

**AGENDA**  
**Penn State Berks Senate**  
**Monday February 3, 2014**  
**1:00-2:30 PM**  
**Multi-Purpose Room, Perkins Student Center**

**Call to Order**

**Additions, Corrections, and Approval of Minutes of the November 18, 2013 meeting**

**Announcements and Reports by the Chair**

**Reports of Officers and University Senators**

- **Vice Chair Bartolacci**
- **Secretary Lindsey**
- **Senator and Parliamentarian Ansari**
- **Senator Aynardi**
- **Senator Nasereddin**
- **Senator Snyder**
- **Student Senator**
- **SGA President**

**Comments and Announcements by Administrators**

- **Chancellor Hillkirk**
- **Associate Dean Esqueda**

**Unfinished Business**

**Motions from Committees**

- **Appendix A;** Legislative report to review the collaboration among campuses as it relates to technology assisted learning and to make recommendation as to how to proceed from these recommendations. Faculty Affairs Committee

## **Informational Reports**

- **Appendix B:** Informational Report on Best Practices use(s) of the Berks List. Faculty Affairs Committee
- **Appendix C:** Meeting minutes: Faculty Affairs Committee
- **Appendix D:** Informational Report regarding Evening Transportation for Academic and Extra Co-Curricular Activities. Student Life Committee
- **Appendix E:** Meeting minutes: Intercollegiate Athletics Committee

## **New Legislative Business**

## **Forensic Business**

- **Syllabi Online Storage:** Senior Associate Dean Esqueda

## **Comments for the Good of the Order**

## **Adjournment**

**Penn State Berks Senate**  
**November 18, 2013**  
**1:00-2:30 PM, Multi-Purpose Room**

Attendees: Mohamad Ansari, Jennifer Arnold, Mike Bartolacci, Tara Beecham, David Bender, Mike Briggs, Tricia Clark, Ruth Daly, Nancy Dewald, Mike Fianza, Bob Forrey, Katie Garcia, Hassan Gourama, Nathan Greenauer, Laurie Grobman, Zohra Guisse, Bruce Hale, Helen Hartman, Ryan Hassler, Ben Infantolino, Erin Johnson, Samantha Kavky, Abdullah Konak, Wah-Kwan Ku, Sadan Kulturel, Eric Lindsey, Michelle Mart, Lauren Martin, Cliff Maurer, Ray Mazurek, Deena Morganti, Mike Moyer, Edwin Murillo, Mahdi Nasereddin, Rungun Nathan, Randall Newnham, JoAnne Pumariega, Andy Romberger (retired), Brenda Russell, Holly Ryan, Jessica Schocker, Kirk Shaffer, John Shank, Jenifer Shannon, Alice Shaparenko, Steve Snyder, Terry Speicher, Jennifer Wakeman, Bob Zambanini (Faculty); Lisa Glass, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, R. Keith Hillkirk, Janelle Larson, Belen Rodriguez-Mourelo, Blaine Steensland (Administration); Cody Fields, Amanda Gonzales-Ortiz, Lilliya Gortman, Edgar Grullon, Devin Heckman, Jessica Hoag, Scott Lohin, Zachary Rinker (Students)

**1. Call to Order**

**2. Additions, Corrections, and Approval of Minutes of the October 21, 2013** –The Chair called for corrections, additions to the minutes. It was brought to the floor that there was an error with regard to the amendment to revise the Berks Senate Constitution and the motion that was made to amend the amendment. The minutes read as follows: *A motion was made to amend the amendment having the language for both sections 1 and 2 to read as follows: Non-voting members shall not be present during the debate and vote of any statement/resolution.* A correction will be made to remove the word amend and replace it with strike. The Chair called for additional corrections, additions to the minutes; hearing none, a vote was called to approve the minutes as revised; *the minutes were approved.*

**3. Announcements and Reports by the Chair** – No report. The Chair recognized retired faculty member and past chair, Andy Romberger, who attended today’s meeting as a visitor. The Chair was pleased to have Andy in attendance.

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

- **Vice-Chair Bartolacci – No report**
- **Secretary Lindsey – No report**
- **Senator and Parliamentarian Ansari – No report**
- **Senator Aynardi – Not present**
- **Senator Nasereddin – No report**
- **Senator Snyder** – As was previously mentioned, the Faculty Affairs Committee is working on making recommendations regarding administrative evaluations on AD14. The committee will be meeting with Vice Provost Blaine Bowen at their next meeting in December. One argument being made is for there to be more transparency with regard to AD14 and that it come into alignment, to a reasonable degree, with the recommendations from the AAUP. The second task is looking into leaves of absence and whether or not there has been any concern or incidence regarding tenure, not getting tenure and the problems with granting the leaves of absence. Not much progress has been made currently with regard to the second task. A tenure report flow will be forthcoming soon.

- **Student Senator** – The Global Reporting Committee is currently surveying the other commonwealth campuses throughout the Penn State system to inquire how they handle their international students as well as where they can readily find study abroad and embedded program information, and more specifically, where they go to find this information.
- **SGA President – No report**

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

- **Chancellor Hillkirk –**

- The turnout at Saturday's Open House was very positive. A recent article in the Chronicle referenced PS Berks as one of the top 15 most expensive colleges in the country with University Park a few slots above in the ranking. This type of advertisement presents a challenge for PS Berks. A lot of work is currently being done with regard to scholarships through the Campaign for Penn State Students. Most recently, a \$200,000 endowment was created to support another scholarship for our students, which is currently underway. The applicant pool for next year continues to be encouraging.
- It appears a breakthrough has been made in working with University Park with regard to our HRIM degree at PS Berks. Positive progress continues to be made.
- Our student athletic teams have been doing very well, most especially our women's teams. Our women's soccer team advanced to the NCAA Division III tournament, and the women's volleyball team also competed in our conference tournament. Excellent progress continues to be made; we congratulate all our student athletes.
- The strategic planning process for PS Berks has begun. Faculty, staff and students will have multiple opportunities for input along the way. A concern was raised to question if moving forward with the process would be problematic since the presidential search is still underway. It is felt that by keeping the process moving forward, this would even more so prove to be a positive step in the right direction. In addition, leadership from the new provost, Nick Jones, has been very strong in this regard. Having worked a several Penn State locations, it is important to point out that it is not a question of moral issues but of the differences between locations. PS Berks is unique because of our size, student access to faculty and the opportunities that our students have.
- A gentleman by the name of H.G. "Buzz" Bissinger will be at PS Berks on November 20 to present a talk titled "Beyond Friday Night Lights and Sports Culture in America." Mr. Bissinger won a Pulitzer Prize back in the 1980's and is quite respected as a writer. Due to an article that he wrote where he was critical of Penn State and late coach Joe Paterno, there has been a lot of controversy surrounding this upcoming event. This article has angered both alumni and other Penn State supporters who have put pressure on PS Berks to cancel the talk. The talk will go on as scheduled as it is felt the process needs to be respected and that it works. Due to the interest surrounding this event, tickets will be required. All are invited and encouraged to attend.
- The keynote speaker for the 2013 fall commencement is Peter Barbey, President of the Reading Eagle Company. Mr. Barbey is quite knowledgeable and insightful about higher education and the challenges and opportunities that we face.

- **Associate Dean Esqueda – Not present**

## 6. **Unfinished Business – None**

**7. Motions from Committees –**

- **Proposed Revision of Faculty Handbook, Pages 38 and 55; Executive Committee (Appendix A)** –The Chair commented the first recommendation highlighted in red on page 38, is inconsistent with HR23 and was brought to his attention by Blaine Bowen who requested that the statement be removed. The second recommendation pertains to page 55. There was a policy that was implemented some time ago when most faculty shared offices, this policy stated there would be a Tuesday, Thursday schedule one semester, followed by a Monday, Wednesday, Friday schedule the next semester to minimize the overlap. Because separate offices for the majority of faculty makes this no longer relevant, the recommendation is to remove the words highlighted in red from the handbook. The Chair opened the floor for discussion on both recommendations. A procedural concern with the first recommendation was raised in that the handbook merely reflects the policy that was endorsed by the Senate and it was not appropriate to change the wording in a policy that was passed, and that the recommendation should be that the policy itself be reworded to be consistent with university policy. An amendment was brought to the floor regarding the procedural concern stating that the words highlighted in red under the first recommendation also be removed from the Penn State College Promotion and Tenure Guidelines. The Chair called for a second to the amendment; the motion was seconded. The Chair called for a vote on the amendment, *the amendment was approved*. The Chair opened the floor for discussion on the original motion. A concern was brought to the floor on the second recommendation with regard to how removing the language that pertains to teaching schedules may affect student class schedules and the importance of having a 5-day week. The Chair clarified that the statement as worded would not give faculty any demands as to their teaching schedules and that the teaching schedules must be approved by the division head, giving them the authority and control over distributing courses evenly throughout the week. After much discussion, the Chair invited anyone to forward any charge(s) they would like to see pertaining to this discussion to the Executive Committee for review. The Chair called for a vote on the first recommendation, *the motion was approved*, followed by a vote on the second recommendation, *the motion was approved*.
- **Divisional Awards; Faculty Affairs Committee (Appendix B)** – The rationale and recommendation was shared by the Committee Chair. The Chair opened the floor for discussion; hearing none, a vote was called and *the motion was approved*.
- **P3 Proposals; Academic Affairs Committee (Appendix C)** – The Committee Chair provided the rationale commenting that all four P3's were passed unanimously, and that today's motion is to obtain faculty support. The floor was opened for discussion; hearing none, the Chair made a motion to vote on all four P3's; hearing no objection, the Chair called for a vote, *the motion was approved*.

**8. Informational Reports –**

- **Faculty Affairs Committee Meeting Minutes of October 28, 2013 (Appendix D)** – The Committee Chair reported that progress on the other two charges would be presented at the January, 2014 meeting.

**9. New Legislative Business – None**

**10. Forensic Business – None**

**11. Comments for the Good of the Order – None**

**12. Adjournment**

# **Appendix A**

## **Legislative Report from Faculty Affairs Committee Collaboration among campuses as it relates to technology assisted learning December 2, 2013**

As charged by the Executive Committee of the Penn State Berks Senate, the Faculty Affairs Committee met to discuss and consider:

Draft a legislative to review the collaboration among campuses as it relates to technology assisted learning and to make recommendation as to how to proceed from these recommendations

### **Rationale and Discussion**

The Executive Committee charged the Faculty Affairs Committee to review and develop a recommendation in regard to collaboration among campuses as it relates to technology assisted learning. This came from the concerns of some faculty over the sharing of classes with the Eastern Alliance which is done electronically. The Committee encourages the collaboration among campuses as it relates to sharing courses electronically, such as in the case of the Eastern Alliance. However, the Committee strongly believes that it is critical that we protect the academic freedom of the faculty involved in these courses. Faculty members control the content and the mode of delivery of their courses, as long as they deliver them in a responsible and professional manner.

### **Recommendation:**

It is the recommendation of the Faculty Affairs Committee that the Associate Dean of Academic Affairs and Division Heads work closely with faculty who are teaching courses through the Technology Assisted Learning or other online courses delivered to other campuses (i.e. Eastern Alliance), to make sure that their academic freedom is protected and that they are properly rewarded for their participation in these online courses.

# **Appendix B**

## **Penn State Berks Senate Faculty Affairs Committee**

### **Informational Report regarding Listserv Rules and Etiquette**

The Executive Committee charged the Faculty Affairs Committee to draft an informational report on best practices and uses of the Penn State Berks Listserv. The Penn State Berks Listserv is an electronic mailing list that is used as a forum for sharing information among faculty and staff. The Faculty Affairs Committee recognizes that the Listserv is a valuable tool to faculty, administrators and staff to share information and to have collegial discussions on various academic and other relevant topics. However, the Faculty Affairs Committee also believes that due to the high volume of emails and messages that we receive every day, faculty should exercise discretion when sending emails and messages to other individuals using the Penn State Berks Listserv.

**The following are suggested Listserv Etiquette Guidelines (These guidelines are based on the University Policy AD56, which is attached to this document):**

1. Please remember that messages posted on the Listserv are available to all the members in the list to see.
2. Do not forward personal email messages to the entire List without asking for permission from the person who originally sent the message.
3. When you receive an email, use your discretion whether to reply to the entire list or not.
4. Messages such as “Thank you notes” and “Congratulatory messages” could be sent to individuals or small group of individuals, instead of the entire list.
5. Sometimes it is appropriate for the relevant academic administrator to send the initial congratulatory message(s) about faculty using the Listserv. Any follow up congratulatory messages from faculty and others should be sent directly to the individual instead of the entire list.
6. Always be professional, respectful and considerate to others when posting messages on the List. Sometimes it is more appropriate to respond to the person directly if you disagree with him/her than using the entire List.
7. Sometimes a personal phone call or email is a more effective mean of discussion for solving contentious issues.
8. Faculty have the option to use other avenues (i.e. Yammer, Angel Discussion Forum), as a format for discussion instead of the Listserv.
9. Faculty and staff have the option to select “Digest Mode” setting to receive all Listserv emails.

# **Policy AD56 USE OF GROUP COMMUNICATION TOOLS TO COMMUNICATE UNIVERSITY BUSINESS TO EMPLOYEES AND STUDENTS**

## **Contents:**

- [Purpose](#)
  - [Background](#)
  - [Policy](#)
  - [Guidelines](#)
  - [Cross References](#)
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## **PURPOSE:**

To set forth the policy for using group communication tools as a means of communicating with all employees and/or students (or subsets of them) regarding University business, issues or emergencies. For purposes of this policy, group communication tools are defined as communications sent from University systems, cellular phones, smart phones, or any other devices or platforms to a portion of either the faculty, staff or students. This policy does not apply to communications within units, such as departments, colleges, or Commonwealth Campuses.

## **BACKGROUND:**

Communication tools, such as email, text messaging systems, and other devices or platforms, have become the media of choice for communications involving a broad range of University activities, having replaced written communications in virtually all areas of the University. Many universities now employ these communication tools to communicate to all students, faculty and staff (or large subsets of those groups) on topics such as those related to conditions of employment, scheduling or emergencies. Using such communication tools in this fashion at Penn State have improved the efficiency of University communications while reducing costs and dramatically reducing the need for the use of paper and the need for recycling.

While recognizing the importance of this type of communication, the University also recognizes that its misuse could be counterproductive, so this policy is set forth with the intention that the use of group communication tools to communicate with both employees and students be used only when the subject is of legitimate concern to the majority of those receiving it, and only if properly screened and authorized.



## **POLICY:**

The University may, as needed, use group communication tools to communicate with all employees (or subsets of them) on matters of official University business that require immediate notification or that are of a sufficient level of importance to warrant special attention. The University may also use group communication tools to communicate with students in the event of emergencies or where other means are impractical. Any such group communications to employees or students must be approved by the Vice President for University Relations, the Executive Vice President and Provost, or the Senior Vice President for Finance and Business, and should be limited to those matters that affect the majority of the defined group.

## **GUIDELINES:**

### **TEXT MESSAGING SYSTEMS**

#### **PSU TXT**

PSU TXT, overseen by the Office of University Relations, is Penn State's official **emergency** text messaging system. It is the **ONLY** emergency communication short message service (SMS) authorized to send emergency or crisis information to the University community. Other text messaging systems **CANNOT** send emergency messages to its subscribers.

An "emergency" is defined as any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, **OR** that can shut down business, disrupt normal operations, cause physical or environmental damage, or can threaten the institution's financial standing or public image. These emergencies or crises may be man-made or natural.

All cellular phones which are issued for University use or are supported by a taxable allowance, must subscribe to the PSU TXT emergency messaging system, if the phone provides for text messaging services.

#### **Other Text Messaging Systems**

When considering the use of texting for communicating with students, faculty or staff, it is important to ensure that its use is appropriate and cost effective. In this context, users are therefore advised to note the following:

1. All texts sent on University systems should make it clear to the receivers which unit has sent the message or where it originated.
2. Texts sent from University systems or smart phones must never contain any offensive, abusive or inappropriate language.
3. Units using mobile phones as a way to communicate to employees should have a record of the mobile phone numbers which will be used to send the texts - ideally, this should be a single number, used consistently.
4. All texting from University mobile phones should be for business-related purposes.

5. University issued cell phones or smart phones should be password protected.
6. Don't text and drive at the same time.
7. It should be noted that there is no guarantee that text messages will be delivered promptly or at all by the mobile phone companies.
8. Text messaging must not be used as the sole means of communicating an urgent or essential message to employees.

Text messaging should NOT be used for:

1. Communicating personal or confidential information.
2. Repeat reminders of messages already circulated.
3. Personal matters (e.g., items for sale, farewell messages).
4. Appeals on behalf of individual or groups of students (e.g. to attend academic related or social gatherings or events).
5. Avoid sending private University data in text messages.
6. Don't send social security numbers, passwords or credit card numbers in text messages.

For additional information and rules on texting with University-owned phones as well as those supported by taxable allowances, refer to [Policy FN21](#).

## **GROUP EMAIL**

Like text messaging systems, group emails are also an effective method of communicating important information to a portion of either the faculty, staff or students. They may be preferable over texting when the volume of information being passed is sizeable. As such, group emails sent on University systems:

1. Must make it clear to the receivers which unit has sent the message or where it originated.
2. Must be for business-related purposes.
3. Must NOT contain any offensive, abusive or inappropriate language.
4. Must NOT pass on personal information or appeals on behalf of individual or groups of students (e.g. to attend academic related or social gatherings or events).
5. Must NOT pass social security numbers, passwords or credit card numbers.
6. Must NOT be used for personal matters (e.g., items for sale, farewell messages).

## **CROSS REFERENCES:**

Other Policies in this Manual should also be referenced, especially;

[AD23](#) - Use of Institutional Data

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Effective Date: March 30, 2010  
Date Approved: March 29, 2010  
Date Published: March 30, 2010

**Most recent changes:**

- March 30, 2010 - Revisions to entire policy to reflect the utilization and establish the appropriate parameters for the use of group communication tools, such as email and text messaging systems, as a means of communicating with all employees and/or students (or subsets of them) regarding University business, issues or emergencies.

**Revision History (and effective dates):**

- January 31, 2003 - Editorial change: "Vice President for Administration" changed to "Vice President for University Relations"
- September 21, 2000 - New Policy

**Appendix C**  
**Penn State Berks Senate**  
**Faculty Affairs Committee Meeting Minutes**  
**December 2, 2013**  
**1:00 p.m. -2:30 p.m.**  
**Room: 311 Gaige Building**

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the October 28, 2013 Meeting –**  
Gourama called for corrections, additions to the minutes; hearing none; the minutes were approved.
- 3. Discussion and Drafting of Informational Report on Best Practices/Use (s) of the Berks List.**
- 4. Discussion and Drafting of Legislative Report on the collaboration among campuses as it relates to technology assisted learning.**

The Meeting adjourned at 2:20 p.m.

Respectively submitted,  
Faculty Affairs Committee 2013-14

Paul Esqueda  
Leonard Gamberg  
Hassan Gourama, Chair  
Samantha Kavky  
Mahsa Kazempour  
Rungun Nathan  
Steve Snyder  
Sinan Tas

# Appendix D

## Penn State Berks Senate Student Life Committee

### Informational Report regarding Evening Transportation for Academic and Extra Co-Curricular Activities November 11, 2013

**Introduction:** In 2011, the Student Life committee identified evening transportation as an issue for students who do not have personal transportation. This issue was brought to the committee by Professor Amy Berger who, in her role as English professor, found that multiple students wrote essays and proposals pertaining to the lack of public evening transportation to and from our campus. Without transportation, these students cannot take evening classes or participate in after-hours activities on our campus. For the past two years, the committee has investigated the problem and potential solutions. This report details our findings.

**Information:**

The Student Life Committee believes there are three possible solutions to this issue: extension of Berks Area Transportation Authority (BARTA) services to campus, creation of a university-operated shuttle/van services, and/or the development of a pedestrian path from campus to Broadcasting Plaza where the BARTA bus picks up and drops off later into the night.

*Extension of BARTA services:*

In Fall 2002, the Berks Area Regional Transportation Authority (BARTA) began servicing the Berks campus by extending one bus route to the campus at designated times throughout the day. The final pick-up/drop off at the campus is in the early evening. The next closest stop to campus is in Broadcasting Plaza. Within the past five years, Chief Operating Office Kim Berry has approached BARTA asking the company to extend services later into the evening. The response has been that the request was not resource-effective.

In 2011, upon invitation from the Student Life Committee, Berry suggested that one possible way to persuade BARTA to extend services is to provide them with a data-driven argument that indicates the vibrancy of night-time campus life. To that end, the committee gathered the following information:

<b>Evening Activity</b>	<b>Campus Impact</b>
Academic Classes	These are the enrollment numbers for Fall 2013 evening (after 6pm) courses: Mon., 855; Tues., 744; Wed., 782; Thurs., 481
Athletics	There are a total of 79 home games during 2013-2014: Men's baseball, 11; Men's basketball, 12; Women's basketball, 11; Men's soccer, 8; Women's soccer, 9; Softball, 6; Men's tennis, 7; Women's tennis, 6; Women's volleyball, 9
Lecture Series	Arts and Lecture: 10 (all evening programs.) Campus Activities Sponsored by C.A.B. - Nights and Weekends: 63 THON: 4+
Library Hours	Library is open M-R until 11:45pm; Sunday close at 9:45pm, except last two weeks of semester when it's open until 11:45pm.

Gym Hours	S-R until 12am. According to Tim Coleman, approximately 200 students each night Monday-Thursday. Additional students for clubs (dance/cheerleading/etc) and athletes.
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*Creation of a Shuttle/Van Service:*

A campus-operated van/shuttle service could be used to bring students from campus to Broadcasting Plaza or to various downtown Reading locations. If Penn State Berks was to purchase a shuttle specifically for evening transportation for academic and extra co-curricular activities it would need to be ADA compliant. An ADA compliant used shuttle would cost between \$30,000-\$35,000. Based on maintenance of current vans, an additional expense of \$4,000-\$5,000 should be included in the budget. Our current small van is ADA compliant.

In addition to the shuttle Penn State would need to consider the cost of the drivers. The drivers would be technical service employees (Teamsters). They would be paid between \$16.50-\$20 per hour. If the driver is full-time, the expense of benefits will also need to be considered. Part time drivers would be less expensive however more employees would be needed to cover the schedule and potential call offs.

If the campus decides to go in this direction, we would need to consider which hours and days would the shuttle be in service (only weekday evenings? weekends? special events) and where would the shuttle drop people off (shopping plaza, closest BARTA stop, Bus Depot in Reading). We would also need to consider if the van service would pick people up from off-campus locations or just bring students from campus to off-campus locations. These issues would need to be considered if the campus decides to purchase a van.

One concern is that BARTA might feel that if we have our own shuttle service there isn't a need to continue coming on campus.

*Development of a Pedestrian Path:*

Penn State Berks has made PennDot and the township aware of our safety concerns regarding lack of pedestrian walkways from campus to Broadcasting Square.

**Discussion and Conclusion:**

The most cost and time effective solution to the issue is for BARTA to consider extending its services to our campus in the evening hours. Additionally, since BARTA picks students up from off-campus locations, it is a desirable service. Also, one committee member suggested that our students might be able to develop a web app that indicates to BARTA when someone needs to be picked up during scheduled times. One limitation of our data is that we do not know what percentage of these students do need or would use these services. With new data about the evening activity on campus, we hope Berry will be able to re-approach BARTA about their services. While the committee obviously supports the development of a pedestrian path, this does not meet our campus's short-term needs. If BARTA continues to be resistant to our needs, the committee does feel that the campus needs to consider the shuttle/van services as a viable transportation option.

**Ending:** Report prepared by Holly Ryan on behalf of the Student Life Committee

# **Appendix E**

**Penn State Berks Senate  
Intercollegiate Athletics Committee  
November 2013 Meeting Notes.**

First, we approved the spring 2014 sports schedules.

Second, we discussed the charges that I sent out as an attachment before the meeting. The original charges given to us by the Senate follow the bullet points word-for-word and include anything in parentheses. The questions under each are clarifying questions that I generated to help us address the charge. We discussed the charges and discussed how to address them and who would address them. Here is what followed:

Charge One and Charge Two: The committee determined that these charges are essentially invalid and inappropriate. Charge One addresses academic support for athletes. NCAA guidelines are strict about what can and cannot be offered in that services provided for athletes must also be provided to all students. We follow these guidelines. Charge Two assumes that the college community's expectations for student athletes should somehow be different than the college community's expectations for students as a whole. The committee firmly rejects this notion. The two charges are related in one particular way: just as expectations should be the same, the college cannot offer special academic and support services to athletes--again stressing the fundamental equity of students and student athletes. As chair, I will write a report that addresses the committee's consensus on these two charges.

Charge Three: This charge is essentially describing the work of the Athletics Department. The AD's job is not under our purview. As for dealing with schedules and NCAA requirements, our FAR (Bruce) and AD (Lisa) cover these quite well as part of their jobs. Lisa and Bruce will draft a statement addressing this charge.

Charge Four: This is a more profound charge and one which the committee discussed at length. A group composed of Tom Gavigan, Blaine Steensland, John Guissepe, and Jessica Schocker is going to work on this. Essentially, they will cull data from Jayne, see what majors our athletes pursue when they transfer from Berks in hopes that such majors could help with retention, argue for any new specific varsity programs as a way to recruit students, suggest the priorities and needs of the college relating to varsity sports, and generally issue forth a statement on the symbiotic nature and role of athletics and academics in terms of recruitment and retention at the college.

We will meet in February (TBA) and revise/edit drafts of these statements. Upon consensus, I will create an informational report and send it to the Senate for the March 2014 Senate meeting. If you're name does not appear above, please do not be shy about offering to help!!! We'll certainly need your eyes and attention in February as we produce the final document.

Thanks, and have a great end to the semester and relaxing return in January!

Kirk Shaffer