

MINUTES OF THE UNIVERSITY SENATE
February 27, 2001

Chairperson Nowell called the February 2001 meeting of the University Senate to order at 3:20 p.m. in the Alumni Auditorium of the Eberly College of Business.

The following Senators were **excused** from the meeting: K. Barton, D. Bish, K. Brown, T. Brown, J. Bullard, D. Chang, L. Delbrugge, E. Goldsmith, H. Goldsmith, M. Hood, H. Hull, M. Joyce, S. Krevel, L. LaRoche, V. Mancuso, M. Moore, F. Nee, J. Peterson, L. Pettit, M. Piwinsky, H. Powers, R. Riesenman, T. Rittenberger, E. Rosenberger, L. Savova, J. Solak, M. Willen, N. Zuraikat.

The following Senators (students) were **excused** from the meeting: None

The following Senators were **absent** from the meeting: J. Baker, H. Boda, R. Camp, L. Gearhart, M. Ghobashy, K. Patrick, E. Ruffner, R. Russell, M. Schwietz, M. Vella, S. Wheatley.

In addition, the following Senators (students) were **absent** from the meeting: J. Baker, M. Baker, W. Bell, K. Bransford, C. Butler, K. Dunn, C. Dziados, A. Fakhri, C. Hollingshead, D. Hubbard, K. Huddleston, J. Johns, B. Laundrie, T. Minor, N. Spade, J. Trohaugh, and Grad students A. Carr, J. Griffin and P. Kolesar.

The minutes of the January 30, 2001 meeting were **ACCEPTED**.

Agenda items for the February 27, 2001 meeting were **ACCEPTED**.

REPORTS AND ANNOUNCEMENTS

PRESIDENT'S REPORT (Dr. Pettit)

Dr. Pettit was excused from due to being off campus. No report was made.

PROVOST'S REPORT (Dr. Staszkiwicz)

I am pleased to finally be able to attend the Senate meeting. It seems as though this has been a bad semester with schedule conflicts that I could not avoid. I want to reassure that as Provost, I take my senate role very seriously.

During the discussions over curriculum for the past two years we have focused on the relationship of the curriculum committee, as presented in the Collective Bargaining Agreement (CBA), and the curriculum committee as represented in the University Senate. I am very pleased that we are getting close to resolving this debate in what appears to be a very intelligent compromise that will be presented later in this meeting. Even if that issue is brought to closure, I am making an appeal to this body to look at the curriculum approval process in its entirety. I had the opportunity to spend an hour with the Council of Chairpersons this past week and we discussed ways in which the entire process could be streamlined. I believe there are many ways in which we could make the peer review process less time consuming and less cumbersome, while still maintaining academic integrity. I look forward to working with the Senate to see what we can do. One such issue involves the role of the Council of

Trustees in the approval process. At the next COT meeting, I will discuss with them strategies to minimize delays caused at that end. Hopefully, we can find strategies across the board that will make the process more efficient.

Another issue that I would like to bring up has to do with the status of recommendations or motions that are passed by the Senate. Clearly, some motions are approved by the Senate and require no further action beyond that initial approval. For example, the Senate may pass a motion to support a particular activity or to communicate a particular concern to the President. Some activities clearly do not reach closure until the Council of Trustees or the Board of Governors takes final action. That is the case with the approval of a new program, for example. Other recommendations often fall through the cracks and a final resolution of the motion is never communicated directly. For example, the Senate may pass a motion to implement a new academic policy. The decision on whether to implement the policy does not necessarily rest with the Council of Trustees, but may rest with the President. I have been working with President Pettit to implement a procedure to follow up on Senate actions. Under that procedure, the President will follow up on all such actions at a subsequent meeting of the Senate. That way there will be a permanent record of the status of such motions. I would hope that we'll be prepared to implement this for the next Senate meeting.

CHAIRPERSON'S REPORT (Dr. Nowell)

Most of you have already heard about the unfortunate death of our colleague, Carolyn Wilkie. I would like to express my condolences to her family and friends. Dr. Wilkie served the University in many different ways, including in the Senate. She will be sorely missed.

I am pleased to hear of the administration's plan to more clearly communicate with the Senate its action on business passed by this body. It is unfortunate that in the past there have been occasions in which extensive work by senators has not been followed up by implementation of the University administration. I commend Drs. Pettit and Staszkievicz for their efforts in this area.

I am also pleased to hear that the Provost has provided responses to the Graduate Committee regarding their questions about the East Stroudsburg doctoral program. The committee continues to examine that program. Personally, I will not be satisfied until a formal proposal is presented to the committee, in keeping with the normal curriculum approval process.

As you can see by today's agenda, we also have moved from the discussion phase to a formal proposal regarding the modification of the Senate Constitution and By-laws regarding the composition of our curriculum committees and the curriculum approval process. I look forward to a formal resolution of this situation upon the completion of our discussion and approval of such changes.

VICE CHAIRPERSON'S REPORT (Senator Joseph)

Student Congress has had one of its most productive months of the year this month, and we owe it all to the efforts of our assembly. We have not experienced the annual second semester drop off in energy and efforts, and we are very grateful for this.

Our University Affairs committee has joined up with ECO to pursue our recycling program on campus, and are exploring different avenues for improving IUP's recycling process.

Military affairs is exploring the possibility of a war memorial on campus, while Residence Life is holding a table in the HUB next week to collect letters to the legislature, advocating for money for the sprinkler systems that are mandatory for the residence halls.

The Elections committee is gearing up for the spring student congress elections, and is brainstorming for new ideas on how to draw people in to vote. These will be held sometime in late April.

Diversity Action has produced flyers about Hate Crimes and has posted them throughout campus to educate IUP about the topic.

The Spirit committee is working on painting a mural in the field house, as well as working out a compromise on the gym floor that will not include the word "Indians".

Outreach is working on connecting with other student organizations and improving communication between all of them.

Public Relations has been diligently improving upon our visibility, which is proven with the number of screen-ins we have had recently. They are doing a tremendous job, with everything from a new pamphlet, to buttons, pens, and chalking. Many thanks to Laura Cramer and her committee!

As a general assembly, we have passed several important motions in the last two meetings.

As a congress, we do not support the notion of limiting total semester withdraws to the ninth week of classes. We believe that this should be allowed to continue being an option until the last week of class, as it currently stands.

We have agreed as congress to support a motion that is currently being reviewed by the co-op board to hold a referendum in the spring semester regarding an increase in the activities fee of \$45 to be distributed evenly to all student fund organizations and programs, in proportion with their current budget. Along with Student Congress endorsing this motion, Pride Alliance, NAACP, BSL, BEC, ECO, Sociology Club, and the Anthropology club also support it. We will be contacting the other 60 organizations for their endorsement as well.

And perhaps our most controversial action, yet the most obvious to many of us, has been our decision to support a change in IUP's athletic nickname from the "Indians". This issue has been raised once again, and has brought national press to IUP. The Penn, The Indiana Gazette, the Pittsburgh-Post Gazette, and the Associated Press have all picked up on this grassroots action, and continue to cover the issue. Several student organizations, as well as community groups and national organizations have also endorsed this same motion. There are many activities surrounding Native American mascots and nicknames being planned for the semester. We will keep you updated as progress is made. In closing, I would like to read the sentiments that we received of one Native American.

Time and time again in universities and public schools and across the country it has been demonstrated that this issue will not go away until the racial nickname has been retired for something more universally acceptable. That is not a matter of opinion but a hard fact. If this is an insignificant issue, as some would have us believe, and taking the long view into account, it would make more sense to just simply eliminate the source of controversy once and for all. That way, attention need not be diverted from dealing with other so-called "important" issues now or in the future. Such a proposal is

just common sense. Rid yourselves of the root problem now or it will continue to come back to haunt your school until such time that another more enlightened and compassionate group of decision-makers have the courage to complete what others before them failed to do.

It should also be pointed out that this is not a matter that can be justly decided by the simplistic "majority rules" mentality. Such thinking is not much different from that which prevails in a lynch mob and is what has been described as the "tyranny of the majority." Indeed, this issue is about upholding and protecting the rights of the minority position whose lack of numbers and political clout makes them vulnerable to abuse at the hands of the majority. It is precisely because of this unfortunate human tendency to abuse less fortunate groups that laws of protection, civil rights laws, have been created.

It is not often that an opportunity to help make a significant healing and unifying gesture comes along and in an increasingly diverse country such as our own we cannot afford to let such opportunities pass by. This issue has once again brought national attention to IUP in a way no other issue could possibly do. Whether IUP is characterized as a progressive, accepting, and visionary school or one that is backward, closed, and insensitive to contemporary issues will be affected by its decision on this complex, emotionally volatile issue. Hopefully wisdom and a sense of true social justice will prevail.

OLD BUSINESS

There was no old business to discuss.

STANDING COMMITTEE REPORTS

Rules Committee

An extensive discussion of nearly one hour in length occurred with regard to the revisions in the Senate Constitution and Bylaws. The Rules Committee presented the proposed Bylaws changes. The senate voted to bring forward to the April 3, 2001 meeting a ballot vote on all of the proposed changes to the constitution.

A listing of information in its entirety can be found in Appendix A, PAGE 7.

Noncredit Committee

The next meeting of the committee will be on March 27th.

Research Committee

The next meeting of the committee will be on March 20th. At the next Senate meeting, the committee will report on grants funded.

Student Affairs Committee

The next meeting of the committee will be on March 13th (in the HUB Program Lounge); at the April Senate meeting, the committee will bring to the Senate (for action) the Civility Policy and the Policies and Regulations Regarding Student Behavior.

University Development and Finance Committee

See Appendix B, PAGE 22 for the projects that have been previously approved or are a part of an active Capital Budget Request that is under consideration, and the project five-year priority order for the FY 2002-2003 Capital Budget Submission. The next meeting will be March 13, 2001 and action on the five-year plan will occur at that meeting.

Academic Committee

Senator Andrew reported that the Academic Committee was deliberating on the proposed policy to provide mid-term D/F grade warnings and asked for feedback from all senators. It is the intent to bring this to the April 3, 2001 Senate meeting for action.

Awards Committee

The committee will meet on Tuesday, March 20, 2001 in 203 Stabley. Committee members are reviewing awards information and voting for awards will occur at the March 20 meeting. A report of the award winners will be made at the April 3, 2001 Senate meeting.

Undergraduate Curriculum Committee

See Appendix C, PAGE 24 for the curriculum issues that were voted upon.

Graduate Committee

See Appendix D, PAGE 35 for the Graduate Committee issues that were voted upon.

Library and Educational Services Committee

Plans for the conversion from Dewey to Library of Congress should occur with minimal intrusion, and will proceed later this year during the summer sessions.

New Business

There was no new business to report.

With no further business, the meeting was adjourned at 5:05 p.m.

Respectfully Submitted,

Jonathan B. Smith, Ed.D.
University Senate Secretary

APPENDIX A- RULES COMMITTEE

Amended: 4-92/2-93/5-94/4-96/ **3-01(proposed)**

IUP UNIVERSITY SENATE CONSTITUTION

Revised 6/97

PURPOSE

The purpose of the University Senate is to provide a formal means through which the student body, faculty, staff, and the administration, working as a unified group, shall have a representative share in the governance of the University. In order to further a sense of University community on all issues of governance, the Senate shall have a consultative role to the President and Council of Trustees that is designed to empower the Senate with a significant voice in the governance of the University. 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 **University Wide** Graduate Committee and the **University Wide** 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 simultaneously its 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 Senate can study any issue of university governance and make recommendations to the President and Council of Trustees. The President and the Council of Trustees, (when possible), shall provide the University Senate an opportunity to review all policies and make recommendations prior to their implementation.

As a matter of expediency, occasionally it may be necessary for administrative personnel, during the normal exercise of their duties, to initiate or modify policies when there is insufficient time to present such matters to the University Senate for consultation. The initiators of such policies shall immediately give notification of their action to the senate Chair and the Chair of the Rules Committee. If it applies, notification shall also be given to the Chair of the Senate Committee within whose purview subject policy matters ordinarily fall. Such policies will automatically be included as New Business on the agenda of the Senate meeting immediately following such enactment.

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 where a two-thirds affirmative vote of those voting is necessary for passage.

Nothing relating to the organization and administration of the University Senate shall be construed so as to limit the authority of the Council of Trustees or the President of the University with respect to the administration of the University as prescribed by law. Further, nothing in the Constitution or the Rules and Regulations of the University Senate shall be construed so as to limit the authority of the President of the University to appoint such other councils and committees as deemed necessary to facilitate the efficient administration of the University.

COMPOSITION & ELECTIVE PROCEDURES

The University Senate shall consist of a number of faculty double the number of departments of the University; an administrative segment one-third the size of the faculty segment; and a student segment one-half the size of the faculty segment.

The Senate shall also include one Alumni Association representative and four representatives from the staff. Faculty, **staff** and administrative members shall ~~hold full-time contracts~~ **be employees in good standing** at the time of election or appointment **and during terms of service**, and students must be **enrolled and full-time** and in good standing **at the time of election or appointment and during terms of service**.

"Faculty" is herein defined to include not only those members of the University staff whose duties are primarily instructional, but also departmental level administrators, the professional library staff, (with the exception of the head librarian who is classified as an administrator), and the professional or managerial staff of the Student Cooperative Association (with the exception of its director who is classified as an administrator). The faculty of the Armstrong and Punxsutawney Campuses also shall be included. **"FACULTY" is herein defined as it is in the Collective Bargaining Agreement between APSCUF, as the bargaining agent for FACULTY, and the SSHE. FACULTY is defined as all members of the FACULTY bargaining units, union members and non-union members, alike.**

For the purposes of the Senate representation both the professional library staff and the managerial staff of the Student Cooperative Association, and the faculty of the Armstrong and Punxsutawney Campuses shall be considered as constituting departments.

"Student" as herein used refers to both the undergraduate and graduate student bodies, ~~and indicates only full-time students.~~

The faculty segment of the Senate shall consist of one member elected by and from each department of the University, **two FACULTY members appointed by the President of APSCUF-IUP to serve as one of the Co-Chairs of each of the University Wide Undergraduate Curriculum Committee and the University Wide Graduate Committee, twenty-four FACULTY members elected at-large for seats on the UWUCC and the UWGC by the FACULTY, and the remainder to be elected at-large by and from the FACULTY to make the total at-large faculty segment equal to the number of Senators elected by the departments.** ~~and a number of faculty equal to the number elected by departments, to be elected at large by and from the entire faculty.~~

The administrative segment shall include the University President and administrators/managers serving on Standing Committees by virtue of their office (ex-officio); at least half of the remaining number shall be elected by and from the administrators/managers; and the remainder to be appointed by the University President.

The student segment shall consist of ten times as many undergraduate students as graduate students, each delegation to be elected by its representative student body. Undergraduate students shall be elected under the auspices of the recognized student association as defined in Pennsylvania Stated Act 1982-188. In both cases, the officiating body shall call for and accept voluntary nominations for election to the Senate.

The Staff segment shall consist of the local AFSCME President and three representatives from IUP's staff as elected from and by the staff.

The Alumni Association representative shall be appointed by the Alumni Executive Board.

Except where constrained by collective bargaining agreements, the Rules Committee shall exercise general jurisdiction over the manner in which elections to the Senate are conducted, including such matters as determining the eligibility of University employees and students for Senate membership, and establishing the

rules by which elections are to be conducted. Such rules shall include provisions establishing the means by which voluntary nominations for election to the Senate may be made to the Rules Committee, or whatever organ the Rules Committee or the Senate establishes to function as a nominating agency. The Rules Committee shall also be responsible for conducting such referendums of the various segments of the University as the Senate shall deem necessary.

Election to the Senate for the Faculty and administrative segment shall be for a two-year term. Students may be elected to the Senate for a term of not less than one academic year and not more than two academic years. Terms of the Alumni and Staff representatives shall be as designated by their respective organizations.

Any member of the Senate properly elected or appointed to a Senate committee is a voting member of that committee.

Proposed By-Laws of the UNIVERSITY SENATE

Revised 4/92, 9/94, 2/95, 5/95, 9/95, 4/96, 4/97, 6/97, 1/99, 3/01 (proposed)

IUP SENATE BYLAWS

I. Meetings

II.

A. The 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 Senate Secretary at least one week in advance of such meeting.

E. A majority of the membership of the University Senate shall constitute a quorum.

1. In the event a quorum is called for, a roll-call vote will be taken by the Senate Secretary, using the Podium Roster. Only those Senators whose names appear on this list will be eligible to vote. The Podium Roster will be updated in the following manner.

a. The Senate Rules Committee Chair shall submit to the Senate Secretary an up-to-date list of all Faculty, Administrative, Staff, and Alumni Senators at least one week prior to each Senate Meeting. This list shall indicate all vacant seats.

b. The Student Congress Vice-President shall submit to the Senate Secretary an up-to-date list of all Student Senators, both graduate and undergraduate, at least one week prior to each Senate meeting. This list shall include the effective dates of the terms of office for any additions and/or replacement senators, as well as indicate any vacant seats.

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.

3. Any Senator unable to attend a scheduled Senate Standing Committee meeting shall inform the Committee Chairperson prior to the meeting.

G. Procedures relating to Senate 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.
 - 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 senator may be replaced from the list of nominees, beginning with the nominee with the highest number of votes short of election.
 - c. In the case of Presidentially Appointed Senators, the President shall be notified and asked to name a replacement.
4. In the case of Staff absences, the same procedure will be followed as for Faculty-At-Large.
5. In the case of the Alumni Representative, the Alumni Association shall be notified and may be asked to make a replacement.

H. Protocol for absenteeism from Senate Standing Committee meetings: the Chair of said committee notifies the Rules Committee Chair who is empowered to exercise the same inquiry and action procedures as delineated above in Sections G-1 through G-5.

III. Officers

A. Chair

1. The Chair shall be elected by and from the 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 from the student segment and shall be elected by the membership of the Senate to a one-year term. A Senate majority vote is required. Ballots will be used if necessary.
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.

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 a hard copy or electronic copy 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 Senate one week before the meeting, and deposit a copy in the University Archives.

3. The Secretary shall be responsible for setting and publishing dates of all senate meetings; 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 any Senator's 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, for a term commensurate with the term of the chair, until relieved by the Chair.

IV. 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 Senate shall report to the 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 By-Laws 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 be made before the Senate is called to order, but may be made during the meeting if unavoidable.

E. Proposed amendments to the Bylaws shall be presented by the Rules Committee to the Senate members 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.

F. No action on curricular matters can be taken by the University Wide Graduate Committee, the University Wide Undergraduate Curriculum Committee or the IUP Senate without FACULTY members comprising a majority of members voting.

G. Changes in the selection process for the composition of the contractually-mandated curriculum committees must and shall become effective only upon approval by simple majority of the FACULTY voting in referendum.

V. Committees

A. The 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 ByLaws of the Senate.

B. Terms of service for **elective elected** members of the Standing Committees shall be two years, one-half to be 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 the minutes of each meeting with the Chair of the Rules Committee and shall send a hard copy or electronic copy of these minutes to the Senate Secretary as soon as possible following each meeting.

D. Relevant reports of Standing Committees may be distributed to members of the 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.

G. Non-Senators may be appointed to Senate Committee(s) as non-voting members where specified in these By-Laws.

VI. Standing Committees

A. 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 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; ~~IUP Imprint Series Board~~; for FACULTY members to serve on the University Wide Undergraduate Curriculum Committee and the University Wide Graduate Committee and for other positions as have been or may be requested. The Committee also shall 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 **except as otherwise stipulated in these bylaws.**

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 By-Laws, 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 Senate.

b. Elected: Eight Faculty and two Administrative members shall be elected by and from the Senate.

c. Four Undergraduate Student members shall be appointed by and from the Student Congress.

d. One non-voting Graduate Student may be appointed by and from the Graduate Student Assembly.

e. One Staff member may be elected.

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. 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 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 Registrar, and the Provost and 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 Undergraduate Student members shall be appointed by and from the Student Congress.
- e. One non-voting Graduate Student may be appointed by and from the Graduate Student Assembly.

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. University Wide 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 herein-after relegated to the charge of another committee.

During the UWUCC=s deliberations on curricular proposals, the APSCUF-appointed Co-Chair shall be responsible for informing the UWUCC of any CBA compliance problems identified by APSCUF. The APSCUF Co-Chair of the UWUCC is responsible for communicating APSCUF=s position(s) on curricular matters to the Senate.

The Committee shall present its curricular recommendations to the Senate.

Any Senator may request the Chair of the Senate, in consultation with the attending chair(s) of the committee and/or representatives of the originating department, to rule whether a change proposed on the floor is substantive. If substantive changes are made on the Senate floor, as determined by any Committee member or any representative of the originating department/college, the proposal Committee shall return the proposal to the originator for possible re-submission.

~~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 Provost and Vice President for Academic Affairs. **President of IUP-APSCUF or her/his designee from the FACULTY. The APSCUF co-Chair of the UWUCC is responsible for communicating APSCUF=s position(s) on curricular matters to the Senate.**
- b. Elected: ~~Twelve Faculty members shall be elected by and from the Senate Faculty.~~ **Twelve FACULTY members shall be elected by and from the Senate Faculty the FACULTY in University Wide elections. FACULTY members elected to the UWUCC shall be**

automatically elected to the at-large portion of the Faculty segment of the Senate. A committee member who resigns from the UWUCC shall at the same time relinquish her/his at-large seat in the Senate. A FACULTY member elected to the University Wide Undergraduate Curriculum Committee who is also elected as a Departmental Representative to the Senate, shall notify the Chair of the Senate Rules Committee immediately, who will then fill the At-large vacancy from the list of alternates. If a Departmental Representative resigns or is removed from the UWUCC during a term of office, the seat will be filled from the Senate by the next highest vote recipient in the UWUCC election who is available to serve. If no vote recipient for the UWUCC is available to serve, the seat will remain vacant until the next regular Senate election. If two or more seats are vacant on either, or both of the UWGC or the UWUCC, or if any academic college lacks representation, a special election shall be scheduled to fill the vacant seats from the Senate.

- c. Three students shall be appointed by and from the Student Congress.
- d. Each academic college shall ~~be represented on~~ **have FACULTY representation on** this Committee.
- e. No more than one FACULTY member from the same department may serve on this committee.
- f. No more than four FACULTY members of any individual college or unit may serve on this committee.

3. Officers

~~Chair, Vice Chair, and Co-Chairs~~ shall be named from the FACULTY. The President of IUP-APSCUF or his/her designee shall serve as one of the Co-Chairs. Upon appointment the APSCUF-designated Co-Chair shall be automatically elected to the at-large portion of the Faculty segment. If the APSCUF President or designated Co-Chair resigns as Committee Co-Chair, at the same time, he/she shall relinquish his/her at-large seat in the Senate. The APSCUF-designated Co-Chair cannot serve as a department representative. The other Co-Chair shall be elected by the Committee from its membership.

The Secretary shall be elected by the Committee from its membership.

4. Meetings

All regular meetings of the Committee shall be open.

D. University Wide 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.

During the UWGC=s deliberations on curricular proposals, the APSCUF-appointed Co-Chair shall be responsible for informing the UWGC of any CBA compliance problems identified by APSCUF. The APSCUF-appointed Co-Chair of the UWGC is responsible for communicating APSCUF=s position(s) on curricular matters to the Senate. On non-curricular matters that come

before the UWGC, the APSCUF-appointed Co-Chair shall participate simply as a committee member and shall not chair or direct the deliberations.

The Committee shall present its curricular recommendations to the Senate.

Any Senator may request the Chair of the Senate, in consultation with the attending chair(s) of the committee and/or representatives of the originating department, to rule whether a suggested change is substantive. If substantive changes to curricular

proposals are made on the Senate floor, ~~as determined by any~~

~~Committee member or any representative of the originating~~

~~department/college,~~ the **proposal** Committee shall return the proposal to the originator for possible resubmission.

2. Membership

a. Ex officio: The Dean of the Graduate School and Research or his or her designee.

b. Elected: Twelve ~~Faculty~~ members shall be elected by **and from the FACULTY in University Wide elections.** ~~and from the Senate Faculty.~~ **FACULTY** members elected to the University Wide Graduate Committee shall be automatically elected to the at-large portion of the Faculty segment. A committee member who resigns from the UWGC shall at the same time relinquish his/her at-large seat in the Senate. A FACULTY member elected to the University Wide Graduate Committee who is also elected as a Departmental Representative to the Senate, shall notify the Chair of the Senate Rules Committee immediately, who will then fill the At-large vacancy from the list of alternates. If a Departmental Representative resigns or is removed from the UWGC during a term of office, the seat will be filled from the Senate by the next highest vote recipient in the UWGC election who is available to serve. If no vote recipient for the UWGC is available to serve, the seat will remain vacant until the next regular Senate election. If two or more seats are vacant on either, or both of the UWGC or the UWUCC, or if any academic college lacks UWUCC or UWGC representation, a special election shall be scheduled to fill the vacant seats from the Senate.

c. Three graduate students appointed by and from the Graduate Student Assembly.

d. Each **academic** college that has a graduate program shall ~~be represented~~ **have FACULTY representation** this Committee.

e. **No more than one FACULTY member of a department may serve on the committee.**

f. No more than four members of any individual college or unit may serve on the committee

3. Officers

~~Chair, Vice-Chair and Co-Chairs~~ shall be named from the FACULTY. The President of IUP-APSCUF or her/his designee shall serve as one of the Co-Chairs. Upon appointment, the APSCUF-designated Co-Chair shall be automatically elected to the at-large portion of the Faculty segment. If the APSCUF President or designated Co-Chair resigns as committee Co-Chair, at the same time, she/he shall relinquish her/his at-large seat in the Senate. The APSCUF-designated Co-Chair cannot serve as a department representative. The other Co-Chair shall be elected by the Committee from its membership.

~~The 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.

E. Libraries and Educational Services Committee

1. Function

The Committee shall be responsible for recommending policies for the Imprint Series, Libraries and Media Resources, Information Systems and Communication Center, and the Printing Center.

2. Membership

a. Ex officio: Dean of Libraries and the Associate Provost for Academic Administration.

b. Elected: Seven Faculty members and one At-Large member shall be elected by and from the Senate.

c. Four undergraduate Students appointed by and from the Student Congress.

d. One Graduate Student appointed by and from the Graduate Student Assembly.

e. One Staff member may be elected.

3. Officers

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

4. Meetings

All meetings of the Committee shall be open.

F. Research Committee

1. Function

The Committee shall be responsible for recommending policies and procedures relating to research.

2. Membership

a. Ex officio: Associate Dean for Research.

b. Elected: One Faculty member per college and one Faculty member representing University Services shall be elected by and from the Senate. The Graduate School and Research and the School of Continuing Education are excluded from membership.

b. Four students 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 meetings of the Committee shall be open.

5. Sub-committee on Faculty Research Grants

a. Function

The Sub-committee shall be responsible for the final rankings of both the IUP Senate Fellowship Awards and the Senate Research Committee Awards. The Sub-committee must abide by the ranked order of proposals within a College as set by the College Committee. The Associate Dean for Research will fund the proposals in the order presented until all funds have been expended. A list of awards shall be forwarded to the Senate for information only.

b. Members

Only the faculty members of the Committee on Research and the Associate Dean for Research shall constitute membership of this Sub-committee.

c. Officers

Chair and Secretary shall be elected by the Sub-committee from its membership.

G. Student Affairs Committee

1. Function

The Committee on Student Affairs shall have as its area of responsibility problems and policies concerning student affairs including housing, health services, the extra-curricular program of the University, social regulations including disciplinary matters, the financial aid program, and other student affairs except those involved in the instructional program.

2. Membership

a. Ex officio: The Vice President for Student Affairs and the Executive Director for the Student Cooperative Association.

b. Elected: Ten Faculty members and one At-Large member shall be elected by and from the Senate.

c. Fourteen Undergraduate students shall be appointed by and from the Student Congress.

d. One non-voting Graduate Student may be appointed by and from the Graduate Student Assembly.

e. One staff member may be elected.

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.

H. University Development and Finance Committee

1. Function

The area of responsibility of the Committee shall be policies and issues pertaining to University development and planning, including the design, placement, and proper function of facilities; the efficient utilization of space; the maintenance and care of buildings and grounds; safety and security; and general improvement of the campus. In addition, the Committee shall advise the Senate on matters relating to the University capital and operating budgets.

2. Membership

a. Ex officio: The Vice President for Finance and the Director of Engineering and Construction Group.

b. Elected: Seven Faculty members and one At-Large member shall be elected by and from the Senate.

c. Three students shall be appointed by and from the Student Congress.

d. One non-voting Graduate student may be appointed by and from the Graduate Student Assembly.

f. One Staff member may be elected.

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.

I. University-Wide Awards Committee

1. Function

The Committee shall have general responsibility for the development of procedures and policies for the granting of awards, receiving nominations, and screening and evaluating of candidates for University-wide awards in:

- a. Creative Arts
- b. Community Service
- c. Research
- d. Teaching
- e. Others assigned

These recommendations shall be forwarded directly to the University President for consideration. The Committee shall report these awards to the Senate for its information. The policies and procedures of the Committee shall be approved by the Senate.

2. Membership

a. Administration:

1. One Dean elected by and from the membership of the Senate.
2. Two additional Administrative members elected by and from the Senate.

c. Faculty:

1. One Faculty member per college.
2. One Faculty member representing the University Service areas.
- 3.
- c. The Graduate School and Research and the School of Continuing Education are not eligible for membership.
- d. Three Undergraduate students 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.

J. Non-Credit Instruction Committee

1. Functions

The Committee shall oversee continuing education functions and activities and advise the School of Continuing Education. The Committee shall formulate policy recommendations in the areas related to continuing and non-resident education activities.

2. Membership

- a. Ex officio: The Dean of the School of Continuing Education.
- b. Elected: Four Faculty members and one additional Administrator/Manager from the School of Continuing Education shall be elected by and from the Senate. There shall be no Student Members on the Committee.

One staff member may be elected.

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.

K. Consultative Committee

Consultative Committees shall be formed at the request of the Senate itself, the President of the University, or the Council of Trustees. Such committees shall serve in an advisory capacity to these officials or the Senate itself concerning the selection and qualification of candidates for certain administrative positions and other matters. Reports of such consultative committees shall be made to the Senate, the President, and the Council of Trustees in the regular manner. Members of these committees shall be selected from a list of Student, Faculty, and Administrative nominees, in the ratio of two nominees for each member, prepared by the Rules Committee.

2/13/01

APPENDIX B- UNIVERSITY DEVELOPMENT AND FINANCE COMMITTEE

For Senate Information:

The following projects have been previously approved or are a part of an active Capital Budget Request that is under consideration:

Addition/Renovation of Cogswell Hall – Act 47/97 (Scheduled Release for Design 12/01)
 Renovation of Keith Hall – Act 47/97 (Scheduled Release for Design 7/02)
 Renovation of Stabley Library – Act 47/97 (Scheduled Release for Design 7/02)
 Renovation of Leonard Hall – Act 47/97
 Construct Replacement Wyant/Doerr – Armstong Campus – Act 35/99
 Construct Replacement Old Main Punxsutawney – Act 35/99
 Construct Regional Development Complex – Act 35/99 (Released for Design 12/00)
 Academic Science Building – Act 35/99
 Parking Garage – Act 35/99
 Renovation of Cogswell Hall Phase II – Act 35/99
 Renovation/Addition Fisher Auditorium – Act 27/00
 Renovation of Wilson Hall – Act 27/00
 Addition/Renovation of Ackerman Hall – Act 27/00
 Steam Distribution & Tunnel Repair – Act 27/00
 Electrical Distribution Upgrades – Act 27/00
 Boiler Plant Renovations – Act 27/00
 Renovation of Davis Hall
 Addition to/Renovation of Sprowls Hall
 Renovation of Weyandt Hall
 Renovation of Memorial Field House
 Renovation of Walsh Hall

For Senate Action

PASSED

The committee moves the approval of the following project five-year priority order for the FY 2002-2003 Capital Budget Submission:

**CAPITAL BUDGET REQUEST
 FY 2002/2003**

Five-Year Priority Plan

Proposed Priority Order 2002-2003

1. Renovation of Sutton Hall – Phase II
2. Renovation of Pratt Hall
3. Stapleton Library – Phase II

Proposed Priority Order 2003-2004

1. Renovation of Pierce Hall
2. Renovation of Stright Hall

Proposed Priority Order 2004-2005

1. Renovation of Zink Hall

Proposed Priority Order 2005-2006

1. Renovation of Robertshaw Complex

Proposed Priority Order 2006-2007

Construction of Stadium and Field Area

APPENDIX C-UNDERGRADUATE CURRICULUM COMMITTEE

For Information:

1. Honors College Committee Report
 - ANTH 481 Mysterious Maya offered in May 2001 approved as honors section.
 - MATH 482 Independent Study with Dr. George Mitchell approved as honors.
2. Department of Technology Support and Training - Prefix Changes
 - A. Prefix Change from BEDU to BTED

Old Prefix	New Prefix
BEDU 101 Microbased Computer Literacy	BTED 101
BEDU 111 Foundations of Business Mathematics	BTED 111
BEDU 130 Keyboarding	BTED 130
BEDU 132 Computer Keyboarding and Formatting	BTED 132
BEDU 201 Internet and Multimedia	BTED 201
BEDU 250 Electronic Office Procedures	BTED 250
BEDU 264 Office Procedures	BTED 264
BEDU 273 Word Processing Applications	BTED 273
BEDU 281 Special Topics	BTED 281
BEDU 311 Methods and Evaluation in Business and Marketing Education I	BTED 311
BEDU 312 Methods and Evaluation Business and Marketing Education II	BTED 312
BEDU 481 Special Topics	BTED 481
BEDU 482 Independent Study	BTED 482

B. Prefix Change from OSYS to BTST

Old Prefix	New Prefix
OSYS 281 Special Topics	BTST 281
OSYS 301 Microcomputer Software Solutions	BTST 301
OSYS 310 Telecommunications	BTST 310
OSYS 311 Training Methods in Business and Information Technology Support	BTST 311
OSYS 313 Office Systems Technologies	BTST 313
OSYS 315 Records Administration	BTST 315
OSYS 402 Website Development and Administration	BTST 402
OSYS 411 Microcomputer Support for Office Systems	BTST 411
OSYS 412 Administrative Office Services	BTST 412
OSYS 413 Enterprise Technology Support	BTST 413
OSYS 480 Seminar in Business Technology Support	BTST 480
OSYS 481 Special Topics	BTST 481
OSYS 482 Independent Study	BTST 482
OSYS 493 Internship	BTST 493

C. Prefix Change from ADMS to BTST

Old Prefix	New Prefix
ADMS 101 Introduction to Business	BTST 101
ADMS 221 Business Technical Writing	BTST 221
ADMS 231 Speech Communication for Professionals	BTST 231
ADMS 321 Business & Interpersonal Communications	BTST 321
ADMS 342 Intercultural Business Communication	BTST 342
ADMS 481 Special Topics	BTST 481
ADMS 482 Independent Study	BTST 482

C. Rationale:

The department currently has three prefixes, i.e., ADMS, OSYS, BEDU, covering courses in two majors. The two new prefixes have been proposed to reflect changes made in the name of the major (Business Technology Support) and to bring two majors, i.e., Business Technology Support (BTS) and Business Education to contiguous places in the Undergraduate Catalog.

3. Learning Center/Advising & Testing - Prefix Addition & Catalog Description Change

Current Catalog Description:

LRNC 170 Career Exploration**1c-01-1sh**

Introduces students to the theoretical and practical framework with which to explore careers compatible with overall academic skills, aptitudes, and life goals. Students will examine the world of work, assess their interests and abilities, and make realistic decisions on academic majors and careers. Note: Certain sections will be restricted to specific enrollment groups. (Offered as ED 170 prior to 1997-98)

Proposed Catalog Descriptions:

ADVT 170 Career Exploration**1c-01-1sh**

Introduces students to the theoretical and practical framework with which to explore careers compatible with overall academic skills, aptitudes, and life goals. Students will examine the world of work, assess their interests and abilities, and make realistic decisions on academic majors and careers. Notes: (1) Certain sections of this course will be restricted to specific enrollment groups. (2) Offered as ED 170 prior to 1997-98. (3) Course is cross-listed as LRNC 170. These courses may be substituted for each other and may be used interchangeably for D or F repeats but may not be counted for duplicate credit.

LRNC 170 Career Exploration**1c-01-1sh**

Introduces students to the theoretical and practical framework with which to explore careers compatible with overall academic skills, aptitudes, and life goals. Students will examine the world of work, assess their interests and abilities, and make realistic decisions on academic majors and careers. Notes: (1) Certain sections of this course will be restricted to specific enrollment groups. (2) Offered as ED 170 prior to 1997-98. (3) Course is cross-listed as ADVT 170. These courses may be substituted for each other and may be used interchangeably for D or F repeats but may not be counted for duplicate credit.

Rationale: Faculty from both units have been offering this course for years. By adding the ADVT prefix to the catalog it will assist in scheduling and record keeping.

For Senate Action:

1. Department of Economics - New Course

PASSED

ECON 223 Economics of Crime

3c-01-3sh

Economic analysis of criminal activity and its impact on the allocation of scarce resources. The course will use fundamental economic models to explain crimes against people, property crime, "victimless crime," and organized crime.

Rationale: Economics of Crime is designed to provide an application of economics to an important and popular subject. The course will be an upper level elective for both economics majors and for non-majors.

2. Honors College - New Course

PASSED

HNRC 483 Honors Thesis

var-1-6sh

Prerequisites: Honors College student in good standing; at least junior status at time topic is proposed. Prior approval through advisor, faculty members, department chairperson, dean, and Provost's Office.

An intensive, focused study involving independent research within the student's major discipline culminating in a written thesis approved by a thesis director and two faculty readers/committee members. May be taken more than once to a maximum of 6sh.

Approval is based on academic appropriateness and availability of resources.

Rationale: This course will count toward the Honors College requirement of 23 total honors hours, and will make it possible for more students to follow the recommendation that, where possible, they complete advanced honors work in their own fields. Departments may also, at their own discretion, decide to count the course as an elective toward credit in the major or to consider it as a substitute for a required course in the major.

3. Department of Safety Sciences - Course Revisions, Title & Catalog Description Changes

A. **SAFE 299**

PASSED

Current Catalog Description:

Cooperative Education I

0c-01-0sh

Prerequisite: Approval of academic advisor, co-op coordinator, and department chairperson. This initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Open to SAFE majors and minors usually in their sophomore year. Students are employed by organizations outside western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced safety professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

Proposed Catalog Description:

Experience in Cooperative Education I

0c-01-0sh

Prerequisites: GPA \geq 2.0, SAFE 101, 111; Approval of academic advisor, co-op coordinator, and department chairperson.

This course provides the initial experience in a program designed to combine classroom theory with practical application through job-related experiences. Open to SAFE majors and minors in their sophomore year. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional.

B. SAFE 399

PASSED

Current Catalog Description:

SAFE 399

Cooperative Education II

0c-01-0sh

Prerequisite: SAFE 299

A second experience in a program designed to combine classroom theory with practical application through job-related experiences. Open to SAFE majors and minors usually in their junior or senior year. Students are employed by organizations outside western Pennsylvania where there is an ongoing hazard control program under the direction of an experienced safety professional. The student is required to be in good academic standing and to serve a minimum of two alternating work experiences.

Proposed Catalog Description:

Experience in Cooperative Education II

0c-01-0sh

Prerequisites: SAFE 299 and GPA \geq 2.0

This course represents the second experience in a program designed to combine classroom theory with practical application through job-related experiences. The course is open to SAFE majors and minors before completing the required Safety Sciences internship or achieving senior status for minors. Students are employed by organizations where there is an ongoing hazard control program under the direction of an experienced safety professional.

Rationale: For SAFE 299, two freshmen courses are being added as prerequisites to provide students with basic knowledge and understanding of the profession. For both, the revisions are to encourage students to participate in experiential education before achieving senior status in Safety Sciences. The geographical exclusion is being removed so that requests from large organizations in Western Pennsylvania for co-op students can be accommodated.

4. Department of Health and Physical Education - New Course

PASSED

HPED 492 Health Fitness Instruction

3c-01-3sh

Prerequisites: HPED 221, 343, 441 or equivalent

The purpose of this course is to acquire the knowledge, skills, and abilities required to develop programs of physical activity and fitness for healthy adults and those with controlled disease. Experience in leading an exercise class, knowledge of functional anatomy, and exercise physiology is also expected prior to participation in the class.

Rationale: This course will be an elective for juniors and seniors in the Health and Physical Education major. In addition, this course may be applicable to students from a variety of other allied health and related majors.

5. Department of Nursing and Allied Health Professions - New Courses **PASSED**

NURS 211 Nursing Practice I

0c-3l-1sh

Prerequisites: Sophomore standing

Prerequisites or Corequisites: BIOL 105, 150 or 151

This is the first of two clinical courses that present the concepts and abilities fundamental to the practice of professional nursing and provide a foundation on which students can build their professional knowledge base as well as their interpersonal and psychomotor skills. Clinical assignments in a variety of settings provide opportunities for students to develop basic clinical practice skills.

NURS 212 Professional Nursing I

2c-0l-2sh

Prerequisites: Sophomore Standing

This course introduces students to the discipline of nursing and values that are fundamental to practice. Caring as a concept central to the practice of professional nursing, will provide the framework for examining the values of the profession. Human diversity and the effects that culture, socioeconomics, ethnicity, and religion have on health status and response to health care will be studied. An overview of the healthcare system in the US and access issues will be examined. As a foundation for client contact in subsequent courses, students will learn therapeutic communication skills and theory related to teaching and learning. Service/learning and team building experiences will be an integral component of the course.

NURS 213 Nursing Practice II

0c-3l-1sh

Prerequisites: NURS 211, 212

Corequisites: NURS 214, 236

This course builds on Nursing Practice I and provides opportunities for students to continue to build professional knowledge and skills with diverse individuals and families in a variety of settings. Emphasis is placed on developing ability to perform health assessments, use therapeutic communication and execute basic nursing skills while promoting healthy behaviors.

NURS 214 Health Assessment

2c-0l-2sh

Prerequisites: BIOL 151 or 150, NURS 211, 212

Prerequisites or Corequisites: BIOL 150 or 151, FDNT 212

Corequisite: NURS 213

This course introduces the student to basic health assessment. Health assessment is a systematic method of data collection, organization, and validation for the purpose of determining a client's health status. This course will involve assessment of clients across the lifespan. The course emphasizes assessment of client needs that affect the total person, which is consistent with nursing's holistic approach to client care. Methods of data collection used for health assessments include observing, interviewing, and examination. The student will learn to apply these methods effectively in order to gather accurate and complete assessments.

NURS 236 Foundations of Nursing

3c-0l-3sh

Prerequisites: Sophomore Standing, CHEM 102

This course introduces students to fundamental nursing concepts that apply to the practice of professional nursing with individuals. Topics include: nursing theories related to professional practice; elements of holistic care; promotion of psychosocial and physiologic health, and application of pharmacology in nursing practice.

NURS 312 Professional Nursing II**2c-01-2sh****Prerequisite:** NURS 212**Corequisites:** NURS 337 or 339 or permission of instructor

This course provides the nursing major with a working knowledge of the values, code of ethics, ethical principles, professional standards and legal framework that governs clinical decisions, determines professional conduct, and guides interactions with clients, families, colleagues, and other health care providers. Students will formulate an ethical decision making framework that, by incorporating personal values, professional values, moral concepts, and legal mandates serves as a guide to professional practice. Using a problem based approach, students will study legal and ethical frameworks that guide professional practice and relate/apply these to actual clinical situations.

NURS 316 Research Utilization in Nursing**3c-01-3sh****Prerequisites:** NURS 212 and 236 or permission of instructor**Prerequisites or corequisites:** ENGL 202; MATH 217

This course focuses on understanding and critiquing nursing research. The emphasis of this course will be to understand the research process and to apply research findings to practice. Students will describe the various stages of the research process and apply these steps to evaluate clinical nursing research problems. The focus will be on developing the necessary skills to engage in scholarly research writing.

NURS 336 Adult Health I**4c-01-4sh****Prerequisites:** NURS 212, 213, 214, 236; BIOL 241; PHYS 151/161**Prerequisite or Corequisite:** NURS 316**Corequisite:** NURS 337

This course introduces the student to disease processes and treatment regimens and examines their impact on adults throughout their life span. Emphasis is placed on increasing student knowledge about assessing human responses to changes in health, determining appropriate nursing interventions, and identifying the physiological and psychosocial basis for nursing actions.

NURS 337 Adult Health Clinical I**0c-151-5sh****Prerequisites:** NURS 212, 213, 214, 236; BIOL 241; PHYS 151/161**Prerequisite or Corequisite:** NURS 316**Corequisite:** NURS 336

Students are provided with opportunities to apply the nursing process with adults and aging families in a variety of settings. Emphasis is placed on increasing the student's ability to perform comprehensive health assessments and to use assessment data to identify problems, intervene and evaluate care. Students will function as a member of the health care team, identify discharge-planning needs, and differentiate between collaborative and independent nursing activities. Service learning is a component of the course.

NURS 338 Maternal-Child Health**4c-01-4sh****Prerequisites:** NURS 213, 214, 236; BIOL 241; PHYS 151/161; PSYC 310**Corequisite:** NURS 339

This course focuses on knowledge essential to provide nursing care for pregnant women and their children within a family context. The first half of the course emphasizes the changes experienced by the woman and family during normal and complicated pregnancy as well as those of the developing fetus and neonate. The second half focuses on acute and chronic health problems of infants, children and adolescents.

NURS 339 Maternal-Child Health Clinical**0c-151-5sh****Prerequisites:** NURS 213, 214, 236; BIOL 241; PHYS 151/161; PSYC 310**Corequisite:** NURS 338

This course provides clinical learning experiences designed to enable students to provide nursing care for primary prevention/intervention with child-bearing families and with children, and secondary prevention with women, children, and their families. These experiences are planned in a variety of ambulatory, community, and acute care settings to enable the student to develop core values, knowledge, competencies, and skills associated with nursing care of mothers, children, and their families.

NURS 412 Professional Nursing III**2c-01-2sh****Prerequisites:** NURS 312 and 337 and 339 or permission of instructor

The professional nurse is expected to use clinical, managerial, and personal leadership skills to ensure the delivery of high-quality, cost-effective care in divergent health care delivery systems. The study of leadership and management skills and processes will be approached as inherent elements for all levels of nursing practice. The role of designer/manager/coordinator of care in professional nursing will be examined in depth.

NURS 432 Psychiatric/Mental Health**2c-01-2sh****Prerequisites:** NURS 336, 337, 338, 339**Corequisite:** NURS 435**Prerequisite or Corequisite:** NURS 412

This course focuses on the principles and concepts that guide nursing practice in a variety of psychiatric/mental health settings. The role of the nurse in primary, secondary, and tertiary prevention/intervention is addressed as it relates to individuals, families, and aggregates.

NURS 434 Community Health**2c-01-2sh****Prerequisites:** NURS 336, 337, 338 and 339 or permission of instructor**Corequisites:** NURS 435 or permission of instructor**Prerequisite or Corequisite:** NURS 412

This course focuses on nursing care that is population and community oriented. Emphasis is placed on the community as a client, perspectives and influences of the health care delivery systems, theoretical frameworks applicable to community health, contemporary issues in community health nursing, and nursing roles as designers, managers, and coordinators of care in the community.

NURS 435 Communities and Psychiatric/Mental Health Clinical**0c-151-5sh****Prerequisites:** NURS 336, 337, 338, 339**Corequisites:** NURS 432, 434**Prerequisite or Corequisite:** NURS 412

This course focuses on community-based and community health nursing experiences to enable students to provide health promotion, risk reduction, and disease prevention in a wide variety of community settings and with diverse populations. Students also will have experiences within acute and community based psychiatric care facilities, working as a member of a multidisciplinary team to provide primary, secondary and tertiary prevention/intervention. Emphases will also be placed on nursing management and development of nursing strategies to assist at-risk families, aggregates, and groups, while considering health care on a continuum throughout the life span. Opportunities for individual mentoring in a clinical area will be an integral part of the course.

NURS 436 Adult Health II**4c-01-4sh****Prerequisites:** NURS 336, 337**Prerequisite or Corequisite:** NURS 412**Corequisite:** NURS 437

This course builds on Adult Health I, focusing on the adult/family coping with complex health problems. The relationships among disease states, treatment and associated nursing responsibilities are emphasized as students build their knowledge base of pharmacology, therapeutic procedures, rehabilitation needs and teaching-learning strategies. Principles underlying the use of technology in clinical practice provide a basis for the concurrent clinical course.

NURS 437 Adult Health Clinical II**0c-151-5sh****Prerequisites:** NURS 336, 337, 338, 339**Corequisite:** NURS 436

Prerequisite or Corequisite: NURS 412 Course is designed to provide opportunities for clinical practice as a provider of care for complex, acutely ill clients in a variety of settings including intensive care unit, monitored units, medical-surgical units, and rehabilitation settings. Focus will be on secondary prevention/intervention for long term critically ill patients. The role of designer/manager/coordinator of care will be emphasized with opportunities to apply management principles and practice leadership skills in the acute care and rehabilitation setting. Opportunities for students to receive precepting with a registered nurse will be an integral component of the course.

NURS 450 A Cognitive Approach to Clinical Problem Solving**3c-01-3sh****Prerequisite:** NURS 412

This course focuses on advanced clinical problem solving and decision making skills needed by professional nurses. Factors that influence clinical problem solving will be examined to facilitate higher level thinking in simulated clinical situations.

6. Program Revision - Department of Nursing and Allied Health Professions
Bachelor of Science-Nursing

PASSED

Present Program

Bachelor of Science--Nursing

Liberal Studies: As outlined in Liberal Studies 55-56 section with the following specifications:

Mathematics: *MATH 217 (1)*

Natural Science: CHEM 101-102

Social Science: PSYC 101, SOC 151

Liberal Studies Electives: PHYS 151/161, PSYC 310, no courses with NURS prefix

Major:

53

Required courses:

NURS 280 Introduction to Nursing	3 sh
NURS 285 Introduction to Clinical	3 sh
NURS 302 Core I	2 sh
NURS 303 Clinical Laboratory	5 sh
NURS 304 Core II	2 sh
NURS 305 Clinical Laboratory II	5 sh
NURS 322 Maintenance and Restoration of Wellness I	3 sh
NURS 323 Maintenance and Restoration of Wellness II	3 sh
NURS 402 Core III	2 sh
NURS 403 Clinical Laboratory III	5 sh
NURS 404 Core IV	2 sh
NURS 405 Clinical Laboratory IV	5 sh
NURS 422 Maintenance and Restoration of Wellness III	3 sh
NURS 423 Maintenance and Restoration of Wellness IV	3 sh
NURS 430 Nursing Research	3 sh
NURS 480 Seminar in Nursing (2)	4 sh

Other Requirements:

19

Science Sequence:

BIOL 105 Cell Biology	3 sh
BIOL 150 Human Anatomy	3 sh
BIOL 151 Human Physiology	4 sh
BIOL 241 General Microbiology	3 sh
FDNT 212 Nutrition	3 sh
PSYC 321 Abnormal Psychology	3 sh

Free Electives:

0

(#)Total Degree Requirements

127-128

- (1) The Pennsylvania State Board of Nursing requires two units of high school mathematics (one of which is algebra) for admission to the nursing major.
- (2) **NURS 480 must be taken four semesters, focusing on a different topic each semester.**
- (#) See advisory paragraph "Timely Completion of Degree Requirements" in the section on Requirements for Graduation.

Proposed Program

Bachelor of Science--Nursing

Liberal Studies: As outlined in Liberal Studies 55-56 section with the following specifications:

Mathematics: MATH 217 (1)

Natural Science: CHEM 101-102

Social Science: PSYC 101, SOC 151

Liberal Studies Electives: **PHYS 151/161, PSYC 310, no courses with NURS prefix**

Major: 52-55

Required Courses:

NURS 211 Nursing Practice I	1 sh
NURS 212 Professional Nursing I	2 sh
NURS 213 Nursing Practice II	1 sh
NURS 214 Health Assessment	2 sh
NURS 236 Foundations of Nursing	3 sh
NURS 312 Professional Nursing II	2 sh
NURS 316 Research Utilization in Nursing	3 sh
NURS 336 Adult Health I	4 sh
NURS 337 Adult Health Clinical I	5 sh
NURS 338 Maternal-Child Health	4 sh
NURS 339 Maternal-Child Health Clinical	5 sh
NURS 412 Professional Nursing III 2 sh	
NURS 432 Psychiatric/Mental Health	2 sh
NURS 434 Community Health	2 sh
NURS 435 Community/Psychiatric/Mental Health Clinical	5 sh
NURS 436 Adult Health II	4 sh
NURS 437 Adult Health Clinical II	5 sh
NURS 450 A Cognitive Approach to Clinical Problem Solving (2)	3 sh

Other Requirements:

16

BIOL 105 Cell Biology	3 sh
BIOL 150 Human Anatomy	3 sh
BIOL 151 Human Physiology	4 sh
BIOL 241 General Microbiology	3 sh
FDNT 212 Nutrition	3 sh

Free Electives:

0-1

(#)Total Degree Requirements

124-127

- (1) The Pennsylvania State Board of Nursing requires two units of high school mathematics (one of which is algebra) for admission to the nursing major.
- (2) Students who achieve a higher score than a specified minimum on a department required standard test(s) are exempt from NURS 450.
- (#) See advisory paragraph "Timely Completion of Degree Requirements" in the section on Requirements for Graduation.

For Information:

7. Liberal Studies Committee Report:

NURS 312 Professional Nursing II and NURS 316 Research Utilization in Nursing were approved for Type II Department Course Writing Status.

For Action:

8. Department of Nursing and Allied Health Professions - Deleted Courses **PASSED**

NURS 280 Introduction to Nursing to be deleted at the end of the Spring 2001 semester.

NURS 285 Introduction to Clinical to be deleted at the end of the Spring 2001 semester.

NURS 302 Core I to be deleted at the end of the Fall 2001 semester.

NURS 303 Clinical Laboratory I to be deleted at the end of the Fall 2001 semester.

NURS 304 Core II to be deleted at the end of the Spring 2002 semester.

NURS 305 Clinical Laboratory II to be deleted at the end of the Spring 2002 semester.

NURS 322 Maintenance and Restoration of Wellness I to be deleted at the end of the Fall 2001 semester.

NURS 323 Maintenance and Restoration of Wellness II to be deleted at the end of the Spring 2002 semester.

NURS 402 Core III to be deleted at the end of the Fall 2002 semester.

NURS 403 Clinical Laboratory III to be deleted at the end of the Fall 2002 semester.

NURS 404 Core IV to be deleted at the end of the Spring 2003 semester.

NURS 405 Clinical Laboratory IV to be deleted at the end of the Spring 2003 semester.

NURS 422 Maintenance and Restoration of Wellness III to be deleted at the end of the Fall 2002 semester.

NURS 423 Maintenance and Restoration of Wellness IV to be deleted at the end of the Spring 2003 semester.

NURS 430 Nursing Research to be deleted at the end of the Spring 2003 semester.

Rationale for Change

Current trends in health care demand changes in nursing curricula. Historically nursing care has been provided primarily in hospital settings. However, hospital restructuring, health care reimbursement changes, shifts in population demographics, and cost containment have forced nurses to explore expanded roles in diverse health care settings, many of which are outside of the hospital setting. The current and anticipated changes in health care delivery systems magnify the challenge for nurse educators to provide a curriculum that will meet the needs of graduates who will practice professional nursing in the 21st century.

The proposed curriculum incorporates a shift in focus in the nursing program from individual patients in hospital settings to community and population based care. This shift continues to be emphasized in nursing literature as a recommended direction for change. Another shift involves movement away from an illness-focused curriculum to one that focuses on health promotion and disease prevention. Concurrently, the need for management and leadership skills is essential for nursing survival in the current health care arena. Knowledge and technical competencies remain important as well as critical

thinking, problem solving and communication skills. These suggestions have been considered and incorporated into the curriculum revision.

In response to students, faculty, and alumni the revision of the present curriculum addresses the areas of: skill development, knowledge of pharmacology, enhancement of research utilization skills, development of the manager/coordinator/designer of health care role, professionalism, and coordination of teaching between theory and clinical. The proposed curriculum is designed to enhance the coordination of clinical experiences with the content of the theory courses. It addresses the health care changes related to community and population based care, health promotion and disease prevention, inclusion of core competencies, and recommendations of the departmental quality improvement committee.

APPENDIX D-GRADUATE COMMITTEE**FOR ACTION****PASSED****Undergraduate Curriculum Committee and Graduate Committee Joint Proposal for Special Topics Courses:**

Special Topics courses are restricted to three offerings. Under exceptional circumstances, a fourth and final offering of a Special Topics undergraduate or graduate course will be permitted if a complete new course proposal has been submitted to the Undergraduate Curriculum Committee or Graduate Committee prior to the scheduling of the fourth offering.

Rationale:

While current University Policy restricts the number of offerings of Special Topics courses to three, this limit is routinely violated. The excessive offerings of Special Topics courses, which are not peer-reviewed, raises concerns about quality control, (a component of the Middle States review for graduate accreditation), and, for students, acceptance of these undergraduate and graduate courses for credit or content by other institutions, as well as by IUP (e.g., only two Special Topics courses may count toward a graduate degree). The Undergraduate Curriculum Committee and the Graduate Committee maintain that three offerings of a course provide sufficient time to develop and submit a new course proposal for review.