

Penn State Berks Senate

Monday, September 29, 2014

1:00-2:30 PM

Room 121, Gaige Building

Agenda

- **Call to Order**

- **Additions, Corrections, and Approval of the Minutes of the April 28, 2014 meeting**

- **Announcements and Reports by the Chair**

- **Reports of Officers and University Senators**
 - Vice Chair Snyder
 - Secretary Zambanini
 - University Faculty Senate Chair-Elect Ansari
 - Senator Aynardi
 - Senator Nasereddin
 - SGA President Devyn Heckman
 - Student Senator

- **Comments and Announcements by Administrators**
 - Chancellor Hillkirk
 - Associate Dean Esqueda

- **Unfinished Business**

- **Motions from Committees**
 - Approval of Senate Meeting Dates, Executive Committee (**Appendix A**)
 - Approval of the Chairs of the Standing Committees of the Penn State Berks Senate (**Appendix B**)

- **Informational Reports**
 - Committee Roster of the Penn State Berks Senate, Executive Committee (**Appendix C**)
 - Committee Charges, Penn State Berks Senate, Executive Committee (**Appendix D**)

- **New Legislative Business**

- **Forensic Business**

- **Comments for the Good of the Order**

- **Adjournment**

Penn State Berks Senate
April 28, 2014
1:00-2:30 PM, Multi-Purpose Room

Attendees: Mohamad Ansari, Mike Bartolacci, Tara Beecham, David Bender, Tricia Clark, Nancy Dewald, Bob Forrey, Leonard Gamberg, Katie Garcia, Tom Gavigan, Sudip Ghosh, Hassan Gourama, Nathan Greenauer, Zohra Guisse, Bruce Hale, Ben Infantolino, Selvi Jagadesan, Mahsa Kazempour, Eric Lindsey, Joe Mahoney, Lauren Martin, Cliff Maurer, Ray Mazurek, Mike Moyer, Rungun Nathan, Randall Newnham, JoAnne Pumariega, Jianbing Qi, Malika Richards, Holly Ryan, Dave Sanford, Kirk Shaffer, Jenifer Shannon, Alice Shaparenko, Steve Snyder, Rosario Torres, Amy White Berger, Bob Zambanini (Faculty); Marie Smith (Staff); Kim Berry, Pradip Bandyopadhyay, Paul Esqueda, R. Keith Hillkirk, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, John Shank, Blaine Steensland (Administration); Amanda Gonzales-Ortiz, Edgar Grullon, Devin Heckman, Jessica Hoag, Brant Portner (Students)

1. Call to Order

2. Additions, Corrections, and Approval of Minutes of the March 17, 2014 –The Chair called for corrections, additions to the minutes; hearing none, a motion was called to approve the minutes; the motion was second and *the minutes were approved.*

3. Announcements and Reports by the Chair – No report

4. Reports of Officers and University Senators

- **Vice-Chair Bartolacci** – An informal vote took place within the Academic Affairs committee with regard to the revised HRIM proposal. The proposal included offering an option to the major for entrepreneurship, which would be exclusive to Penn State Berks and was unanimously approved by the committee. The secure tokens currently being used to Access University sites will be replaced with an APP sometime during the next academic year.
- **Secretary Lindsey – No report**
- **Senator and Parliamentarian Ansari** –Representatives from the Gen Ed Task Force visited Berks this past Thursday. Currently there is only a forensic report with no legislative report coming to the Senate in the foreseeable future. The purpose of these meetings is to visit each of the commonwealth campuses and obtain input and then decide what types of input will be included within the report. Senator Ansari acknowledged and thanked the Senate leadership for their work during the past year.
- **Senator Aynardi – Not present**
- **Senator Nasereddin – No present**
- **Senator Snyder** – An advisory and consultative report was drafted by the Faculty Affairs Committee for revisions to Policy AD14, evaluation of administrators. The leading recommendation is going to be that whoever is being reviewed that they then report in writing to the local community. This recommendation will need approval by the Senate but as it is advisory, it also has to be accepted by the new President.
- **Student Senator – Not present**
- **SGA President** – This past weekend, the council of commonwealth student governments passed a recommendation concerning the need to have a concrete review of advisors. The goal was to get this underway before the break with the hope of having more work with regard to this issue in the coming year.

5. Comments and Announcements by Administrators

- **Chancellor Hillkirk** –
 - Many families attended last weekend's Academic Awards ceremony and it was good to see faculty there in support of our students. Our Athletic Banquet will be held this evening and next

Saturday will be the SGA Awards ceremony. Faculty support at all of these events is greatly appreciated.

- In reviewing the statistical information shared at the last meeting with regard to Penn State Berks national ranking (IPEDS data), Penn State Berks was the recipient of the local People's Choice Award this past year as the best college in Berks County.
- An Open House was held this past Saturday. Enrollment continues to track upward for next fall; summer enrollment may set a record. Last summer we were up 60 students and so far for this summer are numbers are in excess of nearly 100 students. Many factors are contributing toward this positive increase including review of classes offered and the creative use of technology through online or hybrid course by the faculty.
- The General Education Task Force is in the process of collecting a lot of information. A number of concerns have been expressed and will be addressed. Conversations surrounding themes at each of the colleges are intriguing. It is important to keep the dialog ongoing with regard to this process.
- Everyone, including our Advisory Board, is being asked to provide their thoughts with regard to the Strategic Planning process at Penn State Berks. It is very much in play over these next few weeks with the draft submission to University Park by June 30. The process will remain to be ongoing throughout the coming year.
- Many visits to Penn State Berks will be taking place over the coming weeks, including visits from President-elect Barron and his wife, Molly on April 29 and Provost Jones, along with Dr. Hanes on May 5. Open sessions will be held for faculty, staff and students for both visits and all are encouraged to participate. It is visits like these that provide us the opportunity to be strategic about our priorities here Penn State Berks.
- The Chancellor acknowledged and thanked the Senate leadership for their work during the past academic year.
- **Associate Dean Esqueda –**
 - The Celebrating Teaching Colloquium will be held on Friday, May 9 from 8:00 a.m. to 1:00 p.m. This year's program will showcase new faculty and their work.
 - Commencement will be held on Saturday, May 10 with the annual faculty and staff breakfast beginning at 7:45 a.m. in Tully's. During the breakfast, announcements will be made concerning promotion and tenure as well as the presentation for this year's faculty awards.
 - The Criminal Justice degree program has been approved; the Accounting degree program is in the final stages of the approval process; and the HRIM proposal has been submitted. For next year, the two degrees that will be in the pipeline are Rehabilitation and Human Services and Industrial Engineering.
 - The Associate Dean acknowledged and thanked the Senate leadership for their work during the past year.

6. Unfinished Business – None

7. Motions from Committees – None

8. Informational Reports –

- **Intercollegiate Athletics Committee (Appendix A) – Dr. Kirwin Shaffer** – An overview was provided.
- **Draft of Penn State Berks Vision and Mission Statement (Appendix B) – Dr. Blaine Steensland** – An overview into the process was shared and was opened to the floor for comments/suggestions. No additional comments were shared.
- **Strategic Planning and Budget Committee (Appendix C) – Dr. Michael Fidanza** – A concern was raised that the University Senate report does not include information pertaining to part-time faculty. The Chair commented there may be an opportunity next year to have this addressed with the University Senate. Another concern was raised with regard to the disparity among salaries between campuses. It was noted a discussion forum has been initiated

on Angel as of last week precisely to address this issue giving all the commonwealth campus Senators have the opportunity to bring issues of inequity to the forefront, and was further noted that these concerns will be shared with the University President. The Chancellor commented that this issue was looked at closely by the Associate Dean, central administration and himself with regard inequities among Berks faculty and adjustments were made. It was assured that this will be looked at very closely by the administration going forward.

- **Student Life Committee (Appendix D) – Dr. Holly Ryan** – An overview was provided.
- **Student Life Committee (Appendix E) – Dr. Holly Ryan** – An overview was provided.
- **Student Life Committee (Appendix F) – Dr. Holly Ryan** – An overview was provided.
- **Student Life Committee (Appendix G) – Dr. Holly Ryan** – An overview was provided.

9. New Legislative Business – None

10. Forensic Business –

- **Gen Ed Taskforce** – The overall importance of closely reviewing and monitoring this information was discussed, specifically concerning the proposed changes with regard to themes and the effect this may have on everything, and further noting how these changes would impact students and faculty in a variety of ways. A suggestion was made to task the Academic Affairs Committee to look at this more closely. Titles for each of the suggested themes were shared. Members from the Student Government, university-wide, are watching this process very closely. The Chair commented the Senate will also be watching this very closely in the coming year.

11. Comments for the Good of the Order – The Chair acknowledged and thanked the Administrators for their support and leadership with the Senate during the past year. The Chair also thanked the Vice-Chair, Secretary and the Parliamentarian for their support during the past year. The Chancellor reported the turf field project has begun noting this will be a great enhancement to Penn State Berks and also encouraged everyone to attend spring commencement on May 10 in order to hear Dr. Blaine Steensland, who will be delivering the keynote address.

12. Adjournment – In keeping with tradition, the Chair turned the floor over to the incoming Chair to adjourn the meeting. A motion was made and second and the meeting was adjourned.

(APPENDIX A)

Penn State Berks Senate Meeting Dates, Fall, 2014 – Spring, 2015

Approved by the Penn State Berks Senate Executive Committee

- September 29, 2014
- October 27, 2014
- November 17, 2014
- February 2, 2015
- March 16, 2015
- April 27, 2015

Executive Committee Meeting Dates

- September 15, 2014
- October 13, 2014
- November 3, 2014
- January 19, 2015
- March 2, 2015
- April 6, 2015

(APPENDIX B)

Committee Chairs of the Penn State Berks Senate Fall 2014 – Spring 2015

Approved by the Penn State Berks Senate Executive Committee

Chairs of the Penn State Berks Senate Committees				
Committee	Chairperson	Phone	e-mail	Term expires
Academic Affairs	Cesar Garza	396-6438	cxm58@psu.edu	2015
Executive	Mike Bartolacci	396-6175	mrb24@psu.edu	2015
Faculty Affairs	Steve Snyder	396-6277	sjs29@psu.edu	2015
Intercollegiate Athletics	Ray Mazurek	396-6176	ram2@psu.edu	2015
Physical Facilities and Safety	Ada Leung	396-6186	cxl51@psu.edu	2015
Strategic Planning and Budget	Samantha Kavky	396-6398	bsk10@psu.edu	2015
Student Life	Bill Bowers	396-6276	whb108@psu.edu	2015

(APPENDIX C)

Committee Roster of the Penn State Berks Senate Fall 2014 – Spring 2015

Approved by the Penn State Berks Senate Executive Committee

PENN STATE BERKS SENATE MEMBERSHIP

The Berks Faculty shall include:

- (a) All full time faculty including librarians (**CURRENT TOTAL = 125**);
- (b) The following members of the Administrative Staff:
 - Chancellor (ex officio);
 - Associate Dean for Academic Affairs (ex officio);
 - Division Heads of EBC, HASS and Science (ex officio);
- (c) Other members of the Administrative Staff as appointed by the Chancellor;
- (d) One senator elected by the professional assistants from among their ranks;
(The total number of Senators from categories (b), (c), and (d) shall not exceed 10% of the full time faculty including librarians.)
- (e) SGA President and elected student senators not to exceed 10% of the full time faculty including librarians.

EXECUTIVE COMMITTEE (7 members, 7 voting, quorum = 4)

Member	Title	Phone	e-mail	Term expires
Mike Bartolacci	Chair, University Senator	396-6175	mrb24@psu.edu	2015 & 2017
Steve Snyder	Vice Chair	396-6277	sjs29@psu.edu	2015
Bob Zambanini	Secretary	396-6178	raz3@psu.edu	2015
Mohamad A. Ansari	University Faculty Senator Chair-Elect, University Faculty Senate Senate Parliamentarian	396-6129	maa4@psu.edu	2015 & 2015
Martha Aynardi	University Faculty Senator	396-6228	mwa1@psu.edu	2016
Mahdi Nasereddin	University Faculty Senator	396-6311	mxn16@psu.edu	2017
Bob Forrey	Past Chair	396-6366	rcf6@psu.edu	2015

Chairs of the Penn State Berks Senate Committees

Committee	Chairperson	Phone	e-mail	Term expires
Academic Affairs	Cesar Garza	396-6438	cxm58@psu.edu	2015
Executive	Mike Bartolacci	396-6175	mrb24@psu.edu	2015
Faculty Affairs	Steve Snyder	396-6277	sjs29@psu.edu	2015
Intercollegiate Athletics	Ray Mazurek	396-6176	ram2@psu.edu	2015
Physical Facilities and Safety	Ada Leung	396-6186	cx151@psu.edu	2015
Strategic Planning and Budget	Samantha Kavky	396-6398	bsk10@psu.edu	2015
Student Life	Bill Bowers	396-6276	whb108@psu.edu	2015

ACADEMIC AFFAIRS (12 members, 9 voting)

Member	Title	Phone	e-mail	Term expires
Joe Mahoney	Representatives from EBC Division	396-6459	jmm694@psu.edu	2016
Malika Richards		396-6096	mur12@psu.edu	2016
Erin Johnson	Representatives from HASS Division	396-6143	eem139@psu.edu	2015
Jessica Shocker		396-6457	jbs213@psu.edu	2015
Ruth Daly	Representatives from Science Division	396-6273	rad12@psu.edu	2015
Cesar Garza (Chair)		396-6438	cxm58@psu.edu	2016
John Shank	Library Representative	396-6341	jds30@psu.edu	2015
Mike Bartolacci	University Curricular Affairs Representative	396-6175	mrb24@psu.edu	2015
Paul Esqueda	Associate Dean (non-voting)	396-6417	pue1@psu.edu	n/a
Dave Bender	Registrar	396-6090	dsb@psu.edu	n/a
Lisa Glass	Manager, Information Technology Services (non-voting)	396-6190	lmg9@psu.edu	n/a
	Student Representative			2015

FACULTY AFFAIRS (7 members, 6 voting)

Member	Title	Phone	e-mail	Term expires
Rungun Nathan	Representatives from EBC Division	396-6170	rrn13@psu.edu	2015
Sinan Tas		396-6188	sut12@psu.edu	2015
Steve Snyder (CHAIR)	Representatives from HASS Division	396-6277	sjs29@psu.edu	2015
Kesha Morant Williams		396-6218	kmm410@psu.edu	2016
Leonard Gamberg	Representatives from Science Division	396-6124	lpg10@psu.edu	2015
Robert Forrey		396-6366	rcf6@psu.edu	2016
Paul Esqueda	Associate Dean (non-voting)	396-6417	pue1@psu.edu	n/a

INTERCOLLEGIATE ATHLETICS (13 members, 13 voting)				
Member	Title	Phone	e-mail	Term expires
Michael Simon	Representatives from EBC Division	396-6448	mjs71@psu.edu	2016
Mitch Zimmer		396-6334	miz1@psu.edu	2016
Ray Mazurek (CHAIR)	Representatives from HASS Division	396-6176	ram2@psu.edu	2016
Chrystine Mitchell		396-6204	ccm19@psu.edu	2016
Michael Fidanza	Representatives from Science Division	396-6330	maf100@psu.edu	2016
Ben Infantolino		396-6153	bwi100@psu.edu	2016
Bruce Hale	Faculty Athletic Representative	396-6156	bdh1@psu.edu	2015
Teresa Sabatelli	Interim Director of Student Affairs (non-voting)	396-6061	tcs5@psu.edu	2015
Lisa Deibler	Berks Athletic Director	396-6162	lkd13@psu.edu	n/a
Adrian Munteau	Varsity Coach	484-769-8128	fam11@psu.edu	n/a
	Student Senator			2015
	Student Representatives			2015

PHYSICAL FACILITIES AND SAFETY (9 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Ada Leung (CHAIR)	Representatives from EBC Division	396-6186	cx151@psu.edu	2016
Cliff Maurer		396-6403	crm13@psu.edu	2016
Amy Berger	Representatives from HASS Division	396-6452	awb10@psu.edu	2016
Lauren Martin		396-6214	ljm13@psu.edu	2015
Jennifer Arnold	Representatives from Science Division	396-6174	jma25@psu.edu	2015
Wah-Kwan Ku		396-6278	wxk12@psu.edu	2015
Tricia Clark	At-Large Representative	396-6349	tkc3@psu.edu	2016
Kim Berry	Campus Chief Operating Officer (non-voting)	396-6260	kreb11@psu.edu	n/a
	Student Representative			2015

STRATEGIC PLANNING AND BUDGET (10 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Sudip Ghosh	Representatives from EBC Division	396-6346	sxg38@psu.edu	2016
Abdullah Konak		396-6310	auk3@psu.edu	2016
Samantha Kavky (CHAIR)	Representatives from HASS Division	396-6398	bsk10@psu.edu	2016
Hartono Tjoe		396-6453	hht1@psu.edu	2016
Bert Eardly	Representatives from Science Division	396-6131	bde1@psu.edu	2016
Jianbing Qi		396-6132	jxq10@psu.edu	2015
Mahsa Kazempour	At-Large Representative	396-6453	lxm62@psu.edu	2015
Dennis Mays	Campus Financial Officer (non-voting)	396-6042	dym9@psu.edu	n/a
Jayne Park-Martinez	Representative from Planning, Research, and Assessment (non-voting)	396-6386	jip10@psu.edu	n/a
	Student Representative			2015

STUDENT LIFE (12 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Bill Bowers (CHAIR)	Representatives from EBC Division	396-6276	whb108@psu.edu	2016
Jennifer Shannon		396-6442	jms1167@psu.edu	2015
Nathan Greenauer	Representatives from HASS Division	396-6099	nmg12@psu.edu	2016
Michelle Mart		396-6180	mam20@psu.edu	2016
Ali Alikhani	Representatives from Science Division	396-6212	axa12@psu.edu	2016
Ryan Hassler		396-6127	rsh14@psu.edu	2015
James Shankweiler	At-Large Representative	396-6327	jps23@psu.edu	2015
Teresa Sabatelli	Interim Director of Student Affairs (non-voting)	396-6061	tcs5@psu.edu	n/a
Bruce Hale	College Representative on University Athletic Committee (non-voting)	396-6156	bdh1@psu.edu	n/a
Jayne Park-Martinez	Representative from Planning, Research, and Assessment (non-voting)	396-6386	jip10@psu.edu	n/a
Lisa Deibler	Berks Athletic Director (non-voting)	396-6162	lkd13@psu.edu	n/a
	Student Representative			2015

APPENDIX D

Committee Charges, Penn State Berks Senate, 2014-2015

(Informational Report Approved by the Executive Committee of the Penn State Berks Senate, August, 2014)

Committee Chairs are expected to report directly to the Senate. Specifically, all Committee Chairs are required to submit to the Senate a mid-year progress report and an end of the year progress report as is being practiced by the University Faculty Senate. Reports should be submitted to the Secretary of the Senate, Robert Zambanini (raz3@psu.edu). All items that need Senate approval must be presented as a Legislative report and must include a motion. Motions will be discussed and voted on by Senate. Unless otherwise specified, the reports below should be considered Informational Reports. Any committee can decide to create an Advisory or Legislative report.

LAST YEAR's Committee Charges:

Academic Affairs

- Draft Legislative Report on the P3 Proposals submitted by the Senior Associate Dean for Academic Affairs.
- Review the University Faculty Senate Legislative Report “Revisions to Senate Policy 54-00 and all related Senate policies to Academic Warning, Drop Action, and Reinstatement: 54-10, 54-20, 54-40, 54-50, 54-52, 54-54, 54-58, 54-80, 54-82, 58-60, 14-00, 14-10, 16-00, 18-30, 18-70, 51-70, and 67-00” and make recommendations to the Senate.

Faculty Affairs

- Review, develop, and draft an Informational report on the best practices for increasing students' participation in SRTE's.
- Draft a Legislative report to review and make recommendations to Senate on part time faculty compensation.
- Review and make recommendations to Senate on faculty compensation for summer teaching.

Intercollegiate Athletics

- Report on the Committee's activities at the April meeting of the Berks Senate.
- The committee will review progress this year in improving academic success support for student athletes.
- Develop recommendations to the Chancellor of the Berks campus on matters affecting the North Eastern Athletic Conference (NEAC), the other Penn State Division 3 campus athletic programs, the University-wide Intercollegiate Athletic Committee, the NCAA, and other national athletic governance bodies in which the University holds membership and

shall work closely with the faculty representatives in establishing the University's formal vote to these organizations.

- Meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.

Physical Facilities and Safety

- Draft an Informational Report on the General Safety concerns.
- Review plans and make recommendations regarding construction, renovation, and physical development of the campus.
- Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an Informational report to the Senate.

Strategic Planning and Budget

- Draft the annual Faculty salary informational report.

Student Life

- Draft an Informational report on the progress of President Barron's Task Force on sexual assault.
- Draft an Informational report to review campus facilities that support the out-of-class/curricular experiences of our students, including recommendations regarding the Student Facility Fee.
- Make recommendations regarding the quality of student life and the functions of the Office of Student Affairs.
- Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees.
- Draft an Informational report to examine the integrating and complimenting of the students' in-class and out-of-class experiences to ensure the best possible educational experience and use the NSSE data to examine opportunities.
- Draft an Informational Report on Evening Transportation for Academic and extra co-curricular activities.