

Senate Minutes, October 5, 1993

MINUTES OF THE UNIVERSITY SENATE

The October 5, 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: Bradley J., Bower, Cole-Slaughter, Dalheimer, Decoster, Hall, Heckroth, Heyer, Johnson (Rita), Kolb, Kroah, Kuzneski, Lynch, Marx, Oblitey, Richardson, Smits, Wingard

The following Senators were absent from the meeting: Barry, Barton, Bennett, Butzow, Camp, Costa, DeCristoforo, Engin, Evans, Howe, Howell, Hulings, Johnson (Ralph), Long, Mack, Makidi, Maracle, Marshall, Muffley, Mutchnick E., Rosser, Say, Shuttleworth, Snyder, Storm, Thibadeau, Youstic

The September 14, 1993 minutes were amended as follows:

Under Absentees: Senators Deb Brunner, Robert Russel and James Solak's names were deleted from the list of absent Senators.

Under Old Business, add: The Rules Committee withdrew its recommended change to the Senate Constitution identified as **Motion 1** on the September 14, 1993 agenda, postponing action on this motion until the October 5, 1993 meeting.

The minutes were **APPROVED** as amended.

The agenda items were corrected by identifying the chairperson of the Research Committee as Senator Manton Gibbs.

The agenda items and order were **APPROVED** as corrected.

President Pettit had no report.

Interim Provost Staszkievicz submitted the following announcement:

All faculty staff and Student Congress members will receive a list of dates, places and times when both committees of Refocusing will be meeting. Minutes of these meetings will be made available at various public places around campus, such as the library, and offices of the Provost, Deans and Senate Chairpersons.

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

Chairperson Ender's report is attached (**Attachment B**).

OLD BUSINESS (carryover from September 14, 1993 meeting)

RULES COMMITTEE - CHAIRPERSON STINEMAN

The Rules Committee returned the following motion to the floor for Senate Action:

Motion 1.

All curriculum matters shall receive approval of the University Senate before they are implemented. Curriculum matters are forwarded to the full Senate by the Undergraduate and Graduate Curriculum Committees. These committees have been delegated curriculum responsibility by IUP Association of Pennsylvania State College and University Faculties (APSCUF). The membership of these committees must include a minimum of two thirds faculty. Curricula approved by the full Senate are subject to APSCUF approval before they are submitted to the Council of Trustees.

A motion by Senator Staszkievicz seconded by Senator Novels to **remove** the last sentence of Motion 1 was **withdrawn**. Staszkievicz/Novels substituted a motion to change the word "**approval**" to "**review**" in the last sentence of Motion 1. This motion was **APPROVED**.

(Senator Goodrich's motion to return **Motion 1** to committee received no second.)

Motion 1 was then **APPROVED** as follows:

All curriculum matters shall receive approval of the University Senate before they are implemented. Curriculum matters are forwarded to the full Senate by the Undergraduate and Graduate Curriculum Committees. These committees have been delegated curriculum responsibility by IUP Association of Pennsylvania State College and University Faculties (APSCUF). The membership of these committees must include a minimum of two thirds faculty. Curricula approved by the full Senate are subject to APSCUF **review** before they are submitted to the Council of Trustees.

STANDING COMMITTEE REPORTS

RULES COMMITTEE - CHAIRPERSON STINEMAN

Chairperson Stineman supplied a clarification regarding attendance at Senate meetings stating that individual absences must be called in or E-mailed to the Senate Secretary, Carmy Carranza, in order to qualify as an **excused** absence. Senators who expect to be absent may send a representative to the meeting **for information gathering only**. To be excused, the absence still requires that a message be sent to the secretary.

The next meeting of the Rules Committee is scheduled for October 12, 1993 at 3:15 p.m. in 2B Uhler.

UNIVERSITY DEVELOPMENT & FINANCE - CHAIRPERSON RADAKOVIC

The next meeting is scheduled for October 14, 1993 in the Blue meeting room in Breezedale.

ACADEMIC COMMITTEE - CHAIRPERSON DUNTLEY

The committee will not meet on October 12, 1993.

AWARDS COMMITTEE - CHAIRPERSON WHEAT

The next meeting is scheduled for October 12, 1993 at 3:15 p.m. in the Board Room of Sutton.

CURRICULUM COMMITTEE - CHAIRPERSON BORMANN

1. The Senate **APPROVED** a change in the **Memorandum of Understanding** between the Liberal Studies Committee and the Director of International Services after the committee accepted a friendly amendment to delete the name of the specific director. The motion changes the title of the director (from Director of International Programs to Director of International Services) and the locations of study.

The amended motion reads:

Approve a change in the Memorandum of Understanding between the Liberal Studies Committee and Director of International Services and in programs listed under "IUP - sponsored group study in a non-Western country"

[Pecs, Hungary (semester or summer); Puebla, Mexico (semester or summer); Cuernavaca, Mexico (summer); Kansai Gaidi, Japan (semester)].

2. The Senate **APPROVED** the existing course EN 349 The English Bible as Literature as an LS elective.
3. The Senate **APPROVED** the following course revisions:

(A Goodrich/Nastase motion to return this course revision to committee for a more accurate wording of the description was **DEFEATED**.)

- a. MA 320 Mathematics for Early Childhood 3c-01-3sh
(a change in course number, from MA 450; in prerequisites; and three course elements)

Prerequisites: MA 151, Elements of Math I -- Early Childhood major

This course studies child-centered, activity-oriented mathematics programs for early childhood education. The course focuses on helping children develop understanding and insight into basic concepts of mathematics through the use of manipulative materials. Topics include pre-number activities, number activities, numeration, operations on whole numbers, estimation, rational numbers, geometry, measurement, probability, statistics, and problem solving.

- b. PC 390 Industrial-Organizational Psychology
(a revision of PC 420)

3c-01-3sh

Prerequisite: PC 101, MA 214/217

The study of psychological principles in work organizations; application of psychological theory to the understanding and explanation of individual behavior and experience in work organizations. May not be taken for credit by students who have successfully completed PC 425.

4. Chairperson Bormann requested that the student senators assigned to the Curriculum Committee see him after the Senate meeting.

NON-CREDIT COMMITTEE - CHAIRPERSON NOWELL

Chairperson announced an additional meeting of the committee scheduled for October 26, 1993 at 3:15 p.m.

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,



Carmy Carranza, Secretary
University Senate

VICE CHAIRPERSON JACOB'S
Report

1. I have been informed that IUP has trademarked the phrase "Pennsylvania's Public Ivy" to market and describe itself. IUP, however, has a lot of changes to make if it is truly to be a "Public Ivy". For starters, in order to encourage academia, students must be provided a conducive environment. As my information goes, the library does not stay open beyond 5:00 p.m. on Saturday and 6:00 p.m. on Friday. At Princeton University, the library is open 24 hours, and during all breaks. Here is just one area where something must be done.

However, the new computer system that has been installed at the library, is very modern, easy to use and very helpful to students. Library staff, especially student staff, must be trained to explain its workings to other students, as apparently some staff members cannot do so.
2. The student senators on the Development and Finance Committee, are concerned about the state of Weyandt Hall. The student Vice-Chair, Steve Aquilani, tells me that the committee chair and the administration concerned have been very frank and open with him regarding the issue. The students appreciate that.
3. It is very gratifying to realize that the student voices were heard last spring at the problem identifying session held by the Student Affairs division at the lodge. Phase II, that is being planned, looks as if it will be equally, if not more open to the students' problems. Academic Affairs and Finance are also areas where students have major concerns. I hope that these divisions will also accept constructive feedback.
4. In reading over the minutes of the Academic Committee's September 28 meeting, I see that in the committee's rankings of high, middle and low priority issues for the year, the Grade Appeals policy itself figures as an ongoing priority. This is good, but as a major concern from various areas of the university, it would be good to attempt to allay those concerns by stepping up a currently slow process.
5. I attended the Council of Trustees dinner last month where some faculty members were promoted to full time professor at IUP. I shall never forget the look of pride on the faces of each one of those faculty members, as they were honored and as their accomplishments were read. I knew immediately that the students in each of their classes would receive a very high level of care, and an excellent education in the various fields. The students also appreciate and value the IUP faculty, for we learn much from you, that we carry with us for a long time.

Thank You.

CHAIRPERSON ENDER'S

Report

1. Parliamentarian Terry Ray has compiled, and we have distributed to you, a copy of Roberts Rules of Order for your information (Attachment C).
2. Following is a Chronology of Events as regards to the Senate Constitution and Curriculum:

March 2, 1971: Senate passes constitution--no mention of curriculum in constitution but specifics are spelled out in By-Laws.

October, 1989: Constitution is revised but no mention of curriculum in body of constitution--again, specifics are detailed in By-Laws.

1990-1992: Senator Juliette's tenure as Chair--Senate begins work on the constitution to more accurately describe role of the Senate as it relates to President and Trustees. Senate affirms that it has a consultive role to President and Trustees except in the area of curriculum. This is the first mention of curriculum in the Senate Constitution. Final language which passed the Senate in April 1992 states, "On all matters of curriculum the Senate has the right to make policy as defined by the Collective Bargaining Agreement. All curriculum matters shall receive the approval of the Senate before they are implemented." These, and other changes to the constitution are never sent to faculty and administrators at large for ratification. The Trustees fail to approve this constitution and suggest, through legal review, that the statement, "...Senate has the right to make policy as defined by the CBA is not an accurate statement." In fact, this opinion holds that the Senate's Curriculum Committees' have been delegated this right by APSCUF in a local agreement.

1992-1994: Senator Ender's tenure as Chairperson of Senate--I thought I had APSCUF's endorsement of the language "all curricular matters shall receive the approval of the University Senate before they are implemented." This agreement was with the understanding that the Senate would revise its By-Laws in the areas of Curriculum Committees to reflect that APSCUF had delegated this responsibility to the Senate's Curriculum Committees. This version of the constitution failed the ratification process. It is my judgement that the flyer placed in all faculty mailboxes during the ratification process, indicating that the constitution may be in violation of the Fair Labor Practices Act had a direct effect on the ratification.

Summer of 1993: Formulation of Ad Hoc group to negotiate a compromise. This group, comprised of three Senators and three APSCUF members, drafted the language that is before the Senate today. I believe this language describes the present relationship between the Senate, APSCUF, and the President/Trustees in the curriculum approval process and also preserves the autonomy and responsibility of the Senate in the curricular approval process. I do know, however, that parts of this motion are ambiguous and may need to be amended from the floor. I am open to these possible amendments.

As we enter into today's debate on this motion pertaining to curriculum, I would request that each Senator follow the debate closely and refrain from editorializing the process. I suspect there may be several motions to revise this main motion and we will have to move deliberately through the process. Please speak for or against each motion. Ask questions to the Chair and not to fellow Senators. Please be recognized prior to speaking. I view this as an important time in our Senate's history and I believe we should all give the process of possible constitutional change the respect that it deserves.

UNIVERSITY SENATE

1993 - 1994 SESSION

BASIC GUIDELINES FOR ROBERTS RULES OF ORDER

1. All business is enacted by the initiation of a motion and a second, with the exception of ordinary business such as adoption of the agenda or adoption of the treasurer's report, which can be completed by the chair with statement that the item will be passed "unless there is an objection." If there is no objection, the item is passed. If there is objection, the matter will proceed by motion and vote. The term "question" is synonymous with the word "motion".

2. The question from the chair "Are you ready for the question?" signals the initiation of debate on a motion, after the motion has been completed and seconded. This should not be confused with the indication of debate closure on the motion.

3. Motions may be divided into separately debated sections by motion from the floor. This requires a majority vote and is not debatable.

4. The following are the classifications of motions in ascending order of consideration: Main Motions (The main business under consideration); Subsidiary Motions (Lay on Table, Order the Previous Question, Limit Debate, Postpone Definitely, Commit or Refer, Amend, Postpone Indefinitely); Incidental Motions (Point of Order, Appeal, Object to the Consideration of the Question, Divide the Question, Read Papers, Withdraw or Modify Motion, Suspend the Rules); Privileged Motions (Adjourn, Recess, Raise a Question of Privilege, Call for the Orders of the Day).

5. The following is a brief explanation of each of the above motions. They are arranged in a descending rank order of importance, which means that those below the motion cannot be considered while this motion is under consideration.

Adjourn - Can be raised at any time, requires a majority, and is non-debatable. This ends the meeting if passed.

Recess - For a short delay in the meeting. Requires a majority and is not debatable.

Question of Privilege - Involves the personal conditions of the members, i.e. cannot hear or see speaker, room too uncomfortable to conduct business, etc. Speaker should state the problem and proposed solution. No second initially required. Chair should decide if it is urgent enough to consider. If it is, the chair suggests adoption of solution "if no objection". If there is objection, a second and majority

vote are required. It is debatable.

Call for Orders of the Day - Asks for compliance with a previous agreement of the assembly, i.e., agreement to consider a certain motion at a fixed time of the day. No second and non debatable. If accurate, it must be followed by the chair without debate or vote.

Appeal and Point of Order - At any time a member, if it is believed that procedural rules are being violated, may stand and state "Point of Order", without second. The chair may question the speaker on the reasons for making such a statement, then either agree or disagree with the motion. If the chair disagrees with the motion, the member may state "Appeal". The motion is then debatable, allowing for the chair to explain the reasons for decision. A majority vote is required.

Object to Consideration of the Question - Used to block consideration of a motion. Can only be raised before debate has begun on a motion. It requires no second, is not debatable nor amendable. To pass, it requires a two thirds vote.

Read Papers - raised when a document or writing is involved is involved in the debate. If a member feels the writing should be read again, before the vote, the member can move this be done without second. The chair can order this "If no objection" or put it to a vote. It is non-debatable and requires a majority vote.

Withdraw or Modify a Motion - Before a motion has come under consideration by the assembly, the member making the motion may withdraw it or amend it unilaterally. Once consideration has begun, the motion is the property of the assembly and cannot be changed or withdrawn by the mover alone. After consideration has begun, the mover must ask permission from the Chair to withdraw. If any member objects, a majority vote is required. This withdrawal motion is non-debatable. Any member may move to amend a motion. This is debatable, amendable, and requires a majority vote.

Suspend the Rules - temporarily suspends the Rules of Order or Standing Rules of the assembly. Requires a second, is not debatable nor amendable. If suspension is for Rules of Order, a two thirds vote is required. If for Standing Rules, majority vote is needed.

Lay on Table - is a motion to stop the consideration of a motion until an unspecified time in the future. This motion includes all other motions that are being considered with the main motion i.e., motion to amend. It requires a second, is not debatable nor amendable, and requires a majority. At any time in the future, a member may move to return the motion to the floor. This requires a second, is non-debatable and non amendable, requiring a majority vote.

Order the Previous Question - is a confusing title, but is the proper motion to end the debate on a motion. A commonly accepted substitute for this motion is simply, "Motion to close debate." It requires a second, is not debatable nor amendable, requiring a two thirds vote. If approved, the chair proceeds immediately to the vote.

Limit or Extend Limits of Debate - used to set a mechanism to end debate, i.e., fifteen minutes, 3:00 P.M., one more address from each side, etc. It requires a second, is amendable (but the proposed amendment is undebatable), is undebatable, and requires a two thirds vote.

Postpone Definitely - used to set a future time to resume debate on an issue

i.e., until the next meeting, until 7:30 P.M., etc. Requires a second, is debatable and amendable, and a majority vote.

Commit or Refer - used to send a motion back to committee or some other appropriate body. Requires a second, is debatable and amendable, requiring a majority vote.

Amend - probably the most frequent motion. Is used to amend a pending motion. It requires a second, is debatable and amendable, requiring a majority vote. Should be noted that only one amendment to a proposed amendment is permitted. A "third degree" amendment is out of order. An amendment must be germane to the main motion. If it is not, the chair may rule it out of order. This ruling is appealable. An amendment cannot be made which would nullify the original motion; i.e., "will" proposed to be amended to "will not". If the amendment proposes an entirely new motion in place of the pending one, it is referred to as a "substitute motion." If an amendment is for editorial purposes, merely improving the syntax of the motion without any substantive change in its meaning, the chair may allow it, "unless there is objection". Clerical amendments, i.e., misspelled words, incorrect addition, etc., do not require a vote. Note that even if the main motion requires a two thirds vote, an amendment to that motion requires only a majority vote. All amendment motions must be resolved before the main motion can be voted upon.

Postpone Indefinitely - if passed, the motion cannot be considered during the entire remaining present term of the assembly. Requires a second, is debatable, not amendable, requiring a majority vote. It can be reconsidered at a subsequent time during the session, but only if the vote was positive in favor of postponement.

6. The chair makes a determination if a motion has carried or lost. Any member may call for a "division" which requires to chair to conduct an actual count of the votes. Also, a motion can be made to determine a vote by roll call. This requires a majority vote.

Note: This summary was prepared at the request of the Senate Chairperson by Dr. Terry T. Ray, Parliamentarian for the University Senate. It should be considered as a guide to procedure and not as authoritative for purposes of questions of procedure.

