

MINUTES OF THE UNIVERSITY SENATE

The December 7, 1982 meeting of the University Senate was called to order by Chairman Stan Tackett at 3:20 p.m. in Pratt Auditorium.

Senators F. Anderson, R. Bartlebaugh, A. L. Davis, T. Sedwick, and J. Worzbyt were excused. In addition, the following Senators were absent: Altimus, Bahn, H. Johnson, McCavitt, Merryman, Miller, Millward, J. Murray, Park, Patterson, Storm, Taiani, Vold, Wolfe, Bloom, Haberberger, Rader, G. Chiapetta, Conley, Long, and Williams.

President John Worthen reported that two important committees are working:

1. The Institutional Planning Committee which is charged with long-range planning is now working in sub-units and the planning units are beginning to crank up. There is and will be a lot of time and effort involved in bringing this committee to its fruition.
2. The General Education Task Force is meeting bi-weekly and are looking forward to making its report at the end of this year.

In addition, a new Task Force on Educational Support Services has been appointed, as follows:

John Welty, Chair
Carolyn Wilkie
~~Brenda Townsend~~
Frank Como
Richard Distanislao
Diane Duntley
Charles Kofoid
Russell Miars
Leonard DeFabo
Linda Williams
Donald McClure
Marilyn Wagner, student

This task force will be considering the development of a coordinated and comprehensive approach to educational support services for undergraduate students at IUP. These support services would provide assistance in reading, writing, math, science, study skills, advising, counseling and related areas. Presently there are several units at the University which provide some of these services to particular groups of students. There needs to be a coordinated effort to do this job more effectively. The committee members were appointed after consulting with APSCUF and with the University Senate Chairman, and has been charged as follows:

1. Assess the types of educational services and support programs needed by IUP students
2. To identify the existing support services and the population served by these services
3. To identify additional services and programs and changes which are needed, taking into consideration the funding concerns
4. To recommend the most effective and efficient organization to administer these services
5. To make recommendations concerning other steps which need to be taken to provide these services.

Academic Vice President Norton announced that a meeting of Sub-unit Chairpersons involved in the long-range planning for the University will be held on December 16, 1982 at 3:15 p.m. in Keith 230A.

Senate Vice Chairman Jeff Peterson asked that minutes of all Senate committees be sent to him at 109A Pratt Hall. He also reminded student senators to provide him or Senator Faller with their address, social security number and phone number.

Senate Chairman Stan Tackett made the following announcements:

1. Since the November Senate meeting, the joint Athletics Committee/Rules Committee (By-laws) meeting has been held. It is their feeling that the NCAA Committee should be kept in the Senate and they are currently working on details and these will be forthcoming.
2. Because we have a rather lengthy agenda for this meeting, asked those present to keep responses to motions/recommendations to an appropriate length so as not to get bogged down on items.

On a motion by Senator Peterson, seconded by Senator Duntley, the minutes of the November 9, 1982 meeting were approved, as published, with one correction: Jeff Peterson was present at the meeting, not absent as listed in the minutes.

The Rules Committee, chaired by Senator Chamberlin, listed the following information:

1. Scheduled Senate Meetings: February 8, 1983
March 8, 1983
April 12, 1983
May 3, 1983
2. Committee on Rules: In anticipation of the Board of Trustees accepting the creation of the new Senate Committee on University-wide Awards, we will need nominees for the membership as soon as possible. Listed below are some of the names of Senators who are eligible for membership, by schools. The term will run until 1984; therefore, any member who has a two-year term expiring in 1984 is eligible for membership.

Fine Arts: Tony DeFurio, Richard Knab, Hugh Johnson

Business: Bernard Moreau, Martha Troxell

Education: William Bahn, John Merryman, Muriel Munro, Warner Tobin

Home Economics: Mia Moore-Armitage

Health Services: Marion Murray, Ruth Podbielski, Philip Chekanski

Natural Sciences: Gary Buterbaugh, Joe Costa, John Scroxton,
Fred Park, Thomas Cunningham

Humanities & Social Sciences: Bob Curey, Charles Faust, Renee Liscinsky
Robert Whitmer, Fred Wegener, Willard Radell

University Services: Richard Chamberlin, Cynthia Creekmore, Calvin Elliker,
Peter Alexander, Maj. P. Spence

There may be others eligible for the committee (serving a two-year term). If so, please notify the Rules Committee Chairman by December 10, 1982 if you are eligible for this committee; the election will be held when we return in January 1983.

3. Please notify the Rules Committee Chairman if you are interested in running for any of the following student vacancies on the committees listed:

Rules - 4 students - term to expire in June 1983
Research, Library & Educational Services - 1 student
Athletic - 1 student
Student Affairs - 1 student

4. The joint meeting between the Rules Committee and the Athletic Committee, with a subsequent meeting between Senators Marx, Cignetti and Chamberlin. The Rules Committee then met and developed the final draft proposal. This will go back to the Athletic Committee and the Rules Committee and hopefully will be ready for the February Senate agenda.

The following recommendations of the Curriculum Committee were approved:

1. Reduction from 3 credits to 1 credit: EN 329, History of the English Language - A study of the historical development of the English language, as a basis for a better understanding of modern American English.

Rationale: History of the English Language has been a course taught in the English Department for many years, primarily for English and Communication Education majors. In our recent study of the needs of the students, we determined that there was need of a special course in teaching writing which would take into account recent research in the composing process and in modern rhetoric. It was felt that the History of the English Language would be a good first course, which could serve as an introduction to language study, to be followed by Structure of English and Teaching and Evaluating Writing, but that it did not require the exhaustive treatment that it has been given in the past.

2. New courses:

- a. CO 360 - IBM Job Control Language - 1 credit
Detailed study of the job control language ("JCL") of the IBM OS operating system; comparison of OS with the locally available CP-6 operating system of Honeywell. 3 hours lecture per week for five weeks, or the equivalent.
- b. PC 379 - Psychology of Women - 3 credits
This course will explore a wide range of topics that are particularly relevant to understanding the female experience in America today. It will concentrate especially on relevant concepts from developmental and social psychology. The course will combine lecture presentations by the instructor with active participation on the part of the students through their classroom discussion.
- c. FN 484 - Seminar - 1 credit
Emphasis on individual review of food and nutrition literature with formal presentation and discussion of current research.

Curriculum Committee Chairman DeFurio announced that a new Course Syllabus Format has been developed and sent to all department chairmen and deans. This was done in an effort to assist the committee in its work by providing some continuity in the various proposals. Particular attention is called to Section B3 dealing with sign-offs.

The Academic Committee, chaired by Senator Duntley, announced that it has approved the nominees for honorary degrees and submitted five names, unranked, to the President for Board of Trustees review and selection.

The Academic Committee recommendation for the approval of the IUP Certificate of Appreciation and the President's Medal of Distinction, as outlined in Attachment #1, was passed.

There was extensive discussion of the Academic Committee's recommendation to adopt the Class Attendance Policy as shown in Attachment #2. It was stressed that this is not a blanket policy, but a section-by-section policy which "may" be used by faculty members. It is not intended to be a mandatory policy for any course, faculty member or department. A DeFurio/Holtz motion ended debate on the issue of class attendance and the policy was then defeated by the Senate. Division of the house: 20 Aye, 90 Nay.

The Senate accepted the Academic Committee's report on the exploration of early registration, as detailed in Attachment #3. This acceptance included the Committee's recommendation that the system be implemented with university-wide support and be given an opportunity for evaluation and further refinement as actual experience shows specific needs.

The Graduate Committee listed the following for information:

1. Prefix change by Elementary Education to accommodate both elementary and secondary students in the principal's certification programs:

- EL to ED 631 - Curriculum Development
- EL to ED 632 - ~~Systematic~~ Observation of Classroom Behavior
- EL to ED 650 - School and Community
- EL to ED 652 - School Evaluation
- EL to ED 653 - Supervision and the Improvement of Instruction
- EL to EA 656 - School Administration
- EL to EA 657 - School Personnel Administration
- EL to ED 658 - School Law and Negotiations

2. Title Change in M.A. in Public Affairs Degree Program

PS 674 - Scope and Methods to PS 674 - Analytical Techniques

The Graduate Committee recommended the following transfer policy revision for doctoral programs:

"That the transfer policy for doctoral programs be modified to state that transfer credit beyond the master's degree is limited to special cases (as per existing policy) and up to 12 graduate credits in the case of program-specific interinstitutional agreements approved by the Graduate Dean."

A Chamberlin/Peterson motion to delete the phrase "in the case of program-specific interinstitutional agreements" was withdrawn following clarification that this revision deals exclusively with one interinstitutional agreement. This revision was then approved by the Senate.

The Student Affairs Committee, chaired by Senator Matthews, recommended approval of the "Guidelines for Conducting Contact Sports/Activities on the IUP Campus" as shown in Attachment #4. There was discussion of which sports fall into the category of contact sports, who will enforce these guidelines, who can qualify as a faculty/staff supervisor, etc. On a motion by Senator Buterbaugh, seconded by Senator Curey, the Senate voted to return this matter to the committee for further study and clarification. (VOTE: 54 to return, 29 against)

The Student Affairs Committee requested approval of the Minimum Standards for Social Greek Letter Organizations as shown in Attachment #5. It was announced that this policy has received the endorsement of the IFC, Panhellenic Council, and Attorney Jack Solomon of the State Attorney General's Office. A motion by Senator Bright, seconded by numerous Senators, to adopt the policy without the three-paragraph introduction, failed to pass the Senate. The Minimum Standards Policy for Social Greek Letter Organizations, as shown in Attachment #5, was then adopted by the Senate.

The following amendment to the policy entitled "Recognized Organization Review Board", as approved by the Senate on April 13, 1982, was approved by the Senate:

Membership: Add #5, as follows:

"When hearing a case involving a social Greek letter organization, the president of the applicable coordinating body shall appoint a representative, one who is not directly affiliated with the organization against which the allegations have been brought, to serve as a voting member of the RORB for the duration of the particular hearing."

The Ad Hoc Committee on University Policy, chaired by Senator Helmrach, submitted its final report, which is included as Attachment #6. There was extensive discussion of much of the report, especially the matter of athletic and its funding. Dr. Worthen responded to the report by saying that he was very unhappy about the fuzziness with which it was presented, with no documentation available to support its conclusions.

Dr. Worthen added that with respect to the funding of athletics, he was the one who had appointed the committee to study the funding. He also listed things which have been done in the area of athletics, which are: 1) strengthening our football program, 2) hiring of new coach and assistants, 3) adding a part-time women's basketball coach, and 4) planning to raise funds for athletic scholarships. He further indicated that he felt it was inappropriate to vote on this report without all the information which the Committee had gathered.

Senator Tiger moved and Jeff Peterson seconded a motion that the report be sent back to the committee. Senator Tiger then moved, and Senator Curey seconded, that the meeting be recessed until January 25, 1983. Neither of these motions were voted on; the meeting was adjourned at 5:45 p.m. when a quorum call indicated that we had lost a quorum.

Respectfully submitted,

MEETING WILL BE CONTINUED
ON JANUARY 25, 1983 at
3:15 P.M. - Stright Auditorium

Anthony J. Nastase
Secretary
University Senate

NEW UNIVERSITY AWARDS

BACKGROUND: Additional forms of recognition by the University are proposed to supplement those currently existing:

- Honorary degrees
- Distinguished Faculty Awards for Teaching, for Research, for Creative Arts, and for Community Service
- Faculty Emeritus status
- Alumni Awards for Achievement and for Service
- Naming of buildings, streets, rooms, areas, professional chairs, symposia, book collections, etc. for an individual

Two additional forms are proposed for formal, high-level recognition: (1) IUP Certificate of Appreciation and (2) President's Medal of Distinction.

1. IUP Certificate of Appreciation. An award expressing gratitude to an individual for supporting, assisting, or making a special contribution to the University. This award also is intended to recognize those persons who perform service to the community, state or region in the form of creative, artistic, professional, or civic contributions which reflect well on this institution. Nominations for Certificates of Appreciation should be directed to the President who shall determine whether this award is appropriate. Five or six certificates may be presented annually.
2. President's Medal of Distinction. This will be the highest non-degree award presented by the University. It would be presented to citizens of the state and region whose contributions in the areas of professional achievements or public service are of national or international significance or whose contribution is of great significance to the University. One or two of these medals may be awarded annually. Nominations for this award should be directed to the Medal of Distinction Committee which will review nominations to determine whether this award is the most appropriate form of recognition for a nominee. The Committee may recommend the nomination for different IUP award where indicated or may also initiate award procedure for persons who should be honored in some way. Nominations receiving committee approval will be submitted to the Board of Trustees for final approval. The Medal of Distinction Committee will be composed of: the President, the Assistant to the President, the student trustee, one other trustee, one alumnus, and one faculty member. The Board of Trustees, the Executive Board of the Alumni Association and the University Senate will be asked to appoint their representative to serve a four-year term on this committee.

Award Presentation: Once a person is selected for a specific award, he/she shall be notified and a date set for the presentation. Presentations may be made at Board of Trustees meetings or dinners or may be scheduled for inclusion in an appropriate existing event such as Alumni Day, Faculty Workshop or Commencement. Information on the award, the presentation, and the person to be honored will be given to the Public Information Office in advance to assure good media coverage.

Approved in Committee B-1 (Academic) 11/16/82

Approved by the University Senate - December 7, 1982

CLASS ATTENDANCE

Class attendance and class participation beyond mere physical presence are essential for maximum education advantage and are strongly encouraged. Responsibility for all course material rests entirely with the student, whether or not he/she attends each class. Class attendance, per se, shall not be used as a basis for awarding or altering a grade in a course *except as noted below. There are two exceptions:*

1. *All students in specified basic courses (ED100, EN100, MA010, elementary (I,II) level foreign languages) are subject to required attendance with a maximum of three unexcused absences during the course. At the discretion of the individual instructor, more than three unexcused absences could result in a grade penalty, up to and including failure in the course.*
2. *A specific course or section at the 100- or 200-level may have an attendance requirement imposed by the instructor(s) according to the following policy:*
 - a. *The requirement must ensure at least one unexcused absence per credit hour and must delineate the consequences of excess absences.*
 - b. *The requirement must be approved by a majority vote of the department faculty.*
 - c. *The requirement must be published in advance in the registration material under "prerequisites" as "REQ ATTEND".*

Course grade *generally* will be based on such factors as class preparation, class participation, skill development, effectiveness or oral presentations and/or written reports, quiz grades, and test and final examination scores. It is the prerogative of the instructor to administer unannounced quizzes as part of the student evaluation process, and to pass judgment on the merits of all cases involving late class submissions and class requirements missed by the students.

All students are required to attend class at the opening of the semester in order to stabilize enrollments and class rosters.

Approved in Committee B-1 (Academic) 11/16/82

DEFEATED BY THE UNIVERSITY SENATE - DECEMBER 7, 1982

A SUMMARY OF INVESTIGATION CONCERNING THE EARLY REGISTRATION SYSTEM

Submitted for use of

The University Senate by Senate Committee B-1

By action of the Senate at the October 1982 meeting, Senate Committee B-1 was charged with examining the announced changes in university registration and examining the proposed changes and their implications for the University, its faculty and its students. The motion continues that B-1 should recommend a position on the matter to the Senate and a full Senate discussion should follow.

The Committee examined some preliminary materials through the appropriate subcommittee chaired by Dr. Richard Kolaczowski; their report was received and discussed at the November 16 meeting of the full committee. As additional information was presented, it was decided to convene a special meeting of B-1 to discuss the fullest range of information currently available.

The decision to meet with new information reflects an important point in the consideration of the topic: the early registration system is undergoing refinements on a day-by-day basis as special problems are revealed, discussed, and solutions (long-term and short-term) are proposed. All persons who are working on the implementation of early registration are under the continuing supervision of the Provost, who has ultimate responsibility for registration system for the university.

This report is presented in five sections:

- I. General concepts about registration systems
- II. Questions relating to operational aspects
- III. Questions relating to special groups interfacing with the system
- IV. Attachment
- V. Summary and recommendations

I. General Concepts about Registration

A. A registration system does NOT

- advise students
- collect bills
- hire faculty.

B. A registration system CAN

- match students to specific classes/sections
- give information about student requests
- permit changes to master schedule through addition or rematching of faculty with class sections.

C. No registration system BY ITSELF increases faculty resources. An early registration system MAY make it possible to supplement the existing faculty through reasonable search processes in the intervening three or four months.

D. Every registration system is subject to improvement, and early registration is subject to review at each step of implementation. All attempts will be made to make adjustments in light of on-going evaluation. THEREFORE, all information presented is automatically qualified as "as-of-this-date".

E. Registration processes are reviewed after each registration period by the Troubleshooting Committee, which involves representatives of all the administrative service areas including among others admissions, computer center, Co-op, financial aid, finance division, housing, registrar, scheduling center, student affairs, faculty representatives from Senate and APSCUF and a student. All administrative processes including registration are continually refined through suggestions from all operational areas in a review system that is already in place.

II. Questions relating to operational aspects of registration

statement of problem/concern/ or questions	proposed solution/response	additional notes
A. "Does the advisor have to sign the course selection record?"	The advisor signature is NOT required, but departments MAY make registration material available through advisors rather than in department offices if it is the department choice. (NOTE)	A concentrated emphasis will be made in the first six weeks of second semester to get all students in to see advisors for a multi-purpose advising session that goes far beyond course selection and schedule building. Support materials will be produced by the Task Force on Academic Advising. The emphasis will separate the advising and registration processes.
B. "There are too many advisees to see in a short period of time to help them build their course schedules."	The student is responsible for building his/her own schedule from the alternatives (two or three deep!) discussed in the earlier advising session. (See note.)	
C. "Will there be extra sections of courses?"	The Provost will direct the adding of sections both in the preparation of the printed schedule and as early registration progresses in anticipation of providing supplemental staffing during the interim between registration and fall.	The Provost intends to be involved with both the negotiation with Harrisburg for additional "lines" for faculty and with the allocation for specific course needs.
D. "Can students "bank" partial schedules and recirculate during the early registration period?"	If a student selects a partial schedule and elects no further alternates, s/he can expand or change the schedule through the drop/add process in the first week of classes.	
E. "Isn't four weeks too long to be involved in registration?"	As the early registration system is refined, it may be possible to shorten the time, but for at least the first time, the longer schedule permits an easier run-through and time to respond to any unforeseen problems without an unnecessarily long back-up for students. The schedule for future semesters may be modified in light of what is learned in this semester.	

II. Questions relating to operational aspects of registration (continued)

F. "Won't there be class-cutting to go to registration?"

The student's time appointment notice will reinforce other publicity that (1) the student may register any time AFTER the time designated on the notice, so that any student may come later that day or on any subsequent day; and (2) NO student may use registration as an excuse for absence from class.

G. "There may be long lines in the later days."

The arrangement of time notices will schedule more students on days early in the registration period than on later days. On any given day, more students will be scheduled for earlier hours than for later hours so that students who (usually because of classes) come later in the day will not overbalance the system at the end of the day.

H. "Students may find that courses will close just as they reach the terminal."

The student elects whether to choose an alternate section or course or whether to seek a "closed section" slip from the department. Information on closed sections will be available up to the very moment the student's schedule is entered in the terminal.

Every section will have a "last seat" sometime -- and this is no different than in arena registration.

I. "Terminals may be taken from regular classes/users."

No regular terminals will be used. New terminals for the registration area have been ordered and will be installed in G-2 Sutton.

The computer center staff has indicated that the volume being processed over four weeks and the mode of operation should not have major effect on response time for other users. Major administrative runs will be done at night as is now the case.

J. "The student may lose the registration verification slip between March/April and the time of drop/add in September."

Promoting student responsibility in retaining records is one aspect for which apology need not be made. However, a system for replacement is under consideration.

II. Questions relating to operational aspects of registration (continued)

- K. "The use of non-student help for terminal operators costs money." The advantages of using non-student help are not only in the continuity of operational personnel at the terminals and other registration processes, but also in improved security against unauthorized closed section overrides.
- L. "What about changes in student schedules because of administrative changes in the university master schedule?" A period for administrative-based changes has been planned for early May. Details will be announced. Such a period would not be a general drop/add for student-initiated changes.
- M. "How will we know that a student is actually enrolling and will attend the classes for which registered?" Students whose bills are paid (at least the minimum required) by the August date will retain schedules. Students who do not fulfill the financial obligations may lose their schedules and go to late registration day. There will be particular emphasis on the first week attendance policy which requires that students attend all classes for which they have registered during the first full week in order to establish enrollment.
- O. "How will we know what a student's OPTIMAL first choices are if they have to adapt to request what's available?" There is no way to collect that data for a current semester, but there is an attempt to set up mechanism to collect "first choices". There is need for either a way to collect "first choices" or have reliable pre-registration data to establish figures of student need/desire for longer range schedule development.
- P. "Is this schedule as presented -with TBA's- a contract to offer these courses?" There will be disclaimers for institutional protection both in the printed master schedule and on the student's individually printed schedule.
- Q. "How will graduate students register for undergraduate courses they may be taking as pre-requisites?" As the system stands, they would add the undergrad courses either at late registration or through drop/add. Additional thought should be given to this area for clarification with the Graduate School and involved departments.

III. Questions relating to special groups interfacing with the system

<u>statement of problem/concern/ or question by special group</u>	<u>proposed solution/response</u>	<u>additional notes</u>
A. TRANSFER STUDENTS: When will newly-admitted transfer students register?"	The students will complete computer registration during the three orientation days in mid-July.	Problem: There may be a limited number of seats in upper level or major courses since all potential returning students and all NPR's hold schedules and fill class seats.
B. NPR STUDENTS: What should happen to the schedules of students who are NPR'd in May?	The schedules will be left intact for students NPR'd in May. Students not reinstated as a result of Pre and Main work will be deleted in early August. Post session reinstatements will lose schedule and go to late registration.	
C. BRANCH CAMPUS STUDENTS: How will students moving from a branch campus to Indiana be included?	Branch campus students will have preliminary advising information at the branch campuses and will be brought to the Indiana campus on Wednesday, April 13 [tentative] for computer registration -- probably near the end of the sophomores and beginning of freshmen scheduling.	Some details of the preliminary advising are yet to be arranged.
D. FOREIGN STUDENTS: How will entering foreign students be included?	A round table discussion group is being formed to address various issues, including foreign student registration. New foreign students will attend late registration.	
E. EOP STUDENTS: Students who are here in the summer may need to have schedule changes.	The EOP Office will be able to adjust the students' spring (interview day) choices in light of summer performance if changes are received in Scheduling Center no later than the end of main session.	
F. LATE ADMITS:	Students who are finalized for admission on a late-admit basis will register on the late registration day.	

III. Questions relating to special groups interfacing with the system (Continued)

G. INTERNS AND STUDENT TEACHERS:
How will persons away from campus and returning for the fall be included?

Departmental supervisors and internship coordinators will get materials from the department to those students who will be returning. Returned materials will be processed at the appropriate times at the registration site.

H. STUDY ABROAD STUDENTS: How will students abroad schedule if they are returning?

Study Abroad students will go to the late registration day unless the advisor can provide appropriate selections for registration services.

I. READMITS: How will students who are readmitted after absence from campus be registered?

Students who have been readmitted after absence from registered status will register in the late registration day.

This system will give priority to continuing students over those whose continuous registration has been interrupted.

J. PART-TIME: When will part-time students register?

Part-time students who are registered in the spring semester will get time appointment notices with their class level. They may register later than the time, but not before. Part-time/degree candidates will register with full-time/degree candidates; Part-time/non-degree students will work through Continuing Education to process their schedules.

K. FRESHMEN: Entering freshmen fill out their schedules during orientation/interview days. When are they scheduled?


The schedules for the entering freshmen will be processed in early August as is currently done. Departments will be involved in opening seats (some of which may have been withheld) or sections to best meet student needs.

This represents a change of institutional policy in guaranteeing freshmen course selection first.

DATE: November 4, 1982

SUBJECT: Copy for Early Registration Notice to The Penn and Daily Bulletin

TO: Mr. Robert Gaylor
Associate Provost

FROM: C. Donald Seagren
Registrar 

Below is the wording for the Early Registration notice to be inserted in the media.

Registration materials for Fall Semester, 1983 for undergraduate students will be distributed to the various undergraduate major department offices during the week of March 14-18, 1983. These materials will be available for pick up by students in their major department offices beginning on Monday, March 21, 1983.

These registration materials are: Time Appointment notices, which show the hour and day on which the student is scheduled to register; a Class Schedule, which also contains detailed registration instructions, and; a Course Election Record (CER) form.

Early Registration will take place in the Scheduling Area (Room G2) of John Sutton Basement during the period of March 28 through April 22, 1983. Students may register on or after, but not before, their designated appointment time. In case of conflict between a regularly scheduled class and the registration appointment time, the class takes precedence and should be attended. Class absences due to registration will not be considered as excused absences.

Time appointment notices to register have been prepared only for those students enrolled in Spring Semester, 1983. The registration time was determined by the number of credits earned (excluding present credits carried) and the first letter of the surname. The alphabetic assignment is rotated each semester.

Part-time students who are unable to meet any of the scheduling appointment times should make arrangements to have the Part-time Student Office process their schedules.

Early registration appears to offer the possibility for a number of advantages when the system is fully refined.

The study by the B-1 Committee has shown that there has been movement in resolving problems and that suggestions are being received and incorporated on an on-going basis.

The greatest advantage may be in the hope of increasing resources through using the leverage of actual scheduled classes in negotiations with Harrisburg. Clearly longer lead time is needed.

In addition to the areas noted in Sections II and III for continuing study, the Committee would further make the following general recommendations.

1. The mechanisms of "seat control" must be finely tuned with a clear understanding of what is to be accomplished. There is some concern that sections be open to their intended maximum from the beginning without artificially low closings to force section balance, etc. On the other hand, there is some interest that sections be "protected" for a particular class so that, for example, some sophomore courses would be opened to maximum only when returning freshmen hold appointment times. Another area where seats might be "held" would be for entering freshmen whose schedules would generally be run in August. Over all, there must be more clearly articulated policies and procedures. It would appear that a discussion by a combined Council of Chairpersons and Council of Deans with resource persons would be an appropriate forum.

The current status of the closed section slips is another area for attention. Closely related to the above matter of "seat control", the operational aspects should be examined through the forum described above.

2. There is a substantial opinion that all aspects of schedule-building would benefit from planning over a longer time frame. Semester-by-semester planning appears to limit both department/institutional planning and student/advisor planning to a continuing crisis-management stance. Schedules with some continuity could improve communication among departments.

The Committee seeks public record of administrative confirmation that the system for early registration will be fully reviewed and changes made in parts or in the whole system where needed.

Within the above framework, and recognizing the movement toward continuing refinement of the system, the Committee recommends that the system be implemented with university-wide support and be given an opportunity for evaluation and further refinement as actual experience shows specific needs.

THEREFORE:

Committee B-1 moves the acceptance of the report entitled "A Summary of Investigation Concerning the Early Registration System".

ACCEPTED BY THE UNIVERSITY SENATE
DECEMBER 7, 1982

Diane L. Duntley, chairperson
November 30, 1982

GUIDELINES FOR CONDUCTING CONTACT
SPORTS/ACTIVITIES ON THE IUP CAMPUS

Groups or organizations that wish to conduct or sponsor contact sports/activities, other than as part of the IUP Varsity Sports Program, on the IUP campus or Student Cooperative Association property must present, to the Campus Recreation Office, adequate information concerning the procedures of conduct planned for the activity. Before any contact sports/activity will be approved to be conducted on the IUP Campus, the specific guidelines listed below must be followed for the event. Determination of whether a particular activity is to be considered a contact sport/activity will be made by the Campus Recreation Office. These guidelines include:

1. All sports/activities must be conducted in an area free of obstacles and other hazards that are sufficiently removed from the playing area to avoid possible injury to participants.
2. Such activities must be conducted under proper lighting conditions to insure clear visibility by all participants.
3. The playing surface for such activities must be conducive for safe participation by all participants. Inclement weather warrants postponement of the activity.
4. Rules and regulations, which clearly define measures of safety, must be made available to all participants.
5. Faculty/staff supervisor(s) must be in attendance at all contests.
6. Workshops/clinics must be conducted to train student officials concerning techniques and rules of officiating the sport/activity.
7. Personnel knowledgeable in athletic training or advanced first aid training must be on duty at all contests.
8. A student injury report form must be completed at the time of all accidents/injuries.
9. The Director of Campus Recreation is responsible for administering these guidelines.
10. Alleged violation of these guidelines shall be referred to the Recognized Organization Review Board for adjudication.

Approved: Committee F-1, 10/27/82

Return to the Student Affairs Committee by the Senate - December 7, 1982

MINIMUM STANDARDS
FOR SOCIAL GREEK-LETTER ORGANIZATIONS

Introduction

The two-hundred-year-old, tradition-rich social Greek-letter organizational system is uniquely qualified to contribute positively to the primary mission of colleges and universities in their role as educational institutions. A partnership therefore exists between social Greek-letter organizations and their host institution in promoting the personal, social, intellectual, cultural, physical and moral development of their members.

Indiana University of Pennsylvania (IUP) hereby reaffirms its support for and encouragement of the objectives and activities of its recognized social Greek-letter organizations. IUP also recognizes the unique character and history of each of these organizations and supports the rituals and traditions established by their national organizations.

The following standards for social Greek-letter organizations are designed to promote conduct consistent with the principles of sound business practices and responsible citizenship, and the stimulation of substantial intellectual achievement and leadership development. These standards are geared further to encourage a spirit of cooperation between social Greek-letter organizations and to assure all students of the opportunity for a sustaining and rewarding educational experience.

STANDARDS

1. Each organization must be a member in good standing of an appropriate coordinating body at IUP (i.e., Interfraternity Council, Panhellenic Council, or Black Pan Hellenic Council).
2. All organizations and individual members must be considered to be in good standing by their national organization, if so affiliated.
3. Each organization must have at least one contact per semester, either in writing or in person, with an official representative of its national organization, if so affiliated.
4. Each organization must maintain a group Q.P.A. of no less than 2.00 each semester. All members, including active, pledge/associate and affiliates, will be considered in calculating this average. This does not supersede more stringent requirements established for an organization by its national organization or its coordinating body; the higher Q.P.A. requirement must be met in such instances.
5. Each organization must have an advisor who is a member of the IUP faculty or staff.
6. Each organization must submit acceptable proof of an annual, written operating budget to the Office of Student Activities and Organizations at least thirty (30) days prior to the start of its fiscal year. Such proof will consist of a copy of the budget or a letter from the organization's faculty/staff advisor ~~verifying the existence of the budget.~~
7. Chapter houses, suites and offices must conform with all fire, safety and health codes as established by state and local governments or by IUP, as appropriate, and by the applicable coordinating body.
8. Dumpsters and/or trash containers must be present at each chapter house to provide for adequate removal and storage of garbage and trash.
9. No trash, furniture or discarded items may be left overnight in the yard or on the roof of a chapter house.
10. Each organization will be held accountable and responsible for the actions of groups affiliated or associated with it (e.g., pledges/associates, nationally-affiliated alumni, Little Brothers/Sisters, auxiliaries, interest groups).
11. All organizations must adhere to all state laws and IUP policies concerning alcohol possession, use, and consumption. It is the responsibility of each organization to become familiar with the applicable laws and policies and the specific provisions contained therein.
12. Each organization must conform with all policies regarding pledge education and hazing as established by IUP and by its national organization.
13. No mandatory pledge education event or activity may be scheduled when it would conflict with classes, test periods, required academic activities, or when it would violate the University hazing policy.
14. Violations of state and local laws by an organization will be considered to be violations of IUP policy and may be adjudicated by the appropriate hearing body.

HEARING PROCESS

The applicable coordinating body (i.e., Interfraternity Council, Panhellenic Council, Black Pan Hellenic Council) is expected to serve as the mediator for disputes among and between its member organizations and to enforce its own rules and regulations.

The Recognized Organization Review Board (RORB), however, will hear all cases wherein a social Greek-letter organization is alleged to have violated IUP policy. In any such instance, the president of the applicable coordinating body shall appoint a representative, one who is not directly affiliated with the organization against which the allegations have been brought, to serve as a voting member of the RORB for the duration of the particular hearing.

After appropriate notice of the specific infraction(s), and upon hearing all evidence, the RORB shall reach a decision and make its recommendations to the Vice President for Student Affairs, who will then reach a decision and so notify the organization against which the allegations have been filed. The organization shall then have five days to appeal this decision, in writing, to the Vice President for Student Affairs, before a final verdict is reached as to whether charges should be dismissed or whether such action in response to charges should be taken.

The organization against which an allegation has been filed may be represented by counsel and shall ~~have an opportunity to file a written brief within five days~~ after the hearing. A ~~copy of the hearing transcript~~ may be requested at the organization's cost.

EVALUATION

Each organization is responsible for complying with the minimum standards as established herein at all times. Any person or organization may file charges against an organization in accordance with the procedures of the applicable IUP policies.

The Office of Student Activities and Organizations will also evaluate compliance with the minimum standards on a regular and periodic basis, with a goal of a complete review no less than once every three academic years. A standing committee will be appointed by the Director of Student Activities and Organizations or his/her designee for the purpose of conducting this review and evaluation. Such committee shall consist of representatives from the applicable coordinating bodies, the Office of Student Activities and Organizations, and other interested individuals as deemed appropriate by the Director of Student Activities and Organizations.

The evaluation process is designed to identify organizational strengths and weaknesses while providing guidance in making desirable improvements. Upon completion of such a review, the standing committee will complete a report on the status of the organization, which may include recommendations for improvement in specified areas of organizational operations. A hearing will then be conducted by the standing committee in accordance with the guidelines established for the RORB, with any appeal directed to the Director of Student Activities and Organizations.

Based on a final report, an organization may then be presented with a set of recommendations, or "challenge guidelines", which address its specific needs, along with appropriate deadlines for attainment. The individual character and difficulties of each organization will be considered by the evaluation committee in developing these recommendations. Under normal circumstances, challenge guidelines would not be recommended for an organization that is in good standing with its coordinating body and with IUP. Assistance in achieving these goals will be provided by the Office of Student Activities and Organizations. Examples of such challenge guidelines include, but are not limited to, the following:

CHALLENGE GUIDELINES

1. Each organization should provide evidence of significant service to the University and community. Such service can include, but is not to be limited to, such programs as community service projects, local or national philanthropies, and participation and leadership in non-Greek recognized campus organizations.
2. All organizations sponsoring events at which alcoholic beverages are served should be mindful that alcohol should not be the primary focus of any activity. The organization should recognize another individual's right to drink or not to drink and should avoid encouraging or reinforcing irresponsible behavior. Appropriate restrictions on such events may be assigned in the event such guidelines are violated.
3. The pledge education program of each organization should include demonstrable emphasis on academic achievement and should serve to enhance the educational mission of IUP.

