

MINUTES OF THE UNIVERSITY SENATE

The November 11, 1986 meeting of the University Senate was called to order by Chairman Harry Buterbaugh at 3:25 p.m. in McVitty Auditorium, Sprowls Hall.

Dr. Hilda Richards read the report of President Welty, who was unable to be there. His report is shown as Attachment A.

Provost and Academic Vice President Richards reported to the Senate that there has been considerable time spent investigating the lack of a policy governing faculty use of textbooks and manuscripts in their classes. Dr. Richards has asked Senator Landon to establish a committee to investigate this matter. The constituencies to be involved in this committee are the Student Government Association, APSCUF and the University Senate.

Chairman Buterbaugh's report to the Senate covered these items:

1. The policy of evaluating administrators which was passed by the Senate in the late 1970's or early 1980's but has never been implemented is coming back to the Senate for review.
2. Chair has asked Senators Richards and Sommer of the Curriculum Committee to report on the disposition of the courses taught by the Foundations of Education Department if that department breaks up.
3. A question on interpretation of the Grade Appeals Policy has arisen and it will be given to the Senate Academic Affairs Committee for clarification.
4. Chair urged members of the Senate Finance and Development Committee, chaired by Senator Wiley, to be active in committee meetings so that a report on the classroom allocation policy can be forthcoming early in the second semester.
5. Chair reminded committee secretaries that he wishes to receive copies of the minutes of committee meetings.
6. Future agendas will include reports from the Vice Chair of the Senate concerning student issues, and Assistant Provost Staszkiwicz concerning progress on the Middle States Evaluation report.

Senator Vice-Chair Concannon reported to the Senate on the following items:

1. Encouraged students and other student organizations on campus to be more active. Presently there are 44 student spaces on the Senate roster--35 are presently filled and elections will be held soon to fill the others.
2. The Student Senate Office is located in Room 217 of the HUB. The Vice Chair would appreciate receiving minutes of committee meetings and intends to work with committee chairs on the problem of student attendance at committee meetings.
3. Indicated that the Solicitation Policy and the RORB Guidelines must be acted upon today if they are to be brought before the Council of Trustees in December.
4. In reference to the matter of the sale of manuscripts, the SGA has passed a resolution asking the Council of Trustees to look at this matter at its December meeting. This action, in effect, by-passes the University Senate.

Assistant Provost Staszekiewicz reported to the Senate concerning the Middle States report, as follows:

1. A Middle States team is coming to the campus on March 29-31, 1987 to discuss concerns about our doctoral programs, especially in the areas of scholarly activity of faculty, productivity level, institutional support to faculty, and library resources for handling doctoral programs. Since the initial report of the Middle States visit, the University has formed a Steering Committee representative of those involved in doctoral programs, allocated \$300,000 to remedy some of the problems outlined, and has conducted a thorough study of present doctoral programs and those currently being proposed. One of the areas of concern was the quality of faculty teaching graduate courses, and in that area the following have been accomplished:
 - a. a new set of expectations for all faculty who teach graduate courses
 - b. monitoring quality
 - c. criteria has been developed for teaching graduate courses
 - d. an application process has been established for applying to teach graduate courses
 - e. University support has been established in the areas of overload, word processing availability, professional development funds, and the teaching associates program.
 - f. Funds have been made available for the equivalent of 84 quarters of faculty release time to implement the workload standard.
 - g. An investigation is being conducted into the proper mix of permanent faculty, temporary faculty and teaching associates.
2. Another area of concern was the quality of students, and the following have been addressed in this area:
 - a. increased doctoral stipends for students
 - b. increased money to departments for recruitment of doctoral students
 - c. there are currently 15 graduate students teaching
 - d. research papers

Assistant Provost Staszekiewicz will report to the Senate in December on another aspect of the Middle States report.

The following Senators were excused from the meeting: Cignetti, Dakak, Welty, Eisen, Fuget, Hall, Marx, Brown, Taylor, DeFurio and Reynolds. In addition, Senators Norberg, Stacy, Altimus, Brown-McGowan, Ryan, Wingard, Ames, Bahn, Halapin, Hunter, Levinson, Matous, Mitchell, Russell, Steele, Woolcock, Spewock, Bogan, H. Cunningham, Demand, Forbes, Frank, Moyer, Tompkins, Zoni, Adney, Quintal, Achtzehn, Carey, Conway, Deihl, Delfine, Mariskanish, McCartney, Murray, and Ohrun were absent.

The Minutes of the October 14, 1986 meeting of the University Senate were approved as published, with one correction: Senator Cahalan to be "excused" rather than absent.

The Rules Committee listed the following for Senate information:

1. Agenda items are to be submitted to Senator Nastase (Weyandt 10, ext. 2993) ten work days prior to the meeting date.
2. All meetings of the University Senate for 1986 are scheduled in McVitty Auditorium.

3. 1986-87 Meeting Dates: December 9, 1986 January 27, 1987
February 17, 1987
March 10, 1987
April 14, 1987

As moved by the Rules Committee, the Senate passed with one abstention, a motion which in effect retains the current policy concerning the filling of committee positions--i.e., committee positions are presently determined by Senate-wide elections and subsequent vacancies are presently filled in such a way as to give as broad a representation as possible.

As moved by the Rules Committee, the Senate approved the following procedures for handling the General Education proposal, as follows:

1. Joint meetings of Curriculum and Academic Affairs Committees will be held to consider the document and prepare a joint recommendation to the Senate.
2. A special Senate meeting will be called to consider only that one item, with enough time before the meeting (2-3 weeks) for due consideration.
(Senate Chairman Buterbaugh will chair this special meeting of the Senate.)

On the recommendation of the Rules Committee, the Senate passed by a vote of 68 Yes, 24 No and 3 Abstentions the dividing of the current Committee on Research, Library and Educational Services Committee into two separate committees, as listed in Attachment B.

The Undergraduate Curriculum Committee listed its proposal schedule for Senate information (see Attachment C).

As moved by the Curriculum Committee, the Senate passed a proposal for a Restructured Undergraduate Psychology Major, shown as Attachment D.

The Student Affairs Committee moved approval of a Solicitation Policy. Several friendly amendments were made to wording in the policy, and Section II, A, 2 c was added, as moved by Senator Radell and seconded by Senator Chamberlin. The policy, as shown in Attachment E, was approved by the University Senate.

The Student Affairs Committee moved approval of the Recognized Organization Review Board Operating Policies and Procedures, as shown in Attachment F. This policy was approved by the Senate.

The Graduate Committee moved approval of the following:

"The policy for the final examination schedule for graduate courses is that terminating activities will be held during the final examination week of the academic calendar."

Following some discussion of this item, it was returned to the Committee for further study.

The meeting was adjourned at 5:08 p.m. with an announcement that the December meeting agenda will begin with reports from the Ad Hoc Committees.

Respectfully submitted,



Anthony J. Nastase
Secretary, University Senate

President Welty's report to the University Seante - November 11, 1986

On October 21, 1986 the SSHE Board of Governors approved a budget request to be submitted to the Governor and the General Assembly for the 1987-88 fiscal year. The budget request for the operations of the State System was for \$308,580,000 which represents an increase of 10.45 percent. In addition, the following specific line items were requested: instructional equipment--\$4.2 million; deferred maintenance--\$5 million; Pa. Academy for the Profession of Teaching--\$1 million; University Public Service Institutes including funding for the Labor Studies Center at IUP, a Hazardous Materials Training Center at IUP, and a Small Business Development Center at IUP--\$1.4 million; minority educational improvements, including recruitment of students and faculty and the establishment of a black faculty scholars program--\$636,000; Cheyney enhancement program support--\$1.6 million. This request assumes that a tuition increase will not be required if the above request is funded in total.

In addition, the Board of Governors approved a Capital Appropriation Request of \$247,391,000. Of this amount, IUP has 11 projects valued at \$30,560,000 in this request.

Further information concerning the budget will become available when the Governor submits his budget request to the Legislature in late January or early February, 1987.

We have received confirmation from the Middle States Association that a team will visit the campus on March 29-31 to conduct a review of doctoral programs. Dr. Norma Reeves, Vice Chancellor for Academic Affairs at the University of Wisconsin-Milwaukee, will chair this team. Other members will be: Dr. Jane Benardete, Professor of English, Hunter College of the City University of New York; and Dr. Lyle V. Jones, Director, L.L. Thurstone Psychometric Laboratory, Professor of Psychology, University of North Carolina, Chapel Hill.

I believe we are making good progress in the preparation of the report. This report will be made available to the entire University community upon its completion early in the spring semester, 1987.

I have received a recommended allocation policy and procedure from the task force appointed to look at classroom utilization. This report which has resulted in analyzing the existing classroom allocation practices indicates that classrooms are not efficiently utilized. A new policy for classroom allocation is recommended. I have transmitted this report to Dr. George Wiley, Chair of the Senate Finance and Development Committee, and asked for response no later than February 1, 1987. This would allow for decisions to be made in sufficient time to effect the allocation of classroom space for the spring semester, 1988.

Procedures governing the establishment of centers and institutes at IUP have been distributed by Dr. Lynch to department chairs, deans and other administrators. These procedures are to be followed in the establishment of centers and institutes.

A summary report on the pilot pre-registration placement testing program which began during the summer, 1986 has been received. After review of this report, which obviously does not contain a full evaluation since students who were placed under the pre-registration placement tests have just enrolled in courses for the fall semester, 1988. A recommendation has been made to continue the pilot for one more year and to proceed to fully implement pre-registration placement testing for all new students effective with the 1988-89 academic year. A final decision on implementation of this program will be contingent upon the following items:

1. A review of the results of the pre-registration pilot testing program in terms of retention and grades earned by students who were tested for the summer and fall, 1986.
2. The outcome of the general education program proposal.
3. The cost of the full implementation of the program.

Committee on Libraries and Educational Services

1. Function: The committee shall be responsible for recommending policies for the Imprint Series, Libraries/Media Resources, Information Systems and Communication Center, and the Printing Center.
2. Membership:
 - a. Appointed: Director of Libraries/Media Resources and the Director of Information Systems and Communication Center shall be appointed by virtue of their offices.
 - b. Elected: Seven faculty and five students, one of whom shall be a graduate student, shall be elected by and from the members of the University Senate.
3. Officers: A chair, vice-chair and a secretary shall be elected from its members.
4. Meetings: All meetings of the committee shall be open.

Committee on Research

1. Function: The committee shall be responsible for recommending policies and procedures relating to research.
2. Membership:
 - a. Associate Dean for Research and the Director of Institutional Research shall be members of the committee by virtue of their office.
 - b. Faculty: One faculty member per academic college and one faculty member representing the University Services and four students shall be elected by and from the Senate. The Graduate School and Research and the School of Continuing Education are excluded from membership.
3. Officers: A chair, vice-chair and a secretary shall be elected by the committee from its members.
4. Meetings: All meetings of the committee shall be open.

Sub-Committee on Faculty Research Grants

1. Function: The Sub-Committee is to receive the ranked research proposals from the College Research Committees. The Sub-Committee must abide by the rank order set by a College Committee. The Sub-Committee then recommends rank order of funding of research proposals on a University-wide basis. It is not mandatory that a proposal from each school be selected. These recommendations shall be forwarded directly to the Dean of the Graduate School and Research and to the Senate for information only.
2. Members: Only the faculty members of the Committee on Research shall constitute membership of this Sub-Committee.
3. Officers: A chair and a secretary shall be elected by the Sub-Committee from its members.

SENATE UNDERGRADUATE CURRICULUM COMMITTEE

PROPOSALS

No.	Course or Proposal	Cmte. Action	Senate Action
85-86/20	Psychology Major Change	Approved 10/21/86	Approved/11/11/86
86-87/1-1	FN 408 Title Change	Scheduled 10/28/86	
86-87/1-2	HP 261, 262, 265, 266, 267 Course Changes	Scheduled 10/28/86	
86-87/1	Child Development/Family Relations Program Changes	Scheduled 10/28/86	
86-87/2	Modification of Geology Minor		
86-87/3	CR 499, 482 Course Change CR 299 New Course		
86-87/4	HP 160 New Course	Scheduled 10/28/86	
86-87/5	CO 335 New Course		
86-87/6	CH 340 New Course		
86-87/7	Foreign Language Options for Chemistry Majors		
86-87/8	SP 353 New Course		

10/22/86
Curriculum

Approved 11/5/85 Department
 Approved 4/11/86 College
 Approved 11/11/86 Senate

Proposal for a Restructured Undergraduate Psychology Major

The major in Psychology consists of a minimum of thirty-three credits including PC 290, 291 Experimental Design and Analysis I & II. At least one course from each of the six areas (A-F) below must be elected. The remaining course choices may be chosen from any Psychology courses, excluding General Psychology, PC 101.

Rationale for the choice of core areas:

One of the concerns leading to the decision to reevaluate the undergraduate curriculum was the feeling that majors were not being exposed to the full range of the field. A survey of the faculty of the department, a review of the advanced GRE exam in Psychology, and the 1984 APA report on undergraduate curricula revealed a list of sub areas considered important. The lists showed almost 100% overlap. Five of the areas selected by the committee represent the top five areas from the lists. The sixth area is included because the committee saw a need for majors to get an overview of the field from a perspective not strongly represented in the rest of the curriculum. The courses included in this area are those which provide a metatheoretical perspective, a basis for exploring alternative pretheoretical assumptions about the science of behavior. In essence, students will be provided with a new context in which to interpret the content of other courses in the curriculum.

Rationale for the choice of courses within the core areas:

The departmental faculty was surveyed a second time to establish the courses offered by the department that were representative of each of the core areas. The courses included in this proposal were included in the lists submitted by a majority of those responding.

PSYCHOLOGY MAJOR

	<u>Credits</u>	<u>Totals</u>
PC 290 Experimental Design & Analysis I	4	
PC 291 Experimental Design & Analysis II	4	8

Core Areas:

A. Developmental

PC 354 Developmental Psychology	3	
PC 355 Child Psychology	3	
PC 374 Adult Development and Aging	3	3

B. Individual Differences

PC 351 Introduction to Psychological Measurement	3	
PC 356 Personality	3	
PC 357 Abnormal Psychology	3	3

2. PC 399 Industrial/Organizational Psychology to
PC 420 Psychology of Organizations

Proposed Requirement Change (Applied Track)

1. PC 424 Planned Organizational Change from required to highly recommended.
2. No further changes in the additional requirements of the Applied Track are proposed.

Proposal for Undergraduate Course Renumbering

Principles

1. Each core area is assigned two digits (e.g. 34_).
2. Start numbering courses in each area with 0 (e.g. 340).
3. Assign 31, 32, 33, 34, 35 to core areas A. to E., in that order.
4. Perspectives area is assigned 400-numbers.
5. 370's and 380's for electives, upper level electives keep present 400-number.
6. "Stress and Coping" becomes a 300 level course.
7. Group Applied Track courses together.

Courses

<u>present</u>	<u>new</u>	(n.c. = no change)
n.c.	101	General Psychology
n.c.	290-291	Exp Design and Analysis
354	310	Developmental Psychology
355	311	Child Psychology
374	312	Adult Development and Aging
356	320	Personality
357	321	Abnormal Psychology
351	322	Introduction to Psychological Measurement
358	330	Social Psychology
376	331	Environmental Psychology
363	340	Human Cognition: Perception
365	341	Conditioning and Learning
366	342	Human Cognition: Memory and Thinking
362	350	Physiological Psychology
364	351	Psychopharmacology
367	352	Ethology and Comparative Psychology
n.c.	370	Consciousness
n.c.	371	Motivation
n.c.	372	Drugs and Behavior
n.c.	373	Adolescent Psychology
200	374	Stress and Coping
n.c.	375	Social Cognition
n.c.	377	Political Behavior
n.c.	378	Psychology of Death and Dying
n.c.	410	Historical Trends in Psychology
379	411	Psychology of Women
399	420	Psychology of Organizations
n.c.	421	Psychology of Work
n.c.	424	Planned Organizational Change
n.c.	445	Behavior Modification
n.c.	450	Introduction to Clinical Psychology
n.c.	480	Honors Seminar
n.c.	481	Special Topics
n.c.	482	Independent Study
n.c.	493	Psychological Practicum

C. Social/Environmental		
PC 358 Social Psychology	3	
PC 376 Environmental Psychology	3	3
D. Cognition/Learning		
PC 363 Human Cognition: Perception	4	
PC 365 Conditioning and Learning	4	
PC 366 Human Cognition: Memory and Thinking	4	4
E. Biological Bases of Behavior		
PC 362 Physiological Psychology	4	
PC 364 Psychopharmacology	4	
PC 367 Ethology and Comparative Psychology	4	4
F. Metatheoretical Perspectives in Psychology		
PC 379 The Psychology of Women	3	
PC 410 Historical Trends in Psychology	3	3
		<u>28</u>

ADDITIONAL REQUIREMENTS:

- PC 101 General Psychology (Gen. Ed. Soc. Sci. requirement)
 MA 217 Probability and Statistics (Gen. Ed. Math requirement)
 CO 200 Introduction to Computers or equivalent (Gen. Ed. Nat. Sci. requirement)

Rationale for the Psychology Minor:

The consensus of the faculty is that the minor should represent a mini-major as in the past. The proposal does not really change the minor presently on the books.

PSYCHOLOGY MINOR

The psychology minor consists of a minimum of 17 credits including PC 101 General Psychology, PC 290 Experimental Design I* and one course from each of the groups listed below. Additional electives are not restricted.

- | | |
|------------------------------------|--------------------------------------|
| I. PC 354 Developmental Psychology | II. PC 365 Conditioning and Learning |
| PC 356 Personality | PC 367 Ethology & Comp. Psy. |
| PC 357 Abnormal Psychology | PC 363 Perception |
| PC 358 Social Psychology | PC 366 Memory & Thinking |
| PC 376 Environmental Psychology | PC 362 Physiological |
| | PC 364 Psychopharmacology |

*MA 217 Probability & Statistics is a prerequisite for PC 290.

Proposed Course Title Changes

1. PC 367 Animal Behavior to PC 367 Ethology and Comparative Psychology

This new title represents the evolution of the content of the field and the subject matter covered by the new instructor.

SOLICITATION OF STUDENTS POLICY

I. Definitions

As used in these regulations, the term:

- A. "Solicitation" refers to the act of approaching another with the intent to petition or request support (e.g., monetary support or personal commitment). Examples of solicitation include distributing literature, holding meetings, conducting surveys, and placing advertisements on bulletin boards.
- B. "Commercial solicitation" refers to the solicitation of a sale of any lawful consumer product or service. Commercial solicitation includes the demonstration or explanation of such products or services. The term does not include the solicitation of sales of newspapers, magazines, journals and similar printed media. Contract sales of newspapers, magazines and journals are considered to be commercial solicitation.
- C. "Non-commercial solicitation" refers to sales of newspapers, magazines and books and acts of solicitation that do not involve an attempt to sell consumer products or services. Examples of non-commercial solicitation include political campaigning or lobbying; meetings of religious groups, cultural associations.
- D. "Fund-raising for non-commercial purposes" refers to fund-raising by a non-profit educational, charitable, political or religious association, organization or corporation for the purpose of generating funds to support the entity's educational/charitable/political/religious activities or the educational/cultural/social missions of the University. The term includes the making of donations and can encompass sales as well as commercial and non-commercial solicitation.
- E. "Group solicitation" refers to solicitation involving a gathering of more than two persons at the same time.
- F. "Sale" refers to an actual transaction (e.g., the exchange of money, the signing of a written contract or the making of a binding contractual commitment to purchase a product or service.)
- G. "Recognized campus organization" means any group, association, organization or corporation officially recognized by or officially affiliated with the University, or any organization whose primary mission as determined by the Student Affairs Office of the University is to further the educational/social/cultural missions of the University.
- H. "Outside individual, group, entity, association, organization or corporation" refers to individuals who are neither University students nor University employees and groups, entities, associations, organizations and corporations that are not officially recognized by or affiliated with the University. The term includes University employees and students when they are conducting solicitation on behalf of themselves individually, or when they are acting on behalf of

groups, entities, organizations, associations or corporations not officially affiliated with or recognized by the University.

II. Solicitation and Facility Use in University Residence Halls

A. General Requirements and Prohibitions

1. Solicitation and Facility Use in the Main Floor Lounge Area and Upper Floor Lounge Areas. Priority in granting permission for the use of the foregoing facilities shall be on a first-come, first-served, space available basis subject to the following priorities:
 - a. Residence hall residents who wish to use the facilities for purposes directly related to their academic program of study and residence hall residents who wish to use the facilities for social, recreational, educational and cultural purposes shall have first priority.
 - b. University students who do not reside in the residence halls and recognized campus organizations and organizations affiliated with the University shall have second priority.
 - c. Outside individuals, entities, associations, corporations, groups or organizations who have received approval from the Office of Vice President for Student Affairs shall be given third priority.
2. Registration
 - a. Outside individuals, entities, groups, associations, organizations and corporations, are required to request approval to solicit in the residence halls from the Office of Vice President for Student Affairs a minimum of seven days in advance. If approval is granted from the Office of the Vice President for Student Affairs, the individual, group, entity, association or corporation must then reserve a lounge by contacting the Residence Director of the facility a minimum of three days in advance.
 - b. Recognized campus organizations shall be required to request approval to solicit in the residence halls with the Residence Director of the facility a minimum of three days in advance.
 - c. As part of registration, solicitors offering contracts that obligate students to extended time payments will submit copies of all contracts offered to students to the Office of the Vice President for Student Affairs and the Assistant Director, Hadley Union Building.
3. Door-to-Door Solicitation

No door-to-door solicitation is permitted in the residence halls by an individual or group. Activities that advance the mission of the University as determined by the Office of Housing and Residence Life may be authorized.
4. Solicitation in Residence Hall Rooms

The occupant of a residence hall room will be permitted to invite individuals, groups, organizations, associations and corporations

to conduct group or individual commercial and non-commercial solicitation, in his/her residence hall room provided that such activity does not create undue noise or disturb either the occupant's roommate or occupants of nearby rooms. These gatherings may not extend out into the hallways.

5. Access to Residence Hall Residents' Mailboxes.
The University will allow only stamped U.S. Postal Service mail, individually addressed mail, official campus mail, and mail from the Residence Hall Association (RHA) and the Office of Housing and Residence Life to be placed in residence hall residents' mailboxes.
6. Bulletin Boards
The University will reserve portions of bulletin boards for itself and for individuals, groups, associations, organizations and corporations that have priority under section II. 1. (Please refer to Signs and Posters policy in the Student Handbook, The Eye, 1986-87, page 70, for specific details).
7. Leafletting shall be permitted in the main floor lounge area of the residence hall.

B. Sales of Consumer Products and Services

1. The University will require outside individuals, entities, groups, associations, organizations and corporations engaged in the sale of consumer products to donate 20 percent of the profits resulting from sales on campus to the General University Fund.
2. The University will limit all group sales of consumer goods and services to the main floor lounges and upper floor lounges.

C. Special Rules Governing Donations to Political/Cultural/Educational/Religious Organizations and Sales of Newspapers, Books and other Printed Media.

1. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations, shall be permitted in the residence halls to the extent that the invitation and registration requirements set forth in Paragraph II (A) are met.

III. Solicitation and Facility use in the Hadley Union Building

A. ADVANCE REGISTRATION AND PERMISSION

Recognized campus organizations as well as outside individuals, groups, associations, organizations and corporations shall be required to request permission to solicit from the Hadley Union Director or his/her designee a minimum of three days in advance.

B. If approval is granted

Priority in granting permission for booths and rooms shall be granted on a first-come, first-served, space available basis subject to the

right of the Student Cooperative Association to grant the following priorities: .

1. Recognized campus organizations, organizations affiliated with the University, University students and University employees who wish to meet in a room or set up a booth in order to engage in non-commercial solicitation shall have first priority.
 2. University students who wish to meet for purposes directly related to their academic study and recognized campus organizations and organizations affiliated with the University who wish to engage in fund-raising for non-commercial purposes shall have second priority.
 3. Outside individuals, associations, corporations, groups or organizations who wish to engage in non-commercial solicitation or fund-raising for non-commercial purposes shall have third priority.
 4. Individuals, associations, corporations, groups or organizations who wish to engage in commercial solicitation for profit shall be given last priority.
- C. The Student Cooperative Association is required to limit commercial solicitation by individuals, associations, groups or organizations to designated booths and rooms that have been reserved in accordance with Paragraph III. (B).
- D. Individuals, entities, associations, corporations, groups and organizations, regardless of whether or not they are affiliated with the University, will be permitted to engage in group or individual non-commercial solicitation in any area of the Hadley Union Building open to the public.
- E. Fees for use of Booths and Rooms
The Student Cooperative Association is required to impose a users' fee on all outside individuals, associations, corporations, groups, or organizations who wish to use booths and rooms for the purpose of engaging in commercial solicitation.
- F. Bulletin Boards
The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups, associations, organizations and corporations that have priority under Paragraph III. (B). The union staff reserves the right to regulate the size and form of notices. Advance approval must be obtained from the Hadley Union Director or his/her designee prior to posting notices for any non-university activities or enterprises. Approval to place signs/notices in any location other than on bulletin boards must be obtained from the union service desk.
- G. Special Rules Governing Donations to Political/Cultural/Educational/ Religious Organizations and Sales of Newspapers/Books and Other Printed Media.

1. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations shall be permitted in all public areas of the Hadley Union Building.
2. Leafletting shall be permitted in the public areas of the Hadley Union Building.

IV. Other University Buildings/Facilities

In all other university building/facilities (i.e. library, dining halls, academic buildings) solicitation is prohibited unless expressly authorized by an authorized official of the University. If solicitation activities are permitted in these facilities, the following procedures must be followed:

- A. Recognized campus organizations shall be required to request permission to engage in commercial or non-commercial solicitation activities with the building supervisor a minimum of three days in advance.
- B. Outside individuals, entities, groups, associations, organizations and corporations shall be required to request permission to solicit with the Office of Vice President for Student Affairs a minimum of seven days in advance. If approval is granted, the individual, group, association or corporation must then contact the individual building supervisor to arrange the specific details (i.e. time, place location).
- C. The University will require outside individuals, groups, associations, organizations and corporations engaged in the sale of consumer products to donate 20 percent of the profits resulting from the sales on campus to the General University Fund.

V. Public Outdoor Areas

- A. All activities involving commercial solicitation and/or fund raising for non-commercial purposes in public outdoor areas must be requested and approved a minimum of seven days in advance by the Office of Vice President for Student Affairs.
- B. Individual sales and distribution of newspapers/books/other printed media shall be permitted on all walkways and outdoor areas open to the public.
- C. Leafletting shall be permitted in outdoor campus areas.

VI. General Requirement

Solicitation activities as outlined in these regulations will be permitted in the designated locations (i.e. residence halls, Hadley Union Building, public outdoor areas) provided the particular activity has complied with the specific procedures outlined in these regulations and provided the activity does not create undue noise or disruption or interfere with the

activities that normally occur in the area in question or any activities which are being carried out by the University at the particular moment.

Approved by the Senate Committee for Student Affairs on November 4, 1986.

Approved by the University Senate, November 11, 1986.

DAD2/aml

RECOGNIZED ORGANIZATION REVIEW BOARD
OPERATING POLICIES AND PROCEDURES

IUP has established procedures for the recognition of clubs and organizations. The responsibility for granting such status has been delegated to the Rules Committee of the Student Government Association (SGA) and the Office of Student Activities and Organizations. The Recognized Organization Review Board (RORB) has been established to process alleged violations of University regulations and to resolve disputes involving recognized groups. The Board shall have the following duties:

1. To make recommendations to the Senate Committee on Student Affairs (SCOSA) and the SGA Rules Committee for changes to the "Guidelines for Organizational Approval," "Guidelines for Activity Approval," and the RORB operating policies and procedures.
2. To hear cases of alleged violations of University policy or regulations by recognized organizations and recommend appropriate sanctions to the Director of Student Activities and Organizations (DSAO).
3. To informally mediate disputes which arise between organizations and their advisors as well as mediate disputes between and among recognized organizations.

A. BOARD MEMBERSHIP

1. Membership shall include the entire eligible membership of the SGA Rules Committee plus a number of representatives from the SGA Congress to bring the number of SGA members to fifteen as well as the entire membership of the SCOSA.
2. The SGA "at large" members shall be selected by the President of SGA in September and their term on the Board will last until the end of the Spring semester of the academic year following their election to the SGA.
3. The DSAO and the Chair of the SGA Rules Committee shall meet and convene the Board for individual hearings (or groups of hearings as deemed appropriate by those two individuals) according to the following guidelines:
 - a. A hearing Board will be composed of five members.
 - b. The membership described above shall be divided into three pools:

Pool 1: SGA members
Pool 2: SCOSA student members
Pool 3: SCOSA faculty and administration members
 - c. The DSAO and SGA Rules Committee Chair shall choose at random two names from Pool 1, one name from Pool 2, and two names

from Pool 3. These individuals will be contacted, and if available for the hearing(s) will constitute the members of the Board. If unavailable, further names will be selected from the appropriate pool and the process will continue until a Board is selected. The DSAO and SGA Rules Chair will then select a number of alternate members to replace individuals who may be successfully challenged prior to the hearing.

B. GUIDELINES

The following guidelines shall apply to the Board:

1. Five members, including the Chair, but not including the DSAO Advisor, will constitute a Board with a majority of affirmative votes necessary for an action to occur. Board members must be present to hear all testimony.
2. At the time the Board is convened, after all challenges to any member are decided, the Board will elect a Chair for that hearing. The Chair is a full voting member of the Board. The Chair has the following responsibilities:
 - a. To moderate the hearing and determine whether the Board should request legal counsel.
 - b. To rule on any motions and objections that may arise during the course of the hearing. The Chair is free to consult with Board members, the DSAO Advisor, or legal counsel at any time in order to make rulings.
3. The DSAO shall serve as an advisor to the Board. The advisor will have the following duties:
 - a. To conduct informal hearings as described below.
 - b. To handle the administrative duties of the Board, scheduling hearings, facilitating correspondence, keeping of records, etc.
 - c. To consult with the Board on matters of policy and regulation.
 - d. To notify the involved parties of any sanctions or other penalties that may be imposed on them by Board action.
4. Members of the Board shall not be involved in hearing an alleged violation against a student group in which they hold membership or in which they are personally involved to a degree which reduces their objectivity. In this event, alternate members of the RORB shall serve for the hearing.

5. Any involved party may challenge a Board member. Each party will be notified as to the individuals who will be sitting on the Board two working days prior to the hearing. The Board will vote on these challenges with a majority vote being required to remove a member from the hearing. Alternate members will be available to fill such a vacancy. Members of the Board may challenge each other.
6. Charges of violation of University policies or regulations can originate from any member of the University community. The person bringing the charge must report the case in writing to the DSAO or to the Office of Vice President for Student Affairs. Such incidents should be reported in a timely fashion and no later than ten class days after the incident unless there are justifiable circumstances, as determined by the Office of Vice President for Student Affairs to waive the requirement of notification.
7. The President and Advisor(s) of the organization shall be notified in writing of the specific charges and be given a minimum of seven working days notice prior to appearing before the Board.
8. The notification shall include, but not be limited to the following information: the specific charge (including the person completing the charge), a brief summary of the allegations that constitute the charge, and the time, date, and place of the hearing. Should a recognized organization choose not to appear before the Board, the case will be heard and adjudicated on the available information.
9. Any party to the hearing may be represented by counsel.
10. The person bringing the charge(s) must be present to offer evidence.

C. CONDUCT OF HEARINGS

1. The Board shall make all rules reasonable and necessary for the orderly, fair, and efficient disposition of cases, including determination of briefing schedules and pre-hearing discovery by any party. Pre-hearing motions may be presented to the Board in writing. The Board shall determine the outcome of such motions by a majority vote.
2. The DSAO may provide an informal hearing process. The purpose of this type of hearing is to adjudicate disputes and allegations without going through the formal hearing procedure. The person bringing the charge(s) will present evidence and the DSAO will hear defense/rebuttal from the organization. There are no briefs or legal representation allowed at these hearings and they shall not be tape recorded. The DSAO shall render a decision and forward it to the organization. Upon written request, an organization always has the right to a formal de novo hearing regardless of the results of the informal hearing.
3. Formal hearings shall be conducted in the following order:

- a. Resolution of challenges to Board members to sit at the hearing.
 - b. Election of a Chair.
 - c. Election of a new Chair (if the first was successfully challenged).
 - d. Decisions on pre-hearing written motions.
 - e. The person bringing the charge(s) presents their case-in-brief, utilizing testimony and such other evidence as may be relevant to establish a prima facie case.
 - f. The accused organization may present such evidence as may be relevant to rebut the previous presentation or otherwise establish its innocence.
 - g. The Board may allow further rebuttal by either party.
4. Parties will be afforded an opportunity for submission of testimony and other admissible evidence including reasonable opportunity for examination and the cross-examination of witnesses. Board members may ask relevant questions of witnesses and spokespersons. The Board may recognize the Advisor for similar purposes.
 5. All formal hearings will be tape recorded. Copies of the records may be requested at the requesting party's expense. The Board shall retain the recordings of the hearings and all other evidentiary material for a minimum period of two years following the final action.
 6. The Board shall not be bound by formal rules of evidence. However all evidence must be inherently reliable. The following guidelines will be observed:
 - a. Hearsay evidence shall not be used to establish any fact necessary to establish guilt or innocence.
 - b. An organization's previous disciplinary record shall not be used to prove its guilt in a current case. However, the Board may consider such a record to determine the appropriate disciplinary sanction.
 7. All formal hearings are open unless an organization or party filing charges requests a closed hearing. Such a request must be made in writing to the DSAO no less than one working day before the hearing. Throughout the hearing the Chair may regulate the access of spectators. The Chair shall have the power to do what is necessary to maintain decorum during the hearing. The Board may, by majority vote, choose to close the hearing at any time.

8. During finals week and one week before, only informal hearings may take place except in emergency situations determined by the Office of Vice President for Student Affairs.
9. If during or after a hearing it is determined that witnesses intentionally misrepresented the facts of the case in their testimony, they may be held in contempt of the Board and referred to the University Judicial Board for failure to comply with the directives of a University official. If this misrepresentation is discovered after a hearing, the Board will review the evidence to determine whether the case should be reopened and/or a new hearing scheduled.

D. SANCTIONS

The Board may recommend that any or all of the following sanctions be levied against an organization. These sanctions include the following:

1. Organizational privileges may be limited or denied.
2. Recognition may be suspended.
3. Organizations may be placed on probation for a set length of time during which certain or all privileges may be limited or denied.
4. Contract for behavioral change: the organization may be required to change certain practices or inappropriate activities. Failure to make such change will be cause for referral to the Board to be treated as a second offense.
5. Withdrawal of budget funds from the Student Co-op may be recommended.
6. Withdrawal of social activities may be required.
7. Financial restitution may be required.
8. Community service may be required.
9. Any other reasonable sanction.

E. WRITTEN DECISION

Upon hearing all evidence, the Board shall reach a decision based upon the preponderance of credible evidence. The Board shall communicate its decision as a recommendation to the DSAO. The DSAO will then provide written decision and notification of sanctions to the organization's President and Advisor(s) and the person bringing the charge(s) within ten working days. The DSAO will make the decision and sanction public pending appeal.

F. APPEALS

1. Upon receiving the results of a hearing, the recognized group may appeal the decision of the Board for the following reasons:
 - a. Denial of a fair and reasonable hearing.
 - b. New evidence (this only applies when there is an acceptable reason why the evidence could not be presented at the original hearing.)
 - c. Excessively harsh or cruel sanction.
2. If either party wishes to appeal the decision, it must submit a written request listing the reasons for the appeal to the Office of Vice President for Student Affairs within six class/working days after the decision is rendered. The Office of Vice President for Student Affairs will determine if there are sufficient grounds for appeal. If sufficient grounds are found, the case will be heard by an appellate committee chaired by the Vice President for Student Affairs or designee and comprised by one member of the SGA Rules Committee and one member of the SCOSA. Members of the Board and advisor who heard the original case may not serve on this appellate committee. Furthermore, two of the three members of this appellate committee must agree to any changes that would be made to the Board's original decision and sanctions.

G. MEDIATION OF DISPUTES

1. The Board may act as mediator between organizations and their advisor(s) upon the request of either the officers or advisors.
2. The Board may act as mediator between and among recognized organizations.
3. The Board shall hear both sides of the dispute and attempt to help the parties reach a settlement. The Board may also make a recommendation for a settlement to both parties.
4. The Board's recommendation shall be advisory, unless both parties submit a written request in advance that the decision be binding.

Approved by the Senate Committee for Student Affairs on November 4, 1986.
Approved by the University Senate, November 11, 1986