

MINUTES OF THE UNIVERSITY SENATE

The October 8, 1985 meeting of the University Senate was called to order by Chairman Tony DeFurio at 3:30 p.m. in Pratt Auditorium.

President Welty reported to the Senate on the following items:

1. Tentative agreement has been reached between APSCUF and SSHE, details of which are not to be disclosed until after the ratification vote.
2. Task Force on General Education, chaired by Dr. Arlo Davis, has been meeting and we will be hearing reports from them in the near future.
3. The Long Range Planning Committee is about to release a draft statement of the major goals for the University over the next several years. The Committee will be asking for comments and reactions on the statement.
4. Space Study recommendations have been transmitted to Mr. Fred Anderson, Chair of the Development and Finance Committee (these were distributed later in the meeting to those in attendance by Dr. Anderson).
5. Groundbreaking for the Cogeneration Facility will take place on October 24, 1985 at 3:00 p.m. at the site of the facility between Folger Hall and the existing Power Plant.
6. Dr. Leon Botstein, President of Bard College, will give a lecture on Monday, November 4, at 8:15 p.m. in Gorell Recital Hall as part of the 20th Anniversary Celebration. His topic will be undergraduate education and its future in higher education.
7. The firm of Ketchum, Inc. has been engaged to conduct a study of our organization for institutional advancement and fund-raising programs. They have issued a report, which is being reviewed by an Ad Hoc Committee consisting of three members of the Foundation for IUP Board, two members of the Council of Trustees, and President Welty. Recommendations should be forthcoming late in the fall semester.
8. Mr. Richard Wolfe, Assistant to the Vice President for Student and University Affairs, has been reassigned to Director of Alumni Affairs, effective October 7, 1985. Effective Monday, October 14, the Director of Alumni Affairs, the Executive Director of University Relations, and the Coordinator of Media Development will report directly to the Office of the President until such time as the organizational review has been completed.
9. At its September 27 meeting, the Council of Trustees approved our budget submission request of \$41.1 million for 1986-87. This projected budget includes an increase in Graduate Assistantship stipends, a 5% increase for auxiliary operations costs and fees, a 10% increase for utilities, no tuition increase, 10 new faculty positions, 10 new non-instructional position, addition to funds for major capital repairs and renovations, telecommunications, computer enhancements, program development, graduate program enhancements, student recruitment, academic equipment, release time for faculty to pursue research and a 6% inflationary increase for general operations.

On a motion by Senator Novels, seconded by Senator Ali, Dr. Richard Magee and Dr. Ron Juliette were granted permission to make oral reports to the Senate on their committee work. Dr. Magee is Chair of the Provost Search Committee and reported that to date, they have received 131 applications for the position. The committee is reviewing and screening these applications, and intends to look very closely at ten to twenty of them, in an effort to arrange for three to five of them to visit the campus in late November and December.

Dr. Ron Juliette reported on the work of the Middle States Evaluation Task Force, chaired by Mark Staszkievicz. The Committee has been divided into four sub-committees, as follows: 1) Missions and Goals; 2) Institution and SSHE Policy which impact on graduate and doctoral education; 3) External Standards which are applicable to graduate and doctoral education; and 4) Allocation of Resources--how IUP allocates its resources to doctoral and graduate programs.

The minutes of the September 17, 1985 meeting were approved as published, with the following minor corrections: Page 3: Note that the concept of one for one is not to be part of the HP 345 and HP 346 approval; and that Senators Gordon and Marsili are Co-Chairing the Research, Library and Educational Services Committee.

The following Senators were excused from the meeting: Storm, Dakak, Marx, Elliott, Chamberlin, Stratton and Blair. In addition, the following Senators were absent: Bahn, Stacy, Cignetti, Hall, Washington, Asamoah, Quirk, Thibadeau, Shirey, Richardson, Russell, Adams, Brown, Bright, Costa, Moore-Armitage, Scroxton, Wegener, Allan, Curey, Forbes, Tiger, Tompkins, Brady, Davis, Fitzpatrick, Martin, Semetasky, Neidermeyer, Falzone, Haas, Schloeffel, Pavlock, Rebenknoff, Van deWerken, Gentile, Johnson, Crooks, Ward, Gall, Hughes, Charpentier, Turetsky, Morris, Fey, Wallman, Stevens, Torelli, Sunhachawi, McCartney and E. Keller.

The Rules Committee submitted the following for Senate information:

- a. Dates of 1985-86 Meetings: November 12, 1985 February 11, 1986
 December 10, 1985 March 18, 1986
 January 21, 1986 April 15, 1986
- b. Agenda items are to be submitted to Secretary Nastase ten days prior to the meeting date. All materials handled otherwise will not be included on that month's agenda.

The Curriculum Committee announced that its meetings are held each Tuesday that the Senate does not meeting, and they are held in Room 201 of the Library. Attachment A shows the items presently before the Curriculum Committee.

As moved by the Curriculum Committee, the Senate approved the following two new course proposals:

- 1) HP 335 - Coaching and Managing of Athletic Programs - 3 cr.
Lecture course designed to prepare students for coaching or administering an athletic program. Emphasizes the professional preparation and responsibilities of a coach, the support and auxiliary personnel working under and with the coach, the coach's responsibility to the athletes, plus the administrative responsibilities of coaching.
- 2) HP 139 - Aerobic Fitness Through Dance - 1 cr.
"Aerobic Dance" is a physical fitness development course for men and women that employs a combination of exercise and dance techniques performed to music. The purpose of the course is to develop a sequential exercise program that allows the student to: develop and maintain aerobic fitness, understand body alignment and the principles of exercise, develop correct dance techniques, and plan and develop an individualized and independent continuance program.

The Academic Affairs Committee submitted these items for information:

1. Committee Leadership: Chairperson - Dr. Diane Duntley
Vice Chairperson - Dave Concannon
Secretary - Mrs. Jean Blair

2. The Committee considered seventeen nominations for honorary degrees for 1986 and forwarded to the President a ranked list of eight individuals according to the regulations and timeline currently in effect.

On the recommendation of the Senate Academic Affairs Committee and the APSCUF Representative Council, the "IUP Student Grade Appeal Policy" was approved with four abstentions. See Attachment B for Policy. NOTE OF RECORD: In the Amendment process outlined in "Implementation" - Section D, specification of University Senate implies the Council of Trustees' role in approving Senate actions and recognizes the Council of Trustees' final action to change policy.

Senator Barker, a member of the Student Affairs Committee, announced that the committee will be meeting as soon as possible after the arrival of Dr. DeCoster, the new Vice President for Student Affairs, at which time elections will be held.

Senator Goodrich brought three items of new business to the attention of the Senate:

1. Concern over the closing of the Library on week-ends to to equipment changes and the subsequent disruption of services.
2. Difficulties in getting assigned reading materials in the Bookstore
3. The subject of "Final Enrollment Lists" and the instructions relative to these lists. (Senator Duntley noted that this matter has gone to the appropriate sub-committee.)

On a motion by Senator Buterbaugh, seconded by Senator S. Keller, the Senate passed, with one abstention and one nay vote, a statement affirming to people working in non-academic areas that our #1 purpose is "academics", and ask President Welty to communicate that point to the Vice Presidents.

On a motion by Senator Tackett, seconded by Senator T. Cunningham, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Anthony J. Nastase
Secretary, University Senate

Senate Undergraduate Curriculum Committee
Proposals

<u>No.</u>	<u>Course or Proposal</u>	<u>Committee Action</u>	<u>Senate Action</u>
84/5-38	HP 335 Coaching & Managing of Athletic Programs	Approved 9/24/85	Scheduled 10/8
84/5-39	HP 139 Aerobic Fitness Through Dance	Approved 9/24/85	Scheduled 10/8
84/5-40	RT 428 Essentials of ECG	Scheduled 10/1/85	
84/5-41	RT 430 Pulmonary Function Studies	Scheduled 10/1/85	
84/5-42	RT 437 Methods in Critical Care	Scheduled 10/1/85	
84/5-43	RT 429 Respiratory Thereapy In Children	Scheduled 10/1/85	
84/5-44	RT 331 Introduction to Ventilator Management	Scheduled 10/1/85	
84/5-45	RT 337 Introduction to Pulmonary Functions	Scheduled 101/85	
84/5-46	RT 438 Cardiopulmonary Rehabilitation	Scheduled 10/1/85	
84/5-47	AA Deree in Business - Specialization in Computer and Office Information Systems	Scheduled 10/15/85	
84/5-48	MG 496 Small Business Policy	Scheduled 10/15/85	
84/5-49	BI 425 Herpetology	Scheduled 10/22/85	
85/6-1	AA Degree (Cont. Education)	Scheduled 10/22/85	

10/1/85

AS APPROVED: APSCUF Representative Council, 5/85
and Senate Academic Committee, 10/1/85

10/2/85

SUBMITTED FOR: University Senate Action, 10/8/85 -- APPROVED

IUP STUDENT GRADE APPEAL POLICY

GRADE REVIEW POLICY

If a student disagrees with the evaluation of his/her work by the instructor, but has no basis for a charge of "discrimination" or "capricious evaluation," the student should discuss the matter directly with the instructor, and if unsatisfied, with the department chairperson, and if still unsatisfied, with the Dean of the College in which the course was offered. In such cases, the decision of the instructor shall be final.

If a student believes that an improper grade has been assigned, an appeal may be filed on the following grounds:

1. Discrimination: On the basis of race, religion, national origin, sex, age, ancestry, handicapped status, affectional or lifestyle preference, or political affiliation.
2. Capricious Evaluation: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. The student may not claim capriciousness if he disagrees with the subjective professional evaluation of the instructor.

PROCEDURES OF APPEAL

LEVEL I: INFORMAL RESOLUTION

Every effort should be made to resolve the disagreement at Level I. The student must first seek a resolution to the disagreement with the instructor. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the Dean of the College in which the course is offered. A Student Government Association (SGA) member may accompany and advise the student during the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the student initiate Level II.

LEVEL II: APPEAL SCREENING

- A. Composition: Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal.

The Committee will be composed of seven voting members: three faculty members appointed by APSCUF, three faculty/administrators elected by the Senate Academic Committee, and one student elected by the Senate Academic Committee. A voting majority of the Grade Appeal Committee must be faculty members.

- B. Procedure to Initiate Appeal: To initiate Level II of the appeal, the student must file an appeal form with the Provost's Office. This form must be filed within sixty (60) calendar days of the beginning of the semester immediately following the semester in which the grade was received. [Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.] The Provost's Office will notify the appropriate dean, department chairperson, faculty member, and the SGA President of the student's initiation of the Level II process.
- C. Procedure to Process Appeal: The student will be expected to submit written documentation of his/her complaint and the faculty member will be expected to submit in writing the course grading procedure and any other pertinent information. Appeals based on discrimination will be reviewed according to current standards of non-discriminatory action. Appeals based on capriciousness will be reviewed in light of the faculty member's announced evaluation and grading system. The Committee will review the materials to deny or confirm appeal continuance. Denial of appeal continuance must be by a negative vote of four members of the Committee. This Committee will inform the Provost's Office of its findings. Within five (5) working or class days of the Committee's report, the Provost or designee will notify the student and the faculty member of the findings. If the basis for appeal is determined to be substantive, the Provost or designee will convene a Grade Review Panel within fifteen (15) working or class days.

LEVEL III: APPEAL REVIEW

- A. Composition: The Grade Review Panel will consist of five voting members: one academic dean or associate dean and four faculty members. Four-fifths of the voting members will be a quorum. The SGA Academic Affairs Committee chairperson may advise as requested by the student. The Affirmative Action Officer will advise in appeals based on discrimination. The Panel will be constituted from the Grade Review Pool by random selection. The Panel chairperson will be elected by and from the panel before each review.
- B. Membership: The Grade Review Pool will be established in the spring term to serve for the following academic year. The Pool and rotational order within the pool will be established by the Office of Institutional Research. A pool of three deans or associate deans and twelve full-time faculty members will be maintained. In establishing the membership for each review panel, prior to each review the names of those designated as primary members of the specific panel and available as alternates will be

supplied to all parties involved. A panel member may request (to the Provost or designee) disqualification due to a conflict of interest. The student and the faculty member may eliminate names in proportion to the composition of the panel. Each may eliminate only one dean/associate dean and four faculty. Resulting vacancies will be filled from the appropriate pool of alternates so that the panel will be composed of one dean/associate dean and four faculty. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Office of Institutional Research will supplement the pool using appropriate random selection methods.

C. Procedure:

1. Both the student and the instructor will have the right to appear before the Panel and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer with whom they may consult, but who may not participate in the review.
2. The Panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the Panel will privately deliberate and render a decision. If the grade appeal is upheld, the Panel will constitute a Committee of three appropriate faculty (ordinarily faculty from the department in which the course is offered) who will review the student's work and determine the appropriate grade or suitable remedy. The Panel will incorporate this information in the determination which they then forward to the Provost's Office for implementation. [The Panel may recommend or the department may deem it appropriate that the grades of other students in the class also be reviewed.]
3. The written report sent to the Provost's Office will state whether the student's appeal is upheld or denied; if upheld, the Committee's evaluation and remedy will be included. All documents supporting the report will be sealed and kept only as long as necessary to insure the appropriate action is taken (normally one year) before being destroyed or returned to the individual presenting the evidence.

IMPLEMENTATION

- A. Faculty Compensation: If a Review Panel (hearing) is scheduled at a time in the summer when any faculty member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.
- B. Continuing Rights: This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the Government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.

IUP STUDENT GRADE APPEAL POLICY

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- C. Intended Purpose: The grade appeal procedures are designed simply as a means to resolve differences between students and faculty related to grading. Under no circumstances should the results of a grade appeal be used for disciplinary action or personnel decision.
- D. Amendment: Amendments may be implemented upon concurrence by University Senate, APSCUF Representative Council, and Meet-and-Discuss.
- E. Renewal: This policy will expire in three (3) years after its date of implementation unless this policy is reviewed under Senate Academic Committee and Senate procedures and renewed (with possible amendments) at Meet-and-Discuss.

jkp
COM01
10/2/85