

# University Senate

Tuesday, November 1, 2022

3:45pm – 5:00pm

Eberly Auditorium

## Approval of Order

- A. Approval of minutes from October 4, 2022 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. University Development and Finance Committee
- E. Academic Affairs Committee
- F. Awards Committee
- G. Noncredit Committee
- H. Library and Education Services Committee
- I. Research Committee
- J. Student Affairs Committee

## Chairperson

Decker  
Sechrist

Moore/Gossett

Drye

Dugan/Wachter  
Paul

O'Neil  
Chadwick

Sciulli/Guth  
Erwin

A

2-3

B

4-13

C

14

D

15

## 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  
RULES COMMITTEE  
CHAIR DECKER**

**FOR ACTION:**

**Rationale for proposed bylaw amendment**

The rules committee was charge with proposing changes to the bylaws to permit electronic meetings. The existing bylaws permit an asynchronous electronic meeting limited specifically to the approval of minutes of the last scheduled University Senate meeting of the academic year. The Rules Committee proposes maintaining the existing language of bylaw I. D. but moving it into the second part of bylaw that covers electronic meetings as a general topic. New D. 1. Contains proposed language authorizing electronic meetings for the University Senate and its committees. The existing asynchronous meeting language will become new paragraph D. 2. The words in red are the proposed changes

**Current:**

***UNIVERSITY SENATE BYLAWS***

**I. Meetings**

- A. The University Senate shall hold at least four monthly meetings per academic semester, excluding the summer sessions, at a time and place indicated by the presiding officer. Additional meetings may be called at the discretion of the chair, or upon petition by one-third of the University Senate membership to the Rules Committee, which shall establish a date and place and publish the reason for such a meeting within two days of the date such a petition is received.
- B. No meeting of the University Senate shall be held when the university is not officially in session.
- C. The chair of the University Senate may convene that body during the summer session when there is necessary business to transact. For the summer session, 45 members shall be considered a quorum. Any business transaction during the summer shall be subject to the review and approval of the regular University Senate at its first scheduled meeting in the fall.
- D. Following the last scheduled University Senate meeting of the academic year, an electronic asynchronous meeting will be held to review and approve the minutes from the previous meeting. The minutes will be distributed to senators electronically. Any comments, corrections, or concerns that a senator has regarding the minutes can be expressed electronically so that all senators will receive the posting. At least two business days following the posting of the minutes, the chair of the University Senate will call for a vote and provide an electronic link where senators can vote. At least one business day will be provided for senators to vote to approve or not approve the meeting minutes. Once tallied, senators and other interested entities will be informed of the outcome.

**Proposed Revision**

***UNIVERSITY SENATE BYLAWS***

**I. Meetings**

- A. The University Senate shall hold at least four monthly meetings per academic semester, excluding the summer sessions, at a time and place indicated by the presiding officer. Additional meetings may be called at the discretion of the chair, or upon petition by one-third of the University Senate membership to the Rules Committee, which shall establish a date and place and publish the reason for such a meeting within two days of the date such a petition is received.



B. No meeting of the University Senate shall be held when the university is not officially in session.

C. The chair of the University Senate may convene that body during the summer session when there is necessary business to transact. For the summer session, 45 members shall be considered a quorum. Any business transaction during the summer shall be subject to the review and approval of the regular University Senate at its first scheduled meeting in the fall.

**D. Electronic Meetings**

1. Electronic meetings are permitted for the University Senate and its committees, at the discretion of their respective chairs, subject to the provisions of any relevant bylaw or standing rule.
2. Following the last scheduled University Senate meeting of the academic year, an electronic asynchronous meeting will be held to review and approve the minutes from the previous meeting. The minutes will be distributed to senators electronically. Any comments, corrections, or concerns that a senator has regarding the minutes can be expressed electronically so that all senators will receive the posting. At least two business days following the posting of the minutes, the chair of the University Senate will call for a vote and provide an electronic link where senators can vote. At least one business day will be provided for senators to vote to approve or not approve the meeting minutes. Once tallied, senators and other interested entities will be informed of the outcome.



**APPENDIX B  
ACADEMIC COMMITTEE  
CHAIR DUGAN**

**FOR ACTION:**

**CURRENT**

**POLICY STATEMENT**

Subject: <b>Education Abroad Policy</b>		
Date:	Distribution Code:	Reference No:
Addition Deletion X New Item Revision	Originating Offices: - Provost's Office - Office of International Education	President's Approval

**Purpose**

This policy is to formalize the procedures utilized by IUP personnel (IUP students, alumni, and all IUP employees including recognized volunteers) when creating and/or participating in an official Education Abroad activity. This policy will allow IUP to govern and review its Education Abroad programs and practices to ensure their effectiveness and appropriateness.

**Scope**

This policy will assist IUP personnel with the process of developing and proposing Education Abroad experiences and planning international educational activities. As with any travel, a degree of risk is inevitable. This policy will implement safeguards to further mitigate the risk for participants, the university, IUP personnel and host programs.

The following do not fall under the scope of this policy:

1. IUP Personnel traveling as part of an official IUP Education Abroad activity without students
2. IUP Personnel traveling abroad for personal travel
3. IUP Personnel traveling abroad for purposes of professional development
4. IUP International students doing an internship in their home country

**Definition**

Education Abroad, is defined as any activity outside of the United States (non-credit or credit-bearing) undertaken by IUP personnel which contributes to the participants' academic development and, in most cases, towards an academic degree.

***Current IUP Education Abroad Options***

- **Faculty-Led**
  - An international program directed by an IUP faculty or staff member who leads students abroad. Typically, 2-8 weeks in duration.
  - May include many different types of programs, including, but not limited to traditional semesters, travel seminars and field studies.
- **Traditional Semester, Year-Long and Summer Programs**
  - Crimson Exchanges – Bilateral exchanges with IUP international partners
  - Study at IUP-approved third-party providers
  - Independent Study Abroad (direct enrollment at an international university or via an alternative U.S. institution or third-party provider)
- **Travel Seminar**



- A program in which students travel to many different cities/countries and receive instruction in each location, often regarding a unifying topic. Examples include shipboard education programs or European cultural studies tours.
- **Field Study**
  - An education abroad experience whose pedagogy revolves around experiential study outside the classroom setting with varying duration. Examples include:
    - **Service-Learning:** The pedagogical focus is placement in an activity that serves the needs of a community.
    - **Internship Abroad (also, Externship, Practicum, Practical Training, Coop):** A work abroad placement, usually connoting work with professionals, with a primary purpose that is educational. An internship program may be offered for the experience in its own right, or it may be combined with coursework and offered within the context of a study abroad program for academic credit.
    - **Research:** A subtype of field study program in which the main focus is research conducted by participating students which includes but is not limited to field schools, studios, competitions, and conference participation.
    - **Volunteer:** A noncredit placement allowing the participant to engage with the local community in a structured but unpaid capacity (some programs may provide a stipend). Although this term is often used interchangeably with service-learning, it differs in that academic credit is not awarded and there is typically less structured learning.

### Policy

All Education Abroad undertaken by IUP personnel under the auspices of IUP, whether credit or non-credit bearing, must be vetted and processed through the Office of International Education (OIE).

### Roles and Responsibilities

#### **IUP Students:**

All IUP students will contact the OIE to prepare for their international experiences optimally, not less than the semester before departure. OIE staff will assist each student based upon time, location, duration, course of study, etc. Students will follow the requirements of the OIE application process and any other necessary documents associated with their applications to IUP education abroad as directed by the OIE, academic advisors and other associated personnel.

Students will also be responsible, under the guidance of the OIE staff, to secure any required travel documents (passports, visas, residence permits, etc.).

All non-IUP students will be responsible for the necessary paperwork associated with the “State System of Higher Education Visiting Student Status” application.

All students participating in any international program will be responsible for communication using their IUP email address.

Transfer of credits will be handled by the OIE and the Office of Transfer Services.

All students will be responsible for following program-specific code of conduct as related to student behavior. Violations of this code may result in referral to IUP’s Office of Student Conduct.

All registration and financial issues will be handled by the appropriate IUP offices: OIE, Bursar, Accounts Payable, Accounts Receivable, Financial Aid, Registrar, Office of Extended Studies, and Foundation for IUP, as applicable.

The OIE and the IUP Office of the Provost have final decision regarding application status and requirements.

For IUP students who violate the policy, the following may be withheld or adversely affected:



- Transfer of credits
- Award of financial aid
- OIE fees associated with international travel retroactively added to account

Disciplinary and legal action may be taken, as appropriate.

### **IUP Employees:**

IUP employees will contact the OIE to prepare international experiences falling under the auspices of IUP and involving IUP personnel. OIE staff will assist based upon the type of program being proposed.

IUP employees leading a group abroad will be required to follow the OIE procedures. These requirements include but are not limited to:

- Submit proposal for IUP Faculty-Led Education Abroad
- Once approved by Chair, Dean, OIE, and Provost, design web presence for program with OIE staff
- Complete OIE paperwork:
  - Verify each student's completion of IUP Education Abroad Application
  - Provide detailed information concerning:
    - final travel itinerary
    - final list of student participants
    - contact phone number for every day abroad (understanding that hotels and locations may change frequently in some cases)
    - list of transportation companies and accommodations to be used (airlines, buses, ferries, hotels, hostels, etc.)
    - list of host families and their contact information, if applicable
    - list of proposed emergency procedures
- Maintain contact via IUP email and other agreed upon means
- Complete appropriate export paperwork
- Complete fiscal procedures
- Follow all IUP and Commonwealth of Pennsylvania policies and directions regarding fundraising

For IUP employees who violate the policy, the following may be withheld or adversely affected:

- Travel reimbursement
- Opportunity to lead future international programs
- Management of designated account
- IUP Travel Card privileges
- Future IUP travel funds

Disciplinary and legal action may be taken, as appropriate.

### **Office of International Education:**

The OIE will facilitate all Education Abroad opportunities for IUP personnel and provide guidance, support and troubleshooting during all phases of such programs which include but are not limited to:

- Development Brainstorm program details (locale, duration and course(s)), outreach to IUP partners and affiliates, develop a program fee and budget, establish deadlines, scholarship opportunities, etc.
- Application Process Develop a marketing plan and program details, customize electronic application, interview students, confirm



completion of application and compliance with required documentation, registration, billing, submit materials to IUP overseas partners and affiliates, etc.

- Pre-Departure  
Orientation program including preparation for overseas experience: academic expectations, safety, security, risk mitigation, visa applications, student conduct, etc.
- In-Country  
Point of contact for any emergencies (health, natural disasters, financial, student conduct, political turmoil, etc.)
- Re-Entry  
Point of contact for receipt of original transcripts, hold event for returned students, assist students with re-entry culture shock issues, resources for future/post-graduation Education Abroad opportunities, graduation cords and certificates, etc.

**Procedure:**

For more information about specific procedures, consult the OIE's webpage at <https://www.iup.edu/international/>

**Rescission:**

Not applicable.

**Publication and Distribution Statement:**

This policy will be distributed directly to IUP students and employees. It will also be posted on the Office of International Education's website and posted annually on the IUP Daily.

**Distribution:**

Code Description

- A All Employees  
All Students

**PROPOSED**

**POLICY STATEMENT**

Subject: <b>Education Abroad Policy</b>		
Date:	Distribution Code:	Reference No:
Addition Deletion <input checked="" type="checkbox"/> New Item Revision	Originating Offices: - Provost's Office - Office of International Education	President's Approval

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All registration and financial issues will be handled by the appropriate IUP offices: International Education, Student Billing, Financial Operations, Financial Aid, Registrar, Admissions, and OIE, Bursar, Accounts Payable, Accounts Receivable, Financial Aid, Registrar, Office of Extended Studies, and Foundation for IUP, as applicable.

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- Application Process Develop a marketing plan and program details, customize electronic application, interview students, confirm completion of application and compliance with required documentation, registration, billing, submit materials to IUP overseas partners and affiliates, etc.
- Pre-Departure Orientation program including preparation for overseas experience: academic expectations, safety, security, risk mitigation, visa applications, student conduct, etc.



- In-Country Point of contact for any emergencies (health, natural disasters, financial, student conduct, political turmoil, etc.)
- Re-Entry Point of contact for receipt of original transcripts, hold event for returned students, assist students with re-entry culture shock issues, resources for future/post-graduation Education Abroad opportunities, graduation cords and certificates, etc.

**Procedure:**

For more information about specific procedures, consult the OIE's webpage at <https://www.iup.edu/international/>

**Rescission:**

Not applicable.

**Publication and Distribution Statement:**

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**Distribution:**

Code Description

A All Employees  
All Students

**RATIONALE**

This policy was reviewed as a part of cyclic review. The policy, as it stands, was still effective. The committee reviewed the policy, made language updated and worked with the Office of International Education to update terminology within the policy.



**FOR ACTION:****CURRENT****Residency Requirement and Transfer Coursework****A. IUP Residency Requirement for Awarding of Degrees (Approved 5.2.2017)**

All students receiving their first baccalaureate degree are required to complete 30 of their last 60 credits in courses at IUP. All students receiving their first associate degree are required to complete 15 of their last 30 credits in courses at IUP.

For an IUP major, minor, or undergraduate certificate, students are required to complete at least 50 percent of required credits in courses at IUP or another State System institution. Junior/Senior year Study Abroad semesters or other formal Articulation agreements in which State System students may reverse-transfer credits back to IUP are exceptions to this policy.

For undergraduate active-duty service members, IUP applies a more military-friendly set of residency requirements, and these students should consult the Military and Veterans Resource Center for more information.

IUP courses include all courses listed in the Undergraduate and Graduate catalogs.

**B. Pre-approval for Transfer Course Work (Approved 5.2.2017)**

Students enrolled at IUP who wish to take course work at another institution (either during the summer or regular semesters) must complete an Application for Pre-approval of Course Work at Another College/University before taking the course(s). Only the credits from the course(s) transfer, not the grade; therefore, students cannot use outside course work for IUP's repeat policy. Only the credits for which students receive the grade of "A," "B," or "C" will transfer. If P/F is the only grading option available, there must be either a narrative evaluation from the faculty member certifying that the work was of "C" level or better or notification on the transcript stating that a "P" grade is equal to a "C" grade or better. No more than 60 credits total may be earned at a junior or community college for application toward an IUP degree unless it is part of an articulated agreement. Courses without prior approval are taken at the risk of the student; there is no obligation on the part of any officer of this university to accept or transfer such credit.

**PROPOSED****Residency Requirement and Transfer Coursework****A. IUP Residency Requirement for Awarding of Degrees**

All students receiving their first baccalaureate degree are required to complete 30 of their last 60 credits in courses at IUP. All students receiving their first associate degree are required to complete 15 of their last 30 credits in courses at IUP.

For an IUP major, minor, or undergraduate certificate, students are required to complete at least 50 percent of required credits in courses at IUP or another State System institution. Junior/Senior year Study Abroad semesters or other formal Articulation agreements in which State System students may **reverse transfer** credits back to IUP are exceptions to this policy.

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**B. Pre-approval for Transfer **Coursework****

Students enrolled at IUP who wish to take coursework at another institution must complete an Application for Pre-approval of Coursework at Another College/University before taking the course(s). Only the credits from the course(s) transfer, not the grade; therefore, students cannot use outside coursework for IUP's repeat policy. Credits for which students receive a "D" or above will transfer, except in cases where program requirements require a "C" or better. If P/F is the only grading option available, only credits associated with "P" grades will transfer. No more than 60 credits total may be earned at a junior or community college for application toward an IUP degree unless it is part of an articulated agreement. Courses without prior approval are taken at the risk of the student; there is no obligation on the part of any officer of this university to accept such credit.

**RATIONALE:** Policy was reviewed as part of the regular cycle. Updates were made to ensure accuracy and clarity.



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

**FOR INFORMATION:**

**Summary of IUP Clock Hour Programs**

Meeting date: Tuesday, October 18, 2022

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

We met to update the Clock Hour Programs available here at IUP. They include:

**IUP Certificate Programs**

**Culinary Arts**, Academy of Culinary Arts

**Baking and Pastry Arts**, Academy Arts

**Paramedicine**, College of Health and Human Services, Department: Kinesiology, Health, and Physical Education

**Criminal justice, Municipal Police Academy, PA Act 120**, College of Health and Human Services, Department: Criminology and Criminal Justice

**IUP Non-Degree Certification Programs**

**American Language Institute**, Office of International Education

**Emergency Medical Technician**, College of Health and Human Services, Department: Kinesiology, Health, and Physical Education

**School Security Personnel Basic Training, PA Act 67**, College of Health and Human Services, Department: Criminology and Criminal Justice

**Lethal Weapons training, PA Act 235**, College of Health and Human Services, Department: Criminology and Criminal Justice



**APPENDIX D  
RESEARCH COMMITTEE  
CHAIR SCIULLI**

**FOR INFORMATION:**

**Meeting Minutes – October 11, 2022**

*Note: The committee currently has vacancies from NSM, CAH, and University Services*

There were 8 USRC small grant proposals for review and the decision was made to fund 8, totaling \$16,333. This month's proposals consisted of 3 research and 5 travel proposals.

- Soundararajan Ezekiel
- Lorraine Guth
- Mathew Nice
- Kenneth Sherwood
- Marissa Sweeney
- Todd Thompson
- Josiah Townsend
- Leo Yan

See USRC website for research and travel funding opportunities.

