

MINUTES OF THE UNIVERSITY SENATE

The October 7, 1997 meeting of the University Senate was called to order by Chairperson Alarcon at 3:15 p.m. in the Alumni Auditorium.

The following Senators were excused from the meeting: Bencich, Bencloski, Bower, Cojocar, Curey, Eck, S. Ender, Goldsmith, Johnson, Kilwein-Guevera, Kolb, Maggiore, McGonigal, Merlo, R. Mutchnick, Piwinski, Rittenberger, Soltis, G. Walz, Zuraikat.

The following Senators were absent from the meeting: Abrams, Ault, Baker, Baran, Bevington, Black, Bonikowski, Boylon, Bukartec, Bullard, Bynum, Camp, Condino, Currie, DeCoster, B. Ender, Fisher, Halstead, Hare, Harrison, Hurley, Maines, Mancuso, McFerron, Mondol, Neff, Nesteil, Niebauer, Numan, Nunn, Receski, Riesenman, Ruffner, Russel, Savova, Sehring, K. Smith, Stanley, Taiani, Treaster, Vella, Villalobos, Vold, MM Williamson, B. G. Wilson.

The minutes of the September 9, 1997 senate meeting were **ACCEPTED**.

Agenda items were **APPROVED**.

REPORTS AND ANNOUNCEMENTS

PRESIDENT'S REPORT (Dr. Pettit)

No report.

PROVOST'S REPORT (Dr. Staszkievicz)

No report.

VICE CHAIRPERSON'S REPORT

No report.

CHAIRPERSON'S REPORT (Dr. Alarcon)

Chairperson Alarcon made the following announcements:

I only have a couple of short remarks. The University Senate has one representative in the Presidential Athletic Advisory Committee. Carolyn Thompson was the representative last year. Anyone interested in serving in that committee for the 1997 - 1998 Academic Year should contact me as soon as possible. I will wait for one week to hear from volunteers and after that I will try to "convince" a senator to volunteer.

The committee working on a new draft of the Sexual Harassment Policy continues to meet now and they also worked during the summer. Bob Curey

is the Senate representative to this very important committee. They expect to have a new draft ready in November.

STANDING COMMITTEE REPORTS

RULES COMMITTEE--Chairperson Broad

Chairperson presented the following for **Senate information:**

There have been several change to the roster over the summer. When a new roster, including committee assignments, is available the membership will be notified. In the meantime, we ask that committee chairs forward requests for additional members to the Rules Committee via e-mail to PBROAD.

After consideration of the concern brought by the student senators concerning their seating at the opening meeting of the Senate, the Rules Committee concluded that those senators duly elected in the Spring do not have to await a Student Congress meeting in the fall to be listed. No change is needed in the bylaws in order for the vice-chair of the Student Congress to send names of duly elected student senators to the Senate secretary a week or more before the September meeting. However, newly appointed senators, who must be voted on at that meeting, will not appear on the roster until the second meeting of the fall.

If the list of senators elected in the spring was given to the Senate secretary when they were elected, it is our interpretation that they were legally seated at the September meeting, and we apologize for any confusion.

Chairperson Broad facilitated the election of Vice Chairperson for Senate. Senator **Joseph Knouse** was nominated and was elected unopposed to serve as the Vice Chairperson for the academic year 1997-98.

GRADUATE COMMITTEE--Chairperson Williamson

No report.

LIBRARY AND EDUCATIONAL SERVICES COMMITTEE--Chairperson Jackson

No report.

NON-CREDIT COMMITTEE--Chairperson Grove

For Senate Information

Chairperson Grove presented the following for **Senate information:**

Dr. Ralph Grove, faculty member in the Computer Science Department, was elected chairperson of the Senate Noncredit Committee.

RESEARCH COMMITTEE--Chairperson Neusius

Chairperson Neusius presented a motion to approve the revised IUP Senate Fellowship Awards Application Guidelines (Appendix A). After much debate, the motion was **DEFEATED** (42 for; 67 against; 8 abstentions) as the the senate found the proposed guideline to be too focused on obtaining external funding. Speaking against the motion, Senators Broad and others pointed out that the proposed guidelines will fail to fund important research projects that will not suit the interests of external funding agencies.

STUDENT AFFAIRS COMMITTEE--Chairperson Barker

No report.

UNIVERSITY DEVELOPMENT & FINANCE COMMITTEE--Chairperson Heckroth

Chairperson Heckroth presented the following for **Senate information:**

Chairperson is Janice Heckroth, and Secretary is Alex Heckert. Next meeting will be Oct 14, 3:15pm in Blue room in Breezedale.

ACADEMIC COMMITTEE--Chairperson Duntley

No report.

AWARDS COMMITTEE--Chairperson Wheat

Chairperson Wheat presented the following for **Senate information:**

The next meeting is October 14, 1997 3:30 p.m. Waller Hall Conference Room (We did not have a quorum at the last meeting so we musttry again).

CURRICULUM COMMITTEE--Chairperson Kuzneski

Chairperson Kuzneski presented the following for **Senate information:**

1. The UWUCC accepted the following Honors College Committee report:

The Honors College Committee has approved the proposals for honors sections of the following courses:

EN 208 Art of the Film (Professor Thomas Slater)

EN 281 The Literature of American Multiculturalism (Professor Patrick Murphy)

2. The UWUCC accepted the following Liberal Studies Committee report:

The Liberal Studies Committee approved the following Type III Writing-Intensive Professor/Course:

Brenda Mitchell: AH 412 Senior Seminar

The Senate **APPROVED** the following program revision

1. Program Revision

Department of Human Development and Environmental Studies
 B.S. Family and Consumer Sciences Education

This program change will replace the current option for students in this major to complete either the test requirement or the EX 300 3 credit course with EX 301, a 2 credit course.

Rationale: Consistent with the program revisions in other programs in education, the department proposes this change to better accommodate the needs of their majors as they prepare to educate students with disabilities in inclusive secondary settings.

2. Comparison of Old and New Program

This change will reduce the number of required credits in the program by one credit. Reduction will be absorbed into curriculum without need to add one additional hour of free electives.

Bachelor of Science in Education - Family and Consumer Sciences

Old Program	New Program
Liberal Studies: As outlined in Liberal Studies section with the following specifications: 54-56sh	Bachelor of Science in Education-Family and Consumer Sciences Education
Natural Science: CH101-102	Liberal Studies: As outlined in Liberal Studies section with the following specifications: 54-56sh
Social Science: PC101, SO151	Natural Science: CH101-102
Liberal Studies electives: CS315, no course with HE prefix	Social Science: PC101, SO151
College: 33sh	Liberal Studies electives: CS315, no course with HE prefix
Professional Education Sequence:	College: 35sh
CM301 Technology for Learning Instruction 3sh	Professional Education Sequence:
ED242 Pre-student Teaching Clinical Experience I 1sh	CM301 Technology for Learning Instruction 3sh
ED342 Pre-student Teaching Clinical Experience II 1sh	ED242 Pre-student Teaching Clinical Experience I 1sh
ED431 Student Teaching in Home Economics 6sh	ED342 Pre-student Teaching Clinical Experience II 1sh
ED441 Student Teaching 6sh	ED431 Student Teaching in Home Economics 6sh
ED442 School Law 1sh	ED441 Student Teaching 6sh
EP202 Educational Psychology 3sh	ED442 School Law 1sh
EP377 Education Tests and Measurements 3sh	EP202 Educational Psychology 3sh
FE202 American Education in Theory and Practice 3sh	EP377 Educational Tests and Measurements 3sh
HE350 Teaching Family Life Education 3sh	FE202 American Education in Theory and Practice 3sh
HE450 Teaching Vocational Home Economics 3sh	HE350 Teaching Family Life Education 3sh
Major:	HE450 Teaching Vocational Home Economics 3sh
Required Course:	EX301 Education of Students with Disabilities 2sh
CS101 Personal and Family Management 3sh	in inclusive Secondary Programs
CS112 Fundamentals of Clothing Construction 3sh	

CS312 Housing and Culture	3sh
CS314 Textiles	3sh
FN150 Foods	4sh
FN151 Food Labs	
FN212 Nutrition	3sh
HE218 Child Development	3sh
HE220 Teaching in Child Development Centers	4sh
HE224 Marriage and Family Relations	3sh
Controlled Electives:	
One from list: CS213, or CS413	3sh
One from list: HE424 or HE463	3sh
Free Electives:	2sh
Total Degree Requirements	124-126sh

Major:	35sh
Required Courses:	
CS101 Personal and Family Management	3sh
FM112 Fundamentals of Clothing Construction	3sh
CS312 Housing and Culture	3sh
FM314 Textiles	3sh
FN150 Foods	4sh
FN151 Foods Lab	
FN212 Nutrition	3sh
HE218 Child Development	3sh
HE220 Teaching in Child Development Centers	4sh
HE224 Marriage and Family Relations	3sh
Controlled Electives:	
One from list: CS213 or CS413	3sh
One from list: HE424 or HE463	3sh
Total Degree Requirements	124-126sh

OLD BUSINESS (carryover from September 9, 1997 meeting)

There was no old business.

NEW BUSINESS

There was no new business.

The Meeting was adjourned at 4:05p.m.

Respectfully submitted,

Ramesh Soni
University Senate

APPENDIX A

1998 - 1999

APPLICATION GUIDELINES

FOR

IUP SENATE FELLOWSHIP AWARDS

Deadline: December 8, 1997

Grant Maximum \$5,000.00

Purpose of Senate Fellowship Grant Program

The Senate Fellowship Grant Program is a short-term, project-oriented program of research and creative project support. The primary objective of the program is to provide seed support for projects that are likely to develop into more extensive undertakings eligible for funding from an external source. Additional related objectives of the program include the following:

1. To support the research needs of as many faculty as possible.
2. To provide summer support for faculty who want to conduct research or design creative teaching projects that will result in submission of a proposal to an external funding source.
3. To stimulate faculty in the areas of publication, professional presentations, and artistic endeavors that result from successful grant applications.
4. To provide opportunities to involve students in externally funded research, applied research, and projects/programs.
5. To increase and strengthen the capability of IUP faculty to acquire externally funded grants and contracts.

Senate Fellowship Awards

The Senate Fellowship Award Program is open to IUP faculty and administrators. Awards are made on the basis of a yearly competitive grant competition. Grants up to \$5,000.00 per investigator are awarded for research and creative teaching projects that would lead to proposal submission to an external funding source. The award is made by the Associate Dean for Research upon the recommendation of the University Senate Research Committee. While faculty may submit joint proposals, no individual may submit or be part of more than one fellowship grant proposal each year. No proposal may be submitted to more than one college committee for review and ranking. Joint

proposals must clearly demonstrate significant involvement of all joint investigators.

The proposal is evaluated by a college research committee (CRC) composed of one faculty representative elected from each department of the college and the college dean or his/her designee, who shall chair and organize the committee. The function of the CRC is to evaluate the merit of each proposal and to make a recommendation to the University Senate Research Committee (USRC) by submitting to the USRC a ranked list of all proposals submitted in the college.

Proposals are ranked by the CRC on the basis of priority scores (25 points) assigned by committee members and averaged by the CRC chair. Each proposal must address present and future potential of the project for external funding. Failure to address this issue will result in disqualification of the proposal in question. The 25 points will be distributed as follows:

1. Project Originality and Significance (5 points)

The proposal must address the extent to which the project is original and significant research or creative teaching. This should be written in non-technical language that a colleague in another discipline can understand. Points to be considered include but are not limited to:

- a. The extent to which the project advances IUP's mission as an institution of higher learning.
 - b. The development of new methods or techniques or the application of methods and techniques in new areas.
 - c. Research or teaching which combines different disciplines or subdisciplines in new and innovative ways.
 - d. Support from relevant literature which indicates the originality and significance of the research or creative teaching project.
 - e. Any other points which detail the value of this project as original and significant research or creative teaching.
2. Project Design and Feasibility of Completion (5 points)

The proposal must clearly define the objectives of this project and how they will be met. The methods of pedagogy or research design will be evaluated on appropriateness and adequacy for meeting the objectives. If it is a joint proposal, the contributions of each investigator must be clearly described.

The project is to be carried out within the grant period which begins with the new fiscal year July 1, 1998. Final reports are due on October 1, 1999. A timeline must be included which details how the project will be concluded within the grant period. The question of resources must be addressed. Indicate availability of any necessary resources not provided under this grant proposal. If resources are required from other pending grant applications, how will this project be conducted if those resources are not available?

3. Project Plan for External Funding (5 points)

The proposal should clearly outline the investigator's plan for how this project will lead to the submission of future external proposals. Be as specific as possible regarding timelines and funding sources.

4. Investigator's Ability To Complete Project (5 points)

An important consideration will be whether the researcher has the qualifications to conduct this project. Appropriate previous research and its outcome should be discussed. If this is a new area of research, how has the investigator prepared for it? Present any unique qualifications, certifications, or credentials needed to carry out this project. Letters of support may be included which indicate the investigator's ability to carry out this project.

5. Budget (5 points)

Points will be awarded on the basis of the detail and accuracy of the proposed budget and budget explanation.

Before averaging scores on each proposal, the committee chair will delete the highest and lowest scores. When ties in the ranking occur, rankings are set through discussion and vote.

After it receives ranked proposals, the USRC will establish a priority schedule for the proposals that have been ranked by the CRCs. The USRC will not alter the order of the ranking of any list forwarded to it by the CRCs. However, the USRC will determine the relative importance of the projects referred to it by all of the CRCs and establish its own ranking of all proposals submitted. This ranked list will be submitted to the Associate Dean for Research in the Graduate School, who will distribute the funds beginning with the highest ranked proposals and continuing until funds reserved for the program are exhausted.

After the fellowship project has been completed, the grantee will submit a final report to the Associate Dean for Research in the Graduate School. **Final reports for awards made for the 1998/99 academic year are due October 1, 1999.** The report should stress publications, presentations, and extramural grants which were achieved, or applied for, as a result of the senate fellowship award. No new awards can be made to any grantee who has not submitted a report for the previous project.

In order to meet the research needs of as many faculty as possible, individuals will be awarded a maximum of \$8,500.00 in Senate award monies over a three year period. A maximum award of \$5,500.00 for one year includes those monies received in both the Senate Fellowship Program and the University Senate Research Committee Awards Program.

NOTE: Individuals may apply for a second Senate Fellowship Grant after a proposal has been submitted to an external agency. Similarly, eligibility

for a third Senate Fellowship Grant requires a second submission to an external agency.

IUP
SENATE RESEARCH COMMITTEE
APPLICATION FORM FOR SENATE FELLOWSHIP GRANTS
(To Be Typed/Word Processed)

NAME: _____ RANK: _____

DEPARTMENT: _____ INITIAL YEAR AT IUP: _____

PROJECT TITLE: _____

AMOUNT REQUESTED: \$ _____ CONTRIBUTED BY OTHERS: \$ _____

(Please circle one)

(3 6) HOURS RELEASE TIME REQUESTED AND APPROVED BY CHAIR.

SUMMER SALARY REQUESTED: YES _____ NO _____

PREVIOUS SENATE GRANT SUPPORT (List most recent first and work back)

<u>YEAR</u>	<u>AMOUNT FILED</u>	<u>REPORT</u>	<u>BRIEF</u>	<u>TITLE</u>
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1. _____
2. _____
3. _____

EXTERNAL FUNDING PROPOSALS SUBMITTED

<u>YEAR</u>	<u>AGENCY</u>	<u>AMOUNT</u>	<u>AWARDED</u>	
			<u>REQUESTED</u>	<u>YES</u> <u>NO</u>

1. _____
2. _____

REQUIRED SIGNATURES:

APPLICANT _____ DATE _____

DEPARTMENT CHAIR _____ DATE _____

(Signature required only if department is authorizing matching funds or approving release time.)

DEAN _____ DATE _____

(Signature required only if college is authorizing matching funds.)

Applicants and College Research Committees must complete pages 5, 6, and 7 of this application. Entire proposal package including cover sheet, budget pages and appendices may not exceed ten pages. Completed proposals must be submitted by December 8, 1997 to the department chair (1 copy), college dean (12 copies) and the Associate Dean for Research (1 copy). The College Research Committee (CRC) will forward 12 copies of the ranked proposals to the University Senate Research Committee (USRC) by February 2, 1998. The USRC will make its recommendations to the Associate Dean for Research by March 21, 1998 and the 1998/99 awards will be announced in early April.

ABSTRACT: In the space provided below, present a concise single-spaced summary of the proposed project. This abstract should be written in non-technical style so that any educated reader can understand the project.

DO NOT WRITE BELOW THIS LINE: RESERVED FOR COLLEGE COMMITTEE
COLLEGE COMMITTEE WILL COMPLETE AND FORWARD THIS FORM
TO THE USRC!

College Committee Evaluation

All Parts Present: YES
NO

YES

NO

Addressed Present and Future

Potential for External Funding

Average Score by Committee Members:

Project Originality and Significance _____

Project Design and Feasibility of Completion _____

Project Plan for External Funding _____

Investigator's Ability to Complete Project _____

Budget _____

Total Score _____

Ranking by College Committee _____

1998-99 SENATE FELLOWSHIP GRANT

BUDGET WORKSHEET

Project Total	Senate Grant Fund	Matching Funds*
A. PI Salary Period: Rate:		
B. Equipment 1. 2.		
C. Supplies and Materials 1. 2. 3.		
D. Travel Destination/s: Cost/s:		
E. Other (Explain on budget narrative page) 1. 2. 3. 4.		
F. TOTAL		

(Note attached budget stipulations)

*On all matching funds specify college (c) or department (d) next to amount.

Budget Stipulations

1. General

- a. Senate Fellowship Grants have a maximum of \$5,000.00 per individual participating in the project. If two or more faculty submit applications, a maximum of \$10,000.00 may be requested.
- b. Funds must be spent or encumbered within IUP's specified fiscal year: July 1 to June 30. Wages and other personnel costs must be spent within the specified fiscal year, while IUP purchase cutoff dates must be followed for other items. Please note that personnel costs must include salary and fringe benefits. Please consult the Payroll Office (x2510) for this information as the application is prepared.
- c. Standard IUP and SSHE forms and regulations must be followed in spending award money. For example, if travel is involved, all SSHE and local regulations must be followed: Request for SSHE Car Forms and all other applicable forms must be submitted.
- d. All items purchased are the property of IUP.
- e. On-campus services and facilities must be used when there is a choice.
- f. The IUP Budget Office and Purchasing Office should be consulted when questions arise concerning items to be purchased with University funds.

2. Acceptable Expenses

- a. Equipment
- b. Books and microfilms
- c. Interlibrary loans
- d. Reproductions of material by IUP facilities on campus: printing, copying, filming, duplication, and reproduction by an outside source of material not readily acceptable.
- e. "Office" and "educational" supplies, as defined in SSHE system regulations.
- f. Undergraduate student time, arranged either at a fixed price for the job or at the hourly rate currently authorized by IUP.
- g. Graduate student time, arranged either at a fixed price for the job or at the hourly rate currently authorized by IUP.
- h. Summer faculty salaries, normally not to exceed three weeks. This salary is to be computed in terms of the individual's regular contract. This expenditure is to be made for work which is to be performed during the summer. Again, salary and fringe benefit rates are available from the Payroll Office (x2510) as an application is prepared.

I. Replacement salary for the fall and/or spring semesters, normally not to exceed one-fourth time. The applicant must submit with the proposal the written approval of the department and the appropriate college dean.

j. Travel for research purposes according to IUP regulations.

3. Unacceptable Expenses

a. Thesis and dissertation costs. (Discuss other possible mechanisms of support with your college dean and the Dean of the Graduate School and Research.)

b. Duplicate awards with SSHE Grant Funds. While an individual may use SSHE grant funds and senate funds to complete the same project, funds may not cover duplicate items.

c. "Submission" and "Application" costs for articles and books. (Once again, alternative funding possibilities should be explored.)

d. Graduate Assistants. (Graduate assistantships are awarded by the Graduate School.)

e. Tuition and associated costs of lessons and study.

Approved 10/4/94

Revised 9/97