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1977

MINUTES OF THE UNIVERSITY SENATE

The November 15, 1977 meeting of the University Senate was called to order by Chairman Dale Landon at 3:20 p.m. in Pratt Auditorium.

On a motion by Senator Gray, seconded by Senator Knowlton, the minutes of the October 18, 1977 meeting were approved by the Senate, with the following correction: in the motion requesting Senate approval to bring the new business item on departmental diagnostic testing to the floor, the motion was made by Senator Shirey, not Landon.

The following Senators were excused from the meeting: Senators DeFurio, Dock, Cramer, Kofoed, Park, Podbielski, Robbins, Suhrie and Tobin.

In addition, the following Senators were absent from the meeting: Senators Baker, DeGeorge, Ferguson, Fry, Garvin, Gaylor, McNamara, Nold, Rizzo, Russell, Sledzik, Spieker, Stanley, Swauger, Thomas, Wilson, Buckley, Oparah, Zinn, Bowers, Fine, Goshorn, Griffie, Kaminski, Krawczyk, Lamm, McGinty, McTighe, Mandell, Sabol, Walton and Whited.

Chairman Landon made the following announcements:

1. As Chairman of the Senate, he is the Senate representative on the President's Cabinet and Senators who wish to have matters brought before the President's Cabinet should so inform Senator Landon.
2. Senators Elizabeth Troxell and John A. Davis have been appointed to serve on the APSCUF-Senate Liaison Committee.

Committee A (Rules) announced that Gerald Penta has resigned as representative of the Foundations of Education Department, and has been replaced by Don-chean Chu.

As moved by Committee A, the following student senators were approved as members of the following committees:

| | |
|---------------|-------------------------------------------------------------------------------------------------------|
| Committee B1: | Mark Holman, replacing Jerry Nelson, who has resigned from the Senate |
| Committee F1: | Kurt Bock, replacing Dane Surra, who has resigned from the Senate |
| Committee B2: | Sue Schmidt and George Krawczyk, replacing Rege Fidei and Bob Smith who have resigned from the Senate |

On the recommendation of Committee D (Graduate), chaired by Senator McGovern, the Senate approved the following policy with respect to undergraduate students enrolling in graduate courses:

Indiana undergraduate students with an academic grade point average of at least 2.6 who are within 32 semester hours of graduation are permitted to take up to six semester hours of graduate work whether or not they have applied for acceptance into an Indiana

graduate program, the graduate hours to have no necessary bearing upon their meeting of undergraduate degree requirements and to be scheduled only after written approval by the student's undergraduate advisor, the chairperson of the department offering the desired graduate work, and the Dean of the Graduate School.

Committee E (Faculty Research, Library and Educational Services), chaired by Senator Goodrich, announced its subcommittee structure, as follows:

Library Subcommittee Chairman: Tim Nye
Research Subcommittee Chairman: Alex Garvin
Instructional Resources Subcommittee Chairwoman: Althea McTighe
Computer Center Subcommittee: (to be redetermined)

On the recommendation of Committee E, the Senate approved the Bylaws of the Editorial Board of the Imprint Series of Indiana University of Pennsylvania, as attached to these minutes.

Committee F1 (Student Affairs) announced its officers for 1977-78:

Chairperson: Robert Bisignani
Vice Chairperson: George W. Murdoch
Secretary: Bruce Contess

Committee F2 (Athletics), chaired by Senator Pesci, indicated that it is in session and presently working to establish guidelines for varsity sports and guidelines whereby athletic organizations may become varsity sports. These guidelines will be submitted for Senate approval at a future meeting.

Committee G (Development and Finance), chaired by Senator Cegelis, stated that its committee has been divided into subcommittees, one dealing with long-term planning and one dealing with short-term planning.

Committee G requested Senate approval of its recommendation concerning the use of the pool, restrooms and locker facilities in Waller Hall, as they relate to the Theatre Department:

The pool and the required restrooms and locker facilities in Waller Hall continue to be used by the School of Health Services. Minor structural work will be done to guarantee privacy and soundproofing for the Theatre Department, with the cost being borne by the University. The rest of Waller Hall will be under the control of the School of Fine Arts. This decision will be reviewed by Committee G in two years.

Senator Bowes, representative of the Theatre Department, read a statement expressing the views of the Theatre Department and the School of Fine Arts in regard to this recommendation, and urged that this be sent back to Committee G for a final decision, not a decision which may be reversed two years hence. Following discussion on the merits of this third pool for the University and the problems inherent in the mixing of these two programs, Senator Power moved to close debate. The motion was seconded by Senator Buterbaugh and passed, at which time the Senate approved the recommendation as submitted by Committee G.

Committee B1, Academic Procedures, chaired by Senator Reber, requested Senate approval of the following Mid-Term D and F Procedure for freshmen only:

1) The faculty member will complete a Midterm D and F Reporting Form for each freshman student in his/her classes whose course average at the end of the sixth week of the semester is a D or an F. All necessary information in regard to the course (course number, section, title, and credits) and student (name, social security number, major code) may be found on the faculty member's copy of the Official Class List issued by the Scheduling Center at the beginning of the semester.

The faculty member will give the student the original copy of the Midterm D and F Reporting Form during the seventh week of the semester. In the event a student does not appear in class during the seventh week, the faculty member will forward all copies of the form to the student's School Dean for distribution.

2) The School Deans will keep their copy of the Midterm D and F Reporting Form and will forward the advisor's copy to the appropriate department. If the student's copy has also been received, the Dean will send that copy to the student's local address if there is one or to the home address.

3) The departments, upon receipt of the advisor's copy of the Midterm D and F Reporting Form will distribute those copies to the appropriate advisor.

There was much discussion as to the method of distribution of these D and F Reporting Forms, including embarrassment to the student and the instructor, the need for getting these reports to the students during the seventh week of classes, the possibility of getting student permission to post these grades, etc. Senators were reminded that faculty are responsible for informing all students of their progress at mid-term.

A motion by Senator Hennemann, seconded by Senator Dakak, closed debate on this issue, and the Senate subsequently voted to return this matter to Committee B1, by a vote of 49 to 29.

Committee B2, Curriculum, chaired by Senator Chellman, requested approval of the Bachelor of Science degree in Office Administration, as attached. Within this program there are three new courses:

- BU 412 - Administrative Office Services - 3 cr.
- BU 415 - Records Administration - 3 cr.
- BU 498 - Internship in Office Administration - 6 cr. (optional)

This new degree program, and the three new courses listed above, were approved by the Senate.

As recommended by Committee B2, these new courses in the Biology Department were approved:

- BI 363 - Limnology - 3 cr.
- BI 273 - Introduction to Rocky Mountain Ecology - 4 cr.
- BI 360 - Medical Mycology - 3 cr.

As an item of New Business, Senator Mastro brought to the floor two items concerning the calendar.

Since very few members of the University community voluntarily participate, even as spectators, in the ceremonies commemorating veterans and since cancelling classes disrupts the organization of courses, Senator Mastro moved that appropriate recognition of Veterans' and Armistice Day be reconsidered by those developing the academic calendar so that no classes need be cancelled, and that the President explain to the Senate why its similar advice was ignored last year. The motion was seconded by Senator Shirey and passed by the Senate.

As the published academic calendars this year have inconsistencies for the beginning of the mid-semester vacations for both semesters, which has caused unnecessary academic and pedagogical problems, Senator Mastro moved that the administration make more effort to publish academic calendars which are correct, clear, and consistent. This motion was seconded by Senator Yiengst and passed by the Senate.

The meeting was adjourned at 5:00 p.m. The next meeting will be held on December 13, 1977 at 3:15 p.m. in Pratt Auditorium.

Respectfully submitted,



Elizabeth Troxell
Secretary

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BYLAWS

EDITORIAL BOARD OF THE IMPRINT SERIES OF INDIANA UNIVERSITY OF PENNSYLVANIA

- I. The name of the organization shall be the Editorial Board of the Imprint Series of Indiana University of Pennsylvania, hereinafter referred to as the "Board".
- II. Purpose of the Board: Recognizing the importance of making available to interested persons creative thought and new information, and wishing to insure the publication of scholarly works that might not otherwise be published, and desiring to encourage additional academic work, Indiana University of Pennsylvania offers support as directed by the Board.
- III. Membership of the Board:
 - A. The Associate Dean of Research, the Director of University Relations and Publications, and four members elected, the elections to be conducted by the University Senate.
 - B. The membership should reflect as wide a variety of disciplines and concerns as possible.
 - C. Each appointed member shall serve three years on a staggered basis, initially determined by lot; vacancies causing unexpired terms shall be filled for the duration of the term according to III. A.
 - D. Appointed members can be removed from the Board by a vote of at least two-thirds of the remaining membership.
- IV. The Board shall meet at least once during each regular semester and also upon call of the Chairperson or of at least one-half of the membership.
- V. The Board shall elect a Chairperson and a Secretary, who shall act as Chair in the absence of the Chairperson, each to serve a term of two years.
- VI. Functions of the Board shall consist of:
 - A. determining criteria for the selection of works to be published
 - B. reviewing works submitted, possibly with assistance from outside the Board
 - C. determining whether to accept the work or not
 - D. deciding whether the publication is to be copyrighted, such copyrights to be held by the University
 - E. determining the amount and the type of assistance provided for each work.
- VII. Functions of the Office of University Relations and Publications shall be in:
 - A. determining the process of publication for each work selected by the Board, which will depend upon the availability of funds. Should funds from another source be available, the Office may solicit bids from commercial printers; should such funds not be available, printing will be done in the I.U.P. Printing Center.

- B. deciding, in consultation with the author or authors, the editing, the preparation of copy for printing, the design, the cover, the production, the registry of copyright, the number to be printed and the distribution of the copies on-campus and off-campus.
- C. The Office shall not be responsible for proofreading; the author or authors shall be.

- VIII. Materials to be considered for publication shall include: an individual article or monograph, a series of papers presented in a symposium or similar scholarly assembly, a paper or monograph not necessarily in final form, e.g., "working" paper or "in-house" paper, or a periodical that shall meet the guidelines for support according to the periodical policy.
- IX. The published material shall belong to the University and cannot be sold for profit by the author or authors.
- X. At least one copy of each publication shall be donated to the University Library.
- XI. Amendments to these bylaws shall be submitted to the appropriate committee of the University Senate, which shall in its way advise the Board of Trustees, who shall make the final decision.

Approved by the University Senate, November 15, 1977.

OFFICE ADMINISTRATION CURRICULUM

General Education 52 credits

Office Administration Major

| | | | |
|--------|--------------------------------------|----------|------------|
| BU 101 | Business Organization and Management | 3 | |
| BU 132 | Intermediate Typewriting | 2 | |
| BU 221 | Accounting Principles I | 3 | |
| BU 251 | Accounting Principles II | 3 | |
| BU 233 | Marketing | 3 | |
| BU 235 | Introduction to Business Law | 3 | |
| BU 321 | Business Communications | 3 | |
| BU 339 | Business Data Processing | 3 | |
| BU 412 | Administrative Office Services | 3 | |
| BU 415 | Records Administration | 3 | |
| BU 439 | Business Information Systems | 3 | |
| BU 201 | Personnel Management | <u>3</u> | 35 credits |

Cognitive Area Options (17-18 credits) - Students must select one of the following optional areas:

A. Accounting

| | | | |
|--------|------------------------------|----------|------------|
| BU 336 | Law of Business Organization | 3 | |
| BU 352 | Intermediate Accounting I | 3 | |
| BU 353 | Cost Accounting | 3 | |
| BA 354 | Intermediate Accounting II | 3 | |
| | Accounting Elective | 3 | |
| | <u>One of the following:</u> | 3 | |
| PC 356 | Personality | | |
| PC 358 | Social Psychology | | |
| PC 400 | Industrial Psychology | | |
| SO 340 | Industrial Sociology | <u>—</u> | 18 credits |

B. Finance

| | | | |
|--------|------------------------------|----------|------------|
| EC 122 | Principles of Economics II | 3 | |
| EC 325 | Monetary Economics | 3 | |
| BA 241 | Finance | 3 | |
| BA 380 | Principles of Investments | 3 | |
| BA 381 | Insurance I | 3 | |
| | <u>One of the following:</u> | 3 | |
| PC 356 | Personality | | |
| PC 358 | Social Psychology | | |
| PC 400 | Industrial Psychology | | |
| SO 340 | Industrial Psychology | <u>—</u> | 18 credits |

C. Human Relations

| | | | |
|--------|--------------------------------------|---|------------|
| PC 354 | Development Psychology | 3 | |
| PC 356 | Personality | 3 | |
| PC 358 | Social Psychology | 3 | |
| PC 400 | Industrial Psychology | 3 | |
| SO 340 | Industrial Sociology | 3 | |
| | <u>One of the following:</u> | 3 | |
| BA 401 | Case Studies in Personnel Management | | |
| PC 361 | Motivation | | |
| PC 401 | Applied Social Psychology | | |
| SO 345 | Social Dynamics | | 18 credits |

D. Marketing

| | | | |
|--------|------------------------------|---|------------|
| EC 122 | Principles of Economics II | 3 | |
| BU 332 | Retail Management | 3 | |
| BA 331 | Consumer Behavior | 3 | |
| BA 332 | Marketing Management | 3 | |
| BU 337 | Consumer Law | 3 | |
| | <u>One of the following:</u> | 3 | |
| PC 356 | Personality | | |
| PC 358 | Social Psychology | | |
| PC 400 | Industrial Psychology | | |
| SO 430 | Industrial Sociology | | 18 credits |

E. Secretarial Administration

| | | | |
|--------|------------------------------|---|------------|
| BU 261 | Shorthand Theory | 3 | |
| BU 262 | Shorthand Dictation | 3 | |
| BU 271 | Advanced Typewriting | 2 | |
| BU 363 | Shorthand Transcription | 3 | |
| BU 364 | Office Procedures | 3 | |
| | <u>One of the following:</u> | 3 | |
| PC 356 | Personality | | |
| PC 385 | Social Psychology | | |
| PC 400 | Industrial Psychology | | |
| SO 340 | Industrial Sociology | | 17 credits |

Electives (BE 498, Internship in Office Administration, 6 credits,
is recommended) 19-20 credits

TOTAL 124 credits

Approved by the University Senate, November 15, 1977.