

UNIVERSITY SENATE AGENDA

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

May 5, 2022, 4:00-6:00 P.M.

AF 103 & ZOOM

Present: Martha Anderson, Lorin Basden Arnold, Colin Bolger, Ryan Bowers, Mario Cardozo, John Carelli, Janice Chernekoff, Cara Cotellese, Richard Courtney, Anne DeLong, Mike Gabriel, Amanda Garcia, Jen Gehringer, Meg Gooding, Christopher Habeck, Kenneth Hawkinson, Julia Hovanec, Daniel Immel, Loriann Irving, Mauricia John, Deryl Johnson, Erin Kraal, Pierette Kulpa, Steve Lem, Pdraig McLoughlin, Amy Pfeiler-Wunder, Robert Portada, Angelo Rodriguez, Rick Salafia, Jennifer Schlegel, Kayla Sherry, George Sirrakos, Daniel Stafford, Ceyhun Sunsay (sub for Thomas Robinson), Michelle Vaughn, Veronique Vlaun, Tony Wong, Barth Yeboah.

Guests: Anne Carroll, Matt Delaney, Jacklyn Downing, Caecilia Holt, Brian Kronenthal, Karen Rauch.

I. Call to order

S. Lem calls the meeting to order at 4:00 PM

II. Announcements

III. Guest Speakers 1. Budget Update – M. Delaney

- KU maintained balanced budget without the use of cash reserves for the past four years,
- Increases on the expense side: \$4.5m for salaries and benefits, investment in student aid \$3.5m merit aid for incoming students each year, leaving KU with an initial deficit of \$8m.
- Planning: Allocate merit scholarships between E&G and Auxiliary budget, reduction of faculty FTE by approximately 17, originally plan was to reduce faculty FTE by 30, this was too aggressive, so this was dialed back to 17 faculty (TT and part time positions)
- Tuition held flat over past 4 years, declining enrollment, KU offers 40% discount to max rate State allows, we are looking at increasing this out of state tuition rate by 2.5 %
- Campus support fee: KU has gone 4 years without increasing the fee: fall of 22' fee will be increased by \$12 per semester,
- Parking Registration fee: Currently, \$30 per semester \$50 for year will be increased to \$50 per semester and \$75 for the year,
- This still leaves a shortfall of \$2.8 m, so still some work to do,
- Hopeful for Governor's Budget proposal: Estimate \$75m increase for State, if proposal is not passed there is discussion about a tuition rate increase of 1% or 2% if appropriation request is not approved, we do not want to make a bunch of unnecessary cuts until we know, incoming freshman class looks very strong, we are certainly optimistic.

- What's next: faculty and students should continue to advocate to the State System to be fully funded, further develop balancing strategies, goal is to present balanced 2022/23 E&G budget for approval at June 9th, COT meeting in October,
- Impact on students: .5% increase to UG full time in state commuter student, \$60 annually, for UG student living on campus, \$340 annually or 1.5%, for UG student living on campus, out of state UG student will pay \$629 annually or 2.4% increase,
- If we don't increase fees, we will have to cut services.

M. Gabriel: What impact does revenue from summer and winter courses have on the budget?

M. Delany: This is counted on and built into the budget, we are profitable during summer and winter of about \$2.5m to budget.

J. Schlegel: Freshman class looks strong, explain.

M. Delany: We are seeing a larger increase of incoming students in tier one or 2; students receiving scholarships (\$5000 and \$3000) based on GPA and SAT scores; this helps with retention, and the academic profile of class looks significantly stronger which helps retention numbers.

T. Wong: Report to COT is June 9th, SS decision is not provided, we will still have a deficit, how will this be affected?

M. Delaney: June 9th balanced budget will be presented to the Trustees, plan is to show an increase, appropriation will benefit KU, we have a lot of difficulty hiring people, so we have flexibility, due to a higher number of vacant positions. Past few years have not been easy, feedback has been positive, we moved up in rankings, we continue to do hard work and improve status at System level.

IV. Approval of the Minutes from April 7, 2022

P. McLoughin moves, M. Gabriel seconds, all in favor, minutes passed.

V. Reports

1. Senate President – S. Lem

Thanks to senators John and Wong for service as they cycle off support during COVID was much appreciated. Welcome senators Johnson and Cotellesse in Fall.

2. Senate Vice President – T. Wong

Bylaws of the International Affairs Committee:

Language of positions will be changed: elect committee chairs as necessary, meetings will be twice a semester instead of monthly, if chair is not elected for academic year somebody needs to call the first meeting (assistant director will do so)

All in favor of changes; motion passes.

Bylaws of Academic Dishonesty Committee:

There are many issues raised that arise from the STEM area and faculty from COB, LAS and VPA do not have the expertise to decide the best course of action. We are thinking of having an extra position, instead of 6 members it will be increased to 7 members (CLAS in scientific areas and CLAS in non-scientific area. Representatives from each college are necessary to provide their expertise. Due to having 6 instead of 5 faculty members, voting will now be difficult, a change has been made where 5 members will vote depending on the issue being raised.

E. Kraal: How are we defining STEM since PSY and ECO are included in STEM?

A.Pfieler Wunder: If we split CLAS, what about VPA which is also very different?

T. Wong: This was discussed with Ben Trout, and yes there are differences, but these differences are not as distinct, it is impossible to include every single department, but we want to have areas as close as possible.

A.Pfieler Wunder: VPA is an example, but care must be taken when creating hierarchy,

T. Wong: In Math for example, faculty on committee were not able to decide, we did this in order to simplify this process,

J. Schlegel: Talking about the wrong problem, a students' professional career can hinge on the outcome of these committees. If we do not know what academic dishonesty is then we need professional development to be able to identify this. It is not a people problem but rather a education issue

E. Kraal: If we are changing bylaws in response to certain issues, will this reoccur in a few years, if we have a situation in another discipline?

T. Wong: CLAS is very diverse, so it is more natural to make this change here.

E. Kraal: I fundamentally disagree

P. McLoughlin: Concurs with Dr. Schlegel disagrees with Dr. Kraal. Motion to refer back to the committee since it's a hot button issue. Can the committee reconsider the decisions and revise?

E. Kraal: Please ask committee to define STEM,

J. Schlegel: Is this a discussion for this committee? We all need to be on the same page about this as an academic committee.

P. Mcloughlin moves to refer to CoC and UAHC, E. Kraal seconds, all in favor; motion is passed.

Open Positions on Willingness:

Commission on Status for Women: Yasoda Sharma will continue to serve, switch will be made for this year, and switched back to a male representative in the following year.

M. Gooding: Why is there a male on this committee?

T. Wong: Inclusivity and according to bylaws of the Commission. UAHC current chair Sandra Leonard will continue to serve.

J. Schlegel: Is language appropriate for male and female representatives?

T. Wong: This can be referred to the Commission. Self-identification is usually done through Engage.

All in favor of approving positions.

Spring 2022 Senate Willingness to Serve

Academic Standards and Policies – 2 years

- College of Business Representative – Carolyn Gardner (Business Administration)

Commission on Human Diversity – 2 years

- At-Large Faculty Representative – Open

Commission on the Status of Women – 2 years

- Female Faculty Representative – Yasoda Sharma (Social Work)

International Affairs Committee – 2 years

- Academic Dean/Director – Laurie McMillan (Liberal Arts and Sciences)

Library Committee – 2 years

- College of Education Representative – Meganlyn Norris (EMLT)
- Professional Staff/Management Representative – Angelica Mishra (Inclusion & Outreach)

Professional Development Committee – 2 years

- College of Education Representative – Meganlyn Norris (EMLT)

Research Committee – 2 years

- College of Visual & Performing Arts Alternate – Open
- Administrator Representative – Michael Demetor (Associate Dean of Students)
- Administrator Alternate – Open

Space Allocation Committee – 2 years

- College of Business Representative – Therese Maskulka (Business Administration)
- College of Education Representative – Jennefer Gehringer (EMLT)

University Academic Honesty Committee – 3 years

- College of Liberal Arts & Sciences Representative – Sandra Leonard (English)

3. Senate Secretary – M. John

Governance Committee Elections for Service Beginning Fall 2022 (At-Large Faculty Representatives)

- Henry Alviani (sabbatical replacement)
- Kate Clair (3-year term)
- Dannell MacIlwraith (3-year term)

4. University President – K. Hawkinson

- Gathering of gratitude to thank major donors and students who received scholarships.
- Attended Lady's tea, numerous music concerts, capstone project displays, BoG, COT meetings, wellness days, Bearfest, countless activities.
- TMobile giving 50K to Keith Haring fitness park project.
- Judy Shwank presented a 100k check to celebrate the advocacy of the Keith Haring fitness park project.
- Campus is filled with activity, vibrant, exciting, best time of the year,
- Thank you to everyone in the community for hard work over this past year, thanks to Senate leadership for engagement and strong collaboration, well wishes to everyone, as we wrap up for summer.

5. University Provost – L. Basden Arnold

- Thanks to everyone for supporting students during academic year,
- As a first-year person on campus, very impressed with faculty, staff and students,
- Working on freshman summer reboot program, to support freshman struggling due to Covid: if student is close to having enough credit to move forward, funds will be provided in exchange for academic success work, same for students struggling with GPA,
- Starfish is moving along,
- Thanks to all for participating in search processes for faculty, staff, registrar, vice provost positions.

6. Student Government Board – K. Sherry

- SGB held campus safety walk, feedback was passed on to EMT and President Hawkinson, thank you to everyone,
- 22/23 budget passed, funding will be finalized next week,
- PASSHE Advocacy efforts wrapped up,
- Social Media campaign,
- Elections complete: will return for second term,
- Congrats to treasurer who is graduating and did a great job on SGB,

- Thanks to everyone for a great year.

7. Assessment Office – K. Rauch

- New cycle is starting for assessment; new three-year cycle starting in Fall 22”
- Request to update plans were sent out,
- Thanks for all of your work, very pleased with how things are going, Nicole and Michele will be back next year,
- Academic Dishonesty: We can consider Professional Development for authentic assessment to assist faculty experiencing academic dishonesty in their classrooms. Consult with Nicole and Michele to ensure students are meeting learning outcomes

VI. New Business

1. Approval of the 2022 Graduates: K. Sherry moves to approve, M. Gooding seconds, all in favor; motion passes.

VII. Unfinished Business

1. Graduate Course Repeats, Grades, and CGPA (ACA-038) S. Lem

REPEATING GRADUATE COURSES, GRADUATE GPA, AND GRADES

1.C GPA Candidacy/Graduation Requirement: A 3.0 GPA is required for candidacy and graduation for all graduate degrees awarded by Kutztown University.

This policy also applies to those students enrolled for dual graduate degrees.

2.Repeating Courses and the “C” Grade Requirement: A graduate student can repeat a single course for grade improvement only once. Graduate students will be limited to a maximum of two (2) repeats across the program. An exception to the course repeat policy must be approved by the advisor, department chairperson, college dean, and graduate dean. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the C GPA calculation. A grade of “C” or better or “PA ” in those courses designated pass/fail is required for all courses counted toward a graduate degree at Kutztown University. The grade of “F” or “FA” received in required graduate courses must be repeated.

S. Lem: Graduate students with a B will be put on probation, this has been changed to cumulative GPA: see memo; all in favor; motion passes.

All in favor of approving changes to ACA-038; policy passes.

2. Academic Probation and Dismissal of Graduate Students (ACA-085) S. Lem

Graduate students must maintain a 3.0 cumulative grade point average (CGPA) to remain in

good academic standing. A graduate student whose CGPA falls below 3.0 will be placed on academic probation. Graduate students on academic probation must raise their CGPA to 3.0 by the end of the following *semester/session* in which they register. Grades earned during a summer or winter session count the same as grades earned during the academic year. All grades recorded as a graduate student are used to determine academic standing, even if a student changes programs. The student will return to good academic standing when a CGPA of 3.0 or higher is attained. If a student fails to meet the conditions of academic probation, they will be dismissed. An additional semester of academic probation may be requested through a petition to the Graduate Exceptions Committee. Students dismissed from the university may apply for re-admission. Graduate students should consult with their department regarding additional program-specific course grade requirements.

*Most recent changes italicized above.

Vote for policy ACA-085 as presented; all in favor, motion passes.

3. New Academic Program Review Guidelines – K. Rauch
 - SPRC passed guidelines several years ago that came to this body, there is no PASSHE policy that requires this but it is best practice expected by Middle States,
 - There is a specialized accreditation issue when some programs with specialized accreditation only have this happen every 10 years, some areas do not coincide with what we assess here, this will be determined between the program and Dean and it will be modified to fit the 5-year schedule.
 - Strategic Plan-DEI initiatives have been highlighted, this has been streamlined considerably, it was approved by SPRC on 4/15 and will go into effect for programs starting self-study in the Fall.

4. Vacant Positions: Senate Representative to Enrollment Management Committee and Senate Representative to Institutional Climate Committee (3-year terms).

Martha Anderson will serve as the representative for the ICC; all in favor.

5. Final Examinations (ACA-025) P. Kulpa
 - Feedback was given to committee regarding half semester classes, which may not always have finals
 - Potentially including what defines a final exam since this varies by department
 - D. Policy & Procedure(s)*
 1. A final assessment is required in every course.
 2. The format of a course's final assessment is to be determined by the faculty member

teaching the course, who will choose the most effective method for assessing student growth. Acceptable formats for final assessments include, but are not limited to, comprehensive papers, presentations, performances, portfolios, case studies, projects, and written examinations.

3. Interaction between faculty members and students during the Final Week is required. If the course has an assigned final exam time slot, it must be used either for:

- a. the final assessment;
- b. an activity related to the final assessment; or
- c. an activity in the course's assigned modality.

4. The faculty member's plan for interacting with their students during Final Week, as well as the format of the final assessment, is to be reported to the appropriate department chair (or their designee) no later than two weeks prior to the first day of Final Week. Course syllabi, course guides, or first day handouts that include this information meet reporting requirements.

5. Course materials provided to students on the first day of class must include the weight of the final assessment in relation to students' overall course grades. Whenever compatible with the course structure, it is recommended that a final assessment not account for more than one-third of a student's overall course grade.

J. Schlegel: Has APSCUF been consulted?

S. Lem: They have not but this is an important consideration.

J. Schlegel: Any consequences for faculty members choosing to do final assessment during the final week of class as opposed to during finals week?

B. Kronenthal: Something must be done during week 15, the time must be used for something but not necessarily the final assessment.

J. Schlegel: What do students think?

K. Sherry: Presentations are preferred during the last week,

S. Lem: Policy was written to assist students and faculty understand the expectations, though a lot have changed in the past three years.

P. McLoughlin: Lots of classes are having final presentations in the final week, this new policy is much more flexible, since the last policy was very restrictive.

S. Lem: All in favor of approving revisions as proposed by ACA-025? Motion passes, all in favor of approving the final exam policy. Thanks to Dr. Kronenthal for leadership on ASPC.

VIII. Good of the Order

D. Johnson: Recommends that the Senate thank and send well wishes to W. Hilton and M. Keic for their service as they leave KU.

S. Lem: Thank you to both. They have been very productive and cooperative in working with the Senate.

IX. Adjournment

P. McLoughlin, K. Sherry seconds; all in favor. Meeting adjourns at 5:30 PM.

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