

## MINUTES OF THE UNIVERSITY SENATE

The March 5, 1991 meeting of the University Senate was called to order by Chairperson Ron Juliette at 3:15 p.m. in Pratt Auditorium.

The following Senators were excused from the meeting: G. Brown, Costa, Dakak, Decoster, Doerr, Dugan, Goodrich, Hall, Kanyarusoke, Lamberski, Luciano, Micco, Richards, Sechrist, Storm, Thorell, and Wingard.

The following Senators were absent from the meeting: Ambrose, Begg, Brown-McGowan, Buckwalter, Bulkey, Cignetti, Copper, H. Cunningham, Curey, Ding, Domico, Fontaine, Forbes, Gourly, Green, Hernandez, Hill, LeBlanc, P. McCreary, Millward, Morris, Moten, G. Moyer, Myers, Novels, Overton-Parker, O'Hara, Pinno, R. Roberts, Robinson, Ruddon, Russell, and Winstead.

The following corrections were made to the February 5, 1991 minutes: on page 3, under (New Course) CO 362, the string "CO 362 UNIX@ and C through lectures, reading, and projects." appears twice on the third line; one of them should be deleted. Also, on the fourth line, the word "studies" should read "studied." The minutes were APPROVED as amended.

The current agenda items and order were APPROVED.

Dr. Welty's report is shown as **Attachment A**.

Chairperson Juliette made the following announcements:

1. The May 14 meeting which was tentatively scheduled to complete any unfinished business has been cancelled to avoid any scheduling conflicts during final exams week (May 14 falls on finals week). Any business that is not acted on on May 7 will have to be carried over to the fall semester.
2. Chairperson Juliette has received a letter from Dr. Tony DeFurio informing him that APSCUF has formed a "Commission on Curriculum" to investigate whether the Senate Curriculum Committee has violated any Senate policies. Dr. DeFurio is particularly concerned about the issue of EX 300: i.e. whether students in the College of Education are being required to take a course that was not approved by the Senate as a requirement for teacher certification. In a letter from Dr. Dale Landon, Chairperson of the Commission on Curriculum, Senator Juliette was informed that the commission would investigate several other allegations of curriculum irregularities that involve the Undergraduate Curriculum Committee and the Graduate Committee. No specific charges were cited in the letter. Conversations with Drs. Landon and DeFurio have yielded concern for violations of special topics courses and problems with departments prematurely placing courses on schedules, but no specific instances were cited. Chairperson Juliette has indicated that he is willing to cooperate with it, but he expressed his regret that the Commission needed to be formed in the first place. In Juliette's opinion, violations of Senate policies should be investigated internally through the Rules Committee; the formation of an outside commission was therefore premature.

### COMMITTEE REPORTS

#### **RULES COMMITTEE, CHAIRPERSON TACKETT**

Senator Tackett announced that the Rules Committee is conducting elections for next year. The Senate will elect faculty members for a two-year at-large term. There are 23 vacancies, and the Committee has received 33 nominations for those 23 seats. In addition, there are two faculty positions on the IUP Foundation Board. There are 12 nominees for those two positions. Finally, there are two positions for the IUP Imprint Series Board, and the Committee has received 3 nominations for those two positions.

#### **STUDENT AFFAIRS COMMITTEE, CHAIRPERSON BARKER**

The Committee presented a Revision of the Minimum Standards for Social Greek-Letter Organizations (see **Attachment A of the March Agenda**) for Senate approval.

A motion to amend Standard #11 of the Minimum Standards by striking the sentence, "and provisions of their general headquarters risk management policy." was DEFEATED.

The Revision was APPROVED.

**UNIVERSITY DEVELOPMENT AND FINANCE COMMITTEE, CHAIRPERSON RAY**

Senator Ray announced that the University Development and Finance Committee had been asked to address the issue of classroom space once again. In May of 1986, a task force was established to study the assignment of classroom space, the general feeling being that a.) there was not sufficient use of classroom space, and b.) it was not being equitably distributed among all departments. The task force completed its final report in October 1986. In March 1987 the Senate approved the policy established by the task force, and finally, in the Spring of 1989 the policy was put into place. In the Spring of 1990 the Classroom Scheduling Committee, which was established under the policy and approved by the Senate, concluded that the policy didn't work. The Committee has been asked to look into this; and it would like to know from department chairs whether they implemented this new policy, and what kind of problems, if any, they have with the policy. The Committee is planning on conducting open hearings on this issue, and invites input from departments.

**AWARDS COMMITTEE, CHAIRPERSON WOOLCOCK**

Senator Woolcock announced that the deadline for nominations of individuals for the Distinguished Faculty Award is March 4, and not February 4 as indicated in the March Agenda.

**CURRICULUM COMMITTEE, CO-CHAIRPERSON RICHARDS AND BUTERBAUGH**

The following recommendations from the Curriculum Committee were APPROVED:

**1. Course Deletions:**

- a. MG 360, Management and Production Concepts, 3cr.
- b. QB 360, Management and Production Concepts, 3cr.
- c. MG 412 Small Business Management, 3cr.

**2. New Courses:**

ES 275 Introduction to Entrepreneurship 3c-01-3sh  
Prerequisites: AG201, EC121, Sophomore Status

Entrepreneurship is defined, common myths are discussed and characteristics of entrepreneurs are identified. Basic characteristics of entrepreneurs are reviewed. This course includes topics such as the psychology of entrepreneurship; economic and social aspects of entrepreneurship; history, techniques of purchasing a company; new venture initiation; and risk taking.

ES 325 Small Business Management 3c-01-3sh  
Prerequisites: ES275, MK320, FI310, MG310

A survey course emphasizing those aspects of small business management not covered elsewhere in the student's program. Key topics include: Real Estate, Site Selection, and Facilities Management; Purchasing Management, Vendor Relations, and Inventory Systems; Plant Security, Loss Control, Risk and Insurance Management; Human Resources Management, Employee Benefits, Motivation and Leadership; Small Business Market Research, Customer Services Management, and Pricing. A review of other elements of the small firm's milieu is included as a necessary contextual element (e.g., planning, accounting, financing, law).

ES 403 Small Business Planning 3c-01-3sh  
Prerequisites: ES325, AG300, IM101 or BE101 or CO101

This course will integrate the content of much of the business core and relate it to business planning for small businesses and entrepreneurial efforts. The student will be introduced to the concepts which will support the development of an effective business plan.

ES 493 Small Business / Entrepreneurship Internship 3c-01-12sh

Prerequisites: ES403, Permission of Department Chairperson, 2.75 Overall QPA, All Other Requirements of the College of Business

This course involves practical entrepreneurial experience of on-site consulting with small business firms. Students will generally work for a semester on functionally related topics in accounting, finance, marketing, MIS or on general topics such as business planning, forecasting, policy and general management.

MG 310 Principles of Management 3c-01-3sh

Prerequisites: PC101, Junior Status

The purpose of this survey course of instruction is to provide the student with an in-depth identification and understanding of the relevant theories, concepts, and principles underlying the management function.

MG 330 Production and Operations Management 3c-01-3sh

Prerequisites: MA 121, MA 214, Junior Status, College of Business or approved major.

Study of the process of converting an organization's inputs into outputs whether in goods producing or service industries. Provides an overview of concepts, tools, and techniques used in management of production and operations function in organizations.

UN 480 THIS - Senior Seminar 3c-01-3sh

Academic seminar taken at the SSHE University Center in Harrisburg in conjunction with the THIS internship. Consists of public policy information, decision-making, budgeting, and addresses question and answer sessions with leading state government policy makers. See description under Academic Affairs Areas. Restricted to the THIS internship participant. See UN 493.

UN 493 THIS - Internship var-12sh

Practical experience at the policy-making level of the state government that also requires a research project. Student must have a 3.0 GPA and submit a sample of writing skills with the application to the Experiential Education Office. Open to any IUP major. See description under Academic Affairs Areas. Concurrent seminar course required. See UN 480.

### 3. Program Revision:

#### Business Administration Core Changes

For all degree majors, the Business Administration Core should read:

College: Business Administration Core 33 sh

#### Required courses:

AG 201	Accounting Principles I	3 sh
AG 202	Accounting Principles II	3 sh
BL 235	Introduction to Business Law	3 sh
IM 241	Intro to Management Information Systems	3 sh
QB 215	Business Statistics	3 sh
AD 321	Business & Interpersonal Communications	3 sh
FI 310	Finance I	3 sh
MG 310	Principles of Management	3 sh
MG 330	Production and Operations Management	3 sh
MK 320	Principles of Marketing	3 sh
MG 495	Business Policy	3 sh

## 4. New Track:

The following should appear in the undergraduate catalog as part of the Bachelor of Science--Management program, and should be inserted immediately after the General Management Concentration.

## Entrepreneurship and Small Business Management Concentration

## Required courses:

AG 300	Managerial Accounting	3 sh
ES 275	Introduction to Entrepreneurship	3 sh
ES 325	Small Business Management	3 sh
ES 403	Small Business Planning	3 sh
ES 493	Internship	3 sh
	Major Area Restricted Electives	9 sh

## 5. New Program Description:

## THE HARRISBURG INTERNSHIP SEMESTER (THIS)

Experiential Education Office, Stouffer Hall

The Harrisburg Internship Semester (THIS) is available to exceptional students from IUP in any major, for the fall or spring semester. The program provides a semester-long experience at the policy-making level in the executive or legislative branches of state government as well as independent boards, agencies or commissions. Students will earn fifteen credits and have their tuition, room and board paid by the State System of Higher Education (SSHE).

Requirements for eligibility are: 57 or more earned credits and an overall GPA of at least 3.0. Applicants must also submit a sample of their writing skills. (A copy of an IUP writing assignment that has been graded by an instructor.)

THIS consists of an internship with a research project for 12 credits, and an academic seminar for three credits. The program is directed by a SSHE faculty member elected to direct the program in Harrisburg. The faculty member will be the site supervisor and teach the seminar course. Grades and credits will be recorded on the students' academic progress reports at IUP.

Housing is arranged at the PolyClinic Hospital in its nursing residence hall. Meals are available in the hospital dining room or elsewhere. A stipend is included to cover local bus transportation from the residence hall to the capitol. Students must pay IUP tuition, room and board in the first place, and then be reimbursed via a bi-weekly paycheck during the semester. Students must pay their own transportation costs between their home and Harrisburg.

THIS is offered through the Experiential Education Office in conjunction with the academic department of the successful candidate.

Applications are submitted to the Experiential Education Office, Stouffer Hall. Deadline for submission for fall is June 1; and the spring semester deadline is November 15.

See the course descriptions under UN 493 and UN 480 in the catalog under Academic Affairs Division Areas.

A motion to return the proposed New Minor in Business (refer to item #3, page 5, of the March Agenda) to the Curriculum Committee for further review was APPROVED.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Yaw A. Asamoah  
Secretary

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**Attachment A**

President Welty's  
Report to the University Senate  
March 5, 1991

We are all pleased that the Persian Gulf conflict has ended. However, the University community has been deeply affected. As I believe you are aware, two of our students were killed in the SCUD missile attack on the evening of February 25, 1991. Our hearts go out to the family and friends of the students as well as all others who were killed in this conflict. The Punxsutawney Branch Campus will hold a memorial service on March 18 at 3:30 p.m. at the Punxsutawney Student Union in honor of Christine Mayes and the Armstrong Branch Campus will hold a memorial service on March 20 at 3:30 p.m. in honor of Frank Walls. The flags on campus will remain at half-staff until the end of the day on March 8, 1991.

The Governor delivered his budget message to the General Assembly on February 6, 1991. The Governor proposed a \$13 billion budget for the Commonwealth for 1991-92 which is a 3.4 percent increase.

However, 90 percent of the items in the budget will remain funded at the same level as 1990-91 or be reduced. The only increase in the Governor's proposed budget would go to basic education, medical assistance payments and child welfare.

The Governor proposed an allocation for operating costs of \$361,912,000 to the State System of Higher Education. This is the same amount that was allocated on July 1, 1990. He proposed continuation of line items for affirmative action, the recruitment of disadvantaged and the Pennsylvania Academy for the Profession of Teaching. He did not, however, propose continuation of the line items for the McKeever Center in the amount of \$250,000 and for deferred maintenance in the amount of \$3.8 million which was funded in 1990-91. As a result, the total System budget would be reduced by 1.1 percent over the allocation for 1990-91. If this proposed budget were adopted, IUP would actually receive \$914,000 less than it began the year with in 1990-91. Our projected increases and expenditures are approximately \$9.4 million to meet mandated salary and benefit increases and other required increases. The net effect to the proposed budget would be a shortfall of \$10.3 million. Thus, we are faced with a very difficult situation. We have tentatively identified several actions which should be taken to balance the budget in 1991-92. These actions include:

1. Freezing up the 50 administrative, staff, coaching and managerial vacancies and up to eight faculty vacancies.
2. Elimination of replacements for maternity and sick leaves and reduction of overtime and student employment expenditures by five percent over the amount allocated for July 1, 1990.
3. Reduction of departmental operating budgets by 12 percent over the figure allocated on July 1, 1990.
4. Reduction of scheduled repair and renovation projects.
5. Reduction of doctoral enhancement, international studies, and liberal studies.

As a result of action of the Council of Trustees on February 15, 1991, the Educational Services Fee was raised to \$75 per semester, effective June 1, 1991. This will provide approximately \$2 million for instructional equipment, microcomputer equipment and selected library purposes which is an increase of \$1.4 million over

this current year. As we review the State's fiscal picture, it appears that we could experience substantial difficulty for at least two years. I believe that we must begin looking at programs and functions within the University to identify those areas which could be modified, restructured or eliminated without affecting our primary mission and delivery of quality instructional programs. I am very uncomfortable with the practice of non-discriminative across-the-board reductions, which is essentially what I have outlined above. I believe it is important to consider alternatives to taking the actions I have outlined above. Therefore, I do plan to appoint a commission on Cost Reduction Alternatives that will have the following responsibilities:

1. Review available literature on the issue of cost reduction and develop principles to follow in preparing recommendations.
2. Develop a list of actions which could be taken to reduce costs if the State's fiscal condition requires it by September, 1991.
3. Study cost reduction alternatives thoroughly and identify cost savings which could be realized.
4. Propose time lines for implementation of cost reduction measures.
5. Avoid indiscriminate across-the-board reductions to achieve savings where possible.

In my current thinking, the Commission would have 25 members and would include each vice president or designee, one academic dean, one representative for the Council of Chairs, the chair of the Long-Range Planning/Steering Committee, one faculty representative from the Long-Range Planning Committee, one faculty member from the Budget Committee, two APSCUF members appointed by the President of APSCUF, four faculty at large appointed in consultation with the president of APSCUF, three University Senate representatives appointed in consultation with the chair of the University Senate, the two Student Congress members, the president of the Graduate Student Assembly or designee, an AFSCME representative appointed by AFSCME president, a SCUPA representative appointed by the SCUPA president. I will plan to chair the Commission. I will be announcing more regarding this in the next issue of News and Views.

At the same time we are undertaking efforts to work with the leadership of our bargaining units, the Senate, Alumni and Student Congress to work cooperatively to advocate for an increase in the State budget. Efforts which will be undertaken include a letter to all alumni and parents asking them to write their legislators; the Student Congress will sponsor a week of activities in which students and members of the University will be urged to write or contact their legislators; Op-Ed pieces are being written for statewide media; Committee members will also be writing directly to House and Senate members on the Appropriations and Education Committee. Dr. Ron Juliette is serving as a member of this Committee on behalf of the University Senate. We do face a very difficult situation and it is important that we work together to solve these items.

I would be more than happy to receive your suggestions for reducing expenditures. You may submit them directly to my office or through your department or unit and they may be signed or submitted anonymously. They will be provided to the Commission on Cost Reduction Alternatives anonymously. I believe all of us must contribute to this effort and if we do, we will be successful in making the best decisions possible as we face this difficult period. I will be happy to answer any questions you may have about this.