

None

MINUTES OF THE UNIVERSITY SENATE

The March 16, 1976 meeting of the University Senate was called to order by Chairman James Gray at 3:30 p.m. in Pratt Auditorium. He announced that the Committee Reports which were not presented at the March 2 meeting, as included on that agenda, would be presented before the business and committee reports as published on the March 16 agenda.

The following Senators were excused from the meeting: Wilburn, Gillis, Lenglet, Bilicic, Jones, Seelhorst, Buriok, W. Davis, DeFurio, Goodrich, Mueller Scanlon, and Montgomery.

In addition, the following Senators were absent: Gallanar, Nold, Storm, McCracken, Sheeder, Ballas, Battaglini, Calderwood, Carone, Hulings, Shildt, Streifthau, Woomer, Knab, McFeely, McNamara, Penta, Stobie, Butz, Conglose, Ferrell, Feese, Giardina, Hoover, Johnson, Lentz, Mielecki, Thomas, Tobin, Borst and Nehrebecki.

Senator Hadley, acting as Chairman of Committee F1 (Student Affairs) in the absence of Mark Thomas, moved approval of the Solicitation Policy as submitted by the Residence Hall Association. His motion was seconded by Senator Eckenrode. Following discussion of solicitation in living areas and visitors to an individuals' room, the Solicitation Policy, as moved by Senator Phenicie and seconded by Senator Knowlton, was returned to Committee F1 and the Residence Hall Association for further clarification.

On a motion by Senator Hadley, seconded by Senator Lucker, the Guidelines for Student Record Keeping at Indiana University of Pennsylvania, were approved, as attached.

On a motion by Senator Hadley, seconded by Senator Phenicie, the following recommendations of Committee F1 (Student Affairs) were approved:

- 1) Mr. David Shields of the Romance and Classical Languages Department as Advisor of El Circulo Espanol (Spanish Club)
- 2) The following new student organizations:
 - a. Indiana University of Pennsylvania Collegiate Chapter of the Pennsylvania Association of Distributive Education Clubs of America
 - b. The Tribe
 - c. Student Mental Health Association
 - d. Circle K Club of I.U.P.
 - e. Local Chapter of the Commonwealth Association of Students at I.U.P.
 - f. The I.U.P. Film Club

It was also announced by Committee F1 that Mr. Ronald Weiers, of the Business Management Department, has resigned as Advisor to the OAK, the University Yearbook.

The following corrections were made to the March 2 Senate minutes, as published: Senator Meadowcroft should not have been listed as absent, and Senator Broughton should have been listed as excused. The minutes were then approved, as moved by Senator Dock and seconded by Senator Shirey.

The following policy and guidelines on "Night Exams" were recommended by Committee B1 (Academic Procedures):

- a. Policy: Generally, examinations should be given during established lecture/lab hours. Only in this way can the essentially contracted nature of the time arrangement between student and professor be preserved and at the same time proper provisions be made for the many extra-curricular and personal activities bearing upon students and faculty alike. In conformity with the foregoing, all tests, examinations and quizzes should be administered within prescribed course hours.

However, there should be provisions for night examinations to be administered for large classes. Additionally, in certain instances, night exams offer advantages to students. When departments so establish, night exams are acceptable if professors and/or coordinators adhere to the guidelines below.

- b. Guidelines for Night Exams:

- 1) The scheduling of night exams should take place on Monday through Thursday evenings within the 6:00-10:00 time period.
- 2) Appropriate physical facilities must be arranged for in advance without encroachment upon other authorized University functions.
- 3) Any course in which night exams might be used will be announced as such during scheduling and the frequency of night exams for that course.
- 4) Arrangements for make-up exams must be available to provide for situations where students cannot attend a night exam.
- 5) No night exam can take precedence over regularly-scheduled classes.
- 6) One class period should be cancelled for each night exam.

- c. Publicity for Making Students Aware of "Night Exams":

Any department wishing to use night exams should publicize at pre-registration and scheduling which courses entail night exams.

In addition, any department utilizing night exams should include in the course description in the university catalog that night exams are used in a particular course.

Senator Reber, Chairman of Committee B1, moved for approval of the above policy and guidelines. His motion was seconded by Senator Smith. Following some discussion of the effect of the policy on optional exams and scheduling procedures, Senator Laurora moved, and Senator Lentz seconded, that the entire policy and guidelines be returned to Committee B1 for further study. However, this motion was rejected by the Senate, and the motion for approval of the policy and guidelines, as submitted by the Committee, were approved.

The following policy on the conversion of "I" grades was presented by Senator James Reber, Chairman of Committee B1 (Academic Procedures):

"I" grades must be converted to another letter grade within 180 calendar days after original grade publication. Any "I" grades not converted by faculty action within the 180-day period will be converted to an "F" grade. An extension of an "I" grade beyond the 180-day period may be granted if such request for extension is approved by the student's academic dean.

The motion for acceptance of this "I" grade conversion policy was made by Senator Reber and seconded by Senator Seagren. It was then passed by the Senate.

Senator Gibson, as Chairman of Committee B2 (Curriculum) moved approval of German 499 - Internship in Germany - 3-12 credits. The motion was seconded by Senator Phenicie and approved by the Senate.

The following course credit changes in the major curriculum of nursing were presented by Committee B2:

To meet the requirements of the National League for Nursing (NLN) and the State Board of Nurse Examiners, the following courses will be reduced in semester hours as indicated and the curriculum will be compressed into eight (8) semesters. The eight week (8 s.h.) summer session will no longer be required. There are no changes in course content or course titles. There will be a slight reduction in the required clinical hours in these courses:

		<u>from</u>	<u>to</u>
NU 280	Nursing Core I	4 s.h.	3 s.h.
NU 285	Nursing I (Fundamentals)	4 s.h.	3 s.h.
NU 321	Junior Seminar I	3 s.h.	1 s.h.
NU 402	Nursing IV (Psychiatric Nursing)	4 s.h.	3 s.h.
NU 403	Clinical Practice in Psychiatric Nursing	4 s.h.	3 s.h.
NU 405	Nursing VI (Community Health Nursing)	4 s.h.	3 s.h.
NU 406	Clinical Practice in Community Health Nursing	4 s.h.	3 s.h.
TOTAL CREDITS:		27 s.h.	19 s.h.

Senator Gibson moved approval of the course credit changes in Nursing as listed above, and Senator Woods seconded the motion. It was passed by the Senate.

Senator Fricke, acting as Chairman of Committee E (Faculty Research, Library, and Educational Services) in the absence of Senator Goodrich, moved for approval of the following Guidelines for Funding Research and Scholarly Activity. The motion was seconded by Senator Lafranchi.

Guidelines for Funding Research and Scholarly Activity

1. All members of the University community are eligible for grants.
2. The Research Subcommittee of Committee E of the University Senate, hereafter called "the committee", has the authority to award grants for research and scholarly activity to applicants where such awards do not exceed \$500.00. Larger amounts must have Senate approval.
3. The committee may support expenses to attend research meetings, conferences, and short courses when they exceed what is normally approved by the University for in-state and out-of-state travel,

or is not available from other sources. Preference will be given to applicants who present papers, or show equivalent involvement, and whose participation is judged as being beneficial to the University as well as to the participant.

4. The committee may provide support for the preparation of manuscripts for publication and associated costs. This does not apply to the preparation of a dissertation for submission to a graduate school.
5. All applicants should adhere to the appropriate form for submitting grant requests (directions available from the chairperson of the committee).

Senator Lentz moved that item #2 of the Guidelines be amended to include the following statement: "The Committee will be required to submit to the University Senate, when asking for approval of grants, the name of the person, the name of the research title, a one or two paragraph synopsis of the project plans, and the amount of the award." This motion was seconded by Senator Linner and passed by the Senate.

The question of when these guidelines would be effective was raised by Senator Chu, and Senator Fricke's response was that these guidelines would be effective immediately upon approval by the Senate.

Upon a motion by Senator Murdoch, seconded by Senator Phenicie, the following introductory statements were added to the proposed Policy for Research and Scholarly Activity:

"As the body of knowledge continues to expand and our society demands to be more and better educated, the institution encourages and supports this activity by members of the University community. Indiana University of Pennsylvania exists to teach students; however, it is not our intention only to be conservators of knowledge. Research and scholarly activities are an integral part of the educational process to generate new knowledge and encourage the spirit of inquiry.

"The funding of proposals must be in compliance with the governing regulations of that source. As the proposal is evaluated, the institution's mission must not be in conflict or jeopardized.

"The procedure for processing the proposal is to use the proper forms distributed by the Research Subcommittee of Committee E of the University Senate."

On a motion by Senator Murdoch, seconded by Senator Lentz, it was moved that the following be added as Item #6:

6. Grant proposals may also include requests for such items as:
 - a) stipends for research assistants (undergraduate or graduate)
 - b) equipment, supplies, and materials
 - c) computer services
 - d) faculty salaries for one summer session only (maximum three weeks)

- e) typing cost
- f) postage
- g) copying materials done by University equipment

Senator Miller moved, and Senator Lehman seconded, a substitute motion for that presented by Senator Murdoch, as follows: That Committee E be directed to provide further guidelines, no later than November, 1976; and that provisions one through five, as submitted by the Committee, remain in effect until that time. This substitute motion was then passed by the Senate.

The original motion, as presented by Senator Fricke and seconded by Senator Lafranchi, was then passed by the Senate.

As an item of new business, Senator Windstein moved, and Senator Linner seconded, the following revision to the present Pass/Fail Policy:

"Courses that are University-wide General Education requirements, as well as courses in a student's major and minor fields, are excluded from the Pass/Fail Option unless that student has already fulfilled all of these requirements."

Following indication that this matter had not been submitted to a Senate committee for action and recommendation, Senator Miller moved, and Senator Eddy seconded, that the proposed revision be submitted to Senate Committee B1 and that a report be made back to the Senate this academic year. This motion was approved by a vote of 38 Yes, 9 No.

Upon Senator Gray's inquiry as to whether or not there was further new business, Senator Windstein moved, seconded by Senator Gallati, that Committee B2 bring to this Senate for action by May, 1976 a recommendation or recommendations determining alternative course contents for intermediate sequences of foreign languages. Such shall have the effect of affording Arts and Sciences students a wider variety of means to complete their foreign language requirement than those currently available. Such proposals shall be worded as to be implemented no later than January, 1977.

Chairman Gray made the following ruling on the constitutionality of the foregoing motion: "The Senate is empowered in its Constitution to act on matters of general University governance. There is no suggestion that the Senate is empowered to make rules for a specific school or department externally. On the advise of Committee A and because in fact, at the same time, I concur with the committee, I have to rule that the Senate lacks the power to tell the schools what rules it must establish. Therefore, this motion is clearly, it seems to me, unconstitutional --I hate to have to say it but that is the only way I understand the Constitution. Second, since it is my position that this Senate ought to be a forum where matters can be discussed, among other things, as a way of getting input, I further am of the position that, while the Senate cannot instruct a school or department to make or to drop certain requirements that do not fall within general university committees, it is certainly true that this body ought to be of the sort which can discuss those, at least for information and ultimate input. That motion does not fit the Constitution and seems to be out of order."

Senator Chamberlin then moved to have Committee B2 instructed to have the matter studied and brought before the Senate for discussion so that a sentiment can be given. . . . This motion was seconded by Senator Hisiro.

Senator Hadley then raised the question of why, if the Senate cannot tell a school what it can or cannot do, then why does it approve or disapprove courses. Chairman Gray's response was that those course changes, etc. come from the departments themselves, so that at this point one is acting upon department initiative--that is a different matter than imposing that initiative upon the department.

At this point there was a quorum call, and as no quorum was present, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,



Alice Louise Davis
Secretary

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Attachment

GUIDELINES FOR STUDENT RECORD KEEPING AT INDIANA UNIVERSITY OF PENNSYLVANIA

(To comply with Pennsylvania's Right-to-Know Law and the Family Educational Rights and Privacy Act of 1974)

1. Review of students' records by individual students and alumni applies retroactively to the date of passage (June 21, 1975) of the Right-to-Know Law. In these guidelines the word "students" shall be defined to mean all individuals who have matriculated at IUP since the passage of the Right-to-Know Law.
2. Students will, upon request, be given access to ALL their educational records. Educational records mean those records, files, documents, and other materials which contain information directly related to a student; and are maintained by an educational agency or institution, or by a person acting for such agency or institution.
The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. (See Student Handbook for list of student records and responsible administrative official).
(The definition of educational records is quoted from the Family Educational Rights and Privacy Act of 1974.)
3. Students who wish to see their records must make an appointment in advance with the proper official. The official must honor the request within five working days.
4. No evaluative materials may be removed from any University files by the students. Students are entitled to one copy or photostat of any material contained in their file. Any costs involved shall be the responsibility of the student.
5. The University official has the right to destroy "irrelevant, dated, defamatory, or unnecessary" evaluative or opinion records in the file. The official has wide authority to make such judgments with or without the consent of the student affected or the person who submitted the information. An exception is where a student's records have been communicated to a person outside the institution (IUP) e.g., a potential employer. In such cases, the student shall be given the opportunity to view and copy the information before it is destroyed.
6. Students will be permitted to insert a rebuttal concerning any material contained in their files.
7. A student may challenge the accuracy of material contained in his/her file. Once such a challenge is made in writing, it will be the responsibility of the University official in charge of the file to determine the validity of the challenge. The University official shall make a written response to the student's challenge, specifying the action taken. Should a factual error be found in any materials, the University official will be authorized to make the appropriate correction. A due process hearing is available through the University Judicial Board by submitting a written appeal to the Chairman of the Board within six calendar days. (See University Judicial Code in Student Handbook.)
8. A University official may not release a student's records without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974.