

**MINUTES OF THE  
IUP UNIVERSITY SENATE**

**January 28, 2003**

Chairperson Smith called the January 28, 2003, meeting of the University Senate to order at 3:19 p.m., in the Alumni Auditorium of the Eberly College of Business.

The following Senators informed the Senate Leadership that they could not attend:

Bullard, DeMane, Diaz-Martin, Ender, Federoff, Hanrahan, Hartman, Hemby, Hood, Hulings, Jackson, Marsden, Nee, Pettit, Receski, Riesenman, Rittenberger, Rivera, Robertson, Schwietz, Stephenson, Villalobos-Echeverria, Weiner, Williamson.

The following Senators were absent from the meeting:

Adams, Anderson, Anthony, Anzjon, Ault, Ball, Bates, Camp, Carter, Dandeneau, Detar, Dix, Eck, Ezekiel, Fazzari, Fisher, Gasbarro, Green, Hanson, Higgins, Hinrichsen, Kaniasty, Kelly, Lunsford, McClosky, McKee, G. Hohamed, McLeod, Mukasa, Patrick, Perdue, Polenik, Powers, Ray, Rodger, Ruffner, Schroeder, Silva, Soni, Strong, Sullivan, Tkacs, Triplin, Zavala.

The minutes of the December 3, 2002, meeting were **APPROVED**.

Agenda items for the January 28, 2003, meeting were **APPROVED**.

## **REPORTS AND ANNOUNCEMENTS**

### **President's Report (Senator Pettit):**

Senator Pettit was ill and unable to attend.

### **Provost's Report (Senator Staszkievicz)**

Senator Staszkievicz had no comments, but invited questions. There were no questions.

### **Chair's Report (Senator Smith):**

I have just a few announcements today: First, as we embark on the spring semester, please try your best to review all critiques of the agenda as soon as possible/upon receipt of the agenda. If you have major concerns pertaining to anything on the spring agendas, please try to email them to me prior to a meeting, so that we can convey to the appropriate committee chair your concerns. With all of the curriculum changes that we will have to run through this semester, the old saying "a pound of prevention is worth ten pounds of cure" truly will be evident this semester.

Second, I would like to propose a moment of silence in honor of one of our PsyD students, Christine Papotto, who passed away earlier today. Dr. Goldsmith informed me of this earlier this afternoon, and asked that we observe a moment of silence in her memory. [Moment of silence observed.] Thank you.

Also, I'd like to commend Senators Mark Collins and Sam Richards for the professionalism that they have shown over the past couple of months, in representing IUP and the student body in a most respectable fashion in many venues. Mark and Sam, nice job.

Next, I'd like to thank our secretary, Dr. Gwen Torges, for a great job during the fall. Gwen, stand up and take a bow.

Finally, if you haven't noticed, it's cold outside ... sweater weather! Let's have a great semester!

### **Vice-Chair's Report (Senator Aion):**

Senator Aion thanked those faculty who had submitted names of students who might be interested in serving as Senators, and urged other faculty to also submit names.

Senator Aion reported that Student Congress had voted unanimously to support the "Resolution Regarding the Current Trends of Centralization Demonstrated by the Chancellor and Board of Governors of the State System of Higher Education." The Resolution, authored by Senators Collins and Richards, had been approved by the Senate at the Dec. 3, 2002, meeting.

Other issues addressed at the Jan. 27, 2003, meeting of Student Congress included:

- Issues related to safety on campus;
- Creating a line of communication between students and Food Services;
- Raising awareness of issues of concern to minority students on campus. Senator Aion also noted that the members of Student Congress were
- Seeking ideas about ways to increase resources at the IUP Library. He noted that many students desired an increase in the tangible holdings of the Library in addition to the Library's electronically held resources.

### **OLD BUSINESS**

#### **FOR INFORMATION:**

Senator Kennedy provided a draft of the proposed IUP sexual harassment policy which had been revised to reflect suggestions submitted in the fall 2002 semester. (A draft of the proposed policy as included in **APPENDIX A**, (pages 6-9).

Senator Radell expressed concern regarding the proposed policy's procedures in situations in which a complaint is filed by a member of faculty, administration or staff against a student. Such complaints, according to the proposed policy, would be governed by the Student Code ["The procedures for processing a sexual harassment complaint against a student (student to student or allegations where the alleged offender is a student) are described in and governed by the IUP Student Handbook, Student Behavior section"]. Senator Radell suggested that this raises problematic questions regarding due process. He questioned, for example, whether the short window of opportunity for filing a complaint under the Student Code was reasonable. [According to the Handbook's "Policies and Regulations Regarding Student Behavior," Section F: "Charges of a violation can originate from any

member of the university community and *shall be reported to the Office of Student Conduct within five class days of the incident* unless justifiable circumstances, as determined by the Office of Student Conduct, make such notification impossible or impractical” (emphasis added).] Senator Radell urged the Student Affairs Committee to carefully review the proposed sexual harassment policy, particularly the interface created between the policy and the Student Code.

## STANDING COMMITTEE REPORTS

### Rules Committee Report (Chair Broad):

#### **FOR ACTION:**

**PASSED**

At the November, 2002, Senate meeting, President Pettit called for the creation of a committee to make recommendations regarding the arming the University Policy. The Rules Committee compiled a list of individuals willing to serve on a consultative committee, and proposed that the list of candidates be forwarded to the President, who would then select members for the consultative committee. (The complete list is included as **APPENDIX B**, page 10.)

### Student Affairs Committee (Chair Hall)

#### **FOR INFORMATION:**

Senator Hall said, per Senator’s Radell suggestion, that she would ask the Student Affairs Committee to review the proposed sexual harassment policy.

She reported that at the Committee’s last meeting, Director of Financial Aid Christine Zuzack was invited to share information and answer questions about the financial aid process. Senator Hall said that the members of the Committee found the information very helpful, and that she wanted to remind faculty and students that the Office of Financial Aid serves as a useful source of information regarding all aspects of financial aid.

### University Development and Finance Committee (Chair Domaracki)

No report.

### Academic Committee (Chair Andrew)

#### **FOR ACTION:**

**PASSED**

The Academic Committee moved the approval of Dr. Robert Lloyd of the Music Department for Professor Emeritus. The motion carried.

**FOR INFORMATION:**

Senator Andrew noted that IUP's policy regarding academic integrity is up for review. He encouraged members of the Senate to review the policy, and to submit comments or questions via e-mail to either him or other members of the Academic Committee.

**Awards Committee (Chair Jackson)**

No report.

**University-Wide Undergraduate Curriculum Committee (Co-chairs Sechrist/Numan)**

See APPENDIX C, pages 11-16.

**Graduate Committee (Co-chairs Kondo/Chambers)**

See APPENDIX D, pages 17-25.

**Library and Educational Services Committee (Chair Johnson)**

No report.

**Noncredit Committee (Chair Karimi)**

No report.

**Research Committee (Chair Guth)**

See APPENDIX E, page 26.

**NEW BUSINESS****FOR INFORMATION:**

Senators Collins and Richards reported that the Resolution they authored ("A Resolution Regarding the Current Trends of Centralization Demonstrated by the Chancellor and Board of Governors of the State System of Higher Education") and that was approved by the Senate at the Dec. 3, 2002, meeting had been hand-delivered at the Jan. 2003 Board of Governor's meeting. Collins and Richards, accompanied by Senator Radell, IUP APSCUF President John Henry Steelman, and former State Representative Sarah Steelman, attended the BOG meeting, and each member of the delegation spoke at the meeting, expressing the various concerns of the IUP community regarding recent controversial policy mandates from the BOG.

Senators Collins and Richards also indicated that the Resolution had been sent via certified mail to Governor Rendell.

**FOR INFORMATION:**

Chair Smith reminded faculty members of the Senate to vote in Ackerman to select the two faculty representatives who will sit on the Presidential Search Committee.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Gwen Torges  
Secretary, IUP Senate

**APPENDIX A:**  
**Revised Draft of Proposed IUP Sexual Harassment Policy**  
 (Revised January 3, 2003)

**FOR INFORMATION:**

**POLICY**

Indiana University of Pennsylvania is committed to maintaining a learning and work environment that is free from sexual harassment. Acts of sexual harassment seriously undermine the atmosphere of trust and respect that is essential to a university community. Moreover, sexual harassment is legally prohibited and will not be tolerated. Sexual harassment is a form of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Pennsylvania Human Relations Act. It is imperative that all employees, students and vendors comply with both the spirit and intent of federal, state and local laws, government regulations and court orders which relate to sexual harassment. It is the purpose of this policy to define prohibited conduct and provide guidance on the procedures for addressing complaints.

All students, managers, administrators, faculty, staff and vendors have a responsibility to adhere to the contents of this policy. Members of the university community are obligated to report complaints of sexual harassment promptly in accordance with the Sexual Harassment Complaint Procedures set forth below. Any persons found to be in violation of this policy will be subject to disciplinary action up to and including expulsion for students and termination for employees.

IUP prohibits retaliatory action against persons filing an informal or formal complaint of sexual harassment or any person cooperating in the investigation of such a charge, as a complainant, respondent, witness or other participant. Nor will the university tolerate knowingly false charges of sexual harassment. Acts of retaliation or knowingly false charges shall constitute misconduct subject to disciplinary action up to and including expulsion for students and termination for employees.

To the extent possible, all complaints of sexual harassment shall be considered confidential and only those persons who are necessary for the investigation and resolution of the complaints will be given information regarding the matter. As much as possible consistent with the University's legal obligations to protect the rights and security of its employees and students, the university will respect the confidentiality of both the complainant and the accused.

Questions about the Sexual Harassment Policy should be referred to the Assistant to the President for Social Equity, G-2A Sutton Hall at 724-357-4874.

**DEFINITION**

Sexual harassment consists of:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment or education; or
- when submission to, or rejection of that conduct is used as the basis for an employment or academic decision affecting such individuals; or
- such conduct that is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment that substantially interferes

with work or educational performance, or negatively affects an individual's employment or educational opportunities.

Sexually harassing conduct may include but is not limited to verbal, physical, written, graphic or pictorial incidents. Not every act that may be offensive to an individual or group constitutes sexual harassment. In determining whether sexual harassment has occurred, the totality of the circumstances surrounding the incident must be carefully reviewed and due consideration must be given to the protection of individuals' rights, freedom of speech, academic freedom and advocacy. Sexual harassment complaints will be reviewed from a standard of a "reasonable person" as the same sex of the complainant.

### **SEXUAL HARASSMENT COMPLAINT PROCEDURES**

Sexual harassment concerns can often be resolved by the person who feels he or she is being harassed by informing the alleged offender of such harassment that the conduct is unwelcome and must stop. The complainant should do so as soon as possible after the incident occurs. As time passes, it may become more difficult to investigate and resolve complaints. In addition, because there are time limitations for filing external complaints with state and federal agencies, prompt action by the complainant is important.

In some circumstances, however, this course of action may not be feasible, may be unsuccessful, or the complainant may be unwilling to deal with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, the University provides both informal and formal complaint resolution procedures. *Questions about the Sexual Harassment complaint procedures involving employees or vendors should be referred to the Assistant to the President for Social Equity, G-2A Sutton Hall at 724-357-4874.*

The procedures for processing a sexual harassment complaint against a student (student to student or allegations where the alleged offender is a student) are described in and governed by the IUP Student Handbook, Student Behavior section. *To report a sexual harassment complaint against a student and discuss options, contact the Office of Student Conduct, 401 Sutton Hall, at 724-357-1264.*

Reports of sexual assault and other crimes should be directed to the Office of Public Safety regardless of whether the matter is also reported as sexual harassment. To report sexual assault, contact the Office of Public Safety, Administrative Annex, at 724-357-2141.

#### **Informal Complaint Resolution Procedure**

If the complainant is unwilling to inform the alleged offender that the behavior is unwelcome, the informal complaint resolution procedure requires the complainant to report the complaint, either verbally or in writing, to one of the following: the complainant's immediate management supervisor or academic dean (hereafter referred to collectively as "informal investigator"); the alleged offender's management supervisor or academic dean, (hereafter referred to collectively as "informal investigator"); the Associate Vice President for Human Resources; or the Assistant to the President for Social Equity (APSE). The informal investigator receiving the complaint must report it immediately to the APSE who will work with the informal investigator to facilitate a resolution of the sexual harassment complaint. **A complaint against the APSE must be reported to the Associate Vice President for Human Resources, G-1 Sutton Hall, at 724-357-2431.** The informal complaint resolution process provides an opportunity for the sexual harassment complaint to be resolved by mutual agreement between the complainant and the alleged offender of sexual harassment. The implementation of this informal process is the responsibility of the informal investigator. To ensure compliance with the University's legal obligations, and/or as

otherwise determined to be appropriate by the complainant or the APSE, the complainant or the APSE may move a complaint from Informal Complaint Resolution to Formal Complaint Resolution at any time.

The informal investigator is expected to review the complaint expeditiously and explore avenues for informal resolution with the complainant. The university recognizes that it must balance the complainant's right of privacy and the need to be fair to the alleged offender by notifying the alleged offender of the allegation. The written complaint or a summary of the complaint will be provided by the informal investigator to the alleged offender. The informal investigator has the discretion to determine whether the situation warrants a meeting(s), either jointly with the complainant and the alleged offender or separately. Any person involved in the informal resolution discussion may be accompanied by an individual or appropriate union official if he/she so desires. The complainant may not be compelled to meet with the alleged offender. The informal investigator has the discretion to determine whether investigation of the complaint requires interviewing other persons who may have witnessed the alleged behavior or might have information that would be helpful.

Informal investigators should attempt to resolve sexual harassment complaints expeditiously, but in a manner that is consistent with the severity or complexity of the matter. To the extent possible, it is expected that the informal resolution process will be completed in a timely manner. If informal resolution fails to resolve the matter to the complainant's satisfaction, the complainant may file a formal complaint.

At the conclusion of the informal investigation, all records from the informal resolution process will be forwarded to the APSE to be maintained in a confidential file for seven years as advised by legal counsel.

### **Formal Complaint Resolution Procedures**

If the complainant is not satisfied with the outcome of the informal resolution or if the complainant prefers to file his or her complaint directly at the formal complaint level, he or she may do so by filing a written complaint with the APSE or the Associate Vice President for Human Resources (hereafter referred to collectively as "formal investigator"). ***If the complaint is against the APSE, the formal complaint must be filed with the Associate Vice President for Human Resources. If the complaint is against the Associate Vice President for Human Resources, the formal complaint must be filed with the APSE.*** A complaint against the president or a member of the council of trustees may be directed to the Office of the Chancellor or to the APSE who will forward the written complaint to the Office of the Chancellor for investigation. The written complaint describes the incident or incidents as completely as possible. The complainant may seek guidance regarding the formal submission of the complaint from the formal investigator. The formal investigator will conduct the investigation including notifying the alleged offender, providing a copy of the written complaint to the alleged offender, conducting interviews with the complainant and the alleged offender, and with anyone who might have witnessed the behavior or who might have information that would be helpful. Any person involved in the formal resolution discussion may be accompanied by an individual or appropriate union official if he/she so desires. The formal investigator will conduct the investigation expeditiously, but in a manner consistent with the complexity and severity of the matter. At the conclusion of the investigation, the formal investigator will prepare a report of findings and submit the report to the president or his or her designee. The president or designee will determine what appropriate action, if any, will be taken. A pre-disciplinary conference will be held if sufficient evidence is found in the report of findings. If disciplinary action is taken as a result of the pre-disciplinary conference, the alleged offender may appeal the decision as provided in the grievance procedures of their respective collective bargaining agreement or the Management Merit Principles Policy, whichever is applicable.

Once the president or designee has rendered a decision and notified the alleged offender in writing, the formal investigator shall notify the complainant in writing of the results of the investigation and the action

(Appendix A: Revised Draft of Proposed IUP Sexual Harassment Policy, continued)

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taken by the university to resolve the complaint. At the conclusion of the formal investigation, all records will be maintained by the APSE in a confidential file for seven years as advised by legal counsel.

Records of investigations will not be maintained in personnel files unless formal disciplinary action is taken. Upon filing of a complaint outside the University, information gathered in the course of the investigation may be disclosed to the investigating agency.

### **Responsible Parties**

While it is the responsibility of the University to disseminate this Policy, it is the responsibility of each member of the University community to read the Policy and to become familiar with its provisions. Failure to follow the procedures set forth in this Policy may inhibit or prevent the University from properly investigating an instance of alleged sexual harassment, or from taking appropriate remedial action. Any administrator, supervisor, faculty member, staff member, or student having knowledge of conduct involving sexual harassment or receiving a complaint of sexual harassment that involves a member of the university is urged to take immediate steps to deal with the matter appropriately. These steps are outlined in the Sexual Harassment Complaint Procedures section.

It is imperative to maintain an environment free from sexual harassment. To provide such an environment, the following actions should be taken:

- Deans, directors, department heads and supervisors should inform all employees that sexual harassment is prohibited. The Sexual Harassment Policy should be emphasized by the deans at college meetings and explained by department chairs to academic staff and classified employees.
- Managers and directors should discuss the issue in staff meetings. Those who have questions about the policy should be referred to the APSE immediately.
- The APSE shall distribute and disseminate pamphlets and educational materials for display in every department and college office.
- The APSE shall ensure the policy is placed in appropriate publications including the undergraduate and graduate catalogs and appropriate university websites.
- The APSE will be responsible for distributing the Sexual Harassment Policy annually to all employees and for coordinating sexual harassment training for all employees.
- The APSE will ensure the Sexual Harassment Policy is distributed to appropriate offices that will distribute the policy to outside vendors.
- All resident directors and resident assistants will display posters, distribute pamphlets and discuss the information with residents in their residence halls.
- Deans, department chairs, directors, managers, and resident directors should be encouraged to invite the APSE to talk to others concerning IUP's Sexual Harassment Policy.

**APPENDIX B:  
Rules Committee  
Chair Broad**

**FOR ACTION:**

**PASSED**

At the November, 2002, Senate meeting, President Pettit called for the creation of a committee to make recommendations regarding the arming the University Policy. The Rules Committee proposed that the following list of candidates be forwarded to the President, who would then select members for the consultative committee.

<b>Faculty</b>	<b>Administration/Staff</b>	<b>Graduate Students</b>
Belch, Holley Briscoe, Roger Bullard, J. Hall, Linda Martin, J. Myers, J.R. Radell, Will Sadler, Mary Soule, R. Torges, Gwendolyn Weiner, Kim	Anthony, Mark Barker, Sam DeStanislao, Richard Eck, John Ender, Stephen Kennedy, Helen Luckey, Rhonda Rittenberger, Terry Ruffner, Ed	Norris, Claire L. Jennette, Dorje, M.  <b>Undergraduate Students</b> Adams, Courtney Anzjon, Maggie da Silva, Jacinta Dix, David Fenton, Thomas Howard, Ursula

**APPENDIX C:  
University-Wide Undergraduate Curriculum Committee  
Co-Chairs Sechrist and Numan**

**FOR INFORMATION:**

**1. Liberal Studies Committee Report:**

Approved HRNC 499 Film and Philosophy, Dr. Tom Slater, Department of English.

Approved the LS component for the following programs:

BS Regional Planning: GIS and Cartographer Track, Economic Developer Track, Environmental Planner Track, and Town Manager Track.

BA Geography: GIS and Cartographer Track, Environmental Geographer Track, General Geography Track, and Economic Geographer Track.

BA Philosophy and BA Philosophy Pre-Law Track.

**FOR ACTION:**

**PASSED**

**1. Department of Biology—New Course**

**BIOL 323 Introduction to Toxicology and Risk Assessment** **3c-0l-3sh**

**Prerequisites:** BIOL 104 or 112; CHEM 102 or 112; or permission

Study of uptake, distribution, metabolism, and excretion of environmental chemicals; mechanisms of their toxicity; and their effects on major organ systems. Knowledge of these topics will be applied to risk assessment procedures.

**Rationale:** This course will be a controlled elective for environmental health majors, and an elective for biology majors.

**2. Department of Philosophy—Program Revisions (120)**

**PASSED**

**BA—Philosophy**

**Current Program:**

**Proposed Program:**

**Liberal Studies:** **53-55**

**Liberal Studies:** **53**

**Mathematics:** **3sh**

**Liberal Studies Electives:**  
no courses with PHIL prefix

**Liberal Studies Electives:** 9sh;  
no courses with PHIL prefix

**College:** **0-6**

**College:** **0-6**

**Major:** **30**

**Major:** **30**

**Free Electives:** **33-41**

**Free Electives:** enough credits  
beyond those listed above to total  
**120 credits.**

**Total Degree Requirements:** **124**

**Total Degree Requirements:** **120**

Footnote: The free electives will now be 31-37.

**BA—Philosophy/Pre-Law Track****PASSED****Current Program:****Proposed Program:****Liberal Studies: 53-55****Liberal Studies: 53****Liberal Studies Electives:  
no courses with PHIL prefix****Mathematics: 3sh  
Liberal Studies Electives: 9sh;  
no courses with PHIL prefix****College: 0-6****College: 0-6****Major: 30****Major: 30****Other Requirements: 15-21****Other Requirements: 15-21****Free Electives: 12-29****Free Electives: enough credits  
beyond those listed above to total  
120 credits.****Total Degree Requirements: 124****Total Degree Requirements: 120**

Footnote: The free electives will now be 10-22

**3. School of Continuing Education—Program Revision (120)****PASSED****BS--General Studies****Current Program:****Proposed Program:****Liberal Studies: 53-54****Liberal Studies: 53****Mathematics: 3sh  
Liberal Studies Electives: 9sh****General Area of Study: 24****General Area of Study: 24****Special Interest Area: 21  
Free Electives: 25-26****Special Interest Area: 21  
Free Electives: enough credits  
beyond those listed above to total  
120 credits.****Total Degree Requirements: 124****Total Degree Requirements: 120**

Footnote: The free electives will now be 22.

**4. Department of Geography and Regional Planning—Program Revisions (120) PASSED****BA—Geography/GIS and Cartographer Track****Current Program:****Liberal Studies: 53-58****Mathematics:** MATH 121 or 217**Liberal Studies Electives:**COSC/IFMG/BTED 101 recommended;  
no courses with GEOG prefix**College: 0-6****Major: 36****Free Electives: 24-35****Total Degree Requirements: 124****Proposed Program:****Liberal Studies: 53****Mathematics:** MATH 121 or 217**Liberal Studies Electives:** 9sh;COSC/IFMG/BTED 101 recommended;  
no courses with GEOG prefix**College: 0-6****Major: 36****Free Electives: enough credits  
beyond those listed above to total  
120 credits.****Total Degree Requirements: 120****BA—Geography/Environmental Track****Current Program:****Liberal Studies: 53-58****Mathematics:** MATH 121 or 217**Liberal Studies Electives:**COSC/IFMG/BTED 101 recommended;  
no courses with GEOG prefix**College: 0-6****Major: 36****Free Electives: 24-35****Total Degree Requirements: 124****Proposed Program:****Liberal Studies: 53****Mathematics:** MATH 121 or 217**Liberal Studies Electives:** 9sh;COSC/IFMG/BTED 101 recommended;  
no courses with GEOG prefix**College: 0-6****Major: 36****Free Electives: enough credits  
beyond those listed above to total  
120 credits.****Total Degree Requirements: 120**

**BA—Geography/General Geography Track****Current Program:****Liberal Studies:** 53-58**Mathematics:** MATH 121 or 217**Liberal Studies Electives:**  
no courses with GEOG prefix**College:** 0-6**Major:** 36**Free Electives:** 24-35**Total Degree Requirements:** 124**Proposed Program:****Liberal Studies:** 53**Mathematics:** MATH 121 or 217**Liberal Studies Electives:** 9sh;  
no courses with GEOG prefix**College:** 0-6**Major:** 36**Free Electives:** enough credits  
beyond those listed above to total  
120 credits.**Total Degree Requirements:** 120**BA—Geography/Economic Geographer Track****Current Program:****Liberal Studies:** 54-60**Mathematics:** MATH 121 or 217**Liberal Studies Electives:**  
ECON 122; no courses with GEOG prefix**College:** 0-6**Major:** 36**Free Electives:** 22-34**Total Degree Requirements:** 124**Proposed Program:****Liberal Studies:** 53**Mathematics:** MATH 121 or 217**Liberal Studies Electives:** 9sh;  
ECON 122; no courses with GEOG prefix**College:** 0-6**Major:** 36**Free Electives:** enough credits  
beyond those listed above to total  
120 credits.**Total Degree Requirements:** 120

Footnote: The Free Electives for all of the Geography Tracks are 25-31.

**BS—Regional Planning/GIS and Cartographer Track****Current Program:**

**Liberal Studies:** 53-58  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:**  
 BTED/COSC/IFMG 101 recommended;  
 no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** 24-35

**Total Degree Requirements:** 124

**Proposed Program:**

**Liberal Studies:** 53  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:** 9sh;  
 BTED/COSC/IFMG 101 recommended;  
 no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** enough credits  
 beyond those listed above to total  
 120 credits.

**Total Degree Requirements:** 120

**BS—Regional Planning/Environmental Planner Track****Current Program:**

**Liberal Studies:** 53-58  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:**  
 BTED/COSC/IFMG 101 recommended;  
 no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** 24-35

**Total Degree Requirements:** 124

**Proposed Program:**

**Liberal Studies:** 53  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:** 9sh;  
 BTED/COSC/IFMG 101 recommended;  
 no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** enough credits  
 beyond those listed above to total  
 120 credits.

**Total Degree Requirements:** 120

**BS—Regional Planning/Economic Developer Track**

**Current Program:**

**Liberal Studies:** 53-58  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:**  
 ECON 122, no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** 24-35

**Total Degree Requirements:** 124

**Proposed Program:**

**Liberal Studies:** 53  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:** 9sh;  
 ECON 122, no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** enough credits  
 beyond those listed above to total  
 120 credits.

**Total Degree Requirements:** 120

**BS—Regional Planning/Town Manager Track**

**Current Program:**

**Liberal Studies:** 53-58  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:**  
 GEOG 230, BTED/COSC/IFMG 101,  
 no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** 22-34

**Total Degree Requirements:** 124

**Proposed Program:**

**Liberal Studies:** 53  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:** 9sh;  
 GEOG 230, BTED/COSC/IFMG 101,  
 no courses with RGPL prefix

**College:** 0-6

**Major:** 42

**Free Electives:** enough credits  
 beyond those listed above to total  
 120 credits.

**Total Degree Requirements:** 120

Footnote: The Free Electives for all of the Regional Planning Tracks are now 19-25.

**APPENDIX D:  
UNIVERSITY-WIDE GRADUATE COMMITTEE  
Chairpersons Kondo and Chambers**

**FOR INFORMATION:**

**Change of Notation in Catalog Description from 'sh' to 'cr'**

The summary information for graduate courses "c-l-sh" (class-lab-semester hour) will be replaced by "c-l-cr" (class-lab-credit) in the graduate catalog where "cr" denotes credit.

**Rationale:** The summary information for undergraduate courses "c-l-sh" (class-lab semester hour) will be replaced by "c-l-cr" (class-lab-credit) in the catalog where cr denotes credit. The graduate catalog will be changed in order to be consistent with the undergraduate catalog.

**FOR ACTION:**

**PASSED**

**1. COURSE DELETIONS**

HIST 545 The Age of Ragtime: American History 1900-1929

and

HIST 546 Recent United States History

**Rationale:** In an effort to reduce and eventually eliminate the use of dual-listed 300/500-level courses, the History Department revised HIST 345 and HIST 346 in the 2001-2002 Academic Year with the proposed deletion of the 500-level components of these courses planned as part of these revisions.

**2. MAJOR PROGRAM REVISION**

**PASSED**

**Master of Science Degree in Safety Sciences, Major Program Revision (Catalog Start Term: Fall, 2003)**

**Summary of the Revision:**

The purpose for the revision to the Master of Science degree in Safety Sciences is to:

- Modify the structure of the current M.S. degree program thus creating two specialty tracks from which students can choose. These tracks are safety management and technical.
- Develop new courses that will be used to fulfill requirements for core program required courses, specialty track required courses and controlled elective courses.
- Revise selected existing courses that will be used to fulfill requirements for core program required courses, specialty track required courses, and controlled elective courses.
- Delete one course effective Spring, 2003.

**Rationale:** For the past seventeen years, the M.S. Program has remained relatively unchanged with the exception of adding elective courses, minor revisions in existing courses and the conversion of seven elective courses to distance education offerings. In order to better serve the needs of the students, the department completed two extensive alumni surveys to evaluate the effectiveness of the program over the past ten years. Last Fall, the program was also reviewed by our Department Advisory Committee. Suggestions were made by our alumni and by the Advisory Committee for improving our program and

based on these suggestions Department Faculty decided it was time to revise our M.S. Program. The framework for the program revision to establish a safety management track and a technical track. These tracks were identified as major divisions of safety professionals' job requirements in today's workforce.

### **Old Catalog Description**

The Department of Safety Sciences offers a program of studies leading to a Master of Science degree in Safety Sciences. A thesis or non-thesis curriculum is available. The M.S. in Safety Sciences is accredited by the Accreditation Board for Engineering and Technology.

Students have the opportunity to choose from a wide selection of course offerings or select a specialized area. In addition, students may choose elective courses, with approval of adviser, in fields directly related to safety sciences. The program is designed for individuals with relevant experience in safety sciences and those with appropriate undergraduate preparation who are interested in pursuing careers in the profession.

### **Department Admission Requirements**

In addition to meeting the requirements for admission to the Graduate School and Research, a student intending to work toward a Master of Science in Safety Sciences will be required to have the following prerequisite professional preparation:

Entry-level competency in four subdisciplines: Safety Management, Occupational Safety, Occupational Health, and Fire Protection through relevant education, documented work experience, certifications, or other means acceptable to the Safety Sciences Graduate Committee.

The student's undergraduate preparation should include the following:

Sciences and Mathematics (21 hours). These are typically courses such as calculus, statistics, physics, chemistry, and human physiology and anatomy or biology.

Engineering/Technology Courses (42 hours). Courses in the Safety Sciences, such as industrial hygiene, systems safety, safety management, fire safety, ergonomics, and environmental safety, as well as a variety of engineering and technology courses.

Humanities, Communications, and Social Sciences (21 hours). Courses in psychology, speech, and written communications as well as a variety of other social sciences.

When the Safety Sciences Graduate Committee determines that a deficiency in work experience or relevant education exists, a student will be required to complete additional studies to eliminate the deficiency. More information on admissions requirements is available from the Safety Sciences Department.

### **New Catalog Description**

The Department of Safety Sciences offers a program of studies leading to a Master of Science degree in Safety Sciences. A thesis or non-thesis curriculum is available. Students have the opportunity to choose from two specialty tracks: safety management and technical. In addition, students may choose elective courses, with approval of adviser, in fields directly related to safety sciences. The program is designed for individuals with relevant experience in safety sciences and those with appropriate undergraduate preparation who are interested in pursuing careers in the profession.

### **Program Objectives:**

After completing the M.S. Program in Safety Sciences, the student will have:

1. Expanded their technical and managerial knowledge and skills of the Safety, Health and Environmental field.
2. Acquired advanced research and communication skills.
3. Enhanced their leadership skills.

4. Developed an understanding of their professional and ethical responsibilities within the Safety, Health, and Environmental field.

#### **Admission Prerequisites:**

Admission into the M.S. in Safety Sciences Program will follow the same admission procedures as those established for the current degree program. For this program, admission will include a Baccalaureate Degree with a minimum 2.6 CGPA.

In addition to meeting the requirements for admission to the Graduate School and Research, a student intending to work toward a Master of Science in Safety Sciences will be required to have the following prerequisite professional preparation:

Entry-level competency in Safety Management, Occupational Safety, Occupational Health, and Fire Protection through relevant education, documented work experience, certifications, or other means acceptable to the Safety Sciences Graduate Committee.

When the Safety Sciences Graduate Committee determines that a deficiency in work experience or relevant education exists, a student will be required to complete additional studies to eliminate the deficiency. More information on admissions requirements is available from the Safety Sciences Department.

#### **Side-by-side Comparison of Current and Proposed Programs**

Current M.S. Program		Proposed M.S. Program	
<b>Required Core Courses</b>	<b>18cr.</b>	<b>Required Core Courses</b>	<b>12cr.</b>
SAFE 601 Concepts of Risk Assessment	3 cr.	<b>SAFE 610 Safety, Health and Environmental Administration (New Course)</b>	3 cr.
SAFE 602 Quantitative Methods in Safety Management	3 cr.	*SAFE 602 Research Methods in Safety Management (Revised Course)	3 cr.
SAFE 603 Human Relations in Safety Management	3 cr.	SAFE 603 Human Relations in Safety Management	3 cr.
SAFE 604 Industrial Toxicology	3 cr.	<b>SAFE 644 Preventing Unsafe Acts</b>	3 cr.
SAFE 605 Advanced Principles of Safety Engineering	3 cr.		
SAFE 606 Hazardous Materials Management	3 cr.		
		<b>Student must select one of two tracks: Safety Management or Technical</b>	

		<b>Safety Management Track</b>	<b>12cr.</b>
		<b>SAFE 625 Risk Strategies for the SH&amp;E Professional (New Course)</b>	3 cr.
		SAFE 541 Accident Investigation	3 cr.
		SAFE 623 Advanced Safety Administration	3 cr.
		<b>SAFE 624 Solving Safety Problems (New Course)</b>	3 cr.
		<b>OR</b>	
		<b>Technical Track</b>	<b>12cr.</b>
		<b>SAFE 660 Applied Industrial Hygiene (New Course)</b>	3 cr.
		<b>SAFE 647 Applied Ergonomics (New Course)</b>	3 cr.
		*SAFE 605 Application of Safety Engineering Principles (Revised Course)	3 cr.
		*SAFE 674 Fire Safety in Building Design (Revised course)	3 cr.
<b>Elective Courses (Choose six)</b>	<b>18cr.</b>	<b>Advisor-Approved Controlled Electives (Choose a minimum of 12 credit hours)*</b>	<b>12cr.</b>
SAFE 541 Accident Investigation	3 cr.	SAFE 520 Law and Ethics in the Safety Profession	3 cr.
SAFE 561 Air Pollution	3 cr.	SAFE 541 Accident Investigation	3 cr.
	3 cr.	SAFE 542 Current Issues in Safety	3 cr.

SAFE 562 Radiological Health			
SAFE 565 Right-to-Know Legislation	3 cr.	*SAFE 543 Construction Safety (Revised course)	3 cr.
SAFE 581 Special Topics	3 cr.	SAFE 561 Air Pollution	3 cr.
SAFE 620 Safety Data Management	3 cr.	SAFE 562 Radiological Health	3 cr.
SAFE 623 Advanced Safety Administration	3 cr.	SAFE 565 Right-to-Know Legislation	3 cr.
SAFE 630 Pollution Control	3 cr.	SAFE 581 Special Topics	3 cr.
SAFE 644 Preventing Unsafe Acts	3 cr.	SAFE 604 Industrial Toxicology	3 cr.
SAFE 663 Industrial Hygiene Laboratory Methods	3 cr.	*SAFE 605 Application of Safety Engineering Principles (Revised Course)	3 cr.
SAFE 664 Industrial Noise Control	3 cr.	*SAFE 606 Hazardous Materials Management (Revised Course)	3 cr.
SAFE 672 Process Safety in the Chemical Industry	3 cr.	SAFE 620 Safety Data Management	3 cr.
SAFE 673 Disaster Preparedness	3 cr.	<b>SAFE 621 Programming Safe Behavior (New Course)</b>	3 cr.
SAFE 674 Fire Safety in Building Design	3 cr.	SAFE 623 Advanced Safety Administration	3 cr.
SAFE 681 Special Topics	3 cr.	<b>SAFE 624 Solving Safety Problems (New Course)</b>	3 cr.
SAFE 699 Individualized Instruction	3 cr.	<b>SAFE 625 Risk Strategies for the SH&amp;E Professional (New Course)</b>	3 cr.
SAFE 850 Thesis	1-6 cr.	<b>SAFE 647 Applied Ergonomics (New Course)</b>	3 cr.
		SAFE 630 Pollution Control	3 cr.

		<b>SAFE 660 Applied Industrial Hygiene (New Course)</b>	3 cr.
		SAFE 663 Industrial Hygiene Laboratory Methods	3 cr.
		SAFE 664 Industrial Noise Control	3 cr.
		SAFE 672 Process Safety in the Chemical Industry	3 cr.
		SAFE 673 Disaster Preparedness	3 cr.
		*SAFE 674 Fire Safety in Building Design (Revised course)	3 cr.
		SAFE 681 Special Topics	3 cr.
		SAFE 699 Individualized Instruction	3 cr.
		SAFE 850 Thesis	1-6cr.

\*Other courses outside the department may be applied as advisor-approved controlled electives with the approval of the advisor. Electives will be offered on a rotating basis but all will not be available during a two-year cycle.

#### A. New Courses

##### 1) **SAFE 420/520 Law & Ethics in the Safety Profession** **3c-0l-3cr**

This course examines ethical and legal issues faced by practicing safety professionals. Students identify and evaluate these issues in terms of their own value system, as well as legal and prudent practice within the safety, health and environmental profession. Case studies and anecdotal presentations are used to examine common issues and to prepare the students for their potential roles as expert witnesses in various forms of litigation. Specific reference is made to participation of the safety professional in workers' compensation cases, Occupational Safety and Health Review Commission hearings, class action suits and trials by jury. **Prerequisites:** Permission of the instructor.

##### 2) **SAFE 442/542 Current Issues in Safety** **3c-0l-3cr**

This course examines the emerging issues currently faced by the safety, health and environmental (SH&E) practitioner that extend beyond the conventional areas of academic preparation. In addition to exploring certification, ethics, compliance issues, quality management, worldwide concerns and other common issues, each student will research and present information on a specific item of current relevance in the safety profession. **Prerequisites:** SAFE 211 and SAFE 301 or permission of the instructor.

##### 3) **SAFE 610 Safety, Health and Environmental Administration** **3c-0l-3cr**

This course examines administrative concepts and principles regarding organizing and managing the functional areas of safety, health and the environment within an organization. Students will be introduced to management practices unique to SH&E programs as well as concepts related to organizational culture, labor relations, professional ethics, workers compensation and medical management.

**\*DE**

**4) SAFE 621 Programming Safe Behavior 3c-01-3cr**

The student will learn to apply behavior principles to motivate safe behavior in the workplace. Included are Programming Safe Behavior, SB program finding proposals, employee performance analysis, safe behavior definitions, workplace motivations and incentives, and SB program design, implementation, and evaluation. **Prerequisites:** Permission of the instructor.

**5) SAFE 624 Solving Safety Problems 3c-01-3cr**

The students will be presented with common scenarios that safety professionals face while trying to advise management on ways to prevent accidents. The students will use problem-solving skills and safety knowledge to effectively deal with and resolve safety management problems such as being assigned a safety responsibility that is clearly another manager's responsibility and having objections raised about one's proposed project plans. **Prerequisites:** SAFE 603 or permission of the instructor.

**6) SAFE 625 Risk Strategies for the SH&E Professional 3c-01-3cr**

This course will provide the student with a thorough understanding of the fundamentals of risk management including leading edge risk identification, control, finance, and transfer recommendations. The course will address workers' compensation, product risk management, construction risk management and wrap-up programs, catastrophic risk management, quantitative methods, risk finance, and risk management technology.

**7) SAFE 647 Applied Ergonomics 3c-01-3cr**

Ergonomic principles used in the identification, analysis and implementation of intervention strategies to address hazards in the workplace will be presented. Focus will be on the application of strategies to identify and correct ergonomic problems in the workplace using evaluation equipment and video case studies of actual workplace situations. **Prerequisites:** BIOL 155 or permission of the instructor.

**8) SAFE 660 Applied Industrial Hygiene 3c-01-3cr**

Examines the current expectations and responsibilities of professionals engaged in the practice of industrial hygiene. Students become familiar with 1) the current approaches to anticipating and identifying potential health hazards in the workplace and/or environment, 2) methods and techniques for determining quantitatively the amount of environmental stresses present and 3) proper strategies and methods for implementing effective controls. **Prerequisites:** BIOL 155, SAFE 301, SAFE 303 and SAFE 402 or permission of the instructor.

**B. Course Revisions**

**1) From:**

**SAFE 643 Construction Safety 3c-01-3cr**

Provides an in-depth treatment of hazard recognition, evaluation, and control principles used in the construction industry. Extensive coverage of federal standards is given, together with the means by which a construction safety program can be developed and administered. **Prerequisite:** SAFE 211 or permission of the instructor.

**To:**

**SAFE 543 Construction Safety 3c-01-3cr**

This course is designed to provide an in-depth coverage of hazard recognition, evaluation, and control principles for the variety of phases of construction. Information regarding the development of a construction safety program along with extensive coverage of federal standards related to the construction industry is also provided. Prerequisites: SAFE 211 or permission of the instructor.

**\*DE**

**2) From:**

**SAFE 602 Quantitative Methods in Safety Management 3c-01-3cr**

Prepares individuals for the conduct of research in safety and its numerous subspecialties. Research paradigms, experimental design, data sources and collection, and statistical methods are covered in detail. The emphasis throughout is on quantitative approaches likely to produce valid new knowledge in the discipline of safety management. **Prerequisites:** SAFE 345 and MATH 217 or permission of the instructor.

**To:**

**SAFE 602 Research Methods in Safety Management 3c-01-3cr**

Prepares individuals for the conduct of research in safety and its numerous subspecialties. Research paradigms, experimental design, data sources and collection, and statistical methods are covered in detail. The emphasis throughout is on quantitative approaches likely to produce valid new knowledge in the discipline of safety management. **Prerequisites:** MATH 217 or permission of the instructor.

**3) From:**

**SAFE 605 Advanced Principles of Safety Engineering 3c-01-3cr**

Prepares the student with a fundamental understanding of those hazards which can contribute to accidental injury and damage. These hazards are studied in an engineering context; their physical and chemical characteristics are studied in depth in order to make the appropriate hazard control measures better understood. **Prerequisites:** SAFE 111, SAFE 211, and PHYS 112 or permission of the instructor.

**To:**

**SAFE 605 Application of Safety Engineering Principles 3c-01-3cr**

This course prepares the student with a fundamental understanding of those hazards which can contribute to accidental injury and damage. These hazards are studied in an engineering context; their physical and chemical characteristics are studied in depth in order to make the appropriate hazard control measures better understood. **Prerequisites:** SAFE 211, and PHYS 112 or permission of the instructor.

**4) From:**

**SAFE 606 Hazardous Materials Management 3c-01-3cr**

Offers the student a logical approach to the problem of hazardous materials management. Emphasis is on legislative controls with which industry must comply in shipping, storing, using, and disposing of hazardous materials. Program development in hazardous materials is covered in detail. **Prerequisites:** SAFE 311, CHEM 101, and CHEM 102 or permission of instructor.

**To:**

**SAFE 606 Hazardous Materials Management 3c-01-3cr**

Examines the technical and management aspects of handling hazardous materials, including hazardous waste. Definitions and the procedures for determining hazard properties are reviewed. The student is introduced to the various regulations that pertain to hazardous materials. Responsibilities for creating/receiving, storing, handling/using, shipping and ultimately disposing of hazardous materials are discussed in detail. Examination of current trends and future directions is included. **Prerequisites:** SAFE 311, CHEM 101, and CHEM 102 or permission of the instructor.

**\*DE**

**5) From:****SAFE 674 Fire Safety in Building Design****3c-01-3cr**

The student is provided with the necessary concepts and principles for the safe design of buildings from a fire hazard standpoint. Emphasis is given to adequate understanding of fire properties as they influence selection of materials for construction, fire prevention facilities, and fire suppression considerations.

**Prerequisite:** SAFE 311 or equivalent, or permission of instructor.

**To:****SAFE 674 Fire Safety in Building Design****3c-01-3cr**

This course examines fundamental principles for the safe design of buildings from a fire hazard standpoint. Emphasis is given to an understanding of building codes, fire properties of building materials, building design criteria to limit the spread of fire and smoke, control of ignition sources, storage of combustibles and flammables, life safety and active fire protection systems. **Prerequisite:** SAFE 311 or permission of instructor.

**\*DE**

**C. Course Deletions****1) SAFE 601 Concepts of Risk Assessment****2) SAFE 643 Construction Safety**

**\*DE:** Course has also been approved to be offered as Distance Education

**APPENDIX E:  
University Senate Research Committee (USRC) Report  
Chair Guth**

**FOR INFORMATION:**

The USRC met on December 11, 2002 and reviewed proposals. The committee awarded \$11,720 in grants to the following individuals:

- Dr. Thomas Ault received \$1,500 to present his paper, “An Acoustical Theatre of Ancient Khalinga,” at the Joint Meeting of the Acoustical Society of America, Mexican Institute of Acoustics, and Iberoamerican Federation of Acoustics in Cancun, Mexico.
- Dr. Narayanaswamy Bharathan received \$1,500 to present his paper, “Molecular Characterization of Double-stranded RNA (dsRNA) from the Plant Pathogenic Fungus *Rhizoctonia solani*,” at the VIII International Congress of Plant Pathology at Christchurch, New Zealand.
- Dr. Soundararajan Ezekiel received \$1,500 to present two papers, “Medical Image Segmentation Using Multifractal Analysis,” and “Seismic Signal Analysis Using Correlation Dimension,” at the International Association of Science and Technology for Development International Conference on Applied Informatics in Innsbruck, Austria.
- Dr. Alicia Linzey received \$1,500 for her project, “Micro-distribution of Sibling Species of Red Veld Rats in Langjan Nature Reserve, Limpopo Province, South Africa.”
- Ms. Fuyuko Matsubara received \$1,500 for the National Fiber Exhibition project, “SPIRIT – HANDS – THREADS.”
- Dr. Raymond Pavloski received \$1,500 for his project, “Development of a Model and Computer Simulation of a Microtubule-Perceptual Isomorphism.”
- Dr. Marveta Ryan-Sams received \$1,400 to present her paper, “Native Symbols: Representations of the Indigenous Peoples in Nineteenth-Century Cuban Literature,” at the Indigenous Legacies of the Caribbean conference and tour in Cuba.
- Dr. Glen Tellis and Mrs. Clarice Reber received \$1,320 for their project “Developing Appropriate Observation Training Video Tapes for Speech-Language Pathology Undergraduate Students.”