

Kutztown University Kutztown, Pennsylvania
UNIVERSITY SENATE MINUTES
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>
FEBRUARY 7, 2019
ACADEMIC FORUM 103

Present: M. Cardozo, A. Christman, K. Clair, J. Conahan, A. Cordner, R. Courtney, S. Dewey, S. Doll-Myers, M. Gabriel, J. Garcia, J. Gehrenger, G. Bamberger (for M. Gober), C. Habeck, K. Hawkinson, B. Hudak, D. Immel, L. Irving, J. Jedwab, M. John, D. Johnson, E. Johnson, E. Kraal, S. Lem, S. Mangold, P. McLoughlin, A. Meck, L. Moss, F. Murshed, L. Norris, A. Pfeiler-Wunder, C. Price, V. Reidout, M. Scheuing, J. Schlegel, M. Sims, J. Sober-White, D. Stafford, C. Killebrew IV (for E. Sweet), J. Sunsay, M. Vaughn, A. Vogel, S. Wei, T. Wong, A. Zayaitz, J. Tan (for Y. Zhang)

Absent: A. Arnold, C. Cotellese, S. Riley, W. Rogers, D. Scott, G. Sirrakos

Guests: J. Chernelkoff, G. Clary, J. Downing, D. Mace, K. Prock, C. Wells

I. Call to Order

A. Arnold is at a conference. Vice-President A. Cordner called the meeting to order at 4:05 PM.

S. Lem moved to approve Agenda as presented; second M. Gabriel. Agenda approved.

II. Approval of the Minutes - A. Cordner

E. Kraal moved to approve Minutes from Dec. 6, 2018; second R. Courtney. Minutes approved.

III. Announcements -

None.

IV. President, Committee Task Force Reports:

A. Senate President's Report – A. Cordner

A. Cordner stated that A. Arnold's report was posted. To streamline, we are moving to written reports, posted with other materials a week before our monthly meeting. Senators please prepare; meeting time for questions/discussion of reports. Any questions or comments? None.

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

CoC's Willingness to Serve is underway. Forms opened Jan. 30; close Feb. 15. 25 Committees, 79 positions open. Those whose terms are expiring & whether they're eligible to volunteer again have been notified. This prevents missed opportunities/errors in volunteering. Senators: Please remind constituents that Willingness is open.

B. McCree requests to dissolve Financial Aid Committee. This will be on March agenda. Reminder: Senate must approve any changes to Senate Committees.

A. Cordner to meet with Senate Committee Chairs March 7, 11 AM.

A. Cordner to J. Downing, Faculty Liaison to Bookstore, for updates on First Weeks Challenges.

J. Downing: Bookstore worked with IT & their website development co. to develop Virtual Shelf (VS), free to all students. It replaces the VIP program when bookstore employees manually chose least expensive options for student review. VS streamlines. According to IT, KU is the first campus store to implement this. Students receive communication through email/social media indicating their VS is ready for review. Students can see all required materials & track items ordered through Bookstore to prevent duplicate orders (they may also order from other sources). Students can select on their own to rent/buy, or make a blanket decision & Bookstore does rest. VS updated nightly, catching courses dropped/added. Students can buy online, pick up package in store. Students are purchasing earlier in the semester, helping with student success; Bookstore keeping inventory updated.

A. Corder: thanked J. Downing; Senators applauded Bookstore's efforts/success with their ongoing initiatives to help with First Weeks Challenges.

K. Clair: In classes with multiple sections, can students see different required materials?

J. Downing: Yes.

K. Clair: So students could choose a section based on required materials?

J. Downing: Possible, yes.

D. Johnson: Problem with Winter Session students. They need to access purchases but University is closed; this can impact their grades. Calendar Committee may need to investigate.

J. Downing: Happy to do what is necessary to rectify.

C. University President's Report – K. Hawkinson

Budget: PASSHE/Middle States require a balanced budget; achieved for first time in 8 years. Concerns for next year.

1. Variables: PA increase to operating budget 1.1-1.5%; likely lower; tuition increase; labor negotiations; lower enrollments may mean significantly less revenue; 1 million set aside for non-Foundation scholarships to increase yield - too soon to know impact.

2. Since budget must be balanced, plans in place for revenue shortfall:

a. Administrative & staff positions frozen except a few essentials

b. Operating cost cuts in all divisions

c. Reductions in deferred maintenance expenditures

d. Collaborate with PASSHE on administrative side to align with Chancellor's plan. PASSHE meeting with Chancellor next week on this.

e. Continue to do all possible to recruit students.

3. Overall: Difficulty of needing to plan but incomplete information & variables.

Discussion:

A. Meck: Will this have any impact on student fees?

K. Hawkinson: Intends to hold the line on increases, but can't guarantee.

K. Clair: What kinds of scholarships?

K. Hawkinson: KU has increased institutional scholarships for higher achieving students over time from 1.7 to 4 million. Had been at bottom of PASSHE schools; now middle.

A. Zayaitz: Scholarships for high achieving students ineligible for Pell Grants; middle income.

K. Hawkinson: Also funds from Foundation, Camps & Conferences.

L. Norris: Despite financial impact of fewer students, is KU still committed to higher academic standards for acceptance?

K. Hawkinson: Absolutely. Also initiated a summer program for students on the cusp. Statistics show a good retention rate for these students. Looking to expand this program.

A. Zayaitz: this is the "STARS" program - two courses; must have a grade of "C" or higher in each.

M. Gabriel: How much are we down in new students for Fall 2019?

K. Hawkinson: Down about 1,000 applications; a few hundred deposits. However, also consider transfers, grad. students, retention/persistence. In total, down 50-150 students. Yield is 27%, average for PASSHE; hoping scholarships will help get yield to 40% or more.

D. Johnson: Have open sessions w/ W. Hilton at 11 AM hour so all have access to information & so not unnecessarily pessimistic.

Problem: Spring recruitment. Chairs used to have more ways to reach out to students but Admissions Director changed structure of Visitations; that Director no longer at KU.

K. Hawkinson: Yes. Last year the Admissions timeline was moved up and statistics looked great at first but declined over time. Ultimately early data was misleading.

Note: KU reports its enrollments conservatively by verified enrollment, not just initial registration numbers as most sister institutions do. KU President is pushing PASSHE to have common definition of enrollment data for equity among institutions.

Overall, this year Enrollments are tracking the same or a bit better than two years ago.

A. Zayaitz: Multiple factors made last year an anomaly. KU uses a formula to predict enrollments

based on deposits; changes daily.

Transfers are up; KU also needs to consider needs of potential non-traditional students to attract them.

K. Hawkinson: Loss of Admissions Director Jones was unexpected & probably a negative impact. Acting Director is doing great work; Admissions Staff have significantly increased recruitment activities including visiting high schools.

D. University Provost's Report - A. Zayaitz

1. Middle States: Working draft of the monitor report has been sent to an outside consultant; continue to draft & revise. Middle States visit March 25-26.

2. Dual Enrollment: KU has secured with Kutztown School District; Brandywine & Antietam due to join. High school students earn college credit at reduced tuition rates; also a recruitment tool. Intend to start this program slowly & then accelerate.

E. Kraal: parents of Kutztown H.S. students are talking about this opportunity.

3. Winter Session degrees to be awarded starting in January 2020; will have real positive impact. Students who intended to graduate in December but must take 3-6 credits to complete requirements in January are not awarded degrees until May. Problematic especially for employment. (May graduates in similar situation do get degrees conferred over summer.)

Discussion:

K. Clair moved that Senate affirm conferring of degrees at the end of Winter Session starting in 2020; second S. Mangold. Motion approved unanimously.

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

1. Spring retreat was held on February 2nd. New members were educated on Robert's Rules, as well as SGB's function/purpose.

2. Preliminary budget was passed, resulting in a \$9.50 increase to student activity fee.

3. SGB will host House of Representatives event February 12th at 7pm.

4. SGB approved \$1.3 million to the university's Keystone Field project.

5. The President of SALSA will join the SGB executive board in New Orleans for a diversity conference, February 15th-17th.

E. Chief Assessment Office Report - K. Prock

A. Corder: K. Prock had provided a report posted to Senate page to consult before meeting.

K. Prock: Additional Assessment workshops are planned for March/April; topics to be determined by suggestions.

Thanked departments for their timely submissions of data & analysis.

Reiterated the need for those departments that could not meet the Feb. 1 deadline to submit plans for assessment for all programs.

Office of Assessment is available for assistance for any/all.

V. Unfinished Business - A. Corder

A. First Week(s) Problem Memo:

A. Corder: Noted that great initiatives had come from this, most notably improvements with timely purchase of texts/supplies through Bookstore; more can be done.

A. Arnold would like Senate to consider implementing a new Early Warning program. What can Senate do to facilitate this?

1. All Colleges have an Early Warning program. Coordinate to make it a universal program.

2. Don't wait until Midterm; earlier, more active intervention as it becomes clear fairly quickly which students are struggling.

Discussion:

A. Meck: Students can't track grades if they're not posted to D2L &/or faculty return graded work only very late in semester, so they don't have information to decide about withdrawal. SGB hearing many complaints about this from students. Students really rely on D2L.

A. Cordner: Is there a way to encourage faculty to use D2L as that is the model students are used to?

L. Norris: Is there a way to have dialogue with students about this? Respectfully, understand that students are kept up to date this way through high school. But it's important for students to develop self-sufficiency & track their own progress. Faculty responsibility to help make that shift by keeping students informed of point value for an assignment, and points student earned. Students can check in with their Professors to make sure they're aware of their current grade.

B. Hudak: That makes sense but students are aware of how they pay for this resource. Our generation is used to everything being online for immediate access. It makes sense to prepare them for the real world.

L. Norris: Literature exists about negative impact about online availability/tablets & notetaking. Respectful dialogue would be great; students/faculty have different perspectives to share.

A. Cordner: Seems important to also have early assignments & feedback to gauge student progress/assess potential problems. Senators please convey to constituents & gather input.

J. Schlegel: Senate can work to enforce policy; remind Chairs that faculty follow through on Early Warning.

E. Johnson: [speaking to D2L access to grades] K-12 culture of immediate access may not be beneficial; university culture is different.

A. Cordner: Not disagreeing, but more discussion with students may be beneficial.

A. Vogel: Before making changes, assess how effective current early warning system is.

E. Kraal: Strongly advocates a universal platform for early warning; i.e. funnel information so it's accessible to all areas. Alternative is for faculty to look up/reach out to relevant College, Chair, Advisor for each at risk student. Not feasible with our numbers of students.

S. Lem: One designated person to work with at risk students can work well but within one College.

D. Johnson: Need to cultivate a culture that values at risk students. As CPVA designated liaison, gets information on many, but only 20-33% of students respond to requests to meet. Senate could devote time to develop tactics to change culture & reduce stigma.

B. Academic Policy Report -

ACA-086: Regalia Policy: update

K. Hawkinson: Academic excellence should be foremost in recognition at Graduation. After discussion with students, also acknowledges that recognition for involvement in organizations is also important. A. Zayaitz suggested putting those with high academic achievement at the front of the line to receive diplomas, followed by others; student leadership agreed. This worked well at December Commencement; all seem satisfied. This issue is resolved.

C. Last Weeks & Final Exam Period (Senate Memo)

A. Cordner: A. Arnold developing a Memo to reflect Senate perspectives to revise policy. Senators please remind constituents of existing policy (ACA-025) and solicit input.

J. Schlegel: Proposing a policy from Senate?

A. Cordner: No; a Memo to express collective view of Senate.

P. McLoughlin: is Academic Standards & Policy (ASPC) revising existing policy?

F. Murshed: Not recently.

C. Wells: ACA-025 policy reviewed in 2012 for stipulation that no more than 30% of final grade be determined by final exam.

M. Gabriel: Who enforces policy?

L. Norris: Change the culture. Significant work expected to happen in all classes 15th week; this happens in most cases. For the very few faculty who leave at end of 14th week, although paid for 15 weeks to work with students, a Chair could put a leave slip in their mailbox.

K. Hawkinson: Evaluation committees should consider this.

D. Johnson: Sometimes enforcement is responsibility of Administration; can fall to Provost, Deans &/or Grade Appeal Board.

T. Wong: Discipline-specific needs mean policy must allow for different end of semester activities. This is different than discussing work ethics.

A. Cordner: A key problem is title of the policy.

Per A. Arnold: foremost to consider: desired achievements by semester's end, & how to prepare students to prepare/succeed in next semester (or upon graduation).

We're not ready to have ASPC revise policy.

P. McLoughlin: Remains skeptical. Due to culture of cover-up of bad practices, policy won't necessarily be followed.

J. Schlegel: Last week could include some form of assessment, including students assessing their experience in a course/program. Students need to be aware of how to make last week meaningful; they need to value it as well (& they're paying for it). These are assessment opportunities.

A. Cordner: Senators please report back/solicit input from your constituents about First/Last Weeks.

VII. New Business

Election of Senate Representatives to Committees - L. Norris

A. Senate Representatives are needed for the following:

1. Center for Enhancement of Teaching Advisory Board (CETAB). Provides oversight to CET projects/programs, especially important now as we support innovations/improvements in pedagogy. Two-year term. Meeting times not specified.

2. Enrollment Management Committee (EMC). Especially important as universities across the state/country face these challenges. Three-year term; monthly meetings.

3. Space Allocation Committee (SAC). Implements changes on campus as needed. two-year term. Committee meets as needed.

B. Elections

1. Call for nominations for CETAB. C. Sunsay self-nominated; second S. Lem. Nominations closed. L. Norris asked for objections. Hearing none, C. Sunsay affirmed by acclamation. Applause.

2. Call for nominations for EMC. P. McLoughlin nominated T Wong; second V. Reidout. T. Wong accepted. Nominations closed. L. Norris asked for objections. Hearing none, T. Wong affirmed by acclamation. Applause.

3. Call for nominations for SAC. C. Price nominated J. Garcia; second A. Pfeiler-Wunder. J. Garcia accepted. T. Wong nominated P. McLoughlin; second S. Dewey. P. McLoughlin accepted. Nominations closed. Nominee statements:

J. Garcia: has served on SEC as Staff in Housing/Residential Life. Soon to be with Conference/Event Services; experience will greatly benefit the committee.

P. McLoughlin: has also served on SAC & enjoyed it; his experience will benefit the committee. Both candidates were excused to conduct the vote. J. Garcia was elected. Applause, including nominee P. McLoughlin.

L. Norris thanked all those willing to serve Senate on these Committees.

VIII. As May Arise

Ann Marie Cordner: Any comments for the good of the order? None.

IX. Adjournment:

D. Johnson moved to adjourn; second C. Price. Adjourned 5:50 PM.

Respectfully submitted,

Lisa Norris
Secretary, University Senate