

## University Senate Minutes

<http://www.kutztown.edu/about-ku/administration/university-senate.htm>

March 5, 2020 4:00-6:00 p.m.

ACADEMIC FORUM 103

**Present:** G. Bamberger, C. Bolger, R. Bowers, M. Cardozo, J. Carelli, K. Clair, J. Conahan, A. Cordner, R. Courtney, A. D'Ancona, M. Gabriel, J. Garcia, J. Gehringer, C. Habeck, B. Hudak, J. Jedwab, M. John, E. Kraal, S. Mangold, K. Massie (sub for J. Robinson), P. McLoughlin, F. Murshed, R. Portada, C. Price, V. Reidout, S. Riley, A. Rodriguez, W. Rogers, R. Salafia, J. Schlegel, J. Sober-White, D. Stafford, C. Sunsay, M. Vaughn, A. Vogel, I. Waddelow, F. Wei, T. Wong, A. Zayaitz

**Absent:** A. Cordner, A. DeLong, S. Doll-Myers, K. Hawkinson, D. Immel, L. Irving, P. Quinn, M. Scheuing, D. Scott, M. Sims, G. Sirkakos, J. Suwak, V. Vlaun, G. Yoppolo

**Guests:** J. Downing, D. Jones, L. Kowalski, S. Picus, T. Vingom, C. Wells

### I. Call to Order

### II. Approval of the Minutes from February 6, 2020

T. Wong asks for a motion to approve the February 6, 2020 minutes, M. Gabriel moves, S. Riley seconds; all in favor of approving the minutes.

### III. Announcements/Presentations

#### a. Multifactor Identification—T. Vingom

The Office of Information Technology wants to ensure that our security is protected.

- Last year over 1200 faculty, staff and student accounts were compromised. Kutztown University is a target rich environment for cyber-crime and password breach is the largest issue.
- Two-step authentication adds a second layer of security to protect your account. Setup is a very easy process. Texting, a phone call, or an authentication app are some of the options available to receive codes.
- Two-step authentication will be rolled out for students as well starting after spring break.

C. Habeck what happens if faculty do not have cell phones? T. Vingom: There are other options available. This should be discussed with IT.

R. Stafford asked if the second authentication is a single time? T. Vingom: That depends upon the risks associated with it.

J. Conahan asked what is the difference from Unicode? T. Vingom: Unicode is related to the style of password.

T. Wong asked what happens if you lose your phone, travel, or battery is dead; do you completely lose access to accounts? T. Vingom: Backups are important and setting up multiple authentication options. You can use passcodes, cellular coverage is not necessary

A. Zayaitz: It is already part of what we are doing for example online banking, issue is that financial damage is being done to individuals and data, it is time to implement this system, we are trying to protect your data, it will cause you to do a second action. We are not sure how often.

D. Stafford was a victim of identity theft and is in favor of the two-step authentication process.

T. Vingom: Faculty members email accounts have been compromised and there have been many instances of financial loss. We need to secure our data, this is a good thing for us, balancing convenience with security.

#### b. Bookstore Update—J. Downing

- At the secretary's breakfast new textbook adoption forms were shared. This form includes additional questions that allow us to work on affordability options as well as open access initiatives.
- We are also creating a form to allow faculty to view their submissions and see access availability options.
- Inclusive access option has a day-one access to e-materials. It is at a reduced cost and is billed as a part of tuition to the student's account. It gives the student option to opt out if they do not want to be part of that program. There are also optional print upgrades available. Allows students to have access for the first two weeks of the class prior to opting in, upgrading, or dropping out.
- Inclusive access: A pilot was conducted with e-material delivered through the LMS or publishers' website. We negotiate a lower price. Publishers are willing to get on board. If student likes a print copy, we make it available. If the course is dropped students are automatically refunded. In the case where IA has not been transparent, schools have made the choice to sign contracts with publishers, this is against our interest.
- We have an eBook partner, since it is safer to use one vendor to represent everyone, and we are very transparent. Savings have been over \$125,000 in spring 2020. The biggest savings are in Math, but it is not ideal for English. It needs to be a good fit. We are happy to review and consult regarding items that might be a good fit.
- We have created additional resources as the program has grown. A login handout has been created to help students troubleshoot issues as well as a video overview of the system within D2L. The video is available on the bookstore's webpage.
- Through new, used, rentals and inclusive access, we have saved over \$800,000 and the average cost of materials has gone down over the semesters.
- Current adoption rate at 8.65% with a target date of March 15. The next date would be registration and adoptions happening around April 27th adoptions. Overall levels were a little lower until the start of the semester. The sooner we can source the less expensive we can get them, and savings are passed on to the students.

- Equitable Access is designed to have a base price for each student for a term fee. We see that approaching. For Kutztown to do this we would need to 80% of material to be digital. Inclusive access is step one to that.

W. Rogers: If I am interested in this what do I need to do?

J. Downing: Email me or work with department secretaries. We can assess pricing based on the material and see if it's a good fit. If an eBook is a good fit, we install a widget and the book appears on D2L. The deadline for inclusive access in the fall is June 15.

Virtual shelf allows students to see course materials for all their classes. It auto fills with the classes they are enrolled in. It updates nightly and adjusts for drop/add. This app is exclusive for Kutztown.

We also have a very liberal return policy. The best in the state system.

T. Wong: Does it make sense to have faculty members to the adoptions themselves. J.

Downing: When department secretaries are involved, we usually have higher adoption rates. When departments are self-submitting adoption rates tend to decrease.

Agostini: How does the \$800,000 in savings compare to last year? J. Downing: The inclusive access has made that number slightly higher just because we have been growing the inclusive access program.

#### IV. Reports

##### a. Senate President—A.M. Cordner

I am sorry that I cannot be with you all today, although I leave you in very capable hands. In today's meeting, Troy Vingom will give a presentation on the Multifactor Identification Process that will soon be used at KU--a process that will provide better protection of private information. Jackie Downing will also provide an update on the work that the Bookstore has been doing to support our students.

The Constitutional Task Force has met and identified a chair. We are currently compiling a list of issues that to be addressed, but the first to be tackled will be to ensure that the timeline for Willingness to Serve and elections is consistent with our practice, needs, and technological capabilities. If you are aware of an issue with the constitution that should be reviewed, please bring it to my attention within the next 2 weeks.

##### b. Senate Vice President—T. Wong

###### i. Willingness to Serve Update

- a. Some positions have no or not enough volunteers. Please take the information back to your constituency. If anyone wishes to volunteer, you can email T. Wong directly. We would like to get these positions filled by April.

- Academic Standards & Policies Committee

- College of Business
- Academic Technology Committee
  - College of Visual & Performing Arts
- Center for the Enhancement of Teaching Advisory Board
  - 2 State System of Higher Education Summer Teaching Program Graduates
- International Affairs Committee
  - Academic Dean/Director
- Institutional Review Board for the Projection of Human Subjects
  - Non-Scientific Area (need 3 more)
- Professional Development Committee
  - College of Education Alternate Research Committee
  - College of Business Alternate
  - Administrator Alternate

c. Senate Secretary—M. John

i. Elections Update

Various representatives on the Committee on Committees, Grade Appeal Board and Strategic Planning and Resources Committee are selected via an election process.

**Nominations for the following committee positions will open approximately February 24 and will be open for two weeks.** Elections for the positions will be held after spring break.

**Committee on Committees (Term-3 years)**

College of Visual & Performing Arts Representative (1 tenure or tenure-track, teaching and non-teaching)

Professional Staff (1 professional staff member)

**Grade Appeal Board (Term–3 years)**

College of Liberal Arts & Sciences Representative (1 tenured, teaching or non-teaching) Graduate Faculty Representative (1 tenured, teaching or non-teaching)

College of Education Representative (1 tenured, teaching or non-teaching)

**Strategic Planning and Resources Committee (Term-3 years)**

College of Visual & Performing Arts Representative (1 tenure or tenure-track, teaching and non- teaching)

College of Education Representative (1 tenure or tenure-track, teaching and non-

teaching)

### **University Senate**

At-Large Faculty Representative (Eligibility: All permanent and tenure track faculty, teaching and non-teaching. Must have 3 years full-time service at the University by August 2019. This is a 3-year term.)

At-Large Professional Staff Representative (Senator representing the views of all professional staff at the University. Must have 3 years full-time service at the University by August 2019. This is a 3-year term. KU employees designated "Professional Staff" are all those represented by SCUPA and Managers below rank of Cabinet.)

d. University President—K. Hawkinson (presented by A. Zayaitz)

- Governor Wolf was on campus to talk about the Nellie Bligh scholarship.
- The Chancellor Greenstein will be on campus on March 27<sup>th</sup>. Open forum from 10-11:30 am. In MSU 183.
- The Emergency Management Team has been meeting regarding the coronavirus. In daily contact with the PA department of health and/or CDC. Continuation of operation plans are being revised.
- Monitoring report has been submitted to Middle States. The small team will be heard beginning April 30.

T. Wong: In April, there are many events that celebrate student research. A list of events has been emailed to faculty. Please encourage your students to attend.

J. Schlegel: Is there a way to consolidate student excuse requests? T. Wong: Asking students to email their professors. We are open to suggestions.

e. University Provost—A. Zayaitz (see president's report)

f. Student Government Board—B. Hudak

- Our board has elected Agostino D 'Ancona as the new student body vice president whom will now serve as a voting senator in this body.
- Student Government Board participated in the Kindness Karnival today in MSU 218. Hosted by Friends of Rachel.
- Our board approved the preliminary budget for next academic year raising the fee \$12 totaling the student activity fee for next year at \$178.
- We have put together a program for students who are currently attending high school and are dually enrolled here in Kutztown courses that will take place at the end of the

month.

- Our annual SGA Day will be held on 4/21/20 at 11am on the MSU Lawn.
- Spring into success campaign with CASA after spring break. Our reps will have tables in the MSU, CASA will provide students with academic success tips and SGB will provide food, and stress balls for the student who stop to receive the tips.
- The Student Concerns that were collected regarding FYS and the clinical experience have been voiced to Dr. Hawkinson and Dean Ward.
- Recent Guests hosted included
  - Registrar presenting MYKU features
  - Kent Dahlquist from housing and dining services
  - Dr. Hilton
  - Krista Evans from Admissions
  - Bernard McCree from Financial Aid
  - Dr. Mace regarding study abroad opportunities
- Upcoming Guests include Matt Delaney, Financial Sustainability Plan and Dr Andrea Kirshman.

g. Assessment Office—K. Rauch

- Extended Assessment grant deadline to March 16th after spring break. Any questions ask K. Rauch or K. Prock.
- Academic assessment council is finishing the template for report due September 15<sup>th</sup>. Deans will have the report. Some of you have been revising the SLOs and changing the measures so a quick check will be done. Some curriculum maps, for example, have been updated.
- We have been attending some program so we will be reaching out.

h. Unions

APSCUF

There are a lot of things going on within the purview of APSCUF-KU. A lot of the union leadership is working hard to ensure the best possible workplace exists for faculty here at Kutztown University. This is a basic summary of issues and business that is currently being discussed and worked on through APSCUF-KU. These highlights are summaries, so for more details feel free to ask at the Senate or email me at [quinn@kutztown.edu](mailto:quinn@kutztown.edu).

• General Education

Search on MyKU The IT staff has been working under the direction of the Registrar's office, with input from others on campus, to create an interface allowing us to better negotiate MYKU when advising our students with general education. The new interface makes it much easier to determine which courses are available in the various General Education categories as well as alerting faculty as to whether they are open or closed. This new interface will go into effect this semester when students begin registration for Fall 2020, barring any

unforeseen problems that may arise.

#### • Curriculum Process

Improvements Faculty has expressed concerns with the lengthy curriculum process that is in place here at Kutztown University. Other universities in the State System seem to run more quickly and efficiently when approving and implementing curricular changes. APSCUF-KU formed a task force, headed by Lisa Frye, to examine our current practices, and suggest changes that could be made. Once they have come up with a list of possible changes, they will be run through the University Curriculum Committee, APSCUF-KU Representative Council, and the

Senate. The goal is to streamline our curricular system using a shared governance process. Look for these suggestions to be shared with the Senate soon.

#### • Retirement Process

As you may or may not know, there is a retirement package on the table for those eligible for retirement. For this package to be officially granted, at least 200 faculty across the state system must sign up to participate. As of February, there were only 154 faculty signed up. However, there is some speculation that PASSHE might approve the package anyway, due to their desire to cut spending.

#### • Retrenchment

As you are aware, one of the biggest concerns that APSCUF-KU has right now is the possibility of retrenchment. For those that aren't used to the language, retrenchment is the process in the contract that administration can use to lay off faculty, tenured or not. With all the financial issues constantly being discussed, both at Kutztown, and at the State System, we want to be prepared to oppose retrenchment, and not be caught off guard. As of now, the local administration HAS NOT informed us of retrenchments for next year. However, the Chancellor has recently told the University President's that they need to look to "curtail the use of temporary faculty; for example, by striving to first engage permanent faculty to meet instructional needs, including permanent faculty at other universities." He also wants them to "Eliminate low-enrolled programs; for example, through consolidation of programs within a university and by consolidating programs at two or more universities." The elimination of low enrolled programs is the EXACT LANGUAGE that was used when the administration retrenched faculty at Kutztown University last time. So even if the local administration is not the driving force behind the elimination of faculty, it sure looks that statewide PASSHE could be. In response, the union has been requesting financial, enrollment, and policy information to be prepared if retrenchments become a reality.

#### • Enrollment

Once again, the union is concerned with the enrollment process and projections that exist here

at Kutztown. Despite the plans, consultants, and hiring of new administrative staff, enrollment at Kutztown continues to decline. According to the administration, there doesn't seem to be any change in that pattern soon. The administration has invited APSCUF-KU to offer ideas and ways to try and change the situation, so we will be taking them up on their offer. We intend on working the Department of Academic Enrichment and others on gathering some ideas and presenting them to the administration. Any suggestions that the union discusses will also be given to the Senate for consideration as well. We ALL need to work together to understand the enrollment problem, and successfully try to deal with it. This will continue to be a large topic of discussion this semester.

• Financial Sustainability Plan

At our last Senate meeting, the administration gave a presentation on the Financial Stability Plan that it was required to create and turn in to PASSHE. The administration has since made this plan accessible to APSCUF-KU. As you may remember, this plan is a 5-year plan that calls for the reduction of the faculty compliment by about 15 % over a two-year period. Their goal is to raise the faculty to student ratio to about 20 to 1. This is going to start by looking at retirements as well as the reduction of temporary faculty, which will certainly hurt the quality of education here at the university. The 20 to 1 ratio has no foundation in best educational practices. The real issue is that PASSHE wants Kutztown University to balance its budget WITHOUT touching reserves. The union will continue to monitor how the administration proceeds as well as any developments locally.

• Course Caps and Temporary Faculty

This issue just goes in line with the theme of reducing the faculty compliment. During Winter Break, course caps were raised, allowing the load of temporary faculty to be reduced from full to part time. These changes were done last minute, without the input from the department chairs or others involved. This also ties into the issue of minimum course enrollment, which allows the administration to justify canceling a course that has too few students to run. The administration is not able to give a minimum course enrollment number, because they feel courses and programs need to be looked at on a case-by-case basis. The union has argued that this makes course offerings and schedules more difficult, since departments are constantly chasing a moving target. We will continue to monitor this issue as we approach advisement and course registration. These are the main issues that the union has been working on thus far. There are others that can be read about in the minutes from Representative Council or Meet and Discuss. The main theme in all of this is not enough money, low enrollment, and a reduction of the workforce. We all need to be prepared and stay on top of these issues as they unfold.

Paul V. Quinn Sr. APSCUF-KU Representative to Senate

SCUPA



The State College and University Professional Association (SCUPA) represents professionals who are the Assistant and Associate Directors of Admissions, Financial Aid, Student Activities, Residence Life, Judicial, Registrars, Tutorial and Academic Assistance Services, Career Services, Alumni Relations, grant funded programs, and others working in student development across all 14 universities in the Pennsylvania State System of Higher Education.

- On a SCUPA state level, the leadership and PSEA continue to work together in looking at information released by the Chancellor.
- KU opened a search for an Assistant Director and Resident Hall Operations and Student Retention with closing date of 3/2/20.

Frances C. Cortez Funk, SCUPA President

V. Unfinished Business 5:30 p.m.

- a. Early Warning: APSCUF is still working on language, no current updates.  
Hopefully we will have information by April.

VI. Good of the Order 5:50 p.m.

J. Schlegel: DO we have a plan to address the Kutztown PASSHE survey? A. Zayaitz: Will investigate it.

E. Kraal: Unless it is a special directive it won't come from ICC. They are looking at Kutztown specific surveys.

T. Wong: How do we address the Coronavirus outbreak so that we are not unprepared? How do we take care of classes and attendance? This is something we should start thinking about during spring break.

T. Vingom: See Doug Scott's email for instruction on how to prepare for an unexpected interruption. Faculty members are encouraged to review the document.

VII. Adjournment 6:00 p.m.

P. McLoughlin moves to adjourn, G. Sirrakos seconds.

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. Records will not be uploaded to the internet, shared or transmitted.