

Penn State Berks Senate
March 21, 2011
1:00-2:30 PM, MPR
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**
 - Committee Roster Updates – Ruth Daly replaces Danny Russell on AAC
- 4. Reports of Officers and University Senators**
 - Vice Chair Dewald
 - Secretary Lindsey
 - Senator Aynardi
 - Senator Nasereddin
 - Senator Snyder
 - 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**
 - Faculty Affairs- Faculty Workload Policy
- 7. Motions from Committees**
 - Academic Affairs - Motion to Modify the Delayed Class Schedule (**Appendix A**)
- 8. Informational Reports from Committees**
 - Academic Affairs
 - Feb 16, 2011 Minutes (**Appendix B**)
 - Strategic Planning and Budget
 - Feb 21, 2011 Minutes (**Appendix C**)
 - Report on Summer Compensation (**Appendix D**)
- 9. New Legislative Business**
 - Nomination of Senate Officers
- 10. Forensic Business**
- 11. Adjournment**

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

Attendees: Ali Alikhani, Katie Amaral, Mohamad Ansari, Dave Aurentz, Martha Aynardi, Mike Bartolacci, David Bender, Amy White Berger, William Bowers, Tricia Clark, Nancy Dewald, Mike Fianza, Bob Forrey, Sudip Ghosh, Hassan Gourama, Laurie Grobman, Jui-Chi Huang, Ben Infantolino, Selvi Jagadesan, Ron Jastrzebski, Mahsa Kazempour, Abdullah Konak, Sadan Kulturel, Jim Laurie, Eric Lindsey, Ada Lueng, Michelle Mart, Lingqi Meng, Deena Morganti, Marilyn Mussomeli, Rungun Nathan, Randall Newnham, Lolita Paff, JoAnne Pumariega, Malika Richards, Andy Romberger, Brenda Russell, Sue Samson, Jessica Schocker, Alice Shaparenko, Steve Snyder, Terry Speicher, Rosario Torres, Christian Weisser, Janet Winter, Bob Zambanini, Mitch Zimmer (Faculty); Mary Lou D'Allegro, 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, Eric Miggins (Students)

1. Call to Order

2. Approval of Minutes of the Preceding Meetings- Minutes of October 25, 2010– *The minutes were approved.*

3. Announcements and Reports by the Chair – The Chair congratulated Dr. Mohamad Ansari on his election to serve a 4-year term with the University Faculty Senate; he has also been selected by the University Senators to represent Berks on the Senate Council.

4. Reports of Officers and University Senators

- **Vice-Chair Dewald – No Report**
- **Secretary and Senator Lindsey – No Report**
- **Senator Aynardi** – Information pertaining to the Salary Report will be provided with the next docket; any concerns you may have should be discussed with your Division Head and Dr. Esqueda.
- **Senator Nasereddin – Not Present**
- **Senator Snyder – (Appendix E)**
 - Information pertaining to the October report had been addressed and may be found in the senate packet; comments may be found in the minutes from the last meeting.
 - Information pertaining to the revised report on fixed-term faculty and the comments submitted February 7 were reviewed. Currently, there is no written reports available pertaining to this information. As informed by the Chair of the Sub-Committee, recommendations and direction for further inquiry are encouraged by the University Senate Chair.
- **Senator Zambanini** – The Curricular Affairs Committee will be reporting on several items currently under review at the next Senate meeting. A sub-committee has been formed to review exceptions to 5-year drops, with the focus on automatically eliminating courses that haven't been offered for a number of years. Numerous applications for exceptions to this policy were granted by the sub-committee.
- **Senator Romberger** –
 - Several important topics for discussion will be the focus of the next Senate Council meeting; they include: the tenure flow report from the Faculty Affairs Committee, faculty salaries, and voting on a new scheme for representation at the senate. The new scheme for representation will cause us to lose a senate seat. It is the goal of the Senate Council to scale-down the number of senators university-wide to 200.
 - One topic of interest to be discussed at the next University Senate meeting is concerning the policy of when the University Senate should be informed as to when a program or

department is being discontinued. Currently, they are being informed and asked to approve changes, after the fact instead of having input through committees, which should be done.

- **Student Senator Ryan Vasilik – Not Present**
- **SGA Chair Brandon Bernard -**
 - The SGA is currently working with Mary Lou D’Allegro to form an advising survey with the hope of improving the faculty advising program here on campus. It is anticipated that the survey should be ready the end of March.
 - There is an effort underway to form an ad hoc committee to look into child care services here on campus.
 - Students met with the four Chancellor Candidates that were interviewed on campus and were very pleased with each candidate’s response to the questions that were asked.
 - The Facility Fees Committee was established thanks to the efforts provided by Dr. Mike Fidanza.
 - The Diversity Affairs Committee will be meeting on March 21 to present an Anti-Race Campaign. A concern was brought forth concerning the name of the campaign; however, the explanation provided is that it is the hope of the committee to bring about awareness to students that although we are a diverse campus, our differences are not very different within our cross-cultural society.
 - Capital Day will be held on April 5 in Harrisburg to rally issues concerning state appropriations.
 - There is much student interest toward establishing an Environmental Awareness Committee to promote recycling initiatives on campus.
 - There will be 4 students attending the Thon Dance Marathon being held at University Park this weekend representing Berks.

5. **Comments and Announcements by Administrators**

- **Chancellor Speece –**
 - Chancellor Speece thanked Bob Forrey, Chair of the Chancellor Search Committee and the entire committee for all of their hard work during a very long and difficult search process.
 - Referencing the Chair’s previous remarks concerning the displeasure of the Senate not being informed of changes within a program or department; information was provided from University Park at the December meeting that the reporting line had changed, referencing Great Valley. According to Hank Foley, the mission is re-tooled to include not just graduate studies but undergraduate education. This issue will be addressed with University Park at our next meeting scheduled at the end of February.
 - Construction for the new building is progressing as planned with the occupancy on schedule for fall 2011.
 - A project funded by the Campus Beatification Project and scheduled to be under construction late spring, will be a clock carillon tower outside of the Perkins Student Center. This was a dream of the late Dr. Harold Perkins. There will be a dedication in his honor at his memorial event scheduled for May 6. Information regarding fundraising for this project will be forthcoming. A question was posed pertaining to the handicap parking spaces currently outside of the Perkins Student Center. Chancellor Speece confirmed that these spaces will be eliminated and the number of handicapped spaces currently outside of the Beaver Community Center will be increased to accommodate the change.
- **Associate Dean Esqueda –**
 - There will be an HECBC Lecture Series on bionanophotonics; using light to explore biological cells at the nano level on March 30. Dr. Maria Garcia-Parajo from Spain will be the guest speaker.
 - A panel discussion will be held on April 6, hosted by Dr. Daniel Litvin and Dr. Laurie Grobman. The topic of discussion will be on the promotion path to full professor.

6. **Unfinished Business – None**

7. Motions from Committees –

• Assignment of Faculty Office Space – Executive Committee (Appendix A) –

- A motion to approve the amendment was brought forward by the Chair.
- Discussion followed concerning conference room space and space issues for part-time faculty under the *Recommended* Policy section, item #5.
- The discussion brought forward favored not eliminating the small conference room space for faculty offices; taking into consideration that the current student study space in the library is already limited and unavailable to students on a regular basis.
- The Chair reminded everyone that the language in the current motion is recommendations to the Administration, not set policy.
- There was a motion for an amendment to change the wording of item #5 under *Recommended Policy* to read as follows: “Assignment of all faculty offices (single or shared) should be distributed equitably among all divisions. To accomplish this, it is noted that there are four (4) 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.” The motion was seconded.
- A vote was called and the ***motion failed*** with twenty-two votes in favor, thirty-three votes in opposition.
- The Chair explained the main motion set forth; adopting either *Proposal A* or *Proposal B* as part of the amendment.
- A vote was called and the ***motion was approved*** in favor of selecting *Proposal A* with thirty-one votes in favor, twenty-four votes in opposition.
- A vote was called to approve the amendment *Assignment of Faculty Office Space* with the inclusion of *Proposal A* and the ***motion was approved*** with twenty-nine votes in favor, twenty-two votes in opposition.

• Faculty Workload Policy - Faculty Affairs Committee - (Appendix B) –

- The Chair presented one small change which was made to the last sentence of item #4, and should read as follows: “No faculty teaching load should exceed the expected load plus six credits per academic year, unless at the request of the faculty member and with the approval of the division head.”
- The Chair reported that since the motion was presented by the Faculty Affairs Committee, and they are members of the Senate, the motion has been moved and seconded.
- The Chair opened the motion for discussion.
- Discussion ensued regarding the language “***normally be not-exceed***” in items #1-3 of the amendment under *Recommendations* of the *Faculty Workload Policy and Guidelines*; specifically pointing to the number of contact hours per year for tenured, tenure-track and fixed-term faculty.
- A motion was called to include the phrase “***not exceed***” back into the amendment. The motion was seconded.
- The Chair opened the motion for discussion.
- After much discussion, the Chair reported that an Advisory and Consultative Report was passed in the University Senate stating that each unit (college or campus) must develop its own workload policy.
- A motion was called to calling question to the amendment and was moved and seconded.
- A vote was called and the ***motion was approved*** with thirty-three votes in favor, sixteen votes in opposition.
- The Chair referred back to the original motion.
- A motion was called to revise the amendment to read as follows: “No faculty teaching load should exceed the expected load per academic year, unless at the request of the faculty member and with the approval of the division head.” The motion was seconded.

- After further additional discussion, a motion was made to table the consideration of the amendment and the main motion until the next Senate meeting. The motion was seconded.
- A vote was called and the *motion to table was passed unanimously*.

8. Adjournment

Appendix A

Motion from Academic Affairs Committee Modification of Delayed Class Schedule

The Academic Affairs Committee proposes that the delayed class schedule for Tuesday-Thursday (TR) be modified to allow 4:30 classes to meet for their full time, rather than the reduced time of the earlier classes on those days.

Background and Rationale:

The delayed schedule for TR has 60 minute classes the entire day including the 4:30 class period. But by 4:30 PM, we have made up for the 90 minute delayed opening of the campus. Although the 60 minute class at 4:30 makes for consistency for all of the day classes when there is a delay, it is possible for the 4:30 class to have its full 75 minute schedule because the evening classes do not begin until at least 6:00 PM. In addition, there are a couple of foreign language courses that meet for 4:30 - 6:10 and these could also meet for the full amount of regular class time followed by evening classes that begin in those rooms afterward.

Appendix B

Academic Affairs Committee

Meeting Minutes, February 16, 2011

Present: Khaled Abdou, Jennifer Arnold, Ruth Daly, David Bender, Nancy Dewald (Chair), Paul Esqueda, Rachel Friedman, Tom Gavigan, Michele Ramsey, and Robert Zambanini.

The committee welcomed Ruth Daly, who is replacing Danny Russell on the AAC.

The committee continued discussion of the Common Reading Program issues, having discussed this at previous meetings and on email. The committee decided to survey the faculty and suggested questions for the survey. Nancy will consult Mary Lou D'Allegro, then will send the draft survey to the committee for approval before sending to the Berks faculty.

At the October 11, 2010, Berks Senate meeting, the Senate approved a policy on adornments worn by students at commencement. As part of that policy, the AAC is to approve proposed adornments. Accordingly, the committee has been asked to approve or disapprove the stoles selected by the CAS faculty for their student Honor Society, Lambda Pi Eta. Previously, Michele Ramsey had emailed pictures and a description of the stoles. The committee agreed to hold the vote via emails to the chair following the meeting. Result of email vote: The majority of the committee voted to approve the stoles.

Appendix C

Budget and Strategic Planning Committee

Meeting Minutes, February 21, 2011

Minutes of February 21, 2011 meeting of Budget and Strategic Planning Committee (11-12 am)
Present: Bruce Hale, Malika Richards, Jui-Chi Huang, Jennifer Dareneau

Absent: Cleo House, Lorena Tribe, Dennis Mays, Mary Lou Allegro

The meeting was called to discuss progress on the five charges given to the Committee by the Executive Board of the Faculty Senate. Rocky Huang presented a preliminary draft explaining the current compensation rules for summer teaching for full-time instructors. Rocky will edit and finalize the informational report to be submitted to Committee members before it is sent to the Executive Board. Bruce Hale presented the findings of the 2009-2010 University Faculty Senate Informational Report on Faculty Salaries for discussion and write up. Berks' rankings in salary medians by rank were compared with other commonwealth campuses and longitudinal trends observed vs. University College by rank. Malika and Bruce will write up and develop new bar charts to present to the Executive Board as an informational report before the semester ends. Jennifer Dareneau has taken on the charge of comparing adjunct salaries with other campuses in the area, based on the data that Jo Garner has obtained. Jennifer will analyze this data and evaluate trends for a possible informational report.

Respectfully submitted,

Bruce D. Hale, Chair

Appendix D

Budget and Strategic Planning Committee Report on Summer Compensation

(Jui-Chi Huang, Principal Author), February 21, 2011

Charge #5:

Review progress in implementing the senate recommendations on summer compensation for full time instructors of courses with enrollments between 6 and 9 students with the Administration and provide an informational report to the Senate.

Summer compensation policy for full time faculty
Penn State Berks
02/08/2007

For courses with an enrollment of at least 10 students, full time faculty will be paid 1/36 of salary per credit for the 1st course (in other words, 1/12 for a 3 credit course or 1/9 for a 4 credit course). For additional courses, faculty will be paid the adjunct rate of \$800 per credit. Courses that include labs are compensated at the number of credits for the course plus one-half the additional time allotted for the lab. The faculty member decides which course is considered the first one for compensation purposes.

For courses with an enrollment between 6-9 students, the adjunct rate will be paid. If there are less than 6 students, faculty will be paid \$80 per credit per student, but the faculty member is allowed to cancel the course rather than take that rate.

Compensation for summer internships:

- o 1 - 5 students = 1 credit at adjunct rate
- o 6 - 10 students = 2 credits adjunct rate
- o 11 or more students = 3 credits at percentage of salary

Variations from these guidelines when appropriate for special circumstances should be discussed with the division head and approved by the Associate Dean for Academic Affairs.

Contracts for the summer session must be signed and returned by April 15. In signing the contract for a summer course, the faculty member agrees to teach the course if enrollment is at least 6 students.

Information Report

1. Determining the number of students for compensation can be problematic.
 - a. The current practice is that if an instructor starts with 6-9 students and then more students add the course, the compensation can be raised to the higher level.
 - b. It is still not clear “which start date” and “which student count” should be used to determine the salary.
 - i. “Which start date” refers to the first day of class to determine compensation, which is used currently.
 - ii. “Which student count” may be those who have paid the tuition or those who have not.
 - iii. More specific problems exist in determining the exact number of enrolled students:

Some of the students who have not paid their tuition by the first day of class may never show up to the course.

Some students may be attending class but don't pay until the end of summer.

Some students who haven't paid never attend class.

Some students attend class and then drop out without paying.

Some students pay but later drop or withdraw from the class.

2. The difference in summer compensation pay between classes of 6-9 students and at least 10 students is quite large. For example:
 - a. The adjunct rate applied to a 3-credit course with 6-9 students is \$2,400.
 - b. The summer compensation for a 3-credit course with at least 10 students can range approximately from 3,500 to \$12,000 for the first course.
3. There is still a high potential for last minute class cancellation. No classes in summer 2009 or 2010 were canceled due to enrollment between 6-9 students. However, it has happened in the past.
 - a. Summer 2010:
 - 44 classes had at least 10 students taught by full and part-time faculty.
 - 3 classes had 6-9 students taught by full-time faculty.
 - b. Summer 2009:
 - 33 classes had at least 10 students taught by full and part-time faculty.
 - 6 classes had 6-9 students taught by full-time faculty.

The current Senate recommendations on summer compensation for full time instructors of courses have still not clearly defined the compensation guidelines for all enrollment situations. The issues concerning clarification of start date and enrollment count, large discrepancies in pay between classes differing in only one or two student enrollment counts, and the possibility of late class cancellations must be discussed further by the Senate and the administration in order to create more clarity in summer teaching compensation guidelines.