

Penn State Berks Senate
February 14, 2011
1:00-2:30 PM, Lion's Den
Agenda

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the October 25, 2010 meeting**
- 3. Announcements and Reports by the Chair**
 - Officer Elections for 2011-2012
- 4. Reports of Officers and University Senators**
 - Vice Chair Dewald
 - Secretary Lindsey
 - Senator Aynardi
 - Senator Nasereddin
 - Senator Snyder (Appendix E)
 - Senator Zambanini
 - Senator Romberger
 - Student Senator Ryan Vasilik
 - SGA Chair Brandon Bernard
- 5. Comments and Announcements by Administrators**
 - Chancellor Speece
 - Associate Dean Esqueda
- 6. Unfinished Business**
- 7. Motions from Committees**
 - Executive Committee – Assignment of Faculty Office Space (Appendix A)
 - Faculty Affairs Committee - Faculty Workload Policy (Appendix B)
- 8. Informational Reports from Committees**
 - Academic Affairs – 12/2/2010 (Appendix C)
 - Physical Facilities and Safety Meeting – 12/3/2010 (Appendix D)
- 9. New Legislative Business**
- 10. Forensic Business**
- 11. Adjournment**

Penn State Berks Senate
Monday, October 25, 2010
1:00-2:30 PM, Multi-Purpose Room

Attendees: Khaled Abdou, Ali Alikhani, Katie Amaral, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, Kira Baker-Doyle, William Bowers, Nancy Dewald, Jun Dong Lee, Mike Fidanza, Rachel Friedman, Hassan Gourama, Laurie Grobman, Zohra Guisse, Selvi Jagadesan, Samantha Kavky, Abdullah Konak, Sadan Kulturel, Gary Kunkelman, Shiyong Lee, Michelle Mart, Deena Morganti, Mike Moyer, Marilyn Mussomeli, Randall Newnham, Cheryl Nicholas, JoAnne Pumariega, Michele Ramsey, Malika Richards, Andy Romberger, John Shank, Alice Shaparenko, Steve Snyder, William Sutherland, Rosario Torres, Janet Winter, Bob Zambanini, Mitch Zimmer (Faculty); Sandy Kreis, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, Susan Speece, Blaine Steensland (Administration); Brandon Bernard, Jared Martin, Kevin McCarthy, Eric Miggins, Glenda Ngo, Jeffrey Pytlewski, Ryan Vasilik (Students)

1. Call to Order

2. Approval of Minutes of the Preceding Meetings- Minutes of September 20, 2010– *The minutes were approved.*

3. Announcements and Reports by the Chair –

- The new committee members for this academic year are as follows: Cleo House will take Joanna Garner's place for spring semester on the Strategic Planning and Budget Committee, Jayne Brown will be serving on the Student Life Committee representing the HASS Division, and Mahsa Kazempour will be serving on Faculty Affairs Committee.
- The Chair recognized the passing of Dr. Harold W. Perkins, Berks Campus' first CEO, who passed away on October 10, and also expressed his gratitude for all of his accomplishments during his years of service and beyond. Chancellor Speece announced that a memorial service for the campus community will be held spring, 2011; this will be in conjunction with the initiation of a clock tower project, which will be erected in his honor.

4. Reports of Officers and University Senators

- **Vice-Chair Dewald – No Report**
- **Secretary Lindsey – Not Present**
- **Senator Zambanini** – A legislative report (policy 59-00) was presented on the Senate floor for discussion. The policy pertains to the student requirement for completing a minor. The legislative report was to add the following two statements: (1) *requirements for a minor may be completed at any campus location offering the specified courses for the minor*, and (2) *students may not change from a campus that offers their major to a campus that does not offer their major for the purpose of completing a minor*. There was much discussion surrounding the wording of the second sentence, which included an amendment to strike the second sentence altogether. The amendment to the legislative report was not passed and the original motion was passed. There remains to be many unanswered questions as to how this policy will take place; these issues are currently being looked at by the Division Heads and the Associate Dean.
- **Senator Snyder** – The current activities of the Intra-University Relations committee was discussed. All reports will be made available on-line in the near future. Both the fixed-term faculty exit survey pilot report and a proposal to change the Great Valley reporting line will be included in the final report. The fixed-term report is postponed pending further information. The proposal regarding the change at Great Valley proved to be more problematic and was

tabled by the committee for further review as it was felt that the information provided was incomplete. The pending shift of benefits responsibility to the area locations was also discussed.

- **Senator Nasereddin – Not Present**
- **Senator Aynardi –**
 - President Spanier reported that enrollments state-wide are at 96,000 students; which is an all-time high for the University.
 - The Employee Assistance Fund is available for all faculty and staff to utilize if you are experiencing economic hardship. Funds have been made available through donations and may be utilized for a one-time catastrophic event.
 - The informational report from Faculty Affairs on textbooks with best practices is available and very informative.
 - There was a proposed Senate policy on entrance requirements that was withdrawn due to the foreign language deficiency. It is anticipated that legislation will be forthcoming with revised wording sometime in December.
- **Senator Romberger –**
 - There will be a revision to the policy pertaining to academic freedom. This should be available for review on-line prior to the next Senate meeting.
 - The Provost's presentation on budget issues for the upcoming year is now available on the University Senate Web site.
 - The University Senators visited Berks last week. Faculty representation for the visit was poor; only 2 faculty members attended the meeting.
- **Student Senator –** The proposal concerning the foreign language deficiency was highlighted.
- **SGA President Bernard –**
 - Efforts to standardize the FYS curriculum continue; a survey will be forthcoming.
 - The discussions concerning the Smoking Policy 80-32 continue to be ongoing with the Altoona Campus. They currently utilize and maintain smoking huts at their campus; this is now under consideration at Berks. The issue will be discussed with the Student Facility Fees committee in the near future.
 - Discussions are underway with the Campus Activities Board to look at ways to enhance the out of classroom experience for students.
 - Attempts are being made to raise student awareness concerning the political realm on campus.
 - The Council of Commonwealth Student Governments recently met and the issue concerning Academic Policy 54-50 (student's GPA) was discussed. It was recommended to adopt an amendment to this policy, which would raise the warning level from 2.0 to 2.49 for a student receiving a warning and having their registration placed on hold for the following semester. This legislation was tabled by the CCSG pending further review but will be presented to the University Senate in the coming weeks.

5. **Comments and Announcements by Administrators**

- **Chancellor Speece –**
 - It was reported at the last meeting with University Chancellors and College Deans that each area unit will be responsible for benefits responsibility to all employees at each of their respective locations. Each unit will be given back some of tuition money to accomplish this. Currently, we operate on 52% of tuition dollars and the remaining 38% is to cover benefits and other expenses. It is anticipated that this will be effective within the 2012 academic year. Any benefits monies that are unspent return to

University Park, or if we spend more than our benefits base, we pay for that. It was strongly proposed that the campuses be able to keep a portion of any unspent monies to accommodate growth; however, this portion may only be used for benefits.

- **Associate Dean Esqueda –**
 - The Research Interest Group conference will be held on Friday; the topic is on *Nature Inspired Design*. This is of interest because this is a field of industrial design that encompasses engineering, arts and science. Faculties within those disciplines were encouraged to attend.
6. **Unfinished Business – None**
 7. **Motions from Committees –**
 - **Adornments at Commencement, Academic Affairs and Executive Committee (Appendix A)** - A vote was called and the *motion was approved*.
 - **Suggested Priority List for Assignment of Faculty Offices, Executive Committee (Appendix B)** – Initially there was a suggestion to have an amendment to change the wording of the policy, which resulted in much discussion and debate. A vote was called to send the motion back to the Executive committee for further review and the *motion was approved*. All those who spoke will have their concerns considered when revising the policy recommendation.
 8. **Informational Reports from Committees**
 - **Academic Affairs (Appendix C) – Nancy Dewald**
 - **Strategic Planning and Budget (Appendix D) – Bruce Hale**
 9. **New Legislative Business – None**
 10. **Forensic Business – None**
 11. **Adjournment**

Appendix A

Motion from Executive Committee Assignment of Full Time Faculty Office Space at the Berks Campus

Advisory and Consultative Implementation: Upon occupancy of the BEIST

Introduction

In the Spring Semester of 2009 Chancellor Speece and Dean Esqueda asked the Berks Campus Senate for advice on a policy to assign individual offices to faculty. In the spirit of the discussions over the past time period and in the spirit of the oral report provided under then Chair Mohamad Ansari, the Executive Committee presents the following recommended written guidelines for the assigning of faculty office space to the Berks Senate for approval.

Rationale

As Berks becomes a mature college it is desirable to group faculty by division or when that cannot be done, to group faculty by discipline. The Division Heads communicated this desirable practice to Chair Ansari as he prepared his oral report in 2009. This principle is also represented in the Program Statement for the new building which was drafted as early as 2005, finalized in 2007, and during that time period placed on the campus P-drive to elicit comment by the campus community. The principle of division grouping is found throughout the document and is represented by the following quote: "With the construction of the new Classroom Lab building, which will house Business, IST, Engineering and HRIM departments, we will be able to offer new classroom/learning spaces, new offices and new professional meeting spaces all of which are critically needed for the campus."¹ The principle of division/discipline grouping thus guides the rest of this document.

Recommended Policy:

1. It is most desirable that the Librarians will have offices in the Thun Library, Kinesiology will have their offices in the Beaver Community Center, the rest of the Science Division faculty should be located in Luerssen, the EBC Division faculty should be located in the BEIST, and the HASS Division faculty should be located in Franco although it is necessary that some faculty disciplines from HASS and/or Science will have to be located in unassigned offices in the BEIST.
2. The Associate Dean for Academic Affairs will make the final determination in assigning faculty office space.
3. Division grouping in the same building is preferred (see 1).
4. If division faculty cannot be located in a single building, then discipline grouping is preferred.
5. Assignment of all faculty offices (single or shared) should be distributed equitably among all divisions. To accomplish this, it is noted that there are several part time offices in the BEIST that can be used for the most junior EBC faculty. This would free up to four (4) single offices. In addition there is one small conference room that can be made into space for part time faculty.
6. Within divisions/disciplines *faculty rank and seniority* will govern who gets single offices as stated below.

ONE OF THE FOLLOWING 2 PROPOSALS WILL BE CHOSEN

Proposal A

After taking into account 1 through 6 above, faculty will be assigned single offices according to rank as follows:

1. Professor
2. Faculty with administrative duties requiring privacy.
3. Associate Professor
4. Tenure line Assistant Professors
5. Senior Lecturer/Instructors and Assistant Professors on FT 1 or FT M contracts
6. Lecturers/Instructors on FT 1 or FT M contracts

Within the order specified above assignments will be according to seniority within the rank.

Proposal B

After taking into account 1 through 6 above, faculty will be assigned single offices according to rank as follows:

1. Professor
2. Faculty with administrative duties requiring privacy.
3. Associate Professor
4. Assistant Professors and Senior Lecturer/Instructors on FT 1 or FT M contracts.
5. Tenure line Assistant Professors
6. Lecturers/Instructors on FT 1 or FT M contracts

Within the order specified above assignments will be according to seniority within the rank.

Exceptions

Physical limitations or health issues may dictate an exception to the above policy and will be made at the discretion of the Associate Dean for Academic Affairs.

If a faculty member is offered a single office and chooses not to accept it, then in the future the faculty member may submit a written petition along with justification to the Associate Dean for Academic Affairs if that faculty member's situation has changed. It is recommended that this request for a change not be made more frequently than once every three years.

Exceptions to the above policy will be made by the Associate Dean for Academic Affairs.

¹Program Statement Construction of a New Classroom Lab Building DGS 800-275, Penn State Berks College, April 2005, page 4

Appendix:

Considerations and Assumptions in this Report

No attempt has been made to break down the following data according to division/discipline other than what is stated or to provide specific division/discipline grouping.

No retirements, resignations or pending promotions have been considered. Possible additions of faculty due to currently open positions are considered.

6 Kinesiology Faculty are assigned offices in Beaver. One EBC faculty member with administrative duties is in Thun. 2 HASS (OTA) are assigned offices in Luerssen. It is assumed none of these faculty will move.

Part-time faculty office space must be provided, but is not part of this report.

Current Office Space for Faculty and Number of Full Time Faculty

The current number of faculty occupied offices on campus (excluding part time offices):

Beaver: 3
Luerssen: 27+2 DH offices
Franco: 25
BEIST: 51 planned

Current number of full time faculty (including DH's and open tenure line positions, but excluding the 4 librarians who are also faculty): 120

HASS Faculty: 49 + 1 open tenure line position
Professor: 5
Assoc Prof: 16 (incl. 1 joint with admin duties)
Asst. Prof: 10 +1
Sr. Lect.: 5
Inst/Lect: 13

EBC Faculty: 32+1 open tenure line position
Professor: 0
Assoc Prof: 8
Asst. Prof: 11 + 1 (4 FT M or continuing non tenured)
Sr. Lect.: 5 (incl. 1 joint with admin duties)
Inst/Lect: 8 (incl. 1 joint with staff appt)

Science Faculty: 37
Professor: 5
Assoc Prof: 13
Asst. Prof: 6
Sr. Lect.: 5 (incl. 1 joint with admin duties)
Inst/Lect: 8

ANALYSIS:

There is more full time faculty (120) than offices (108), so some faculty members will have to share an office. Unless Luerssen and Franco renovations in the future create sufficient office space the necessity to share some offices will continue.

Of the total above 6 Kinesiology Faculty of varying ranks will share 3 offices in Beaver Community Center and will not move, 3 faculty are Division heads and will have private offices with a staff assistants

nearby, and one Senior Lecturer with administrative duties has an office in the library and will not move. This means we can remove 6 offices (incl. all of Beaver) and 10 faculty including all DH's from consideration so the breakdown is now

Franco: 24 offices
Luerssen: 27 offices + 1 vacant DH office
BEIST: 50 offices

available for the following faculty numbers not including DH's

HASS: 49
EBC: 31
Science: 30

so we now have 102 offices for 110 faculty. We are currently short 8 offices impacting 16 faculty assuming shared offices with 2 faculty to an office.

CONCLUSIONS:

16 of 110 or 15% of the faculty will need to share an office (not counting Kinesiology; see above).

Science faculty currently in Luerssen will only be impacted by EBC or HASS faculty vacating offices in Luerssen during reassignment. Thus Luerssen science faculty will be reassigned within Luerssen.

Further breaking down the data, currently there are 10 professors, 48 associate professors, 27 (+2 open tenure line) assistant professors, 15 Senior Lecturers, and 29 lecturers/instructors.

In principle the 16 faculty needing to share an office would likely be in the lecturer/instructor rank unless discipline grouping dictates otherwise.

Each faculty member that specifically requests a shared office or other arrangement lessens the shortfall of individual offices.

Example:

If 2 faculty in Franco ask to continue sharing an office, then there will be 101 offices to be assigned to 108 faculty for a shortfall impacting 14 other faculty.

Appendix B

Motion from Faculty Affairs Committee

Faculty Workload Policy

Introduction: Section 7.1 of the "*Priorities for Excellence: The Penn State Strategic Plan 2009-10 through 2013-2014*" (<http://strategicplan.psu.edu/productivity>) mandates that academic colleges and campuses develop "transparent workload policies". To fulfill this requirement, the Faculty Affairs Committee was charged to draft a policy for the Berks College.

Discussion and Rationale: While this requirement has been mandated by University Park, having a policy to guide both administrators and faculty helps all parties in knowing what to expect when assigning courses. Penn State Berks' existing policy was examined along with those of selected other, non-University Park campuses and colleges. The committee decided that the existing policy is fair in its intent, however the wording could be tweaked a bit to insure that the correct meaning and spirit is conveyed. Accordingly, the language of the policy has been changed from "not to exceed" to "the standard is" or a similar construction. This avoids using convoluted language to indicate that these policies are the norms and deviated from only under special circumstances.

Recommendations: Change the current policy to read as follows. The added text is in bold italics, the deleted text is struck through.

Faculty Workload Policy and Guidelines

The members of the faculty of Penn State Berks enjoy professional prerogatives, among them their participation in determining, in consultation with the academic administrator, their teaching assignments and an appropriate balance of teaching, research, outreach, and service. This policy should be implemented according to the following guidelines (individual divisions should amend these guidelines as needed):

1. ***The standard*** teaching loads for tenured and tenure-track faculty who are active in research/extension should ***normally be*** ~~not exceed~~ eighteen contact hours per year. Those who take on other assignments may negotiate their workload with their division head and the associate dean.

Research active faculty should publish manuscripts, have acceptances for publication, or present scholarly papers at academic conferences within a two-year period. A book or other long-term project may take longer. The faculty member should keep his or her division head and the chief academic officer informed of work in progress. Standards for judging research productivity vary among disciplines. Therefore, definitions of research activity should be clarified by each division in accordance with the standards of each discipline. Further, status of research activity should be affirmed by individual faculty members and confirmed by their division head.

2. Faculty on continuing or fixed term appointments are not asked to do research as part of their appointment; their teaching load should ***normally be*** ~~not exceed~~ twenty-four contact hours

a year. Those who take on other assignments may negotiate their teaching load with their division head and the chief academic officer.

Non-tenure line faculty who demonstrate that they are research active should be encouraged in their work and may negotiate a reduced teaching load with their division head and the chief academic officer.

3. Similarly, the teaching load of tenured faculty who are not active in research/extension should **normally be** ~~not exceed~~ twenty-four contact hours a year.

Tenured faculty returning to research after a period of inactivity may negotiate their teaching loads with the chief academic officer, and should be given ample time to demonstrate productivity.

4. A faculty member may teach a maximum of two courses per academic year as overload. The extra compensation for these courses (or parts of courses) is set by the college. ***No faculty teaching load should exceed the expected load plus two additional courses per academic year, unless at the request of the faculty member and with the approval of the division head.***

5. Activities and assignments which require significant additional time and effort should be part of the workload negotiation for both research active and non-research active faculty.

Examples of activities and assignments (these do not include or restrict all possibilities): advising, mentoring, program and course development, program management, recruiting, laboratory maintenance, administrative functions, service and other activities that add to the welfare of the campus.

6. Evaluations of faculty, for salary or other purposes, should be based on the individual assignment that the faculty member has negotiated with the division head.

Effective Date: Upon approval by the Chancellor.

Committee Members:

William H. Bowers (Chair)

Bertrand Eardly

Paul Esqueda (Ex-Officio)

Robert Forrey

Sudip Ghosh

Jennifer Hillman

Mahsa Kazempour

Andrew Romberger

Appendix C

Academic Affairs Committee

Meeting Minutes, Tuesday, December 2, 2010

The Academic Affairs Committee met on Dec. 2, 2010, to discuss the Common Reading Program.

Present at the meeting were Khaled Abdou, Jennifer Arnold, David Bender, Nancy Dewald (Chair), Rachel Friedman, Tom Gavigan, and Michele Ramsey. Guest: Mary Lou D'Allegro.

Dr. D'Allegro was present at the beginning of the meeting to give the committee the results of a student survey on the common reading program, administered in Fall 2010. Only 31 out of approximately 4000 students responded to the survey (less than .8%), despite an incentive of a chance to win a \$25 Wawa gift card. The few who responded are most likely those who felt strongly one way or the other, and results are mixed. Due to the small sample size, the results are probably not representative and we cannot rely on them.

After much discussion, the committee decided more research needed to be done, and discussion will continue at a future meeting.

Members of the Senate who have knowledge of empirical data on academic use of common readings are encouraged to share them with any member of the committee.

Appendix D

Physical Facilities and Safety Committee Meeting Meeting Minutes, December 3, 2010

Members attending: Ali Alikhani (Chair), Katie Amaral, Jim Laurie, Kim Berry, Mark Dawson, Brenda Russell (via conference call)

1) Welcome

2) 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.

3) Discussion Items

- a. Kim present the following topics (the Committee discussed each topic as it was presented):
 - History of the Campus's Safety/Security
 - Evolution of the Campus Safety Committee, co-chaired by Robert Rehrer and Mark Dawson
 - Intergraded Safety Plan
 - Past, present and future OSHA and EPA requirements and their impact on the Campus
 - Emergency Preparedness
 - Business Continuity
 - Annual Inspections (including the following but not limited too)
 - I. Self audit
 - II. Local Fire Department
 - III. L&I – construction, pressure vessels, elevators, etc.
 - IV. FM Global – workers comp and safety, building safety
 - V. Environmental Health and Safety (EHS)
 - i. SPCC and PCC
 - ii. Fume Hood
 - iii. Tanks
 - iv. Labs
 - v. Hazards Material Handling and Disposal
 - vi. Sprinkler System Monitoring and Flow
 - vii. Fire Alarms
 - Annual Training
 - I. Right-to-Know
 - II. Bio Hazards Material
 - III. Blood Bourne Pathogens
 - IV. First Aid and CPR
 - V. MOPEC
 - VI. Fire Drills (Res Halls)
 - VII. Fire Extinguisher (live fire)
 - VIII. RADS
 - IX. Hearing Awareness and Conservation
 - X. Pesticide/Herbicide Application
 - XI. Haz Mat Handling
 - XII. Asbestos Awareness
- b. Overview of the Integrated Safety Plan (ISP) was discussed in more detail

- c. Ali asked if some of the previously discussed topics could be put on the Campus's Intranet. Kim reviewed with the Committee some of the items already posted on the Intranet and plans for adding future topics. Kim also mentioned that there are links for additional information on the Campus's Intranet, such as a link to the EHS website.
- d. Jim discussed Accident Prevention Techniques (APT) which he used at his previous employment. A technique that uses staff members help in identifying potential safety issues. Discussion followed.
- e. Kate asked about Process and Procedures after an accident and how to report the accident. Call 911... Discussion followed.
- f. Committee members all agreed that the Campus is doing a good job with safety, now that they (the Committee) have been informed and updated with the all the material, topics and discussions at today's meeting.
- g. Jim asked for some background on who we (the PF&S Committee) are? Ali explained that we are a sub-committee to the senate and report committee finds back to the senate.
- h. Ali reported that no student rep has been identified yet.

4) Future Business

- a. Next meeting – TBD

Appendix E

Report of University Senator: Stephen Snyder Submitted February 7, 2011

The December 2010 IRC meeting focused mostly on committee housekeeping.

The committee discussed at length the revised report on fixed-term faculty. The fixed-term subcommittee was officially constituted at seven members: 4 fixed-term and 3 tenured. The committee also focused on issues related to fixed-term faculty, such as promotion, distribution of effort, the nature of contracts, etc.

The committee also discussed faculty concerns regarding the new electronic SRTEs and what appeared to be an inconsistency in the system regarding the collection of data. Some campuses offered electronic SRTEs; other campuses still used paper, and in some cases electronic forms were used but written comments were collected for non-tenured faculty.

At the January meeting, the Vice President for the Commonwealth Campuses addressed the committee. Dr. Haynes concentrated on various topics, including enrollment data, curriculum, various partnerships, faculty communities and student transfer within the commonwealth system (not to UP).

The Associate Dean for Academic Affairs at Behrend, Dave Christiansen, addressed the committee on campus operating budget models. This information seems very consistent with what we have heard at Berks, including the difference between temporary and permanent funds and their acceptable uses for faculty positions. However, he noted the need for campuses to bring in more temporary dollars through increased enrollments as budget challenges continue to increase.

The fixed-term subcommittee is on-track with its charge to revise an informational report. Currently, the real challenge is collecting revised and more accurate data. We were also informed by the chair of the subcommittee that recommendations and directions for further inquiry were encouraged.

Report of University Senator: Stephen Snyder
Submitted October 20, 2010

The purpose of this brief report is to note the most recent Intra-University Relations committee activities. The committee met on Tuesday, October 19, 2010.

The committee sponsored an informational report on Faculty Communities delivered at the University Senate meeting on October 19, 2010. Essentially, the report served as a walk-through of the new Faculty Communities web page.

The committee discussed two reports: A “Fixed-Term Faculty Exit Survey Pilot Report” (attached for your information) and a “Proposal to Change the Great Valley Reporting Line” (also attached for you information). The Fixed-Term Exit Survey report discussion is postponed pending further information. The committee plans to include Mike Dooris (from Planning, Research and Assessment) in a future discussion of this report.

The Proposal to change the reporting line of Great Valley from the Graduate School to the University College was more problematic. This proposal was prepared by Provost Erikson and submitted to various Deans and Senate committees in the consultation process. After vigorous discussion, the committee voted overwhelmingly to table the proposal pending a request for more information. The report does not disclose the financial impact of this change to the UC, nor does it address the impact of such a change on students and faculty.

A number of other items were discussed at the meeting. The most significant of these was the pending shift of benefit responsibility from the central administration to independent units, such as Berks. This item was not on the agenda, nor has the committee been charged to report on this matter. While IRC may not engage in any future discussions of this matter, it is important to note in this report that the matter exists. It may be beneficial for the Berks Senate to discuss it as an agenda item at a future meeting.