

Kutztown University Kutztown, Pennsylvania
UNIVERSITY SENATE MINUTES
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>
March 1, 2018
ACADEMIC FORUM 202

Present: H. Alviani, A. Arnold, D. Aruscavage, D. Beougher, M. Cardozo, K. Clair, J. Conahan, C. Cotellese, R. Courtney, S. Dewey, S. Doll-Myers, R. Flatley, M. Gallagher, J. Garcia, M. Gober, K. Hawkinson, K. Hudak, D. Immel, M. John, D. B. Johnson, E. Johnson, J. Kremser (for A. Cordner), D. Lea, S. Mangold, P. McLoughlin, F. Murshed, E. Nieves, R. Palov, P. Quinn (for E. Kraal), V. Reidout, S. Riley, W. Rogers, J. Ronan, R. Salafia, M. Scheuing, C. Shim (for Y. Zhang), C. Sunsay, M. Vaughn, A. Vogel, F. Wei, D. Wingrove, T. Wong, A. Zayaitz

Absent: A. Christman, R. Gross, J. Jedwab, D. Johnson, L. Moss, R. Perkins, R. Portada, T. Stahler, C. Walck

Guests: J. Downing, M. Eicholtz, W. Hilton, D. Mace, D. McCargo, B. McCree, G. Silberman, J. Stanley, C. Wells, T. Witryk

I. Call to Order

University Senate President A. Arnold called the meeting to order at 4:06 PM.

II. Announcements – A. Arnold

- President Hawkinson has graciously invited the members of Senate to an informal event at his home after the meeting.
- Announced update to MyKU My Advisees Details that provides additional information for use by Advisors. Thank you to Holly Fox for developing it.
- The \$1,600 cost of students for materials at KU discussed at last month's meeting seems to be an incorrect number. Through research by our campus bookstore the actual number was found to be about the same or even less than the cost at our sister schools.
- Dr. Carole Wells would like to know who would like to join the University Senate Executive team in meeting with the Middle States Accreditation team on Tuesday, March 6 at 2:15 p.m. Please let A. Arnold know and he will put you on the list.
- The work of the Senate is important, because it is the only body on campus that brings together all of the key constituents to address university-wide issues.

III. Approval of Minutes from November and December– E. Nieves made a motion to approve the minutes. W. Rogers seconded the motion. Minutes were approved unanimously.

IV. President, Committee Task Force Reports-

A. Senate President's Report – A. Arnold

Regalia-What is honors regalia? At graduation individuals wear honors regalia; however, student groups also have regalia they like to wear. When is does that regalia look like

honors regalia. When it is appropriate to wear regalia not related to honors. How do we want graduation to feel?

K. Hawkinson-This issue has come up frequently in the past. Do you want a dignified experience, a dignified ceremony that is memorable? His feeling is that it should be a dignified ceremony. An increasing number of organizations want to wear items of regalia simply because they are a member of an organization. We are trying to tighten up the policy by requiring permission to wear non-honors regalia. The update to the policy would automatically allow honors and military regalia and require other regalia to be approved by the Dean of Student's office.

Questions:

Is the idea that we would not allow cords or marks that are non-academic? Should it not be explicit in the policy?

K. Hawkinson-Yes, it is stated in the policy.

R. Courtney-We need to be cognizant that some groups may feel greatly affected by the update in the policy.

K. Hawkinson-We are trying to nip this in the bud. We are informally saying no to exceptions; however, we are getting more and more organizations asking for exceptions. The policy does not currently say we have the right to say no and we need to tighten it up in case we are challenged.

Does designation remain that would allow officers of an honor society to wear something to show their office? What about military designations.

K. Hawkinson-We are not changing the policy, only adding to it. The military is already allowed to wear their uniform and something on their uniform.

S. Mangold-We suggests that we more clearly define the policy. For example, a tour guide is a paid position, not a student organization. There are students that may not have a high enough GPA's but they are valued members of a student organization. Those students should have the right to be recognized. We need to look at what a university recognized student organization is, perhaps defining it as an organization that is registered with Student Involvement through KUnited.

K. Hawkinson-There are quite a few organizations asking for special exceptions. Commencement is an academic event.

M. Gallagher-The largest group affected would be the Greek life community. She does agree; however, that commencement is an academic ceremony.

D. Mace-Enforcement would be the biggest issue. We must be very careful about what we are saying individuals cannot wear on their body that day.

H. Alviani-Most organizations have their own ceremony, banquet, etc. Where they are recognized.

A. Arnold asked for a motion alter the agenda to include ACA-086.

K. Clair made a motion to amend the agenda to include the consideration of ACA-086.
Seconded by Tony Wong.

P. McLoughlin opposed the motion because there has not been enough time to discuss the change in policy with colleagues. A. Vogel also opposed the motion.

A. Arnold-Called upon S. Mangold to discuss that would happen if the consideration of ACA-086 were delayed.

S. Mangold-We can just not act on the requests. We need clarification as we have no idea what organizations were already approved in the past and we need to consider how we would enforce it.

T. Wong-Would be a good idea to come to a conclusion on the policy but it does take time. It would must easier to police at commencement if only academic or honor society regalia were allowed.

D. Johnson-Need a 2/3 vote to suspend the current agenda and address this policy immediately. Enforcement is not part of what Senate needs to address. Enforcement would be addressed by the administration. We are only discussing giving the President the power to restrict commencement regalia.

S. Mangold-There is currently a policy. If the changes in policy were not addressed, the administration would still be following the current guidelines.

E. Johnson-Perhaps before curtailing what groups are doing we should provide ways for academic distinction to be specifically recognized.

A. Arnold-Called for vote on motion to amend the agenda. By show of hands, majority opposed.

D. Mace will work with the President and cabinet to create a policy, which that Senate can vote on and approve. The next ASPC meeting is March 22 and it will be addressed at that time.

B. Senate Vice President's Report – J. Ronan

Motion for Petritsa Chatzitziva to replace Peter Bond as Professional Staff representative on the Institutional Climate Committee for the next three months.
Motion approved.

There were 114 respondents for Fall 2018 willingness. The appointments will be submitted at the next Senate meeting.

C. University President's Report – K. Hawkinson

Members of Governor Wolf's cabinet will be on campus to host a town hall meeting on Thursday, April 26.

The interim chancellor will be visiting the campus on March 22 and will host a town hall meeting.

The Council of Trustees will meet Thursday, March 8 in MSU 250, President's room. The open meetings are at 3 p.m.

The Middle States Accreditation team will be on campus March 4-7. Thanks to everyone who participated in the preparation for visit.

C. Wells invited everyone to participate by attending the exit report on Wednesday, March 7, at 12:30 p.m., in MSU 183.

K. Hawkinson attended House and Senate budget meetings last week in Harrisburg. We are hopeful the legislature will support the Governors' request for \$15 million in budget increases for PASSHE and perhaps additional funding.

Enrollment numbers seem promising. There are 8,082 already enrolled for the Fall 2018 semester. We project 9,285. Last year at this point, we had 7,398 and wound up with 8,601. We had 472 freshman deposits at this point last year. Right now, we have 739 deposits.

D. Student Government Board (SGB) Report- M. Gallagher

Rally at state capitol: Last week 24 KU students attended a rally at the state capitol. M. Gallagher was a featured speaker. There were 14 legislative meetings setup.

Adding a Standing Committee: SGB is looking to add the Student Athletic Advisory Committee as a standing committee. This will require a 2/3 majority from students who cast a vote. Election will be conducted via KUnited and will conclude on March 13.

Redistribution Policy for SGB: This week the SGB voted on a redistribution policy to re-evaluate the number of legislative seats. The seats are determined by the proportion of students from KU in each college. The College of Education lost one seat. The College of Visual and Performing Arts gained one seat. Seats are evaluated every two years.

Elections: The entire G. Board will be graduating this spring. There will be 33 seats open on SGB for the coming year.

V. Unfinished Business

A. First week problem- A. Arnold

Please take the bookstore memo back to your constituencies to discuss. Please post findings, ideas, etc. on D2L. Thirteen senators have reported on D2L so far. There is a lot of creative work happening.

Discussion:

E. Johnson-Concerned about students not having access to financial aid until the third week. This affects not only books but things like food.

A. Zayaitz-Something to consider, we have many departments with multiple sections of a particular class. Consider that if a student needs to repeat a class they may need to purchase a different book.

B. Flatley-The library has been working on an OER page and there are individuals working on creating OERs. OER stands for Open Educational Resources. They are also working with the bookstore to create a specific bookstore OER webpage. The link will be sent out to everyone.

K. Clair wondered whether Kutztown has any book awards for low-income students.

B. McCree-There is a transfer book award of \$500 a year. There is also a bookstore account available that allows students to access their financial aid. The form is completely online and access is provided within 48 hours. Students can use up to \$750 for books and supplies. KUSI also donates \$10,000 every year for students who do not have enough financial aid to purchase books.

A. Arnold-Why are students not buying the books?

M. Gallagher-Students often are not purchasing books because they have been burned in the past by buying books that were barely used in the classroom. Students use financial aid for other things such as rent, bills, and food.

J. Downing-Timely book adoptions have a major effect. They allow students to see the course costs as they are registering. Early book adoptions also provide the opportunity for the bookstore to investigate other options.

T. Wong-Brought up bookstore pricing discrepancies.

A. Arnold-Referred T. Wong to J. Downing for further discussion.

T. Wong-Can we do verification of attendance during the second week so students could get financial aid faster?

C. Shim-Could book adoptions be automatically forwarded to the library to see if the book is in the library and then send a request to the department to fund book acquisition if the book is not in the library collection.

- B. General Education Implementation-M. Eicholtz and J. Stanley**
Forty-two proposals went through the University Curriculum Committee for implementation in Fall 2018 and Spring 2019 and were approved. Two more proposals were submitted from LAS.

Information is on the General Education website.

In the fall, first day handouts will be collected within the first two weeks. CMP 100 was passed and is set to go for the fall. CMP 200 has been approved by the University Curriculum Committee and is still processing through the system.

We are taking the provisional list for Spring 2019. As soon as the list is firm, there will be a meeting with the instructors to make sure everyone starts off well. There will also be a two-day workshop regarding the first year experience for FYS course instructors. There will also be a FYS sharing community for faculty beginning in the fall.

The provisional list of courses will be used for the fall. For Spring 2019, new proposals will be reviewed, and decisions about provisional courses from the fall may be tweaked to insure that the courses fit into the correct category. After the spring semester, there will be a regular process for getting courses approved. The deadline is April 1 for next spring.

Departments are working on their check sheets. In Fall 2019, current students will be able to elect the new check sheet.

If transfer students bring in ENG 023 will it count for CMP100?

Will degree audits be changing?

T. Witryk-Check sheets are needed by the registrar prior to changing degree audits. Check sheets will be passed in April.

C. Cotellese-Will the freshmen have an option to choose which first year course seminar they want?

M. Eicholtz-Yes. Details are still be worked on. Chairs will receive the updated list.

D. B. Johnson-Will departments or the registrar be able to change individual course that have prerequisites of ENG 023 to CMP100 or will they need to be submitted.

A. Vogel-ENG 023 is not the same as CMP 100.

K. Clair-Upperclassmen will be able to switch to the new gen ed?

M. Eicholtz-They do not have to but it may provide them more opportunities and it may make it easier for them to complete degree.

C. Academic Honesty-D. Mace

ACA-087 was created in spring 2017 to address graduate academic honesty. The undergraduate policy was then looked at as to whether undergraduates evaluate other undergraduates. Violations were also looked at. ACA-027 will be moved under academic affairs from student affairs. The policy is still being worked on but will be brought to Senate by the end of the semester

D. Wingrove-What was the reason for removing the undergraduate representative from the committee?

D. Mace-It was felt that faculty are best equipped to make the decision as students may be influenced by friends.

S. Mangold-Other boards, such as the University Conduct Board, do have students on them.

D. Mace-This would not affect behavioral issues. The policy will be placing academic issues under academic affairs and leaves behavioral issues under student affairs.

M. Gallagher-If the issue was not going through the Student-Faculty Review Board what board would it go through?

D. Mace-The Undergraduate Honesty Committee, mimicking the graduate level. The Student Faculty Review Board would then change.

T. Wong-Would like to see students on the board. Peer review is important and students would be able to educate their peers.

R. Courtney-Were there perceived problems the way it was? Undergraduate student representative should remain on the board. Prior undergraduate representatives were very good at reviewing issues.

D. Verification of Attendance Discussion-A. Arnold

T. Wong-Would students need verification of 12 credits?

B. McCree-Full-time students would need verification of 12 credits whether they were taking 12 or 18 credits. If attendance is not verified, financial aid is adjusted.

P. McLoughlin-If verification of attendance is the third week then students cannot get their financial aid till after the third week. That seems punitive.

B. McCree-The federal government requires students to be in attendance at least once in order to get taxpayer funds.

T. Witrik-Verification needs to start after drop and add when there are no more changes to the student schedule. If students are attending classes then they are eligible to receive financial aid.

Verification is again made at the 60% mark to verify that students are still attending. That is where the FN comes in. Financial aid can again be adjusted.

P. McLoughlin-Why is verification after the third week.

T. Witrik-Verification is the second week. It is after drop and add and then allows time for faculty to submit verification which takes it into the third week.

A. Zayaitz-The verification window was perhaps a little too long this time and may be adjusted to get the money out a little bit faster.

A. Vogel-Perhaps drop and add goes on too long.

T. Witrik-The drop and add dates are set by PASSHE. It is eight days due to the Labor Day weekend.

VI. Adjournment
6:00 p.m.