

Penn State Berks Faculty Senate
Monday, September 21, 2020
12:15 – 1:15pm
Zoom (Meeting ID: 948 5150 5020; Passcode: 548091)
Agenda

- 1. Call to Order**
- 2. Approval of the Minutes of the April 2020 Meeting (Appendix A)**
- 3. Announcements and Reports by the Chair**
- 4. Reports of the Officers and University Senators**

Vice Chair Ryan
Secretary English
University Senator Bartolacci
University Senator Synder
University Senator Zambanini
University Senator Mahoney
SGA President Michael Shott
Student Senator

- 5. Comments/Announcements by Administrators**

Chancellor Hillkirk
Associate Dean Larson

- 6. Unfinished Business**

- 7. Forensic Business**

- 8. Motions from Committees**

- 9. Informational Reports**

- Committee Roster of the Penn State Berks Senate, Executive Committee (Appendix B)
- Committee Charges of the Penn State Berks Senate, Executive Committee (Appendix C)

- 10. New Legislative Business**

11. Comments for the Good of the Order

12. Adjournment

Appendix A

Penn State Berks Senate

April 20, 2020

12:15-1:15 PM, via Zoom

Attendees: Kate Amaral, Amir Barakati, Mike Bartolacci, Mike Briggs, Flavio Cabrera, Catherine Catanach, Donna Chambers, Alex Chisholm, Valerie Cholet, Tricia Clark, Justin DiAngelo, Deb Dreisbach, Colleen English, Azar Eslam Panah, Maria Fellie, Andrew Friesen, Sudip Ghosh, Nathan Greenauer, Ryan Hassler, Jinyoung Im, Ben Infantolino, Samantha Kavky, Mahsa Kazempour, Jayne Leh, Ada Leung, Thomas Lynn, Joe Mahoney, Lauren Martin, Catherine Mello, Pauline Milwood, Jennifer Murphy, Tami Mysliwec, Rungun Nathan, Shannon Nowotarski, Meghan Owenz, Dawn Pfeifer Reitz, Matt Rhudy, Marissa Ruggiero, Brenda Russell, Holly Ryan, Marietta Scanlon, Jessica Schocker, Jeanne Serrian, Allison Singles, Stephen Snyder, Terry Speicher, Hartono Tjoe, Lorena Tribe, Praveen Veerabhadrapa, Bryan Wang, Bob Zambanini (faculty); Tish Jepsen, Marie Smith (staff); Kim Berry, Paul Esqueda, Keith Hillkirk, Elyce Kaplan, Janelle Larson, Belén Rodríguez-Moureló (administration).

1. Call to Order

2. **Additions, Corrections, and Approval of Minutes of March 30, 2020 (Appendix A)** –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 –

- I would like to thank Dr. Larson for her two-years of service as Interim Associate Dean. You did such a great job and were very helpful to me in my first year as Senate Chair. I would also like to thank Deb Dreisbach for stepping in for Dr. Ansari and serving as University Senator for the remainder of this semester.
- I would like to thank all who ran for the open University Senator seat and wish to congratulate Joe Mahoney who has won the seat. Dawn Pfeifer Reitz has been selected as alternate. I would also like to thank Cliff Maurer for his service as University Senator.

4. Reports of Officers and University Senators -

- **Vice Chair Ryan** – The following are the results from the P&T election. Jennifer Arnold has been selected for the science department. Both HASS & EBC are inconclusive and will result in run-off elections. For EBC Malika Richards and Rungun Nathan have tied; and for HASS, Samantha Kavky, Cheryl Nicholas, and I have tied. Another email will be sent out this week for a vote and those elections will remain open for one week. Results for both divisions will be sent out next Monday. Elections for the division will take place this fall.
- **Secretary English** – No report.
- **University Senator Bartolacci** – At the last Executive Committee meeting, conversation took place in-regard to tenure track faculty at the campuses not being given research status immediately. Communication was sent and the response received by the University Senate Chair indicated a conversation took place on this subject last week with the promise that this will be addressed next year within the Academic Affairs Committee at the university level.
You may be getting requests for student reference letters. At the Commonwealth Caucus meeting back in the fall, the registrar specifically addressed this with regards to FERPA. Now, you cannot just write a letter to the student, several additional steps are needed. The student literally has to give you and the university permission every time they want to use a reference letter. In addition, the faculty member needs to be made aware for their own tracking purposes. Information pertaining to this change may be found within the registrar's section on the university website.
- **University Senator Snyder** – There is a report coming forward within Faculty Affairs on AC13, having to do with the faculty hiring policy. Several revisions have occurred. Changes were made in large part to assert the need for underrepresented populations for faculty and staff.
There is a new policy, Senate Policy 49 that deals with the satisfactory/unsatisfactory grade change. What one of the committee's has done was instead of this being created for one semester, we created a policy around it so that if emergency happens again, we will have policy in place as a guide.
Several informational reports of note were highlighted as part of the agenda which include faculty

salary report; another that compared faculty salaries vs. health care costs; health care plans; childcare; and a promotion flow report.

- **University Senator Zambanini** – There is nothing to report at this time but I will have information to share at our first meeting next fall.
- **University Senator Maurer** – Not present.
- **University Senator Dreisbach** – I have the PowerPoint from the last meeting which discussed the requirement in-regard to the FERPA letter for students. My plan was to work with the registrar in-regard to this but due to pandemic this was put on the backburner. My plan is to meet with the registrar once things settle down a bit; more information will be shared.
- **SGA President Steve Filby** – Not present.
- **Student Senator** – Not present.

5. Comments/Announcements by Administrators

- **Chancellor Hillkirk** –
 - As we approach the end of this semester, my thanks to all for continuing to serve our students during this unprecedented time. Several positive stories were recently shared in-regard to our faculty and students and the things that they are doing to help within our community.
 - There will be a meeting with our campaign committee tomorrow. Several meetings have been taking place with folks and the work that they are doing in my opinion is more important now than ever. A virtual Zoom meeting will also be taking place with our Advisory Board in May.
 - A virtual commencement ceremony will be held on May 9 at 2 PM that will be livestreamed by WPSU. We have a committee working right now that is working with other commonwealth campuses to provide a virtual program for our Berks graduates. Additional information will be shared as it becomes available.
 - The university has reduced tuition for summer semester. We are actively recruiting students for this coming fall and for fall 2021. Our admissions team is working very hard on this. As anticipated, international student numbers will be low. Transfer numbers are slightly down over last fall. Many ideas are being proposed and all are working very hard on this.
 - A new announcement recently was shared by the Governor as well as the Secretary of Health in-regard to protocols. I ask that you please do not come to campus unless absolutely necessary. I will ask Kim Berry to share what these new protocols are and what we may anticipate may be forthcoming.
 - Berry shared on Thursday evening the Secretary of Health issued an order that codifies the request that people wear a mask when going out in public. There also is a requirement in the release that speaks of a protocol to take temperatures of staff prior to their beginning a work shift. Work is being done on how best to accomplish this with our police and M&O staff. Berry shared this may not have an impact with faculty as faculty do not work a conventional shift. He shared the last component is a tracking mechanism that the state is in the process of developing so that they may trace the incidence of Coronavirus spread. Additional details will be shared when it becomes available.
- **Interim Associate Dean Larson** –
 - I am appreciative for all the faculty outreach during this time; a lot has been asked of you and you have been very responsive both as advisers reaching out to advisees and to those students who are struggling.
 - The colloquium having to do with how to handle conflict in-regard to the upcoming presidential election that was to be scheduled for May 8 will be postponed until the fall.
 - I am part of the committee that is looking at ways to honor our students at the virtual commencement in May. One thing we would like to do that would take faculty involvement is to host virtual receptions by programs. We will work with program chairs to coordinate. More information will be shared. An event to highlight this year's faculty awards as well as P&T announcements will be held either before or after the virtual ceremony. Feedback is requested but my thoughts are for this event to take place either that same day or perhaps the following Monday.
 - Berks had 40 students present at the recent HECBC Conference. An email with a link of the event was recently sent.

- Next fall's enrollment and budget will be tight. We are being very frugal with adjuncts as well as looking at overloads. Everything has to be scrutinized; justification will be needed.
- The Provost's visit to Berks will be taking place virtually on Thursday, April 30 in the afternoon. A follow-up reminder will be sent. Questions are being asked to be sent in advance.

6. Unfinished Business - None

7. Forensic Business – None

8. Motions from Committees

- **Meeting Dates for 2020/2021, Executive Committee (Appendix B)** – The Chair called for questions/concerns; hearing none, called the vote unanimous; *the motion is approved.*

9. Information Reports from Committees – None

10. New Legislative Business

- **Voting for Penn State Berks Faculty Senate Officers** – The Secretary shared per the Penn State Berks Constitution, if the nominations for chair, vice-chair or secretary run unopposed then the Chair has the authority to declare a unanimous ballot; so moved. A call was made for additional nominations from the floor; hearing none; a call was made to close the nominations, second. By unanimous ballot consent the vote for 2020-21 Senate Officers are as follows: Chair, Jessica Schocker; Vice-Chair, Holly Ryan; and Secretary, Colleen English.

11. Comments for the Good of the Order –

- A question was raised in-regard to the budget situation and if it was enrollment or pandemic driven. The Chancellor's response was both, sharing approximately one-fifth of our student population indicated they would not return in the fall if teaching continued to be done remotely. Much work is being done to address these concerns. He commented one good thing is our campaign is still in gear noting when they meet tomorrow, he will share with them that philanthropy has never been more important at Penn State as it is now. The economic impact being felt will be wide-reaching as the pandemic continues. The Chancellor indicated recently approving several requests for the student emergency fund noting anyone wishing to help out may either do so online or by sending a check to the development office.
- A question was raised in-regard to the Beaver Community Center project. Berry shared, currently the President Barron and the executive group are reviewing recommendations from the vice president for OPP. The Vice President has asked that Penn State be exempted from the ban on construction and are waiting a response from the Governor's office. We anticipate construction will resume as soon as the situation permits. Meetings continue to take place between the design and construction management team.
- A question was raised in-regard to students who have not participated in class since going remote. Dr. Larson shared faculty would still grade them as usual noting the student then has the option of choosing the alternative grading so that it will not affect their GPA.
- A question was raised in-regard to the budget and its direct impact on faculty and staff. The Chancellor commented this is impossible to answer noting we know there will be no GSI this year but we will do everything that we can at Berks to comply with the guidelines set forth by the Provost. Meetings continue to take place on a regular basis.
- A question was raised inquiring when faculty contracts for FT1 will be sent. The Chancellor indicated he is not quite sure at this time. Work continues to be ongoing with the Provost and Dr. Hanes' office. Information will be shared when known.
- In-regard to tuition being reduced, a comment was made that when we authorize a class (e.g., summer) and it has more than the required number of students, the class takes place and the instructor paid. Frequently those classes could hold a lot more students. The suggestion was perhaps we could entertain a program by offering those additional spaces for free for people who have lost their

employment. The Chancellor indicated he receptive and would share this with the Provost for consideration.

- A question was raised as to what would happen if the electricity would go out during a final exam. The Chancellor indicated that is a good question and he was not sure. The Chair suggested giving students the benefit of the doubt by giving them time and another opportunity to retake the exam, if needed. Dr. Larson concurred that we need to be reasonable and flexible during this time with our students.
- A question was raised pertaining to dual enrollment. Dr. Larson shared one challenge with dual enrollment is that everyone's clearances have expired. Dual enrollment does not offer a lot of return at Berks; it is not high on the priority list.
- The Chancellor response to an additional question in-regard to the delay with FT1 contracts was it is a budget issue. Noting the timeframe to react is as soon as possible. Meetings are taking place to address this issue. Further clarification will be shared when known.
- A question was raised in-regard to the faculty salary report and asking Paula Brown for access. The Chair indicated the committee has been working on this and is just delayed at this time. Senator Snyder shared they are in the process of changing the way they do things and this will be made available on some type of login page. More details to follow.

12. Adjournment

Appendix B

Committee Roster of the Penn State Berks Faculty Senate

Fall 2020 – Spring 2021

Penn State Berks Faculty Senate Membership
<p>The Berks Faculty Senate shall include:</p> <ul style="list-style-type: none"> (a) All full-time faculty, including librarians (CURRENT TOTAL = 140); (b) The following members of the Administrative Staff: <ul style="list-style-type: none"> • Chancellor (ex officio); • Associate Dean for Academic Affairs (ex officio); • Division Heads of EBC, HASS, and Science (ex officio); (c) Other members of the Administrative Staff as appointed by the Chancellor (d) One senator elected by the professional assistants from among their ranks; <i>(The total number of Senators from categories (b), (c), and (d) shall not exceed 10% of the full-time faculty including librarians)</i> (e) SGA President and elected student senators not to exceed 10% of the full-time faculty including librarians.

EXECUTIVE COMMITTEE				
(9 members, 8 voting, quorum = 5)				
Member	Title	Phone	e-mail	Term expires
Jessica Schocker	Chair	396-6457	jbs213@psu.edu	2021
Holly Ryan	Vice Chair	396-6333	hlr14@psu.edu	2021
Colleen English	Secretary	396-6365	cue113@psu.edu	2021
Bob Zambanini	University Faculty Senator	396-6178	raz3@psu.edu	2021
Mike Bartolacci	University Faculty Senator	396-6175	mrb24@psu.edu	2021
Steve Snyder	University Faculty Senator	396-6277	sjs29@psu.edu	2022
Joe Mahoney	University Faculty Senator	396-6459	jmm694@psu.edu	2023
Matthew Rhudy	Senate Parliamentarian (non-voting)	396-6389	mbr5002@psu.edu	2021
Michelle Mart	Immediate Past Chair	396-6180	mam20@psu.edu	2021

Chairs of the Penn State Berks Senate Committees				
Committee	Chairperson	Phone	e-mail	Term expires
Academic Affairs	Flavio Cabrera	396-6125	fhc4@psu.edu	2021
Executive	Jessica Schocker	396-6457	jbs213@psu.edu	2021
Faculty Affairs	Holly Ryan	396-6333	h1r14@psu.edu	2021
Physical Facilities and Safety	Valerie Cholet	396-6418	vac110@psu.edu	2021
Strategic Planning and Budget	Catherine Mello	396-6324	cxm772@psu.edu	2021
Student Life	Andrew Friesen	396-6156	axf716@psu.edu	2021

ACADEMIC AFFAIRS (12 members, 10 voting)				
Member	Title	Phone	e-mail	Term expires
Flavio Cabrera (Chair)	Representatives from EBC Division	396-6125	fhc4@psu.edu	2021
Matthew Rhudy		396-6389	mbr5002@psu.edu	2021
Dawn Pfeifer Reitz	Representatives from HASS Division	396-6404	dpr15@psu.edu	2021
Ebonie Cunningham- Stringer		396-6018	ecs296@psu.edu	2021
Lorena Tribe	Representatives from Science Division	396-6187	lut1@psu.edu	2022
Bryan Wang		396-6029	bsw13@psu.edu	2021
Brett Spencer (Vice Chair)	Library Representative	396-6261	dbs21@psu.edu	2022
Bob Zambanini	University Curricular Affairs Representative	396-6178	raz3@psu.edu	2021
Janelle Larson	Associate Dean (non- voting)	396-6183	jbl6@psu.edu	n/a
Elyce Kaplan	Registrar	396-6090	eml10@psu.edu	n/a
Lisa Glass	Director of Information Technology (non-voting)	396-6190	img9@psu.edu	n/a
	Student Representative			

FACULTY AFFAIRS (8 members, 7 voting)				
Member	Title	Phone	e-mail	Term expires
Azar Eslam Panah (Vice Chair)	Representatives from EBC Division	396-6186	aue10@psu.edu	2022
Marietta Scanlon		396-6126	mrs35@psu.edu	2022
Nathan Greenauer	Representatives from HASS Division	396-6099	nxb31@psu.edu	2022
Holly Ryan (Chair)		396-6333	h1r14@psu.edu	2021
Ike Shibley	Representatives from Science Division	396-6185	ias1@psu.edu	2021
Mike Fidanza		396-6330	maf100@psu.edu	2022
Deb Dreisbach	At-large Representative	396-6322	dad68@psu.edu	2022
Mike Bartolacci	University Faculty Affairs Representative	396-6175	mrb24@psu.edu	2021
Janelle Larson	Associate Dean (non- voting)	396-6183	jbl6@psu.edu	n/a

PHYSICAL FACILITIES AND SAFETY (9 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Jinyoung Im (Vice Chair)	Representatives from EBC Division	396-6176	jzi11@psu.edu	2021
Ada Leung		396-6186	cxl51@psu.edu	2021
Mahsa Kazempour	Representatives from HASS Division	396-6312	muk30@psu.edu	2021
Meghan Owenz		396-6437	muo70@psu.edu	2021
Jeane Serrian	Representatives from Science Division	396-6007	jls1026@psu.edu	2022
Allison Singles		396-6152	ara5093@psu.edu	2021
Valerie Cholet (Chair)	At-large Representative	396-6418	vac110@psu.edu	2022
Kim Berry	Campus Chief Operating Officer (non-voting)	396-6030	krb11@psu.edu	n/a
	Student Representative			

STRATEGIC PLANNING AND BUDGET (10 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Malika Richards	Representatives from EBC Division	396-6096	mur12@psu.edu	2021
Rocky Huang		396-6454	jxh74@psu.edu	2022
Catherine Mello (Chair)	Representatives from HASS Division	396-6324	cxm72@psu.edu	2022
Maria Fellie		396-6449	mcf46@psu.edu	2021
Ben Infantolino	Representatives from Science Division	396-6153	bwi100@psu.edu	2021
Ryan Hassler (Vice Chair)		396-6127	rsh14@psu.edu	2021
Lauren Martin	At-large Representative	396-6214	ljm37@psu.edu	2021
Lisa Mikula	Campus Financial Officer (non-voting)	396-6042	lm462@psu.edu	n/a
Jayne' Park- Martinez	Representative, Planning, Research, and Assessment (non-voting)	396-6386	jip10@psu.edu	n/a
	Student Representative			

STUDENT LIFE (10 members, 8 voting)				
Member	Title	Phone	e-mail	Term expires
Kathleen Hauser	Representatives from EBC Division	396-6359	kms122@psu.edu	2022
Shahid Khan (Vice Chair)		396-6133	sak62@psu.edu	2022
Cheryl Nicholas	Representatives from HASS Division	396-6168	cln12@psu.edu	2022
Dave Bender		396-6090	dsb@psu.edu	2022
Andrew Friesen (Chair)	Representatives from Science Division	396-6156	axf716@psu.edu	2021
Praveen Veerabhadrappe		396-6009	pmv5057@psu.edu	2021
Hartono Tjoe	At-large Representative	396-6453	hht1@psu.edu	2022
Joe Webb	Director of Student Affairs (non-voting)	396-6072	jjw26@psu.edu	n/a
Jessica Schocker	Faculty Athletics Representative (non- voting)	396-6457	jbs213@psu.edu	n/a
Mike Shott	Student Representative		gms5754@psu.edu	n/a

Appendix C

Committee Charges Penn State Berks Senate, 2020-2021

(Informational Report approved by the Penn State Senate Executive Committee)

Committee Chairs are expected to report directly to the Senate. Specifically, all Committee Chairs are required to submit to the Senate a mid-year progress report and an end of the year progress report as is being practiced by the University Faculty Senate. Reports should be submitted to the Secretary of the Senate, Colleen English (cue113@psu.edu). All items that need Senate approval must be presented as a Legislative report OR an Advisory and Consultative report and must include a motion. Motions will be discussed and voted on by Senate. Unless otherwise specified, the reports below should be considered Informational Reports. Any committee can decide to create an Advisory or Legislative report.

Annual Charges

**Please note: deadlines will be agreed upon when committee chairs meet with the Chair and Vice-Chair of the Berks Senate*

Executive

Present the report from Strategic Planning and Budget regarding gender and salary differences at Penn State Berks to the chair of the University Faculty Senate for consultation and strategy discussion. Prepare an informational report about the status of this initiative. Initial charge: Investigate any gender differences in faculty salaries at Berks; if there are inequitable differences, provide clear goals and action items to remediate. Prepare advisory and consultative report with recommendations.

Investigate faculty concerns about uncompensated summer workload. Consider the COVID-19 pandemic circumstances and the role they have played in this issue. Prepare an advisory and consultative report with recommendations.

Faculty Affairs

Unfinished charges from last year:

Evaluate the process and assessment criteria for the FAR. Prepare informational or advisory and consultative report with recommended best practices and campus policies. Suggested deadline: November meeting

Evaluate assessment of teaching and advising, specifically SRTes, in the promotion and tenure process. Prepare legislative report with recommended best practices and campus policies. Suggested deadline: January meeting

Annual charges for 2020-2021

Investigate how best to educate ALL faculty to practice anti-racism (e.g., as teachers, in interactions with students and colleagues). Consider consultation with Sharon Pitterson-Ogaldez, the Diversity Committee, The Social Justice Collaborative and the Expanding Antiracist Teaching at Berks group. Prepare an advisory and consultative report with recommendations. Suggested deadline: March meeting.

Academic Affairs

Annual charges for 2020-2021

Investigate how systematic anti-racism education could be incorporated into student coursework. Consider consultation with the Expanding Antiracist Teaching at Berks group and the Social Justice Collaborative. Prepare an advisory and consultative report with recommendations. Suggested deadline: February meeting

Review existing annual academic student awards and honors at Berks and make a recommendation for any awards that are no longer necessary/relevant. Complete in consultation with the development office, Division Heads, Tami Mysliwiec, and/or Divisional Awards Committees. Prepare an informational or advisory/consultative report.

Strategic Planning and Budget

Unfinished charges

Investigate the summer compensation policy and evaluate its fairness and functionality. Prepare an advisory and consultative report with recommendations. Suggested deadline: October meeting

Investigate how faculty are compensated for leading independent studies and internships across programs and divisions on campus. Prepare an informational OR advisory and consultative report (if recommendations are deemed necessary). Suggested deadline: January meeting

Annual charges for 2020-2021

Investigate faculty needs and concerns during -and after the Covid-19 pandemic regarding working from home or in a mixed model (understanding that returning to the way things were exactly is unlikely). Investigate faculty attitudes toward preparing for an uncertain higher ed future. Prepare an informational OR advisory and consultative report (if recommendations are deemed necessary). Suggested deadline: February meeting

Student Life

Unfinished charges

Investigate issues of student identification in class, especially regarding gender diversity, and the role of inclusive classroom and co-curricular practices among faculty and students. Prepare a legislative report with recommendations. Suggested deadline: October meeting

Annual charges for 2020-2021

Investigate police services responses to BIPOC student conduct issues and the adjudication practices of BIPOC students by judicial affairs. Consider student and police experiences, knowledge, and attitudes. Prepare an informational OR advisory and consultative report (if recommendations are deemed necessary). Suggested deadline February meeting

Physical Facilities and Safety

Unfinished charges

Continue to investigate ways to make policies at Berks more sustainable and environmentally friendly, such as eliminating single-use plastics. Consider collaboration with the Sustainability Team at Penn State Berks. Prepare legislative report with recommendations. Suggested deadline: September meeting

Investigate how technology hardware is impacted by classroom size and layout in conversation with the Teaching with Technology Advisory Committee (TTAC). Prepare legislative report with recommendations. Suggested deadline: October meeting

Annual charges for 2020-2021

Investigate how the college can make our campus safe for BIPOC faculty, staff, and students in light of current sociopolitical climate, in regards to (but not limited to) physical facilities (cameras, lighting, security, etc.), police services and administrative responses to faculty/staff concerns, police services racism education, and overarching police services relations with the campus community. Prepare an advisory and consultative report with recommendations. Suggested deadline: March meeting

Investigate faculty needs while working from home and ways that the administration can better support faculty productivity in the work-from-home environment. Prepare an advisory and consultative report with recommendations. Suggested deadline: November meeting

Standing Charges

Executive Committee

Standing Charges

1. Consult with standing committee chairs to develop and prioritize agenda items.
2. Charge each standing committee for the upcoming year (and revise that charge as necessary).
3. Call Senate meetings.
4. Set agenda for Penn State Berks Senate meetings.
5. Call meetings of a Campus Faculty Assembly.
6. Act for the Senate in all matters, except changes to the Constitution, and Standing Rules, when a Penn State Berks Senate meeting has been appropriately called and a quorum has not been obtained, in the case of a special concern or an extraordinary emergency circumstance.
7. Appoint standing committee members based upon expressed interests of faculty, and a diversity of disciplines and functions in the campus.
8. Nominate faculty to administrative committees and joint Senate/administrative committees on which faculty are asked to serve.
9. Serve as nominations and elections committee for elections of officers, University Senators, ombudsman, advisory board members, and any other campus or campus-wide offices under the auspices of the Senate.
10. Serve as liaison between the Penn State Berks Senate and Administration

Academic Affairs

1. Approve or disapprove new courses, programs, and other curricular proposals in accordance with University and campus curricular procedures.
2. Publicize and invite comment on 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.
5. Approve or disapprove academic admissions standards.
6. Communicate and serve as liaison with other Senate committees where duties overlap.
7. Advise academic support activities, including Learning Center(s) and Writing Centers(s).
8. Review, evaluate, and make recommendations on technology matters when relevant to course delivery and other curricular matters.
9. Review, evaluate, and make recommendations on issues relating to enrollment and retention programs and policies.
10. Review, evaluate, and make recommendations on academic matters, including but not limited to credit and non-credit instruction through continuing and distance

education, instruction through computer networks, media, technical assistance programs, and cooperative extension activities

Faculty Affairs

1. Advise and consult with the Chancellor and Associate Dean for Academic Affairs regarding policies concerning faculty. Make recommendations to Senate on policies concerning faculty.
2. Review, evaluate, and make recommendations relating to professional, cultural, social, and material welfare of faculty.
3. Review, evaluate, and make recommendations on policies relating to faculty workload; faculty development; promotion and tenure policies and procedures; evaluation of faculty performance; methods of instruction evaluation; faculty leaves, including sabbatical leaves; faculty rights, including academic freedom; and affirmative action and equal opportunity.
4. Review, evaluate, and make recommendations on procedures for faculty searches.
5. Review, evaluate, and make recommendations on policies pertaining to faculty awards.
6. Review, evaluate, and make recommendations on policies pertaining to faculty research, including internal faculty grants and travel money.
7. Review, evaluate, and make recommendations on technology matters pertaining to faculty research.
8. Review, evaluate, and make recommendations on policies pertaining to faculty service.

Physical Facilities and Safety

1. Review plans and make recommendations regarding construction, renovation, and physical development of the campus.
2. Assess and make recommendations regarding space use and assignments.
3. Assess and make recommendations regarding safety and security.
4. Assess and make recommendations regarding parking policies.
5. Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs annually and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an annual informational report to the Berks Senate.

Strategic Planning and Budget

1. Regularly provide the Senate with current information on the campus operating budget and the use and development of campus financial resources.
2. Present to the Senate the annual proposed Campus operating budget.
3. Monitor and regularly report to the Senate specific budget information related to the academic budget of the campus, including but not limited to new positions, travel, departmental/divisional allotments, faculty development, etc.

4. Regularly report to the Senate progress on the development and execution of the Campus Strategic Plan.
5. Represent the Faculty Senate in the campus strategic planning process.
6. Review the annual University Faculty Senate Informational Report on Faculty Salaries as it relates to the Berks Campus and submit an informational report to the Berks Senate.

Student Life

1. Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees, including but not limited to:
 - a. career development and placement;
 - b. housing policies;
 - c. student conduct;
 - d. student organizations and clubs;
 - e. co-curricular activities;
 - f. athletics;
 - g. multicultural issues.
2. Make recommendations regarding the quality of student life and the functions of the Office of Student Affairs.
3. Work with the SGA when requested.
4. Serve in a consultative and advisory capacity to the Director of Student Affairs.