

Penn State Berks Senate
Monday, November 30, 2009
1:00-2:30 PM, Multi Purpose Room
Agenda

- 1. Call to Order**
- 2. Additions, Corrections, and Approval of Minutes of the October 26, 2009 meeting**
- 3. Announcements and Reports by the Chair (Appendix A)**
- 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**
 - **Faculty Affairs (Appendix B)**
- 8. Informational Reports from Committees**
 - **Academic Affairs Committee**
 - i. Minutes from Nov. 4 meeting (Appendix C)**
 - ii. Procedure for the Proposal of Majors and Minors (Appendix D)**
 - **Faculty Affairs Committee (Appendix E)**
 - **Strategic Planning and Budget Committee**
 - i. Minutes from the Oct. 19 meeting (Appendix F)**
 - ii. Minutes from the Nov. 11 meeting (Appendix G)**
 - **Physical Facilities and Safety Committee (Appendix H)**
 - **Student Life Committee**
 - i. Minutes from the Nov. 2 meeting (Appendix I)**
 - ii. Report on faculty and staff support of student athletics (Appendix J)**
- 9. New Legislative Business**
- 10. Forensic Business**
 - **Common Reading Proposal (Appendix K)**
- 11. Adjournment**

Penn State Berks Senate
Monday, October 26, 2009
1:00-2:30 PM, Multi-Purpose Room

Attendees: Khaled Abdou, Mohamad Ansari, Jennifer Arnold, Martha Aynardi, David Bender, Bill Bowers, Ruth Daly, Jennifer Dareneau, Nancy Dewald, Rachel Friedman, Jui-Chi Huang, James Karlinsey, Samantha Kavky, Jim Laurie, Eric Lindsey, Deena Morganti, Michael Moyer, Marilyn Mussomeli, Mahdi Nasareddin, Randall Newnham, JoAnne Pumariega, Malika Richards, Andy Romberger, Brenda Russell, Susanne Samson, Alice Shaparenko, Steve Snyder, Terry Speicher, Rosario Torres, James Walter, Amy White Berger, Janet Winter, Robert Zambanini, Mitch Zimmer (Faculty); Mary Lou D'Allegro, Sandy Kreis, Marie Smith (Staff); Pradip Bandyopadhyay, Paul Esqueda, Janelle Larson, Dennis Mays, Belen Rodriguez-Mourelo, Susan Speece, Blaine Steensland (Administration); Dillon Kenniston, Frank Materia, Eric Miggins, Melissa Navarro, Nick Yeager (Students)

1. **Call to Order**
2. **Approval of Minutes of the Preceding Meetings- Minutes of September 21, 2009– *The minutes were approved.***
3. **Announcements and Reports by the Chair – No Report**
4. **Reports of Officers and University Senators (Appendix D)**
 - **Vice Chair Dewald –**
 - A P3 proposal for a Transfer of the B.S. in Childhood and Early Adolescent Education, Early Education PK-4 Option to Penn State Berks was sent out for comments and none were received.
 - **Secretary Lindsey – No Report**
 - **SGA President Yeager –**
 - Three internal goals for the SGA have been set for this semester; they are diversity, community service, and fundraising. As part of the community service efforts, it will be a requirement for all clubs including the SGA to complete 24-hours of community service per semester.
 - In an attempt to improve student life, the SGA is looking to bring “A Greek Life” to Penn State Berks.
 - The SGA is working with Academic Affairs to bring a Final Year Engagement Plan to the campus to help provide students with real workplace experience. The emphasis would be placed on students who do not necessarily have opportunities to complete internships.
 - The SGA is working with Housing and Food Services to provide additional student lounge space in the Lion’s Den area.
 - The current Smoking Policy on campus is currently under review and implementations are underway in an attempt to better serve the health and environmental needs on campus. Legislation should be pushed forward for review in the SGA in the near future and then forwarded for consideration by the Executive Board of the Berks Faculty Senate.
 - The use of clicker technology has been adopted to improve the efficiency in our meetings and has been well-received.
 - **Senator Aynardi – No Report**
 - **Senator Bowers –**
 - The UP Faculty Affairs Committee voted against the College of Medicine’s proposal and reported that to Susan Youtz, the Senate Executive Secretary. Also provided to the Senate Executive Secretary was a list of concerns by the Committee that were not addressed in the

proposal. A revised proposal will be forthcoming by the Committee for the Senate Executive Secretary's recommendation.

- There will be an informational and consultative report coming out of the Faculty Affairs Committee at UP that will provide guidelines for the development of unit-level workload policies. These workload policies are required by Section 7.1 of the University's Strategic Plan.
- **Senator Nasereddin –No Report**
- **Senator Zambanini –**
 - The Senate Committee on Curricular Affairs has made significant progress in solving problematic issues in its two meetings for the 2009-2010 Academic Year. In particular, three issues of concern to Berks have either been resolved or have received the endorsement of the Committee to take the necessary steps to resolve.
 - The proliferation of "X97" courses was discussed. In particular, it was noted that the use of one-semester course designations in situations where such courses have in essence become permanent is being abused. Chair Shannon will investigate this issue and report back to the Committee in December with a proposed document for ACUE.
 - The issue of location-specific minors was discussed. The sense of the Committee is that minors should not be location-specific, but discipline-specific. Thus, the Committee proposed having "University Minors" whose requirements would be set by discipline communities in the subject area rather than by campus/location. When it was reported that ACUE is currently investigating this situation, the Committee agreed to form a joint committee with ACUE to study the situation and prepare a report.
- **Senator Romberger –**
 - University Senate met last week to report on long term care insurance. The major item that was voted on was to extend the ability of the student senator to send a substitute if they cannot attend any of the meetings. This amendment was approved.
 - Traditional reports were presented. The budget status report was withdrawn since our appropriations status remains unknown at the present time.
- **SGA Senator Kenniston –**
 - The role of the Student Senator is currently under review. Student Senator Kenniston encouraged anyone who has concerns or suggestions to contact him directly. For those wishing to contact Student Senator Kenniston, his email address is dmr5090@psu.edu.
 - The other issue that is of concern pertains to the excessive alcohol consumption at Penn State. The number of alcohol-related cases seen at the Mt. Nittany Medical Center rose from 178 cases in 2003-04 to 586 cases in 2008-09. This is of great concern and remains an issue of a pressing nature to the University. Recommendations or suggestions may be presented to the Student Life Committee for consideration.

5. Comments and Announcements by Administrators

- **Chancellor Speece**

- Chancellor Speece attended a community breakfast meeting last Friday and in attendance were both Senator Mike O'Pake and his assistant. A comment was made by the Senator's assistant to anticipate word on the appropriations by early November. Currently the state owes Penn State University over \$100 million dollars; the longer the delay, the higher the amount will be. At this time, the University has not had to borrow any funds to cover any of their outgoing expenses, including salaries; any carry-over funds remain at University Park. In lieu of borrowing funds from outside sources, the University has liquidated certificates of deposit to handle the current budget crisis until the stalemate with the appropriations is lifted. This should be a viable solution for at least the next few months. Since there were no capital funds appropriated for in this year's budget for Penn State, the BEIST building project remains on hold.

- Students have expressed concerns regarding Penn State increasing tuition mid-year. The Chancellor stated that she is not aware nor has she heard of anything relating to a tuition increase for Penn State University at this time.
- Mayor McMahon met with Chancellor Speece and would like to bring Geoffrey Canada's project "The Harlem Promise Academy" to life in Berks County. Mayor McMahon's would like to see all Berks County area colleges get involved. Chancellor Speece is aware of the Geoffrey Canada project and commented that this inspirational story would offer a great opportunity for our students. The Harlem Academy's philosophies and the effect that his research has made with children from impoverished backgrounds are truly remarkable. The Chancellor suggested the book "Whatever it Takes" by Paul Tuft be considered for next year's Common Reading Program. For anyone wishing to preview this book, there are currently five copies on reserve at the campus library.
- **Associate Dean Esqueda**
 - The Celebrating Teaching Colloquium will be held on Thursday, December 17. This year's subject matter will be on rigor, engagement, active learning and humor, and what is the proper balance.
 - The Faculty Retreat has been set for January 6, 2010. This year's subject matter will be pertaining to student recruitment and retention. With the assistance of Dr. Blaine Steensland and Dr. Mary Lou D'Allegro, we look forward to an informative session on this very important subject matter.

6. Unfinished Business – None

7. Motions from Committees -

- **Amendment to Student Life Standing Rules (Appendix A) –**
 - The Executive Committee has proposed adding the position of University Athletic Committee Representative to Student Life. This would be in addition to the Athletic Director who is the current representative to this committee.
 - A vote was called and the *motion was approved*. There were 45 votes, 41 in favor of the amendment, 2 opposed and 2 abstentions.

8. Informational Reports from Committees

- **Academic Affairs Committee (Appendix B) – Dr. Nancy Dewald**
- **Faculty Affairs Committee (Appendix C) – Mitch Zimmer**
- **Physical Facilities and Safety Committee (Appendix D) – Dr. Khaled Abdou**
- **Student Life Committee (Appendix E) – Dr. James Karlinsey**

9. New Legislative Business –

- **SGA legislation regarding Smoking Policy at Penn State Berks (Appendix F) –**
 - Due to this legislation still being a work in progress, Chair Romberger recommended that the motion be withdrawn at this time.

10. Forensic Business – None

11. Adjournment

Appendix A

Announcements and Reports by Senate Chair

Charge to Exec Comm and FAC regarding elections reporting policy. In the past there have been several questions about our election results although no election has been challenged to date. In a spirit of more openness, following discussions with the policies of the University Senate's office, it is being proposed that election results being reported include the winner, 1, 2 and possibly 3 alternate and the fraction or percentage of electors participating. The Berks Senate Chair shall be provided the results of the election. The committees are asked to discuss this idea and return a recommendation to the senate before the next round of elections.

Charge to Physical Facilities and Safety. In light of the withdrawn (October meeting) policy recommendations from SGA and complaints from those whose offices are directly above entrances the PFS committee is charged with working with the administration to explore the possibility of a more effective policy regarding designated smoking areas which comply with the University Smoking Policy. The results are to be reported to the Senate.

Appendix B

Faculty Affairs Committee

Legislative Report on Annual Faculty Salary Merit Increases

November 18, 2009

Introduction: The committee has been charged to review the current policy on the distribution of annual faculty salary merit increases and make an appropriate recommendation in accordance with the annual faculty ratings.

Discussion and Rationale: Faculty members are awarded general salary increases on the basis of the quality of teaching, research, and service. Faculty evaluations are determined by Division Heads based on a 5.0 scale and weighted according to individual faculty members' annual distribution of effort.

Salary increases derive from the following categories:

1. Merit Increases are awarded to all faculty members earning an overall rating of at least 3.0. Also known as "the cost of living increase," this category is a fixed percentage applied to all eligible faculty members.
2. Funds from the President's Excellence Fund are awarded to faculty members earning a 3.1 or higher. This salary increase is awarded in increments, with percentages increasing commensurate with faculty members' overall merit ratings.
3. Funds from the Chancellor's Excellence Fund are awarded as a flat sum rather than a percentage increase. These funds are awarded to faculty members who distinguish themselves through special accomplishments; they are also used to maintain salary equity.

The first two categories, Merit Increases and funds from the President's Excellence Fund, are based on faculty members' overall annual performances. These raises are rooted in the University's existing system of faculty evaluation.

Funds from the Chancellor's Excellence Fund, however, may be awarded to faculty members based on outstanding work in one of the three evaluation categories and/or special projects, initiatives, or contributions to the college. As such, these funds are awarded on a discretionary basis and needn't derive from faculty members' composite merit ratings.

Recommendation:

The committee makes a motion that the criteria for merit raises from the Chancellor's Excellence Fund be announced annually, in January of a given year, to enable faculty members to set performance goals consistent with these criteria when developing their Annual Faculty Activity Reports.

Effective Date: January 2010

Ending List: Committee Members proposing legislation:

William Bowers
Bert Eardly
Paul Esqueda
Robert Forrey
Jennifer Hillman
Jeanne Marie Rose
James Shankweiler
Mitch Zimmer (Chair)

Appendix C

Academic Affairs Committee

Meeting Minutes, Nov. 4, 2009

Present: Dave Bender, Nancy Dewald (chair), Paul Esqueda, Rachel Friedman, Monica Ilnicki, Shiyong Lee, Tami Mysliwiec, Daniel Russell, Jim Walter, Bob Zambanini. Walt Fullam joined us for the compressed time discussion.

1. Compressed Time Courses/Summer Sessions/Programs

Rachel gave a report on the compressed time issue from her discussions with Chancellor Speece and others. Among other things, the Chancellor suggested we ask the Divisions about interest in compressed time courses or programs. Dave reported that 3-week summer sessions are offered at other campuses with success. Tami reported that there was consideration of offering all the FYS courses in the first 5 weeks of the semester, but there are not enough classrooms to accommodate that. UP offers lots of compressed time online courses.

Walt said a survey by the College showed that adults want to spend less time on campus. He said that to be effective, we need to incorporate compressed time into an entire program rather than just isolated courses. Degrees of interest would be Business, Occupational Therapy, Education (but that requires 2 years full time), and IST. He said there will be fewer high school graduates in future years, so we want to be attracting more adult students. We can also partner with other campuses to offer programs, using Polycom, including Abington, Brandywine, and perhaps Lehigh Valley.

Dave suggested three approaches to this issue:

1. 3-week summer sessions
2. A programmatic approach
3. Compressed time courses during the regular semester

Rachel, Jim, and Walt will meet to work on a final informational report.

2. Education Transfer Proposal

Next we discussed the P-3 Proposal for a Transfer of the B.S. in Childhood and Early Adolescent Education, Early Education PK-4 Option, to Penn State Berks. The PA Dept. of Education had made changes in teacher accreditation, requiring the changes outlined in this proposal. UP's education program made these changes, and Berks is simply making our program match that at UP.

The committee received no comments or questions from the faculty concerning this proposal. We noted two typographical errors in the proposal, and two abbreviations to be spelled out. The committee then unanimously approved the proposal. Nancy will forward to Belen Rodriguez-Mourelo the minor corrections to be made, then Bob Zambanini, as the representative to the University Senate Committee on Curricular Affairs will sign the proposal before forwarding it to the Associate Dean of the College, who then forwards it to the Office of Undergraduate Education.

3. Establishing Competency in a Major

Michele Ramsey, on behalf of the Communications Arts and Sciences program, brought an issue to the Executive Committee and the Academic Affairs Committee concerning students taking 400-level courses through the World Campus because some students reported that they are easier than the same course at Berks. She forwarded a policy by the College of the Liberal Arts which limits the number of credits accepted by that college from outside UP to establish a student's competency in a major within

the Liberal Arts college, and she requested that the Berks College develop a similar policy. The Executive Committee will discuss this at their next meeting, and Andy Romberger requested the AAC's input.

Paul is on the ACUE (Admin. Council on Undergraduate Education) Committee on Curriculum & Planning, which is proposing a recommendation regarding "Degree completion requirements for students in the Penn State system." This recommendation is aimed at allowing some mobility for students, in line with the University's tenet that "a course is a course." It proposes that "the Dean and faculty may require up to 24 credits of 300- or 400-level course work in 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 a given major."

Paul will talk further with ACUE, and he will also consult with his counterparts at Harrisburg, Abington, and Altoona concerning what policies they have in place and how they enforce them. Bob will bring the issue to the Senate Committee on Curricular Affairs, and Paul and Martha Aynardi will bring it to the Senate Intra-University Relations Committee. This is not an easy issue, because the university wants to grow the World Campus.

Paul also mentioned that the World Campus is only a delivery unit, and the courses are overseen academically by the college that developed them, whether UP or elsewhere. Dave said the university used to require students to have an advisor's signature to take a World Campus course, but that is no longer the case. Also, when a student gets a degree audit, the course counts as fulfilling a requirement no matter where it was taken, so we cannot say the degree audit is invalid and the course doesn't count. Paul said we may want a College policy with a general rule, then program-specific course requirements.

4. Next Meeting

The AAC's next meeting will be to discuss and vote on a P-3 Proposal from the HASS Division for a Minor in Women's Studies. This proposal was sent to the Berks faculty for consultation on Nov. 3, 2009.

Respectfully submitted,
Nancy Dewald

Appendix D

Academic Affairs Committee Procedure for the Proposal of Majors and Minors Penn State Berks

The Academic Affairs Committee is charged by the University with “ensuring adherence to the University's standards of academic quality and curricular integrity.” The University also charges Curricular Committees to “review, evaluate, and approve or reject all course and curriculum proposals including proposals to limit program enrollment submitted by the various departments, colleges, and other appropriate units of the University that have not received delegation or responsibility in this area from the Senate” and to “develop criteria for evaluating courses and curricula and recommend procedures for handling courses and curriculum proposals.”

In addition, the Penn State Berks Faculty Senate Constitution charges the Academic Affairs committee to: 1) Approve or disapprove new courses, programs, and other curricular proposals in accordance with University and campus curricular procedures; 2) Publicize and invite comment all new course, program and other curricular proposals at least two weeks prior to the committee’s final action on such matters; 3) Approve or disapprove all other curricular matters; 4) Review and evaluate academic planning including enrollment projections and faculty requirements; and 5) Review, evaluate, and make recommendations on issues relating to enrollment and retention programs and policies.

The purpose of this document is to describe the process to 1) offer new degrees at Penn State Berks, 2) transfer existing degrees to Penn State Berks, and 3) make changes to existing degrees currently offered at Penn State Berks.

Types of Proposals:

P-1: NEW UNDERGRADUATE DEGREES/MAJORS, OPTIONS AND MINORS, AND CHANGES IN UNDERGRADUATE PROGRAMS/MAJORS, OPTIONS AND MINORS

P-1 proposals are the basis of Administrative and University Faculty Senate curricular approval and are used to add or amend undergraduate academic programs, including majors, options within majors, and minors. See *Guidelines to Curricular Procedures*, Senate Committee on Curricular Affairs (http://www.senate.psu.edu/curriculum_resources/guide/contents.html)

P-3: MOVING/DISCONTINUING DEGREE PROGRAMS (Major and Minor) AMONG COLLEGES AND CAMPUSES

P-3 proposals are the basis of the administrative review and approval process that enable a second college or multiple colleges to deliver programs already authorized in another college; that enable a college to deliver an existing program at an additional campus within its purview or through the World Campus; that authorize the closure of a program in a college or campus so long as that program will continue to be offered elsewhere at the University; and that, under extraordinary circumstances, may authorize the delivery of extended degrees.

University procedures can be found at <http://www.psu.edu/dept/oue/aappm/P-intro.html> and <http://www.psu.edu/dept/oue/aappm/P-3.html>.

Prospectus : The addition of a major, option, or minor to the University curriculum requires academic and administrative approval. The first step in the process is the completion of the [Administrative Council on Undergraduate Education](#) (ACUE) [Curricular Programs Prospectus](#). A Prospectus must also be completed to change the name of a major, option, or minor and to discontinue offering a major, option, or minor. The following steps should be followed in the development of a prospectus:

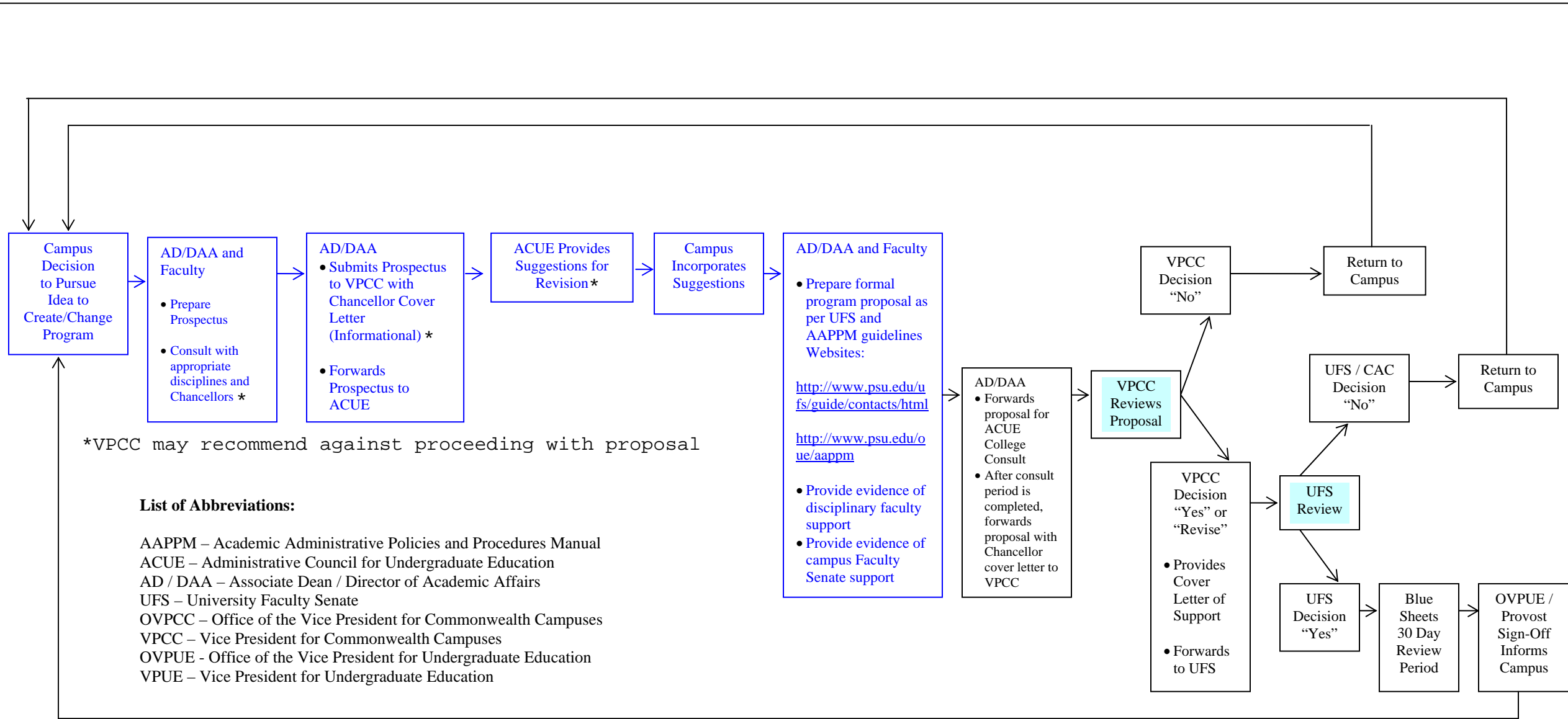
1. Preliminary college and disciplinary consultation and consultation between campus chancellor(s) and Vice President for Commonwealth Campuses.
2. The Associate Dean/Director of Academic Affairs (AD/DAA) will submit a prospectus to the Vice President for Commonwealth Campuses (VPCC) with Chancellor Cover Letter.
3. The VPCC will forward the prospectus to ACUE for consultation. (The Academic Affairs committee is not part of the ACUE consultation prospectus process—the process only requires that consultation occurs with “appropriate disciplines and Chancellors.”)
4. ACUE will review the prospectus and return the prospectus to the College with their suggestions for the degree proposal.

Proposal Process: If the prospectus is approved, a P-1 or P-3 should be prepared that incorporates the suggestions of ACUE. The following steps should be followed in the development of a proposal:

1. The faculty member(s) in within the division will develop a formal proposal, including appropriate consultation, data collection and research. Please refer to the *Guide for Curricular Procedures* found on the University Senate website for development of proposals.
2. The proposal is then submitted to the Chair of the Academic Affairs Committee of the Penn State Berks Senate. The committee must invite consultation at least two weeks prior to the committee’s final action on such matters, so please plan accordingly. Once the chair of the Academic Affairs committee receives the proposal, it will be sent to the college faculty for consultation for a period of 7 days from the date the proposal is sent.
3. The Academic Affairs Committee will consider the proposal at its next meeting, taking all college faculty comments into consideration. As per University Senate: “The college committee should evaluate proposals both academically and in relation to Senate requirements as outlined in the *Guide to Curricular Procedures*. The college committee may approve, reject or ask for revisions in the proposal. It may also require additional consultation outside the offering unit”. It is the role of the AAC to ensure that appropriate consultation has occurred.
4. The college representative to SCCA (who is also a member of AAC) must review and sign all final proposals before forwarding the proposal to the dean of the college.
5. Once the proposal has Faculty Senate support (through the Penn State Berks AAC) the proposal is sent to the Office of Undergraduate Education for Review. The Provost will review the Office of Undergraduate Education action on the proposed degree.

6. Once the Office of Undergraduate Education approves the degree, a memo is sent to appropriate offices for implementation of the degree.
7. The degree is implemented the following semester or later.

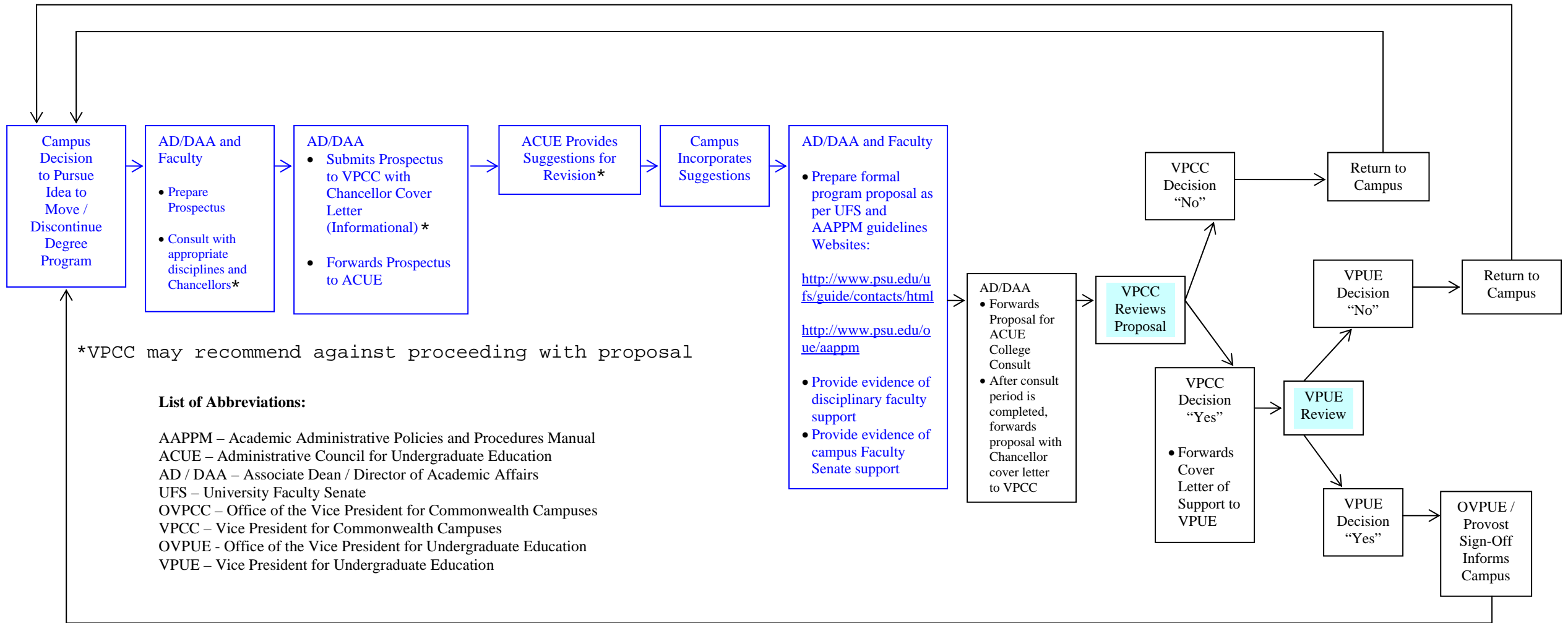
**Commonwealth Campuses
P-1 Academic Program Approval Path – to Create/Change Programs
Effective Summer 2006**



PROSPECTUS PROCESS

PROPOSAL PROCESS

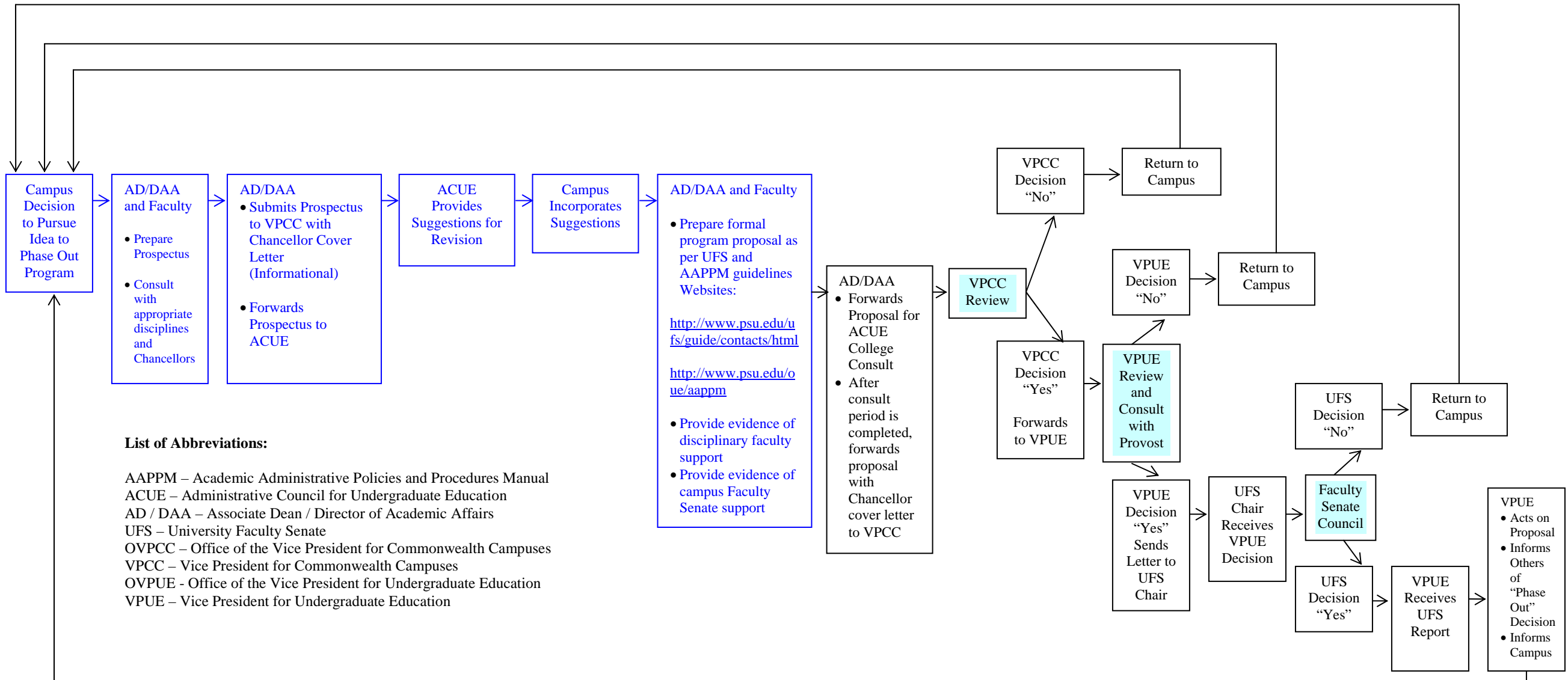
**Commonwealth Campuses
P-3 Academic Program Approval Path – Moving/Discontinuing Degree Programs
Effective Summer 2006**



PROSPECTUS PROCESS

PROPOSAL PROCESS

**Commonwealth Campuses
P-6 Academic Program Phase Out
Effective Summer 2006**



List of Abbreviations:

- AAPPM – Academic Administrative Policies and Procedures Manual
- ACUE – Administrative Council for Undergraduate Education
- AD / DAA – Associate Dean / Director of Academic Affairs
- UFS – University Faculty Senate
- OVPCC – Office of the Vice President for Commonwealth Campuses
- VPCC – Vice President for Commonwealth Campuses
- OVPUE - Office of the Vice President for Undergraduate Education
- VPUE – Vice President for Undergraduate Education

PROSPECTUS PROCESS

PROPOSAL PROCESS

Appendix E

Faculty Affairs Committee

Meeting Minutes, November 18, 2009

Attending: Mitch Zimmer (Chair), Jim Shankweiler, Jeanne Marie Rose, Bert Eardly, Bill Bowers, Jen Hillman, and Paul Esqueda

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

Review the current policy on the distribution of annual faculty salary merit increases and send a Legislative Report to the Berks Senate with an appropriate recommendation(s) in accordance with the annual faculty ratings. **Jeanne Marie Rose** - We reviewed a draft of the report and discussed its key issues. Paul described the procedure for merit increases. While the first two categories seem to be primarily in his purview, the key change is the Chancellor's Excellence Fund. The committee wanted to be sure that faculty know the criteria in advance. These might be such things as supporting the strategic plan or being student centered. The report was approved with minor changes and submitted to the Executive Committee. It is attached. We expect Dave Bender to add the following friendly amendment to the recommendation at the Senate meeting: *"The committee makes a motion that the criteria for merit raises from the Chancellor's Excellence Fund be announced each December to enable faculty members to set performance goals for the following year consistent with these criteria when developing their Annual Faculty Activity Reports."* This is consistent with the committee's intention that faculty know the criteria in advance so they can incorporate them into their FARs.

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** - It is quickly becoming apparent that this item is far more complex than its description implies. The e-learning cooperative is just one form of online learning at Penn State. Others include the World Campus, blended learning, and certain UP specific online courses. It is not even obvious why these shouldn't be all under one umbrella. Jim has had initial discussions with Annette Fetterolf, Dave Bender, Walt Fulham, Martha Aynardi, and others. The cooperative appears to be both a solution and a contributor to under enrolled courses. Many of the courses cost our campus \$195 a student and the Registrar needs to reserve seats in advance. One administrator described events moving faster than policy. Some issues are technology vs. convenience vs. learning vs. costs. What will education look like in 10 years? Will we have students who are tech savvy or tech service zombies.

Review the HR 23 Rainbow Sheets and the Faculty Activity Reports as they relate to the reporting of Undergraduate Research and attempt to reconcile the FAR with the Rainbow Sheets. Send an Information Report to the Berks Senate. **Bob Forrey** - Although not present at the meeting, Bob is in the process of finalizing this report based on last month's discussion.

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** - Any discussions on this topic are on hold until the State Legislature gets its act together.

(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** - We anticipate receiving the Strategic Planning and Budget Committee's draft report in time for us to add appropriate input.

Next meeting – Depending on the results of the Senate meeting we may meet December 9. Otherwise we will resume meeting in January with date and time to be determined via email.

Appendix F

Strategic Planning and Budget Committee

Meeting Minutes, October 19, 2009

Attended: Mary Lou D'Allegro (Ex Officio), Bruce Hale, Lolita Paff, Malika Richards, Rosario Torres, Stephen Snyder (Chair)

The committee began the meeting with a brief discussion of last year's report on salaries. We also discussed possibilities for this year's report. We further discussed that the current charge to review the salary data and submit an informational report remains a dual charge with the Faculty Affairs Committee (FAC) and that any report submitted to the Senate would be forwarded to the FAC. Continuity of information remains a concern, along with the establishment of some historical perspective with regard to the Faculty Salary concern. Committee members plan to review past University Salary Reports to see if the data are consistent or suggest a trend relative to Berks.

Committee members also plan to review salary recommendations presented by professional organizations, such as the Modern Language Association (MLA). Specifically, the MLA recommends minimum salaries for disciplines that include English and Foreign Language. Last February, the Modern Language Association (MLA) published the following statement:

MLA Recommendation on a Minimum Wage for Full-Time Entry-Level Faculty Members:
The minimum salary range for full-time appointments at the entry level should be at least \$44,200 to \$48,200 for those at the rank of instructor and at least \$55,800 to \$60,200 for those at the rank of beginning assistant professor. Health care benefits and shared contributions to a portable retirement plan should also be provided."

The Berks Faculty Report on Salaries of April of 2009 indicated that the mean salary of a Humanities, Arts, and Social Sciences instructor was \$43,352 and that of an assistant professor was 54,792. It was suggested that the committee examine starting salaries, though it was also noted that this presents a conflict with respect to confidentiality. Although the Berks Salary data presents a broader range of salaries, it remains clear that some salaries may not be consistent with the MLA recommendations. As such, it is important for the committee to review similar recommendations in other disciplines.

The committee discussed standing charges related to the Campus Operating Budget and, more specially, the Academic Affairs Budget. The chair was asked to request these budgets so that the committee can address the charges.

Appendix G

Strategic Planning and Budget Committee Meeting Minutes, November 11, 2009

Attended: Bruce Hale, Dennis Mays (Ex Officio), Lolita Paff, Malika Richards, Rosario Torres, Stephen Snyder (Chair), Nick Yeager (Student Rep. and SGA Pres.)

The committee spent the better part of this meeting discussing the current faculty salaries report. Most of the data points have been extracted from the university salary report, and excel files have been created. After some brief fine tuning, this data will be incorporated into the larger report text file.

NB: Standard Deviation has not been included in the University Salary Report this year.

The committee anticipates submission of the final draft of the report early next semester and has set a target date of February 1 for Senate discussion. It is likely that a recommendation will be made this academic year.

The committee then discussed some other topics of interest related to faculty salaries. A number of concerns were addressed, including the number of faculty who leave Berks and accept positions at other institutions. Committee members suggested several important questions for consideration:

- a) How many faculty members leave?
- b) Why do faculty members leave?
- c) Is Berks competitive in terms of salary, distribution of effort and compensation for extended service?
- d) How many searches fail? Do top candidates turn Berks down? What kinds of compromises, if any, are made in order to fill positions?
- e) How has the distribution of faculty appointments changed in recent years? Is the ratio between tenure line and fixed term consistent, or has the ratio changed in favor of salary savings? Is this balance considered as Berks tries to fill positions?

The committee agreed to seek answers to these questions by addressing them to the Associate Dean. On a final note regarding faculty salaries at Berks, preliminary charts were developed using data provided by University Park over the last six years. The data suggests that Berks trends lower in salary than the Commonwealth Campuses/University College. At the Full Professor and Instructor ranks, the gap appears to be widening. At this point, the committee has not determined how this data will be reported in final form.

The committee discussed its charge to present the campus operating budget to the Faculty Senate, a standing charge. The committee further discussed the problem of the Faculty Senate keeping pace with the administration regarding the budget. It was suggested that in order for the Senate to effectively consult on budget matters, the committee must keep pace with the administration. It must anticipate the future budget picture rather than remain in the reactionary position of responding to budget decisions after they have already been made. To that end, the Campus Financial Officer agreed to forward current budget information to the committee members for discussion at a future meeting. He also stressed the importance of the awareness of future budget scenarios under the fluctuation circumstances of an enrollment driven budget model.

The committee agreed to meet again on December 9, 2009.

Appendix H

Physical Facilities and Safety Committee Meeting Minutes, November 17, 2009

Members attending: Khaled Abdou (Chair), Ali Alikhani, Jennifer Arnold, Kim Berry, Paul Frye, Sudip Ghosh, Brenda Russell, Mark Dawson

1) Welcome

2) Topics of Committee Charges

- a. Review and provide an Information Report on General Safety concerns.
- b. Provide an informational report on implementing environmental policies and procedures at the campus.

3) Other charges

- a. (New – Will be officially assigned very shortly) Smoking Policy on Campus

4) Open Discussion Items

- a. Khaled reported that the Committee was asked to take on a new charge of creating a *Smoking Policy on Campus*. A discussion followed, which included:
 - A move from SGA to remove smoking from the Campus
 - Smoking in designated areas (only) and not walk around
 - Moving smokers away from the buildings
 - An attempt should be made to create a balance for both sides
 - Further discussion and review is required
- b. Khaled asked if we could add Bob Rehner to meetings and possibly adding him to the committee. It was determined that Bob will be invited as topics would lend themselves to Bob's area of expertise and that his input would be helpful.
- c. Kim shared a power point presentation on Environmental Stewardship.
- d. Kim reported that in January 20, 2010 the Campus will be visited by Eric Foley, Sustainability Manager University Park, and Jim Hamilton, Mont Alto Campus, to discuss the University's Initiatives on Environmental Stewardship.
- e. Jennifer inquired if the Res Halls recycle paper and plastic on campus. Kim and Mark commented on recycling procedures for the educational buildings and said that they would follow-up with H&FS on helping develop methods on improving recycling in the Res Halls. Kim added that M&O have begun working with Lisa Marie Bossert from SGA on Environmental Stewardship.
- f. Kim reviewed some of the key initiatives, mentioned at the last committee meeting, on items that the Berks Campus Business Services' has already done and added that the Campus's Environment Stewardship continues to be an ongoing. Some of the highlighted programs were:
 - 35% reduction in Campus utilities over the past 5 years
 - 25% reduction in Campus's carbon foot print and greenhouse gases
 - Limiting travel by using teleconferencing
 - Use of alternative fuels
 - 20% bio-fuel for heating
 - Converting elevators and grounds equipment to bio-fluids

- Hybrid fuels for motor vehicles
 - Composting landscape materials
 - Recycling of plastics, glass and paper
 - Recycling computers and printers
 - Surplus and Salvage
- g.** Khaled thought that the PF&S Committee should outline information on what the Campus has already done on Environment Stewardship and report it to the Senate Committee. A discussion followed, which included:
- Suggestions on telling the Campus's success stories on its accomplishments thus far
 - Itemizing what has been done
 - Comparison of what's been done locally to the University and industry's benchmark
 - Comparison of where we were when we started, where we are today and what are the next steps.
- h.** Khaled asked Kim to send to committee more information on the aforementioned and then asked the committee to review the information and supply feedback to complete the informational report.

5) Future Business

- a. Next meeting – January 20, 2010

Appendix I

Student Life Committee

Meeting Minutes, November 2, 2009

In Attendance: Pete Coleman, Lisa Deibler, Nancy Dewald, Bruce Hale, James Karlinsey, Blaine Steensland

The second meeting of the Student Life Committee focused on the Academic Recovery Program, with guests including Pete Coleman, the Assistant Director of Student Affairs, and Nancy Dewald, the Chair of the Academic Affairs Committee.

The meeting began with Pete providing a brief history of the Academic Recovery Program, which was started two years ago to help provide struggling students with a support system on campus. The program targets students with a cumulative GPA <2.00, and appoints an academic “coach.” Using rough estimates, approximately 35 out of a targeted 120 students have participated in the program to date, with 15 or so proceeding through the program. Many students, especially commuting students, choose not to get involved. Students who follow through with the program have shown marked improvement in GPA in subsequent semesters, although no data was presented. At this point, Lisa and Bruce pointed out that the athletics department is in a unique position to withhold participation until students participate (e.g., check in periodically with their academic coach or meet certain eligibility requirements).

First Year Seminar courses were identified as the most promising for faculty to establish contact with struggling students, but it should be emphasized that the success of the recovery program will require a “buy-in” by the entire campus. Blaine stressed that poor academic performance by a student is often a symptom and not a cause. Faculty members are in the best position to identify struggling students based on their performance, and Pete emphasized that the Early Progress Reporting is the most important contribution that faculty can make. If faculty are mindful of the reporting system when preparing their syllabi, they should be able to include at least one assignment during the early part of the semester to report on. It was suggested that advisers could also take a proactive role in identifying and reaching out to struggling students, encouraging contact after the Early Progress Report notices are sent out. Also, advisers could acknowledge the Academic Recovery Program during advising sessions (when applicable).

Everyone in attendance agreed that there must be accountability on the part of the students in order to take advantage of the program. Pete and Blaine both spoke of the need for a “gotcha” person that could serve as a retention specialist, locating and meeting with students to enforce accountability. While the current demands on the faculty and staff preclude this type of involvement, there is currently a position outlined in the Strategic Plan for such a person, and a part-time hire could be in the near future.

The Committee will meet again in January, where James will report on the Student Facilities Fee Committee and Blaine will share enrollment numbers. Meeting times for the spring semester have yet to be determined.

Appendix J

Student Life Committee

Informational Report on Faculty and Staff Support of Student Athletics

Introduction: Faculty involvement with student life outside of the classroom can enhance student engagement with the college. The committee hopes to encourage more faculty involvement in student athletic events. The charge to the committee was: “Promote active faculty participation in student-sponsored events and promote ways to better publicize such events. Provide an Informational Report to the Berks Senate.”

Information: During the evaluation of the 2008 National Survey on Student Engagement (NSSE) report, one of the priorities that emerged was the participation of faculty in co-curricular activities (e.g., intercollegiate sports). Faculty and staff play a vital role in encouraging student engagement and in providing appropriate support. Within the three types of sports programs at Berks – Varsity, Club, and Intramural (see below) - the Director of Athletics has indicated that the biggest need for faculty involvement/support is in the Varsity sports programs.

| | NCAA Varsity Sports | Club Sports | Intramural Sports |
|--------|------------------------|--------------------|--------------------|
| Fall | Cross Country, Men’s | Athletic & Fitness | Aerobics |
| | Cross Country, Women’s | Bowling, Men’s | Badminton |
| | Soccer, Men’s | Bowling, Women’s | Basketball, 3-on-3 |
| | Soccer, Women’s | Cheerleading | Basketball, 5-on-5 |
| | Volleyball, Women’s | Dance | Beach Volleyball |
| Winter | Basketball, Men’s | Equestrian | Flag Football |
| | Basketball, Women’s | Ice Hockey | Golf Tournament |
| Spring | Baseball, Men’s | Rugby | Indoor Soccer |
| | Golf, Men’s | Volleyball, Men’s | Table Tennis |
| | Softball, Women’s | | Ultimate Frisbee |
| | Tennis, Men’s | | Volleyball |
| | Tennis, Women’s | | |

Discussion and Rationale: The committee collectively identified several areas where a concerted effort might increase the level of faculty involvement. Many of these suggestions would need to be considered by Executive Committee to determine if charges for next year could be designed to meet these goals.

- Foster a supportive classroom environment by allowing students to make up missed assignments
- Offer an additional office hour to student athletes who need assistance in a certain discipline
- Assemble a web-page or accessible document that contains updated roster information for the various teams so faculty are able to identify current and former students
- Advertise upcoming sporting events by email so faculty are able to make plans in advance
- Invite the Director of Athletics to First-Year Seminar sections to share information on the athletics department
- Announce, or ask students to share, upcoming athletic competitions during class time
- Promote faculty interaction with the team by establishing a “Professors at Practice” program
- Encourage faculty attendance at sporting events with title of honorary coach

- Adopt “One Thing” approach, where every faculty and staff member commit to attend at least one sporting event
- Distribute paraphernalia (e.g., tee shirt, hat) to identify faculty affiliated with a team
- Encourage colleagues to attend events with a “Take a Friend” approach
- Emphasize involvement in student life when recruiting and orienting new faculty

Ending List: Committee members preparing this report.

Voting

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

Non-Voting

Mary Lou D’Allegro
Lisa Deibler
Bruce Hale
Blaine Steensland

Appendix K

The Berks Campus will be proceeding with the common reading for one more year while the Academic Affairs committee works on reviewing the its impact and making a recommendation. As many of you heard at last month's Berks Senate meeting, the mayor of Reading has approached the colleges in the area suggesting a common reading of Paul Tough's book *Whatever It Takes*. The book fits in well with diversity (the theme for 2010-2011) and has gotten good reviews. There are six copies of *Whatever It Takes* in the Thun Library for use by anyone interested in reviewing the book. For those who wish, there is also a website for the book which is very informative. It is <http://www.paultough.com/>.

The Executive Committee is proposing that during the week after the Senate meeting there be an electronic ballot set up for the campus community to decide if we want to bypass the normal review and selection process for choosing the common reading and use *Whatever It Takes* as the common reading next year or not. We invite comment at this meeting.