

University Senate

Tuesday, April 4, 2023

3:45pm – 5:00pm

Eberly Auditorium

Approval of Order

- A. Approval of minutes from March 7, 2023 meeting
- B. Approval of current agenda items and order

Reports and Announcements

- A. President Driscoll
- B. Provost Luetkehans
- C. Chairperson Piper
- D. Vice Chairperson Haque

Appendix Page(s)

Standing Committee Reports

- A. Rules Committee
- B. University-Wide Undergraduate Curriculum Committee
- C. University-Wide Graduate Committee
- D. Library and Education Services Committee
- E. Research Committee
- F. Student Affairs Committee
- G. University Development and Finance Committee
- H. Academic Affairs Committee
- I. Awards Committee
- J. Noncredit Committee

Chairperson

Decker		
Sechrist	A	2-4
Moore/Gossett		
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Paul		
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Senate Representative Reports

- A. University Planning Council
- B. Presidential Athletic Advisory Council
- C. Academic Computing Policy Advisory Committee
- D. University Budget Advisory Committee

Representative

Moore
 Castle
 Ford
 Soni

New Business Adjournment



APPENDIX A
UNIVERSITY-WIDE UNDERGRADUATE CURRICULUM COMMITTEE
CHAIR SECHRIST AND GREENAWALT

FOR INFORMATION:

1. Department of Biology—New Course, Course Revisions, Catalog Description Changes, Course Title Changes, and Modification of Prerequisites

a. New Course:

BIOL 470 - Ecology Capstone

Rationale: This course has been taught during the fall semester for several years as BIOL 490 -Field Studies, and we wish to formally differentiate the course from summer field courses that are also taught under the BIOL 490 umbrella. There are three main reasons to do so: (1) The BIOL 490 course description uses generic wording to cover several possible summer field courses, and we wish to revise the description to more accurately reflect the fall semester course; (2) the current course configuration lumping the fall course with summer courses is confusing to students; and (3) all BIOL 490 courses are currently listed on student transcripts under the ambiguous and unsatisfying title “Field Studies in Biology.” Creating a separate course will make the course selection process less confusing for students and advisors, and it will reduce ambiguity of descriptions in the course catalog and on student transcripts.

b. Course Revisions/Changes with Catalog Description Changes, Course Title Changes, and Modification of Prerequisites:

i. BIOL 463 - Freshwater Ecology

Rationale: Changing the course title from Limnology to Freshwater Ecology is intended to make the content and theme more immediately clear to students. Freshwater Ecology also implies a broader subject matter that it is hoped will be attractive to more students in Biology and other departments. Outcomes are updated to reflect the course as it will be taught by its new instructor.

ii. BIOL 490 - Field Studies in Ecology: (variables follow): Tropical Biodiversity and Sustainability; Ecology of Islands and Coastal Systems; Ecology of Tropical Montane Forests; Tropical Field Herpetology; Appalachian Biodiversity

Rationale: This course is being revised to include variable titles. This is a special topics field biology course that is typically associated with summer study away courses and has different topics and instructors, sometimes during the same semester. Students are allowed to take this course more than once for credit and grade if content is different. Adding variable titles will provide clarity in scheduling, registration, and transcript records by allowing clear differentiation between different course offerings rather than masking different study away courses under the same title (which can be repeated 2-3 times on some transcripts). A minor update to the Catalog Description is also included to make it more consistent with general catalog format and add information about varying topics. The prerequisite is going from variable depending on topic to none.

2. Department of English—New Certificate
Secondary English Education Certificate



Rationale: We are proposing the Secondary English Education Certificate while revising our BA English curriculum. This certificate will be available to students who are pursuing the English Education specialization within the BA English curriculum. We are proposing to combine our two current English BA tracks (Literature/Culture and Writing Studies) and our BS English Education into one English BA degree with multiple specializations. Students in the new English BA would then also do this English Education certificate option if they plan to become secondary English teachers.

This curriculum change is designed to accomplish the following: 1) Streamline the curriculum to offer multiple paths to degree completion. With reduced faculty resources, English Ed and English BA students have had trouble getting the courses they need. As part of this curriculum revision, we are building a course rotation that accommodates all of our students and their interests, makes core requirements clearer, and builds flexibility for students to get what they need to graduate. 2) Unify our students. Former BSED students (now BA + English Ed Certificate students), for example, will all take the capstone course along with other BA students. 3) Simplify advising for faculty and for students. With our English Education faculty down to two from formerly six, faculty who are not familiar with the English Education program requirements are now advising English Education students. With a combined BA program and this additional English Education certificate, all students and faculty will work from the same checklist.

3. Department of Nursing and Allied Health—New Courses, Course Revisions, Credit Hour Changes, Course Title Changes, Modification of Prerequisites, and Program Revision

a. New Courses:

- i. [RESP 331 - Respiratory Care Equipment Lab](#)
- ii. [RESP 332 - Respiratory Care Equipment II Lab](#)

Rationale: Our program received a citation during our accreditation site visit due to not have any lab courses. We were asked to add lab courses to the curriculum so students could practice psychomotor skills. It is best practice for the students to practice skills in the lab while learning the equipment in the didactic course. Each of these courses will be one credit.

b. Course Revisions:

- i. [RESP 329 - Respiratory Care Equipment I](#)

Rationale: RESP 329 - Respiratory Care Equipment is currently a 4 credit course. It is being changed to 3 credits since our program received a citation during our Spring accreditation site visit for not having an equipment lab in the curriculum. Therefore, this class is being reduced to a 3 credit course and then we are adding a new 1 credit equipment lab course to fulfill the accreditation request. We are also changing the title by adding I to match the revised sequence.

- ii. [RESP 334 - Respiratory Care Equipment II](#)

Rationale: One credit is being taken from this course to make a 1 credit lab equipment course as directed by our accrediting agency during their Spring site visit. The name change from Respiratory Care Instrumentation and Application to Respiratory Care Equipment II makes more sense since their first Equipment course is in the semester prior.

c. Program Revision:

[RESPIRATORY CARE, BS](#)

Rationale: 1 credit lab courses are being added due to a citation from our accreditation body. Our accreditation site visit was this Spring. The citation was for not having lab courses therefore two one credit labs are being added to coincide with our two Respiratory Equipment courses. Respiratory Students will have more opportunity to work in the labs with our equipment.



4. Department of Safety Sciences—Course Revision

SAFE 493 Internship

Rationale: The department is doing a program revision to free up some courses to allow students in our program to have free electives so that they can take classes outside the major and pursue minors and certificates. We are revising our part-time internship course (SAFE 493) to be a variable 6 or 12-credit course. The first 6 credits will count toward fulfilling program degree requirements. If a student chooses to take the 12-credit internship, the additional 6 credits will count as free electives. In addition, this change can help to reduce faculty complement requirements for overseeing internships, especially during summer. We will eventually delete SAFE 488, which had been our 12-credit internship course.

5. Department of Art and Design—Program Revision

Graphic Design and Illustration Track, Art Studio, BFA

Rationale: The following changes are being proposed to improve students' experience in the program: 1) All courses with the IFMG prefix will be removed from the Controlled Electives portion of the program. We have been informed by the Department of Mathematics and Computer Sciences that these courses are no longer available following the dissolution of the Department of Information and Decision Sciences. Leaving these courses in the Controlled Electives menu would be misleading to students.

2) The newly approved course ARHI 103 How Design Changes the World will replace ARHI 100 Arts of the 20th Century as the introductory Art History course in the program because it is more relevant to the needs of students studying Graphic Design and Illustration. This course will also serve as a replacement for ARHI 301 Design History, which we are removing from the program. Students will instead take any 400 level Art History course offered in compliance with the expectations of our accrediting body, the National Association of Schools of Art and Design.

3) ART 113 Three-Dimensional Design will be removed from the required Studio Foundations category and placed in the Controlled Electives category. This will change the total number of Controlled Elective credits required in the program from 12 to 15. The total number of required Studio Foundations credits will correspondingly decrease from 12 to 9. This will allow incoming freshman in our program to fast track into ART 218 Introduction to Graphic Design in their second semester and will give greater flexibility to transfer students who are seeking to integrate transfer credits with available course offerings. ART 113 Three-Dimensional Design was also recently approved as a Liberal Studies Fine Arts Required course available to students across the University, and, with a course cap of just 24 students, there are significant concerns about there being enough available seats for students in our rapidly growing program. The Graphic Design and Illustration Track currently has the second highest number of applicants, admits, and deposits in the Department of Art and Design, behind only Interior Design. There is precedent in the Department of Art and Design for requiring only 9 credits of Studio Foundations, as seen in both the Art Education and Art History programs.



**APPENDIX B
RESEARCH COMMITTEE
CHAIR SCIULLI**

FOR INFORMATION:

Minutes – March 21, 2023

Members Present: Lorraine Guth, Lisa Sciulli, Valerie Gunter, Bethany Jackson

There were 8 USRC small grant proposals for review and the decision was made to fund 7, totaling \$8,863.00. This month's proposals consisted of 8 travel proposals and 0 research proposals.

- Parimal Bhagat
- Zach Collins
- Marissa McClure Sweeny
- Brittany Pollard-Kosidowski
- Lisa Price
- Michael Schwartz
- Robert Sweeny

See USRC website for research and travel funding opportunities.



**APPENDIX C
ACADEMIC COMMITTEE
CHAIR DUGAN**

**FOR ACTION:
CURRENT**

Eligibility and Application for Graduation (approved March 1, 2016)

Commencement ceremonies at IUP are in May at the conclusion of the spring semester and in December at the conclusion of the fall semester. Students who have applied for graduation for May and August are invited to attend the May ceremony and are included in the commencement booklet.

Students are responsible for knowing and fulfilling the requirements for graduation in their degree program. All students who expect to graduate are required to apply for graduation. Dual baccalaureate degree students must file a separate graduation application for each degree. Undergraduate students should check the published deadlines for graduation application and should apply on the web at MyIUP (my.iup.edu). Further information on applying for graduation may be obtained at the dean's office of the student's primary major college.

Degrees will not be posted until approval by the dean or the dean's designee of the college of the student's primary major is received in the Office of the Registrar. Diplomas will then be issued provided all financial obligations and requirements (including primary major, secondary majors, and minors) have been satisfied.

PROPOSED

Eligibility and Application for Graduation (Undergraduate and Graduate)

It is the responsibility of all students to know and fulfill their requirements for graduation and to track their academic progress. Information on applying for graduation may be obtained at the dean's office of the college of student's primary major or program and on the commencement website (www.iup.edu/commencement).

Commencement ceremonies at IUP are in **the month of May** at the conclusion of the spring semester, and in **the month of December** at the conclusion of the fall semester. **All undergraduate and graduate students must complete an application for graduation. The application for graduation is also required for participation in the commencement ceremony. The deadlines for the application for graduation are posted on the commencement website (www.iup.edu/commencement).** Dual baccalaureate degree students must file a separate graduation application for each degree. Students apply for graduation through MyIUP.

Students who have applied for May graduation attend the May commencement ceremony and are included in the May commencement booklet. Students who have applied for August graduation attend the May commencement ceremony and are included in the May commencement booklet.

Undergraduate students: August graduates can petition the dean or the dean's designee of the college of the student's primary major to attend the December commencement ceremony but will not be included in the December commencement booklet (they are included in the May commencement booklet).

Graduate students: August graduates can choose to participate in the May or December commencement ceremony. August graduates will not be included in the December commencement booklet (they are included in the May commencement booklet).

Students who have applied for December or January graduation attend the December commencement ceremony and are included in the December commencement booklet.



Please note: Students need to reapply for graduation if they have not met all of their requirements for their initial date of graduation.

Degrees will not be finalized until approval by the dean or the dean's designee of the college of the student's primary major is received in the Office of the Registrar. Diplomas will then be *mailed to the student*^[1] provided all financial obligations and requirements (including primary major, secondary major(s), and minors) have been satisfied.

Rationale: The policy was reviewed upon learning that some students (typically August graduates) had expressed a need for some flexibility as to when they might participate in commencement. After deep review and given that we do not have an August commencement, the proposed policy provides additional flexibility while recognizing the many facets of planning and printing materials for a commencement. The committee incorporated changes recommended by the graduate school that reflect their commencement opportunities.

^[1]Students with an international address will have their IUP diploma sent to the Office of International Education [OIE]



FOR ACTION:
CURRENT

IUP Policy for Enrolled Students Called to Active Military Service (approved 4.3.2018)

IUP provides two options for students who are currently enrolled but called to active military duty before the end of the semester:

Option 1

The student may choose to do a total semester withdrawal from all his/her classes and, under a State System of Higher Education policy, receive a full refund for tuition and fees; any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of the withdrawal. This option requires that the student withdraw from every course and receive no grade for any course taken in that semester.

To process a total semester withdrawal, undergraduate students must contact the Office of the Student Advocate at the Academic Success Center to complete the necessary paperwork to assign the course withdrawal designations and to start the process for refunds; graduate students must notify the School of Graduate Studies and Research, 101 Stright Hall, (www.iup.edu/graduatestudies).

Any student who has elected to use this option shall be granted readmission for the next semester in which the student wishes to return to IUP. The student's academic standing at the time of readmission shall remain as it was before the call to active military duty.

For federal student aid recipients, the return of Title IV student aid will be applicable. Students who previously received a refund from their Title IV federal aid awards, may have to return these funds to the university so that federal aid programs can be credited appropriately.

Option 2

If a substantial part of the semester (typically two-thirds to three-quarters of the semester) has been completed by the time the student is called for active military duty, he/she may meet with each instructor to determine an appropriate grade. Since assignment of grades is the responsibility of the instructor, he/she may assign whatever grade is appropriate. If the appropriate grade is an "incomplete," IUP will extend the deadline by which the incomplete must be removed to 180 days from the time the student returns from active duty. Any university room and dining hall contract fees would be refunded on a prorated basis for the actual services the student has received up to the date of leaving the university for active duty.

Undergraduate students must contact the Office of the Student Advocate at the Academic Success Center to complete the necessary paperwork to start the process for refunds; graduate students must notify the School of Graduate Studies and Research.

Any student who has elected to use Option 2 who wishes to return to IUP must apply for readmission, which will be granted under this policy.

Questions may be addressed to the Office of the Registrar, 300 Clark Hall, (www.iup.edu/registrar).

PROPOSED

IUP Policy for Enrolled Students Called to Active Military Service

IUP provides two options for students who are currently enrolled but called to active military duty before the end of the semester:

Option 1



Students may choose to do a total semester (fall, spring, summer, winter) withdrawal from all their classes and, under a State System of Higher Education policy, receive full refunds for tuition and fees; any university room and dining hall contract fees would be refunded on a prorated basis for the actual services students have received up to the date of the withdrawal. This option requires that students withdraw from every course and receive no grade for any course taken in that semester.

To process a total semester withdrawal, undergraduate students must contact the Office of the Student Advocate at the University College to complete the necessary paperwork to assign the course withdrawal designations and to start the process for refunds; graduate students must notify the School of Graduate Studies and Research.

Students who have elected to use this option shall be granted re-enrollment for the next semester in which the students wish to return to IUP. The students' academic standing at the time of re-enrollment shall remain as it was before the call to active military duty.

For federal student aid recipients, the return of Title IV student aid will be applicable. Students who previously received a refund from their Title IV federal aid awards may have to return these funds to the university so that federal aid programs can be credited appropriately.

Option 2

If a substantial part of the semester (fall, spring, summer, winter) has been completed (typically two-thirds to three-quarters of the semester) by the time students are called for active military duty, they may meet with each instructor to determine an appropriate grade. If the appropriate grade is an "incomplete," IUP will extend the deadline by which the incomplete must be removed to 180 days from the time students return from active duty. Any university room and dining hall contract fees would be refunded on a prorated basis for the actual services students have received up to the date of leaving the university for active duty.

To process a partial semester withdrawal, undergraduate students must contact the Office of the Student Advocate at the University College to complete the necessary paperwork to assign the course withdrawal designations and to start the process for refunds; graduate students must notify the School of Graduate Studies and Research.

Students who have elected to use Option 2 who wish to return to IUP must apply for re-enrollment, which will be granted under this policy.

RATIONALE: As a part of cyclic review, terms and locations were updated.



FOR ACTION: **CURRENT**

Course Repeat Policy (Approved December 3, 2019)

A student may not normally repeat an academic course. Exceptions to this policy are:

1. **Repeatable courses:** Certain courses are eligible for repeat for credit and grade. These courses are advanced art studio courses, music ensembles, special topics courses (281, 481) if the topic is different, and other specifically designated courses.
2. **D, F, and N grades:**
 - a. *Repeat with replacement:* Undergraduate students are permitted to replace the grades and quality points in the GPA calculation for courses in which they receive a “D,” “F,” or “N” grade by repeating that course at IUP. A single course may be repeated two times, i.e., a student may take the course three times (initial attempt and two repeat attempts). A student must receive their dean’s approval to take the course a fourth time. The most recent grade, regardless of whether it is higher or lower than the grade(s) from previous attempt(s), will be used in the GPA calculation. However, all repeated courses with their grades still appear on the transcript. No more than six repeat-with-replacement attempts are permitted for undergraduate students in which the repeated grade replaces the original course grade. Subsequent repeats will then be averaged into the student’s cumulative GPA.
 - b. *Course transfers:* Students seeking to replace or average “D,” “F,” or “N” grades must repeat these courses at IUP. If an IUP course in which a student received an “F” or “N” is repeated at another institution, the credit will transfer to IUP if the course grade is “C” or better, but the original “F” or “N” will continue to count toward the IUP GPA. If an IUP course in which a student received a “D” is repeated at another university, neither the grade nor the credit will transfer.
 - c. *Postbaccalaureate students (Undergraduate):* Students seeking to replace or average “D,” “F,” or “N” grades must repeat these courses at IUP. If an IUP course in which a student received an “F” or “N” is repeated at another institution, the credit will transfer to IUP if the course grade is “C” or better, but the original “F” or “N” will continue to count toward the IUP GPA. If an IUP course in which a student received a “D” is repeated at another university, neither the grade nor the credit will transfer.
3. **Other grades:** Courses in which students earned a grade of “A,” “B,” “C,” or “P,” may be repeated only on an audit basis. New grades will not be assigned, and additional credit will not be awarded.

PROPOSED

Course Repeat Policy

A student may not normally repeat an academic course. Exceptions to this policy are:

- 1.
1. **Repeatable courses:** Certain courses are eligible for repeat for credit and grade. These courses are advanced art studio courses, music ensembles, special topics courses (281, 481) if the topic is different, and other specifically designated courses.
2. **D, F, and N grades:**
 - a. *Repeat with replacement:* Undergraduate students are permitted to replace the grades and quality points in the GPA calculation for courses in which they receive a “D,” “F,” or “N” grade by repeating that course at IUP. No more than six repeat-with-replacement attempts are permitted for undergraduate students. A single course can be repeated a maximum of two times. The most recent grade (regardless of whether it is higher or lower) will be the grade used in the GPA calculation. However, the transcript continues to document all academic work, and repeated courses are not deleted from the visual record.
 - b. *Course transfers:* Students seeking to replace or average “D,” “F,” or “N” grades must repeat these courses at IUP. If an IUP course in which a student received a “D,” “F” or “N” is repeated at another institution, the credit will transfer to IUP if the course grade is “D” or better (but only if



- students have a GPA of 2.0 or higher from the institution attended). However, the original “D,” “F” or “N” will continue to count toward the IUP GPA. Please note that some academic programs require students to repeat certain courses in which a “D” grade was earned.
- c. *Postbaccalaureate students (Undergraduate)*: Students seeking to replace or average “D,” “F,” or “N” grades must repeat these courses at IUP. If an IUP course in which a student received a “D,” “F” or “N” is repeated at another institution, the credit will transfer to IUP if the course grade is “D” or better (but only if students have a GPA of 2.0 or higher from the institution attended). However, the original “D,” “F” or “N” will continue to count toward the IUP GPA. Please note that some academic programs require students to repeat certain courses in which a “D” grade was earned.
 3. **Other grades:** Courses in which students earned a grade of “A,” “B,” “C,” or “P,” may be repeated only on an audit basis. New grades will not be assigned, and additional credit will not be awarded.

RATIONALE: Information in this policy was revised to align with other transfer related policies that have been revised in the past year.



**APPENDIX D
NON-CREDIT COMMITTEE
CHAIR O'NEIL**

FOR INFORMATION:

Leadership Certificate for Healthcare Professionals

Meeting date: Monday, March 20, 2023 at 10:00 am

In attendance: Tess O'Neil, Chair, Marcy Rearick, Vice Chair, Members: Thomas Barnes, Joshua Castle, Rich Muth, Lynn Pike

Guest: Melissa Daisley

Interviewees: Richard Muth

The committee learned that the need for training mid-level leaders and managers originated through contacts with healthcare employers who were lamenting the loss of great workers when they were promoted into new leadership positions. This included people working as social workers, nurses, therapy, activities/engagement, etc. Employers conceded that what made a great social worker, for example, did not always transition into the skillset necessary to lead former peers.

The Certificate of Completion program was drafted out and then shared with numerous healthcare employers for feedback. Eight modules were created around centralized topics of leadership and management. Each of these modules was compiled to be five hours in length for a total program of 40 hours of training.

Funding was obtained through the SSHE Workforce Development initiative and IUP faculty were contracted to develop each curricular outline into a full five-hour curriculum. Once the full curriculum was developed, work with healthcare employers and workforce investment agencies assisted with the scheduling of the inaugural offering of the certificate of completion.

The first offering is T/R 2:30-5:00 pm in the months of April and May 2023. The flyer is included. At the time of the meeting there were five people registered, all from Punxsutawney Hospital, which was one of the employers who supported the development of the program design. The eight modules are:

- Leadership Theories
- Teambuilding
- Diversity & Biases
- Financial Literacy and Operational Efficiency
- Conflict Resolution
- Strategic Communications
- Supervision
- Healthcare Funding

{Update: As of March 27, there are now fourteen registrations from Punxsutawney Hospital and an additional two from IRMC interested. The class is full and future offerings are being considered.}



LEADERSHIP CERTIFICATE FOR HEALTHCARE PROFESSIONALS

This Leadership Certificate is a 40-hour noncredit training program for healthcare professionals engaged in or preparing for new leadership and management positions. The training includes both theory and application of topics including leadership theory, supervision, conflict resolution and negotiation, financial literacy, and communications.

Classes will be taught from a classroom at IUP's Indiana Campus with zoom-connected classrooms at Punxsutawney, Northpointe, and Pittsburgh East.

Register to save your seat at:

www.iup.edu/marketplace
(click on Regional & Workforce Education)



Tuesdays & Thursdays
2:30-5:00 p.m.

April 4/6, 11/13, 18/20, 25/27,
May 2/4, 9/11, 16/18, 23/25

- Program Cost:
\$750.00 per person
- Class sizes are limited.

For more information, contact:
Richard Muth 814-938-1449 or RMUTH@IUP.EDU

