

<b>UNIVERSITY SENATE AGENDA</b> <b>EBERLY AUDITORIUM</b> January 28, 2014 3:30 – 5:00 p.m.				
<b>Approval of Order</b>				
A.	Approval of minutes from Dec. 3 <sup>rd</sup> Senate meeting			
B.	Approval of current agenda items and order			
<b>Reports and Announcements</b>			<b>Appendix</b>	<b>Page(s)</b>
A.	President Driscoll			
B.	Provost Moerland			
C.	Chairperson LaPorte			
D.	Parliamentarian Smith-Sherwood			
E.	Vice Chairperson Popeck			
<b>Standing Committee Reports</b>			<b>Chairperson</b>	
A.	Rules Committee		Korns	
B.	University-Wide Undergraduate Curriculum Committee		Sechrist/Lewis	
C.	University-Wide Graduate Committee		Piper/Baumer	
D.	Noncredit Committee		O’Neil	A 2-4
E.	Library and Educational Services Committee		Ford	
F.	Research Committee		Bonach	B 5
G.	Student Affairs Committee		Stocker	
H.	University Development and Finance Committee		Wick	
I.	Academic Affairs Committee		Dugan/Perdue	
J.	Awards Committee		Wisnieski/Ritchey	
<b>Senate Representative Reports</b>			<b>Representative</b>	
A.	University Planning Council		Reilly	C 6
B.	Presidential Athletic Advisory Council		Hinrichsen	
C.	Academic Computing Policy Advisory Committee		Ford	
D.	University Budget Advisory Committee		Radell	
<b>New Business</b>				
<b>Adjournment</b>				

**Appendix A  
Noncredit Committee  
Chair O'Neil**

**FOR INFORMATION**

**Office of Adult and Continuing Education (ACE)  
Programs and Services**

On November 19, 2013, the non-credit subcommittee of the University Senate met with Mrs. Kristen O'Hara, Director of the Office of Adult and Continuing Education. The following is a summary of that meeting:

**Department Background:**

Since 1966, IUP has strived to serve the lifelong educational needs of nontraditional students, working adults, professional organizations, local and state agencies, and the citizens of the commonwealth by providing access to the academic and human resources of the university.

**Department Goal:**

The goal of Adult and Continuing Education is to serve IUP students and the surrounding communities with additional educational opportunities. They are continually reviewing options to offer more programming of various types.

**Current Portfolio of Services (Non-Degree Programming):**

Adult and Continuing Education currently manages the non-degree and non-credit areas of the university. This includes the following:

- **Non-credit programming:** Lectures are facilitated and held off-campus, like the eight week long *Great Decisions Foreign Policy Lecture Series* at St. Andrew's Village. Outreach efforts such as this bring the IUP name and educational opportunities to the Indiana community.
- **Non-Degree Students--** Other Non-PASSHE students/Transients that enroll at IUP on a limited basis for enrichment/ personal growth or professional advancement.
- **Post-Baccalaureate--**/Personal growth/professional advancement after completing a bachelor's degree
- **Community University Studies:** This program has been around for several years serving the Indiana community. The non-credit courses like painting, basket weaving, and ghost hunting attract "life-long learners" to IUP. The program is in the process of expanding its reach to offer courses at the Punxsutawney, Northpointe, and Monroeville campuses.
- **Dual Enrollment:** For high school students wishing to get a head start on college. The Adult and Continuing Education office is responsible for processing applications, enrollment, registration, and orientation of all dual enrollment students. Also, the office is responsible for setting up Memorandums of Understanding (MOU's) between the schools and IUP.

- **Visiting High School Students**—Students taking courses but who do not reside in a school district with an active MOU for Dual Enrollment.
- **Graduate School Pre-Requisite Students**—Students who must meet pre-requisite courses in order to begin a graduate program.
- **Marketing for Winter and Summer Sessions:** Together with the Communications and Marketing office, campaigns are being designed to recruit not only our current IUP students, but to also attract non-IUP students who may want to take courses during these sessions. . Winter Session courses are all online, allowing students to take courses from home during break.
- **Portfolio Assessment:** An opportunity for students to earn college credit for the knowledge they have gained through life and work experience.
- **Outside employer training needs:** The office is available to assist companies with their training needs and offer continuing education units (CEU) to organizations that need them for professional development.
- **Summer enrichment camps:** The office plays host to camps for high school students, taking care of marketing, program planning and coordination, and registration. This summer, high school sophomores, juniors, and seniors will have the opportunity to attend an electro-optics camp or a creative writing workshop.
- **University Testing Center:** Provides testing needs through various testing companies for students and community members. Examples of testing: ACT, CLEP, GMAT, GRE, LSAT, MAT, Praxis, TOEFL, PAPA, PECT, and many others. The UTC is working with several new companies to offer testing for private and government organizations. Tests may either be computer-based or paper and pencil tests. The UTC also offers proctoring services or students and community members who are taking online courses at another college or university.

### **Operating Hours**

Business hours are from 8:00 a.m. to 4:30 p.m. Monday-Friday. Evening hours are available by appointment. The University Testing Center is open on select Saturdays and some evenings, based on testing dates.

### **Facility**

The Office of Adult and Continuing Education is housed in Keith Hall and includes four offices, two storage rooms, a conference room, plus an open area where cubicles are available upon entry to the suite. Currently, two offices and the open area are in use. One office needs some improvement due to water damage prior to a person utilizing the space.

The University Testing Center is located in the basement of Pratt Hall and includes a testing center with multiple computer stations, an area for paper/pencil testing, and an office/workstation for the UTC coordinator and graduate/student staff.

**Current Organizational Structure:**

Currently the ACE office is staffed by the Director of Adult and Continuing Education, an Enrollment Services Manager, who also serves as the University Testing Center (UTC) Coordinator and dedicates 50% of her time to the UTC, a graduate student (dedicated to the UTC), and federal work study students. This represents 2 FTE staff members plus student staff.

**Appendix B**  
**Research Committee**  
**Chair Bonach**

The USRC met on December 10, 2013. Overall there were 15 USRC Small Grant proposals and the decision was made to fund 8 proposals totaling \$9,419.00. The next meeting will be held on February 4, 2014 at 3:30 P.M. in Stright 301.

- Ms. Susan Palmisano
- Dr. Ben Ford
- Dr. J. Thomas Frantz
- Dr. Eun Jin Hwang
- Dr. Bitna Kim
- Dr. Crystal Machado
- Dr. Hilario Molina II
- Dr. Lisa Sciulli

**Appendix C**  
**University Planning Council**  
**Senator Reilly**

The UPC met on Friday December 6, 2013.

The following item was discussed.

**1. Retention—Tim Moerland**

Each subcommittee was asked to report on their discussion of the four indicators (socio-behavior, academic, financial, and demographic) and what is already occurring at IUP with regard to these indicators and student retention.