

**Kutztown University Kutztown, Pennsylvania**  
**UNIVERSITY SENATE MINUTES**  
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>  
**MAY 2, 2019**  
**ACADEMIC FORUM 103**

**Present:** H. Alviani, A. Arnold, M. Cardozo, K. Clair, A. Corder, C. Cotellese, R. Courtney, G. Hanson (for S. Dewey), S. Doll-Myers, J. Garcia, J. Gehringer, M. Gober, C. Habeck, K. Hawkinson, B. Hudak, D. Immel, J. Jedwab, M. John, D. Johnson, E. Johnson, E. Kraal, S. Lem, S. Mangold, P. McLoughlin, A. Meck, L. Moss, L. Norris, A. Pfeiler-Wunder, C. Price, V. Reidout, W. Rogers, J. Schlegel, D. Scott, M. Sims, G. Sirkakos, D. Stafford, J. Sunsay, E. Sweet, M. Vaughn, A. Vogel, S. Wei, T. Wong, A. Zayaitz, S. Tranotti (for Y. Zhang)

**Absent:** A. Christman, J. Conahan, M. Gabriel, L. Irving, F. Murshed, S. Riley, M. Scheuing, J. Sober-White

**Guests:** J. Cherekoff, G. Clary, W. Hilton, D. Mace, K. Prock, C. Wells

**I. Call to Order** - A. Arnold

A. Arnold called the meeting to order at 4:04 PM.

**II. Announcements, Part One:**

A. Arnold brought up Senate Presidents D. Piper of IUP and H. Schugar of WCU via Zoom to reinforce the Chancellor's call to promote thinking of PASSHE as a System. Audio didn't work, but the possibility of communicating across System governance bodies was raised.

**III. Approval of the Minutes** - A. Arnold

S. Lem moved to approve Minutes from April 4, 2019; second J. Jedwab. Minutes approved.

**III. Announcements, Part Two:** - A. Arnold

A. Chancellor's Visit: Chancellor revisiting all 14 schools, asking what we can do now to embrace "Systemness" - not rivals but part of the same organization.

A. Arnold: Contacted Senate Presidents from all schools; spoke with three (see above). All do governance differently.

-It's possible to do system-wide reports at Senate to foster "Systemness"

-For us, perhaps a new way to think, but SGB is ahead of us, with their collective meetings.

B. Bateman-Schaeffer Award: This is for outstanding service to Senate.

President-Elect Lem read the following:

"The recipient's expertise has been used to facilitate student learning in a wide range of courses across the curriculum.

The recipient's department chair had this to say: "Her diligent commitment to excellence... was reflected in all aspects of the... services she personally provided to our faculty and students. [Her] overall contributions to the ... department ... were crucial in moving all ... services towards models of best practice. [She] is a valued and respected member of the department."

An Associate Dean remarked, "[Her] unique style of change leadership — innovative, flexible, organized, patient — couldn't have come at a more opportune time at KU. She has led with integrity, humor, and an unflinching willingness to tackle some thorny issues. I know I am not alone in expressing my gratitude for her hard work and expertise these past 18 or so months..."

One colleague who worked closely with the recipient noted, "[She] took on the challenge of organizing [a] ... process for Kutztown that is not only systematic, but sustainable. This is no small feat, and she did it with a calm kindness that pushed the university to attain goals further and more efficiently than we could have hoped."

Another department chair and campus leader said, "[She] is wonderful to work with. She is extremely knowledgeable and very level headed and patient. I think it is safe to say that without [her] leadership,

guidance, and hard work, Kutztown University would not have made any strides in terms of improving the extent to which we are actively assessing student learning and we would be in very poor shape in the eyes of the Middle States Commission.”

Finally, members of the Senate Executive Council stated, “she has provided clear, informative and helpful reports on the assessment process to Senate at each meeting and has been patiently willing to walk us through whatever questions we may have had about the process.”

This year’s the recipient of the Bateman-Schaeffer Award is Krista Prock." Applause.

K. Prock: Thanked all for their hard work & diligence regarding Assessment. More applause.

#### **C. Graduation Attendance- A. Arnold**

Faculty attendance at graduation is important. Expectation is to attend one ceremony per academic year; it's especially meaningful to students to congratulate them in student area in Field House prior to the ceremony. Please share with colleagues: our attendance means so much to the graduates.

#### **IV. Approval of Graduates for Spring 2019:**

B. Hudak moved to approve graduates for Spring 2019; second V. Reidout. Approved; applause.

#### **V. President, Committee Task Force Reports:**

##### **A. Senate President’s Report – A. Arnold -**

A reminder that Senate is moving to written reports for Senators to review prior to meeting. Key is to be prepared so time for Reports is spent on questions/discussion.

RE: University Budget report, keep the following in mind: budgetary problems on the academic side can be addressed in three ways: 1) attract more students; 2) retain more students; 3) rethink deployment of faculty. This is a complex problem that requires building a culture of trust across the university; putting the university first, not individual departments/units, to best serve our students.

We need to think about what university will look like in 5 years in relation to 3 items above. Essential to build trust where the history of KU culture is the opposite.

Continue to advocate for a strong Center of Excellence in Teaching & Learning for Professional Development in teaching to best serve & retain our students.

Questions or discussion? None.

##### **B. Senate Vice President’s Report – A. Corder, Chair, Committee on Committees (CoC)**

A. Corder referred to her written report. She read slate for each committee. CoC moves that Senate approve its slate of appointments; needs no second for a vote. Slate approved. Appointments can be seen here: <https://www.kutztown.edu/about-ku/administration/governance/university-senate/governance-committees.html>

Percentages of appointments by College and by biological gender were also provided. CoC members were thanked for their hard work.

##### **C. Senate Secretary's Report - L. Norris**

L. Norris announced results of Elections to Senate Committees. (CoC, Grade Appeal Board, & Strategic Planning & Resources (SPRC)). There were nominees for every opening except a College of Ed. representative to SPRC. L. Norris urged Senators in Education departments to convey the importance of representation on this extremely important committee.

##### **D. University President’s Report – K. Hawkinson**

K. Hawkinson praised the Middle States team & all for their "heroic" work, particularly A. Zayaitz, C. Wells, G. Clary & K. Prock.

New Gen Ed is exciting, likely to help students complete degrees sooner, especially w/ FYS. It is natural to have growing pains with new program.

Budget: after first balanced budget in 8 years and level enrollment, problems ahead. Important to inform the university community.

Retention is down slightly, but good initiatives. In December, RA's gave residents cards to determine

likelihood of returning for Spring, with boxes to check for problems students encounter. Only 20/1,000 said they're not returning, but a number of problems were indicated. So, a Fair was held to address such issues as finances, health, & other obstacles. K. Hawkinson appreciates the work everyone is doing for students.

Council of Trustees raised next year's Student Fees 1.5% for those on-campus; 0.5% off-campus.

Steps to address budget problems: retirements, open positions, freeze on staff hirings with a few essential exceptions; efficiencies, & 10% budget cuts across all units.

A. Arnold: An update from J. Silberman on data for salaries will be on Senate page. Update is located under Adhoc Task Forces and Links here: <https://www.kutztown.edu/about-ku/administration/governance/university-senate/senate-archives.html>

5 million shortfall impacts curriculum; curriculum/policies/budget are interrelated.

K. Hawkinson: Chambliss recipient P. Reed to deliver Spring lecture; encourages more to attend. Similarly, attend opening day University Address.

Thanks all for their hard work & service; all are deeply appreciated.

A. Arnold: Community has graciously worked hard, with commitment.

#### **E. University Provost's Report - A. Zayaitz**

A. Zayaitz read: "Creative. Adventurous. Knowledgeable. Caring. Daring. Energetic. Thoughtful. Passionate. Committed. Curious. Innovative. Questioning. Directed. Spontaneous. Focused. Our students are that and more. This time of the academic year, while busy and stressful, is a time of celebration of and reflection about accomplishments, successes and future plans. Students are awarded, faculty are honored, and staff are thanked. It is very easy to boast about the accomplishments of members of our Kutztown University family—each individual brings their own gifts, talents, dreams, abilities—and together we are the community of an exciting university. Through assessment we are working to make the student experience even better! Please join me with KU pride as we celebrate with and honor our May 2019 graduates."

A. Arnold: Have you anything to add?

A. Zayaitz: No.

#### **F. Student Government Board (SGB) Report: – B. Hudak**

1. SGB hosted its annual SGA Day today on the MSU lawn. 28 student organizations participated. SGB also worked with the Career Development Center and CASA (Thanks Val). Over \$1,000 worth of food and prizes were provided to students, as well as a large inflatable obstacle course.

2. KU Student Trustee participated in his first Council of Trustees meeting this past Thursday. His transition has been smooth & he feels much more comfortable with his duties. SGB looks forward to working with him & is thrilled to have student voice represented on the Council once again

3. SGB's budget has been finalized for next academic year; an \$11.00 increase to the student activity fee.

4. The Special Funding Process has also finished, with over \$115,000 granted in funding requests to student organizations and athletic groups.

5. Last week SGB hosted its annual Picnic on the Patio event by Sharadin to show appreciation for our visual and performing arts students.

6. This past Saturday SGB hosted its annual SGB internal banquet where exceptional student leaders from all across campus are acknowledged. Dr. Hawkinson kindly attended & shared a few words.

7. SGB's Finals Tables will take place on 5/6 & 5/7 in Rohrbach Library.

8. SGB General Board Elections for 2019-2020 have concluded. 41 students participated in the election. 18 members will be returning and 11 new members will be joining us. New student elections for 4 freshmen to join the Board will be held at the beginning of next semester.

9. Thanks to V. Reidout for CASA's presence at SGA Day, the most successful of these events.

V. Reidout: Congratulated B. Hudak on his re-election as SGB President. Agreed that SGA Day was very successful, encouraged more students to actively seek support.

#### **G. Assessment Office Report - K. Prock**

K. Prock reminded all that Assessment Reports are due to Deans by June 15; K. Prock is available for assistance. Sept. 20 is Assessment Day. Any questions or discussion? None.

## **V. Unfinished Business**

### **A. First Weeks Problem Memo - A. Arnold**

A. Arnold: Senate is developing a memo to help guide Academic Standards & Policy Committee (ASPC) to devise policies to alleviate these issues. Topic today is on suggestions for revising Early Warning Policy. An Early Warning Committee (EWC) has convened to focus on this. It is a morality issue to take money from poorly performing students with no chance to reach 2.0 CGPA in the currently required timeframe. There is the possibility of a GPA reset.

Discussion:

T. Wong: Can only reset if a student separates from KU for 4 years & then on return, earns a 2.0 minimum with 12 or more credits. Disastrous first semester mainly due to adjustment problems is main cause.

H. Alviani: What does "reset" mean?

A. Arnold: recalculate CGPA; starting with blank slate, like transfer students do.

J. Schlegel: How many new students have no chance to reach 2.0?

D. Johnson: per E. Nieves in EWC meeting, 75 got a 0.0 in the Fall.

A. Arnold: likely that those with low GPAs return in Spring but not after that.

H. Alviani: What of a provision to consider only most recent semester?

D. Johnson: There is a mechanism, but federal financial aid guidelines have an impact. EWC is also looking at success rates.

A. Arnold: KU finding as many ways possible to help students, using as many avenues as possible.

E. Kraal: Is EWC looking at practices at other PASSHE schools?

T. Wong: Yes.

### **B. Academic Policy Report - D. Mace**

D. Mace: ASPC did discuss early warning; what's essential is identifying struggling students within first few weeks. Behavioral changes/absences are often signs; don't have to wait for a graded assignment.

ASPC appreciates Senate discussions to create a "longer runway" for productive, effective policy revisions/new policies. Important to work together, not waste time at ASPC crafting policy only to have it wordsmithed to death in Senate.

P. McLoughlin came to ASPC concerning plus/minus grading. M. Eicholtz is taking this on.

A. Arnold: D. Mace is stepping off ASPC; thanked him for his great leadership.

K. Clair: What of maintaining full time status?

S. Mangold: A drop to part time could affect insurance, but generally that's not checked after start of a semester. In that aspect, W is better than F. Student Life consults student about aid and housing for fuller picture & to develop a plan going forward.

D. Johnson: Important for students to check with Financial Aid re: dropping to part time.

A. Arnold: We can even call Financial Aid & hand phone to the student. May advise to take a winter session or community college course to make up for it.

### **C. Last Weeks & Final Exam Period - A. Arnold**

A. Arnold: Senators should consult Don Richards's opinion piece on Last Week policy in the online issue of the Keystone. The article appears here: <https://thekeystonenews.com/2019/04/30/opinion-faculty-should-revise-the-universitys-final-exam-policy/>

With input, we should be poised to have a concise, effective last week experience.

A. Meck: Students have trouble imagining another model than what we know. Students agree it's important to have a dedicated week.

E. Sweet: Students do want to maintain 33% as a maximum of course grade.

J. Sunsay: Psych. department is asking about standardized exams; how to enforce?

A. Arnold: Many approaches; we can't worry about those who don't/won't adhere to policy.

## **VI. New Business:**

#### A. Transition

A. Arnold: Goal was to build on former President J. Schlegels's endeavor to develop University Senate as a deliberative body, whose power lies in its ability to carefully consider and then advise those with authority who decide academic matters. Had hoped to make all Senators work harder by actively soliciting input from constituents; did not quite fulfill that goal. A. Cordner will be the rock for incoming President Lem and incoming Secretary M. John.

A. Arnold gave the floor to S. Lem.

S. Lem: Thanked A. Arnold and L. Norris for their service.

Theme for next year's Senate will be to address change that's essential for higher education. A hard process, & best way is to work together, be as inclusive as possible.

Goals: Have Senators be more involved, more transparency/work with shared governance bodies, & Senates across PASSHE. Look at what is/isn't working & develop actionable plans based on assessment.

Requests: survey/input from Senators on what Senate should work on. Also, Senate Executive holds weekly meetings; if able, each Senator should attend at least one. All are welcome. Attending these have been very educational.

M. John: I concur.

#### VII. As May Arise:

H. Alviani: Would like information on locale of policy stating two hours of work for every in-class hour.

D. Johnson: SPRC - usually there are reports once/semester, or a written report. Each committee should do a year-end summary.

Seat Counts could be shared at September meeting. Especially numbers of W/D/F in Spring 2019 & numbers of students currently in jeopardy.

S. Lem: Excellent point. Also Committee on Committees (CoC) as communication hub.

S. Lem: A. Cordner, final thoughts? Declined.

S. Lem: L. Norris, final thoughts?

L. Norris: Early on at KU, was on Faculty Senate, and Senate Executive. Small, intimate but not as effective. Returned much later to find a University Senate. At first changed body was confusing, but I came to see the great value in representation & perspectives from every corner of the University. Senate now has very productive conversations, debates & recommendations that are heard & do effect positive change. I'm confident that this will continue under new leadership, with constants of A. Cordner & M. Bononno.

D. Mace made motion to thank A. Arnold & L. Norris for their service; second J. Garcia. Motion approved.

#### VIII. Adjournment:

G.P. McLoughlin moved to adjourn; second H. Alviani. Meeting adjourned 5:22 PM.

Respectfully submitted,

Lisa Norris  
Secretary, University Senate