

**Penn State Berks Senate  
Monday, April 26, 2010  
1:00-2:30 PM, Multi Purpose Room  
Agenda**

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the March 22, 2010 meeting**
- 3. Announcements and Reports by the Chair**
  - Ad Hoc Workload Committee and Report**
- 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**
  - Recommendation from FAC and SPBC on Faculty Salaries (Appendix A)**
- 8. Informational Reports from Committees**
  - A. Physical Facilities & Safety Committee Minutes (Appendix B)**
  - B. Physical Facilities & Safety Committee Informational Report on Smoking Policy (Appendix C)**
  - C. Academic Affairs Minutes (Appendix D)**
  - D. Academic Affairs Informational Report on eLearning (Appendix E)**
  - E. Faculty Affairs Minutes (Appendix F)**
  - F. Strategic Planning and Budget Committee Minutes (Appendix G)**
  - G. Student Life Committee Minutes (Appendix H)**
  - H. Student Life Committee Informational Report on Student Facilities Fee (Appendix I)**

- 9. New Legislative Business**
  - A. Nominations and Election of Senate Officers**
- 10. Forensic Business**
- 11. Adjournment**

**Penn State Berks Senate**  
**Monday, March 22, 2010**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Khaled Abdou, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, Kira Baker-Doyle, David Bender, William Bowers, Tricia Clark, Jennifer Dareneau, Nancy Dewald, Bert Eardly, Bob Forrey, Rachel Friedman, Paul Frye, Sudip Ghosh, Jui-Chi Huang, James Karlinsey, Samantha Kavky, Pat Kohrman, Abdullah Konak, Sadan Kulturek Konak, Jim Laurie, Cesar Martinez-Garza, Deena Morganti, Marilyn Mussomeli, Tami Mysliwicz, Mahdi Nasereddin, Randall Newnham, JoAnne Pumariega, Jianbing Qi, Andrew Romberger, Daniel Russell, Sue Samson, John Shank, Stephen Snyder, Terry Speicher, Rosario Torres, Amy White Berger, Janet Winter, Robert Zambinini, Mitch Zimmer (Faculty); Mary Lou D'Allegro, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Janelle Larson, Belen Rodriguez-Mourelo, Susan Speece, Blaine Steensland (Administration); Lisa Bossert, Dillon Kenniston, Eric Miggins, Nick Yeager (Students)

- 1. Call to Order**
- 2. Approval of Minutes of the Preceding Meetings- Minutes of February 1, 2010– *The minutes were approved.***
- 3. Announcements and Reports by the Chair – No Report**
- 4. Reports of Officers and University Senators**
  - **Vice Chair Dewald – No Report**
  - **Secretary and Senator Lindsey – Not Present**
  - **Senator Aynardi –**
    - It was reported that 1,765 computers were compromised this past year and 136 of them were reportable. This is a concern with computing and security at University Park and it is important that we continue with the electronic scanning process as a preventative measure. A reminder to please remain aware of the information that is on your computer and to remove any sensitive information such as social security numbers, credit card numbers, etc.
    - A report was given to the Commonwealth Caucus on wellness and benefits. Increases are not anticipated for next year; however, in 2011 there will be a minimal increase in the co-pay for Specialist's fees. The costs involved with retirement and health benefits remain to be the largest determining factor for the University's tuition rate increases. The enrollment response to the Long Term Care insurance was better than anticipated. Also being looked at are salaries; however, any changes in salaries are determined by the individual campuses. There still remains to be disparaging differences concerning women's salaries compared to their male counterparts. This issue is currently being address.
    - The process of changing the SRTE's from paper to electronic is moving forward. The preliminary studies performed using the electronic method proved to be more favorable toward faculty evaluations.
    - Withdrawal Policy legislation has passed. Policy 3730 has been returned to committee. Faculty communities, which was previously disciplinary communities is now operational.
    - The Student Award recipients are posted on the Berks Intranet but still remain to be confidential. Please make sure any nominations you made are correct.

- **Senator Bowers – No Report**
- **Senator Nasereddin – No Report**
- **Senator Zambanini –**
  - The International and Global Studies revision was returned. There will be more consultation forthcoming, and the recommendation will be made to contact Berks in particular involving this process. There was concern regarding the Mechanical Engineering proposal with replacing courses that we may not be able to accommodate at Berks. Assurance was made that students would be able to petition around those courses if transferring to University Park. The Kinesiology proposal was passed.
- **Senator Romberger – No Report**
- **Student Senator Kenniston –**
  - The issues surrounding the rising concern of alcohol abuse was discussed in light of St. Patrick's Day and the situations that occurred surrounding that event.
  - The SGA felt the passing of the Withdrawal Policy legislation to WN (withdrew no grade) was a bit of a compromise from what they would have liked to have seen happen. It was felt that this legislation should have warranted the complete replacement a failing grade with a new grade on a student's transcript.
  - Another concern was that the drop-add period occurs simultaneously. They consider this to be problematic for students wanting to drop and then add a class on that deadline date. Suggestions were presented to push the add period forward by eight hours or to look into creating a wait list to post on e-Lion. Chair Romberger noted that there is now a mechanism in place that will notify students when seats open up in a class that was previously full.
- **SGA President Yeager –**
  - Veteran's Remembrance Week will be held on campus the week of April 11. Capital Day will be held on April 20. This weekend, we will be attending the CCSG to look for opportunities to work on upcoming initiatives university-wide.
  - The Final Year Engagement Plan was passed and has been presented to Assoc. Dean Esqueda. We will continue to work with Academic Affairs to further create a plan to require all majors on campus to complete an internship or other similar experience, which will allow students the opportunity for hands-on experience in the workplace.
  - The Academic Scholarships are currently being reviewed for next year.
  - The Lion's Den is currently being repainted. Discussions are underway with John Walker in Housing & Food Services for a new television for Tully's.
  - A vote took place to increase the tier for Student Activity Fees by \$5 for the 2010-11 academic year, and then \$10 for the 2011-12 academic year.
  - Acknowledgement went out to Brittany Chiles for her great work in raising funds toward the Haiti relief efforts for Berks Campus. The total dollars raised was \$3,000.

## **5. Comments and Announcements by Administrators**

- **Chancellor Speece –**
  - The groundbreaking ceremony for the BEIST was held and was a huge success. The barricade fencing surrounding the area will go up sometime mid-April. The arrival of the big equipment will occur shortly after that at which time the real work will be underway.
  - The Salary Report that you received is reporting on medians. This may not be accurately representative of the salary data. A more accurate representation would be to use averages. Even though we did not receive salary increases last year, there were three adjustments made to faculty salaries to bring them more in-line with the standard. Another aspect of the report which may skew the data being presented is if you have

someone who is at the top end of their salary range and they retire; this will not give a good representation because the salary median changes dramatically. We have had faculty recently retire, so this does not mean that everyone below this level is being underpaid. We will continue to make adjustments based on the averages for the time and rank of our faculty, representative with other institutions.

- **Associate Dean Esqueda – Not Present**
6. **Unfinished Business – None**
  7. **Motions from Committees - None**
  8. **Informational Reports from Committees**
    - **Executive Committee – Pat Kohrman**
      - Over the past 2-3 months, our computer policy on campus has been updated and reviewed to make sure it is in compliance with University procedures. The plan for implementation for the lease privilege mode is to first replace any machines which are in the life-cycle process, followed by any machines that may become compromised. The University has updated their software for identifying information and this new software will be installed in the near future. Another way to be proactive is by having your support technician take away your privileges as a preventive measure to not having your computer compromised. Please be aware that although we have all of these preventative measures in place such as firewalls, virus software, etc., none are full-proof. So, it is important to be mindful of the websites you go onto and the type of information that you keep on your computer. The current policy does provide exceptions for faculty. If you need an exception, please contact an IT representative to make additional arrangements for your computer.
      - Installation of Windows 7 will take place this summer. The first to be completed are those computers in the lab followed by all faculty and staff computers by year-end.
      - Participation in the web re-design process is encouraged. This can be accomplished by either attending one of Mary Ann Mengel’s workshops or on-line.
    - **Academic Affairs Committee – Nancy Dewald**
      - Meeting Minutes 2/15/10 (**Appendix A**)
      - Informational Report on Compressed Time Frame Courses (**Appendix B**)
    - **Faculty Affairs Committee – Mitch Zimmer**
      - Meeting Minutes 2/3/10 (**Appendix C**)
        - In the charge to develop the e-learning cooperative in effort to increase enrollment in under enrolled courses, the policy is to allow students the opportunity to enroll in on-line courses offered at their home campus but taught by faculty at another campus. Some of these courses are free and a number we pay a fee for our students to participate. This is not considered world campus or hybrid learning. There were several advantages and disadvantages brought forth but in the end, it was felt that this tool may actually prohibit increasing student enrollment.
    - **Strategic Planning and Budget Committee – Steve Snyder**
      - Meeting Minutes 12/9/10 (**Appendix D**)
      - Meeting Minutes 1/27/10 (**Appendix E**)
      - Meeting Minutes 2/17/10 (**Appendix F**)
      - Informational Report on Salaries (**Appendix G**)

- There is much information that was not available to be reported upon such as individual faculty salaries or evaluations. The informational pool from Berks was very small, which also limits the information being provided. In most cases, there has not been much of a difference between using the scale of mean vs. median, and in most cases Berks salaries remained at the lower end of the pay scale compared to the other commonwealth campuses. Debate was opened. It was recommended that in lieu of the statistics provided, we present our argument to Penn State as a whole for consideration. This would involve having the support from our campus administration to present the campus' case to the central administration at University Park to address the issue. It was recommended to have the Faculty Affairs Committee and the Budget Committee come up with a legislative report to present all concerns brought forth from today's meeting and the informational report. Chair Romberger will meet the both Committee Chairs to devise a plan and have a motion to vote on for the April 26 Faculty Senate meeting.
- **Physical Facilities and Safety Committee –**
  - Meeting Minutes 1/20/10 (**Appendix H**)
  - Meeting Minutes 2/19/10 (**Appendix I**)
  - Informational Report on Implementing Environmental Policies and Procedures (**Appendix J**)
    - Berks had received a favorable review from the Campus Sustainability Office at University Park concerning our efforts in this regard. Our cost savings and efficiency ranked very high in comparison to University Park and the other commonwealth campuses.
  - Informational Report on General Safety Concerns (**Appendix K**)
    - All of the policies and procedures are in place concerning the Berks Emergency and Safety Preparedness Plan. There was one newly added item to this report, which was a reminder of the importance on the University's policy on background checks. Academic Appointment Background Checking (HR95) which requires standardized background checks prior to hire for all academic administrator and faculty positions. This reminder was in light of the recent tragic events that occurred at the University of Alabama, Huntsville last month.
- **New Legislative Business –**
  - **Nomination for Senate Officers**
    - Chair Romberger opened up the floor for nominations. A motion was called to remain with the current Senate Officers. Nominations will remain open until the next Senate meeting at which time election of officers will take place.

**9. Forensic Business – None**

**10. Adjournment**

# **Appendix A**

Strategic Planning and Budget Committee

## **Recommendation on Faculty Salaries**

April 7, 2010

As charged by the Chair of the Berks Senate on March 22, 2010, the Strategic Planning and Budget Committee, in consultation with the Faculty Affairs Committee, submits the following recommendation.

As noted in the Berks Senate Report on Faculty Salaries for 2010, faculty members earn salaries lower than those in our immediate peer group. While there are factors (e.g. years of service) that may explain some of the faculty salary disparities, the committee recommends that the administration investigate these disparities and seek ways to correct them over time.

# Appendix B

## Physical Facilities and Safety Committee Meeting Minutes, April 9, 2010

**Members attending:** Khaled Abdou (Chair), Jennifer Arnold, Kim Berry, Sudip Ghosh, Brenda Russell and Nicholas C. Yeager (SGA). On April 5, Kim Berry and Khaled Abdou met to discuss the draft report and any missing information.

### 1) Welcome

### 2) Topics of Committee Charges

- a. Explore the possibility of a more effective policy regarding designated smoking areas which comply with the University Smoking Policy.

### 3) Open Discussion Items

- a. The committee invited Nicholas Yeager, President of Student Government Association at Penn State Berks (SGA) to present the SGA's smoking policy proposals.
  - Nicholas started by briefly introducing Penn State Policy AD32 and pointed out that it is not enforced.
  - Nicholas proposed three options:
    - 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.
  - Nicholas also indicated the results of a previous survey that 61% of the student body surveyed indicated smoking does at least somewhat bother them.



- b. Several committee members discussed the possibility of adding signs.
- c. The possession and use of tobacco is legal for 18 years and older.
- d. Enforcing the AD23 rule is the responsibility of everyone on campus.
- e. Another suggestion by the committee members is to start a campaign driven by “student energy”.
- f. Student Gazebo could be funded by student fees.
- g. Brenda is considering assigning a project in her psychology class about smoking policy.
- h. The committee asked Kim to look at the locations of receptacles and maybe move them if they are so close to entrances.
- i. The committee discussed the contents at the draft informational report.

#### **4) Future Business**

Finalize the informational report.

# Appendix C

## Physical Facilities and Safety Committee Informational Report on Smoking Policy

April 08, 2010

### Introduction

This report is a response to the committee charge: “Explore the possibility of a more effective policy regarding designated smoking areas which comply with the University Smoking Policy” for the campus. The committee notes that there is a formal University-wide policy and less formal practices at each campus.

### University Smoking Policy

The University policy is AD32 Smoking Policy and Guideline. It states:

*“Smoking of any material is prohibited in all University facilities, at all locations, including University-owned vehicles. It also is prohibited in any outside area adjacent to a facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to unduly affect the environment of those entering or exiting the facility. Exemptions to this policy may be made by the Smoking Policy Review Committee if the committee deems granting the exemption to be reasonable for business or research reasons as submitted by the unit that requests the exemption.”*

### Berks Practice

At Berks, building entrances are posted and receptacles are provided on pathways leading to entrances. Smoking is permitted in outdoor areas not immediately adjacent to entrances.

### Residential Living Spaces

AD32 specifically excludes residence halls, which are governed by Housing & Food Services and Residence Life.

### Enforcement

AD32 addresses policy enforcement:

*“The success of this policy depends upon obtaining and maintaining the willingness, understanding and cooperation of all smokers and non-smokers in all University facilities. It is the responsibility of all members of the Penn State community to observe this smoking policy. Each University member is responsible for monitoring compliance with this policy at his/her level of involvement in the University community.*

Office/Administrative/General Work Area:

The budget executive or designee, is responsible for enforcement of this policy for office, administrative, and all general work areas in facilities or portions of facilities under his/her jurisdiction. It shall be his/her responsibility to determine appropriate disciplinary sanctions, consistent with current personnel policies and practices, for violations of this policy. Disputes regarding the implementation of this policy shall first be referred to the employee's supervisor for resolution. Complaints, concerns, or requests for clarification regarding this policy, or disputes regarding its enforcement beyond the level of an employee's supervisor, shall be

referred to the Employee Relations Division of the Office of Human Resources for additional guidance and consultation.

#### Openly Assigned - Classrooms, Laboratories, and Seminar/Meeting Rooms:

The leader in charge of the user group in openly assigned classrooms, seminar/meeting rooms, laboratories, and other instructional or general usage facilities will be responsible for enforcement of this policy for those portions of the facility under his/her jurisdiction. It shall be his/her responsibility to determine if corrective or disciplinary action needs to be taken. Formal complaints, concerns, or requests for clarification regarding the policy, or disputes regarding this enforcement in such facilities, shall be referred to the Smoking Policy Review Committee, where a decision will be made regarding final disposition.

#### Visitors:

Visitors are expected to comply with this smoking policy. The budget executive or designee, or leader in charge of a specific "openly assigned" area will be ultimately responsible for adherence to this policy by visitors. It shall be his/her responsibility to determine if corrective action needs to be taken. Formal complaints, concerns, or requests for clarification regarding the policy, or disputes regarding its enforcement relative to visitors shall be referred to the Smoking Policy Review Committee, where a decision will be made regarding final disposition.”

#### Legal Status

The possession and use of tobacco products by persons 18 or more years old is legal.

#### Violations

Violations of this policy could result in an allegation of misconduct for students, disciplinary action for faculty and staff employees. There have not been any such actions to date.

#### Other PSU Campuses

Some campuses have more restrictive practices:

- Lehigh Valley banned smoking on campus beginning March 2010 (note: commuter campus)
- Harrisburg and Schuylkill demark zones around buildings with pavement markers.

#### Penn State Principles

In addition to the smoking policy itself, the *Penn State Principles* - developed to embody the values that we hope our students, faculty, staff, administration, and alumni possess – include a statement on respect for others:

*“The University is committed to creating and maintaining an educational environment that respects the right of all individuals to participate fully in the community. . . I will demonstrate respect for others by striving to learn from differences between people, ideas, and opinions and by avoiding behaviors that inhibit the ability of other community members to feel safe or welcome as they pursue their academic goals.”*

And another on social and personal responsibility:

*“ . . . I will exercise personal responsibility for my actions and I will make sure that my actions do not interfere with the academic and social environment of the University. I will maintain a high standard of behavior by adhering to the Code of Conduct and respecting the rights of others.”*

### **Conclusion**

Smoking policy and practices at Berks are under review by the Student Government Association, which has revealed the difficulty developing consensus around an occasionally emotional issue. The campus is also engaged in a design process responding to the Campus Exterior Architectural Plan (CEAP) report which will include designated smoking areas as a design consideration. The current policies seem to work appropriately with comments most frequently reflecting smokers sometimes congregating nearby entranceways and during change of class times. Anecdotal evidence suggests problems are more prevalent in the residence hall areas.

Committee members:                   Khaled Abdou (Chair), Ali Alikhani, Jennifer Arnold, Kim Berry (non voting member), Paul Frye, Sudip Ghosh, Chris Rhein (Student Representative) and Brenda Russell.

# Appendix D

## Academic Affairs Committee

### Meeting Minutes, March 15, 2010

Present: David Bender, Nancy Dewald (Chair), Paul Esqueda, Rachel Friedman, Shiyoung Lee, Tami Mysliwicz, Daniel Russell, James Walter, and Robert Zambanini.

1. **Common Reading Program Assessment.** The Committee discussed the purpose(s) of the assessment of the Common Reading Program (CRP), in light of the existing CRP purposes and goals as well as the First Year Seminar goals. Tami Mysliwicz also provided background on the CRP and FYS. We decided to accept the existing purposes and goals of the CRP and that the purpose of assessment now would be the following:
  - a. To assess whether the CRP is meeting the CRP goals
  - b. To assess whether the CRP is meeting the CRP purposes
  - c. To assess if there are unintended consequences of the CRP
  - d. To assess the process of selecting the book

Tami also pointed out that the campus has two forms of preliminary data to begin with: (1) Lisa Shibley did focus group interviews with students after the books *Gaviotas* and *Kite Runner* and (2) the SGA did a student survey recently (2008-09?). After the meeting, Nancy communicated with Mary Lou D'Allegro about all of this. She doesn't have the SGA survey, so we'll need to locate that data.

2. **Establishing Competency in a Major.** Andrew Romberger had sent information about a University Senate vote for March 16 on the following revision to Policy 37-30, approved by ACUE (Administrative Council on Undergraduate Education):

"As a degree-completion requirement, the college dean or campus chancellor and program faculty may require up to 24 credits of course work for the major to be taken at the location or in the college or program where the degree is earned. Particular courses within the 24 credits are not to be specified, except for a senior seminar or capstone course required for the given major, although the level of courses may be stipulated by the college or program."

After some discussion, the Committee decided to hold off any action on an earlier proposal for a campus policy on establishing competency in a major until we learn the outcome of this University Senate vote, as it will have an impact on our local practices. Bob Zambanini asked for guidance for his vote as a University Senator, and the Committee agreed to ask him to vote in favor of the above revision.

**The next meeting is scheduled for April 12, 2010, 1:00-2:20 pm in T145.**

# Appendix E

Academic Affairs Committee  
Informational Report on eLearning Trends in Higher Education  
By John D. Shank  
Associate Instructional Design Librarian  
Director of the Center for Learning & Teaching  
April 2010

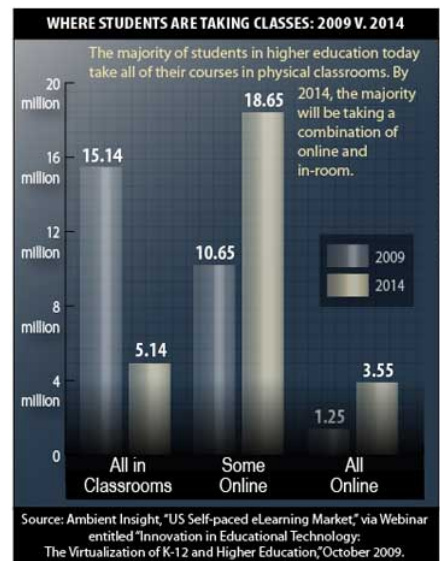
## Introduction

The following brief report will provide a synopsis of e-Learning trends in higher education in the United States. Additionally, this report will briefly examine the current e-Learning environment at Penn State University. E-Learning (i.e. electronic learning or online learning) has been in existence for more than a decade. Traditionally, this type of learning has been most closely associated with distance education. However, over the past several years Hybrid/blended learning has begun to shift e-learning to more broadly include online-augmented traditional classroom based college courses for residential students.

Part of this shift can be attributed to increasing advancements and enhancements in technologies that synchronously allow students to communicate and faculty to deliver course content in an increasingly interactive and multimedia rich environment. However, economic factors, as well as changing student expectations and demographics may be playing an increasing role in fueling this shift. A number of sources (i.e. Chronicle of Higher Education Research Services, Sloan Consortium, and Ambient Insight) predict that in the next decade e-Learning will continue to grow at a pace far exceeding the growth of the higher education population in the United States.

## External Trends

The most recent findings of the annual survey of online education in the United States published by the Sloan Consortium reports that there was a 17% increase in online student enrollment in the fall of 2008. The previous year saw an increase of only 12% but, both these increases far outpace the overall growth rate of the student population in higher education (i.e.1.2%). Additionally, the report, “The Worldwide Market for Self-paced eLearning Products and Services: 2009-2014 Forecast and Analysis,” forecasts that the 2009 dollar volume will grow from 27.1 billion to 49.6 billion by 2014. The adjacent graph taken from Campus Technologies article, “Most College Students to take Classes Online by 2014,” depicts the anticipated shift of students who are taking traditional classroom based courses to hybrid and fully online courses by 2014. Finally, the Chronicle Research Services found in their report, “The College of 2020: students,” that nearly a third of respondents believe that students will be taking the majority (i.e. 60%) of their courses entirely online.



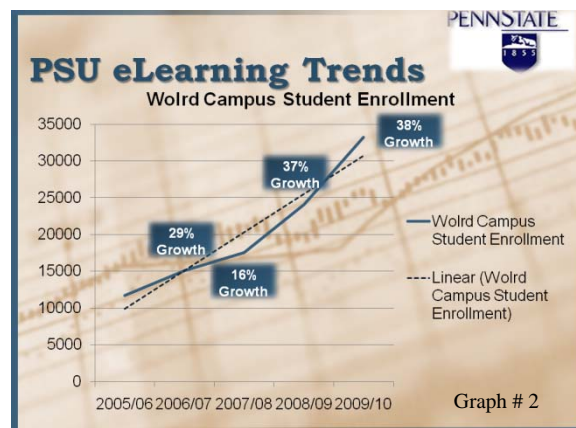
## Penn State Findings

The current Penn State University Strategic Plan (i.e. 2009/10 through 2013/14) makes numerous references to online learning, its potential benefits, as well as the increasingly important role it has to play to the university. Below are two important excerpts from the current strategic plan that point to student enrollment trends in online learning within the university.

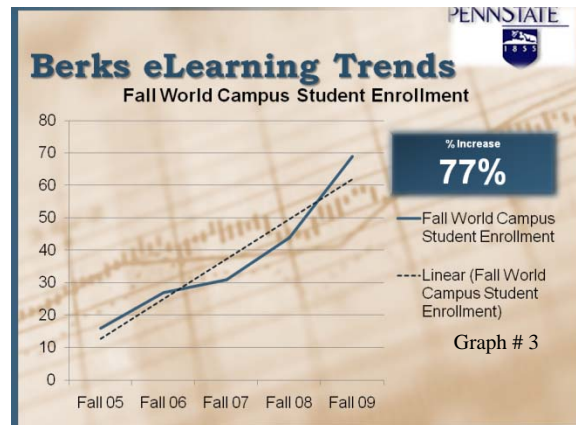
“Concomitant with the growth of the World Campus has been the increase in the number of online courses offered by Penn State’s academic colleges and campuses, courses that are delivered to resident education students...”

“Course data and student surveys indicate a notable trend of more resident instruction students taking one course online during a semester.” (as of 2008, nearly a third of Penn State students reported having had enrolled in at least one online course)

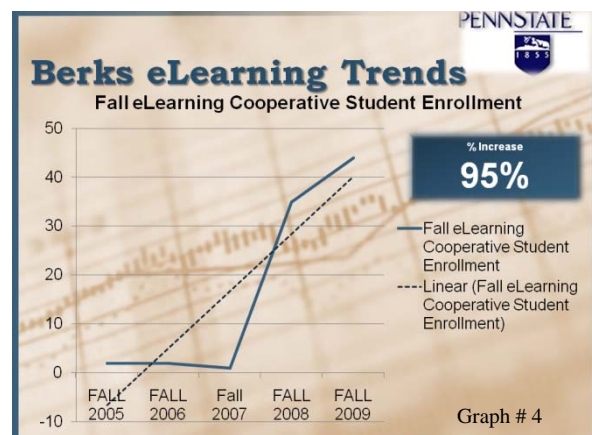
The university has two primary means by which residential students can take online courses either through the World Campus (WC) or the E-Learning Cooperative (EC). The world campus has been growing its enrollments at a very rapid pace to reach its targeted enrollments of 50,000 students by the end of the current strategic plan (see graph # 2). While the focus of the World Campus is not on enrolling traditional Penn State residential students, residential student enrollments in World Campus courses are increasing.



The College of Liberal Arts has increased its enrollments of residential students in courses offered through the World Campus from 292 students in 2003 to 3,691 in 2008. Enrollment of Berks College students in the World Campus has increased as well. Looking at a snapshot from the Fall semesters between 2005 through 2009, Berks has gone from having approximately a dozen students taking WC classes to nearly 70 students (see graph # 3). This amounts to an increase of 77% over that time period.



The E-Learning Cooperative is designed to allow Penn State colleges to offer online courses to the entire student residential population of the university. While the number of courses offered and the number of students enrolled pales in comparison to the WC, the E-Learning Cooperative has seen dramatic growth going



from 913 students in 2005/06 to 3,035 students in 2008/09. Berks College alone has helped contribute to the increase having only a couple of students enrolled in the EC in the Fall of 2005 to having over 40 students enrolled as of the Fall 2009 semester. This is an increase of 95% over that time period (see graph # 4).

### **Conclusion**

It is clear that Penn State University is not immune to the growth of e-Learning that is occurring throughout the United States and the world. The increasing enrollments of the World Campus are an example of this and are slightly ahead of the overall growth of e-Learning occurring in the United States. Furthermore, the growth of the E-learning Cooperative, in addition to the increased emphasis of online learning in the university's current strategic plan, points to the increasing importance and significance of e-Learning both external and internal to the University's operations, enrollments, and revenue.

Externally, Penn State will face greater competition for students from for-profit as well as traditional colleges and universities domestically and internationally. Internally, it remains unclear as to how the university will work collaboratively between and across its many colleges and campuses to create a coherent and comprehensive e-Learning plan that benefits the entire university. In the absence of such a plan, the trend of residential students taking more courses in a hybrid or fully online environment will continue and student enrollment may well increasingly pull students from the campuses to the World Campus and the colleges offering online courses through the E-learning Cooperative.



# Appendix F

## Faculty Affairs Committee

### Meeting Minutes, March 17, 2010

Attending: Mitch Zimmer, Kira Baker-Doyle, Bob Forrey, Bert Eardly.

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

Election reporting. **Bill Bowers** – Other campuses report election results differently, although votes received by each candidate are never reported. The committee discussed providing more information such as naming alternates immediately after the election.

College P&T Election status. **Bill Bowers** – The election is ongoing and should be finished March 24. The committee would like to reiterate its interest in having a staff person being the “computer operator” for the election process with supervision by the committee. Since the current system only allows one operator at a time, it would be good to have an independent, permanent person to handle the set up and administration as opposed to a new person learning the system each year.

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** – There have been no changes since our last meeting and we intend to discuss this at the next Senate meeting. If a more in depth report is needed, Kira has agreed to assist with the writing. (As agreed before hand, Jim was covering for me at the EBC meeting with the Chancellor.)

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 discussed this again with Paul. As many faculty may already be aware nothing was changed for the coming summer. Since it has been many years since the adjunct rate has been revised, the committee reiterates its concern that this issue be addressed as soon as finances become available.

(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** - this was the major thrust of our meeting. The committee had already had some email discussion when the Strategic Planning and Budget Committee issued its report. Our committee thanks theirs for their efforts and is in general agreement with it. In some respects we feel that a recommendation is in order above and beyond the Strategic Planning and Budget Committee looking at this issue on an annual basis. Our friendly recommendation would be:

*While there are factors (e.g. years of service) that may explain some of the disparities, it is clear that Berks faculty members earn salaries that are lower than those in our immediate peer group. We recommend that the disparities be corrected over time.*

Jen's role of nagging Steve is now officially over.

# **Appendix G**

## **Strategic Planning and Budget Committee**

### **Meeting Minutes, March 3, 2010**

Attended: Bruce Hale, Lolita Paff, Rosario Torres, Stephen Snyder (Chair), Nick Yeager (SGA Rep)

The committee again discussed the final draft of the salary report and minor changes that were made. The committee also reviewed drafts of the summary information and bulleted material. Some bulleted information was rephrased to strengthen the conclusions. The committee agreed to a few minor technical changes and approved the final report. The committee also approved submission of the report for the March 22, 2010 Senate Meeting.

The committee briefly discussed the disposition of a pending report on the college budget. The CFO provided budget documentation earlier in the year for the committee to review, but that information was difficult for the committee to assimilate. Some of the University jargon in the document proved confusing, and the figures appeared broad. The chair was then charged to request a more directed or pointed budget report from the CFO.

The minutes from the February meeting were approved.

The committee agreed to meet again in April if possible. No meeting date was scheduled.

# Appendix H

## Student Life Committee

### Meeting Minutes, March 22, 2010

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

The third meeting of the Student Life Committee focused on updating the progress made on the Committee Charges. The charges follow, along with any subsequent discussion.

- Examine last year's Information Report on Faculty Involvement for ways to encourage faculty to participate in the extracurricular life of the college. Provide an Informational Report to the Berks Senate.
  - With a focus on promoting support of our athletic program, the committee has previously provided a report on Faculty and Staff Support of Student Athletics.
  - Cheryl suggested that a focus on faculty participation should come from the administration, and Bruce mentioned the possibility of providing incentives for faculty. In response to a question about the type of participation that should be encouraged, Mary Lou, who speaks to new faculty regarding curricular assessment, suggested that there should be a focus on extracurricular assessment as well. The example she provided related to the benefit, if any, students receive as a result of the participation, and there may be a way to examine this by looking at graduation data. Blaine also added that we should consider what type of learning is taking place during the activity.
  
- The committee should review the status of athletics and its future needs as NCAA members.
  - This will be suggested as a charge for future committees.
  
- Identify any student life needs or issues that should be considered as part of the strategic planning process. Provide an Informational Report to the Berks Senate.
  - Mary Lou and Blaine have been working on assembling a set of Berks-specific questions to be included in an upcoming Penn State Student Satisfaction Survey. Each campus is able to append ten questions to the survey, which consists of ~100 total questions. The committee had an opportunity to view the questions posed in the most recent survey (2007), and Blaine indicated that the questions in the 2009 survey were similar. Results should be available as early as mid-May, and it will be suggested that next year's committee review the results. Suggestions for possible items of interest included the comparison between 2007 and 2009 results and a breakdown by demographics, especially with regard to transfer and in-house students.
  - Blaine shared with us some numbers regarding student engagement, comparing students that transfer from Berks to UP with students that start and stay at UP. While roughly 40% of the students that transfer from Berks reported that they are not engaged with the campus, only 20% of the students at UP reported a lack of engagement. In light of similar numbers at other campuses, Blaine mentioned that

UP will likely look to foster more engagement with students at the satellite campuses during their first year. This sparked a conversation regarding the differentiation of two student populations at the Berks campus, the students that transfer after two years and the students that choose to stay for all four. Different approaches will likely need to be utilized to engage each, and one important consideration when dealing with four-year Berks students is their requirements for graduation. Sandee shared that senior education students, for example, are off campus for their last semester and most of their senior year, significantly impacting their likelihood to participate in on-campus events and activities. For perspective in the science division, Bruce shared that most of the hundred or so kinesiology majors are commuters, and roughly two thirds of those students are required to complete a senior thesis within the science option.

- (Joint with Academic Affairs Committee) Report on the progress being made by the Academic Recovery program (Office of Student Support Services is point of contact) and send an Informational Report to the Berks Senate.
  - The committee previously met with Pete Coleman, the Assistant Director of Student Affairs, and Nancy Dewald, Chair of the Academic Affairs Committee. Pete will be performing an assessment of the Academic Recovery Program at the end of the semester, and it has been jointly decided that a report will be withheld until after the assessment is complete.
- Review the Student Facilities Fee spending from the previous year and provide the senate with an informational report. (Students control the spending.)
  - James has been serving as co-chair of the Student Facilities Fee Committee and shared the list of funding projects being considered by the committee. The committee is in favor of saving a significant portion of the money to be used toward enhancing a student space in either the BEIST or a renovation project (e.g., Luerksen, Perkins, Thun). The committee is also interested in contributing funds to the campus exterior architectural plan (CEAP) project, which offers the opportunity for more immediate impact. James shared some preliminary designs for a new campus walkway (generously provided by Kim Berry), and Bruce suggested a more accessible campus entry/exit when approaching/leaving the campus on bike or foot.
- Meet with Lisa Deibler, Director of Athletics, to explore ways the Senate can help support athletics.
  - According to the Berks Constitution, Lisa receives an automatic appointment to the committee and will continue to represent the Athletics Department as a non-voting member.

The committee will look to meet again before the semester ends, and will discuss suggestions for next year's committee, specifically considering student life issues related to the Strategic Plan.

# Appendix I

## Student Life Committee

### Informational Report on the Student Facilities Fee

**Introduction:** Penn State Berks began implementing a student facilities fee in Fall 2008, and the Senate passed legislation in Spring 2010 to include representation on the Student Facilities Fee committee in the duties of the Student Life committee. This report describes the funding suggestions made during the 2009-2010 academic year.

**Information:** The guiding principles of the Student Facilities Fee include a recommendation for committee composition and an understanding that each campus will have different priorities for the monies collected. The chair of the Student Life committee is currently serving as co-chair (with a student member) of the Student Facilities Fee committee, which also includes the chief financial and operating officers, the directors of student affairs and development, and several student members representing the student government. The monies are to be used to accommodate improvements and expansions to non-academic, recreational, or multi-use space for students (i.e., out-of-class space).

**Discussion and Rationale:** The student facilities fee is separate from the student activities fee and brings in ~\$500,000 per year. Last year's funding projects included contributions to the fitness center renovation (\$100,000) and dugouts (\$41,000). Because there are dual goals of the committee, to amass money for future projects while also looking into projects with more of an immediate impact, it was important to consider both types of projects on campus. Also, because any spending of the fees requires the Chancellor's approval (and that of several ranking officials at University Park depending on the cost involved), the committee was mindful that any funding suggestions should be in line with the campus plan. With these considerations in mind, the committee decided to hold off on spending, with future opportunities to enhance student space in the BEIST or the renovated Luerssen building on the horizon. The possibility of a Perkins expansion was also of particular interest to the students, though this would certainly involve the work of future committees. The more immediate project that the committee supported involved participation in the Campus Exterior Architectural Plan (CEAP). Suggestions for campus improvements stemming from the CEAP include walkways and student gathering spaces, and the campus has been working with an architect to produce a viable design for new walkways. While a better walkway design could offer benefits to the entire campus (e.g., eliminate the intersection of vehicle and pedestrian paths), the Student Facilities Fee committee agreed it could also present the opportunity to enhance students' out-of-class experiences (e.g., student-friendly site furnishings, gathering areas associated both with and away from academic buildings). Additional projects considered during the year included contributions to upgrade indoor score boards (yet to be purchased) to enhance the student experience for both student athletes and the student spectators, and, if the campus decides to invest in a wireless swipe card system for controlled entry (a possible component of the BEIST project), additional hardware for designated student spaces.

At present, no funding suggestions for the 2009-2010 year have been made. This is due primarily to a focus on larger projects, with opportunities coming available in the next several years. In the meantime, the monies collected (and carried over from last year) continue to gain

interest. The committee recently decided to continue collecting funds at the current funding level (~\$100 per semester) over the next two years. The committee will look to meet again before the end of the semester and reconvene early in the fall. Although exiting his current position at the end of the semester, the current co-chair and representative of the Student Life Committee has offered to take part in the first meetings of the 2010-2011 committee to help ensure a smooth transition and assist with any funding suggestions regarding the CEAP project.

Ending List: Committee members preparing this report.

Voting

Mike Fianza  
Tom Gavigan  
Jui-Chi Huang  
James Karlinsey  
Santee Nevitt  
Cheryl Nicholas

Non-Voting

Mary Lou D'Allegro  
Lisa Deibler  
Bruce Hale  
Blaine Steensland