

## Senate Minutes, September 14, 1993

### MINUTES OF THE UNIVERSITY SENATE

The September 14, 1993 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: Brown G., Cronk, Decoster, Doerr, Dugan, Gates, Hall, Joseph, Morgan, Mutchnick R., Nardi, Nunn, Reisenman, Steele

The following Senators were absent from the meeting: Andrew, Aquilani, Barry, Bennett, Berg B., Brunner, Dickinson, Engin, Hanley, Howell, Johnson R., Juliette, King, LeBlanc, Mack, Makidi, Marshall, McCreary, Muffley, Mutchnick E., Pountious, Radiosky, Russell, Santelli, Sapienza, Say, Sechrist, Shuttleworth, Smith, Snyder, Solak, Sterner, Talwar, Thibadeau, Willis, Youstic

The minutes were APPROVED as submitted.

The following changes to the Agenda were introduced by Chairperson Ender:

Senate Action, Motion 1. under **Old Business** will be discussed and voted on at the October 5, 1993 Senate meeting.

Senate Action, Motions 2. and 3. under **Old Business** were moved to the end of the agenda.

All Senate Information items were moved to the beginning of the agenda.

Agenda items and order were APPROVED as amended.

President Pettit's report is attached (**Attachment A**).

Interim Provost Staszkievicz's report is attached (**Attachment B**).

Chairperson Ender made the following announcements:

1. Welcome new and returning senators. I am sorry for any confusion surrounding the first Senate meeting. I understand several of you did not realize that we had decided to meet on the 14th of September rather than the 7th. We thought we had communicated this information widely--May meeting, summer mailing to all senators and mailing to committee chairs. We will continue to look for effective ways to communicate to the entire Senate.
2. My primary goal for 1993-1994 as Senate Chairperson is to work with the Rules Committee and the Senate to complete the work related to the Senate Constitution and By-Law changes, including community ratification and Trustee approval. The Senate/APSCUF Ad Hoc Committee met several times during the summer and today's agenda reflects some of the

work of that group. The Rules Committee has withdrawn its proposed constitutional change related to our Curriculum Committees and has substituted for a first reading the language included in today's agenda. We will debate and vote on this proposed constitutional change during our October meeting. By-Law changes will also be proposed by the Rules Committee at subsequent meetings which will reflect the Ad Hoc Committee thinking in the areas of Curriculum Committee composition, numbers of members and the manner in which these members are selected or appointed. I urge all senators to follow these proposals carefully and discuss them widely among your constituency groups prior to casting your vote.

3. The work of Refocusing II continues and two subcommittees have been formed. These two groups will address both the University's vision for the future and develop proposals to link vision with strategic planning and the budgeting process at IUP. All meetings of the committee and subcommittees will be open to the community and their dates will be published. Also, committee minutes will be available in the Provost's office. Dean's offices and at the Reference Desk in the library.
4. The Provost Search Committee, co-chaired by Senator Berlin and myself has had an extremely productive summer. Selection criteria were developed, position announcements prepared and soliciting nominations have been mailed and the advertisement will appear in the Chronicle within the next couple of weeks. I will keep you informed regarding this important university activity.
5. The University Community Council met yesterday and as a part of the agenda heard a report given by Mr. Chuck Agnew, Executive Director of the IUP Foundation. He briefed the Council on the University's Capital Campaign and stressed the critical importance of the need for significant support by IUP faculty and staff. External donors are extremely interested in the percentage of giving by the university family. A minimum of 50% seems to be critical to the external world. I will support the capital campaign and encourage all senators to do likewise. Remember, the amount you give may not be as important as the fact that you gave. I am told that payroll can take as little as \$1.00 a paycheck if that is your pledge. I'm sure Mr. Agnew would like to see more but I know he would rather you give something rather than not participate at all. Please give this issue serious consideration.
6. The following senators have been appointed to University Committees:

Admissions Committee--Senators Juliette and Stonebraker

University Community Council--Senator Duntley and myself Senator Ender

Athletic Policy Committee--Senator Mill

Distinguish Achiever Scholarship Committee: Senator Bormann and Dugan from the faculty and student Senators Whitby and Tainai.

7. Karen Hodak has replaced Peggy Akers as the Senate's recording secretary. Senator Terry Ray has agreed to continue as Senate Parliamentarian. I sincerely appreciate his commitment to this role.
8. Would chairpersons of standing committees please see me briefly after the meeting to pick up the list of student senators that have been appointed to standing committees by Vice Chair Jacob. This is a partial list and John believes the remainder of the assignments will be made by the October meeting.
9. Finally, Senator Carmy Carranza, our Secretary, informs me that all Senate materials will go to Senators' on-campus mailing addresses, not the office address. This change will be implemented with the delivery of the October agenda. Please work with Senator Carranza if you fail to receive an agenda or if we have the incorrect campus mailing address.

#### STANDING COMMITTEE REPORTS

##### **RULES COMMITTEE - CHAIRPERSON STINEMAN**

1. Handouts listing roster changes were made available (see Attachment C). Any changes to this list or any recommendations should be made to Senator Stineman.
2. The Rules Committee is continuing to work on Constitution changes through proposals. Bylaw updates are also continuing. All committee chairs received a memo asking them to review descriptions of their committee and to let the Rules Committee know if these descriptions are different from the committees performances. Rules is attempting to make the Bylaws more consistent accurate and clear.
3. Senator John Jacob was nominated and **APPROVED** Vice Chair of the Senate. Senator Jacob asked to be included on subsequent agendas. He made the following remarks:

Thanks to Dr. Ender! It has been a while since this part of the agenda has had a student senator speak, but I think I will be able to make it up here for almost every Senate meeting!

I wish to use this time today to ask that this year be a little different. The student senators this year are a very motivated group of people, and have a lot of enthusiasm. I ask that you will harness that enthusiasm and not let it die. I ask that Chairs, Faculty and Administration will allow the students to make an impact - in reality and not just as a concept that looks good on paper.

Many more senators have assumed leadership roles on their committees this year, and will wish to meet with various faculty and administration in the coming weeks. We would be very grateful for your time, when we request these appointments.

In future meetings, I shall use this time to report on various problems that the students face in the systems across campus, but also on those systems that serve the community well.

Let us achieve in our roles and we will do you and this university very proud.

**STUDENT AFFAIRS COMMITTEE - CHAIRPERSON BARKER**

1. Senator Barker was re-elected chairperson.
2. The next meeting is scheduled for September 28, 1993 at 3:15 p.m. in the Oak Room West.

**ACADEMIC COMMITTEE - CHAIRPERSON DUNTLEY**

1. Senator Duntley was re-elected as chairperson of the committee. Senator Stonebraker was re-elected secretary of the committee. Senators Butzow and Curey were selected to serve on the Level II Grade Appeals Committee.
2. The Academic Committee meets every Tuesday at 3:15 p.m. when the Senate is not meeting.

**AWARDS COMMITTEE - CHAIRPERSON WHEAT**

1. Senator Wheat is the newly elected chairperson.
2. The next meeting is scheduled for October 12 at 3:15 p.m. in the Board Room.

**CURRICULUM COMMITTEE - CHAIRPERSON BORMANN**

1. Senator Bormann will be chairperson of the Curriculum Committee; Senator Buterbaugh will be assistant chair. Senators Kemp, Hyer, and Mill will alternate secretarial duties.
2. There is a new Undergraduate Curriculum Handbook. Those nine departments who did not pick up their new handbooks as yet should see Senator Buterbaugh.
3. Revisions and improvements have been made in the Curriculum Committee's procedures and structure.
4. The next meeting is September 21, 1993. There are three committees screening 48 proposals.
5. Student senators on this committee should pick up packets from the Liberal Studies office.

**GRADUATE COMMITTEE - CHAIRPERSON NASTASE**

The committee will meet next week to elect officers.

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### **LIBRARY & EDUCATIONAL SERVICES COMMITTEE - CHAIRPERSON GOODRICH**

1. Senator Goodrich was re-elected as chairperson; Senator Micco will be vice chair; and Senator Bozylinsky will serve as secretary.
2. The results of the election of liaisons to standing committees are as follows: Academic Computing Advisory Committee, Soni (Kroah as a substitute); Educational Services Fee Subcommittee, Cunningham; Imprint Board, Bailey.
3. The next meeting is scheduled for October 12, 1993 in the library.

### **RESEARCH COMMITTEE - CHAIRPERSON GIBBS**

1. Senator Gibbs has been elected chairperson of the Research Committee.
2. The next meeting is scheduled for October 12, 1993. Proposals are due to the committee a week before each meeting.

### **OLD BUSINESS**

#### **Motion 2.**

The Committee proposed a change to the Senate Constitution under PURPOSE, paragraph 4.

Original: 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.

Proposed Change: Proposed amendments of the Constitution shall be referred 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 those in attendance at this meeting, then the Rules Committee shall refer the proposed amendment in writing, with printed ballots, to the Senate and all full time University faculty and administrators/managers where a two-thirds affirmative vote of those voting is necessary for passage.**

The committee accepted a friendly amendment from Senator Goodrich rephrasing the Proposed

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Change to the following:

Proposed Change  
with amendment:

Proposed amendments of the Constitution shall be referred 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 those in attendance at this meeting, then the Rules Committee shall refer the proposed amendment in writing, with printed ballots, to all full-time University faculty, to administrators/managers, and to other Senate members where a two-thirds affirmative vote of those voting is necessary for passage.**

The motion was APPROVED as amended.

Motion 3.

The committee proposed the following addition to the Senate Constitution under COMPOSITION & ELECTION PROCEDURES, paragraph 4:

**A department may elect an alternate Senator who may replace the department Senator at any Senate meeting with full voting privileges.**

The committee accepted a friendly amendment from Senator Goodrich changing "Senate meeting" to "meeting of the full Senate", and another friendly amendment from Senator Walz introducing the phrase "During elections" at the beginning of the sentence.

Motion 3. as amended reads as follows:

**During elections a department may elect an alternate Senator who may replace the department Senator at any Senate meeting of the full Senate with full voting privileges.**

Motion 3. was DEFEATED.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Carmy Carranza, Secretary  
University Senate

**UNIVERSITY SENATE REMARKS**  
**September 14, 1993**  
**Dr. Lawrence K. Pettit**

At this first meeting of the academic year I don't have a very substantial report. Most of you have heard my fall speech to the faculty and received, and possibly read, my letter of greetings. I welcome you back for what I think will be a wonderful year. Last year we confronted crises together and began to look at who we are, where we want to go, and how we want to get there--and to refocus.

Beyond that, I only want to mention that rumors have resulted from David DeCoster's request to be reassigned from vice president to faculty member. There are two things you need to know about the reassignment. The first is that this was a decision discussed by David and me, and we reached an agreement between the two of us. And second, this is a private matter as I think personnel moves of this kind ought to be. I think we can now get on with our business and continue to do the best we can for the university.

Thank you.

Interim Provost Staszkievicz  
REPORT

We were slated next year for the ten year accreditation review from the Middle State Association, but due to the changes in the Provost's Office we had asked for a semester extension. We have just found out we have been granted a year extension. Dr. Murphy (English) and Dr. Mutchnick (Interim Associate Provost) will chair the committee.

The NCATE (National Council for the Accreditation of Teacher Education) and the Pennsylvania Department of Education's reviews are scheduled for visits this semester.

One goal for the year is to continue to review the manner in which we conduct our day-to-day business. We cannot have a great university until we review our day-to-day business and become more efficient and effective.

Another primary goal is to insure that everyone has the same database, especially in Academic Affairs.

We will create a spreadsheet that includes the base budgets for all major units within the division. This will include our assessment of what space is held by each department, both classroom and non-classroom, and the number of complements officially approved by each department. This information will be shared with departments.

During arena Drop/Add twenty-seven (27) more sections of classes were added in order to accommodate students schedules.

Spring will be the last semester of arena Drop/Add. We are now in a position to implement the recommendations of the Ad Hoc Committee on Drop/Add. These recommendations have been developed in the last two years.

Admissions moved to Academic Affairs. That office is working on a Comprehensive Strategic Plan for Recruitment and becoming fully automated, yet renewing the personal touch. More departments, faculty, administrators, and students will be active in the recruitment of the students we like to see at IUP.

The Refocusing Committee has resumed meeting. Two subcommittees have been constituted, one to work on reviewing and developing a Vision Statement and the other to develop the process of implementing the statement. All meetings will be open to the public and all minutes will be available to the public.



For Rules Committee Report 9-14-93

3 Senators left the University and 3 must step down for this semester or year.

1. An election was held by the newly formed Human Development and Environmental Studies Department. Janice Heckroth will be the Department Senate Rep. (Consumer Services and Home Ec. Ed.) She will continue to serve on the University Development Committee.
2. Christian Dickenson, F-A-L/Music Department replaces \*Nevin Merced as College of Fine Arts Representative on the Research Committee.
3. David Kauffman replaces Karen Brown as the Library's Department Rep. Senator Kauffman will serve on the Library and Educational Services Committee to replace \*Robin Clark.
4. Rita Johnson will replace Melissa Groves on Research Committee. (must be senator from Human Ecology and Health Services.)
5. Jay Start will replace Paul Kornfeld for the Fall '93 Senate as Communications Media Department Rep and will serve on the Library and Educational Services Committee.
6. \_\_\_\_\_ will replace Robin Clark as the Art Department's Rep and will serve on ?
7. Thomas Lord returns to the Senate as the Biology Department Rep. - and will serve on the University Development Committee.
8. Roger Smith returns to the Senate as the Spanish and Classical Languages Rep.
9. Stacey Winstead will replace Karen Brown to represent University Services on the Research Committee.
10. Al Novels replaces Mark Staszkievicz for this year on the Academic Procedures Committee.
11. The office of Associate Provost was inadvertently omitted from the list of Permanent Administrators. Please add this title to your administrator list along with the name of Evelyn Mutchnick who is serving as Interim Associate Provost this year.
12. Evelyn Mutchnick has replaced Al Novels on the Rules Committee for this year and will serve on the Awards Committee replacing Sharon Brown-McGowan.

