

## MINUTES OF THE UNIVERSITY SENATE

The November 11, 1980 meeting of the University was held at 3:15 p.m. in Pratt Auditorium. It was a special open meeting to which all faculty and administrators had been invited.

President Worthen presented to the Senate and others in attendance the IUP budget request as IUP and the other 13 state colleges presented it to the Deputy Secretary of Education, including IUP's needs for 1981-82 and the budget justification. The presentation was designed in such a way that the Department of Education could use the information as justification when it presented its budget to the Governor and the General Assembly. Funds will be allocated on the basis of a formula, which the Department of Education is currently revising. It is hoped that the new formula will be more beneficial for IUP. The budget for the current fiscal year is a balanced budget, but requires severe sacrifices--including 26 unfilled non-instructional positions, no allocation for equipment purchases, and underfunding in various other areas, including departmental operating budgets and capital repairs.

Dr. Worthen's transparency presentation included:

1. State Appropriations Request and IUP Needs for 1981-82
  - a. No tuition increase
  - b. No money for salary increases
  - c. Requested nine new faculty positions
  - d. Requested approval to fill 20 non-instructional positions
  - e. Funds for library acquisitions
  - f. Funds for academic equipment and replacement
  - g. Funds for major capital repairs
2. Efforts to Increase Income
  - a. Housing, Food Service and Health Services are self-supporting
  - b. Attempting to achieve additional economies by:
    - 1) installation of Centrex II
    - 2) installation of a Watts line
    - 3) elimination of faculty overload
    - 4) instituted programs to reduce damages in residence halls
    - 5) continuous management review
3. Measures of Efficiency
  - a. Comparisons of IUP with the State System

	State System	IUP
1) Student/faculty ratio	17.3	19.5
Student/staff ratio	15.9	20.6
Direct instructional hours cost	\$58.48	\$51.03
Cost/FTE student	\$4,063	\$3,447
4. Student Enrollments
  - a. Fall 1980 enrollment - 12,278 with an average SAT score of 1,011, compared with 890 National Mean SAT
  - b. IUP's retention percentage is 76%, compared to 50% nationally
5. Conclusions
  - a. The 1981-82 request is \$4,983,710 more than 1980-81
  - b. Increases requested for personnel and mandated benefits, equipment, utilities and capital repairs.
  - c. IUP generates more of its budget through augmentations than any other institution in the state system.



Following Dr. Worthen's presentation, the meeting of the Senate was officially called to order by Chairman Richard Chamberlin. Senator Randall Powell was excused from the meeting. In addition, the following Senators were absent from the meeting: Buriok, DeFurio, Halleck, Heimer, Intili, King, Lenglet, McClure, Merryman, Nesbitt, Oliver, Podbielski, Roberts, Russell, Walz, Whitson, Yagel, Baker, Moore, Rafferty, Van Dane, Andreassi, Benz, Caldwell, Evans and Schmucker.

The minutes of the September 16, 1980 meeting of the Senate were approved as published, with the following correction: Page 2, GRADE POLICY, not Gray Policy.

Chairman Chamberlin made the following announcements:

1. There will be an important meeting of the Rules Committee at 3 p.m. on Tuesday, November 18 in Room 207 of Ackerman Hall.
2. Announced the appointment of the following Senators to serve on an Ad Hoc Committee on Non-credit courses, which will be reporting to the Senate:

Rose Mary Zapor, Chairman	Bernard Ganley
Joel Mlecko	Jerry Ice
Anthony DeFurio	Norman Storm
William Wegener	Diane Lamoureux
Francis McGovern	Amy Caldwell
	Ken Pepper

Committee A, Rules, listed the following dates for Senate meetings for the remainder of the 1980-81 year:

December 9, 1980 (Beard Auditorium)  
February 10, 1981  
March 10, 1981  
April 7, 1981  
May 12, 1981

The following recommendations of Committee B2, Curriculum, were approved by the Senate:

1. Changed BI 151 - Human Physiology - from 2 hours lecture, 2 hours lab, 3 credits TO 3 hours lecture, 2 hours lab, 4 credits
2. Honors Program in the School of Humanities and Social Sciences. (The rules of the Senate were suspended to permit Charles Cashdollar, a non-Senator, to answer questions on this proposal.--Landon/Goodrich motion)

In the absence of Dr. Kathleen Jones, Chairperson of Senate Committee B2, Curriculum, Mr. Lorrie Bright, Committee B2 member, reported on the events concerning the "ad hoc approval" for the offering of ED 442 in order to be in compliance with Standard 9 of the Pennsylvania Department of Education. Copies of four memoranda dealing with this matter had been sent to each member of the Senate and this report was made for information only so that all Senators are aware of the status of ED 442, Professional Practicum and School Law.

The following recommendations of Committee D, Graduate, were approved by the Senate:

1. New Courses: MA 518, Sampling Survey Theory and its Application - 3 credits, dual level  
FN 510, Food, Nutrition and Aging - 3 credits, dual level  
FN 547 - Nutritional Aspects of Food Technology - 3 credits, dual level
2. New Program - Master of Science in Nutrition

3. Title Change and Credit Change - ED 670 - Internship in Supervision of Reading Instruction - 4 credits TO ED 670 - Practicum and Seminar for Reading Supervisors - 3 credits.

Committee D also announced a title change for ED 605, from Administration and Supervision of Reading Programs TO Organization and Administration of Reading Programs.

Senator Goodrich, Chairman of Committee E (Faculty Research, Library and Educational Services) reported that no funds have been allocated through the Senate Research Committee for scholarly activity up to the present time. He also presented a report on the operation of Computer Center.

Committee Fl, Student Affairs, announced the approval of the following organizations:

Indiana Women's Rugby Club  
Sociology Club  
Criminology Club

Committee Fl, Student Affairs, recommended approval of STUDENT CONSUMER GUIDELINES, as attached. A motion by Senator Costa, seconded by Senator Bright, to remove the word "unreasonable" from Section 3 c was defeated. A motion by Senator Goodrich, seconded by Senator Khalil, to table action on Section 7 of the Guidelines was passed. A motion by Senator Arroyo, seconded by Senator Haberberger, to table action on the entire document was passed by a vote of 33 Yes, 28 No and 7 Abstentions.

Committee G, Development and Finance, reported that Ms. Judy Schweich is its Chairperson, with Donald Robbins serving as Secretary. The committee also reported that the Stapleton Library is 99% complete and will be ready for use by the end of the next semester.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

*Ruth Anderson*  
Ruth Anderson  
Secretary  
University Senate

November 4, 1980

SUBJECT: ED 442-Professional Practicum and School Law

TO: Dr. Charles Kofoed, Dean, School of Education

FROM: University Senate Curriculum Committee (B<sub>2</sub>)

We have received a copy of a memo to you from the former Vice President and Provost dated October 22 in which he gives you "ad hoc approval for the offering of this course (ED 442) . . . until such time as the Curriculum Committee has passed a course . . . to fulfill the mandatory requirement." Unfortunately, Vice-President Gillis has clearly exceeded his authority in granting you such permission, since not only are "All matters relating to undergraduate programs and curricula" clearly the responsibility of the Senate which must in turn recommend them to the President and the Board of Trustees (see both the Senate Constitution, the Board of Trustees Bylaws, Article VIII, Section 2, and for a summary, the Ruling of Senate Committee A<sub>3</sub> Adjudication, attached to the November 13, 1979, minutes of the Senate) but only the Senate can, ordinarily upon the recommendation of Committee B<sub>2</sub>, grant approval for the temporary offering of a course pending final action by the Committee and the Senate. Inasmuch as Committee B<sub>2</sub> rejected, at its October 28 meeting, the proposal for ED 442, and furthermore since we have not acted to grant approval for the temporary offering of that same course, it can no longer be offered under its present form. We will permit students presently enrolled to receive the credit for which their performance in the course qualifies them, but, we repeat, it cannot be rescheduled. You must either return to such approved courses as you have previously offered, or schedule none at all. We remain prepared, however, to act with dispatch on any redesignated proposal you care to submit to us. We regret the difficulty that our decision may cause you in meeting the Education Department's standard IX, but our unhappiness is tempered by the realization that at least two and one-half years elapsed between the ruling of the Education Department and your submission of a course designed to fulfilling their demand.

We should also like to react in passing to Vice-President Gillis' suggestion that departments who seem to be dissatisfied with the present ED 442, which we understand to be largely of your design, or with the single course as it might be restructured, somehow, "do not wish their students to be accredited" and "can (therefore) simply drop Education from their curriculum. (sic)" A statement of such manifest absurdity, of such arrogant and childlike petulance, would ordinarily merit no reply, had it not been made by the Academic Vice President of a respectable institution. The impropriety, the sheer wrongheadedness of such an assertion dismays us, and we hope that in displaying our indignation we make the utterance of such sentiments less likely in the future. Universities have an institutional responsibility for maintaining and encouraging rationality: their internal functions cannot be at the charge of bumper-sticker mentalities.

cc: Patrick Stapleton, President, Board of Trustees  
John Worthen, President  
Robert Warren, Acting Academic Vice President and Provost  
Members of the University Senate

Dr. Jones

October 10, 1980

TO: Dr. Bernard T. Gillis  
Academic Vice President and Provost

FROM: University Curriculum Committee B2  
Kathleen Jones, Chairperson

Committee B2, the University Senate Curriculum Committee, passed the following motion at their meeting on Tuesday, October 7 which was directed to you:

It has come to the attention of Committee B2 that the School of Education has implemented substantial content changes in a course (ED 442) which have not been approved by Committee B2, the University Senate, or the Board of Trustees.

Committee B2 recommends that you order the Dean to come into compliance with university regulations.

Please note minutes of February 5, 1980, Item 6. A copy is enclosed.

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cc: Dr. Charles Kofoed, Dean  
School of Education  
Mr. Richard Chamberlin, Chairperson  
University Senate  
Mr. Robert Marx, Chairperson  
Committee A3  
Dr. John Worthen, President  
Senator Patrick Stapleton, Chairperson  
Board of Trustees

October 22, 1980

AD HOC APPROVAL FOR OFFERING ED 442 - PROFESSIONAL PRACTICUM AND  
SCHOOL LAW

Dr. Charles Kofold, Dean  
School of Education

E. T. Gillis  
Academic Vice President and Provost

Since the course ED 442 - Professional Practicum and School Law has been submitted to Senate Curriculum Committee B2 in an effort to get approval and in view of the fact that it is necessary to be in compliance with Standard 9 of the Department of Education for the professional certification of our Education students, I am giving ad hoc approval for the offering of this course out of necessity until such time as the Curriculum Committee has passed a course or courses or this course to fulfill that mandatory requirement.

From the discussions thus far it is clear that while there are other ways of meeting this standard other than a single course, such diversity can easily lead to inconsistencies with no rigid compliance to such standards. I would suggest the most expedient solution to the problem would be the establishment of a single course resolving as many problems or objections raised to the format of such a single course and that those departments that do not wish their students to be accredited can simply drop Education from their curriculum.

BTG/jal

cc: ✓ Dr. M. Kathleen Jones, Chairperson, Curriculum Committee B2  
Dr. C. Donald Seagren, Registrar

October 29, 1980

SUBJECT: Proposal for ED 442 Professional Practicum and School Law

TO: Dr. Charles Kofoed, Dean  
School of Education

Dr. Larry Vold, Director  
Professional Laboratory Experiences

FROM: Kathleen Jones, Chairperson  
University Curriculum Committee B2

Committee B2, the University Curriculum Committee, voted not to approve the proposal for revising ED 442 Professional Practicum and School Law (2 semester hours) at their meeting on October 28, 1980.

Perhaps if I report to you some of the comments I have heard regarding the proposal, they could be helpful to you and the Teacher Education Advisory Committee in developing a proposal which will be more satisfactory to the various departments preparing teachers and which could ultimately result in a better course.

The comments I have heard indicate the faculty support the concept of early experiences in the schools. The problem seems to be with how these experiences are met. Some comments, which I am sure influenced B2 in their decision were: ambiguity in the competencies listed; unclear objectives; objection to requiring the students to accomplish these experiences between semesters; uncertainty of departmental faculty involvement in supervision and evaluative aspects of these experiences; the procedure used for banking credits and giving the grade in the senior year; the procedure for teaching School Law.

I hope these comments will be helpful to you and the Teacher Education Advisory Committee in attempting to develop ways to meet the standards required for accreditation that will be acceptable to those involved. When the teacher educators from the various departments feel they can endorse the proposal set forth to B2, I believe it will be acceptable to the Committee.



SENATE COMMITTEE E

Computer Center Report

There are three areas which I will address pertaining to the conversion from the Xerox Sigma 6 Machine to the Honeywell Machine. They are as follows:

1. The academic area has had nothing converted at this time due to the extensive nature of the conversion and the lack of personnel in that area to accomplish the task. What will be available for use on the new machine for instruction will be software that can be purchased from Carlton University. Those packages are:
  - a. LIST F3
  - b. SLAM (Simulation Language for Alternative Modeling)
  - c. SPICE II
  - d. BMDP-79
  - e. SPITBAL
  - f. PASCAL
  - g. SPSS

Currently Operational  
Received--Not Yet Operational  
Not Received  
Not Received  
Not Received  
Not Received  
Not Received

The following package will need extensive conversion before they will be operational on the new Honeywell Machine.

- a. VANDERBILT
- b. ASPEX
- c. CONTOUR
- d. SYMAP
- e. POLYVRT
- f. CALFORM
- g. SURFACE II
- h. MINISTAT

The packages which have been made operational by and used by individual instructors will have to be converted by said instructor because I do not have any staff to help with the conversion.

As of this time I have not received approval to fill the position which has been vacant since January, 1980.

2. The area of systems is charged with writing software which interfaces with the operating system and also the subroutines needed to perform terminal processing. This area is also experiencing difficulty because most of these systems must be rewritten as opposed to just converting and some of the needed software will not be available until late December. This area is responsible for the arena scheduling and billing and utilities used by the Computer Center.

3. The area of administrative computing is progressing. As of this writing, the conversion percentages look like this:

	<u>Number</u>	<u>Tested</u>	<u>%</u>	<u>Production</u>	<u>%</u>
Utilities	130	65	50.0%	16	12.3%
Programs	739	397	53.7%	35	4.7%
Total	867	462	53.2%	51	5.9%

All the Snyder Programs have been converted and tested on CP6.

All dependent systems are scheduled to be in production the week of January 16, 1981.

Independent systems are scheduled to be more as they are completely tested.

The above was a summary of the activities which the Computer Center has been able to complete. There is still a long way to go and if the Computer Center does not get personnel, there will still be alot of work not converted when the old machine leaves in February.

Please note some problems.

1. Starting November 1, 1980 the Computer Center will have lost yet another full-time staff member. The second shift operator has left for better employment.

As of this writing I am waiting for approval to proceed.

The Computer Center now has only three operation staff to try to keep two large computers operating for 16 hours a day, 7 days a week. This has become impossible to do. Also, they are charged to complete all test scoring submitted to the Computer Center. Because of the loss of the second shift operator, the test scoring will now be done only on days where there are full-time staff (Monday through Friday).

2. Item 1 indicated that the programs which are used by students and faculty have not been converted and in all probability will not until the Center can get staff to complete the assignment. The only software which these users will be able to use will be software that I will have to purchase. Even if I get it operational I will not have the staff to help users use the software.

If an instructor is using a canned program, that instructor will have to convert the package and find a student who may be able to complete the conversion. There is very limited help that the Computer Center can offer at the current time because it takes the current staff to keep the system up and running.

## PROPOSED STUDENT CONSUMER GUIDELINES

1. a. "President" includes anyone authorized to act on the President's behalf.  
b. "Institution" refers to IUP, including its campuses at Punxsutawney & Armstrong County.
2. Admissions.  
The institutions' policy is to provide all prospective students with:
  - a. accurate and clear information concerning the admissions process (i.e., application procedures, deadlines, notification dates, transfer of credits, qualifying tests, remedial instruction, etc.); and
  - b. accurate descriptions of material aspects of the campus (i.e., academic affairs, student affairs, financial costs, etc.)
3. Academic Affairs.  
The institutions' policy is to provide all students with:
  - a. accurate and clear information on all academic policies and procedures (i.e., drop-add, withdrawal from a course, course requirements, advanced placement, academic probation, pass-fail, class attendance, etc.);
  - b. an evaluation of academic performance in a fair and timely fashion, and to provide an academic appeals process; and
  - c. adequate protection from unreasonable requirement changes and elimination of programs. If changes or eliminations of programs become necessary, students should be offered such alternatives as may be reasonably provided in the judgment of the President.
4. Financial.  
It is the institutions' policy to provide prospective and enrolled students with accurate and clear information concerning:
  - a. all fees (i.e., deposits, tuition, room, board, special educational fees, special student service fees, etc.) and
  - b. policies and procedures for refunds of fees.
5. Financial Aid.  
It is the institutions' policy to provide prospective and enrolled students with:
  - a. accurate and clear information concerning governmental and private financial aid programs (i.e., application process, deadlines, notification dates, etc.);
  - b. notice of the award of financial aid to qualify students in a manner consistent with any regulations or legal instruments governing such aid.
6. Campus Publications.  
The President will, from time to time, establish a publications' review committee which will include student members. The committee shall be responsible for examining catalogs, handbooks, recruitment materials and other student related publications, and shall recommend to the President such additions, deletions and changes as may be deemed appropriate to aid in the achievement of the policies set forth in these rules.
7. Appeals.  
The institution shall adopt an appeals procedure to resolve student grievances concerning the award of financial aid and evaluation of academic performances.
8. Relief and Penalties.
  - a. nothing in these rules is intended to modify or waive any privilege or immunity of a state college/university or its officers, agents and employees; and
  - b. nothing in these rules shall be construed to diminish the rights of faculty to teach, as established by law and relevant collective bargaining agreements, or to diminish the authority of the institutions to determine academic standards and standards of admission.

Approved by Committee F1 of the University Senate on October 7, 1980.

Action tabled by the University Senate on November 11, 1980.

