

Senate Minutes. November 2, 1993

MINUTES OF THE UNIVERSITY SENATE

The November 2, 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: Alvine, Bradwick, Cronk, DeCoster, Dugan, Hulings, Kaufman, Mutchnick R., Pettit, Rafoth, Soni, Staszkievicz, Vella, Walz B., Walz G., Wingard

The following Senators were absent from the meeting: Barry, Barton, Bellak, Bencloski, Bennett, Bradley M., Camp, Dahlheimer, DeCristoforo, Dickinson, Engin, Fetzer, Howell, Johnson (Ralph), Lidonnice, Mack, Makidi, Maracle, Marshall, Mill, Muffley, Nardi, Peterson, Rosser, Santelli, Say, Sechrist, Shuttleworth, Snyder, Talwar, Thompson, Vold, Youstic

The October 5, 1993 minutes were amended as follows:

1. Under Absentees delete the following: Senators John Butzow and Joseph Costa.
2. Under Curriculum Committee add the following:
 - a. The approval of MA 320 Mathematics for Early Childhood will take affect June 1, 1994.
 - b. The approval of PC 390 Industrial-Organizational Psychology will be postponed for Trustee action until the approval of PC 425.

The minutes were APPROVED as amended.

The agenda items were amended with the following additions:

1. Under New Business:
 - a. Undergraduate Admissions Committee report by Senator Juliette, Senate committee member.
 - b. Two motions proposed by Senator Goodrich for Senate consideration.

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).

of the university judicial system; an article will also appear in the next APSCUF newsletter. She urged departments to have representation at the workshop and encouraged student participation.

CURRICULUM COMMITTEE - CHAIRPERSON BORMANN

1. A correction was made to the information on the agenda provided by this committee adding two items under Writing Intensive Approvals (item 2). Biology - Type I approval HP 422 - Type III approval.
2. The Senate **APPROVED** the proposed Joint Degree in Mathematics/Economics after correcting the agenda information to include a total of 12 credits for the Economic Electives and 124 credits as the total for the program.
3. The Senate **APPROVED** the revised program for BS in Education - Biology after correcting the agenda information under Proposed Program on Attachment A (CH 301 should read CM 301)
4. The Senate **APPROVED** the new course TH 102 Introduction to dance as submitted adding its approval for inclusion of TH 102 as a Liberal Studies Fine Arts option.

LIBRARY AND EDUCATIONAL SERVICES COMMITTEE - CHAIRPERSON GOODRICH

Senator Goodrich announced the assignment of a sub-committee to deal with the topic of printing across campus. Please send any thoughts on this topic to Senator Goodrich. He also announced that the Library and Educational Services Committee will be considering the topic of library hours. Please give ideas on this issue to the committee or attend the next meeting in Stabley 101, Tuesday, November 9 at 3:15. All Senators are open to vote at any Senate meeting.

NEW BUSINESS

1. The Admissions Committee Report was delivered to the Senate by Senator Juliette and is included in the minutes as **Attachment C**.
2. Senator Goodrich made the following motion, seconded by Senator Micco:

The University Senate requests its Rules Committee to investigate the members ex officio of the University Senate and to report its findings at the next meeting of the University Senate.

The Senate **APPROVED** this motion.

**VICE CHAIRPERSON JACOB'S
Report**

1. I wish to again highlight some of the issues that students have to face - be that good, the bad or the ugly. In my mind, that is why they put me here. I am proud of IUP and work hard to make others proud of it as well.
2. It is approaching the time of the year when the Accounts Receivable Office sends out the bills for the next semester. In my six semesters at IUP, I have never once got a bill that states the correct amount I have to pay on it. This is a problem that many other students face as well. There also needs to be a far greater amount of communication between the Accounts Receivable Office and the Financial Aid Office to prevent confusion in students minds and in the two offices. Perhaps the current issues arise because of a staffing problem - but nevertheless, if something is done, there will be greater efficiency in that both internally and externally. Long term plan--house Accounts Receivable, Admissions, Registrar in the same building.
3. OHRL has made a good decision to install local alarms in the areas where fire alarms are located. Though there is still a problem with false fire alarms in some areas, they have definitely reduced in other areas of the campus. Students must take responsibility in solving this problem as well, and we are still trying to get that across to our peers in different ways.
4. It is crystal clear to me that departments must take a far greater responsibility in making sure that the registration and scheduling system runs smoothly. We could have the most sophisticated scheduling system in the world, but if classes are not there, sections are suddenly and inexplicably non-existent, and offices insensitive, then the student will still be unhappy. Moreover, my experience last month with the Management Department, tells me that sections that are already IN the printed schedule, are suddenly canceled two weeks into scheduling. It seems fair to ask that departments do thorough work and only put in those sections that they are sure of, so that a student can put a proper schedule together based on the days and times shown, and then add the others later if needed.
5. If the Student Government could give an award to an "administrator of the month," it would go this month to Dr. Joe DeCristoforo. He is a person who shows great sensitivity to the needs of students in the Registration process. He is open to change and feedback, is very visible and accessible and takes great pride in doing a top-notch, quality job. We want to publicly thank him for this.
6. The Student Affairs Workshop held on the 20th of October went very well. It was fruitful and productive, and students felt that they were being heard. I hope that the issues that the students identified will be worked on by the responsible department. To have such a workshop is a great idea, and one that should definitely be continued on an annual basis. In this regard, Dr. Ender shares the top spot along with Joe DeCristoforo.
7. I saw the new Admissions viewbook for the first time at the end of last month. It is a very impressive piece of work. It is truly the kind of publication that one would expect from a "Public Ivey." It is informative, yet easy to use and understand, well-designed, appealing, and projects IUP in an excellent light. I am proud to be a student at IUP with this sort of a publication produced here. Congratulations to the Admissions area for a job well done!

ADMISSIONS COMMITTEE REPORT TO THE UNIVERSITY SENATE

ENROLLMENT REPORT

Applications: Down about 900 from previous year -- 12 1/2 decline.

	GOAL	ACTUAL
Main Campus	1,625	1,701
Learning Center	350	391
Graduate	1,600	1,550
Continuing Ed	650	616
Armstrong	350	226
Punxsutawney	175	141
Returning	8,800	8,772
Transfers	<u>750</u>	<u>657</u>
	14,300	14,054

Budget planning was based on an enrollment of 14,300 so some modifications were necessary in this year's budget to account for the lost tuition.

RECRUITMENT

The Admissions committee is embarking on a strategy of recruiting perspective students. Previously, IUP accepted applications without actively recruiting. To do this, the committee is asking each department to appoint one person to act as the liaison to the Admissions Committee. This person will work with the Admissions Office and department to develop a profile of the type of student you want in your majors and to actively recruit those students to attend IUP.

We lose some very qualified students each year and don't know why. We never contact them by phone or letter to encourage them to consider our programs and they often decide to go elsewhere without ever knowing what IUP has to offer.

Two things will happen:

1. Every faculty member will receive a letter from the faculty representatives on the Admission Committee asking that those interested in working with us let your department chairperson know of your interest.
2. Department Chairs will be asked to appoint a representative from the department to work with the Admissions Committee and to provide the Admissions Committee with a list of others in the department who expressed an interest in participating in this process.

We will be convening a meeting very soon in the fall semester to plan strategy to recruit students to IUP.

