

**MINUTES OF THE
IUP UNIVERSITY SENATE**

January 28, 2014

Chairperson LaPorte called the January 28th 2014 meeting of the University Senate to order at 3:34 PM, in Eberly Auditorium.

Minutes from the December 3rd 2013, meeting were **APPROVED** pending minor revisions.

Attendance at the Senate meeting can be found on the Senate website under Meeting Minutes.

Agenda items for the January 28th 2014, meeting were **APPROVED** after the order the change to allow for the election of a vice chairperson.

Nominations were taken for the Vice Chairperson's position; Zach Chandler was nominated and seconded. Nominations were closed. Zach Chandler was then elected to the position of Vice Chairperson.

REPORTS AND ANNOUNCEMENTS

President's Report

As announced in today's IUP Daily IUP Alumni, Tim and Debra Cejka, have supported the new sciences and mathematics building with a \$1.25 million gift. Thanks goes to Dean Snavely and all those involved on making this happen.

The Board of Governors met last week and approved three items:

1. They approved our proposal to pay off the KCAC debt. This will be done in this fiscal year.
2. They approved the purchase of a $3\frac{1}{2}$ acre property close to Robertshaw for \$513,000. This is a key piece of property that links this campus to the south campus. The closing will be on Thursday.
3. Finally, they approved a Strategic Plan for the system. See attached below.



StrategicPlan2020
Rising to the Challenge

UBAC has not met since the last Senate meeting but will be meeting shortly to deal with the \$2.6 million shortfall. We also have to decide about targets for tuition. The revenue numbers are in the ballpark of where they need to be. We had a decent fall-to-spring retention this year but there is still more work to be done.

A question was asked regarding the recent reports of several PASSHE institutions being allowed to change tuition. What was IUP's proposal?

IUP submitted a couple of proposals.

1. IUP would like to increase any tuition increase by an additional 1.5% to provide aid to students.
2. IUP would like to change tuition to per credit rather than block credit. Both of these are still being reviewed by PASSHE.

Provost's Report

Good afternoon.

- I want to announce that Dr. Caleb Paul Stevenson Finegan, Associate Professor of History has been selected to serve as the director of the Robert E. Cook Honors College at IUP. Dr. Finegan began his new role on January 21, 2014. He is serving half-time as director this semester to allow for a seamless transition. I want to publically express my appreciation of Dr. Janet Goebel's leadership as director and thank the search committee for their suburb good work.
- IUP's preparation for Middle States re-accreditation continues. The design for IUP's self-study is complete and has been approved by the Middle States steering committee at its January 21, 2014 committee meeting. The self-study design document is available on the accreditation website. Our Middle States liaison – Debra Klinman will visit IUP on February 26, 2014. This visit will include a public forum. Additional information will be forthcoming. These are milestone accomplishments. IUP remains nicely ahead of the schedule we set for ourselves. I want to thank all the steering committee for their suburb, hard work.
- A brief comment about Strategic Planning...the process is gaining momentum. Thank you to all the members of the UPC for their efforts thus far. This initiative has the highest priority for IUP as the action can have a near-immediate effect, impacting finances and directly influencing student success.

Curriculum Revisions

In response to the Senate recommendations from the December 3, 2013 meeting, I accept the following:

From the University-Wide Undergraduate Curriculum Committee:

- A. The following course is approved by me and may be offered immediately:
 - JAPN 102 – Elementary Japanese II
 - JAPN 201 – Intermediate Japanese
- B. Program revision from the Criminology department of the Bachelor of Arts – Criminology.

- C. Program revisions from the Biology department of the Bachelor of Science – Biology; the Bachelor of Science – Biology/Pre-veterinary track; the Bachelor of Science – Biology/Pre-medical track; the Bachelor of Science – Biology/Environmental Health track; the Bachelor of Science – Biology/Ecology, Conservation, and Environmental Biology track; the Bachelor of Science – Biology/Cell and Molecular Biology track; and the Bachelor of Science in Education – Biology.
- D. New minor from the Health and Physical Education department – Sport Management.

From the University-Wide Graduate Curriculum Committee:

- A. The following course is approved by me and may be offered immediately:
 - ENGL 415/515 – English Language Studies for Teachers
- B. New policies on the Early Admission to Graduate Programs and Dual Enrollment in Graduate Programs

A question was asked to clarify the email regarding the email requesting writing intensive courses.

The idea behind these revisions came from the original Liberal Studies requirements that writing intensive courses be revised very few years. However, over the last twenty years this has not really been done. So the committee decided to take this opportunity to get faculty to re-think their courses and revise them where necessary. The revisions are not expected to be trivial but to allow faculty and departments to think about the courses that are writing intensive and make changes where necessary.

Chairperson's Report

Welcome back to weather that perhaps only our president is actually prepared for. I have only one announcement today. Dr. Debra Klinman from Middle States will be on campus on Wednesday, February 26. There will be an open forum with her in room G98 Wallwork to review the proposed self-study design proposal. Please try to attend if you can.

Parliamentarian's Report--Robert's Rules Tip of the Month

Robert's Rules Resolutions You Can Keep!

*1) Resolve to observe the **Rules of Debate***

“you speak as though you are talking to the chair, not directly to other members” (31)

“Even if you are asking a question of another person, do this through the chair.” (32)

“Also, as much as possible, avoid using the names of other members in debate.” (32)**

**Robert's Rules suggests the use of 'previous speaker,' but our practice has generally been to use 'Senator LastName.'

*2) Resolve to understand the difference between **Table** and **Postpone***

Lay on the Table (often inappropriately termed 'tabling a motion') - "there is a reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its

consideration, but with the provision that it can be taken up again whenever a majority so decides" (127)

Take from the Table - "it is desired to resume consideration of a main motion which lies on the table" (132)

Postpone to a Certain Time - "the assembly might prefer to consider the main motion later in the same meeting or at another meeting" (127)

3) *Resolve to **Amend** rather than offer the (dreaded) ‘friendly amendment’*

1) Insert or add words – “*I move to amend by inserting/adding...*”

2) Strike out words – “*I move to amend by striking out...*”

3) Strike out and insert words – “*I move to amend by striking out X and inserting Y...*”

4) *Resolve to clarify by use of **Incidental Motions***

Senator: **A Parliamentary Inquiry**, please.

Senator: **Point of Order!**

5) *Resolve to never **Abstain!***

“To abstain means to refrain from voting, and, as a consequence, there can be no such thing as an ‘abstention vote’” (115).

“... if the vote required is a majority or two thirds of the members *present*, or a majority or two thirds of the entire membership, an abstention will have the same effect as a ‘no’ vote” (116).

Quoted excerpts from Robert's Rules of Order Newly Revised: In Brief (2004)

Rules Report (Senator Korns)

As you entered today you were asked to look at your roster information. If you are a department rep whose term is about to expire and you would like to run again please let your department chairperson know and ask to be re-elected in your department. Similarly for appointed administrator senators please contact the provost and let him know that you would like to be reconsidered for appointment for another term. The roster will be emailed out again so those who are not in attendance today will have a chance to review their information

In a couple of weeks we will begin Phase 1 of the elections when a campus wide call will go out calling for nominations for at large faculty and staff and members of UWUCC and UWGC.

We will continue to use MYIUP.

A question was asked if temporary faculty can run for Senate. The answer is yes they can be elected as department reps as well as faculty at large.

The next Rules Committee meeting will be Feb 4th at 3:30 PM in Keith 6.

University Wide Undergraduate Curriculum Committee (Senator Sechrist)—No report.

Chairperson LaPorte would like to remind senators that we are still soliciting ideas on improving/streamlining the curriculum revision process. The following requests are made during the last Senate meeting:

- What should the role of the college curriculum committees be? Should they be eliminated or should they be restricted in scope (e.g., examine proposals for overlap or duplication of effort within a college)
- What should the role of the department curriculum committees be?
- What do faculty feel is bogging down the curricular process?
- What would you like to see changed about the process?

A warning was issued about streamlining the curriculum process. We don't want to have a frictionless path that allows curriculum through that is not in the best interest of the faculty or the good of the university. We want to make sure that there is not passivity, all have responsibilities otherwise there may be un-intended consequences.

It was pointed out that at the graduate level faculty are doing a lot of extra work at different levels. What is needed is a single uniform way that all will buy in to.

Another suggestion was a better electronic tracking system where various levels could identify what they want/need in terms of corrections.

University Wide Graduate Committee (Senator Piper)

The committee would like to point out that course proposals for summer and fall need to be submitted by March in order to make the April Senate agenda. Program revisions need to be submitted by February. There is a tracking log on the graduate website that tracks proposals once they arrive at the committee.

The UWUCC would also like to point out that their docket can be found the website.

Noncredit Committee (Senator 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 be 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 hour 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.

The next meeting will a visit to the American Language Institute.

Library and Educational Services Committee (Senator Ford) The next meeting will be Feb 4th at 3:30 PM in Stabley 210.

Research Committee (Senator 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

An email was sent out today regarding the USRC Senate Fellowship Competition for which proposals are due on Feb 14th.

Student Affairs Committee (Senator Stocker) The next meeting will be Feb 4th 3:30 PM.

University Development and Finance Committee (Senator Wick). The next meeting will be Feb 4th at 3:30 PM in Sutton 218.

Academic Affairs (Senator Dugan) The next meeting will be Feb 4th at 3:30 PM in the Conemaugh Room

Awards Committee (Senator Wisnieski) The next meeting will be Feb 6th at 3:45 in Eberly 108.

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.

The UPC met again yesterday, Jan 27th 2014. There were four items on the agenda.

1. PASSHE – Strategic Plan

- Dr. Driscoll shared PASSHE's Strategic Plan with the group. A pdf version of the document can be found earlier in these minutes under the president's report. The Board of Governors have approved this document and it is the result of two years of work during which time there were lots of changes at the leadership level throughout

PASHEE. This document should be taken into account as IUP works to develop our strategic plan.

- Barb Moore pointed out that all performance measures are sprinkled throughout the document. This shows two things.
 - i. Performance funding is not going away
 - ii. We need to make sure we pay attention to them and do the best we can.

2. PASSHE – Funding Formula/Tuition Flexibility

- At the system level the Board of Governors have established a funding formula task force. Appropriations are distributed based on a formula. (How many students, resident FTEs by discipline, and how much does it cost to educate them (science v English; doctoral v freshman)? How much money do we have? All this is weighted by categories. We get 26% from the state and from there it is divided up depending on the majors cost share. Over the years the amount we are getting has not changed but the costs have gone up. This still worked fine as long as our numbers were growing. But in recent years, circumstances have changed. The task force has been formed to gather information and redesign/tweak/come up with a new formula to distribute the funds.
- Tuition Flexibility—the board has also voted on some pilot programs on how some institutions can change funding. West Chester, Edinboro, California, and Clarion have all had pilot programs approved.

3. Performance Measures Update

We have finally received some instructions regarding performance funding on the non-mandatory measures. The subcommittee has been looking at them. Changes have to be made in the following areas:

- Third to Fourth year persistence: we have gone down so we will not make that measure.
- Support Expenditures—look good on this one and so will not negotiate on this
- Number of Donors—if left alone we will meet this target. So meeting it next year might be a challenge but if we do it over a three-year average. There is concern about the long term growth on this one.
- Federal Grants—has a meeting later in the week to see what needs to be done here.
- Instructional Productivity—no longer allowed to pursue this one so looking to replace it. There are two possible replacements.
 - i. International population (perhaps using three year averages) and doing it as a comparison to our total population.
 - ii. Out of classroom experiences—practicums, internships, etc—very good measure but we need time but there are other impacts, for example workload. Could also add undergraduate research but has there been enough of discussion about this.
 - iii. Others mentioned: Blended classroom/Distance Education We did look at distance education but there are still the issues arising with getting approval from other states.

With regard the mandatory measures—they will be setting targets but we have not seen those yet. Last year we did have the opportunity to negotiate on some of them but not sure for this year. Will have an opportunity to negotiate the private giving. Last year was \$5.3 million so will need to decide how we want to proceed.

4. Up-date IUP Strategic Plan/Middle States

- Updates from the Middle States Plan—This work is rolling along according to schedule. The Self-Study Design Proposal will be available shortly. Dr. Klinman will be on campus Feb 26th. There will be an open forum 1:15-2:00 G98. Subcommittee chairs are asked to encourage their members to attend. News about it will be made available. We remain significantly ahead of the mark in terms of work being done/completed so far.
- Strategic Goals
When looking at the four elements of PASSHE Strategic Plan and the pages following them these are four key factors to which IUP's values can be assigned:
 1. Excellent academics
 2. Successful students
 3. Fiscal stability and affordability
 4. Demonstrable outcomes

While our plan does not have to be based on this Strategic Plan it is the rubric by which our strategic place will be evaluated.

IUP Values

- Demonstrating an excellent return on educational investment. (#4)
 - Knowing students as individuals who work closely with faculty and staff members. (#1, #2)
 - Responding to the needs of students and society with a range of innovative programs and scholarship. (#1)
 - Employing evidence in decision making and in demonstrating results. (#4)
 - Drawing on IUP's tradition in Indiana and western Pennsylvania to serve students worldwide. (#1, #2)
 - Enjoying historic, inspirational, and functional campuses and facilities. (#1, #3, #4)
 - Using technology to reach place-committed students and enhance learning for all. (#2, #3)
 - Celebrating engaged, successful alumni. (#1, #2, #3, #4)
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- Update from subcommittee on student success—have done a lot of work and would like to present the areas they would like to focus on and perhaps get some feedback.
 1. Punxsutawney Campus—how can we improve the transition? A lot has been done but numbers are still not good. How/what can we do to improve their experience/success here on main campus?
 2. Winter session—what can we do about improving on-line learning? A lot of students are struggling: ending up in debt, because of bills have holds on their

accounts, failing their courses. Recognize that it is a great thing for many students but maybe not those who are at risk.

Discussion: What are the numbers of those who do not do well? Analyze all students to look at both the success and failure stories. We need to understand who the clientele are that are taking courses during the winter session and why. Some are ours/some other institutions why are they doing it? Could we look at the number of credits that students are taking? There needs to be some data collection and analysis. A winter task-force is to be established and there needs to be representation from the student success UPC subcommittee. Contact Dr. Moerland if interested.

3. Students who didn't return after the first semester. Look at the reasons why academics/financial and what did the a-deans learn from conversations with those students. If it's for financial reasons, how much money are we talking about? What can we do on the front end? Do these students (and parents) need a better understanding of college costs?

Discussion: How do we queue our advisors, counselors, a-deans, to help both the students that come for help and those that don't call for help but need it. We have a lot of data from various sources. There have been talks with a third party vendor—will work with our data and provide any information we need. We need to take a careful look at two things: (1) academic success center (2) the data from this vendor and see where it can lead us/take us with regard retention rate. Our retention rate has been falling for the last number of years. How can we stop it?

Presidential Athletic Advisory Council (Senator Hinrichsen) No report.

Academic Computing Policy Advisory Council (Senator Ford) The next meeting will be tomorrow (Jan 29th) at 3:00 PM at 138 Stouffer.

University Budget Advisory Committee (Senator Radell) No report.

New Business none

The meeting was adjourned at 4:19 PM.

Respectfully submitted by
Edel Reilly
University Senate Secretary