

Kutztown University
UNIVERSITY SENATE MINUTES
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>
September 5, 2019
4:00-6:00 P.M.
ACADEMIC FORUM 103

Present: M. Cardozo, J. Careli, K. Clair, A. Cordner, R. Courtney, S. Doll-Myers, M. Gabriel, J. Garcia, J. Gehringer, M. Gober, C. Habeck, B. Hudak, D. Immel, L. Irving, M. John, D. Johnson, C. Killebrew, E. Kraal, S. Lem, P. McLoughlin, A. Meck, F. Murshed, C. Price, V. Reidout, S. Riley, A. Rodriguez, W. Rogers, R. Salafia, M. Scheuing, J. Schlegel, M. Sims, D. Scott, M. Sims, J. Sober-White, D. Stafford, J. Sunsay, M. Vaughn, A. Vogel, I. Waddellow, F. Wei, T. Wong, G. Yoppolo, A. Zayaitz.

Absent: H. Alviani, J. Conahan, C. Cortellese, K. Hawkinson, J. Jedwab, E. Johnson, S. Mangold, L. Moss, D. Scott, G. Sirrakos, V. Vlaun.

Guests: J. Downing, L. Kowalski, K. Prock, C. Wells, S. Picus, M. Delaney, G. Bamberger, K. Rauch, J. Chernekoff.

I. Call to Order: S. Lem called the meeting to order at 4:00 P.M.

II. Announcements, Part one: S. Lem

1. Audio and Video Recording:

S. Lem asks for a motion to endorse the Audio and Video Recording Policy. P. McLoughlin moves, R. Courtney seconds.

P. McLoughlin asked that the body waits until the next meeting so that Senators can take the policy back to their constituents.

A. Zayaitz explained how the policy originated; she stated that it came from concern of recording in classrooms.

P. McLoughlin asked that Senators receive feedback from departments before voting.

S. Lem asks the Senate body for thoughts on endorsement.

A. Vogel asked for a definition of endorsement - going forward whether we endorse or not.

D. Johnson stated that we can review and comment on the policy, but it is at the discretion of the University President. D. Johnson also stated that this document became policy since our last meeting.

E. Kraal noted that the policy was seen for the first time on D2L, as opposed to the Senate's website. E. Kraal also stated that recording in classes poses a problem, and faculty might need some guidance on this. She explained that other institutions have strict policy such as release forms; this pushes us in that direction. E. Kraal further noted that it would be useful to have clarification because faculty can possibly come into violation.

S. Lem asked for comments, he then asked for all in favor of endorsing the Audio and Video Recording Policy.

The majority of the Senate body abstained from endorsing the policy.

S. Lem noted that we will clarify how endorsements work in the future, however, right now we have received an abstention for the Senate body.

III. Guest Speakers: Budget Update, M. Delaney

Matt Delaney provided an update on the University's Budget. The presentation covered real financial coverage, where KU stands, what changed since last April, daunting trends driving actions towards the budget and how Senate can help KU move forward. M. Delaney noted the following points:

- Tuition rate will be held flat for the AY 2019/2020, this is a big departure from the average 3% increase over the past 3 years
- Lower state appropriation of 2.2% or \$800, 000 was received
- Enrollment projection: Undergraduate students are down by 4.5% or 350 heads, Graduate students are up 8% or 75 heads
- Enrollment has seen a 3.5% overall decrease
- \$2.7 million in tuition revenue loss, loss will be tempered by Alumni courses, currently 257 students enrolled.
- Enrollment will be finalized on freeze date 9/16/19 and we currently have a hiring freeze,
- There has been a 10% budget reduction across the university since July 1st, \$1.1m does not impact personnel or student wages. Reduced spending will be controlled by department heads.
- We have had 15 faculty retirements and plan to replace these faculty with lower level replacements or temps. Positions will be filled but at lower cost
- Temporary faculty spending will be reduced, this will lead to low costs on the benefits side
- Summer fund contribution: we will receive slightly larger revenue from summer programs.
- Vacancies: Currently there are 56 vacant positions across campus, broken down by division E&G amounts have been cut from the budget (facilities highly impacted with 20 vacancies alone in the custodial and grounds area)
- The E&G AY19/20 budget is balanced for the second consecutive year, projection is just for a point in time and there is still some uncertainty. Revenue will be finalized on the freeze date.
- Expense side: Salary increases have only been built in for the AFSME bargaining unit.
- Enrollment is declining drastically, the decline in students have put tremendous pressure on our budget. Annual surplus in 2011 of over \$6m has declined and bottomed out at a loss of \$6m in 2017
- \$2m dollar loss for the year that just ended June, 30 2019 (this was due to a decline in enrollment by 22%).
- Cash reserves have been reduced by \$22m dollars to fill the gaps. We need to cut spending significantly, cultural change and university support are also crucial at this point.
- How can Senate help: Trust that we have serious challenges, administration is addressing these challenges, the playing field has changed, and we need to work together, communicate, spread the word to constituents to improve KU,
- Enrollment is declining and expenses rising. Cut back on non-essential travel, work with students considering leaving, talk to your Dean about putting programs online or new academic programs in place.

- Enrollment number will be finalized on freeze date on 9/16. Collective Bargaining Agreements have expired, but negotiations are on the way. We currently face challenges managing the impact of budget reductions. Budget reductions will be a challenge for some areas.
- A revised budget will be presented in October for the COT to approve, it will be balanced.
- Individual universities will have more of a say in developing their tuition rates. A proposal will be developed in the upcoming months which will look at total costs to our students such as tuition, fees & student aid; this should drive enrollment, rather than charge our students more.

The floor was then opened for questions and answers:

M. Gabriel: Headcount is down but Alumni are taking courses. Why include alumni taking courses in the headcount?

M. Delaney: Alumni do not benefit our budget. FTEs are important. Alumni headcounts contribute towards FTEs.

A.Vogel: Can you elaborate on right-sizing

Delaney: looking at number of faculty and staff as it relates to hiring freeze (where can people be better allocated where most help can be provided.)

D. Johnson: Optimal KU number was 10,500, are we now making assumptions based upon 8000 student goal as opposed to 10,000 students? It's unrealistic to think we are going to be 10,500 student school in the next 5 years?

M. Delaney: Ideal number is going to be lower and not based on the ability to feed and house students. State System is encouraging universities to save money by demolishing buildings, a lot of thought and discussion in that area.

R. Courtney: Is the university considering an energy audit?

Delaney: We have been doing that over the last 10 years in the residence halls, we were part of a group of universities in the state system that took out money to finance energy enhancements.

R. Courtney: What about creating a web presence?

A.Vogel: Chancellor suggested that in 5-6 years we will see an incline in students demographically, then, it falls off again. How do we project our right size into the future, how do we hire, and what would that look like? Your presentation shows seven empty positions in Enrollment Management,

Delaney: Three positions were in the Student Union Building; we filled the Director of Enrollment positions. No vacancies, currently.

IV. Approval of the Minutes: S. Lem

S. Lem makes a motion to approve the minutes from our May, 2019 meeting. D. Johnson moves, A. Zayaitz seconds; all in favor of approving minutes.

V. Reports

1. Senate President: S. Lem

The Senate executive team, in consultation with the University President and Provost, has crafted the following vision for the University Senate for the 2019-20 academic year:

Senate primary functions:

Represent the interests of the campus constituency (faculty, staff, and students) to university administration (broadly defined); and,
Advise administration through its formal (policy motions) and informal (resolution motions) capacities.

Secondary functions:

Serve as a communication hub between mid-level administrative units and campus constituencies; and,
Senate Executive Council and Administrative leadership both view Senate as a potential “social” hub/venue for building “campus community.”

All Senate actions should be aligned with and advance KU’s mission and strategic goals. Current priorities include:

Increasing student success and retention;
Increasing intra- and inter-PASSHE collaboration in the spirit of “system-ness”; and,
Addressing faculty and staff morale with an explicit investigation of evaluating professional development opportunities.

2. Senate Vice President: A. Corder

- There are some committee on committee issues for the coming year: Academic Technology Committee, CET Advisory Board and the university Traffic Bureau. Work is being done on revising bylaws of those committees.
- There are a number of open positions on committees, but there were enough applicants from the previous willingness to serve, thus, no new willingness to serve is needed.
- A. Corder is evaluating committees and examining whether some committees need to continue or change its function. Work started last year on developing committee on committees as a communication hub for the university
- Senate president will go on sabbatical Spring 20’, so his position needs to be filled, Senate vice president will step into the President’s role, however, the constitution does not explain how the VP’s role will be filled. Senate Executive Board has decided that the runner up for VP in the last election was very close and the person who ran should temporarily fill in the position.
- A. Corder would like to put forward to the body that T. Wong serves as VP in spring 2020. The Senate body is in favor of T. Wong serving as Senate VP in Spring 20’.

3. Senate Secretary: M. John

The Institutional Climate Committee currently has a vacancy. A call was put out for nominations, M. John informed the Senate body that T. Wong was the past representative. E. Kraal self-nominated, there were no other nominations, the Senate body all voted in favor of E. Kraal as the new ICC representative.

4. University President: Presented by A. Zayaitz

K. Hawkinson is currently on a call with the State System. He encourages everyone to watch his remarks on opening day.

5. University Provost: A. Zayaitz

A. Zayaitz welcomes everyone to the new academic year and discusses three take-away points:

1. Direct your focus to work on student success, whether that is individually, collectively, or as a department. Student success affects student's retention.
2. Continue to work on assessment to show sustainability of our efforts; assessment is still critical.
3. Everyone should pay attention to the efforts going on about the system redesign. Information is posted online; conversations are ongoing and frequent. These conversations will culminate at the October's Board of Governors meeting. It is a busy time; the Chancellor has information out on his website. On September 20th, we will also host the Assessment Conference and the Chancellor.

6. Student Government Board: B. Hudak

- SGB had two meetings thus far and have many new members. They are still in the process of helping our new members get acclimated to their roles as student leaders.
- Dr. Hilton provided the board with an updated enrollment count, and answered questions about counseling services.
- SGB's academic affairs committee began meeting with department chairs, to learn more about specific challenges that students are facing.
- Freshmen had the opportunity to nominate themselves to serve on the board for the last two weeks.
- Voting for the new student election began this past Monday and concluded at noon today.
- Student Government Board along with the new 4 student representatives will be departing from Kutztown tomorrow to spend the weekend camping in the Poconos for our annual retreat.
- Today the office of student involvement hosted their annual involvement fair in which student government participated.
- Next Thursday September 12th SGB will be sponsoring KU's first ever gay pride festival.

7. Assessment Office: K. Rauch

K. Rauch is serving as the Associate Provost of Assessment and Accreditation. Krista Prock is continuing on as Interim Director of Assessment. K. Rauch also oversees the CET.

- K. Rauch noted that we are off warning and thanked everyone for their hard work.
- Middle States will be back, monitoring report due on March 1, the work continues, however we have a more relaxed schedule due to a new three-year cycle.
- In addition to the new cycle we will start reporting in September rather than in May, this will give faculty and Chairs the ability to discuss at the beginning of the Fall semesters. This will occur starting September 2020.
- This January we will start asking for a more focused report. This information will be what the academic departments put down for their action plans in the June report. This will be discussed at the first meeting in September. If reports can be submitted in a timely manner that would be helpful. Assessment days will be September 20th, there will be recordings available for listening purposes. K. Rauch and K. Prock will be meeting with department chairs and program directors in the next two months.

8. Committee Reports: S. Lem

There are no committee reports at this time, however, next month Strategic Planning will present (new chair, Dr. Edward Simpson).

The Executive Board is working on a reporting structure so everyone is aware about what the various committees are doing.

VI. Unfinished Business

1. Undergraduate Academic Forgiveness (ACA-055) – ASPC: S. Lem

Still being reviewed

2. Course Grading – Undergraduate Students (ACA-048): ASPC (Recommendations due December 2019) S. Lem

Still being reviewed. Both committees have not yet met for the semester, updates will be available after the committees first meet.

3. Early Warning (ACA-XXX): S. Lem

We would like to implement a midterm grade reporting policy where we only report on freshman and sophomore students that are most at risk for not completing.

S. Lem states that we cannot make a policy but we can pass a resolution on grade posting and the use of D2L by faculty, since many students have been asking about this. S. Lem questions how we can turn these into tangible policies.

T. Wong suggests that a single procedure be implemented for early warning, where you can check a box under MyKu for students that are not performing, this could in turn save a lot of time for faculty.

S. Lem notes that he plans on putting together working groups to craft out what those policies should look like so these can be turned into tangible elements.

4. Final Examinations (ACA-025): S. Lem.

The Executive Committee cannot determine what this policy should look like. Instead, there should be more involvement in the process.

S. Lem would like to put together a small Senate working group to see what is going on around the university with final exams, what is being done in those final weeks, and investigate what deviations exist based on our current policy. Senate Executive Committee agreed to have three faculty members and one member from SGB.

S. Lem asks for volunteers for this committee, Senators Price, McLoughlin and Sunsay volunteer as faculty members.

VII. New Business

1. Academic Honesty – Undergraduate Students (ACA-027): S. Lem

The undergraduate version of the policy does not include a line that says you cannot submit the same paper more than once without faculty authorization. This line does however appear in the graduate version of the policy. S. Lem asks if we could add that line into the undergraduate version of the policy. He also asks for discussion of adding this line.

P. McLoughlin asks what constitutes the same paper?

S. Lem: How do we enforce these policies.

D. Johnson: Define faculty, do you mean all subsequent faculty, students should know who they have to inform

C. Habeck: Change wording to plagiarizing yourself

T. Wong: Do not include the word “subsequent”

S. Lem: Would the body's preference be to refer this to the ASPC for new language and to clarify some of these issues. R. Courtney moves to approve, P. McLoughlin seconds; all in favor of referring this policy to the Academic Standing and Policy Committee.

S. Lem notes that there is a line that appears in the undergraduate version and not the graduate version of the policy. He then asks if both policies should match; all in favor.

2. Ad Hoc Task Force on Revising the Senate Constitution: S. Lem

Changes were made in the constitution that were never reflected in the Constitution posted online, this includes filling the Vice President vacancy.

S. Lem opens this up to a working group to get these changes to the language implemented.

S. Lem noted that four faculty and one staff member should constitute this group as well as A. Cordner and M. Eicholtz. Senators McLoughlin, Sims, Rogers and Vaughn all volunteered.

D. Johnson clarified that members of the committee would not do substantial new revisions, but instead clean up the current version.

S. Lem confirmed that new revisions would not be made, but, possibly new recommendations.

VIII. Good of the Order 4:50 P.M.

IX. Adjournment

A. Zayaitz moved to adjourn; second T. Wong, Meeting adjourned 5:22 PM.

Please note: University Senate meetings are audio recorded to facilitate the documentation of University Senate proceedings (minutes). Audio recordings are only shared with members of the University Senate Executive board and support staff. Recordings will not be uploaded to the internet, shared or transmitted.

Respectfully Submitted,

Mauricia John
Secretary, University