

Penn State Berks Faculty Senate
Monday, October 21, 2019
12:15-1:15pm
121 Gaige
Agenda

1. Call to Order

2. Approval of the Minutes of the September 2019 meeting (Appendix A)

3. Announcements and Reports by the Chair

- Committee minutes in Senate Binders
- Progress Reports
- University Senator positions open for next academic year
- Faculty positions on the search committee for our next Chancellor

4. Reports of Officers and University Senators

Vice Chair Ryan
Secretary English
University Senator Ansari
University Senator Bartolacci
University Senator Snyder
University Senator Zambanini
University Senator Maurer
SGA President Steve Filby
Student Senator

5. Comments/Announcements by Administrators

Chancellor Hillkirk
Associate Dean Larson

6. Unfinished Business

7. Forensic Business

8. Motions from Committees

- Clarification of Terms of Office of Committee Chairs in Standing Rules, Executive Committee (Appendix B)

- Report on Committee Composition for Faculty Awards, Faculty Affairs Committee (Appendix C)
- Report on Office Space Occupancy and Assignments, Physical Facilities and Safety Committee (Appendix D)

9. Informational Reports

- Minutes from Standing Committees
 - Academic Affairs (Appendix E)
 - Faculty Affairs (Appendix F)
 - Strategic Planning and Budget (Appendix G)
 - Student Life (Appendix H)

10. New Legislative Business

11. Comments for the Good of the Order

12. Adjournment

Appendix A

Penn State Berks Senate

September 23, 2019

12:15-1:15 PM, Multi-Purpose Room, Perkins Student Center

Attendees: Jennifer Arnold, Mike Bartolacci, Tara Beecham, Alex Chisholm, Justin DiAngelo, Colleen English, Andrew Friesen, Nathan Greenauer, Sarah Hartman-Caverly, Jinyoung Im, Ben Infantolino, Mahsa Kazempour, Jayne Leh, Ada Leung, Joseph Mahoney, Lauren Martin, Cesar Martinez-Garza, Cliff Maurer, Catherine Mello, Caleb Milligan, Pauline Milwood, Tami Mysliwiec, Shannon Nowotarski, Meghan Owenz, Jayné Park-Martínez, Dawn Pfeifer Reitz, Michele Ramsey, Matthew Rhudy, Marissa Ruggiero, Holly Ryan, Marietta Scanlon, Jessica Schocker, Jeane Serrian, Allison Singles, Stephen Snyder, Terry Speicher, Brett Spencer, Hartono Tjoe, Praveen Veerabhadrapa, Bryan Wang, Bob Zambanini (Faculty); Marie Smith (Staff); Pradip Bandyopadhyay, Kim Berry, Paul Esqueda, Lisa Glass, Keith Hillkirk, Janelle Larson, John Shank (Administration).

1. Call to Order

2. **Additions, Corrections, and Approval of Minutes of April 17, 2019** –The Chair called for any additional additions, corrections to the minutes; hearing none, a motion was called to approve the minutes, second; *the minutes were approved.*

3. **Announcements and Reports by the Chair** – The Chair introduced herself and shared she was very much looking forward to working with faculty this year. Included in the binder is Appendix A, Senate motions passed from last year with administrative responses which are in blue. The University Senators will visit Penn State Berks on October 14. The meeting with faculty will take place from 10-11 a.m. in the Lion's Den. Tenure-line faculty are reminded to vote for your P&T committee members by the deadline that was provided. Based on my inquiry of what faculty wanted to see in this year's Senate, the response was to learn more about the overall function of the Senate and how best to participate in the meetings. Our Parliamentarian, Matt Rhudy, will provide an overview.

- **Parliamentarian, Matt Rhudy** – The information shared today will serve as a refresher on the Constitution, Standing Rules and Robert's Rules of Order for new faculty and others to gain a better understanding of the Senate's function. For the benefit of committee chairs and vice chairs, various types of reports available to the Senate also highlighted. Everything that is done through the Senate is done through motions which are normally provided through committee reports. Policies in-regard to approving motions, amendments and voting also shared. Everyone has the right to speak out but it needs to be relevant to the topic.

4. Reports of Officers and University Senators -

- **Vice Chair Ryan** – The Faculty Affairs Committee met and duties were assigned to each committee member as it relates to charges. We hope to have a report out on our first two charges in time for next month's meeting.
- **Secretary English** – No report.
- **University Senator Ansari** – Not present.
- **University Senator Bartolacci** – When filling in as chair on the Curricular Affairs Committee I learned that in-regard to the travel safety network, for those who travel abroad, you have to use that to get reimbursed by the University. There seems to be an unevenness on how that is applied at each unit level so the Senate plans to take a closer look at this. To date, there have been 240 course proposals sent through the pipeline. I remind you that this process is a very lengthy one and typically takes 18 months before it reaches the Curricular Affairs Committee.
- **University Senator Snyder** – I sit on the Faculty Affairs Committee and there are several agenda items on our priority list for this year. Recently approved is a graphic design apartment in the College of Arts & Architecture. Work is being done to revise AC76 in-regard to fixed-term membership which is the policy that governs Faculty Rights & Responsibilities (FR&R). A high priority is to look

at contract renewal, non-renewal standards for fixed-term faculty. We are preparing a report to mandate the tenure flow report. Revisions are being looked at for AC25 which is the Emeritus Status Policy in order to primarily to clarify what ranks including fixed-term ranks are eligible for emeriti status. The committee is also looking into the professionalism of academic advising with the idea to reduce the numbers of faculty doing advising and increase the load on professional advisers. More details to follow.

- **University Senator Zambanini** – I would like to welcome aboard all our new Officers. I serve on the University Planning Committee. We don't discuss many things that apply to Penn State Berks, although we do receive updates on the University budget and the Capital Campaign. At a recent meeting, Provost Jones made the comment that there will not be differentiation between permanent and temporary funds which was well-received by those in the audience.
- **University Senator Maurer** – I sit on the Intra University Relations Committee and we are charged to see that things are applied equally to all units. Currently, work is being done to look at rates of promotion to full professor across all units as well as promotion processes as it relates to fixed term.
- **SGA President Steve Filby** – Not present.
- **Student Senator** – Not present.

5. Comments/Announcements by Administrators

- **Chancellor Hillkirk** –
 - As previously shared at State of the College, the budget will again be challenging and a primary focus for this year. The impetus for the focus on the budget is coming from the Board of Trustees. The Board wants to hold tuition at Penn State for the next several years with little to no increases. This presents a lot of stresses and challenges for all of us. It was recently announced that there will be a \$15 million reduction in IT spending at the University this year with additional cuts to come. The Board recently had a group (Huron) come in to do an analysis on the budget this past year. Huron concluded that Penn State was very efficient compared to other universities. They projected additional cuts could be made to the tune of \$80 million and the Board's response is that they believe there could be up to double that amount. I will continue meeting and working with our administration on this issue as well as looking into utilizing our endowments funds as best as we can.
 - The leadership of our students has been phenomenal and I would like to acknowledge their commitment to our campus. Recently, the student committee that oversees the student facilities fee voted unanimously to add several million dollars to their commitment to the Beaver project. This results in a higher budget than it had been and will result in investment of nearly \$30 million. This will have a dramatic impact on both Beaver and the Perkins Student Center as the project moves along.
 - One of the largest attended Open Houses was held this past Saturday, attendance was the highest seen in several years. The auditorium was full, with an overflow crowd.
 - This coming Saturday is Homecoming which will be an all-day event. I encourage you to come if you can. I have seen this event grow dramatically over the years from just a few hundred to now close to the low thousands in attendance.
 - Unity Day will be held this Friday over the common hour.
- **Interim Associate Dean Larson** –
 - I would like to thank everyone who completed the early progress reporting last Wednesday. We will be sending out emails to those students identified.
 - ACUE is currently working on policy that the Senate voted on I believe in spring, 2018. This policy has to do with grade forgiveness when students retake a course and how this will be implemented. We are hopeful this will occur this academic year as it will be beneficial to many students. Once it is official, more information will be shared.
 - Instead of doing individual degree discovery weeks we are having one big Berks major possibilities week during the week of October 21 with the main college-wide day on Wednesday of that week. Several events are currently being planned to coincide with this event.

- Policy AD77 is under review which looks at professional responsibilities and activity outside of Penn State Berks. More details to come.

6. Unfinished Business – None

7. Forensic Business – None

8. Motions from Committees

- **Revision to the Standing Rules of the Penn State Berks Senate, Executive Committee (Appendix B)** – Secretary English provided instructions for using the clickers for today’s vote. Press A for yes, B for no and C for abstain. Chair Schocker provided an overview and called for additional questions. Hearing none; called the vote, all in favor say aye, opposed. Results: 38 in favor, 2 opposed; *the motion is approved.*
- **Revision to the Standing Rules of the Penn State Berks Senate, Academic Affairs (Appendix C)** – Parliamentarian Rhudy provide an overview, rationale and proposed change for Charge #7. Chair Schocker called for additional questions; hearing none, called the vote; all in favor say aye, opposed. Results: 38 in favor, 3 opposed, 1 abstain; *the motion is approved.*

9. Informational Reports from Committees –

- **Committee Roster of the Penn State Berks Senate, Executive Committee (Appendix D)** – The Chair shared she was pleased that more volunteered than spots that were available for this year, commenting this made her job very easy.
- **Committee Charges, Penn State Berks Senate, Executive Committee (Appendix E)** – The Chair commented standing charges are in regular print, annual charges are in italics, and the bold print identifies standing charges that are pertinent for this year.
- **Letter to the Provost’s Office, Strategic Planning and Budget Committee (Appendix F)** – The Committee Chair provided an overview highlighting the purpose is to identify the general inequities of salaries at Penn State Berks and most specifically those as it relates to gender. A review of tasks previously undertaken, challenges faced and recent communication shared. The process remains ongoing; more details to follow.

10. Other Legislative Business – None

11. Comments for the Good of the Order – The Chair commented there was a miscommunication in-regard to today’s meeting room set-up and shared a more formal set-up will be provided at all future meetings.

12. Adjournment

Appendix B

Clarification of Terms of Office of Committee Chairs in Standing Rules Executive Committee (Legislative Report)

Introduction

In Article V, Section 5: Chairs and Terms of Office of the Penn State Berks Standing Rules, there is an inconsistency in the defined term of office for committee chairs. The current wording in the standing rules is given as follows.

SECTION 5 CHAIRS AND TERMS OF OFFICE

- (a) The term of office of **office of the chair and** committee members shall be for two (2) years beginning 1 June, with the maximum being two (2) successive terms; half of the members of each committee will be appointed by the Penn State Berks Senate Executive Committee each year.
- (b) The term of office of the Committee Chair shall be for one (1) year beginning 1 June, with the maximum being two (2) successive terms.

Note that item (a) implies that committee chairs serve two-year terms (see highlighted text), while item (b) later states that committee chairs serve one-year terms. Since this language was inconsistent, a revision is necessary to clarify which term of office is correct. Additionally, since vice chairs have recently been added to committees, this section should be revised to include terms of office for vice chairs as well.

Discussion and Rationale

Since item (b) specifically corresponds to committee chairs, it is likely that the term of office for committee chairs should be for one year (for up to two consecutive terms). To additionally support this, historical data on committee chairs was collected to see if there were committee chairs who served for more than two years in a row. From the data from 2006-2019 (shown in Table 1), no committee chair served for more than two years in a row. Therefore, it was determined that the term of office should be defined as listed in the original item (b). For conciseness, this item now also includes the terms of office for vice chairs. To additionally clarify, the order of items (a) and (b) were switched, so that there is no confusion about committee chair terms of office.

Recommendations

Motion to change the wording of Article V, Section 5: Chairs and Terms of Office of the Penn State Berks Standing Rules to the following (highlighted text added, strikethrough text removed, order of items (a) and (b) have been switched):

SECTION 5 CHAIRS AND TERMS OF OFFICE

- (a) The term of office of the Committee Chair **and Vice Chair** shall be for one (1) year beginning 1 June, with the maximum being two (2) successive terms.
- (b) The term of ~~office of the chair and~~ committee members shall be for two (2) years beginning 1 June, with the maximum being two (2) successive terms; half of

the members of each committee will be appointed by the Penn State Berks Senate Executive Committee each year.

Table 1. Historical Data on Committee Chairs for Current Standing Committees

Academic Year	Academic Affairs	Faculty Affairs	Physical Facilities and Safety	Strategic Planning and Budget	Student Life
2019-2020	Matthew Rhudy	Holly Ryan	Allison Singles	Catherine Mello	Tom Lynn
2018-2019	Matthew Rhudy	Cliff Maurer	Allison Singles	Ada Leung	Alexei Prokudin
2017-2018	Hassan Gourama	Ben Infantolino	Brenda Russel	Ada Leung	Amy Berger
2016-2017	Hassan Gourama	Cliff Maurer	Jennifer Hillman	Malika Richards	Amy Berger
2015-2016	Cesar Garza	Mahdi Nassereddin	Ada Leung	Sudip Ghosh	Nathan Greenauer
2014-2015	Cesar Garza	Steve Snyder	Ada Leung	Samantha Kavky	Bill Bowers
2013-2014	Mike Bartolacci	Hassan Gourama	Brenda Russel	Mike Fianza	Holly Ryan
2012-2013	Bill Bowers	Leonard Gamberg	Jennifer Arnold	Randy Newnham	Ron Jastrzebski
2011-2012	Michelle Mart	Bill Bowers	Katie Amaral	Bob Forrey	Amy Berger
2010-2011	Nancy Dewald	Bill Bowers	Ali Alikhani	Bruce Hale	Mike Fianza
2009-2010	Nancy Dewald	Mitch Zimmer	Khaled Abdou	Steve Snyder	James Karlinsey
2008-2009	Maureen Dunbar	Dan Litvin	Leonard Gamberg	Steve Snyder	Ike Shibley
2007-2008	Maureen Dunbar	Bob Forrey	Dave Aurentz	Laurie Grobman	Abdullah Konak
2006-2007	Michele Ramsey	Ike Shibley	Dave Aurentz	Randy Newnham	Damir Amonov

Effective Date

October 21, 2019

Respectfully submitted,

Executive Committee 2019-2020

Jessica Schocker (Chair)
Holly Ryan
Colleen English
Steve Snyder
Bob Zambanini
Cliff Maurer
Mohamad Ansari
Mike Bartolacci
Matthew Rhudy
Janelle Larson
Keith Hillkirk

Appendix C

Faculty Affairs October 7, 2019

Report on Committee Composition for Faculty Awards

Introduction: Currently, the university awards research, advising, service and teaching awards each year to Penn State Berks faculty. The four, three-person committees (one committee for each award) are composed of previous award recipients. Below is a chart of the awardees for the past seven years.

Past Recipients - Faculty Awards				
Year	Research	Advising	Service	Full-Time Teaching
2019	Science	EBC	Science	EBC
2018	EBC	HASS	HASS	Science
2017	Science	EBC	HASS	Science
2016	Science	HASS	EBC	HASS
2015	HASS	Science	EBC	EBC
2014	Science	EBC	Science	HASS
2013	EBC	EBC	EBC	Science

Discussion and Rationale: The Penn State Berks Faculty Affairs committee is charged with reviewing, evaluating, and making recommendations for policies pertaining to faculty awards. Since the award committee is made up of the three most recent recipients, there has been an imbalance of faculty from across the divisions. Having one committee member from each division will give equal representation across all divisions.

Recommendations: We recommend that the committee be made up of one person from each division. To accomplish this goal, we recommend that the committee be constituted from the most recent award recipient from each division. If the most recent award recipient from a particular division is unavailable, the Associate Dean will appoint a member from the appropriate division.

Effective Date: This revision should be implemented immediately.

Holly Ryan, Chair

Lorena Tribe, Vice-Chair

Khaled Abdou

Eric Lindsey

Joseph Mahoney

Ike Shibley

Steve Snyder

Appendix D

Charge 2: Assess and make plans regarding space use and assignments.

Physical Facilities and Safety 2019-2020 Report

UPDATES ON OFFICE SPACE OCCUPANCY AND ASSIGNMENTS

This advisory and consultative report will provide the Physical Facilities and Safety updates since the last report and address the ongoing issue of space use and assignments.

Since the last report, progress has been made regarding plans for space use and assignments. The Beaver renovations are set to begin Spring 2020. A steering committee, made up of campus administrators, site stakeholders, and funding groups, has been formed and meet regularly. Stakeholder groups have been identified as members of the Athletics Department, Kinesiology, Housing and Food Services, Students, and Special Events. Thus far, it seems that space in the renovated Beaver Community Center will be comprised of: new athletic training suite, locker rooms, fitness center, auxiliary gym, fitness studio, 16 private offices (with an additional open space for 8 workstations for adjunct faculty), kinesiology laboratory space, classrooms, a corner store, and a connecting bridge which will connect Perkins and Beaver.

The committee discussed the current status of individual office space for all teaching-track, tenure-track and tenured faculty. An informal assessment of space was conducted for Gaige, Luerssen, and Franco buildings. Blueprints for each building were provided and offices were marked as occupied by one faculty member (denoted in green), occupied by two faculty members (denoted in yellow) or occupied by three or more faculty members (denoted in red/pink). A copy of all blueprints is attached at the end of this report. In order to provide a more thorough assessment of the use of office space, the rank of faculty in shared offices was compiled as well as the division they are appointed in (Table 1).

Table 1. Shared faculty office space by building, rank, and division.

	Gaige	Franco	Luerssen	Beaver
Teaching-track	3 (EBC)	10 (HASS)	8 (SCIENCE)	4 (SCIENCE)
Tenure-track		3 (HASS)		3 (SCIENCE)
Tenured		1 (HASS)		2 (SCIENCE)

In Beaver Community Center (blueprint not shown) all three offices are triple occupancy. The committee notes that outside of the Beaver building, more than three faculty members sharing an office is an unusual circumstance. However, one office in Gaige is currently shared by three full-time teaching-track faculty. The committee also notes (as seen in Table 1) that once the Beaver renovations are complete, the likelihood of sharing an office is largely impacted by the division of

the faculty member. Because the HASS division is largely housed in Franco, which is limited in space, a larger number of faculty in the HASS division are sharing offices, including tenure-track faculty.

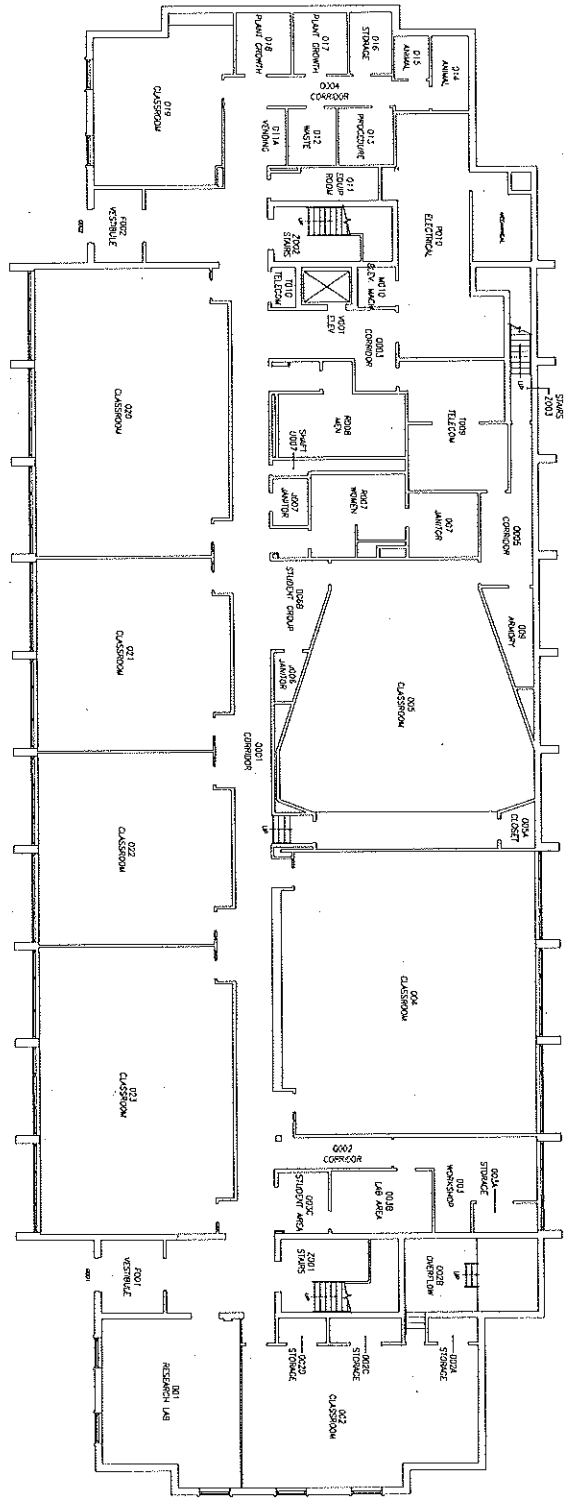
The Family Educational Rights & Privacy Act (FERPA) protects student's academic information, including, but not limited to grades, GPA, and academic progress, by law. Beyond the legal ramifications, this information is often sensitive and should not be public knowledge. When operating in a shared office space this information is difficult to protect, as there may be other faculty or students in the room at any given moment. In addition, when an office shifts from one to two or three occupants the number of potential usage conflicts grows exponentially. This makes it difficult to conduct faculty responsibilities, such as student and advising meetings, grading, reading, and scholarly work. In addition, the noise level can become intolerable for productivity. This encourages faculty to spend less time in the office, making them less available to the students. This has implications for student success and retention, as well as recruitment.

This committee defers to previous senate reports detailing office priority guidelines by rank, but would like to reiterate the importance of single occupancy offices for all faculty. Moreover, the committee encourages faculty who do share office space to reserve conference rooms for private meetings when applicable.

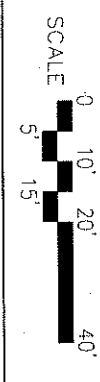
Recommendations

1. The administration makes adjustments to office assignments so that no full-time faculty member is sharing an office with more than one other colleague.
2. The administration makes it a priority for all faculty members to have private office spaces so that faculty can accomplish all facets of their job responsibly.

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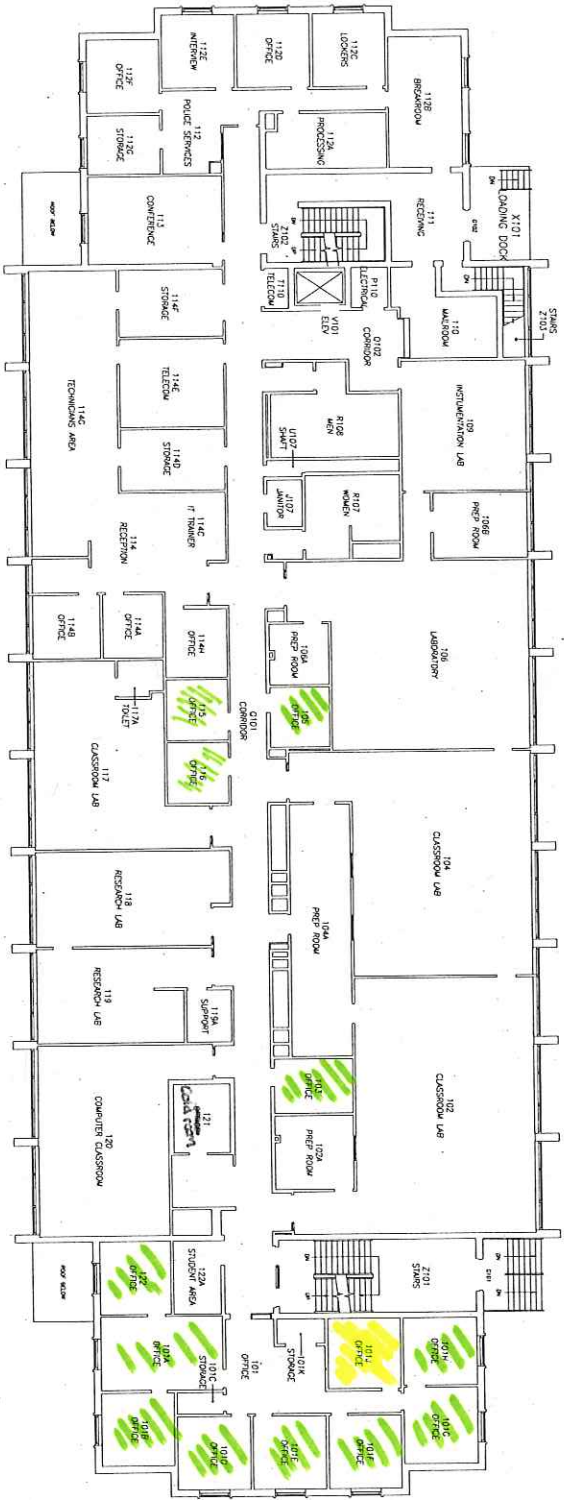
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 UNIVERSITY PARK, PA 16802
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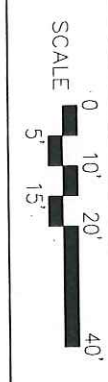
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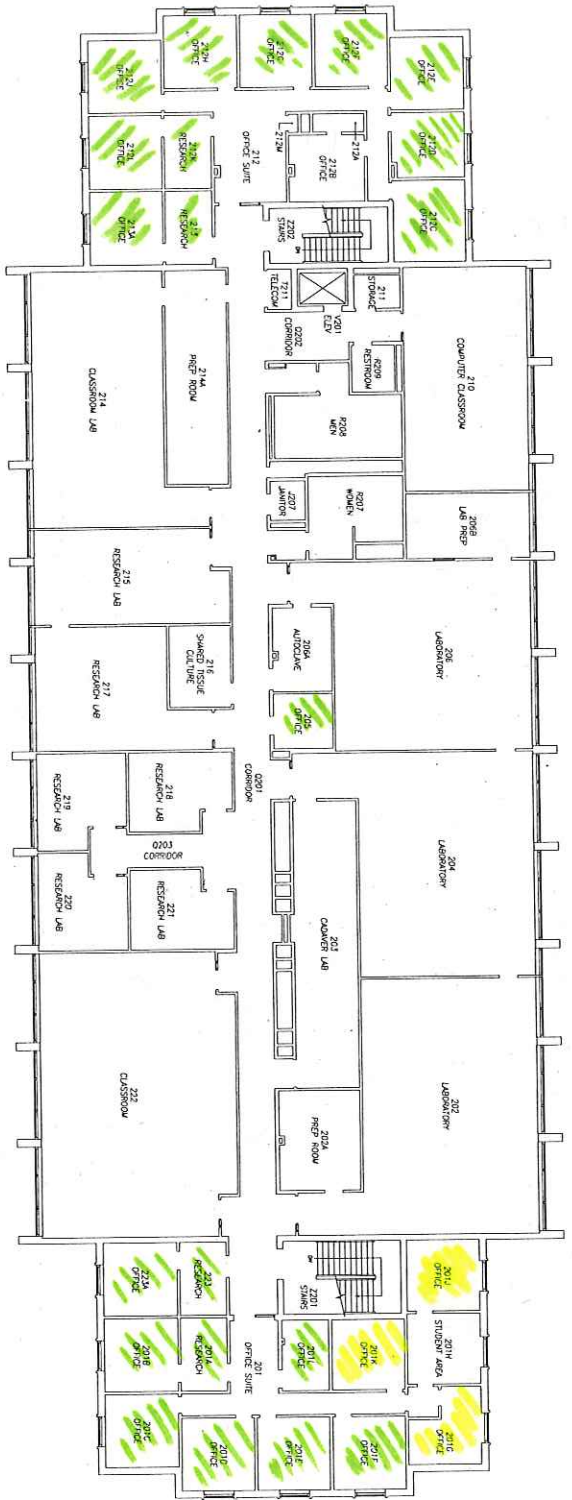
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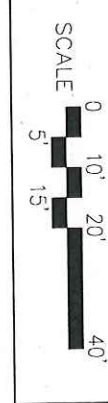
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 Checked into plans for
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 not to be used for
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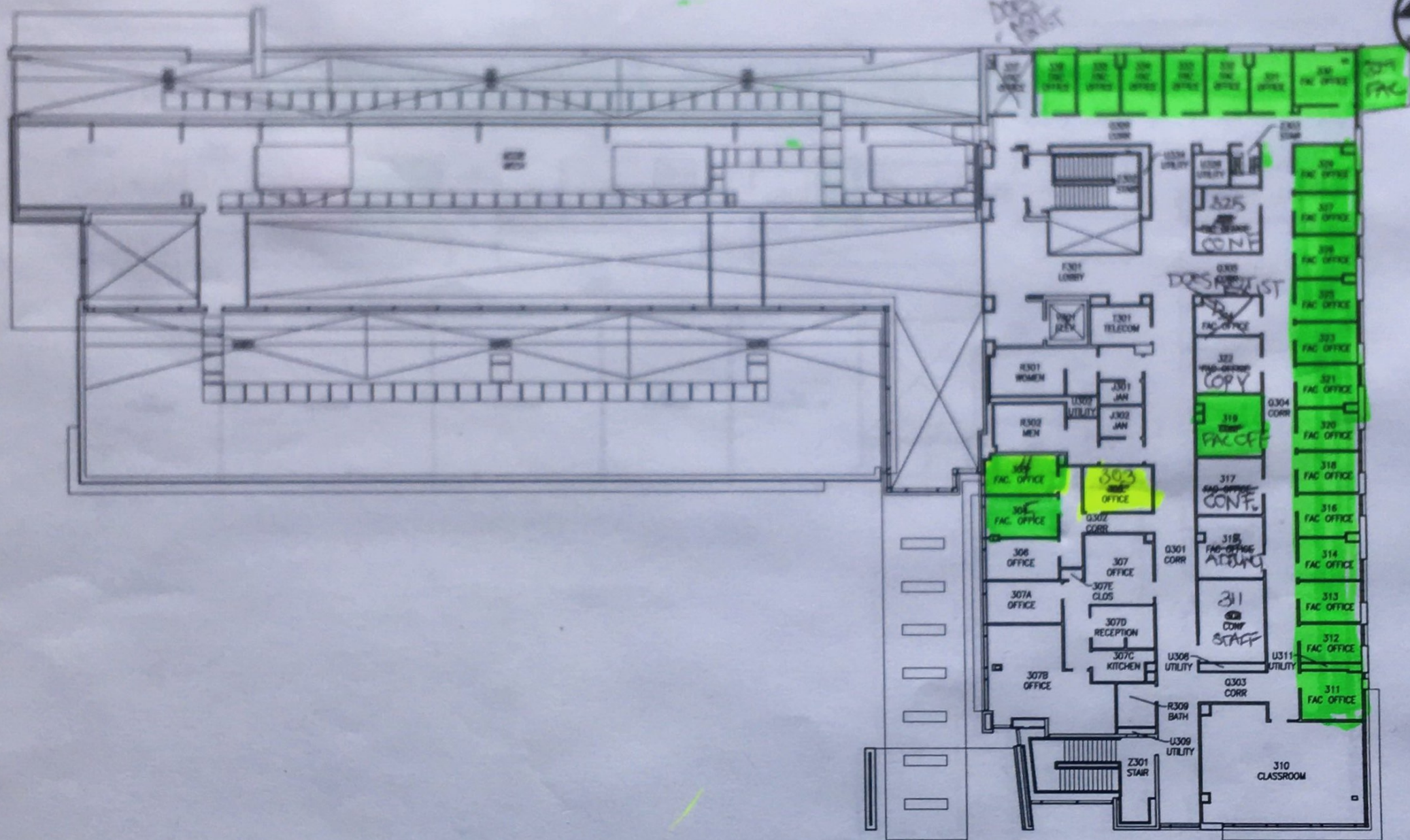


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GAIGE TECHNOLOGY AND BUSINESS INNOVATION BUILDING

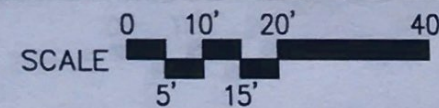
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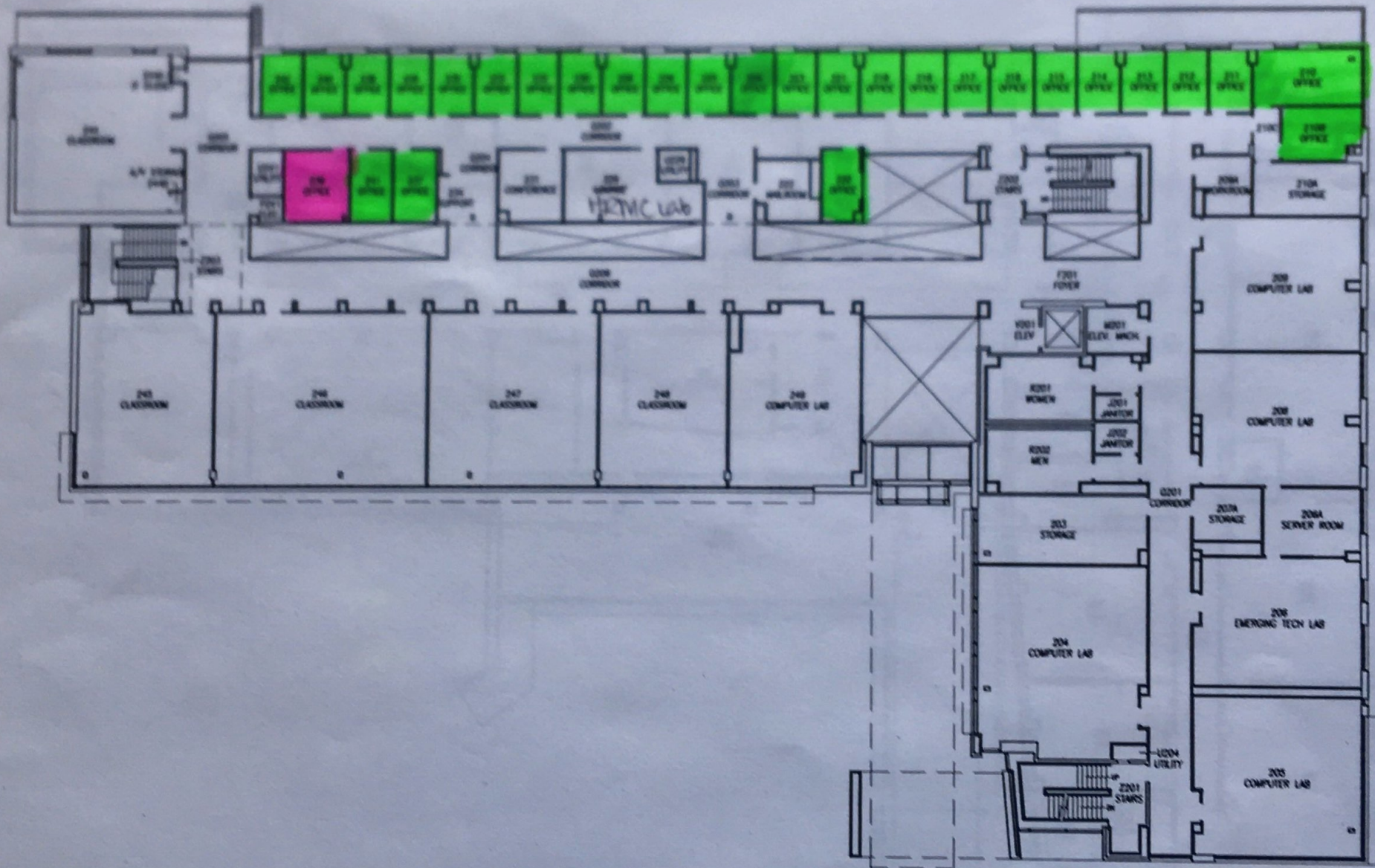


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Compare block plans are for
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 FLOOR LEVEL



GAIGE TECHNOLOGY AND BUSINESS INNOVATION BUILDING

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 PENN STATE BERKS, READING, PA
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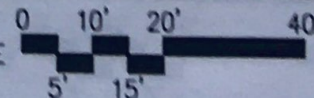
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SCALE



05/05/10
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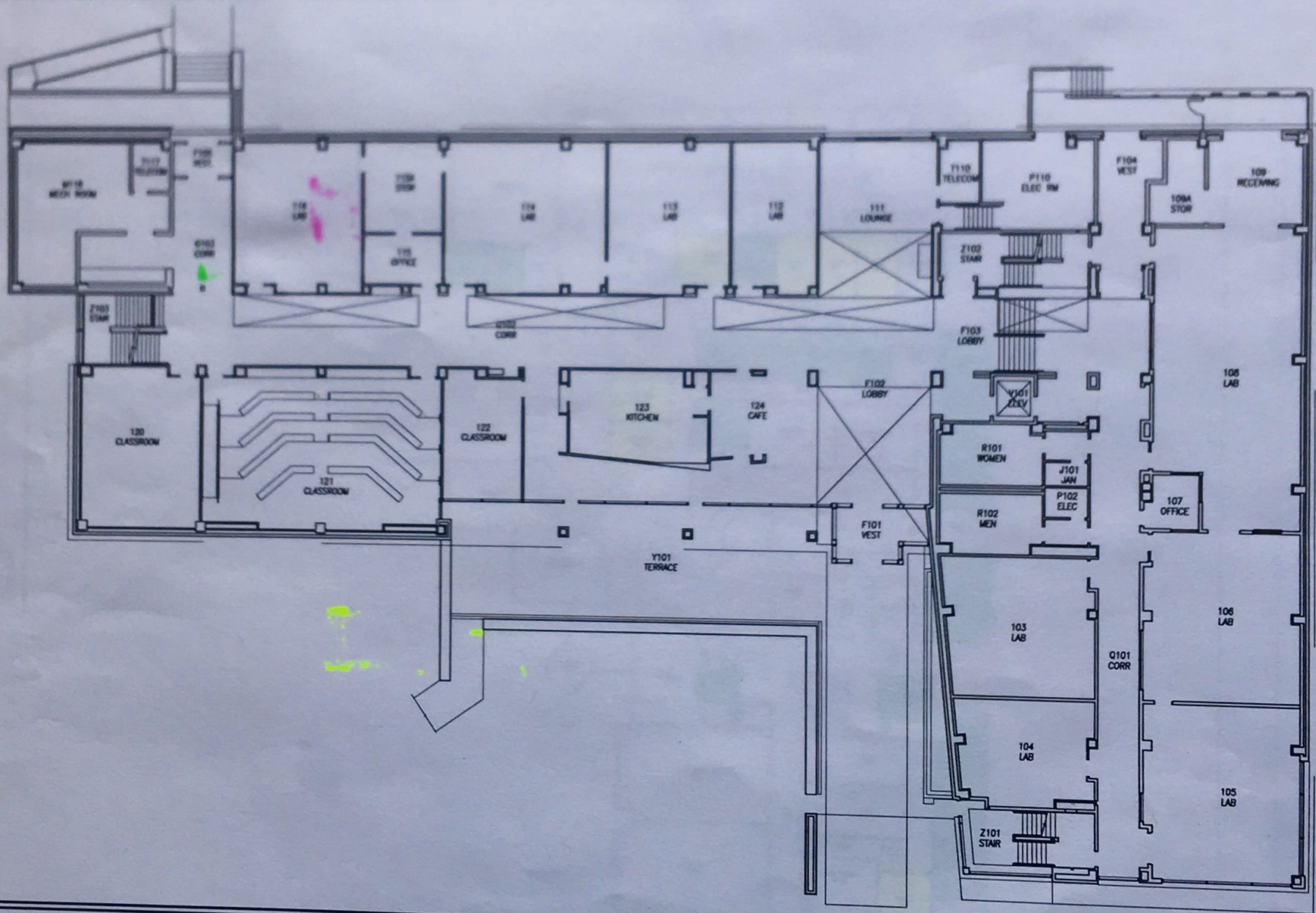
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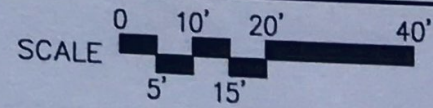


GAIGE TECHNOLOGY AND BUSINESS INNOVATION BUILDING

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FIRST FLOOR PLAN
 BUILDING FLOOR LEVEL
 PENN STATE BERKS, READING, PA
 PSU CAMPUS LOCATION



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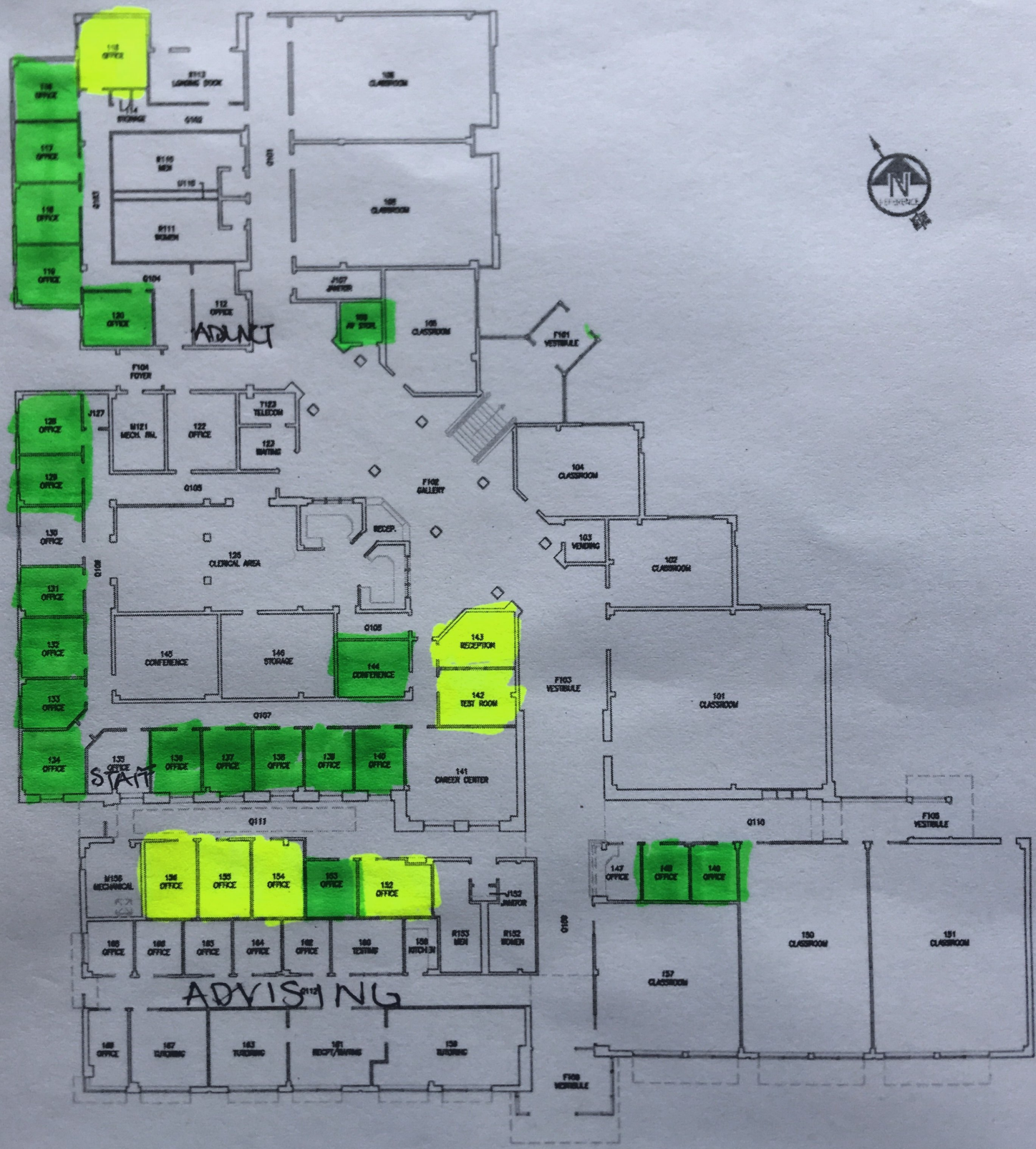


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Compass block plans are for
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Appendix E

Appendix E.1

Academic Affairs Meeting Agenda

Monday September 9, 2019

12:15 pm – 1:15 pm, Gaige 206

Attendance: Jennifer Arnold, Mike Bartolacci, Flavio Cabrera, Alex Chisholm (vice-chair), Lisa Glass, Dawn Pfeifer Reitz, Matthew Rhudy (chair), Bryan Wang (Guest: Colleen English)

1. Introduction and overview of charges

- Introducing new committee members
- Bold standing charges were identified by the executive committee to be considered this year along with the italicized annual charges
- Conflict of Associate Dean with Faculty Affairs due to standard meeting times
 - Priority for attendance will go to Faculty Affairs
- Brief discussion of annual charge #11 regarding “grade inflation”
 - There may be existing reports from the PSU University Senate already addressing this same charge

2. Discussion of proposed change to wording of Charge #7

- Current Charge #7: Advise academic support activities, including Learning Center(s) and Writing Centers(s).
- Proposed Charge #7: Facilitate communication between faculty and academic support centers as needed
 - AA committee should serve as a “conduit,” “clearinghouse,” “channel,” etc. for faculty to bring concerns to the support centers (or vice versa) especially when there may be conflict
 - AA committee should essentially serve in a similar role to a mediator or ombudsperson, but specifically to handling issues between individual faculty or faculty groups and any of the support centers
 - This intended purpose of this charge should be clearly communicated to faculty, so should be included in the discussion of the informational report informing faculty of the modified charge
- **Action Item: Matt Rhudy and Alex Chisholm will consider this feedback and revise the proposed wording of the charge as well as the accompanying informational report draft to send to the committee for review before the next executive committee meeting (9/16/2019)**

3. Discussion of annual charge #12: Investigate academic integrity charges by student demographics. Prepare an advisory and consultative report with recommendations

- Consider discussion with Academic Integrity Committee

- According to Joe Mahoney (chair of AI) data access through that committee is unlikely to be helpful. Suggested reaching out to Sandra (and/or Jayne Park-Martinez) for more information
- Colleen English pointed out that the AI committee only sees contested cases, while we likely want to consider all cases including those who accept sanctions
- Some concerns raised about considering this charge
 - What is the logic/motive behind this investigation?
 - What can knowledge of student demographics on these charges tell us about academic integrity? Who got caught? Who is likely to be reported/charged when they get caught (vs. those who experience informal sanctions)? Or who is actually engaging in this behavior? I think the latter is what we may be after but I'm not sure this is the way to capture/measure it.
 - What will be done with the results?
 - Vulnerable populations could potentially be impacted by the dissemination of the results
- It is unlikely that PSU Berks data will be able to give any statistically significant results, so we should be careful about presenting results
 - Should put into context with other data which could have broader statistics
 - College of IST might be a good resource
- Maybe consider difference between academic integrity violations on exams vs. plagiarism for example
- **Action Item: Alex Chisholm will search relevant literature from other institutions, research groups, etc.**
- **Action Item: Matt Rhudy will reach out to Sandra to see what data we can get to address this charge**

Appendix E.2
Academic Affairs Meeting Agenda
Monday October 7, 2019
12:15 pm – 1:15 pm, Gaige 206

Attendance: Jennifer Arnold, Flavio Cabrera, Alex Chisholm (vice-chair), Ebonie Cunningham-Stringer, Lisa Glass, Dawn Pfeifer Reitz, Matthew Rhudy (chair), Bryan Wang (Guest: Jessica Schocker)

4. Updates on Charge #12

- Charge #12: *Investigate academic integrity charges by student demographics. Prepare an advisory and consultative report with recommendations.* [November]
- Matthew Rhudy reached out to Sandra Reichel on 9/10/2019 requesting information. On 9/20/2019 a formal request was sent to UP (included in Appendix A)
 - Not sure how long this will take, or if we will get the desired information
- Alex Chisholm prepared an annotated bibliography summarizing some of the relevant literature from other institutions regarding academic integrity (included in Appendix B)
 - Male vs. Female
 - Age/Semester Standing
 - International status
 - Other factors such as GPA, discipline, athletics, etc.
- A previous report from the Academic Affairs Committee from Spring 2017 addressed Academic Integrity violations, and could be a potential resource for addressing this charge

5. Discussion of Charge #12

- Flavio Cabrera asked some important questions to begin the committee discussion. What is the purpose of this charge? Why do we need to collect information? What is our goal? Do we need to pay more attention to certain students? How can we stop it?
 - Jessica Schocker clarified that the origin of the charge is about the possibility of faculty bias
 - Alex Chisholm mentioned some concern in the literature that international students may be targeted by faculty, since literature has indicated that student population is a higher risk for academic integrity violations
 - We need to be careful about ethical implications of any findings in our report
 - Jennifer Arnold suggested that to address this charge, our goal may be to convince faculty that this is important and remind people to think about this. Encouraging or suggesting ways for faculty to self-reflect on their own potential bias
- Bryan Wang pointed out that the data is very noisy

- Cannot reasonably distinguish the difference between a higher likelihood of violating academic integrity vs. being reported for an academic integrity violation
 - For example, some research has identified (through self-report) that males are more likely than females to cheat. However, is this that males are actually more likely to cheat, more likely to admit to cheating, or more likely to get caught cheating, etc.
- Even if the data suggests that students from a certain demographic group has a higher likelihood of being reported, this could indicate a higher rate of offenses from that group or it could indicate faculty bias. It will be very difficult to determine the difference even if we had this data
- Jessica Schocker had suggested the committee consider research about students of color and disciplinary referrals
 - **Action Item: Alex Chisholm will gather relevant research on disciplinary referrals for students of color and share with the committee prior to the next meeting**
- Lisa Glass inquired about how many of the recommendations from the 2017 report have been implemented.
 - **Action Item: Matthew Rhudy will investigate whether there was any follow up on the recommendations from the report**
- Ebonie Cunningham-Stringer suggested that rather than use data from academic integrity violations, that we instead consider assessing student perspectives on an observed bias
 - A student survey could capture this student perspective and hopefully provide some meaningful data regarding bias
 - Though this would just be a student perception of bias, if students perceive a bias, this still could inspire action for faculty to help either identify and change their own personal bias and/or change student perception of bias
 - Ask students about demographics (international status, race/ethnicity, gender, age, semester standing)
 - Ask students about their perception of bias, e.g. with prompts like “I feel that I am more likely to be reported for an academic integrity violation due to my race/ethnicity”
 - Ask students about their experiences with academic integrity charges, including whether these were handled informally, formally, or not identified
 - **Action Item: Matthew Rhudy will prepare a draft survey and share with the committee for feedback. Once receiving committee approval, Alex Chisholm will distribute the survey to the students**
- We will wait to see what the data indicates before formalizing anything, but if there is faculty bias indicated in the survey results and/or data from University Park, some possible recommendations were briefly discussed
 - Encourage faculty to attend the existing diversity training programs
 - Recommend a specific training on academic integrity and bias be developed (possibly for faculty retreat/teaching colloquium/etc.)

- Ebonie Cunningham-Stringer suggested the development of a scenario-based training (either as a workshop or an online survey) for a “how would you handle this specific situation” type prompts

Appendix E.3: Request for information email to UP via Sandra Reichel

Sandra,

The Academic Affairs Committee requests all academic integrity violations in the past 5 years, with student demographics provided.

For the violations, we would like to see the type of violation (e.g. plagiarism, cheating, copying, etc.), as well as repeated offenses

For student demographics, we would like to see the following: gender, race, international status, major, semester standing, age (and any other relevant parameters you are able to provide)

Our committee is most interested in the Berks campus, but if possible it would be great if we could compare to peer institutions (such as PSU Erie, Harrisburg, and Abington) as well as University Park.

This data will be used to address the following charge for the Academic Affairs Committee of the PSU Berks Senate:

Investigate academic integrity charges by student demographics. Prepare an advisory and consultative report with recommendations.

This information will be extremely helpful in addressing this charge, so that we can provide well-informed recommendations to the senate if any significant patterns are identified. Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,
Matt Rhudy
Chair of the Penn State Berks Senate Academic Affairs Committee

Appendix E.4: Annotated Bibliography (courtesy of Alex Chisholm)

Beasley, E. M. (2016). Comparing the demographics of students reported for academic dishonesty to those of the overall student population. *Ethics & Behavior*, 26(1), 45-62. Retrieved from <https://doi.org/10.1080/10508422.2014.978977> [[Penn State access](#)]

Beasley (2016, p. 48) provides an excellent literature review of studies that report the demographics of students who typically self-report or are adjudicated for academic integrity violations:

- Szabo and Underwood (2004) confirmed earlier studies when it was determined that more males cheat than females—68% compared to 39%.
- Third year students were less likely to cheat than first or second year students (Szabo & Underwood, 2004; Brown, 2002).
- International students or students from different cultural backgrounds (i.e. not North American) have been identified as a group who demonstrate a high level of academic dishonesty (Park, 2003; Ercegovac & Richardson, 2004).
- Students who have an active social life are more likely to cheat (Straw, 2002). Younger students cheat more often than mature students (Straw, 2002).
- Some studies found that students with lower grades cheat more than those with higher grades (Cummings et al., 2002), but other studies refute this through data that suggest no correlation between grades and cheating.
- In a 1994 survey of 191 nursing students in the southern USA, researchers found there was no correlation either between cheating and a student's maturity and ability level (Daniel, Adams & Smith, 1994).

Beasley addresses the difficulty of studying faculty reporting bias and acknowledges that the mere presence of disproportionate reporting does not count as concrete evidence of discrimination. His study found that international students at his institution were five times more likely to be reported than expected (Beasley, 2016, p. 53).

Bertram Gallant, T., Binkin, N., & Donohue, M. (2015). Students at risk for being reported for cheating. *Journal of Academic Ethics*, 13, 217-228. <https://doi.org/10.1007/s10805-015-9235-5>

This study supports much of the existing academic integrity research that males, computer science and engineering majors, younger students, and students with lower GPAs are more likely to cheat.

Fass-Holmes, B. (2017). International students reported for academic integrity violations: Demographics, retention, and graduation. *Journal of International Students*, 7(3), 644-669. <https://doi.org/10.5281/zenodo.570026>

Fass-Holmes found that the increase in international student academic integrity violations to be proportionate to the increase in international admissions/enrollment since 2008, indicating that there has not been an increase in violations in the last decade.

In this case study, Fass-Holmes found that most violators were male, predominantly Chinese, and many majored in Economics. These demographics paralleled that of international student enrollment for the entire university.

Sacks, C. K. (2008). *Academic and disciplinary outcomes following adjudication of academic dishonesty* (Doctoral dissertation). Retrieved from https://scholarworks.bgsu.edu/he_diss/19

In Sacks' dissertation study, she found "Men, non-White students, international students, students in the low ACT group, students who tested into developmental coursework, and student athletes were all overrepresented compared to the percentage of those populations in the rest of the university (p. 28)."

Sacks' (2008, p. 74) results indicate that being non-White made a student significantly more likely to be reported for academic dishonesty after both ACT and high school GPA were controlled for (for undergraduates).

Since the literature suggests that white and non-white students self-report cheating at the same rates, Sacks' has several hypotheses for further study on what could be contributing issues. These include the likelihood that non-white students are first generation college students, they may lack the knowledge that they can challenge their instructor's misconduct report, and that they are more easily identifiable, as her home institution of study lacks diversity (p. 74-75). She also draws parallels to issues within our society, specifically the criminal justice system and the disproportionate non-white population incarcerated for various reasons (p. 75).

Appendix E.5: Legislative Report from Academic Affairs Committee in Spring 2017

**Penn State Berks Senate
Academic Affairs Committee
Informational Report (**Revised Draft**)
February 8, 2017
2:00 p.m. -3:00 p.m.
Room: 113 Luerssen Building**

1. Call to Order

2. Agenda:

- Investigate reports of academic integrity violations.
- Develop a list of strategies to better promote Academic Integrity within the college and reduce the number of academic integrity violations.

3. Informational Report on Academic Integrity Violations.

The Executive Committee charged the Academic Affairs Committee to draft an informational report on perceived increased reports of academic integrity violations.

Penn State Berks Academic Integrity Committee through its Academic Integrity website (<http://berks.psu.edu/about-academic-integrity>) has the following four primary purposes:

1. To inform faculty and students at Berks about the official policies and procedures related to Academic Integrity.
2. To try to clarify some of the 'grayer' areas of academic dishonesty.
3. To inform faculty members of their responsibilities to communicate their course policies regarding Academic Integrity.
4. To inform students of their responsibilities regarding Academic Integrity.

Penn State Berks interprets and applies academic integrity procedures consistent with University Faculty Senate Policy 49-20:

“Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can

succeed through the fruits of their efforts. Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.”

As indicated in the website, the Academic Integrity Committee currently follows a more standardized and coordinated process to deal with reported academic integrity violations within the college. To examine if there was an increase in the total number of academic integrity violations, the Academic Affairs Committee examined recent data on the academic integrity charges at the Berks College and system wide within the last five academic years (2011-12 through 2015-16) (See Tables 1 & 2). In addition, the committee generated a visual representation of the Berks College and system wide data also showing the percentage of Berks charges relative to the University (Figure 1). Examining the data for the Berks Campus (Table 1), the Committee does not see any evidence that there was an increase in the number of cases during the last five academic years. However, Dr. Holly Ryan, as a member and current chair of the Academic Integrity Committee for the last five years noticed that the number of repeat offenders has been significantly on the rise. This has to be investigated and better understood. System wide (Table 2), the total number of cases has increased from 631 cases in 2011-12 to 1131 cases in 2015-16. The Academic Affairs Committee does not necessarily see an increase in the number of violations as negative, but possibly an indication that faculty have a better understanding of academic integrity policies and they are reporting and acting upon all academic integrity violations. At the request of the Academic Affairs Committee, Dr. Paul Esqueda, Senior Associate Dean of Academic Affairs, supplied the data on academic integrity charges for Berks from 2006-07 to 2010-11 (Table 3). Based on these data the total number of charges actually has decreased from 25 to 10 charges during that time frame.

The top five academic charges system wide (Table 2) from 2011-12 to 2015-16 include submitting another person's work as your own, followed by copying, unauthorized collaboration, unauthorized use of student aids and facilitating of academic dishonesty by others. At the Berks Campus submitting another person's work as your own or plagiarizing topped the number of charges, followed by copying and fabricating information (Tables 1).

To better promote academic integrity among faculty, staff and students and prevent academic integrity violations the Academic Affairs Committee proposes the following strategies (these strategies are in no particular order):

- Include instruction on academic integrity policies, ethics and how to avoid plagiarism in courses such as English 15, English 202 and/or core curriculums.
- Remind faculty that First Year Seminar (FYS) courses should include a session on academic integrity.
- Train all full-time and part-time faculty on academic integrity policies and how to handle academic integrity cases. Organize retreats and workshops for full-time and part-time faculty that focus on academic integrity.
- There should be an annual reminder to faculty about academic integrity.
- Encourage faculty to use plagiarism detection softwares.
- Make academic integrity procedures less cumbersome to faculty.
- Make sure that the academic integrity web site is up to date.
- Have the chair of the Academic Integrity Committee serve as liaison to help faculty with academic integrity issues.
- Discuss academic integrity policy early in every course, and have a detailed information on academic integrity in course syllabi including strategies on how to avoid academic integrity violations in the course and detailed information on grading rubrics for papers and assignments.
- Establish collaboration between the Writing Center and library staff to develop material that will focus on prevention of plagiarism and literature search.
- Investigate the apparent increase in the number of repeat offenders within the last five years, and come up with strategies on how to combat this issue.
- Investigate the value of a remediation course for students who violate academic integrity, especially for multiple violators. Participating in the remediation program could be part of the assigned sanctions.
- Include a session on academic integrity in student orientation programs and events.
- Develop strategies on how to handle cyber-plagiarism.

Respectively submitted

Academic Affairs Committee 2016-17

Michael Bartolacci

Dave Bender

William Bowers

Alexandria Chisholm

Paul Esqueda

Lisa Glass

Hassan Gourama, Chair

Shannon Nowotarski

Matthew Rhudy

Diana Rodriguez

Holly Ryan

Christian Weisser

**Table 1: Academic Integrity Charges for Berks Comparison Data
2011-12 through 2015-16 (June 1 through May 31)**

<i>Academic Charges</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
10.01 Copying	0	4	1	11	3
10.02 Submitting Another Person's work as Your Own	17	5	27	18	17
10.03 Unauthorized test possession, purchase or supplying	0	0	0	0	0
10.04 Ghosting	0	0	0	0	0
10.05 Altering test	0	0	0	0	0
10.06 Improper Use of Technology	1	1	0	0	0
10.07 Fabricating of information	1	1	1	2	1
10.08 Facilitating of academic dishonesty by others	0	0	0	0	1
10.09 Submitting work previously used without permission	0	0	0	0	0
10.10 Tampering with work of other students	0	0	0	0	0
10.11, Unauthorized collaboration	0	0	0	3	2
10.12 Unauthorized Use of student aids (cheat sheets)	0	0	1	0	3
10.99 Academic Integrity - Other	1	1	1	0	1
TOTALS	20	12	31	34	28

(Office of Student Conduct, Penn State University)

**Table 2: Academic Integrity Charges System Wide Comparison
Data, 2011-12 through 2015-16 (June 1 through May 31)**

<i>Academic Charges</i>	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
10.01 Copying	103	204	210	219	166
10.02 –Submitting another person’s work as your own	348	300	351	497	490
10.03 Unauthorized test possession, purchase or supplying	8	11	18	6	12
10.04 Ghosting	9	20	25	35	38
10.05 Altering test	0	3	3	6	3
10.06 Improper use of technology	14	11	13	25	30
10.07 Fabricating of information	7	17	10	26	21
10.08 Facilitating of academic dishonesty by others	19	19	35	39	29
10.09 Submitting work previously used without permission	4	6	2	5	12
10.10 Tampering with work of other students	0	1	3	1	0
10.11 Unauthorized collaboration	59	102	89	148	218
10.12 Unauthorized Use of student aids (cheat sheets)	41	49	77	65	79
10.99 Academic integrity - other	19	30	14	20	33
TOTALS	631	773	850	1092	1131

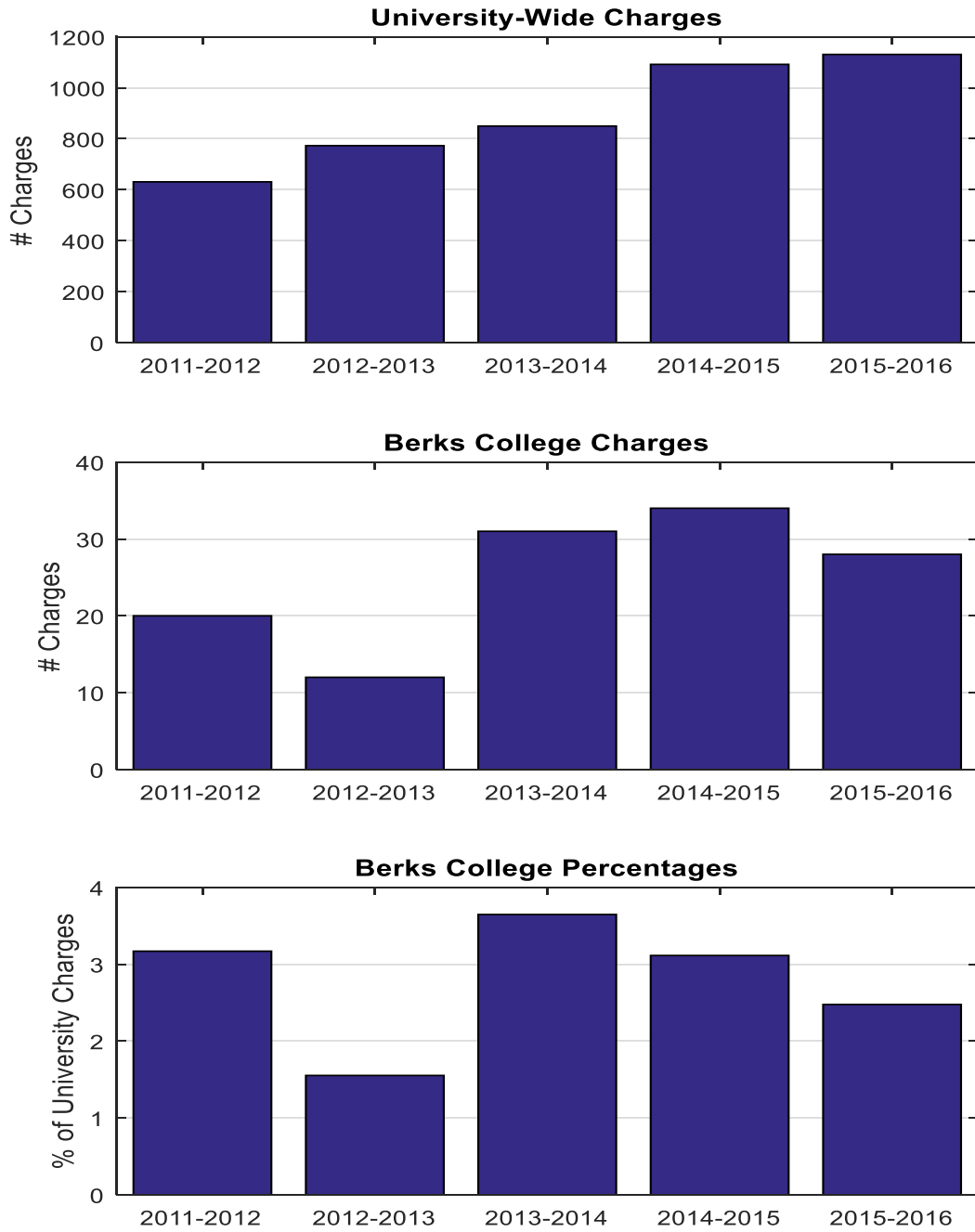
(Office of Student Conduct, Penn State University)

**Table 3: Academic Integrity Charges for Berks Comparison
Data, 2006-07 through 2010-12 (June 1 through May 31)**

10. Academic Dishonesty	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
10.01 Copying	0	3	1	1	3
10.02 Plagiarizing	22	11	9	7	7
10.03 Unauthorized test possession, purchase, supplying	0	0	0	0	0
10.04 Ghosting	0	0	0	0	0
10.05 Altering tests	0	0	0	0	0
10.06 Computer (program theft or use of other's time)	0	0	0	0	0
10.07 Fabricating of information or citations	0	2	0	0	0
10.08 Facilitating of Academic Dishonesty by others	0	0	0	0	0
10.09 Submitting work previously used w/out permission	2	0	2	0	0
10.10 Tampering with work of other students	0	0	0	0	0
10.11 Unauthorized collaboration	0	0	2	0	0
10.12 Unauthorized use of student aids (cheat sheets)	0	1	0	0	0
10.99 Other	1	0	2	2	0
TOTAL	25	17	16	10	10

(Office of Student Conduct, Penn State University)

Figure 1: Academic Integrity Charges for Berks Compared to University-Wide 2011-12 through 2015-16 (June 1 through May 31)



Appendix F

Faculty Affairs Committee Committee Minutes from September 9, 2019 Informational Report

Present: Holly Ryan (Chair), Joseph Mahoney, Stephen Snyder (Senator, ex officio), Eric Lindsey, Ike Shibley, Lorena Tribe (Vice Chair). Joined later by Jessica Schocker (Senate Chair).

The meeting was called to order in F 104 at 12:15 PM by Holly. The charges for the committee were reviewed and discussed, with the following outcomes:

Charge 2. Review, evaluate, and make recommendations relating to professional, cultural, social, and material welfare of faculty. **A response to the new rule for course releases assigned to program coordinators will be drafted.**

Charge 5. Review, evaluate, and make recommendations on policies pertaining to faculty awards. **The reason for bringing this item to the committee will be revised.**

Charge 9. Unfinished charge from last year: Review and compare how research productivity is evaluated across disciplines and in comparison to other campuses. Prepare legislative report with best practices and campus policies to understand disciplinary differences and value work equitably. **The methods and data gathered in 2018-2019 were reviewed, additional research articles were included, and a report will be drafted during the fall.**

Charge 10. Building from charge 9, evaluate the process and assessment criteria for the FAR. Prepare informational or advisory and consultative report with recommended best practices and campus policies. **A target of early spring 2020 for a report was established.**

Charge 11. Evaluate assessment of teaching and advising, specifically SRTEs, in the promotion and tenure process. Prepare legislative report with recommended best practices and campus policies. **This item will include the use of SRTEs in the faculty activity reports. A document already exists that clarifies how to consider SRTEs and needs to be brought to the attention of the community.**

(http://www.schreyer institute.psu.edu/pdf/EffectiveUseofSRTEData_Linse_Senate3-14-2017.pdf).

Charge 12. Review, evaluate, and make recommendations for clarifying the promotion process for fixed term faculty. Prepare an advisory and consultative report. **This charge was completed in the past and the timeline needs to be revised. This year the process will continue according to the accepted document. The document will be revised for the October meeting.**

The composition of the Faculty Affairs committee was also discussed, noting that given the scope of the work additional members would be welcome. The meeting adjourned at 1:15 PM.

Appendix G

Strategic Planning and Budget Committee

Meeting Date: 10/07/2019, 11:00 AM – 12:00 PM

In Attendance: Catherine Mello (chair), Lauren Martin, Jayné Park-Martinez, Maria Fellie, Benjamin Infantolino, Pauline Milwood, Ryan Hassler (vice-chair)

Absent: Lisa Mikula, Malika Richards

The committee met to discuss Charge 8 (summer compensation) and the development of a survey to be distributed among all full-time faculty to investigate this topic (along with other charges). The vice-chair presented data gathered at other campuses and with the Berks registrar regarding summer enrollment and compensation practices (class size etc.). The committee discussed the implication of summer classes to attract students from other campuses and retain students from Berks. The committee reviewed and discussed survey items that would gather data on faculty's summer teaching preferences and responses to the compensation model, as well as their RDG and travel funding usage (see Charge 3).

Appendix H

Student Life Committee Meeting Minutes, Monday, October 7, 2019:

1. Introduction: Define the issues germane to the faculty's interest, and state the reason why the report is necessary.

The Student Life Committee worked on finishing a Likert-formatted survey at its October 7, 2019 meeting. (It began developing this survey at its September 13 meeting.) Our survey is designed to assess what faculty know about drug abuse among students enrolled at our college, particularly on campus, and about our College's policies and resources for addressing these issues. This is related to our Committee's charge this semester to learn more about faculty understanding of student drug abuse. We plan to administer it, using Qualtrics/Survey Monkey, to all faculty and staff who will be notified about it and able to access it via e-mail notification. We also plan to give follow-up survey reminders to faculty and staff via e-mail.

2. Information: Present the data or other information as needed.

The survey draft is now finished, and I have attached it to this e-mail. We do not yet have any data from the survey to report but plan to have this data ready to report at the Faculty Senate meeting on Monday, Nov 18.

3. Discussion and Conclusion: State the implications for the faculty.

As mentioned above, our survey is designed to assess what faculty know about drug abuse among students at Penn State Berks. This initiative is related to Penn State Berks Chancellor Keith Hillkirk's interest in having the CEO of the Caron Foundation, as well as the Foundation's Chief Medical Advisor, speak to faculty this semester. Through my recent discussion with Dr. Hillkirk and a subsequent e-mail exchange with him, I understand that he is arranging for this presentation to take place on Friday, December 20. Dr. Hillkirk's plan is to have this presentation serve as this semester's Faculty Colloquium and to have it supplemented by presentations from Penn State Berks departments, such as Campus Police, concerning student drug use at the College.) The main purpose of the survey that we have developed is to ascertain faculty and staff awareness of the various issues related to student drug abuse so that the Caron presentation in December may be fine tuned for the benefit of our faculty and staff.

4. Ending: List the committee members preparing the report.

Thomas Jay Lynn, Chair of the Faculty Senate Student Life Committee, prepared this report.