

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

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the April 26, 2010 meeting**
- 3. Announcements and Reports by the Chair**
 - Committee Roster Updates
- 4. Reports of Officers and University Senators**
 - Vice Chair Dewald
 - Secretary Lindsey
 - Senator Aynardi
 - Senator Nasereddin
 - Senator Snyder
 - Senator Zambanini
 - Senator Romberger
 - Student Senator
 - SGA Chair
- 5. Comments and Announcements by Administrators**
 - Chancellor Speece
 - Associate Dean Esqueda
- 6. Unfinished Business**
- 7. Motions from Committees**
 - Adornments at Commencement, Academic Affairs and Executive Committee (**Appendix A**)
 - Suggested priority list for assignment of Faculty Offices, Executive Committee (**Appendix B**)
- 8. Informational Reports from Committees**
 - Academic Affairs (**Appendix C**)
 - Strategic Planning and Budget (**Appendix D**)
- 9. New Legislative Business**
- 10. Forensic Business**
- 11. Adjournment**

Penn State Berks Senate
Monday, September 20, 2010
1:00-2:30 PM, Multi-Purpose Room

Attendees: Katie Amaral, Mohamad Ansari, Jennifer Arnold, David Aurentz, Martha Aynardi, David Bender, William Bowers, Tricia Clark, Jennifer Dareneau, Nancy Dewald, Mike Fidanza, Bob Forrey, Paul Frye, Leonard Gamberg, Sudip Ghosh, Selvi Jagadesan, Abdullah Konak, Sadan Kulturel, Jim Laurie, Eric Lindsey, Deena Morganti, Mike Moyer, Mahdi Nasereddin, Rungun Nathan, Sandee Nevitt, Randall Newnham, JoAnne Pumariega, Jianbing Qi, Malika Richards, Andrew Romberger, John Shank, Alice Shaparenko, Steve Snyder, Christian Weisser, Amy White-Berger, Bob Zambanini, Mitch Zimmer (Faculty); Mary Lou D'Allegro, Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Janelle Larson, Belen Rodriguez-Mourello, Susan Speece (Administration); Brandon Bernard, Kevin McCarthy, Eric Miggins (Students)

1. Call to Order

2. Approval of Minutes of the Preceding Meetings- Minutes of April 26, 2010– *The minutes were approved.*

3. Announcements and Reports by the Chair –

- The Chancellor's Excellence Fund will be used to reward positive participation and assessment.
- Twenty nominations have been received from faculty for the upcoming Search Committee for the Chancellor at Berks. A total of ten faculty names will be submitted to University Park covering various disciplines and ranks. Of that list, a total of five faculty members will be selected to serve on the committee. There is also a separate search underway nominating staff, advisory board, students and community members. The final committee will be *charged* at their first meeting at the end of October.
- The issue of adornments at commencement is still unresolved. There is currently no record of this being voted on, only proposed. Faculty members were encouraged to review the original comments from the 2004 meeting minutes and forward their comments to the Chair. A legislative report will be crafted by the Academic Affairs and the Executive committees to be voted upon possibly as soon as the October meeting. The goal is to have a resolution in place by the 2011spring commencement.
- The Chair announced his plans to retire effective June 30, 2011.

4. Reports of Officers and University Senators

- **Vice-Chair Dewald – No Report**
- **Secretary and Senator Lindsey – No Report**
- **Senator Aynardi** – A benefits meeting will be held on September 28 to discuss the upcoming changes to our healthcare plan for 2011; all are strongly encouraged to attend. It was suggested that a report be crafted and submitted to the University Benefits committee outlining concerns that faculty and staff have to the changes with the healthcare plan. The Chair agreed and asked that a report be submitted to his attention which will then be taken up with the Executive committee for review. Senator Aynardi reported that the Faculty Benefits committee are aware of these concerns and is currently working on a report outlining the unfairness of the increase with particular emphasis to staff that are in the lower income bracket.
- **Senator Nasereddin** – The Computer & Informational Systems committee and the Library committee at University Park will be merging. Senator Nasereddin requested that any

comments concerning the *charges* for these two committees be forwarded to his attention so that they may be included in the report.

- **Senator Snyder (Appendix A)** – Senator Snyder reviewed his current obligations as University Senator to serve on the Intra-University Relations committee (IRC) and the standing Fixed-Term Faculty sub-committee as outlined in the report.
- **Senator Zambanini** – All main proposals were passed at the recent Curricular Affairs committee meeting.
- **Senator Romberger** –
 - The Chair reported that he is serving on the Faculty Affairs committee for the University Senate and the Faculty Rights and Privacy sub-committee. Also reported, the implementation of the online SRTE's is currently being monitored; Academic Freedom, policy (HR-64) is up for review; Joint Administration Faculty Senate Textbook committee report will be coming to Senate Council, then to University Senate for their October meeting; HR&R Statement for Policies Guide, policy (HR-76) is up for revision; and Courseware Conflict of Commitment, Conflict of Interest, Research Ethics, (RA-17) is up for review.
 - The University Senate has passed the 24-credit rule for completion of degrees at a location at their September meeting.
 - The Senate Council will be meeting on September 21 to discuss the proposal to change the minimum entrance requirements for admission to better reflect practice; this will primarily affect the foreign language requirements. Requirements for a minor will be changed. This removes the idea that a requirement for a minor must be completed where the degree is offered. A student can complete a minor at another location if the advanced courses are being offered.
 - University Senators will be visiting Berks the morning of October 20. Please watch for an announcement as to when their meeting with faculty will take place.
- **Student Senator – Not Present**
- **SGA President Bernard** – Several topics will be under review in the coming weeks, they are the standardization of the FYS Program, Smoking Policy (AD-32), Diversity Education, Final Year Engagement Plan, and the continuing commitment to the Health & Wellness committee. Suggestions for Student Representatives to serve on this year's Academic Affairs, Physical Facilities and Safety, Strategic Planning and Budget, and Student Life committees will be submitted to the Chair.

5. Comments and Announcements by Administrators

- **Chancellor Speece** –
 - Dr. Madlyn Hanes, Vice President for Commonwealth Campuses, stated at the last ALC meeting that she would like to see the commonwealth campuses initiate degree completion alternatives. Penn State University is the most challenging to receive life credits and to do degree completion activities. By making this move, it would prove to be more beneficial for our adult learners. Dr. Hanes also spoke on the focus on campus research initiatives. Berks has been doing a good job in this area by making inroads within the community as far as making our research efforts known but for the future, we need to do an even better job of getting the word out there.
 - Great Valley will now join ranks with the other five campus colleges and will essentially be considered a college of its own.
 - Core Council for Curricular Alignment is working on getting the commonwealth campuses and University Park on same in making sure it is not pursuing under-enrolled programs. They currently have representatives visiting each campus looking at how this is being handled. Currently, Berks is one of the three best campuses in terms of

not having under-enrolled classes. The current programs under review are biology, American studies and business.

- **Associate Dean Esqueda –**
 - An e-mail requesting suggestions for the next common reading book will be forthcoming.
 - The Celebrating Teaching Colloquium will be held on December 16, 2010. This year's topics will be Service Earning and Mentor Programs.
 - Faculty members were encouraged to forward their suggestions for topics for this year's Faculty Retreat.

6. Unfinished Business – None

7. Motions from Committees –

- **Approval of Senate Meeting Dates, Executive Committee (Appendix B)** - A vote was called and the *motion was approved*.
- **Approval of Senate Committee Chairs, Executive Committee (Appendix C)** - A vote was called and the *motion was approved*.

8. Informational Reports from Committees

- **Committee Charges, Penn State Berks, 2009-2010, Executive Committee (Appendix D)**
 - The Chair requested that any comments or suggestions concerning committee *charges* be forwarded to his attention.
- **Faculty Affairs Committee – Bill Bowers**
 - Division P&T committee results are in: EBC Division, Malika Richards and Mike Bartolacci; HASS Division, Ken Fifer; SCI Division, Lorena Tribe and Tami Mysliwicz.

9. New Legislative Business – None

10. Forensic Business –

- **Rising Cost of Textbooks and What to Do About It – Mohamad Ansari**
 - There is an ongoing concern regarding the rising cost of textbooks. In the past 25 years alone, costs have increased dramatically making it very difficult for students to be able to keep up with these rising costs. The publishing companies in order to destroy the used book market have published new editions and continue to pass on the increased cost to the consumer. There is legislation coming to the University Senate from the faculty and is joined by the administration which states that *the higher education opportunity act reauthorization mandates that all information for textbooks be included in college and universities online course syllabus*. Also, effective July 1, *Pennsylvania General Assemblies College Textbook Affordability, Accountability and Accessibility Act requires faculty to choose the least expensive, educationally-sound textbooks*. These initiatives are what the mathematics department university-wide is striving for and we encourage other disciplines to join us with our efforts in helping to bring down these exorbitant textbook costs currently being passed on to our students.

11. Adjournment

Appendix A

Motion from Academic Affairs and Executive Committee
Policy for adornments worn by students at commencement
October 11, 2010

The Senate Executive Committee and the Academic Affairs Committee sponsor the following legislation on adornments at commencement:

The Academic Affairs Committee of BKLV College proposed a policy regarding adornments which was presented at the meeting of the then Senate Council at its October 2004 meeting. There is a question of whether a vote was taken, thus a slightly revised policy is being brought to the Senate by the Executive Committee and the Academic Affairs Committee for approval.

Academic regalia and adornments for students at commencement:

The academic cap and gown is the official attire for commencement. Only academic medals, pins, stoles, or cords issued by recognized national honor societies, Berks College, or Penn State University that do not obscure the academic attire and are pre-approved by the Academic Affairs Committee may be worn during commencement. Multiple academic adornments may be worn. Special circumstances will be considered by the AAC at least one month prior to commencement. Urgent circumstances will be resolved at the discretion of the Chancellor until such time when the AAC is able to officially consider the request.

Rationale:

1. We have modified University Park practice since the College began giving honors cords for distinction.
2. One of the privileges of a small college is we can monitor the appropriateness of the attire and recognize individual accomplishments.

Appendix B

Motion from Executive Committee
Berks Policy for Assignment of Faculty Office Space
October 11, 2010

Chancellor Speece and Associate Dean Esqueda have requested a written document from the Berks Faculty Senate that articulates priority for assigning individual offices to faculty. In the spirit of the discussion under previous Chair Mohamad Ansari, the Executive Committee offers the following motion for approval:

The recommended procedure for assigning individual offices to Penn State Berks faculty (preference will take into consideration rank and seniority) shall be as follows:

1. Professor;
2. Faculty with administrative responsibilities requiring privacy;
3. Associate professor;
4. Tenure-line assistant professor;
5. Fixed-term faculty with senior rank;
6. Fixed-term faculty;
7. All other appointments

If a faculty member is offered a single office and chooses not to accept it he/she may submit a written petition along with justification to the Associate Dean for Academic Affairs if he/she feels their situation has changed. It is recommended that this request not be made more frequently than once every three years.

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

Appendix C

Academic Affairs Committee

Meeting Minutes, Tuesday, October 5, 2010

Present: David Bender, Nancy Dewald (Chair), Rachel Friedman, Tom Gavigan, Michele Ramsey, and Bob Zambanini.

Proposed Legislation on Adornments at Commencement

The Committee continued a discussion that they had started via email on proposed legislation on adornments at commencement to be sponsored jointly by the Senate Executive Committee and the AAC. Following discussion, the Committee made modifications to the draft provided by Senate Chair Andrew Romberger, and added some rationale to the legislation. The legislation is attached and will be forwarded to the Executive Committee.

Common Reading Program Survey:

Mary Lou D'Allegro is in the process of surveying students about the Common Reading Program, and she will report to us when she has the results of that survey.

Appendix D

Strategic Planning and Budget Committee

Meeting Minutes, October 4, 2010

(Attending: Bruce Hale, Jui-Chi Huang, Joanna Garner, Lorena Tribe, Mary Lou D'Allegro)

The meeting consisted of an introductory session discussing the charges given to the Committee by the Faculty Senate Executive Committee. Members discussed the goals and nature of each charge, means of contacting the source for the information and data that needs to be collected, and the recruitment of Committee members to lead information gathering for each charge.

The following individuals have volunteered to contact sources to begin collecting data for specific charges:

Charge 1: Faculty salary merit increases – Lorena Tribe

Charge 2: University Faculty Senate Informational Report on Salaries, 2009-10 – Bruce Hale,
Malika Richards

Charge 3: Adjunct salary rates at surrounding colleges – Joanna Garner, Jennifer Dareneau

Charge 4: Strategic Plan goal initiatives – Mary Lou D'Allegro

Charge 5: Summer compensation for full-time instructors – Jui-Chi Huang

Respectfully submitted,
Bruce D. Hale, Chair