

MINUTES OF THE UNIVERSITY SENATE

The April 19, 1988 meeting of the University Senate was called to order by Chairman Gary Buterbaugh at 3:20 p.m. in McVitty Auditorium, Sprowls Hall.

The following Senators were excused from the meeting: Norberg, Cignetti, Grove, Gates, Cahalan, Carranze, Auger, Kolb, Green, Newkirk, Williamson, Angelo, Reigle, Ferguson and Tabler. Also absent were Senators Kroah, Stacy, Fox, Dakak, LeBlanc, Wingard, Dietrich, Freeman, Wiley, H. Cunningham, Hyder, Rowell, Halapin, Russell, Cvejnovich, Kerr, Dogo-esekie, Delgrosso, Wood, Mitchell, Ray, Wong, Modrak, Mace, Moore, Johnston, Baldauf, O'Connell, Galo, Thewes, Carns, Walker, O'Brien, Eberle, Foster, Gentile, Marines, and Scanlon.

The first item of business was the continuation of the March 22 meeting, which closed with a motion and an amendment on the floor on the Proposal to Add a Formal Process for Admission to Teacher Education Process. Senator Costa withdrew his amendment and a motion to move the previous question was defeated. Senator Duntley, Chairperson of the Academic Affairs Committee, then moved the substitution of Attachment E in the current agenda. This substitution was approved by the Senate; subsequently the policy shown as Attachment A was approved by the Senate. (This concluded the business of the March agenda.)

On a motion by Senator Chamberlin, seconded by Senator Butzow, the minutes of the March 22, 1988 meeting were approved as published.

Two revisions, as follows, were made to the current agenda order:

- Bormann/Radell motion to have the Senate consider one item for action under the Library and Educational Services Committee
- Linzey/Chamberlin motion to have three courses approved under the Graduate Committee.

Senator Richards moved to approve the current agenda order as amended; Senator Lauer seconded the motion; motion passed by the University Senate.

Provost Richards presented Dr. Welty's report to the Senate. See Attachment B.

Provost Richards reported the following items to the Senate:

1. For Fall 1988 Dr. Robert L. Morris has been appointed as half-time Dean of International Programs while a search is conducted for a full-time dean for the following academic year.
2. Sharon Brown-McGowan and Provost Richards will assist in the coordination of the search for this new dean.

Senator Buterbaugh's report included:

1. Recognition awards for outstanding contributions to the Senate. Recipients were:
 - STUDENT: Jason Wolfgang
 - FACULTY: Richard Chamberlin
 - ADMINISTRATOR: Steve Ender
2. Expressed thanks to chairs of Senate committees, especially Linzey, Nastase, Chamberlin and Vice Chairman Marc Brown.
3. Asked Senators to remain at the meeting until it is adjourned.
4. State of the Senate is good; more students and faculty running for seats.

5. Is running for Chair of the Senate again but may be in China for the fall semester; other arrangements will have to be made for Chair.
6. Fall agenda will probably be full--with matters such as the Constitution and Bylaws, the Liberal Studies Program and undergraduate curriculum changes.

Student Senator/Vice Chairman Marc Brown presented the report of the SSA-SGA Joint Committee on Drop-Add. Debate centered on whether to accept the report and pass it on to the various aspects involved, endorse it as the Senate policy on this matter, or send it to the Academic Affairs Committee. Senator Richards moved to accept the report, with the Chair to send it to appropriate bodies, including the Academic Affairs Committee. Her motion was seconded by Senator Chamberlin. Senator DeFurio then moved a substitute motion to endorse the report; his motion was seconded by Senator Carey. A motion by Senator Bright, seconded by Senator Mitchell, to close debate was passed and the substitute motion to endorse the report was defeated. The Senate then voted to accept the entire report as presented and directed the chair to distribute it to the appropriate bodies.

The Rules Committee listed the Fall 1988 Senate meeting dates:

September 13, 1988	October 11, 1988
November 8, 1988	December 6, 1988

The Rules Committee distributed the proposed changes in the Bylaws of the Constitution, shown as Attachment C. All changes (additions or deletions) are indicated in brackets and bold print. These changes will be voted on at the September 1988 meeting. Any additional changes which need to be made must be submitted to the Rules Committee in writing; these will then be distributed at the September 1988 meeting and voted on at the October 1988 meeting.

The Curriculum Committee, co-chaired by Senators Juliette and Richards, presented the Criteria for Liberal Studies Courses at IUP. A motion was approved to permit non-Senator Charles Cashdollar to speak on the floor concerning this issue. The Criteria for Liberal Studies Courses at IUP was approved by the Senate and is shown as Attachment D.

As moved by the Curriculum Committee, the following new course was approved, with the provision that the catalog description is re-written in conjunction with the MIS Department:

IM 372 - Microcomputer Applications

Prerequisites: IM 345, CO 220, and AG 201, or by permission.

This course demonstrates how to utilize the microcomputer in business and how to provide technical assistance to users. Emphasis will be placed on integrating software and interfacing with a mainframe computer. Topics will include hardware, operating systems, data communications, word processing, spreadsheets, and database systems.

The Curriculum Committee moved to reconsider action which the Senate took at its February 16, 1988 meeting concerning Special Topics Courses. The committee moved and the Senate passed the following motion as originally presented at the February meeting:

SPECIAL TOPICS COURSES (081, 481, 581, 681) can be offered no more than three times. For a Special Topics Course to be offered a fourth time, it must be approved as a regular course through the appropriate channels.

The Curriculum Committee presented the following for Senate information:

1. Procedures for interfacing the approval of courses by the Liberal Studies Committee with the

Undergraduate Curriculum Committee and the University Senate;

- a. Program revisions resulting from Liberal Studies Changes.
 - b. Substitution of Liberal Studies courses for lingering General Education needs.
 - c. Provisional approval of Liberal Studies courses.
2. Inactive Courses (see Attachment E.)

The attached list of courses have not been offered during the past five years and will be moved from the active course description file into an unactive file.

The Research Committee reported that it has submitted its ranked listing of research proposals to Dr. Gerald Stacy of the Graduate School.

The Library and Educational Services Committee, co-chaired by Senators Bormann and Radell, moved that a microcomputer lab of at least 30-50 machines be made available to the University community in Fiscal Year 1988-89. The motion was defeated by the Senate.

The Academic Affairs Committee, chaired by Senator Duntley, submitted the following information items:

1. Consideration of Honorary Degree nominations for 1989 is in progress and recommendations will be reported to the President by May 1.
2. The Committee is considering expression of faculty concern about overt and subtle pressure for class cancellation prior to vacations.

The Academic Affairs Committee moved approval of a clarification in the procedure for awarding emeritus status. The underlined sections of Attachment F are new material inserted to answer questions about the effect of abstentions. The clarification was passed by the Senate.

The Policy on Anticipated Class Absence for University Representation and Participation, shown as Attachment G, was approved by the University Senate.

The Sign and Poster Policy, as recommended by the Student Affairs Committee, was approved by the Senate. See Attachment H.

The Operating Policy and Procedures for the Recognized Organization Review Board, as shown in Attachment I, were approved by the Senate.

On the recommendation of the Graduate Committee, the following three new courses were approved by the University Senate:

EP 616 - Applied Educational Research Methods - 3 s.h.

Prerequisites: GR 516 or its equivalent. In this course students develop skills needed to engage in applied educational research using standard experimental research and evaluation designs, typical measurement approaches and parametric statistical procedures. A practical problem presentation mode enhances an integrated wholistic approach to design, sampling, measurement, statistics, hypothesis testing, and interpretation of results. A microcomputer statistical package is used to assist in the analysis of data.

EP 715 - Doctoral Seminar in Applied Educational Research - 3 s.h.

Prerequisites: GR 517 or its equivalent. In this course students develop skills needed to engage in applied educational research using clinical and practical research/evaluation

designs, measurement approaches and non-parametric statistical procedures. A practical problem presentation mode enhances a consolidation of design, sampling, measurement, non-parametric statistics, hypothesis testing, and interpretation of results. Microcomputer statistical package use assists in the analysis of data.

EP 716 - Doctoral Seminar in Advanced Educational Research - 3 s.h.

This course provides an overview of complex educational research and evaluation designs, measurement approaches, statistical procedures, hypothesis testing and interpretation of results. Topics include: the philosophy and ethics of research, mixed hierarchical design, Profile Analysis, Factorial Validity Estimation, Factor Analysis, Multivariate Analysis of Variance, Discriminate Function Analysis, Path Analysis, Meta-Analysis, Power, Robustness, and Randomization Tests. Statistical packages will be used to assist data manipulation and analysis.

As an item of New Business, Senator Duntley moved that the Senate accept the report of the Admissions Representatives in answer to questions raised earlier in the year by Senator Goodrich concerning agreements with community colleges. The motion was seconded by Senator Radell, and the Senate subsequently voted to accept the report as distributed with the March 1988 agenda. See Attachment J.

As all business had been conducted, the meeting was adjourned at 5 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "aJ Nastase". The signature is fluid and cursive, with the first name "aJ" written in a smaller, more compact style than the last name "Nastase".

Anthony J. Nastase
Secretary of the University Senate

Admission to Teacher Education:
A Four Step Process
Effective for Students Matriculating
September, 1988

To improve the quality of teacher education, there is an evaluation and advisement of each student at four stages:

A. Admission to the Certification Program

Procedure

By the early registration period of the student's second semester in teacher education, he or she must file an application and personal goals essay with the major academic advisor * who will review and provide recommendation to the office of the Dean of the College of Education.

Requirements

- 1... A 2.5 overall grade point average on at least 29 semester hours.
- 2... An affirmative recommendation from the major academic advisor.*

Results

If the requirements are met, the Dean of Education will send the student a letter admitting that student to the teacher certification program and authorizing that student to take ED 242 (Pre-Student Teaching Clinical Experience I), FE 202 (History and Philosophy of Education, formerly FE 302), EP 302 (Educational Psychology) and suggesting that the student take the basic skills section of the Pennsylvania Teacher Certification Test. The results of this test would be used at this point in the program for advisory purposes only. However, all of the scores on each of the four parts of this test would be used, finally, to verify the students' passing of that part of the standard for teacher certification in Pennsylvania.

If the requirements are not met, the student would not be permitted to continue work in professional education and would be administratively removed from those courses in professional education that were registered for during the early registration process. The student may reapply, if desired, for admission to teacher education at any point in his or her academic career that the 2.5 overall grade point average and an affirmative departmental recommendation are attained.

B. Admission to Junior Standing

Procedure

The student must complete an application with the office of the Dean of the College of Education for Junior Standing in the semester in which he or she expects to complete the 57th credit hour.

Requirements **

Completion of:

- 1... 57 credit hours and a grade point average of 2.5 overall or higher.
- 2... English I or equivalency with a grade of C or higher.
- 3... A second writing course (English II or another writing course consistent with the liberal studies requirement) with a grade of C or higher.
- 4... ED 242, Pre Student Teaching I, with a grade of C or higher.
- 5... FE 202 , History and Philosophy of Education, with a grade of C or higher.
- 6... Pass Speech and Hearing test.

Results

If the requirements are met, the student will receive a letter during early June from the Dean of Education granting Junior Standing, enabling him or her to take the junior level professional educational courses including ED 342 (Pre-Student Teaching Clinical Experience II), EP 377 (Educational Tests and Measurements), CM 301 (Instructional Media), and Methods of Teaching courses. Students will be authorized to take the general knowledge section of the Pennsylvania Teacher Certification Test.

Students will also file, by October 15, in the Professional Laboratory Experiences office, a formal plan of study developed in consultation with their major departmental advisor showing their plans for completing the teacher education program of their registration. Included in this plan will be a preliminary reservation for a student teaching opportunity.

If the requirements are not met, the student will receive a letter during early June from the office of the Dean of the College of Education indicating that he/she has not achieved Junior Standing and may not take the junior level professional education courses, including ED 342, EP 377 and CM 301. Students may reapply for Junior Standing, however, when they believe the deficiencies indicated in the denial of Junior Standing have been removed. Any

of these junior level professional education courses scheduled in the early registration process will be administratively removed.

C. Admission to Student Teaching

Requirements

- 1... Completion of 91 semester hours with a cumulative grade point average of 2.5 or higher.
- 2... Completion of the science requirement of the liberal studies program with grades of C or higher.
- 3... Completion of the mathematics requirement of the liberal studies program with grades of C or higher.
- 4... Completion of EP 302, Educational Psychology, with a grade of C or higher.
- 5... Affirmative recommendation by the student's major departmental advisor * to the Director of Professional Laboratory Experiences including a review of the requirements above, completion of, or current registration for all departmental prerequisites to student teaching.
- 6... Completion of Special Education Requirements (pass Special Education competency exam or take and pass EX 300, Education of the Exceptional in the Regular Classroom).

Results

If the requirements are met, the Director of Professional Laboratory Experiences will inform the student by letter of approval to register for student teaching during the early registration process.

If the requirements are not met, the student will be informed by letter by the Director of Professional Laboratory Experiences of the denial of the opportunity to register for student teaching until deficiencies are removed and the student is recommended by the major advisor.*

D. Recommendation for Certification

Procedure

Complete application for the Pennsylvania Department of Education Certification and file with the Office of Professional Laboratory Experiences by the listed dates appropriate to the anticipated date of graduation.

Requirements

- 1... Grade of C or higher in all professional education courses and overall grade point average of 2.5.

- 2... Recommendation and review by the major academic advisor * indicating completion of all departmental teacher education requirements and confirmation by the Office of Professional Laboratory Experiences of successful completion of student teaching.
- 3... Completion of all sections of the Pennsylvania Teacher Certification Test with scores above the minimum set by the Pennsylvania Secretary of Education.

Appeal Provision

A student who believes that any requirement of this policy has been inequitably applied or has believed that he/she merits special consideration may appeal through the usual channels: academic advisor and chairperson.

Every effort should be made to resolve the appeal through the process so described. If, at the conclusion, the student still is in disagreement with the findings, the student may request review before a special Teacher Education Appeals Committee. The committee will be composed of three voting members elected each year by the Committee on Education from among its membership. To initiate an appeal the student must file an appeal form with the Office of the Dean of the College of Education. Appeals will be heard only during the regular academic semester. The student will be expected to submit written documentation of his/her complaint about the process of reviewing for continuation or eligibility in the teacher education program. The committee will review the student's case and make a recommendation to the Dean of the College of Education, who will make a final decision.

End Notes

* In all cases where advisor action is required, departments may choose to use a committee or other departmentally approved process. In cases where recommendations are supplied by someone other than the academic advisor, the department needs to place a copy of its policy and procedures on file with the Dean of Education.

** Some departments have additional Junior Standing requirements in place. Departments may continue to apply those requirements, but need to keep a current copy of these requirements on file with the Dean of Education.

APPROVED BY THE UNIVERSITY SENATE - April 19, 1988

Report to the University Senate
April 19, 1988

In an earlier meeting I reported to you that the Federal District Court had dismissed the Adams versus Bennett case which had determined that Pennsylvania, along with several other states, operated segregated systems of higher education. We have been informed that the court has now allowed a late appeal by the NAACP Legal Defense Fund. The court will hear an appeal on the matter. It is not known when the case will be fully adjudicated.

Agreement has been reached with APSCUF to change the summer school calendar to a five-five, rather than our current three-six-three, for two years beginning with Summer 1989. We will shortly determine specific dates for those summer sessions after discussion with APSCUF. I will ask the Troubleshooting Committee of the University to begin to examine all of the issues which must be resolved in preparation for the establishment of a five-five summer school beginning with Summer 1989.

I am pleased to report that a number of major administrative appointments have been made after national searches. These appointments include the appointment of Dr. Peter N. Smits as Vice President for Institutional Advancement effective June 1, 1988. Dr. Smits currently serves as Executive Assistant to the Chancellor for University Relations at Louisiana State University in Shreveport.

Dr. Robert Camp has been appointed Dean of the College of Business effective June 1, 1988. He currently serves as Dean of the School of Business at Fort Hays State University in Hays, Kansas.

Dr. Carleen Zoni has been appointed Associate Dean of the College of Human Ecology and Health Sciences effective July 1, 1988. Dr. Zoni has served as chair of the IUP Nursing Department.

Dr. Cynthia Cronk has been appointed Associate Dean of the Graduate School and Research. Interviews are being conducted for the position of Dean, College of Humanities and Social Sciences. I believe these appointments represent outstanding people and I look forward to the contributions these individuals will make to the University community.

I am pleased to report to you that the following faculty will receive awards at our University Commencement ceremonies:

Distinguished Faculty Award for Teaching
Miss Joann Walthour, University School

Distinguished Faculty Award for Research
Dr. Robert Ackerman, Sociology/Anthropology

Distinguished Faculty Award for Creative Arts
Mr. Donn Hedman, Art

Distinguished Faculty Award for Service
Mr. Lorrie Bright, English

RFP's for a new mainframe computer have been received from three vendors: IBM, Digital, and Honeywell. The review committee is now in the process of reviewing these RFP's and it is anticipated that a recommendation will be made by that committee on or about June 1, 1988. After the appropriate review, we will attempt to make a prompt decision with regard to a new mainframe computer shortly thereafter.

I regret that I was unable to attend this last regularly scheduled University Senate meeting for this academic year, since it was necessary that I attend the Board of Governors' meeting of the State System of Higher Education which is being held at West Chester. As the academic year begins to draw to a close I would like to thank all members of the Senate for their work this past year. I believe, once again, we have resolved a number of key issues which the University faces and this academic year has been an excellent one. Obviously, there is much yet to be done on our agenda and the coming year promises to be busy as we begin to take the next steps in the implementation of the Liberal Studies Program; begin to address several issues related to graduate education; and attempt to take steps to improve our overall utilization of resources and the registration process.

JDW13/paj
4/19/88

Amended 12/86

SENATE CONSTITUTION

PURPOSE

The purpose of the University Senate is to provide a formal means through which the student body, faculty and the administration, working as a unified group, shall share in the governance of the University through the establishment of University policy. All matters of general policy regarding University governance which may be initiated by the University itself must be approved by the University senate in order to become official policy of the University; policies proposed by committees other than Senate Committees shall not be deemed binding until they have been approved by the Senate. Administrative action required to effectuate policies established by the Senate does not ordinarily come before the body, although it may be so referred.

COMPOSITION AND ELECTIVE PROCEDURES

The University Senate shall consist of a number of faculty double the number of departments of the University, an administrative segment one-third the size of the faculty segment, and a student segment one-half the size of the faculty segment. Faculty and administrative members must hold full time contracts at the time of election or appointment, and students must be full time and in good standing.

"Faculty" is here defined to include not only those members of the University staff whose duties are primarily instructional, but also departmental level administrators, the professional library staff, (with the exception of the head librarian who is classified as an administrator), and the professional or managerial staff of the Student Cooperative Association, (with the exception of its director who is classified as an administrator). For the purposes of Senate representation both the professional library staff and the managerial staff of the Student Cooperative Association shall be considered as constituting departments.

Nothing relating to the organization and administration of the University Senate shall be construed so as to limit the authority of the Council of Trustees or the President of the University with respect to the administration of the University as prescribed by law. Further, nothing in the Constitution or the Rules and Regulations of the University Senate shall be construed so as to limit the authority of the President of the University to appoint such other councils and committees as he shall deem necessary to facilitate the efficient administration of the University.

"Student" as herein used refers to both the undergraduate and graduate student bodies, and indicates only full time students.

The faculty segment of the Senate shall consist of one member elected by and from each department of the University, and a number of faculty equal to the number elected by departments, to be elected at large by and from the entire faculty.

The administrative segment of the Senate may either be appointed by the President of the University or, if the latter so chooses, elected by and from the administrators of the University with the following appointive exceptions¹ to be numbered among the total: the President of the University, Academic Vice President and Provost, and a representative of the Council of Deans, Director of Libraries and Media Resources, Dean of the Graduate School and Research, Associate Dean for Research, Associate Provost for Institutional Planning and Research, Associate Vice President for Computing, Vice President for Student Affairs, Director of Athletics, Executive Director of the Student Cooperative Association, Vice President for Finance, Dean of Admissions, Dean of the School of Continuing and Non-Resident Education, Director of Armstrong County Campus, Director of Punxsutawney Campus.

The student segment shall consist of ten times as many undergraduate students as graduate students, each delegation to be elected by its representative student body. Undergraduate students shall be elected under the auspices of the Student Government Association and graduate students through elections arranged by their comparable body. In both cases, the officiating body shall call for and accept such voluntary nominations for election to the Senate as shall be made to it.

The Rules Committee shall exercise general jurisdiction over the manner in which elections to the Senate are conducted, including such matters as, determining the eligibility of University employees and students for Senate membership, and establishing the rules by which elections are to be conducted. Such rules must include provisions establishing the means by which voluntary nominations for election to the Senate may be made to the Rules Committee, or whatever organ the Rules Committee or the Senate establishes to function as a nominating agency. The Rules Committee shall also be responsible for conducting such referendums of the various segments of the University as the Senate shall call for.

Election to the Senate for the Faculty and administrative segment shall be for a two year term.² Students may be elected to the Senate for a term of not less than one academic year and not more than two academic years.

Any member of the Senate properly elected or appointed to a Senate committee is a voting member of that committee.

¹As the University Forms new schools this figure will have to be revised upwards.

²The Consultative Committee suggests that the original members of the faculty and administrative segments draw lots separately, so that half of each segment serves for an initial period of two years, and half for an initial period of three years.

As a matter of expediency it may occasionally be necessary for administrative personnel, during the normal exercise of their duties, to initiate or modify policies when there is insufficient time to present such matters to the University Senate for consideration. Such policies are to be regarded as temporary until they can be acted upon by the University Senate through its regular apparatus. The initiators of such temporary policies should immediately notify of such action both the Chairman of the Rules Committee and, if it applied, the Chairman of the Senate Committee within whose purview such matters ordinarily fall. Such temporary policies will automatically be included on the agenda of the Senate meeting as "new business" immediately following their enactment.

Proposed amendments of the Constitution shall automatically go to the Rules Committee which shall report the amendment to the Senate for action no sooner than the regular monthly meeting immediately following the introduction or first reading of the proposed amendment. If the amendment receives a majority vote of the Senate, the Rules Committee will then refer the proposed amendment to the faculty and administrative segments at large, where a two-thirds vote will be necessary for passage.

BYLAWS

I. Meetings

- Change A. The University Senate shall meet at lease once a month from September through May at a time and place indicated by the presiding officer. [The University Senate shall meet at least four times per academic semester, excluding the summer semester.] Additional meetings may be called at the discretion of the chairman, or upon petition by one-third of the Senate membership to the Rules Committee, which shall establish a date and place and publish the reason for such a meeting within two days of the date such a petition is received.
- B. No meeting of the Senate shall be held when the University is not officially in session.
- C. The Chairman of the Senate may convene that body during the summer session when he/she feels that there is necessary business to transact. For the summer session 45 members shall be considered a quorum. Any business transaction during the summer shall be subject to the review and approval of the regular Senate at its first regularly scheduled meeting in the fall.
- D. Notice of all meetings of the University Senate shall be published by the Rules Committee at least one week in advance of such meeting.
- E. A majority of the membership of the University Senate shall constitute a quorum.
- F. Protocol for absences.
1. Senators unable to attend scheduled senate meetings are to inform the Chairman of the Senate prior to the meeting.
- Delete 2. Senators who are unable to remain in attendance at Senate meetings until adjournment are to inform the Secretary, or a person designated by the Chairman prior to leaving.
3. The Chairman may ask for a roll call or he may designate a person or persons to record attendance.

Procedures relating to absences

1. In the case of absenteeism of faculty senators: the Chairman of the Rules Committee is empowered to require of any faculty senator, who is absent from more than three senate meetings in one academic year, or two consecutive absences to state cause for his absence. Further, the Chairman of the Rules Committee, after such inquiry, may determine, with the majority consent of the committee, whether or not the absences are justified. If it is determined that there has been no justifiable

reason for absences, or if it is determined that circumstances will prevent the Senator from fulfilling his duties, the Chairman, with the consent of the committee, may take the following action:

- a. In the case of a Senator-at-large, the Senator may be replaced from the list of nominees, beginning with the nominee with the highest number of votes short of election.
 - b. In the case of a departmental representative, the committee may request, through the department chairman, that the department conduct an election for the purpose of replacing the incumbent, such election to be completed so that the new representative is chosen prior to the next scheduled senate meeting, the committee to inform the chairman at least ten days prior to the meeting.
2. In the case of student senators: the same procedure of inquiry as for faculty members, and in appropriate cases the following action may be taken:
- SGA and student segment may be requested to appoint or select a new senate member.
3. In the case of Senators from the administration: the same procedure of inquiry and in appropriate cases the following action:
- a. In the case of Senators serving by virtue of office the President of the University is to be informed in writing of the absences of said Senator.
 - b. In the case of Senators elected from the administration, the President of the University is to be informed in writing and requested to conduct an election for the purpose of replacing said Senator, such election to be completed so that the new Senator is chosen prior to the next scheduled Senate meeting. The committee is to inform the President at least ten days prior to the meeting.

II. Officers

A. Chairman

1. The Chairman shall be elected by and from the University Senate for a two year term commencing with the fall semester. In the absence of the Chairman, the Vice-Chairman, or in his absence, the Chairman of the Rules Committee shall preside at the meetings.
2. The Chairman may be a non-voting ex-officio member of all committees.

B. Vice-Chairman

1. The Vice-Chairman shall be elected by and from the membership of the Senate to a two year term to run concurrently with the Chairman.
2. The Vice-Chairman will be responsible for keeping records of all Senate action, past and present, and when necessary, retrieving information concerning previous Senate and/or committee action.
3. The Vice-Chairman will maintain a record of attendance and will inform the Chairman [of the Rules Committee] on the occasion of the second absence in any semester and of all absences thereafter.
4. The Vice-Chairman may be a non-voting ex-officio member of all committees.

Add

C. Secretary

1. The Secretary shall be elected by and from the membership of the Senate to a term of two years to run concurrently with the terms of the Chairman and Vice-Chairman.
2. The Secretary may serve as an elected member of any committee.

D. Parliamentarian

1. The Parliamentarian shall be appointed by the Chairman from the Senate membership and shall hold office until relieved by the Chairman.

III. Procedures

- A. The senate ordinarily refers "new business" to its appropriate committee for consideration, although it may initiate and create policy from the floor upon the approval of two-thirds of the members present. Questions concerning repeal of existing policies are to be treated as "new business" and should ordinarily be referred to the Rules Committee.
- B. The Chairman of the University Senate shall report to the Rules Committee of the University Senate the disposition of such matters as it has recommended to the Board of Trustees. Recommendations which have been rejected by the Board of Trustees will be returned to the floor of the senate for deliberation and disposition as "old business" at the meeting immediately following the communication of such rejection by the Chairman of the Senate.

- C. Senate meetings shall be conducted according to Robert's Rules of Order, excepting where such procedures conflict with the Bylaws of the Senate, in which case the latter shall take precedence.
- D. Committee report shall be presented on a rotating basis, rather than alphabetically, following the Rules Committee's report. A Committee Chairman may request that its report be given unusually urgent priority to the Chairman preferably before the Senate is called to order, but also during a meeting if unavoidable.

IV. Committees

- A. The University Senate shall have certain standing and consultative committees, as designated below, to formulate and recommend University policy within the area of responsibility assigned to each and subject to review and approval by the entire Senate. These committees shall have the authority to create sub-committees and to call upon consultants as they deem necessary in carrying out their assigned functions. Committees may not appoint or elect voting members to their membership in addition to those provided for in the Rules and Regulations of the Senate.
- B. Terms of service of the elective members of the standing committees shall be two years,¹ one-half to be elected yearly. Election of members to the standing committees shall take place on a yearly basis during the regular May meeting of the University Senate. [Election of members to the standing committees shall take place on an annual basis conducted by the Rules Committee.]
- C. The secretary of each committee shall be responsible for publishing the dates and locations of open committee meetings. The chairman of each committee shall be responsible for filing a copy of a report of each meeting with the Chairman of the Rules Committee as soon as possible following each meeting.
- D. Reports of standing committees shall be distributed to members of the University Senate by the Rules Committee at least one week in advance of the regular Senate meeting.
- E. When a Senate committee has matters under deliberation but is not prepared to recommend action to the Senate, it must submit to the Rules Committee an up-to-date progress report.
- F. All formal actions of committees will be voted on in regular meetings. Executive sessions of committees may be held at the discretion of the committee.

¹Length of service of student members of Senate committees may be one year, but not less.

G. All policy recommendations of committees to the Senate must be accompanied by suggested dates for putting such policies into effect.

Add H. A quorum for committees shall be 40 percent of the membership.

V. STANDING COMMITTEES

A. The Rules Committee

1. Composition:

- a. Sub-committee 1 -- Nominating
- b. Sub-committee 2 -- Steering
- c. Sub-committee 3 -- Amendments and Adjudication

2. Function

Delete a. The sub-committee on Nomination shall be responsible for the presentation to the University Senate of a list of nominees for the faculty, administrative, and student members of each of the standing committees of the University Senate, [such list of nominees always being double the number of members to be elected from each of the above categories.] Nominees not elected to Committees will be considered alternates for regularly elected committee members when and if the latter should become either ineligible for or unable to complete their committee assignments, the succession of such alternate service to be determined by the number of votes cast for the nominee in the original balloting, the nominee with the greatest number of votes being designated "first alternate", and so forth. It shall be part of the Rules Committee's function determine when such ineligibility or vacancy has occurred and to appoint alternates to these positions immediately.¹ One week in advance of elections, the sub-committee on nominations shall publish its list of nominees [and include pertinent background information about each nominee.] At the request of the President of the University or of the Council of Trustees, or at the request of the Senate itself, the sub-committee shall prepare a list of nominees, [again in the ratio of two nominees for each member,] for such ad hoc or consultative committees as have been requested.

Delete

Delete

Delete

¹When student vacancies occur which cannot be filled by the normal alternate procedure, Committee A shall call for special elections to fill such vacancies.

- b. The Steering sub-committee shall be responsible for preparing and distributing the agenda for the meetings of the University Senate, although the University Senate, may consider matters not on the agenda as specified in Rules and Regulations of the University Senate, section A, paragraph 2. This sub-committee shall also be responsible for assembling, reproducing, and distributing to the members of the University Senate reports of all committees to be on the agenda one week before the regular meeting of the University Senate.
- c. The sub-committee on Amendments and Adjudication. All suggestions for amendments to the Rules and Regulations of the Senate itself will be committed to sub-committee 3 for study and subsequent presentation to the Senate in writing at least 15 days before the meeting at which it is to be voted upon. Passage of the latter requires a simple majority of those voting, such voting to be by written ballot.

Matters dealing with repeal and amendment of policies previously established by the Senate may be referred to sub-committee 3 by a simple majority of those voting, although the Senate may at its discretion, recommit policies for amendment to the committees of their origin. This sub-committee will also function to settle jurisdictional conflicts between University Senate committees.

In cases where the Rules and Regulations of the Senate require interpretation this sub-committee shall assume that function, as the determination of what constitutes a department of the University and at what point it is entitled to elect its faculty to the Senate, and what persons are eligible for service on the Senate from each of its segments. The sub-committee shall also be responsible for establishing and supervising regulations governing admission and participation of non-senate members to senate meetings.

3. Membership

- a. Appointed: the Parliamentarian of the Senate, by virtue of his/her office, shall be appointed to Committee.
- b. Elected: Six faculty, two administrative, and 4 student members shall be elected by and from the members of the University Senate.

4. Officers

A chairman, a vice-chairman, and a secretary shall be elected by the Committee from its members.

5. Meetings

All regular meetings of the Committee shall be open.

B. The Academic Procedures Committee1. Function

The area of responsibility of the Committee is the determination of academic probation (to include academic grievances), general policies for admissions, scholarships and recommendations for the awarding of honorary degrees and emeritus status, [and calendar review.]

Delete

2. Membership

a. Appointed: one representative from the Council of Deans will be appointed member by virtue of his/her office. The Vice President of Academic Affairs shall serve as an ex-officio member.

b. Elected: the University Senate shall elect seven faculty, four student members, and one at-large.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

Add C. The [Undergraduate Curriculum] Committee1. Function

The area of responsibility of the Committee is degree requirements, all matters relating to undergraduate programs and curricula except as herein after relegated to the charge of another committee.

2. Membership

a. Appointed: the Academic Vice President and Provost and two representatives from the Council of Deans shall be appointed by virtue of their offices.

b. Elected: the University Senate shall elect seven faculty, four student members, and one at-large.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

D. The Graduate Committee

1. Function

The Committee shall be concerned with all matters relating to graduate curricula, degree requirements, general policies for admission, scholarships, assistantships, and other matters pertaining to the graduate students and the Graduate School.

2. Membership

- a. Appointed: the Dean of the Graduate School and the Director of Libraries and Media Resources shall be members of the Committee.
- b. Elected: the University Senate shall elect to this Committee nine members of the graduate instructional faculty, four graduate students, and one at-large.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

E. 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 Associate Vice President for Computing 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 chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All meetings of the Committee shall be open.

F. Committee on Research

1. Function

The Committee shall be responsible for recommending policies and procedures relating to research.

2. Membership

- a. Appointed: Associate Dean for Research and [the Director of Institutional research] shall be members of the Committee by virtue of their office.
- b. Elected: 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 chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All meetings of the Committee shall be open.

5. 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 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

Delete

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 chairman and a secretary shall be elected by the sub-committee from its members.

G. The Committee on Student Affairs

1. Function

The Committee on Student Affairs shall have as its area of responsibility problems and policies concerning student affairs including housing, health services, the extra-curricular program of the University, social regulations including disciplinary matters, the financial aid program, and other student affairs except those involved in the instructional program.

2. Membership

- a. Appointed: the Vice-President for Student Affairs and the Executive Director of the Student Cooperative Association.
- b. Elected: ten faculty and fourteen student members shall be elected by and from the Senate to the Committee.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

5. Sub-committee of Club Sports and Intramurals

1. Function

The Sub-committee on Club Sports and Intramurals shall have its area of responsibility problems and policies concerning club sports and intramurals. All actions shall be reported to the Committee on Student Affairs.

2. Membership

- a. Elected: two faculty and three students shall be elected by and from the membership of the Committee of Student Affairs.
- b. Ex Officio: the Director of Intramurals and the Director of Campus Recreation shall be ex officio non-voting members.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by and from the Sub-committee.

4. Meetings

All regular meetings of the Sub-committee shall be open.

Del H. The Committee on University Development [and Finance]

1. Function

The concern of the Committee is with the University Planning and development program including space utilization and the design, placement and proper function of University facilities and further, to act as an advisory committee to the President on all matters relating to the [capital] budget of the University. In addition, the Committee is charged with the supervision of buildings and grounds including University security and with the general improvement of the campus.

Add

2. Membership

- a. Appointed: Vice President for Finance, the Dean of Admissions.
- b. Elected: seven faculty, three student members and one at-large shall be elected by and from the University Senate.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

I. University-wide Awards Committee

1. Functions

The committee shall have general responsibility for the development of procedures and policies for the granting of awards receiving nomination, screening, and evaluating of candidates for University-wide awards; i.e.

1. Creative Arts
2. Community Service
3. Research
4. Teaching
5. Others assigned

These recommendations shall be forwarded directly to the University President for consideration. The Committee shall report these awards to the Senate for its information.

2. The policies and procedures of the committee must be approved by the Senate.

3. Membership

a. Administration

1. Dean elected by and from the membership of the Senate.
2. Two additional members of the administration elected by and from the members of the University Senate.

b. Faculty

1. One faculty member per academic school.
2. One faculty member representing the University Services area.
3. The Graduate School and School of Continuing Education are not eligible for membership.

c. Students

Three student elected by and from the membership of the University Senate.

- d. Election procedures for the membership of the Committee. Annual election of the members from the University Senate membership shall occur. The first annual election will be held concurrent with the regularly scheduled Senate elections in 1984. Those Senators having the highest votes will receive a two term and the remainder a one year term. The initial election shall be held as soon as possible after the establishment of the Committee from among those Senators serving a two year term.

4. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its membership.

5. Meetings

All regular meetings of the Committee shall be open.

J. Committee on Non-Credit Instruction

1. Functions

The Committee is to oversee the continuing education functions and activities and is in advisory capacity for the School of Continuing Education. The Committee will formulate policy recommendations in the areas related to continuing and non-resident education activities.

2. Membership-Administration

- a. Appointed: The Dean of the School of Continuing Education.
- b. Elected: The University Senate shall elect four faculty and one additional administrator from the School of Continuing Education. There will be no student membership on the Committee.

3. Officers

A chairman, vice-chairman, and a secretary shall be elected by the Committee from its members.

4. Meetings

All regular meetings of the Committee shall be open.

K. The Consultative Committee

The Consultative Committees shall be formed at the request of the Senate itself, the President of the University, or the Council of Trustees. Such committees shall serve in an advisory capacity to these officials or the Senate itself concerning the selection and qualification of candidates for certain administrative positions and other matters. Reports of such consultative committees shall be made to the Senate, the President, and the Council of Trustees in the regular manner. Members of these committees shall be selected from a list of student, faculty, and administrative nominees, in the ratio of two nominees for each member, prepared by the Rules Committee.

CRITERIA FOR LIBERAL STUDIES COURSES AT IUP

GENERAL CRITERIA WHICH APPLY TO ALL LIBERAL STUDIES COURSES

All Liberal Studies courses must:

- (1) Contribute to the fulfillment of one or more of the "Goals for Liberal Studies" (pp. 7-8, "Liberal Studies at IUP."
- (2) Have, if a multiple-section course, a basic equivalency (though not necessarily uniformity) among the sections in such things as objectives, content, assignments, and evaluation.
- (3) Include the perspectives and contributions of ethnic and racial minorities and of women, wherever appropriate to the subject matter.
- (4) Require the reading and use by the students of at least one, but preferably more, substantial works of fiction or non-fiction (as distinguished from textbooks, anthologies, workbooks, or manuals) including, where appropriate, significant primary sources. Note 1: this does not mean that the use of textbooks, anthologies, workbooks, or manuals is inappropriate in Liberal Studies courses; it does mean that such works should not be the sole basis for instruction. It is important that students in Liberal Studies courses read works which develop sustained arguments or themes, that they can see books as repositories of ideas, and that they learn to recognize and wrestle with such ideas and controversies. They should come to associate books with learning and experience the kind of reading which adults find enjoyable and profitable (as opposed to textbooks which are, by definition, "school work"). Note 2: Courses whose primary purpose is the development of higher level quantitative skills are encouraged to include such reading, but are not expected to do so at the expense of other course objectives.

It is also recommended that, when possible, courses with multiple sections have at least some reading common to all sections. [We believe that the university ought to do its best to foster intellectual discussion among students outside the classroom as well as within. But we are not likely to be very successful if students have no, or few, common experiences, books, or ideas about which to talk. Simply put, the more students who are reading the same book(s) in the same semester, the more chance we have of raising the level of intellectual discussion on campus.]

- (5) Be distinguished from technical, professional, or pre-professional courses.
- (6) Be distinguished from courses which are designed primarily for the needs of beginning majors and which presume the taking of additional course work in that discipline: that is, Liberal Studies courses should reflect the reality that, if they are courses which introduce a discipline to students, they may well be the only formal college instruction these students will have in that discipline.
- (7) Be distinguished from remedial courses.
- (8) Be taught frequently enough, and in cases where there are no alternate selections in sufficient numbers, to be real, not imaginary, choices for students.

Liberal Studies Criteria -- 2

All Liberal Studies courses should contribute to students' abilities:

- (1) To confront the major ethical issues which pertain to the subject matter; to realize that although "suspended judgment" is a necessity of intellectual inquiry, one cannot live forever in suspension; and to make ethical choices and take responsibility for them.
- (2) To define and analyze problems, frame questions, evaluate available solutions, and make choices.
- (3) To communicate knowledge and exchange ideas by various forms of expression, in most cases writing or speaking.
- (4) To recognize creativity and engage in creative thinking.
- (5) To continue learning even after the completion of their formal education.
- (6) To recognize relationships between what is being studied and current issues, thoughts, institutions, and/or events.

CRITERIA WHICH APPLY TO ALL KNOWLEDGE AREA COURSES

All Knowledge Area Courses must:

- (1) Treat concepts, themes, and events in sufficient depth to enable students to appreciate the complexity, history, and current implications of what is being studied; and not be merely cursory coverages of lists of topics.
- (2) Suggest the major intellectual questions/problems which interest practitioners of a discipline and explore critically the important theories and principles presented by the discipline.
- (3) Allow students to understand and apply the methods of inquiry and vocabulary commonly used in the discipline.
- (4) Encourage students to use and enhance, wherever possible, the composition and mathematics skills built in the Skill Areas of the Liberal Studies curriculum.

CRITERIA FOR COURSES LISTED AS LIBERAL STUDIES ELECTIVES

All courses appropriate to the Liberal Studies Elective Area must:

- (1) Meet the "General Criteria Which Apply to All Liberal Studies Courses."
- (2) Not be technical, professional, or pre-professional courses.

CRITERIA -- LEARNING SKILLS

LEARNING SKILLS: English Composition -- 7 s.h.

Students will complete two courses in English Composition. The First English Composition Course (4 s.h.) should be taken as early as possible, certainly by the end of the freshman year; the Second English Composition Course (3 s.h.) should be scheduled no earlier than the third or fourth semester.

CRITERIA FOR THE FIRST ENGLISH COMPOSITION COURSE

A course appropriate to this category must:

- (1) seek to teach students to write effective, organized prose which communicates clearly and demonstrates awareness of audience, adequate development, unity, and coherence;
- (2) seek to teach students to select discourse structures appropriate for subject, audience, and the students' own level of knowledge and competence;
- (3) provide students with ample opportunities to develop their writing skills; in addition, students must have a minimum of 3500 words of their prose reviewed and evaluated by their instructor;
- (4) require students to read a substantial work of fiction or non-fiction (including collections) as a source for ideas, discussion, and writing activity.
- (5) schedule one hour of private out-of-class conferences to be held with each student.

CRITERIA FOR THE SECOND ENGLISH COMPOSITION COURSE

A course appropriate to this category must:

- (1) be primarily a writing course which teaches composition skills;
- (2) teach report and research writing skills, especially the ability to read and evaluate resource material and synthesize it into an appropriate form;
- (3) emphasize general rather than discipline-specific research skills, although some instructors may choose to address topics generated by the students' major;
- (4) teach students to use library sources to the extent required to accomplish the other goals of the course;
- (5) provide students with ample opportunities to develop their writing skills; in addition, students must have a minimum of 3500 words of their prose reviewed and evaluated by their instructor;

Liberal Studies Criteria -- 4

- (6) assign mainly non-fictional reading as a source for ideas, discussion, and writing activity.

LEARNING SKILLS: Mathematics -- 3 s.h.

Students will complete a mathematics course from a list of courses approved for Liberal Studies credit. It is recommended that this occur early, preferably in the freshman year. Since many majors build on certain mathematical skills, it is appropriate for major departments to specify which course or courses from the Liberal Studies list would provide the best preparation for their students.

CRITERIA FOR COURSES IN THE MATHEMATICS LEARNING SKILLS AREA

All courses appropriate to the mathematics learning skills area must:

- (1) introduce students to deductive reasoning;
- (2) develop in the student problem solving techniques appropriate for the course;
- (3) enable the student to understand the underlying principles of formulas;
- (4) enable the student to use and interpret numerical information.

Courses appropriate to the mathematics learning skills area may include:

- (1) mathematics courses that develop significant mathematical skills required by a major discipline;
- (2) mathematics courses designed for Liberal Studies; in addition to the four criteria above, such courses must:
 - (a) develop the student's confidence in handling numerical problems and data;
 - (b) be sensitive to the diverse background characteristics of the student;
 - (c) include elements on the history or appreciation of mathematics;
 - (d) introduce the hand-held calculator or the computer as a tool.

CRITERIA -- KNOWLEDGE AREAS

KNOWLEDGE AREA: Humanities-- 9 s.h.:

A major objective of courses in Humanities knowledge area is to acquaint students with the heritage of Western civilization in all its richness and diversity, and, where appropriate, with its relationships with non-Western cultures.

Students will complete one 3 s.h. course in each of three areas: (1) History, (2) Philosophy and/or Religious Studies, and (3) Literature.

CRITERIA FOR COURSES IN THE HISTORY KNOWLEDGE AREA:

All courses appropriate to the history knowledge area must:

- (1) treat Western civilization including at least the Age of Enlightenment through the present;
- (2) treat several different kinds of history, e.g. political history, economic history, cultural history;
- (3) treat the two centers of Western civilization, Europe and America, and consider Western civilization in a global context;
- (4) consider the ideas and experiences of both men and women as well as treating dominant cultures and various subcultures.

In addition, all courses appropriate to the history knowledge area should:

- (1) develop students' historical consciousness, that is, an understanding of the interrelationship of various aspects of culture at a given time and an ability to explore continuity and change among historical events and movements;
- (2) enable students to perceive contemporary experiences in historical perspective;
- (3) make students aware of various and sometimes contradictory historical interpretations;
- (4) communicate the importance of primary sources which express the thinking of men and women of different ages.

Liberal Studies Criteria -- 6

CRITERIA FOR COURSES IN THE PHILOSOPHY AND/OR RELIGIOUS STUDIES KNOWLEDGE AREA

Courses which are appropriate for the Philosophy and/or Religious Studies Knowledge Area may meet either the Philosophy criteria or the Religious Studies criteria below.

All courses appropriate to the philosophy knowledge area must:

- (1) introduce students to some of the great philosophers of Western civilization, avoiding excessive emphasis on one author or period of philosophical development;
- (2) introduce students to some or all of the major areas of philosophy (aesthetics, epistemology, ethics, logic, and metaphysics). Courses which choose to emphasize one or more of these areas must do so in such a way as to show students the relationships among the various areas of philosophy. Alternately, courses which choose to approach these areas of philosophy historically by examining one or more of the recognized historical periods in philosophy (e.g., ancient/medieval, modern, or contemporary) must do so in such a way as to show students the contrasts and similarities with other periods;
- (3) provide opportunities, through the close analysis and evaluation of fundamental issues, for students to gain both an understanding of philosophy and an enhanced ability to think critically and responsibly about important issues;
- (4) investigate relationships with non-Western traditions and cultures where appropriate;
- (5) give due attention to the philosophical work of women and minorities;
- (6) use primary sources when feasible and appropriate.

All courses appropriate to the Religious Studies knowledge area must:

- (1) introduce students to the study of religion as a means to understanding Western culture and, therefore, to understanding themselves;
- (2) provide a balanced, critical, nonsecular examination of religion;
- (3) emphasize an interdisciplinary approach to the study of religion;
- (4) investigate the nature of religion and the forms of its expression, or the foundational roots and development of one or more Western religious tradition(s) over a significant time span;
- (5) investigate relationships with non-Western traditions and cultures where appropriate;

Liberal Studies Criteria -- 7

- (6) give due attention to the religious involvement and perspectives of women and minorities;
- (7) acquaint students with religious texts and documents as appropriate, and encourage the development of independent judgment and critical evaluation of moral issues raised by these texts and by religious thinkers.

CRITERIA FOR COURSES IN THE LITERATURE KNOWLEDGE AREA

All courses appropriate to the literature knowledge area must:

- (1) focus on important works of Western literature through an examination of its major genres (fiction, drama, and poetry), avoiding excessive emphasis on one author or genre or nation's literature;
- (2) include works from at least three different centuries (e.g. the 16th, 18th, and 20th), although treatment need not be chronological or sequential;
- (3) include works by women and by minority writers;
- (4) include an Anglo-American work;
- (5) include a work in translation;
- (6) include a contemporary work (i.e., 1945 to the present).

In addition, all courses appropriate to the literature knowledge area should:

- (1) develop the student's ability to read independently and with careful attention to the text;
- (2) enhance students' abilities to form and articulate their reactions to imaginative literature;
- (3) foster the students' appreciation of literature.

Liberal Studies Criteria -- 3

KNOWLEDGE AREA -- Fine Arts -- 3 s.h.

A major objective of courses in the Fine Arts knowledge area is to address the aesthetic aspects of artistic works so that students will appreciate the creative natures of human beings and be able to discriminate among various art forms, to make certain artistic judgments about the quality of particular art forms, and to enjoy the choices of art that they make.

Students will complete one 3 s.h. course exploring one or more of the fine arts.

CRITERIA FOR COURSES IN THE FINE ARTS KNOWLEDGE AREA

All courses appropriate to the Fine Arts knowledge area must:

- (1) examine major works by leading artists, including where appropriate women and minorities, chosen to represent significant differences in style and/or historical era. At least one work should be examined critically and in detail.
- (2) include where possible both Western and non-Western art;
- (3) address the fine arts through at least one of the following:
 - (a) examination of major stylistic trends within the art(s) from a historical perspective
 - (b) introduction of various philosophies and theories of art
 - (c) the fostering of an understanding and appreciation of the creative process;
 - (d) participation in the creative process with emphasis on divergent creative activities;
- (4) require students to attend appropriate concerts, theater productions, exhibitions, etc.

In addition, all courses appropriate to the Fine Arts knowledge area should:

- (1) fulfill the conditions set forth in this statement: "An appropriate Fine Arts curriculum for our time is one that takes as its overarching goal the building of a disposition to appreciate excellence in arts for the purpose of realizing the worthwhile experience that art at its best is capable of providing. The principle capabilities of such a disposition would be historical understanding, aesthetic appreciation, and critical reflection." (*from R. A. Smith, "Aesthetic Education in Modern Perspective"*)
- (2) include where possible a writing component.

Liberal Studies Criteria -- 9

KNOWLEDGE AREA -- Natural Sciences -- 3-10 s.h.

A major objective of courses in this knowledge area is to foster in students what some have called "scientific literacy"—that is, an experience with the scientific method of inquiry as applied to a given body of knowledge in one or more of the natural sciences. The aim of scientific literacy is not only to engender in students an awareness and appreciation of science but to increase their awareness of the complex and pivotal role it plays in contemporary human life.

Students will complete either Option I or Option II, depending on the requirements of their degree program or their interest.

Option I -- A two-semester natural science sequence, with a laboratory course each semester (8 s.h.)

Option II -- A one-semester course with laboratory (4 s.h.) followed by two one-semester non-laboratory courses (3 s.h. each). The second non-laboratory course may count as one of the Liberal Studies electives.

CRITERIA FOR COURSES IN THE NATURAL SCIENCE KNOWLEDGE AREA

All courses appropriate to the natural sciences knowledge area must:

- (1) examine a body of knowledge of natural science that will contribute to an understanding of the natural world;
- (2) provide an understanding of the development of natural science theories and their modification;
- (3) teach students to formulate and test hypotheses;
- (4) provide an understanding of some of the "great moments" in the history of natural science and the individuals, including women and minorities, responsible for them.

All laboratory courses appropriate to the natural sciences knowledge area must:

- (1) provide students with opportunities to learn and apply data-gathering techniques;
- (2) provide students with opportunities to develop skills in making accurate observations, in formulating concise and appropriate descriptions of natural phenomena, and in producing meaningful systems of classification for natural objects;
- (3) provide students with opportunities to apply theories to practice in the working world of science.

Liberal Studies Criteria -- 10

In addition, all courses appropriate to the natural sciences knowledge area should:

- (1) encourage an appreciation of the complex interrelationship of natural science with the life of the individual;
- (2) develop in students the abilities necessary to cope with the consequences of natural science in the modern world;
- (3) develop an inquiring attitude consistent with the tenets of natural science, an attitude that is willing to expose fallacy on the basis of reason, that demands evidence for scientific assertions, and yet is tolerant of hypotheses in the absence of contradictory evidence.

KNOWLEDGE AREA: Social Sciences — 9 s.h.

In order to understand social institutions and processes, a major objective of courses in this knowledge area is to introduce students to the ways which one or more of the social sciences works. Students should learn the major ideas of whichever discipline is being studied, and they should understand the strengths and limitations of that discipline's methods of collecting and interpreting data.

Students will complete 9 s.h. from a list of courses in the following social sciences, with no two courses chosen from the same discipline: anthropology, criminology, economics, geography, political science, psychology, and sociology.

CRITERIA FOR COURSES IN THE SOCIAL SCIENCE KNOWLEDGE AREA

All courses appropriate to the social science knowledge area must:

- (1) explore the critical thinking and analytical skills employed by the discipline to offer meaningful explanations of social and individual behavior;
- (2) acquaint students with the various approaches, perspectives, or methodologies used to examine the intellectual questions and problems of the discipline(s).
- (3) include, where appropriate, discussion of other cultures and subcultures, including minorities, and the roles of women;

In addition, all courses appropriate to the Social Science knowledge area should:

- (1) illustrate how a discipline shares common theories and methods with other disciplines in the social sciences;
- (2) promote an understanding of individuals, groups, and their physical and social environment by exploring and analyzing concepts developed in the discipline(s).

Liberal Studies Criteria — 11

KNOWLEDGE AREA: Health and Wellness — 3 s.h.

Health and wellness refer to a state of well-being which allows for the optimal functioning of an individual's unique physical and psychosocial resources. Health and wellness are achieved through the acceptance of self-responsibility for lifestyle adaptations necessary to promote and maintain the most desirable level of physical, mental/emotional, and social well-being. As a way of life, health and wellness enhance the quality of life, contribute to the productivity and happiness of individuals, help them realize their greatest potential, and serve the best interests of the society as a whole.

Students will complete 3 s.h. in the Health and Wellness knowledge area.

CRITERIA FOR COURSES IN THE HEALTH AND WELLNESS KNOWLEDGE AREA:

All courses appropriate to the Health and Wellness knowledge area must:

- (1) address the major components relevant to a healthy lifestyle for both men and women. These major components include, but are not limited to, exercise, nutrition, stress, and substance abuse. In this respect, appropriate courses must be multidisciplinary in nature and not specialize in any single area of health and wellness;
- (2) employ laboratory experiences and physical activities that correlate to the recognized content area of the course;
- (3) utilize a scientific base, and promote knowledge and skills that have strong empirical validity;
- (4) provide the students with an opportunity to assess their personal well-being and forecast the possible outcomes of altered patterns of behavior;
- (5) focus on a variety of behavioral skills to assist students in selecting lifestyles for quality living;
- (6) identify hereditary, personal, and environmental factors that affect health;
- (7) assist the students in recognizing contemporary health issues and evaluating the credibility of health information;
- (8) encourage the students to assume responsibility for their personal health as well as the wellness of family and community;
- (9) address health and wellness in a gender-balanced fashion.

Liberal Studies Criteria -- 12

NON-WESTERN CULTURE REQUIREMENT—3 s.h.

A major objective of courses satisfying this requirement is to provide students with an opportunity to study at least one other culture on its own terms and as a result develop attitudes and understandings necessary to live in a world which is growing progressively smaller and in which contact between cultures has been and is regular.

Unless such a course is completed elsewhere in a student's curriculum, one 3 s.h. course on a non-Western culture must be chosen as a Liberal Studies elective.

CRITERIA FOR NON-WESTERN CULTURE COURSES:**General Criteria:**

- (1) Courses must develop an understanding of contemporary cultures that differ substantially from the prevailing cultures of the United States, Canada, Western Europe, New Zealand, and Australia.
- (2) Courses must present cultures on their own terms with an appreciation of their dimensions, going beyond mere description of a culture. Those dimensions may include religion, economics, politics, art, language, literature, ethics, as well as other dimensions of the cultural milieu.
- (3) Although a course may deal with a single culture, comparative courses addressing relationships among cultures are encouraged.
- (4) A course may present one or more cultures by emphasizing a single dimension, e.g. art, music, dance, politics, religion. Such a course is appropriate if the dimension is represented in its cultural context, emphasizing cultural ideals, norms, and issues.
- (5) A variety of perspectives or methodologies—anthropological, geographical, historical, sociological, and so forth—may be employed, so long as the course emphasizes the cultural phenomena, issues, and values in contemporary society.
- (6) Literature courses, either in translation or in the language of the culture(s), can be appropriate if the literature selected is authored predominantly by non-Western writers. The literature selected for such a course must represent cultural phenomena, issues, and values in contemporary society.

Specific Recommendations:

- (1) The course should encourage the use of indigenous material whenever possible rather than rely on secondary instructional material, reviews of the literature, or textbooks exclusively.
- (2) The course should encourage the student to acquire cultural appreciation and understanding, and should provide students with an opportunity to demonstrate the ability to analyze and synthesize information about the culture.
- (3) The course must address, where appropriate, the experience of women and the

Liberal Studies Criteria -- 13

roles of men and women.

- (4) An approved exchange/study abroad program, which meets the general criteria of the non-Western requirements, may meet the requirement of the Liberal Studies program.
- (5) An internship can meet the requirement for a non-Western course. A research paper or a report should be required that demonstrates learning appropriate to the general criteria.
- (6) Interdisciplinary courses that treat cultural issues apart from the dominant United States, Canada, Western Europe, New Zealand, and Australian cultures are encouraged.

APPROVED BY THE UNIVERSITY SENATE - April 26, 1988

ACADEMIC INFORMATION SYSTEMS


352 SUTTON HALL

February 12, 1987

M E M O R A N D U M

SUBJECT: Catalog Procedure Policy (1988-89)
Currency of Offerings

TO: Department Chairs
College Deans

FROM: Diane L. Duntley, Director
Academic Information Systems 

One area for attention in the accuracy of the undergraduate catalog is availability of courses. Over this year and next, it is our intent to phase the catalog into compliance with the standard outlined below:

The IUP catalog represents in a contractual sense an "offer of services". Therefore courses listed should be those which can reasonably be expected to be offered during the normal tenure of a student. Generally, courses which have not been offered in more than five years should not be listed.

Therefore, courses which have not been offered in five years will be moved from the active course description file used in catalog preparation and placed in an inactive file. Exceptions may be made as a result of a review process for extenuating circumstances which justify continued publication. A course will be returned to publication when circumstances (resources, appropriate faculty, student demand, etc.) permit the course to be scheduled. Approval continues without additional Curriculum Committee action.

The Senate Academic Committee confirmed this policy at its February 7, 1987 meeting and forwarded it to the February 1987 Senate Agenda for confirmation.

In Spring 1987 we intend only to identify those courses which should be reviewed for possible moving to a computer inactive file for each prefix group. The following steps have been taken:

- 1) The computer file process is established.
- 2) The initial review process will be an informal discussion between department chairperson and catalog editor.
- 3) The full review process will involve the dean and others as need determines.

The technical process to support this procedure is in place, but any removals from the 1987-88 catalog will be the voluntary action of a department chairperson in concurrence with the dean. In other words, no chair will be asked to move a course to inactive file for the 1987-88 catalog. However, if chair and dean agree, you will not be forced to publish in the 1987-88 catalog the course description for a long-inactive course if you both feel uncomfortable with continuing publication.

This need not be a threatening process; it provides process for consensus and options for both keeping the record of offering clear and maintaining the course in an unpublished file. Specific information of courses to be considered, if any, will be forwarded as soon as the preparation and verification can be completed.

Please call me if you have questions about intent, process or departmental details.

/pla

Inactive Courses

<u>Course No.</u>	<u>Title</u>	<u>Last catalog</u>
AD 421	Preparation and Presentation of Business Reports	1987-88
AN 337	Childhood and Society	1986-87
BI 372	Plant Anatomy	1987-88
CH 302	Industrial Chemistry	1987-88
CH 305	New Approaches to Teaching High School Chemistry	1987-88
CM 444	Basic Motion Picture Production	1987-88
CO 402	Computers in Education	1987-88
CR 396	Criminalistics	1987-88
CS 214	Environmental Textiles	1987-88
DE 330	Merchandising Information	1986-87
DE 410	Methods and Evaluation in Distributive Education I	1986-87
EC 306	Mathematics for Economists II	1987-88
EC 342	History of the Economic Development of Modern Europe	1987-88
EC 360	Economics of Health Services	1987-88
EC 374	Economics of Education	1987-88
EC 483	Honors in Economics	1987-88
ED 100	Reading and Study Skills for the University Student	1987-88
ED 410	The Teaching of Reading in the Secondary School	1987-88
EE 413	Hospitalized Child	1986-87
EL 212	Teaching of Music in the Elementary Grades	1987-88
EL 214	Teaching Art in the Elementary Grades	1987-88
EL 330	Problems in Elementary Education	1987-88
EL 452	Social Studies in the Primary Grades	1987-88
EL 463	Workshop in Elementary Teaching	1987-88
EN 334	ESL Methods and Materials	1987-88
EN 391	Selected Works from the Medieval Period	1987-88
EN 392	Renaissance/Baroque/Classical	1987-88
EN 393	Romanticism	1987-88
EN 394	Nineteenth-Century European Novel in Translation	1987-88
EN 395	Selected Writers from 20th Century Europe	1987-88
EN 396	The Literature of Emerging Nations	1987-88
FN 111	Foods I	1986-87

FN 211	Foods II	1986-87
FR 121-122	Conversation I and II	1986-87
FR 461	Structures of French and English	1987-88
FR 361-362	Development of French Culture and Literature I and II	1987-88
FS 220	Essentials of Finance	1986-87
FS 241	Introduction to Management Information Systems	1986-87
FS 245	Introduction to Microcomputers	1986-87
FS 251	Business Systems Analysis and Design	1986-87
FS 255	Business Applications in COBOL	1986-87
FS 260	Business Computer Application Project	1986-87
FS 350	Business Systems Technology	1986-87
FS 370	Advanced COBOL	1986-87
FS 381	Forms Design and Control	1986-87
FS 382	Auditing for EDP Systems	1986-87
FS 450	Data Base Theory and Application	1986-87
FS 451	Systems Analysis	1986-87
FS 470	Systems Design	1986-87
FS 480	Distributed Business Information Systems	1986-87
FS 482	Independent Study	1986-87
FS 488	Internship in MIS	1986-87
GM 381	German Drama in English Translation	1987-88
GM 391	Special Projects in German Literature	1987-88
GM 363-364	Introduction to German Literature I and II	1987-88
GS 420	Geology of Pennsylvania	1987-88
GS 441	Carbonate Geology-Florida	1987-83
GS 324	Glacial Geology	1987-88
HE 390	Innovative Teaching: Education	1987-88
HE 391	Innovative Teaching: Child Development Centers	1987-88
HE 394	Innovative Teaching: Family	1987-88
HE 398	Innovative Teaching: Child Development	1987-88
HE 425	Study Tour in Family Life	1987-88
HE 454	Home Economics Education for Adults	1987-88
HE 471	Curriculum Development in Home Economics Education	1987-88
HE 472	Evaluation in Home Economics	1987-88
HI 210	History of IUP	1987-88

HI 335	History of the Far East	1987-88
HI 344	History of the United States, 1876-1900	1987-88
HI 367	Economic History of the United States	1987-88
HI 368	U.S. Urban History	1987-88
HP 311	Advanced Field Hockey/Volleyball	1987-88
HP 312	Advanced Basketball/Softball	1987-88
HP 316	Volleyball Officiating	1987-88
JN 351	Science and Environmental Reporting	1987-88
MA 482	Topics in Mathematics	1987-88
MA 483	Topics in Mathematics (credit for non-math majors)	1987-88
MA 495	Seminar in Preparing a Mathematics Paper	1987-88
MU 124	Glee Club	1986-87
MU 132	Women's Chorus	1986-87
MU 156	Class Strings II	1986-87
MU 158	Class Percussion II	1986-87
MU 160	Class Brass II	1986-87
MU 162	Class Woodwinds II	1986-87
MU 334	Instrumental Methods	1986-87
MU 102	Music for the Nonmajor	1987-88
MU 305	Form and Analysis II	1987-88
MU 307	Counterpoint II	1987-88
MU 310	Orchestration II	1987-88
MU 320	Music of the Ancient World	1987-88
MU 321	Music of the Middle Ages	1987-88
MU 402	Instrumental Score Reading	1987-88
MU 407	Master Class in Organ	1987-88
NU 480	Workshop Oncological Nursing	1987-88
PH 323	Political Philosophy	1987-88
PH 327	American Philosophic Thought	1987-88
PS 357	Labor in Business and Politics	1987-88
PS 485	Honors in Political Science	1987-88
PY 101	Physics and Our Environment	1987-88
PY 110	Solar Energy	1987-88
SC 401	The Growth of Science and Its Concepts I	1987-88
SC 402	The Growth of Science and Its Concepts II	1987-88
SH 354	Audiometry for Public School Nurses	1987-88

SO 337	Childhood and Society	1987-88
SP 365	Spanish Literature Before 1650	1987-88
SP 480	Mexico Summer Program	1987-88
TH 203	Theater History III	1986-87
TH 204	Theater History IV	1986-87
TH 487	Scenographic Problems	1986-87
	Bachelor of Science in Food Service Management	1987-88
	Bachelor of Science in Food Service Management/ Food Service and Lodging Track	1987-88
	Bachelor of Science in Education in Physics/ Mathematics	
	Program in Biochemistry	

CRITERIA FOR AWARDING EMERITUS STATUS

Procedure

Nominations for emeritus status should be initiated by an individual department or administrative unit within two years following retirement. At the departmental/management unit level, a 2/3 vote of approval by secret ballot is required. The term "2/3 vote of approval" shall be interpreted as at least "2/3 of the votes cast, by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present" (Robert's Rules of Order). A document citing the significant contributions made by the nominee, as outlined in the criteria below, shall be forwarded with the transmittal form to the appropriate dean/vice president for his/her recommendation. The dean/vice president shall submit these recommendations to the provost who will, in turn, send them along with his/her recommendation, to the Academic Affairs Committee of the University Senate for consideration. The recommendation of the Academic Affairs Committee shall then be submitted to the University President and, ultimately, to the Board of Trustees for final approval.

Nominations may be made by any person familiar with the nominee's professional contributions. For persons who do not fall within the departmental structure, the nominations shall be initiated by the individual's immediate supervisor, who will also determine the composition of the voting unit and then proceed through the remaining channels of selection as stated above.

Criteria

Each candidate for emeritus status must have been a full time professional employee at IUP for at least ten years and have demonstrated exceptional teaching/managerial/administrative performance. In addition, nominees must have made a significant contribution while at the University in at least two of the following areas:

- 1) Scholarly growth through research and publications
- 2) Active participation in departmental/administrative unit activities
- 3) Active participation in university activities

In addition to the public award and the inclusion of the emeritus person's name on a published listing of emeriti personnel, the university may provide benefits such as library privileges and office space when available. The university community is encouraged to use the skills and talents of emeriti personnel on a voluntary basis when appropriate.

Nominations for emeritus status, with supporting evidence for the above criteria, should be in the office of the appropriate dean/vice president by November 16, who will forward them to the provost's office by December 1.

**POLICY ON ANTICIPATED CLASS ABSENCE FOR
UNIVERSITY REPRESENTATION AND PARTICIPATION**

Background: The Senate Academic Committee has been asked to address the policy on missing classes for athletic participation. The Academic Committee has considered this question as a general policy issue concerning participants in all university-scheduled and university-sponsored events.

Rationale: The University community recognizes the values of student participation in co-curricular and extra-curricular activities of the university. IUP has fostered this participation with an informal policy of good faith accommodation to meet the overlapping demands of the curricular and extra-curricular commitments.

Policy: The underlying spirit of good faith accommodation ultimately is set in the faculty member's unabridged right to determine the terms of variance, if any, from the established course syllabus -- tests, quizzes, due dates for papers or other assignments, projects, presentations and all other course operations.

In seeking variance, the student must take the initiative to make all arrangements including validation of participation as needed. The student should generally assume that papers and such assignments should be completed and submitted BEFORE the anticipated class absence. Alternate arrangements for tests, quizzes, labs, or class participation activity (panels, simulations, presentations) should be sought sufficiently in advance to permit faculty/student agreement on the plan for completion, whether the actual completion is rescheduled to be prior to or subsequent to the anticipated absence.

Approved: Senate Academic Committee -- March 24, 1988
Submitted for University Senate agenda of April 19, 1988

SIGN AND POSTER POLICY

The following rules and regulations govern the display of signs, posters, notices and banners affixed on university owned or operated property and on property under the ownership and/or supervision of the Student Cooperative Association. It is the responsibility of the individual, group, or organization to become familiar with these guidelines and regulations. The following guidelines have been developed in order to encourage the advertising of activities and events while preserving the attractiveness and general condition of campus and Co-Op properties.

GENERAL GUIDELINES

- A. Posters and signs shall be placed on bulletin boards or notice boards, but shall not be placed on top of existing, current notices.
- B. All posters must indicate an event date or expiration date so that appropriate staff may remove signs in a timely manner.
- C. Masking tape must be used to affix signs and posters. The use of thumb tacks or staples is permitted only on cork-type bulletin boards.
- D. Signs or posters shall not be placed on any glass area of the university, including windows, doors, or partitions. Signs or posters are not to be placed on any glass which covers bulletin and/or notice boards.
- E. Signs or posters shall not be affixed to trees or other plant life on campus. Signs or posters shall not be affixed to park benches or trash receptacles on campus.
- F. Banners may be posted in the Oak Grove by presenting the banner to the IUP Maintenance Department located in the Robertshaw Building. Banners are to be hung by maintenance staff personnel only.
- G. Posters or signs found to be in violation of this policy will be removed by building and grounds staff and processed as appropriate through the Office of the Vice President for Student Affairs.

Sign & Poster Policy
Page 2

RELEVANT POLICY CONSIDERATIONS

- A. The posting of signs or posters encouraging, promoting, or advertising alcoholic beverage consumption is prohibited (see IUP Alcohol Policy).
- B. IUP is an equal opportunity/affirmative action institution. The posting of material that is insensitive to affirmative action issues (racism, sexism, etc.) are prohibited and alleged violations should be referred to the Office of Vice President for Student Affairs.

RESIDENCE HALL GUIDELINES

- A. The General Guidelines listed above must be adhered to.
- B. The posting of signs or posters within the residence halls is the responsibility of the specific residence hall director. A list of the residence hall directors can be secured from the Office of Housing and Residence Life (G-14 Sutton Hall). It is the responsibility of the individual(s) to secure approval from the residence hall director prior to affixing signs within a residence hall building.
- C. Unapproved signs or posters will be removed by the appropriate staff member. Staff are instructed to remove any poster or sign which does not indicate prior approval by the residence director or does not adhere to the requirements listed above in "General Guidelines".

HADLEY UNION BUILDING (HUB)

- A. The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups, associations, organizations and corporations.
- B. The HUB staff reserves the right to regulate the size and form of signs and/or posters.

Sign & Poster Policy
Page 3

- C. Advance approval must be obtained from the HUB Director or designee prior to the posting of signs or notices for any non-university activity or enterprise.
- D. Approval to place signs or posters in any location other than on bulletin boards must be secured from the HUB Front Desk.

APPROVED BY THE STUDENT AFFAIRS SENATE COMMITTEE ON APRIL 5, 1988.

RECOGNIZED ORGANIZATION REVIEW BOARD

OPERATING POLICIES AND PROCEDURES

IUP has established procedures for the recognition of clubs, organizations, and independent intramural teams. 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 & Organizations. The Recognized Organization Review Board (RORB) has been established to process alleged violations of University regulations and to resolve disputes involving recognized groups through both an informal and formal process. 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 RORB operating policies and procedures.
 2. To hear cases of alleged violations of University policy or regulations by recognized organizations and recommend, when necessary, appropriate sanctions to the Director of Student Activities and Organizations (DSAO).
 3. To informally arbitrate disputes which arise between organizations and their advisors as well as mediate disputes between and within recognized organizations.
- I. **INFORMAL HEARINGS:** Disputes and mediation normally referred to the RORB may be resolved through informal non-binding arbitration, according to the following conditions and procedures:
- A. Both parties agree to participate in informal arbitration.
 - B. Both parties agree upon an RORB arbitrator chosen from the Recognized Organization Review Board. The RORB member chosen cannot be affiliated with either of the disputing parties. The RORB member chosen must be acceptable to the RORB chair and a co-chairperson of the SGA Rules Committee designated by the SGA President. In order to provide continuity in the arbitration process an Assistant Director of Student Activities & Organizations will provide consultation and advisement to the RORB arbitrator.
 - C. Following the completion of verbal discussion and resolution of the points of conflict, both parties accept all agreed-upon decisions or conditions and the length of time in which they will prevail. An informal arbitration document is completed detailing these agreed upon decisions. If mutually agreed upon decisions and resolutions cannot be made, the grievances can then be filed by the offended party for a formal hearing before the RORB.
 - D. The chair of the RORB witnesses the signing of the completed informal arbitration document by both parties and the arbitrator, then affixes his/her signature upon the document.

RECOGNIZED ORGANIZATION REVIEW BOARD
Operating Policies and Procedures
Page Two

- E. Following signatures, any violation of or failure to comply with decisions or conditions reached through successful informal arbitration will be viewed as a violation of University policy. Sanctions will be levied accordingly in the event charges are filed and a guilty verdict is rendered through a formal RORB hearing.

II. FORMAL HEARINGS

A. BOARD MEMBERSHIP

1. Three students shall be appointed by the SGA president-elect from the SGA Rules Committee in the spring. The appointment begins the following fall semester and continues for the academic year. Two alternate members shall also be appointed from the SGA Rules Committee.
2. Three members of the Senate Committee on Student Affairs shall be appointed by the Committee in the fall for a one-year term. Two alternate members shall also be appointed. The appointment includes two non-student members and one student member. The alternates must include one student member and one non-student member from the Senate Committee on Student Affairs.
3. The Director of Student Activities and Organizations (DSAO) will both chair and advise the RORB. In his/her absence the Vice President for Student Affairs (VPSA) shall appoint an alternate to chair the RORB hearing. The Chair will not be a voting member of the committee.
4. To assure continuity, the Committee members should continue until new membership is selected for the following year.

B. PROCEDURES

The following procedures shall apply to the Board:

1. A minimum of five members, excluding the Chair, will constitute a Board. A simple majority of affirmative votes are necessary for an action to occur. Board members must be present to hear all testimony. The chair is a non-voting member.
2. The DSAO, in the Chairperson role, has the following responsibilities:
 - a. To moderate the hearing and determine whether the Board should request legal counsel.
 - b. To rule on any motions, objections, and challenges that may arise during the course of the hearing. The Chair is free to consult with Board members or legal counsel at any time in order to make rulings.

RECOGNIZED ORGANIZATION REVIEW BOARD
Operating Policies and Procedures
Page Three

3. The DSAO in the advisor role will have the following duties:
 - a. To handle the administrative duties of the board, scheduling hearings, facilitating correspondence, keeping of records, etc.
 - b. To consult with the Board on matters of policy and regulations.
 - c. 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 an organization in which they hold membership or in which they are personally involved to a degree which reduces their objectivity, as determined by the Chair. In this event, alternate members of the RORB shall serve for the hearing.
5. Each involved party will be notified as to the individuals who will be sitting on the Board. Any involved party, including the institution may challenge the objectivity of a Board member. The Chair will determine if these challenges will result in the removal of the member being challenged. Alternate members will be available to fill such a vacancy. Members of the board may challenge each other.

In the event that either party challenges the Chairperson, the Office of the VPSA will hear the challenge and rule accordingly. Any challenges filed against the Chair must occur within five (5) class days of the hearing. If the Office of the VPSA rules favorably to the challenge he/she will appoint an alternate chair.

6. Charges of violation of University policies or regulations can originate from any member or non-member of the University community. If charges originate from a non-member of the IUP community, the Office of the Vice President for Student Affairs may determine an appropriate designee to assist in the presentation of the case. The testimony of non-university members may be used as in any hearing. Alleged violations involving breach of contracts, whether implied, assumed, inferred, verbal, or written contracts, between the student group and the contracting party shall not be within the jurisdiction of the RORB unless all the parties to the dispute are student groups.
7. Members of the University community 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.

RECOGNIZED ORGANIZATION REVIEW BOARD
Operating Policies and Procedures
Page Four

8. The President and Advisor(s) of the organization shall be notified in writing of the specific charges and be given a minimum of seven (7) class days notice prior to appearing before the Board.
9. The notification shall include, but not be limited to the following information: the specific charge, the name of 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.
10. Any party to the hearing may be represented by counsel.
11. The person filing the charge(s) must be present to offer evidence if that person's testimony is necessary for a proper adjudication.

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. Formal hearings shall be conducted in the following order:
 - a. Resolution of challenges to Board members to sit at the hearing.
 - b. Decisions on pre-hearing written motions.
 - c. The party filing the charge(s) presents its case utilizing testimony and such other evidence as may be relevant to establish a sufficient case.
 - d. The accused organization may present such evidence as may be relevant to rebut the previous presentation or otherwise establish its innocence.
 - e. The Board may allow further rebuttal by either party.
3. 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.

RECOGNIZED ORGANIZATION REVIEW BOARD
Operating Policies and Procedures
Page Five

4. 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.
5. 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 as the exclusive basis to establish any fact necessary to establish guilt or innocence.
 - b. An organization's previous disciplinary record shall not be used to determine whether a rule violation occurred in a current case. However, the Board may consider such a record to determine the appropriate disciplinary sanction.
6. All formal hearings are open unless either party requests a closed hearing. Such a request must be made in writing to the DSAO no less than one (1) 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, order the removal of any person or persons who disrupt the hearing.
7. During finals week and one week before, only informal arbitration may take place except in special circumstances or emergency situations determined by the Office of Vice President for Student Affairs.
8. 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

1. Probation: A specified length of time in which repeated violations of any policy may result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.
2. Mandatory Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

RECOGNIZED ORGANIZATION REVIEW BOARD
Operating Policies and Procedures
Page Six

3. Financial restitution: The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of this policy.
4. Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of, or participation in, one or more of the following: inter or intra-organizational social activities, formals, all-greek or all-University events or activities, or any other event of a social nature.
5. Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports or the greek intramural league, earn intramural points, or receive any championship titles.
6. Suspension of Recognized Benefits: A specific length of time in which the organization maintains University recognition but is denied one or more benefits of recognition which may include, but is not necessarily limited to, the following: Student co-operative funding, use of University or Co-op facilities, office space or property, bulk mailing services and/or specified other benefits made available through recognition.
7. Withdrawal of University Recognition: A specified or indefinite length of time in which University recognition is withdrawn in whole or in part, or conditionally. The organization and any semblance of its membership ceases to function at the University, is denied all benefits of University recognition, and no longer falls under the jurisdiction of the RORB. For the organization, or any semblance of its membership, to regain University recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

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 and sanctions, if appropriate, to the DSAO. The DSAO will then provide a written decision and notification of sanctions to the organization's President and Advisor(s) and the person bringing the charges(s) within ten working days. The DSAO may modify sanctions if he/she believes this action to be appropriate.

M E M O R A N D U M

SUBJECT: Response to questions referred from September 1987 Senate Agenda:
Expected effect of articulation agreements with Community College
of Allegheny County and Butler County Community College on IUP's
admission policies

TO: University Senate

FROM: Jeanne Blair, Diane Duntley and Karen Sulkowski
Senate representatives to the Admissions Committee

DATE: February 1988

The questions raised concerning the effect on University admissions of articulation agreements with two community colleges were considered by the Senate representatives.

The following information is based on statements included in the articulation agreements and is confirmed by consultation with the admission officer charged with liaison responsibilities.

There has been a long history of cooperation between community colleges and IUP. These two articulation agreements serve to formalize existing patterns for admission of students and evaluation of prior credits.

It was determined that the agreements will not alter existing policies, since students must be admitted through existing admissions quotas for the transfer students. The articulation agreements are an enabling process that allows the University to encourage enrollment of better prepared, committed students who have chosen to begin their education at the community college level but who have a baccalaureate degree as a long term focus. The agreements make possible student services and a friendly relationship with IUP prior to beginning a completion program here.

The purpose of the articulation agreements is to identify, early in their community college education, students who are qualified for and interested in completion of a degree program at IUP. In this way services can be provided which will facilitate the student's transition from one school to another and will provide a better "fit" between curricular demands of both. These students are included in the already established number of transfer students, based on enrollment targets recommended by the admissions office and established by action of the Admissions Committee. At the present time, there are approximately five students at BCCC who may be involved in the articulation program and none at CCAC. (The program is in its initial year there.)

Answers to specific questions are as follows:

- 1) Students may be accepted for any major at IUP if they qualify for that major. The dean of the college has the option to recommend restrictions to the admissions numbers, percentages or standards when the admission policy is reviewed each year; community college students are made aware of these restrictions. The student who chooses to exercise the articulation agreement is counselled to select courses which parallel studies required for entry into upper division courses in the desired major at IUP.
- 2) As stated above, these students are included in the quota of transfer students. Early commitment to transfer to IUP means that students can receive better advisement at the community college and allows for involvement of a designated representative at IUP to participate in the development of their programs of studies. Clearly, these agreements will not change freshman admissions.
- 3) As part of the development of the liberal studies program, Dr. Cashdollar has been made aware of concerns which might affect the transfer of students from all community colleges and particularly those with which there are articulation agreements. He has initiated contact with the admissions staff of IUP and will help to provide appropriate information flow to transfer counselors as part of the ongoing transfer/articulation process.
- 4) Students entering through the articulation program are included in the transfer student quota. Because of this we do not anticipate any significant alteration in classes and sections of classes.
- 5) Community colleges have diverse missions. It is an unfounded assumption that community college programs generally, and the two partners in these agreements particularly, are highly oriented toward vocational training. In addition to terminal/technical programs, all have many programs in the arts and sciences particularly designated for transfer to complete a baccalaureate degree. Business programs often have dual foci for terminal or transfer students. By providing for early advisement and preapproval of the student's program of studies, it is possible to direct the student into course selections compatible with plans for University study.
- 6) The intent of the articulation agreements is to give these students options for the process of registration which are also available to IUP students, including early registration on campus with a related cohort group or by phone. They also may register during summer transfer orientation or during the scheduled late registration times. Students transferring through the articulation agreement process have had access to

continuing IUP pre-advisement and preliminary evaluation of their curriculum requirements at the University.

- 7) One of the purposes of the articulation plan is to provide the best possible pre-advising to assure that courses taken at the community college not only meet their associate degree requirements but also are applicable to a baccalaureate program at IUP. This will enhance the student's opportunity to expedite completion of a degree program and allow use of free electives for enhancement of his/her education. Students are aware of the curriculum requirements for both institutions through the ongoing communication between the transfer counsellor and the designated representative at IUP.
- 8) Currently, a designated proportionate number of on-campus housing spaces are reserved for incoming transfer students. Within this pool, articulation participants will have priority, if they choose to live on campus. The articulation participants have an option through the Student Cooperative Association by which they may purchase a special activities card which provides admission to IUP events under the same conditions that govern the use of the regular student identification card. Activity calendars and related information are made available to participants through the transfer counsellor at the community college.

Nothing in the articulation program would alter the student's eligibility to participate in intercollegiate athletics as long as NCAA eligibility rules are met.

Students in the articulation program may access courses at IUP during the open enrollment available for summer sessions. No specific provision for simultaneous dual enrollment is made within the agreements.

- 9) The initial planning for the articulation programs is based on projections of approximately 10-15 students from each of the community colleges. The written agreements provide for initial implementation for three years with annual review for operational feasibility.
- 10) Concern for the appropriate advising of students seeking entrance to the College of Business is addressed through the process of preapproval of each student's program of studies, which enhances the ability of both programs to advise and to meet the student's needs most effectively.