

**Kutztown University Kutztown, Pennsylvania**  
**UNIVERSITY SENATE MINUTES**  
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>  
**DECEMBER 6, 2018**  
**ACADEMIC FORUM 103**

**Present:** H. Alviani, A. Arnold, M. Cardozo, A. Christman, J. Conahan, A.M. Corder, C. Cotellese, S. Dewey, S. Doll-Myers, M. Gabriel, J. Garcia, M. Gober, C. Habeck, C. Kilabrew (for B. Hudak), D. Immel, L. Irving, C. Vogel (for J. Jedwab), M. John, D. Johnson, E. Kraal, S. Lem, S. Mangold, P. McLoughlin, A. Meck, L. Moss, L. Norris, A. Pfeiler-Wunder, C. Price, V. Reidout, W. Rogers, M. Scheuing, J. Schlegel, M. Sims, G. Sirrakos, B. Flatley (for D. Stafford), J. Sunsay, E. Sweet, M. Vaughn, A. Vogel, S. Wei, T. Wong, A. Zayaitz, Y. Zhang

**Absent:** K. Clair, R. Courtney, J. Gehrenger, K. Hawkinson, E. Johnson, F. Murshed, S. Riley, J. Sober-White

**Guests:** J. Chernekoff, G. Clary, J. Downing, K. Prock

**I. Call to Order**

University Senate President A. Arnold called the meeting to order at 4:01 PM.

**II. Approval of the Minutes – A. Arnold**

G. Sirrakos moved to approve Minutes from Nov. 1, 2018; second S. Lem. Minutes approved.

**III. Announcements – S. Mangold**

S. Mangold distributed a document and informed Senators about the Helping Paws Emergency Fund. This has been established to assist students experiencing temporary financial emergencies that jeopardize their ability to remain at KU. The KU Care Team (members listed on document) spearheading this also provides guidance to students in need of financial stability. KU community can contribute to the Fund online, by check or payroll deduction. Assistance to students can come in the form of gift cards to Giant, for example, where students can purchase food, gas and prescriptions all at one venue.

**IV. Approval of Graduates - A. Arnold**

E. Sweet moved to approve all candidates for graduation this December; second C. Kilabrew. Unanimously approved; applause.

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

**A. Senate President's Report – A. Arnold**

To streamline, we are moving to written reports, to be posted a week before our monthly meeting. Senators please read reports to prepare; meeting time for questions/discussion of reports.

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

CoC Communication Hub project: first steps will be to remind Senate Committees they are to submit meeting minutes or year-end reports, depending on nature of Committee, and to resume annual meetings with all Senate Committee Chairs to share information. Anticipate first meeting in Feb. 2019, and then annually early each Fall semester to share information and plan. After initial meeting with Senate Committee Chairs, CoC will formulate communication to other related campus Committees.

CoC is working on Bylaws for the Space Allocation Committee, and assessing Bylaws issues for several other Committees. CoC would also assist in Bylaws for a new Committee currently being considered.

**C. University President's Report – K. Hawkinson**

A. Arnold: No report; President with Council of Trustees. Each month Trustees meeting has overlapped with Senate meeting; if necessary, in future Senate will adjust its monthly meetings to a different regular time to accommodate.

**D. Student Government Board (SGB) Report: – E. Sweet**

1. Interviews for Student representative on Council of Trustees begins Monday; the Committee is on schedule to submit a nominee to the Governor's office before end of Winter Break.
2. SGB has concluded initial budget procedures; currently considering appeals.
3. In February, SGB will hold its biannual House of Representatives event, in which all clubs & organizations are welcome to meet with SGB.
4. SGB held its new member elections with over 700 voters participating; robust turnout.

**E. Chief Assessment Office Report - K. Prock**

- A. Arnold: Report is posted to Senate web page to consult and share with constituents.
- P. McLaughlin: Feb. 1 deadline for remaining SLOs not assessed in Fall 2018: math is already far behind & likely will not be able to meet this. Will there be repercussions?
- K. Prock: no; but departments can still submit rubrics for Spring 2019 even if they can not implement assessment on time.
- A. Arnold: So there is a Plan B?
- K. Prock: Yes.
- A. Arnold: K. Prock's office is there to support development of assessment plans.

**VI. Unfinished Business - A. Arnold**

- A. Arnold asks Senators to raise key issues with Constituents.
- A. First Week(s) Problem Memo: originally focused on timely book orders. It's expanded to include late registration, Drop/Add, & "Sabbatical Week" ["Syllabus Week"]
- J. Downing: Continued improvement in timely submissions of text & materials adoptions; nearly 90%, up from 63% this time last year. Bookstore will reach out to faculty with Indep. Study/Individualized Instruction.
- A. Arnold: Registrar's office will email late registrants with a copy to faculty; helpful to know who is new to class to ensure they receive first day handouts & any assignments.
- A. Arnold: We also need to address "Syllabus Week": some faculty start slowly due to Drop/Add.
- B. Academic Policy Report - D. Mace, Chair, Academic Standards & Policy Committee (ASPC)
- ACA-086: Regalia Policy: Tabled until February 2019 meeting. President Hawkinson has arranged for students graduating with honors (summa cum laude, etc) to receive diplomas first to acknowledge their academic achievement. Faculty will be invited to go to the student robing area prior to the ceremony to congratulate graduates.

**C. Verification of Attendance (Ninth Week)**

- A. Arnold: Productive discussion with the Registrar has occurred; this Business is concluded.

**VII. New Business**

- A. Elections, President and Secretary - J. Garcia
- J. Garcia opened consideration of electing Senate President.
- P. McLoughlin: Point of Order: Constitution Article 2, sections F 3,5,6,10: election deadlines and posting of statements so Senators are informed prior to voting, have not been followed.
- A. Arnold: We can improve in future. Meanwhile, we have only one candidate for each position.
- P. McLoughlin: In future, follow Constitution. It would be proper to vote to suspend the rules to conduct this election.
- A. Arnold: Important, but would mean suspending Constitution.
- Does anyone want to nominate for President?
- A. Zayaitz moved to close nominations; second P. McLoughlin. Motion approved. Election Committee distributed ballots.
- J. Schlegel: Point of Order: open floor for nominations for Secretary.

A. Arnold: Nominations from the floor are open.

A. Vogel moved to close nominations; second C. Price. Motion approved. Election ballots distributed.

A. Arnold: Do nominees wish to make a statement?

M. John: My 7th year at KU; this position would afford an opportunity to learn more about how the university works. I'm well organized and detail oriented and will do my best.

S. Lem: My 10th year at KU; A. Arnold has done a great job & had hoped he would take second term. Still: new Chancellor noted that we are facing big changes; these changes start in this room, where every part of the University has representation. I look to Senators to help navigate these changes.

A. Arnold: thanked M. John & S. Lem for willingness to serve.

J. Garcia: confirmed S. Lem & M. John elected; terms begin in August.

L. Norris: thanked J. Garcia as Chair, V. Reidout and R. Courtney for serving as Election Committee.

### **VIII. As May Arise**

A. Zayaitz: KU contingent attended the annual conference of Middle States. Theme was Assessment/Strategic Planning. Look for updates on KU's Middle States page.

Session on Navigating Follow-up Reports & Visits: D. Bosler noted "we are not alone."

Middle States not a punishing body; KU did not demonstrate sufficient evidence re: Assessment.

Once KU is off "Warning" status, we will have to do follow up reports.

KU is currently drafting response to Middle States consultant for feedback.

Middle States Conference 2019: Philadelphia. Theme is Student success; encourage submissions for CFP.

Thanks to All for hard work, concern, & leadership in creating positive change for students.

Assessment will be a positive experience as continuous improvement is embraced and we have a clearer idea of best practices to serve our students.

A. Arnold: Thanked A. Zayaitz for this information and positive news.

### **IX. Adjournment:**

G. Sirrakos moved to adjourn; second A. Pfeiler-Wunder. Meeting adjourned 4:38 PM.

Respectfully submitted,  
Lisa Norris  
Secretary, University Senate