis of our informational report. The hardest thing to come to grips with is that this is a moving target and a month after we issue the report it could no longer be relevant.

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** - Any discussions on this topic are on hold until the State Legislature gets its act together.

(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** - We expect to be able to review a report soon

**Jeanne Marie Rose** is leaving the committee for a sabbatical. The committee thanks her for her efforts and wishes her a fruitful sabbatical. The executive committee has been reminded to name a replacement.

# Appendix D

## Faculty Affairs Committee

### Informational Report on Annual Faculty Salary Merit Increases

December 9, 2009

**Introduction:** The committee has been charged to review the current policy on the distribution of annual faculty salary merit increases and clarify the relationship between merit raises and annual faculty ratings.

**Information:** Faculty members are awarded general salary increases on the basis of the quality of teaching, research, and service. Faculty evaluations are determined by Division Heads based on a 5.0 scale and weighted according to individual faculty members' annual distribution of effort.

Salary increases derive from the following categories:

1. Merit Increases are awarded to all faculty members earning an overall rating of at least 3.0. Also known as "the cost of living increase," this category is a fixed percentage applied to all eligible faculty members.
2. Funds from the President's Excellence Fund are awarded to faculty members earning a 3.1 or higher. This salary increase is awarded in increments, with percentages increasing commensurate with faculty members' overall merit ratings.
3. Funds from the Chancellor's Excellence Fund are awarded as a flat sum rather than a percentage increase. These funds are awarded to faculty members who distinguish themselves through special accomplishments; they are also used to maintain salary equity.

**Discussion and Conclusion:** The first two categories, Merit Increases and funds from the President's Excellence Fund, are based on faculty members' overall annual performances. These raises are rooted in the University's existing system of faculty evaluation.

Funds from the Chancellor's Excellence Fund, however, may be awarded to faculty members based on outstanding work in one of the three evaluation categories and/or special projects, initiatives, or contributions to the college's strategic plan. As such, these funds are awarded on a discretionary basis and needn't derive from faculty members' composite merit ratings.

**Ending List:** Committee Members preparing report:

William Bowers  
Bert Eardly  
Paul Esqueda  
Robert Forrey  
Jennifer Hillman  
Jeanne Marie Rose  
James Shankweiler  
Mitch Zimmer (Chair)