

MINUTES OF THE UNIVERSITY SENATE

March 4, 1975

The March 4, 1975 meeting of the University Senate was called to order at 3:25 p.m. in Pratt Auditorium by Chairman Thomas Goodrich.

On a motion by Senator Chamberlin, seconded by Senator Renn, the minutes of the February 4, 1975 meeting were approved as published, with the following attendance corrections:

Present, but listed as absent: Senators Johnson, Rawleigh,
Richard, Newhill, Price, and Stein

Chairman Goodrich made the following announcements:

- 1) The Board of Trustees approved the actions taken by the Senate on February 4, 1975.
- 2) A large number of Senators were absent, partially due to the rally in Harrisburg regarding the financial plight of the state-owned institutions of higher education.
- 3) Senator Gallanar was absent due to the critical condition of his Mother.
- 4) Paul Renn, Vice Chairman of the Senate, is now living at 880 Maple Street, Indiana, Pennsylvania.

The following Senators were absent but accounted for: Senators Gallanar, Gillis, Hassler, Knab, McCracken, McGuire, Mueller, Murray, Nold, Phenicie, Varner and Warren.

In addition, the following Senators were absent: Dain, Eddy, Gault, op de Beeck, Hulings, Brode, Cord, W. Davis, McNamara, Newhill, Kunkle, Bobich, Brown, Busovsky, Conglose, Cook, Dietrich, Feese, Gleschner, Hart, Kravitz, Leary, Murray, Pacella, Rehner, Stein, Truxell, Turner, Zug, Ferrell, Faulconbridge, and Lentz.

Chairman Goodrich again dealt with the problems of the institution of higher education and the societal attitude toward higher education, and indicated his desire to confront the issue more directly by encouraging the entire University community to cope with the problem of higher education -- as having a value in and of itself; the development of the thinking processes; the coping with problems of man, however they are faced; that education is something of a reward in itself and a challenge. Chairman Goodrich indicated that he would like to talk about some of the problems we have in understanding the goals of this institution, in trying to improve ourselves in facing these goals, in directing our energies toward specific goals; and in trying to improve the institution in the everlasting problem of achieving quality in the program and achieving quality learning amongst the students and faculty, and in achieving the financial resources necessary for this. Rather than speak at some length on this, Chairman Goodrich called attention to the handout and asked the Senate to accept the statement as a sense of the Senate, indicating that it was not a specific proposal but simply that it is something to be coped with, and calling specific attention to the three items listed at the end.

Subsequently, Senator Ferrara moved, Senator Lehman seconded, and the following statement was accepted as the sense of the Senate in this matter:

In the centennial year of the institution, the University Senate asserts that the challenges facing the university may well be greater than those faced by Indiana Normal School one hundred years ago or at any time since. The normal school had the advantage of beginning in a period of growth; Indiana University of Pennsylvania, on the other hand, has passed into a period of diminished growth and faces the prospect of little or no growth for the foreseeable future. The challenge of the transition, begun in the 1960's, from a teacher-training institution to a diverse institution of higher learning, continues in the 1970's under difficult economic and political conditions. The University Senate calls on its members, prospective members and, indeed, the whole university community to commit themselves to developing an environment of collegiality and trust in which to tackle in a positive way the problems associated with:

- 1) the establishment of goals and objectives for a multi-purpose institution of higher education,
- 2) the many aspects of fundraising needed to foster the development of academic programs, including those offered in the summer, and
- 3) the recruitment of students in order to maintain the standards which the university has enjoyed since its founding.

Senator Bright, acting for Chairperson McCracken of Committee A (Rules) presented the following for Senate information:

1. Due to the length of any Senate meeting, it would be impractical to print the total oral Senate proceedings for distribution. Therefore, when the abbreviated minutes which are distributed to all Senators are accepted, the minutes from the Senate as a whole are accepted.
2. The tapes of the Senate meetings will be kept for a period of two years by the Senate Secretary or Archivist.
3. The University Senate Calendar for 1975-76 will be:
 - September 23, 1975
 - October 14, 1975
 - November 11, 1975
 - December 9, 1975
 - January 27, 1976
 - February 10, 1976
 - March 2, 1976
 - April 6, 1976
 - May 4, 1976
4. Committee A-3 has sent to all Senators a letter inviting comment on proposed Senate Revision which A-3 is presently undertaking.

Senator Lehman, who is in charge of elections, announced that Dan Truxell has resigned from the Committee to Investigate the Pennsylvania Commonwealth University Bill and he is seeking a student interested in serving on this committee. He also announced that nominations will be accepted through Wednesday for the forthcoming Senate elections.

Senator Streifthau, Chairperson of Committee J (Consultative) moved the adoption of the following "Suggested Guidelines for Selecting Candidates for Administrative or Management Positions":

The following procedure is suggested for use by administrators or managers having an administrative or management position to fill.

1. Select a search and screen committee consisting of members having the expertise to define requirements for the position, to screen applicants and to make valid candidate recommendations. Committee members should be managers, administrators, faculty, students, trustees, alumni, and other members of the University community, as appropriate. Those selected should include individuals who will work closely with the new administrator/manager.
2. The administrator/manager who is the immediate superior for the position should either chair the committee or direct the committee concerning the selection of a chairperson. The immediate superior for the position should also direct the committee concerning: characteristics and qualities required of candidates; time schedules; financial resources for the search-screen process; salary limitations for the position; and number (and/or ranking if requested) of final candidates.
3. The Committee must follow all Affirmative Action regulations and any other Commonwealth and/or University procedures in effect. The Committee chairperson should contact the Affirmative Action Officer for specific policy and direction before proceeding with any action. The latest Affirmative Action Recruitment Procedure should be studied by the committee and followed concerning developing the job description, advertising the position, screening applicants, and interviewing. Plans and a time schedule should be developed and assignments should be made for expediting this procedure.
4. The work of the Committee should be confidential. No information concerning the applicants should be disclosed.
5. These guidelines should not in any way be interpreted as limiting the powers vested in the Board of Trustees or the President of the University in the selection of administrative/management personnel.
6. Recommended references for Search Committee:
 "Selecting Academic Administration: The Search Committee", American Council on Education; and
 "Faculty Participation in the Selection and Retention of Administrators". AAUP Bulletin, June, 1972.

The motion for acceptance of the "Suggested Guidelines for Selecting Candidates for Administrative or Management Positions" was seconded by Senator Lehman and passed by the Senate.

Senator Gray, Chairman of Committee B-1 (Academic Procedures) presented the following for Senate information:

1. The committee has asked Committee A to increase permanently the membership of Committee B-1 by four people.
2. The committee has also decided to allow the subcommittee chairpersons to seek volunteers to serve as non-voting members of their subcommittees.
3. Senator Patrick McNamara has been elected as the Committee B-1 member of the Interdisciplinary Studies committee.
4. Committee B-1 has decided to adopt the following practice concerning the storage of committee materials:
 - a) Committee B-1, at the beginning of each academic year, will present the previous year's materials (with the exceptions noted in Part b below) to the University archives where they will be kept available to B-1 members and to others.
 - b) Materials which are designated confidential by the chairman (or by committee instructions to the chairman) will be handled in the following manner:
 - (1) Records which should be destroyed upon a student's graduation, as those of academic grievances or discipline cases, will be kept by the Office of the Academic Vice President. Names will not be made public.
 - (2) Deliberations which need never be made public, as discussions of the awarding of honorary degrees, will have no permanent record except notice of the disposition in committee minutes. Committee minutes will never identify persons being considered for honorary degrees.

Senator Gray moved acceptance of the following addition to the repeat course policy: "Courses taken originally for earned grades may be repeated only on an earned grade basis. Courses originally taken pass/fail may be repeated on a pass/fail basis or on an earned grade basis." The motion was seconded by Senator Renn and passed by the Senate.

Senator Gray moved approval of the following four faculty members for emeritus status:

- 1) James R. Green, English
- 2) William Heard, Chemistry
- 3) G. G. Hill, Business
- 4) John Hoyt, Mathematics

The motion was seconded by Senator Shower and passed by the Senate.

Senator Gray moved approval of the following Block Examination Conflict Policy:

"During the Final Examination Period the following general rules apply where conflicts exist:

- 1) Higher numbered courses take precedence over lower numbered courses. Thus a student enrolled in Ma 362 and Ch 111 would take the Ma 362 examination at the assigned time and a make-up examination in Ch 111.
- 2) If courses in conflict are the same level and number, an alphabetical determination will be made. For example, a student enrolled in Psych 101 and Pol Sci 101 would take the Pol Sci 101 exam at the assigned time and a make-up examination in Psych 101.

The motion was seconded by Senator Buterbaugh.

A motion by Senator Walz, seconded by Senator Lehman, to change 1) of the policy to read "Lower numbered courses take precedence over higher numbered courses." was defeated.

A motion by Senator Seagren, seconded by Senator Dakak, added the phrase "by full name of the department" following "an alphabetical determination" (2)). The motion was passed and so amended the original statement as listed above.

Subsequently, the Block Examination Conflict Policy, as amended, was approved by the Senate.

Senator Gray moved that Committee B-1 be given permission to make recommendations for honorary degrees directly to the President of the University and that the President of the University be asked to inform Committee B-1 directly of the disposition of such recommendations. The motion was seconded by Senator Isar and passed.

Senator Tompkins, Chairman of Committee B-2 (Curricula) announced that Senator Ferraro has been named as the Committee B-2 representative to the Interdisciplinary Studies Committee.

On a motion by Senator Tompkins, seconded by Senator Chamberlin, EN 399 Internship (2-12 credit hours) was approved as a new course offering.

Senator Tompkins moved and Senator Ferraro seconded the approval of PH 100 Introduction to Religion (3 credit hours) as a new course offering, and its inclusion in the General Education Program. A subsequent motion made by Senator Landon, seconded by Senator Brode, to vote separately on this item (the new course offering AND its inclusion in the General Education Program) was defeated by a vote of 27 YES, 39 NO. The original motion was then passed by a majority vote.

Senator Tompkins moved approval of PC 375, Applied Social Psychology (3 credit hours) as a new course offering. The motion was seconded by Senator Chamberlin and passed by the Senate.

Senator Tompkins moved approval of BI 363 Game Management (3 credit hours) and BI 475 Mammalogy (3 credit hours) as new course offerings. The motion was seconded by Senator DeFurio and passed by the Senate.

Senator Tompkins announced that Committee B-2 hopes to have a report on the General Education Program at the next meeting of the Senate.

Senator Shirey of Committee E (Faculty Research, Library, and Educational Services) moved adoption of the following Archival Policy at Indiana University of Pennsylvania in order that there be as complete a record of the University activities as possible. The motion was seconded by Senator Chamberlin and passed by the Senate.

A. Required according to the RECORD RETENTION AND DISPOSITION SCHEDULE, December, 1971, Department of Education, Office of Management Services:

1. ACCREDITATION AND STATISTICS
Documents relating to Middle States Association of Colleges and Universities and Council for Accreditation of Teachers Education.
2. MINUTES OF MEETINGS (ACADEMIC/ADMINISTRATIVE POLICY)
Official record copy of minutes of meetings of Board of Trustees, Senate, President's departmental* meetings, or others having power to formulate policy, standards, rules and regulations governing college administration.
3. MINUTES OF MEETINGS (OPERATING POLICY)
Official (record) copy of minutes of departments, divisions, committees, councils or others having authority for a college operating function.
4. MINUTES OF MEETINGS (CLUB AND SOCIETY)
Official (record) copy of minutes of meetings of clubs, societies, student and other organizations of the college.
5. ADMINISTRATIVE CORRESPONDENCE FILE
Correspondence of documentation relating to college policy; organization, planning, significant methods and techniques; rules and procedures which that college adopted to carry out its responsibilities.

This file would include executive policy documentation on: materials relating to the organization of the college; interpretations or other legal opinions; correspondence or memoranda delegating or defining powers or responsibilities; procedural manuals, directives, rules and regulations, circulars, instructions; or other issuances that establish a course of action for any organizational unit of the college.

* Committee meeting

B. OTHER MATERIALS TO BE COLLECTED

1. Copies of all administrative or departmental reports or documents of an informational policy or historical nature not covered by any of the above guidelines.
2. Copies of all faculty publications, either periodical or monographic.
3. All departmental or school courses of study, handbooks, outlines, or instructional manuals.
4. Bylaws and constitutions of all University organizations, clubs or societies.
5. All research and documents pertaining to actions completed by organizations, clubs or societies. This is mostly for purposes of storage and accessibility.
6. Official University budget as presented to the State Government and any amended authorized allocations.
7. Scrapbook, class memorabilia, pictures.
8. Course description, lectures and syllabi.
9. Official correspondence, documents and records of the APSCUF.
10. Official correspondence, documents and records of the AFSCME.
11. Official records and documents of the Campus-Wide Committees.
12. Student materials reflecting university experience: such as lectures and laboratory notes, correspondence, and papers.
13. Pictures of the campus and its people.

C. All materials are to be sent to the University Archivist, Library.

D. Confidentiality of archival materials:

The generating source of the material submitted may seek and obtain confidentiality, restricting the use of material. The limits of confidentiality are to be twenty-five years from retirement for university employees and fifty years after the student leaves the institution.

Due to a lack of a quorum, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Alice Louise Davis

Alice Louise Davis
Secretary

adf