

Senate Minutes, March 29, 1994

MINUTES OF THE UNIVERSITY SENATE

The March 29, 1994 meeting of the University Senate was called to order by Chairperson Ender at 3:15 p.m. in Pratt Auditorium.

The following Senators were excused from the meeting: Alvine, Brandenburg, Brown, Cale, Carranza M., Cashdollar, Christensen, Cronk, DeCristoforo, Dugan, Gates, Gibson, Kline, Krishnan, Marx, Moyer, Nardi, Norberg, Novels, Nowell, Nunn, O'Hara, Pettit, Start

The following Senators were absent from the meeting: Aquilani, Barry, Begg, Bennett, Camp, Costa, Debiase, Foltz, Halapin, Heyer, Howe, Hulings, Johnson (Ralph), Juliette, Kaufman, LeBlanc, Lidonnice, Lord, Mack, Maracle, Marshall, Micco, Mutchnick R., Palka, Peterson, Reisenman, Roberts, Santelli, Sapienza, Say, Snyder, Steele, Sterner, Vold, Wack, Weaver

Corrections to the March 1, 1994 minutes were made as follows:

1. Under the program change for the Bachelor of Arts in Psychology (page 9 of the March 1 minutes) reverse the order of the end notes to read (1) At least two must be content-based laboratory courses; (2) Intermediate-level Foreign Language may be included in Liberal Studies electives.
2. Add a reference to footnote (1) after "One course from each of these six core areas" under Controlled Electives.
3. Add a reference to footnote (2) after "Foreign Language Intermediate Level" under Other Requirements.

Chairperson Ender amended the March 29, 1994 agenda by assigning a limited amount of time (30 minutes) to the first section of Bylaw approvals under the Rules Committee with the intention to return to Bylaws at the conclusion of the remaining agenda items.

Agenda items and order were APPROVED as amended.

President Pettit gave no report.

Interim Provost Staszkievicz gave no report.

Vice Chairperson Jacob's report is attached (Attachment A).

Chairperson Ender made the following announcements:

1. I have been asked to announce that photographs for the new I-card are being taken until April 8th. The new card will replace the current I card and all of its present uses at the beginning of the fall semester 1994. Additional features of the new card were described in the latest issue of NEWS AND VIEWS and will be elaborated upon within the PENN this spring.

The new card is provided free of charge to all faculty, students and staff. Photo's are being taken in the HUB, and at Foster and Folger dining halls. It takes approximately 30 seconds to have your photo taken...however, in the fall it is likely that there will be lines. So we encourage your cooperation this spring so we can provide quick service for all students, faculty and staff.

2. Following is the list of candidates for the position of Provost:

Dr. William G. Cale, Dean, College of Natural Sciences & Mathematics, Indiana University of Pennsylvania

Dr. Richard A. Crofts, Assistant to the Chancellor of the Minnesota State University System, Mankato State University

Dr. Merrill J. Lessley, Vice Chancellor for Academic Affairs, University of Colorado

Dr. Carol Jean Matteson, Interim Provost and Vice President for Academic Affairs, Bloomsburg University of Pennsylvania

Dr. Jane E. Milley, Provost and Vice President for Academic Affairs, State University of New York at Oswego

Dr. Mark J. Staszkiwicz, Interim Provost and Academic Vice President, Indiana University of Pennsylvania

STANDING COMMITTEE REPORTS

RULES COMMITTEE - CHAIRPERSON STINEMAN

1. Chairperson Stineman made the following announcements:
 - a. The next meeting of the Rules Committee is scheduled for April 15, 1994 at 3:15 in 2B Uhler Hall.
 - b. Senate elections will be held on Wednesday and Thursday, March 30 and 31, in Ackerman Hall from 8:00 a.m. to 5:00 p.m.
 - c. There have been no nominations for chairperson or secretary of the Senate.
2. A change to the Senate Constitution under Purpose was submitted at the March 1, 1994 Senate meeting for the First Reading. The Rules Committee presented the motion for Senate Action at the March 29, 1994 meeting as follows:

The University Senate shall approve all curricular matters before they are implemented. The Association of Pennsylvania State College and University Faculties (APSCUF-IUP) has delegated its contractual curricular responsibility to the Graduate Committee and the Undergraduate Curriculum Committee. At least two-thirds of the membership of each of these committees shall be faculty. These committees shall forward curricular proposals to the Senate for approval. The Senate shall report its curricular proposals to the President and APSCUF-IUP.

A motion was made by Senator Buriok, seconded by Senator Buterbaugh, to amend the above paragraph by deleting the last sentence and replacing it with the following:

The Senate shall report simultaneously its curricular proposals to the President of the University and the President of APSCUF-IUP. As defined by the Collective Bargaining Agreement, past practice, and Meet-and-discuss agreements, APSCUF shall retain its usual prerogatives with respect to curricular matters before they are submitted to the Council of Trustees.

The motion to amend was APPROVED.

The proposed change to the Constitution was then APPROVED as amended.

3. Proposed changes to the Bylaws concerning Meetings, Officers, Procedures, Committees, and Standing Committees (Sections I through V) were APPROVED with the following friendly amendments:
 - a. Under Meetings, Section I. B., the word "scheduled" was changed back to the word "held".
 - b. In that same section under F. 1., "are to" was changed to "shall".
 - c. Under Standing Committees, Section V. A. (Rules Committee) 2. b.(Membership), "Six" faculty was changed to "Eight" faculty.
 - d. In that same section, 2. c. was changed to read "Four Undergraduate Student members and one Graduate member shall be appointed by and from the Student Congress."
 - e. Under Standing Committees, Section V. C. (Undergraduate Curriculum Committee), 2. a., the phrase "or his or her designee" was added to the end of the sentence."

The sections of the Bylaws that received Senate approval at the March 29, 1994 meeting are shown with all approved changes on Attachment B.

AWARDS COMMITTEE - CHAIRPERSON WHEAT

The Awards Committee sent four nominations to President Pettit.

CURRICULUM COMMITTEE - CHAIRPERSON BORMANN

1. The Senate APPROVED the following course deletions:

EC 382	Urban Economics	3c-01-3sh
HP 122	Contemporary (Modern) Dance I	0c-21-1sh
HP 125	Basic Tap and Ballroom Dance	0c-21-1sh
HP 133	Folk and Square Dance II	0c-21-1sh
HP 146	Contemporary Dance II	0c-21-1sh
HP 215	Techniques of Jazz Dance	0c-21-1sh
HP 218	Ballet I	1c-21-2sh
HP 300	Folk and Square Dance	var-.5sh
HP 301	Modern Dance	var-.5sh
HP 314	Advanced Modern Dance	1c-21-2sh
HP 330	Ballet II	1c-01-3sh

2. The Senate **APPROVED** the following **course revisions**:

EC 383 Urban/Regional Economics 3c-01-3sh
Prerequisite: EC 121 and EC 122

Location theory, land-use patterns, urban economic/regional growth change, and urban economic problems and policy.

(Note that EC 382 is integrated into EC 383).

PH 410 Contemporary Analytic Philosophy 3c-01-3sh

Investigation of 20th-century Western positions such as pragmatism, logical positivism, logical and linguistic analysis.

3. The Senate **APPROVED** the following **new courses**:

TH 150 Fundamentals of Dance 3c-01-3sh

A basic dance technique course that sequentially develops the elements of movement - space, time, force - into a variety of dance genre and period styles. Special focus will be given to the care and safety of the instrument - the body.

TH 250 Contemporary Dance 3c-01-3sh

Contemporary dance techniques, improvisation and choreography. Examines the historical development and cultural influences on the changing philosophies of contemporary dance performance today. Performance of creative work required.

TH 260 Jazz Dance 3c-01-3sh

Jazz techniques, dynamics, and style for theater dance from the 1920's through the present. Emphasis on analysis of music for choreography.

TH 270 Ballroom and Tap Dance 3c-01-3sh

A sequential development of tap and ballroom dance techniques in the context of historical development and period styles. Performance for an audience is required.

TH 280	Ballet	3c-01-3sh
--------	--------	-----------

Sequential development of barre and center techniques that progress to linking moves, turning, jumps: to dance sequences and choreography. The historical periods of development and the status of the art today will be examined in a cultural context which includes gender and minority influences.

TH 290	Ethnic Dance	3c-01-3sh
--------	--------------	-----------

Includes dance techniques from a variety of indigenous forms from Western and Eastern cultures. Presented in the historical and social context. Emphasis will be given to the needs of theater production.

4. The Senate **APPROVED** the following **program revision**:

Bachelor of Arts - Philosophy

Liberal Studies: As outlined in Liberal Studies section with the following specifications:	53-55
---	-------

Liberal Studies electives: no courses with PH prefix

College: Foreign Language Intermediate Level (1)	0-6
---	-----

Major:	30
--------	----

Required courses:

PH 221	Symbolic Logic I	3sh
PH 324	History of Philosophy I: Ancient and Medieval	3sh
PH 325	History of Philosophy II: Renaissance and Modern	3sh
PH 405	Justice and Human Rights	3sh
PH 420	Metaphysics	3sh
PH 421	Theory of Knowledge	3sh

Controlled electives:

Four other PH courses (with restrictions)	12sh
---	------

Other Requirements:	0
---------------------	---

Free Electives:	33-41
-----------------	-------

Total Degree Requirements: 124

- (1) Intermediate-level Foreign Language may be included in Liberal Studies electives.

- (2) No more than three 100-200 level courses may be counted toward the major. Only PH courses may be counted toward the major. Unless otherwise indicated in the course descriptions, all 300-400 level courses require junior or senior standing or permission of the instructor. This prerequisite applies both to philosophy majors and to majors in any other discipline.

5. The Senate APPROVED the following **new program**:

Bachelor of Science--Nuclear Medicine

Nuclear Medicine is the medical specialty that utilizes the nuclear properties of radioactive and stable nuclides to make diagnostic evaluations of the anatomic or physiologic conditions of the body and to provide therapy with unsealed radioactive sources. A Nuclear Medicine Technologist's skills complement those of the nuclear medicine physician and other health care professionals.

The Nuclear Medicine Technologist is a highly trained individual who has completed an approved course of study in the theory of nuclear medicine technology. This Allied Health Profession utilizes radioactive materials for the diagnosis of various pathological disease states and for the treatment of some specific disorders. The American College of Radiology, American Medical Association, American Society of Medical Technology, American Society of Technologists, Society of Nuclear Medicine and the Society of Medicine-Technologist Section cooperate to establish, maintain and promote appropriate standards of quality for educational programs in Nuclear Medicine Technology.

The program leading to a Bachelor of Science degree in Nuclear Medicine Technology consists of three years of study at Indiana University of Pennsylvania, Indiana, Pennsylvania and one year at the University of Findlay/Nuclear Medicine Institute, Findlay, Ohio. Incoming students must maintain a QPA of 2.25 in Natural Sciences and Mathematics to be considered for admission to the Nuclear Medicine Institute. However, since admission to the Nuclear Medicine Institute is competitive, IUP cannot guarantee admission into their program.

Liberal Studies: As follows:

54

Composition: EN 101, EN 202	7sh
Humanities: three courses, one in each area	9sh
Fine Arts: one course	3sh
Mathematics: MA 110 or higher level	3sh
Natural Science: CH 101-102	8sh
Social Sciences: PC 101, SO 151, Non-Western	
Social Science (AN 110 recommended)	9sh
Health and Wellness: HP 143, FN 143, or MS 101-102	3sh
Liberal Studies elective/synthesis: 4 liberal studies	
electives OR 3 liberal studies electives and one	
synthesis course	12sh

Major:

32

Required courses: (1)

NT 427	Nuclear Scintigraphy	3sh
NT 428	Radiation Physics	3sh
NT 429	Nuclear Medicine Instrumentation	3sh
NT 430	Radiation Biology and Radiation Protection	2sh
NT 431	In Vivo/In Vitro Non-Imaging	1sh

NT 432	Radiopharmaceutical	3sh	
NT 433	Introduction to Tomographic Imaging	1sh	
NT 434	Clinical Nuclear Medicine	16sh	
Other Requirements:			18
Science courses:			
BI 150	Human Anatomy	3sh	
BI 151	Human Physiology	4sh	
PY 111	Physics I Lecture	3sh	
PY 121	Physics I Lab	1sh	
PY 112	Physics II Lecture	3sh	
PY 122	Physics II Lab	1sh	
Required Courses:			
EN 310	Public Speaking	3sh	
Free Electives:			17-20
At least two of the selected courses must be Writing Intensive.			

Total Degree Requirements: 125

- (1) These courses are offered at the University of Findlay/Nuclear Medicine Institute, Findlay, Ohio. These areas of study are consistent with requirements of the Committee for Allied Health Education Accreditation (CAHEA). All eight of these areas of study are completed during the final twelve months of the degree program.

6. The Senate **APPROVED** the following **special proposals**:

Undergraduate Curriculum Offerings in Special Topics and Independent Study

SPECIAL TOPICS

XX 481 Special Topics

3c-0l-3sh

Prerequisite: As appropriate to course content

Special topics courses are offered on an experimental or temporary basis to explore topics which are not included in the established curriculum. A given topic may be offered under any special topic identity no more than three times. Special topics numbered 481 are offered primarily for upper-level undergraduate students.

Add XX 481 to the following prefixes:

AE, AG, AH, BE, BL, CE, CH, CM, CS, DE, EH, EX, FA, FE, FN, HE, LA, LB, LC, MH, MT, MU, OS, QB, RH, SC, SH, VO, WS

[NOT included are AM, CL, FL, GK, LS, MS, SW, UN]

XX 281 Special Topics

3c-01-3sh

Prerequisite: As appropriate to course content

Special topics courses are offered on an experimental or temporary basis to explore topics which are not included in the established curriculum. A given topic may be offered under any special topic identity no more than three times. Special topics numbered 281 are offered primarily for lower-level undergraduate students.

Add XX 281 to the following prefixes:

AD, AE, AG, AH, AN, AR, BE, BI, BL, CE, CH, CM, CO, CR, CS, DE, EC, ED, EE, EH, EL, EN, ED, EX, FA, FE, FI, FN, FR, GE, GM, GN, GS, HE, HI, HP, HR, IM, [IS previously approved], JN, LA, LB, LC, LR, MA, MG, MH, MI, MK, MT, MU, NU, OS, PC, PH, PS, PY, QB, RH, RS, ST, SA, SC, SH, SO, SP, TH, VO, WS.

[NOT included are AM, BC, CL, FL, GK, LS, MS, SW, UN]

INDEPENDENT STUDY

XX 482 Independent Study

var 1-to-3sh

Prerequisite: Prior approval through adviser, faculty member, department chairperson, dean, and Provost's Office (Form available in department office.)

Students with interest in independent study of a topic not offered in the curriculum may propose a plan of study in conjunction with a faculty member. Approval is based on academic appropriateness and availability of resources.

Add XX 482 to the following prefixes:

AD, AE, AH, AM, BL, CE, CH, CM, CO, CS, DE, ED, EE, EH, EP, EX, FA, FE, GE, IS, LB, LC, LR, MA, MH, MI, NU, QB, RH, SC, SH, VO, WS.

[NOT included are CL, MS, MT, RT]

Change the following course numbers: [effective date 6/1/94]

CM 480	Independent Study	CM 482	Independent Study
CO 485	Independent Study	CO 482	Independent Study
CS 354	Independent Study	CS 482	Independent Study
ED 496	Independent Study	ED 482	Independent Study
EP 499	Independent Study	EP 482	Independent Study
GE 499	Independent Study	GE 482	Independent Study
MA 490	Independent Study	MA 482	Independent Study

RESEARCH COMMITTEE - CHAIRPERSON GIBBS

The committee received thirty-two (32) Senate fellowship proposals which have been reviewed with recommendations made to the Graduate Dean. The committee also approved six (6) University Senate Research Grants.

ACADEMIC COMMITTEE - CHAIRPERSON DUNTLEY

1. The committee brought the following motion to the Senate for approval:

The committee moves the adoption of the following University Policy on Undergraduate Course Attendance:

The University expects all students to attend classes.

Faculty members may define attendance standards appropriate to each course, and the consequences of not meeting those standards, within the following guidelines:

1. Each policy must be distributed in writing during the first week of the course.
 2. Each policy should recognize students' need to miss class because of illness, personal emergency, or participation in university-sponsored events.
 3. Each policy should define some limited level of allowable absence, normally at least a number of clock hours equal to course credit hours.
2. A motion to table was **DEFEATED**.
 3. A motion to close debate was **APPROVED**.
 4. A motion calling for a role call vote was **DEFEATED**.
 5. The motion was **APPROVED** by a vote of 59 to 18, then declared **NULL** and **VOID** by the Senate Chair for lack of a quorum.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Carmy Carranza
University Senate

**VICE CHAIRPERSON JACOB'S
Report**

A university environment consistently intrigues me. Its surprises are never ending and there are some things that happen on a campus that are unique to a campus environment. The discussions and opinions on our campus are diverse and varied. But the true test of the education that is rampant at IUP comes when a highly controversial view by one, is challenged face to face by others--for this is when it is clear that the IUP environment is NO breeder of dull minds. Two observations in the last month back this fact up in my mind.

In one, an opinion was given to an international student, who had just accepted a job offer, stating that he should always realize that he was taking away an American's job. The students who heard that, had their thought processes provoked into some of the most insightful thinking I have ever heard. A discussion started, outside the classroom, that personified the value of diversity in the business world, and the clear expression of the open and educated views among many students at IUP.

In another instance, an individual, in discussion with six or seven students, came out with views that:

- (a) white males were a minority in the USA and that he did not want to be a minority because he did not want to be discriminated against, and
- (b) women should not be in politics because they do not possess the logical and critical thinking skills that men do

The other six students sitting around that table, their feelings clear, got right up and left the room, leaving this student's opinions in isolation.

What amazes me is the freedom that IUP, as any university and educational body should, allows for this sort of free thinking and for the expression of such views. This challenge from one's peers, is in my mind the best and truest education possible, and breeds the keenest minds.

IUP Magazine...if there is one publication here that has consistently impressed me, it is the astoundingly superior quality and organization, presentation and image of IUP Magazine. When there are people at IUP who can do such a fine job, there is no cause for worry. Editor, Karen Greash and Associate Editor, Regan Houser, the photographers and the writers - Congratulations on a job well done - every single time. I will eagerly await my copies of the magazine after May 1994, when I become an IUP alumnus.

And on the Attendance Policy to be voted on today: I spoke about this last time, and I will reiterate my stance. Whatever the outcome on this issue today, there are responsibilities on both our parts as students, but also on your parts as faculty, to perpetuate a system of checks and balances on your colleagues' quality performance and proceedings within the classroom, that plays as large and equal a role in learning as student attendance does.

Senate Minutes, March 29, 1994

BYLAWS

I. Meetings

- A. The University Senate shall hold at least four monthly meetings per academic semester, excluding the summer sessions, at a time and place indicated by the presiding officer. Additional meetings may be called at the discretion of the Chair, 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 Chair of the Senate may convene that body during the summer session when 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 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 shall inform the Secretary of the Senate prior to the meeting.
 - 2. The Chair may ask for a roll call or designate a person or persons to record attendance.
- G. Procedures relating to absences.
 - 1. In the case of absenteeism of Faculty Senators: The Chair of the Rules Committee is empowered to ask any faculty senator who is absent from more than three Senate meetings in one academic year or two consecutive absences, to state cause for the absences. Further, the Chair 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 it is determined that circumstances will prevent the senator from fulfilling his or her duties, the Chair, 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.

Senate Minutes, March 29, 1994

- b. In the case of a Departmental Representative, the Committee may ask the department chair to conduct an election for the purpose of replacing the incumbent, such election to be completed as early as possible.
 2. In the case of Student Senators: The same procedure of inquiry as for Faculty Senators, and in appropriate cases the following action may be taken:
 - a. For undergraduate Students, the Student Congress may be asked to appoint or select a new senate member.
 - b. For graduate Students, the Graduate Student Assembly may be asked to appoint or elect a new Senate member.
 - c. Student members must remain members in good standing within their legislative student body.
 3. In the case of Administrative Senators: The same procedure of inquiry, and in appropriate cases the following action:
 - a. In the case of Senators Ex officio, the President of the University is to be informed in writing of the absences.
 - b. In the case of Elected Senators, the President of the University is to be informed in writing and asked to provide a replacement in accordance with approved procedures on file with the Rules Committee.
 - c. In the case of Presidentially Appointed Senators, the President shall be notified and asked to name a replacement.

II. Officers

A. Chair

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

B. Vice-Chair

1. The Vice-Chair shall be elected by and from the membership of the Senate to a one-year term.
2. The Vice-Chair shall insure that Student Members are named to the Senate by the Student Congress and Graduate Student Assembly.
3. The Vice-Chair shall be a non-voting member of all committees.

Senate Minutes, March 29, 1994

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 term of the Chair.
2. The Secretary shall receive copies of reports that are delivered at Senate meetings, as well as three copies of the minutes of all Senate committee meetings. This officer also shall receive all agenda items, and prepare and distribute the regular meeting agenda to all members of the University Senate one week before the meeting, and deposit a copy in the University Archives.
3. The Secretary shall be responsible for keeping records of all Senate actions, past and present, and when necessary, retrieving information concerning previous Senate and committee action.
4. The Secretary shall maintain a record of attendance and shall inform the Chair of the Rules Committee on the occasion of the second absence in any semester and of all absences thereafter.
5. The Secretary may serve as an elected member of any committee.

D. Parliamentarian

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

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 Chair of the University Senate shall report to the University Senate the disposition of such matters as it has recommended to the Council of Trustees. Recommendations that have been rejected by the Council of Trustees shall be returned to the floor of the Senate for deliberation and disposition as Old Business at the meeting immediately following communication of such rejection.
- 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 reports shall be presented on a rotating basis, following the Rules Committee report. A committee chair may ask that the Senate Chair give the committee's report unusually urgent priority. Preferably the request should preferably be made before the Senate is called to order, but may be made during the meeting if unavoidable.

Senate Minutes, March 29, 1994

- E. Proposed amendments to the Senate Bylaws shall be presented by the Rules Committee to the Senate for action at least 15 days before the meeting at which a vote will be taken. Passage of an amendment requires a simple majority of those voting.

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 subcommittees and to call upon consultants as they deem necessary to carry out their assigned functions. Committees shall not appoint or elect voting members to their membership in addition to those provided for in the Rules and Regulation of the Senate.
- B. Terms of service of the elective members of the Standing Committees shall be two years, one-half to elected yearly. Length of service of Student members of Senate committees may be one year, but not less. Election of members to the Standing Committees shall be conducted by the Rules Committee on an annual basis.
- C. The Chair of each committee shall be responsible for publishing the dates and locations of open committee meetings. The Secretary of each committee shall be responsible for filing a copy of a report of each meeting with the Chair of the Rules Committee and shall send three copies to the Senate Secretary as soon as possible following each meeting.
- D. Relevant reports of Standing Committees may be distributed to members of the University Senate in advance of the scheduled Senate meeting as part of Agenda Mailings.
- E. All formal actions of committees shall be voted on by the Senate. Executive sessions of committees may be held at the discretion of the committee.
- F. All policy recommendations of committees to the Senate shall be accompanied by suggested implementation dates.

Section V. Standing Committees

A. The Rules Committee

1. Function

The Rules Committee shall be responsible for conducting elections as specified below; maintaining on file procedures for electing non-faculty segments of the Senate; maintaining the membership roster; preparing amendments to the Constitution and Bylaws and submitting them to the Senate for action; adjudicating jurisdictional conflicts between University Senate Committees; and interpreting the Rules and Regulations of the Senate.

- a. Elections: The Rules Committee shall conduct elections for the Faculty-at-Large segment of the Senate; for nominations of faculty members to serve on the IUP Foundation Board; for faculty members to serve on IUP Imprint Series Board; and other positions as have been or may be requested. The Committee also shall

Senate Minutes, March 29, 1994

conduct elections for Faculty and Administrative members of each of the Standing Committees. The elections shall be conducted in accordance with procedures adopted by the Senate.

- b. Membership Roster: The Rules Committee shall be responsible for keeping the Senate roster up-to-date. Vacancies occurring during the year in the Faculty-at-Large segment or Standing Committees shall be filled by the next highest vote recipient in the most recent election.
- c. Amendments: Proposed amendments to the Senate Bylaws shall automatically go to the Rules Committee for study and presentation to the Senate for action. The Rules Committee shall draft appropriate wording and present it to Senate members at least 15 days before the meeting at which a vote will be taken. Ordinarily, the proposed amendment shall be presented at one meeting for information, and shall be acted upon at the next meeting. Passage of the amendment requires a simple majority of those voting.
- d. Adjudication: The Rules Committee shall interpret the Rules and Regulations of the Senate, including the Constitution and Bylaws, and shall be responsible for establishing and supervising regulations governing non-senate members' admission to and participation in Senate meetings.

2. Membership

- a. Ex officio: The Parliamentarian of the University Senate.
- b. Elected: Eight Faculty and two Administrative members shall be elected by and from the Senate.
- c. Four Undergraduate Student members and one Graduate member shall be appointed by and from the Student Congress.

3. Officers

Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.

4. Meetings

All regular meetings of the Committee shall be open.

B. The Academic Committee

1. Function

The area of responsibility of the Committee shall be all academic policies and procedures including academic standards, academic grievances, general policies for admission and

Senate Minutes, March 29, 1994

scholarships, and recommendations for the awarding of honorary degrees and emeritus status, except as herein- after relegated to the charge of another committee.

2. Membership

- a. Ex officio: The Vice President for Academic Affairs or his or her designee.
- b. Appointed: one representative from the Council of Deans.
- c. Elected: Eight Faculty and two At-Large members shall be elected by and from the University Senate.
- d. Four Student members shall be appointed by and from the Student Congress.

3. Officers

Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.

4. Meetings

All regular meetings of the Committee shall be open.

C. The Undergraduate Curriculum Committee

1. Function

The area of responsibility of the Committee shall be degree requirements and all matters relating to undergraduate programs and curricula except as hereinafter relegated to the charge of another committee.

The Committee shall present its curricular recommendations to the Senate. If substantive changes are made on the Senate floor, as determined by any Committee member or any representative of the originating department/college, the Committee shall return the proposal to the originator for possible resubmission.

2. Membership

- a. Ex officio: The Vice President for Academic Affairs or his or her designee.
- b. Elected: Twelve Faculty members shall be elected by and from the University Senate Faculty.
- c. Three students shall be appointed by and from the Student Congress.
- d. Each college shall be represented on this Committee.

Senate Minutes, March 29, 1994

3. Officers

Chair, Vice-Chair, and Secretary shall be elected by the Committee from its membership.

4. Meetings

All regular meetings of the Committee shall be open.

D. The Graduate Committee

1. Function

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

The Committee shall present its curricular recommendations to the Senate. If substantive changes are made on the Senate floor, as determined by any Committee member or any representative of the originating department/college, the Committee shall return the proposal to the originator for possible resubmission.

