

UNIVERSITY SENATE AGENDA

EBERLY AUDITORIUM

October 7, 2025

3:45 – 5:00 p.m.

Approval of Order

- A. Approval of minutes from September 9, 2025 meeting
- B. Approval of current agenda items and order

Reports and Announcements

- A. President Driscoll
- B. Provost Luetkehans
- C. Chairperson Seal
- D. Vice Chairperson Stern

Appendix

Page(s)

Standing Committee Reports

Chairperson

- | | | | |
|---|---------------|---|-----|
| A. Rules Committee | Decker | | |
| B. University-Wide Undergraduate Curriculum Committee | Sechrist | | |
| C. University-Wide Graduate Committee | Moore/Gossett | | |
| D. Academic Committee | Dugan | A | 2-6 |
| E. Awards Committee | Paul | | |
| F. Non-Credit Committee | | | |
| G. Libraries and Educational Services Committee | Chadwick | | |
| H. Research Committee | Guth/Sciulli | B | 7 |
| I. Student Affairs Committee | Benjamin | | |
| J. University Development and Finance Committee | McDaniel | C | 8 |

Senate Representative Reports

Representative

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

New Business:

Appendix A
Academic Committee
Chair Dugan

FOR ACTION:

1. Policy on Semester Course Syllabi

Current Policy

(Approved 4.28.2020)

Policy on Semester Course Syllabi

A syllabus is a document that specifies the expectations and requirements of a given course and protects the interests of faculty and students.

Each course instructor shall distribute a course syllabus, without charge, to each student by the first day of the course. The syllabus may be distributed in hard copy or electronic formats. The syllabus will be consistent with the course content and catalog description approved by the University Senate.

Proposed Policy

Policy on Semester Course Syllabi

A syllabus is a document that specifies the expectations and requirements of a given course and protects the interests of faculty and students.

Each course instructor shall distribute a course syllabus, without charge, to each student by the first day of the course. The syllabus may be distributed in hard copy or electronic formats. The syllabus will be consistent with the course content and catalog description approved by the University Senate.

Each syllabus shall contain the following, unless otherwise noted:

1. Instructor Contact Information

- a. Name and office location
- b. IUP e-mail address
- c. Office phone, if available
- d. Schedule of office hours. Note: Full-time faculty must maintain a minimum of five office hours per week spread across three days. For online courses, the method and times for instructor availability to consult with students must be included.

2. Course Information

- a. Title, number, and section of the course
- b. Meeting times and building/room location
- c. Catalog or course description
- d. Prerequisites, as appropriate
- e. Learning objectives, specific to discipline or department.

3. Course Materials

- a. Required book(s) with title, author, edition, and ISBN
- b. Other required materials, technologies, or software to be purchased or made available to students
- c. A list of readings, as appropriate

- d. Information on learning management systems and delivery modes (e.g., D2L, Moodle, Zoom), as appropriate.

4. Course Requirements

- a. Outline of topics
- b. Description of course assignments and dates for major assignments and tests
- c. Listed culminating activity, such as a final examination. Note: Each course shall have a culminating activity given during the scheduled final examination period.

5. Grading Information

- a. Description and listing of the grading components (e.g., quiz, midterm, final examination, term papers, homework, class participation, etc.) and the relative contributions of assignments/activities/participation to the final grade
- b. Description of the grading scale.

6. Course Policies and Statements

Syllabi *shall* contain the following policies and statements:

- a. Policy on course attendance. The policy must be consistent with IUP's policies on Undergraduate and Graduate Course Attendance, Bereavement-related Class Absences, and Anticipated Class Absence for University Representation and Participation, available at <https://www.iup.edu/registrar/catalog/>
- b. Policy on class disruption, consistent with IUP Undergraduate and Graduate Policies on Class Disruption available at <https://www.iup.edu/registrar/catalog/>
- c. Complete text on Title IX and Protection of Minors Compliance required by the Board of Governors of the State System of Higher Education, available at <https://www.iup.edu/social-equity/policies/title-ix/>
- d. Statement on academic integrity, consistent with IUP Undergraduate and Graduate Policies on Academic Integrity, available at <https://www.iup.edu/registrar/catalog/>
- e. Statement on accommodations for students with disabilities, consistent with IUP's mission and vision on Accommodations for Students with Disabilities, available at www.iup.edu/disabilitysupport.

Syllabi *should* contain the following policies and statements as best practices:

- a. Policy on student participation. The policy should include language regarding what constitutes participation and how participation or lack of participation may impact the student's grade.
- b. Policy, including penalties if appropriate, on make-up exams and late submission of assignments.
- c. Statement that IUP email is IUP's official means of communicating with the student during the course.
- d. The following statement on use of plagiarism detection services: "IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that academic work must be the result of an individual's own effort. To assist instructors in detecting plagiarism, and to protect students from plagiarism, your written work may be submitted to a detection service that reviews submitted material for originality of content."
- e. Additional instructor policies as appropriate.

Proposed Policy

Policy on Semester Course Syllabi

A syllabus is a document that specifies the expectations and requirements of a given course and protects the interests of faculty and students.

Each course instructor shall distribute a course syllabus, without charge, to each student by the first day of the course.

The syllabus may be distributed in hard copy or electronic formats. The syllabus will be consistent with the course content and catalog description approved by the **formal curriculum process**.

Each syllabus *shall* contain the following:

1. Instructor Contact Information

- a. Name and office location
- b. IUP e-mail address
- c. Office phone, if available
- d. Schedule of student **consultation hours**. **Note: Full-time faculty must maintain a minimum of five office hours per week spread across three days at such times and location and in such modalities as will accommodate the needs of the student**

2. Course Information

- a. Title, number, and section of the course
- b. Meeting times, **building/room location, and delivery mode**
- c. Catalog or course description
- d. Prerequisites, as appropriate
- e. Learning objectives, specific to discipline or department

3. Course Materials

- a. Required book(s) with title, author, edition, and ISBN
- b. Other required materials, technologies, or software to be purchased or made available to students
- c. A list of readings, as appropriate
- d. **Information on learning management systems, as appropriate**

4. Course Requirements

- a. Outline of topics
- b. Description of course assignments and **tentative** dates for major assignments and tests
- c. Listed culminating activity, such as a final examination. **Note: Each course shall have a culminating activity given during the scheduled final examination period**

5. Grading Information

- a. Description and listing of the grading components (e.g., quiz, midterm, final examination, term papers, homework, class participation, etc.) and the relative contributions of assignments/activities/participation to the final grade
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- a. Policy on course attendance. The policy must be consistent with IUP's policies on Undergraduate and Graduate Course Attendance, Bereavement-related Class Absences, and Anticipated Class Absence for University Representation and Participation, available at <https://www.iup.edu/registrar/catalog>
- b. Policy on class disruption, consistent with IUP Undergraduate and Graduate Policies on Class Disruption available at <https://www.iup.edu/registrar/catalog>
- c. Syllabus statement on Title IX and Protection of Minors Compliance required by the Board of Governors of the State System of Higher Education, available at <https://www.iup.edu/social-equity/policies/sexual-discrimination-and-sexual-misconduct-resources/index.html>
- d. Statement on academic integrity, consistent with IUP Undergraduate and Graduate Policies on Academic Integrity, available at <https://www.iup.edu/registrar/catalog/>

- e. Statement on accommodations for students with disabilities, consistent with IUP's mission and vision on Accommodations for Students with Disabilities, available at www.iup.edu/disabilitysupport

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- d. The following statement on use of plagiarism detection services: "IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that academic work must be the result of an individual's own effort. To assist instructors in detecting plagiarism, and to protect students from plagiarism, your written work may be submitted to a detection service that reviews submitted material for originality of content."
- e. Additional instructor policies as appropriate

RATIONALE: Policy was reviewed as part of the five year review with updates, clarifications of minor items, and location corrections.

2. Academic Advising Policy:

CURRENT POLICY

Academic Advising (Approved 11.3.2020)

All students are assigned a faculty member who serves as their academic advisor when they start at IUP. Students may have the same advisor from year to year or their advisor may change based on their class standing, specialty areas, or career goals.

Faculty members advise students on a variety of areas, such as degree progress and curriculum, academic success, course registration, add/drop, changing majors, student activities, study skills, and career options. Faculty should maintain regular contact with their advisees.

Students may find out who their advisor is by signing in to MyIUP (my.iup.edu), selecting the "Academics" page, and then scrolling down to the "My Advisor" section. Students should initiate contact with their advisor. Questions about advisor assignments should be directed to the chairperson of the department.

While faculty advise students on a variety of areas, students are ultimately responsible for knowing and fulfilling their major, college, and university requirements for graduation.

PROPOSED POLICY

Academic Advising

All students are assigned a faculty member who serves as their academic advisor when they start at IUP. Students may have the same advisor from year to year, or their advisor may change based on their class standing, specialty areas, or career goals.

Faculty members advise students on a variety of areas, such as degree progress and curriculum, academic success, course registration, add/drop, changing majors, student activities, study skills, and career options. Faculty should maintain regular contact with their advisees.

Students may find out who their advisor is by signing in to MyIUP (my.iup.edu), navigating to the Success Team card on the home page and scrolling to first primary adviser. Students should initiate contact with their advisor. Questions about advisor assignments should be directed to the chairperson of the department.

While faculty advise students on a variety of areas, students are ultimately responsible for knowing and fulfilling their major, college, and university requirements for graduation.

Rationale: Policy was reviewed as part of the five year cycle and a location clarification was added.

Appendix B
Research Committee
Co-Chairs Guth and Sciulli

FOR INFORMATION:

Meeting Minutes – September 16, 2025

Proposal Review: The committee reviewed 10 USRC small grant proposal and awarded funds for 9 proposals totaling \$15,483 in funding as follows:

- Janis Barner
- Holly Branthoover
- Yong Colen
- Bryna Siegel Finer
- Kalani Palmer
- Brittany Pollard
- Ronald See
- Christian Vaccaro
- Matthew Vetter

Appendix C
University Development and Finance Committee
Chair McDaniel

FOR INFORMATION:

Meeting Minutes
Tuesday, September 23 – via Zoom

ATTENDANCE: W. Butz, B. Lauber, S. McDaniel, N. Pipkin-Hutchinson, S. Venatta, L. Wakefield, B. Zapora

Meeting called to order at 3:45 pm

The committee addressed a new charge from the Senate which is to find a possible new location for the monthly Senate meetings. Discussion centered on the pros and cons of moving the meetings from Eberly to a more intimate, more centrally located location. Included in the discussion was the evaluation of the technology needs and, of course, room capacity.

The action decided upon will be for information to be gathered (*McDaniel and Wakefield*) on appropriate, campus wide locations to be considered; this information will be shared with the committee for review. At our next meeting we will discuss and suggest a potential new Senate meeting space.

A question was then raised regarding the responsibility of maintenance as it pertains to Pierce Hall (who owns it?)

The concern over Pierce Hall and ongoing maintenance led to a discussion of overall building maintenance versus construction projects. Dr. McDaniel will get a list of priorities for the committee's understanding of the progress. The committee agreed that immediate needs and concerns should be addressed in a timely manner regardless of the planned maintenance and construction projects.

Meeting was adjourned at 4:15 pm

Respectfully submitted,

Susan Venatta