

MINUTES OF THE UNIVERSITY SENATE
April 3, 2001

Chairperson Nowell called the April 2001 meeting of the University Senate to order at 3:25 p.m. in the Alumni Auditorium of the Eberly College of Business.

The following Senators were **excused** from the meeting: O. Agozino, John Baker, R. Camp, A. Creany, L. Delbrugge, M. Hannibal, V. Hemby, T. Holm, R. Horton, D. Hulings, J. Kuzneski, M. Moore, D. Myers, L. Pettit, M. Piwinsky, M. Rahman, E. Receski, H. Sitler, A. Wutsch.

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

The following Senators were **absent** from the meeting: Janice Baker, M. Joyce, K. Polansky, E. Ruffner, R. Russell, S. Shiring, J. Solak, M. Vella.

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

The minutes of the February 27, 2001 meeting were **ACCEPTED**.

Agenda items for the April 3, 2001 meeting were **ACCEPTED**.

REPORTS AND ANNOUNCEMENTS

PRESIDENT'S REPORT (Dr. Pettit)

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

PROVOST'S REPORT (Dr. Staszkiwicz)

I mentioned at the last meeting that I'd like to see us try to use technology to help streamline the business of the Senate. Since that meeting I have had the opportunity to speak with Senator J.B. Smith and former Senator, Steve Jackson, as well as with Chairperson Nowell about the possibility of utilizing the software, WebCT, for this purpose. For those of you familiar with WebCT, you know that it has many administrative and communication capabilities that could improve the efficiency with which we do business. I am pleased to report that both Steve and J.B. are willing to accept a summer contract to help design the system. If all goes well, we may actually have something up and running this coming fall semester. I have also made initial contact with the IUP Center for Software Development to automate the curriculum review process, but I don't have much to report on that at this time. Hopefully by the next meeting, I'll have more for you on this exciting development.

I recognize that at today's meeting and at the May meeting, the Senate will be asked to transact an inordinate amount of business. Since many people have worked hard to get to the point of bringing proposals to the floor, I want to applaud their hard work and encourage all the senators to stay as long as it takes to reach closure on these items. Universities, because we are so locked into an academic year calendar, are often accused of being slow and of lacking in agility with regard to transacting important business. Many of my non-IUP friends often kid me about the difference between university time and real time. When we have a choice between completing business before we wind down for the summer or to wait till the following fall, we should put in the effort to complete the business as early as possible. In fact, I believe it is time to consider providing funding during the summer for some of our committees to continue to meet. Perhaps by doing so, we would be able to get action items on the agenda early in the fall semester. I am willing to commit funds for that this summer and encourage Dr. Nowell and the committee chairs to discuss this with me this semester.

CHAIRPERSON'S REPORT (Dr. Nowell)

I have nothing to report, but I do want to thank Senator Will Radell and the members of the Rules Committee for their energy and efforts that have been significant of late. Thank you Will! Thank you Rules Committee members!

VICE CHAIRPERSON'S REPORT (Senator Joseph)

Several reps from SC went to State System Advocacy day in Harrisburg to lobby our congress members for SSHE funding. They said it went very well and proved to be educational.

Residence life has gathered over 300 letters to send to our representatives to give SSHE funding for the sprinkler system in the residence halls

The anti-Indians nickname campaign continues, with APSCUF's official endorsement of the issue. Student Congress has also gathered over 300 letters stating that students will not contribute money to the school until the mascot name and nickname is changed. Susan Harjo will speak to the campus on May 1st shortly after the senate meeting!

Meeting of the masses went extremely well, and we thank everyone who attended. Issues such as the mascot, recycling, and the advising system came into question, and hopefully progress can be made on each of these. Thanks to Laura Cramer and her PR committee for putting this together.

Student Congress elections, as well as the activities fee referendum will take place during the week of April 16-23 on-line.

OLD BUSINESS

There was no old business to discuss.

STANDING COMMITTEE REPORTS

Rules Committee

- 1) **For Senate Action:** **PASSED BY 108-9**
VOTE
 Proposed Senate Constitution Changes: discussion and vote by ballot on changes first presented on 2/27/01 (2/3rds of those voting required for passage). *See Appendix A, Page 6.*

- 2) **For Senate Action:** **PASSED**
 Proposed Senate Bylaws Changes: discussion and vote (simple majority of those voting required). *See Appendix A, Page 9.*

- 3) **For Senate Action:** **PASSED**
 Senate approval for referendum of FACULTY seeking approval for disposition of university curriculum committees (pending Rules Committee approval). **Resolved that, The Rules Committee is authorized to conduct a referendum of the FACULTY, to determine approval of the proposed process of selecting university-wide curriculum committees.**

Research Committee

At the March meeting, USRC reviewed 10 Senate Fellowship proposals and all of the proposals were funded for a total of \$42,400. Of the 9 grant proposals for the March competition, 6 were funded for a total of \$8,200. The next USRC meeting will be held on Tuesday, Apr. 10 at the Graduate School Conference Room in Stright Hall.

Student Affairs Committee

For Senate Action: **PASSED**

The Policies and Regulations Regarding Student Behavior was discussed and voted upon by the Senate. For complete details, refer to *See Appendix B, Page 25.*

The committee report and vote on the Civility Policy was moved to the end of the agenda. In that no time was available to address this issue, it will be brought up under “old business” at the May, 2001 meeting.

University Development and Finance Committee

No report was made except that the next meeting of this committee will be on April 10, 2000 in Ackerman 109.

Academic Committee

For Senate Action:

PASSED

The Mid-Terms Grade Report Policy: Rational, Implementation Policy. For complete details, refer to *See Appendix C, Page 41.*

Awards Committee

Senator Jackson (Chair of the committee) thanked the Awards Committee for their efforts over the past 1.5 months. He especially appreciated the efforts of the Vice Chair, Student Senator Laundrie. The Committee reviewed several nominees supporting documentation and materials and recommended to the President four individuals for the 2000-01 Distinguished Faculty Awards. The President accepted the following recommendations and notified award winners:

Annie-Laurie Wheat:	Creative Arts Award
Prashanth Nagendra:	Research Award
Steven Jackson:	Service Award
Ron Juliette :	Teaching Award

Members of the University Senate recognized the winners with a round of applause.

Senator Jackson indicated no further Senate Award meetings are scheduled this year.

Undergraduate Curriculum Committee

See *Appendix D, Page 42* for the curriculum issues that were voted upon.

Graduate Committee

See *Appendix E, Page 47* for the Graduate Committee issues that were voted upon.

Library and Educational Services Committee

See *Appendix F, Page 52* for the finalized conversion plan to the Library of Congress filing system which was provided for senate information

Noncredit Committee

Robin Gorman, Director of Workforce Development and Community Programs in the School of Continuing Education gave a report to the committee that provided an overview of programs in Pennsylvania that provide funding assistance to companies that meet certain criteria. So far this year, IUP has assisted more than twenty businesses in obtaining a total of nearly 1 million dollars in state funding.

The Noncredit Committee heard a report from Albert Wutsch regarding the progress of the IUP Academy for Culinary Arts. Given that each graduate receives approximately seven job offers, and 50 percent gain employment in four or five-star hotels and resorts, the Academy has been able to fill its class of 110 on a regular basis. Also, approximately 30 percent continue their studies at IUP in the area of HRIM and Food and Nutrition.

The next meeting of the committee is April 24 at 3:15 p.m.

New Business

There was no new business to report.

With no further business, the meeting was adjourned at 4:59 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**

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.

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

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~~ **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.

b. 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-STUDENT AFFAIRS COMMITTEE
(CHAIRPERSON HALL)**

FOR ACTION

Policies and Regulations Regarding Student Behavior

Board of Governors Policy 1984-13-A requires that each university president, with trustee approval, create rules of student conduct and judicial procedures, which define with reasonable specificity disciplinary offenses, penalties or sanctions, and procedural guidelines to adjudicate rules violations.

In light of recent federal legislation the *Policies and Regulations Regarding Student Behavior* were reviewed by a committee during the fall 2000 semester to ensure their compliance. University Legal Counsel reviewed the proposed revisions in February 2001. The proposed revisions were reviewed and approved by the Student Affairs Committee of the University Senate at their February 20, 2001 meeting.

(Go to Next Page for Behavior Code)

Policies and Regulations Regarding Student Behavior

A. Introduction

IUP is an academic community within the society at large. As a community, the university has developed a code of standards and expectations that are consistent with its purpose as an educational institution. IUP reaffirms the principle of student freedom, coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior. As a member of the academic community and of the larger society, a student retains the rights, protection, guarantees, and responsibilities which are held by all citizens.

The primary intent of this educational system is to create behavioral change in the student, promote civility, openness, and justice, while and also protect the rights of the members of the university community. The judicial system of IUP exists to review alleged violations of university regulations and/or federal, state, and local ordinances. The system will hold the student accountable for his/her actions when IUP regulations or statutes have been violated.

B. Definitions

1. The term "university" shall refer to the community of faculty, staff, and students at IUP, as well as to premises and facilities.
2. The term "student" shall include any person currently enrolled, in the process of registration, or who will be registered for an academic term, course, program, or activity at the university.
3. The term "faculty member" shall mean any person employed by the university who holds academic rank or performs teaching or research duties.
4. The term "staff member" shall mean any person employed by the university or the Student Cooperative Association who is not considered faculty.
5. The term "university premises/facilities" shall mean all buildings or grounds owned, leased, operated, controlled, or supervised by the university or the Student Cooperative Association.
6. The term "organization" shall mean a group of persons who have complied with university requirements for registration or recognition.
7. The term "university (sponsored) activity" shall mean any activity on or off campus, which is initiated, aided, funded, authorized, or supervised by the university or the Student Cooperative Association.

8. The terms "will" and "shall" are to be used in the imperative sense, not imparting a choice.
9. The term "may" is to be deemed permissive, imparting a choice.
10. The terms "vice president for Student Affairs" and "director of Housing and Residence Life" refer to individuals holding those positions or their designees.

C. Student Behavior Regulations

The list of offenses, which follow, is not to be taken to be exclusive as to the grounds that might lead to the issuance of discipline against a student. The university reserves the right to ~~issue discipline to~~ any student for any action (or any inaction in a situation where the student has a duty to act) that an ordinary, reasonable, intelligent college student knows or should know might **result in** discipline. This simply means that the university reserves the right to issue discipline for reasonable cause. Such discipline may include, but is not limited to, suspension, expulsion, or involuntary withdrawal from all or part of IUP's academic or other programs. The standard **for determining discipline** is objective, not subjective and if an ordinary, reasonable, intelligent college student should have known that particular action or inaction might lead to the issuance of discipline, the university still may issue discipline, even if the particular student who is charged with the particular offense did not know the provisions of this clause are incorporated by reference in any notice of misbehavior, so long as the notice fairly describes the act(s) or omission(s) with which the student is charged.

C. ~~Student Behavior Regulations~~

~~Although~~ The primary function of the judicial system is to adjudicate **alleged** ~~policy~~ violations by students ~~which that~~ occur on campus. The university reserves the right to adjudicate violations by ~~university~~ students in off-campus locations when those violations might adversely affect the university community. The university maintains the right to amend its rules and to make such amendments effective immediately upon appropriate public notification of students. The following actions and/or behaviors are expressly prohibited ~~on~~ ~~university premises and facilities~~. It is the responsibility of each student to become familiar with these regulations.

1. Unauthorized Entry/Unauthorized Use

Attempted or completed entry into, or use of, university facilities, property, or equipment without authorization.

2. Property

- a. Possession of stolen university property or the property of any individual, group, or entity.
- b. Theft of university property or property of any individual, group, or entity.

- c. Destruction and/or damage to university facilities or to the property of any individual, group, or entity.

3. Event Registration: Facilities Use

Violation of policies or regulations governing the registration of student organizations, events on campus, and use of university facilities.

4. Alcohol

- a. Possession and/or consumption of alcoholic beverages on campus except as provided in the university Alcohol Policy.
- b. Underage Drinking -possession, consumption, and/or sale or distribution of alcohol by or to persons under the age of twenty-one.
- c. Excessive use of alcohol resulting in a state of intoxication that endangers oneself or other members of the community. Excessive use includes (but is not limited to) use resulting in a need for medical attention, inability to function without assistance, unconsciousness, inability to recall events, incoherent or disoriented behavior, and loss of control of bodily functions.

5. Automotive

Violation of Student Cooperative Association or university policies and regulations governing the possession or use of automobiles, motorcycles, or other motor vehicles on campus or violations of parking regulations published by the University Police.

6. Obstruction/Disruption

Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other university activities including its public service functions, or of other authorized activities.

7. Abuse/Harassment/Sexual Assault/Stalking

- a. Abuse - Physical intimidation and/or assault, or conduct which threatens or endangers the health, safety, or well being of any person or group. Abuse includes (but is not limited to) hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
- b. Harassment - Intimidation, invasion of privacy, or any threat to the well-being of a person or group which is communicated verbally, in writing, or through contact by telephone, computer, or a third party, or by any other means of communication. "Examples include (but are not limited to) harassment based on gender, racial/ethnic background, religious belief, sexual orientation, and physical disability."

- c. Attempted or completed sexual assault/misconduct - includes (but is not limited to) rape, attempted rape, and/or inappropriate touching of another person. Rape is defined as sexual intercourse that is perpetrated against the will of the victim by a person or persons known or unknown to the victim. Rape includes engaging in sexual behavior with a person who is unconscious and/or mentally impaired (including impairment by intoxication and/or other substance abuse).
- d. Stalking – Conduct or repeated acts toward others, including (but not limited to) willfully following and/or contacting someone with the intent and/or effect of creating fear or emotional distress.

8. Drugs

Possession, use, or distribution of controlled substances and/or paraphernalia containing evidence of such substance, except as expressly permitted by law.

9. Disorderly/Obscene Conduct

- a. Disorderly Conduct - behavior that disrupts or interferes with the orderly functions of the university, disturbs the peace and/or comfort of persons, or interferes with the performance of duties by university personnel.
- b. Obscene Conduct - any behavior that would be considered lewd or indecent by a reasonable person. Examples include (but are not limited to) voyeurism, public urination/defecation, public exposure of private body parts, etc.

10. Noncompliance

Failure to comply with the direction of an authorized university or Student Cooperative Association official and/or staff member acting in the performance of his/her duties. Failure to provide identification when requested to do so by a university or Student Cooperative Association official, including Resident Assistants and Student Managers. Failure to comply with the direction of any person responsible for a facility or registered function, who is acting in accord with those responsibilities. (The previous persons must identify themselves and state the reason for a directive.) Failure to fulfill any sanction(s) levied as a result of a judicial proceeding. Failure to meet with an authorized university or Student Cooperative Association official or staff member when directed to do so.

11. Contractual Obligations

Failure to honor all contracts with and debts to the university (including terms and conditions of the "Residence Hall Housing License Agreement and Dining Services Contract," the "Housing License Agreement for Apartment Living", ~~the group houses contract,~~ and the Student Cooperative Association).

12. Firearms/Weapons/Explosives

Possession and/or use of any weapon, which is any object used to inflict a wound or cause injury. This includes but is not limited to, possession and/or use of firearms, ammunition, knives, swords, nunchucks, stun guns, BB guns, look-alike weapons, or explosives, such as fireworks, unsecured compressed air cylinders, paintball guns, or dangerous chemicals, except as authorized for use in class, in connection with university-sponsored research, or in another approved activity (provisions may be made to store firearms with the University Police).

13. Fire/General Safety

a. Fire Safety - Tampering with safety devices (including but not limited to such as alarm systems, fire extinguishers, exit signs, smoke/heat detectors, fire hoses, etc. and/or. Failure to conform to safety regulations, (including but not limited to such as falsely reporting an incident, failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system, etc. overall safety. In addition, individuals are responsible for the safe use and disposal of outdoor grills, tobacco products, and other fire-related items in areas authorized for such use.

b. General Safety – Conduct that unreasonably or recklessly threatens or endangers the well being of any person is prohibited.

14. Arson

Setting or attempting to set fire to, or creating/causing a fire on university-owned or operated property, or on properties under the ownership and/or supervision of the Student Cooperative Association.

15. Gambling

~~Gambling as defined by Pennsylvania law.~~ All forms of gambling are prohibited unless a license has been secured and approval to solicit has been granted by the appropriate university office. Gambling consists of the payment of a consideration or fee, for the chance to win a prize, the winner of which is determined by chance. Nonprofit organizations that have been licensed to conduct small games of chance are required to obtain and follow all rules issued by county licensing authorization in the Office of the County Treasurer and the appropriate university office. Small games of chance include (but are not limited to): punchboards, pull-tabs, raffles (including lotteries), and daily drawings.

16. Dishonesty/Fraud

Dishonest or fraudulent behavior, such as forgery, alteration, or misuse of university documents, records, or identification (including but not limited to I-cards, credit cards, debit cards, pin numbers, and/or computer

usernames/passwords), and/or knowingly furnishing false information to university or Student Cooperative Association officials. Academic dishonesty and fraud are covered by the Academic Integrity Policy and Procedures.

17. Complicity

Presence during any violation of university policy for Student Life in such a way as to condone, support, or encourage that violation. (NOTE: Students who anticipate or observe a violation of university policy are expected to remove themselves from participation the situation and are encouraged to report the violation.)

18. Other

~~Students are expected to comply with~~ Apparent or alleged violation of federal, state, and local ordinances and other university regulations as prescribed in this handbook, the housing contract license agreement, the university catalog, or and other official university publications, including publications on the University website.

D. Jurisdiction

Judicial referrals of alleged behavioral violations will be adjudicated in the following manner through two parallel systems: the university judicial system and the residence hall judicial system.

1. The university judicial system shall adjudicate:

a. Cases involving alleged violations of university rules and regulations (excluding charges filed against recognized organizations) by students who live off campus and when the alleged violation(s) occurs in a location other than an on-campus residential building or dining facility.

~~b. Appeals of department chairperson decisions involving academic integrity cases.~~

b. e. Cases involving alleged violations of local, state, and federal rules, laws, and ordinances by students who live off campus except when those violations occur within an on-campus residential building residence facility or dining facility hall.

~~d. Appeals of university hearing officer decisions, which are accepted.~~

2. The residence hall judicial system shall adjudicate:

a. Cases involving alleged violations of the "Contract for Housing and Dining Services." "Residence Hall Housing License Agreement and Dining Services Contract" and the "Housing License Agreement for Apartment Living."

b. Cases in which alleged violations occur in an on-campus residence residential facility building or dining hall facility.

- c. Cases involving alleged violations of local, state, and federal rules, laws, and ordinances (in or outside university residence facilities or dining halls that involve on-campus residential students. -except for academic dishonesty.

E. Adjudicator Structure and Selection

In all judicial proceedings, the student accused of violating student behavior regulations will have his/her case heard before one of the following adjudicators:

1. **Hearing officers** – University employees who are designated by the vice president of Student Affairs for the university judicial system or the director of Housing and Residence Life for the residence life judicial system and are appointed by the president of IUP to adjudicate cases at the Informal Resolution Conference or Administrative Hearing level.
2. **A university or residence hall Judicial Board** – A judicial board generally consists of a chairperson designated by the vice president for Student Affairs or the director of Housing and Residence Life, three faculty and/or staff members, and three students selected from a pool of prospective members who have been trained to participate as judicial board members.
- ~~3. A pool of prospective members for judicial boards is selected from faculty, staff, and student volunteers.~~
3. **Special Interim Judicial Boards** - The university reserves the right to establish special interim judicial boards appointed by the vice president for Student Affairs and/or the director of Housing and Residence Life to expedite adjudication of student disciplinary cases when it is inconvenient for the university or residence hall judicial board to convene. These boards, composed of one of more persons, are convened to hear cases under the following conditions:
 - a. An interim suspension has been issued (see Section K)
 - b. The case must be heard at times inconvenient for a judicial board to convene (for example, final exam week, vacation periods, summer school, etc.) Hearing officers, the university judicial board, the residence hall judicial board, and special interim boards have delegated authority from the president of IUP to adjudicate student disciplinary cases. University legal counsel may be called upon, as deemed necessary by the vice president for Student Affairs, to provide assistance with selected cases.

F. Procedures

Pre-hearing Procedure

1. Charges of a violation can originate from any member of the university community and shall be reported to the appropriate university office (Housing and Residence Life or the Office of the Vice President for Student Affairs) within five class days of the incident unless justifiable circumstances, as determined by the

- vice president for Student Affairs or the director of Housing and Residence Life, make such notification impossible or impractical.
2. The designated university official will review the case and determine whether the case should be adjudicated by the judicial system, and, if so, whether the case will be handled in an informal resolution conference or assigned to a hearing officer or judicial board.
 3. An accused student may participate in an informal resolution conference for minor first-time policy violations. An informal resolution conference involves a meeting between the accused student and an assigned adjudicator to discuss the charge(s). If the student and the adjudicator reach an informal resolution of the charges, an appropriate sanction will be issued and the matter will be closed.
 4. A judicial hearing will be scheduled under the following circumstances:
 - a. If the accused student and the adjudicator fail to reach an informal resolution.
 - b. If the adjudicator determines that the charges require further examination.
 - c. If the alleged incident involves more than one individual and a hearing is necessary to complete a thorough examination of the allegations.
 - d. If the outcome of the hearing may result in removal from/loss of housing, disciplinary ~~probation~~, suspension, or expulsion.
 5. If a judicial hearing is scheduled, the accused student shall be informed of the alleged violation(s), the date(s), time(s), and location(s) of the violation(s) and a summary of the actions which led to the charge(s). Notification of charges against the student shall also include, but not be limited to, the following information:
 - a. The date, time, and location of the hearing
 - b. Whether the case will be adjudicated by a hearing officer, a judicial board, or a special interim judicial board
 - c. Information regarding due process rights afforded the student prior to and during the hearing
 6. A student will be given a minimum of three-calendar-days' notice prior to appearing before the assigned adjudicator. In cases where the outcome of a hearing could result in suspension or expulsion, the student will be given a minimum of ten-calendar-days' notice between notification of the charges and appearance before the assigned adjudicator.
 7. The **accused** student **and alleged victim(s) of violent action** may select an advocate to advise him/her at the judicial proceeding. The advocate may consult and interact privately with the accused student **or alleged victim(s)** during judicial proceedings. The advocate is not permitted, however, to represent the accused student **or alleged victim(s)**.

8. The accused student may waive in writing his/her right to a hearing and accept one or more sanctions as determined by the adjudicator. The sanction(s) will reflect the severity of the current charge(s) against the student, as well as any previous disciplinary files record. A student who waives his/her right to a hearing forfeits any right to appeal the sanction(s) as determined by the adjudicator.
9. Students who are considered an immediate or substantial threat to themselves, others, and/or property may be issued an interim suspension by the Office of the Vice President for Student Affairs (see section "K. Interim Suspensions."

G. General Guidelines for Judicial Hearings

Students who do not participate in an informal resolution of the charge(s) against them shall participate in a judicial hearing. Guidelines used by hearing officers or judicial boards include:

1. The accused student shall have his/her case heard by an impartial adjudicator.
2. In situations where the original referring party is no longer available or cannot attend the hearing for unavoidable reasons, the referring party may send a proxy to the hearing to represent him/her throughout the proceedings.
3. The accused student shall have a fair and reasonable opportunity to answer, explain, and defend against information and witnesses presented at the hearing, to submit written, physical, and testimonial evidence, and to call relevant witnesses to appear on his/her behalf.
4. If the accused student chooses not to appear before the assigned adjudicator, his/her case will be adjudicated based upon the evidence presented at the scheduled hearing.
5. To the extent permitted by law, an alleged victim of violent action may choose to be present throughout the entire hearing or s/he may opt to provide his/her witness at the designated time only.
6. All hearings are closed unless the accused student requests an open hearing in writing. However, the hearing officer or judicial board chairperson has the authority to make the final decision regarding access of spectators to the hearing to the extent permitted by law.
7. A hearing officer or judicial board shall have the authority during judicial proceedings to hold an individual in contempt. Contempt is defined as disorderly or disrespectful conduct by participants or spectators in a hearing or the intentional misrepresentation of facts. Students found to be in contempt may be removed from the hearing and/or charged with violating applicable behavior regulations.
8. The accused student shall receive a written account of the decision of the adjudicator. A decision will be based upon evidence sufficient to make a reasonable person believe that a fact sought to be proved is more likely true than not.

9. The university will, for a reasonable period of time, maintain a written summary record and/or audiotape of the hearing. Accused students may request copies of this record but will be required to pay the cost of duplication.

10. The university ~~reserves the right to~~ will disclose the results of a disciplinary proceeding against an alleged perpetrator of a crime of violence to the alleged victim(s) of that crime. A victim is defined as an individual who was the recipient of the accused student(s) violent action.

H. Procedures for cases adjudicated by hearing officers

1. A student may challenge the assignment of a specific hearing officer to his/her case. This challenge must be presented in writing to the vice president for Student Affairs or the director of Housing and Residence Life at least one working day prior to the scheduled date and time of the hearing. Upon reviewing the details of the challenge, the vice president for Student Affairs or the director of Housing and Residence Life will either uphold the challenge and appoint an alternate hearing officer and arrange a new hearing time or deny the challenge. Failure to act shall be deemed denial.

2. A hearing officer will withdraw from adjudicating any case in which s/he feels s/he cannot reach a fair and objective decision.

3. The hearing officer will review all material, hear all evidence pertinent to the case from the accused and all witnesses, clarify issues raised, render a decision based on the evidence presented at the hearing, and take all actions and make all rulings necessary and proper for the hearing.

4. Following the hearing, the hearing officer will schedule a time to meet with the accused student (if possible) to issue a decision, and, if the student is found "in violation" of university rules, issue a sanction. This information is also presented to the student in writing.

5. A hearing officer's decision will be based on all evidence presented at the hearing. If the student is found "in violation" of university rules, all materials within the student's ~~past and present~~ judicial file will be used in determining an appropriate sanction(s).

I. Procedures for cases adjudicated by judicial board

1. Any student appearing before a judicial board may challenge any member of the board sitting in judgment of his/her particular case. Upon hearing the details of the challenge, the judicial board will, by majority vote (challenged member not voting), either uphold ~~or deny~~ the challenge. ~~and appoint an alternate member or deny the challenge.~~

2. A judicial board member will withdraw from participating in any case in which the member feels that s/he cannot reach a fair and objective decision.

3. The judicial board will review all materials and hear all evidence pertinent to the case from the referring party, the accused, and all witnesses. Members of the judicial board shall be free to ask relevant questions in order to clarify information or resulting issues.
4. After hearing all the evidence, the board will privately make its decision and, if necessary, determine appropriate sanction(s). If the student is found "in violation" of university rules, all materials within the student's past and present judicial file shall be used in determining appropriate sanctions.
5. The decision-making process is as follows:
 - a. A majority vote of the judicial board members present shall be required for any decision. The chairperson shall vote only in the case of a tie.
 - b. A quorum shall consist of four members in addition to the chair.
6. Upon the conclusion of the hearing, the judicial board chairperson will schedule a time to meet with the accused to issue the board's decision and, if the student is found "in violation" of university rules, to issue the sanction(s).
7. In cases where the judicial board recommends expulsion as the appropriate sanction, the chairperson will recommend the sanction to the vice president for Student Affairs who will make the final determination.

J. Sanctions

1. A hearing officer or judicial board may impose a single or multiple sanctions from the sanctions listed below. The university must at all times have consistent results in its adjudications.
2. Any sanction may be put on hold or "stayed" from implementation for a specified period of time to be determined by the hearing officer or judicial board.
3. Bias motivated offenses may result in stronger sanctions. Such offenses are defined as any offense wherein the accused student(s) intentionally selects the alleged victim because of the victim's race, disability, color, religion, national origin, gender, age, marital status, sexual orientation, or inclusion in any group or class protected by state or federal law.
4. Sanctions which may be imposed by the judicial board or hearing officers include the following:
 - a. **Disciplinary Warning:** A written warning may be given to the student that indicates that s/he has been found "in violation" of an IUP regulation and that failure to comply with IUP regulations in the future may result in referral to the judicial system to be handled as a second offense. A warning remains in effect for a specific period of time, as determined by the adjudicator.

- ~~b. **Contract for Behavior Change:** A written agreement between the student and the university, which is in effect for a specified period of time. Failure on the student's part to honor a contractual commitment to alter an inappropriate behavior pattern will be cause for referral to the judicial system as a second offense.~~
- b. Constructive Community Service or Educational Task:** A task which benefits the individual, campus, or community. ~~This task can be given alone or in conjunction with another sanction.~~
- c. Disciplinary Probation:** Disciplinary Probation, ~~which is for a specific period of time,~~ is an indication that a student's status at the university is seriously jeopardized. During the probationary period, if the student is found in violation of another policy/regulation, a more serious sanction will be levied, including possible suspension or expulsion from the university. **Disciplinary Probation is in effect for a specific period of time, as determined by the adjudicator.**
- d. Disciplinary Removal from University-owned Housing:** This sanction removes a student from university-owned housing **facilities** on either a temporary or a permanent basis. ~~The student forfeits his/her room or apartment fees for the balance of his/her housing contract.~~ This is a more severe sanction usually taken in response to serious or repeated violations of university regulations or housing policies/regulations.
- e. Loss of Eligibility for University-owned Housing:** The student, whether currently living in university-owned housing **facilities** or not, is denied future eligibility for university housing ~~whether~~ on a temporary or permanent basis. ~~University-owned housing includes all residence halls, Campus Towers, University Towers, and McCarthy Hall.~~
- f. No Visitation in University Housing/Facilities:** This sanction prohibits a student from being present within university housing or other designated facilities for any purpose for a specific time period as determined by the adjudicator.
- g. Restitution:** A student may be required to pay for damages to property, including but not limited to, personal and university property, and/or for personal injury. Payment will be made under guidelines determined by the Office of the Vice President for Student Affairs or the Office of Housing and Residence Life.
- h. Letter to Parents or Legal Guardians:** The student's parents or legal guardians ~~shall~~ receive a copy of the hearing officer's or judicial board's decision. This ~~shall~~ **does** not apply if the student is twenty-one years of age or older or if the student presents documentation to demonstrate independence (as defined in section 152 of the Internal Revenue Code).
- i. Suspension:** A student may be suspended from the university for a specific period of time, not to be less than the remainder of the current semester. Suspension requires that a student remove him/herself from university premises. S/he is not

permitted to attend classes or social activities or to be present on university property during the period of suspension.

This sanction can be recommended to the vice president for Student Affairs or the director of Housing and Residence Life by a hearing officer or imposed by the judicial board, a special interim board, or the vice president for Student Affairs.

- j. Expulsion:** In a very serious case, or when a student who has previously been suspended from the university appears before a judicial board, the board may recommend to the vice president for Student Affairs that the student be expelled from the institution. Expulsion from the university is permanent dismissal.

~~Any sanction may be put on hold or "stayed" from implementation for a specified period of time to be determined by the hearing officer or judicial board.~~

Any reasonable sanction(s) may be imposed by a judicial board, hearing officer, or special interim judicial board. Sanctions not listed previously may be imposed, if reasonable, upon approval by the vice president for Student Affairs.

K. Interim Suspension

In a situation where it is determined that a student's continued presence constitutes an immediate threat of harm to the student, other individuals, or university property, the Office of the Vice President for Student Affairs may suspend a student from the university pending final disposition of the case.

1. Within the ten days of issuance of the interim suspension, unless circumstances warrant an extension, a hearing will be convened to review the circumstances of the suspension.
2. The hearing body will then continue the suspension or take other action based upon the evidence presented at the hearing. The burden of proof in interim suspension cases lies with the university and not the student.
3. If the interim suspension is not upheld, the student will immediately be reinstated and will be guaranteed the opportunity to make up academic work missed during the semester in which the suspension was imposed. It is the responsibility of the student to make arrangements with faculty members for completing missed work.

L. Denial of Access

The president of the university and his/her designee has the authority to deny access to university premises and/or facilities to any individual not associated with the university who poses a danger to any member of the university community or to the property/facilities owned or operated by the university or who interferes with the orderly functioning of the university. In the event it is determined by the vice president for Student Affairs, or the provost, or any university official authorized by them to act in such a manner, such persons may modify the procedural provisions of these rules by the issuance of written orders

to deal with particular unusual procedural situations, so long as: no such order shall contradict the rules of the Board of Governors of the State System of Higher Education governing due process for students; and, no such rule shall deny fundamental fairness to students by, for example, effectively constituting a denial of notice or opportunity to be heard. This provision applies to proceedings under the university's academic integrity policy and also to student disciplinary proceedings.

M. Appeals

1. Grounds for Appeal: Upon receiving notification of the outcome of a case, a student or the referring party may appeal in writing for any of the following reasons:

- a. Denial of a fair and reasonable hearing
- b. New evidence (applies when there is an acceptable reason to explain why the evidence could not be presented at the original hearing)
- c. Excessively harsh or cruel sanctions

2. Procedure for appeal:

- a. The student or referring party must present a written request with the specific reason(s) for appeal to the vice president for Student Affairs or the director of Housing and Residence Life within ten calendar days of notification of the decision. The ten-day requirement may be waived by the vice president for Student Affairs where extenuating circumstances prevail and only if the ~~criteria included in "Appeals I.1."~~ grounds for appeal are met.
- b. The vice president for Student Affairs or the director of Housing and Residence Life may deny the appeal or direct the appeal to be heard by a Judicial Board, by a special interim board, or by another hearing officer. In cases where the vice president for Student Affairs or the director of Housing and Residence Life are presented with appeals for cases, which have resulted in suspension, legal counsel may be consulted.
- c. Upon hearing an appeal, the Judicial Board, hearing officer, director of Housing and Residence Life, or vice president for Student Affairs may reverse the original decision, sustain the decision, reduce the severity of the sanction, or require that the case be reheard, provided that ~~it is found that one of the conditions described in I.1. above has occurred.~~ the grounds for appeal are met.
- d. Appeals to decisions of the sanction of expulsion must be submitted to the Office of the President, and the president may consult with legal counsel in these cases.

N. Records and Record Keeping

The Office of the Vice President for Student Affairs will maintain student disciplinary files, which contain all necessary and appropriate judicial correspondence, hearing officer and judicial board decisions, and other documentation pertinent to any cases involving the student. Scandalous, impertinent, and irrelevant material, or material deemed unnecessary, may be discarded at any time. Judicial files will be maintained as follows:

- ~~1. For cases in which the sanctions levied are suspension or expulsion, the files will be maintained for a minimum of two years from the date of final adjudication.~~
- ~~2. For all other cases, judicial files will be maintained at least until the student's graduation or termination from the university, or five years.~~
1. Judicial records will be maintained for a period of seven years or three years after the statistic is last published, whichever is less.
2. The university reserves the right to retain all disciplinary files/records for longer periods as may be deemed necessary.

Note: In cases where more than one sanction is applied, records will be kept according to the length established for the most severe sanction.

The university will not release a student's disciplinary records without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974. (See IUP Student Records Policy.)

O. Branch Campuses

Subject to the approval of the vice president for Student Affairs, each branch campus shall establish a judicial system, which is consistent with the principles and structure of the system as outlined in this document.

APPENDIX C-ACADEMIC COMMITTEE
(CHAIRPERSON ANDREW)

FOR ACTION

Mid-term Grade Report Policy: Rationale, Implementation, Policy PASSED

Rationale:

This proposed Mid-term Grade Report Policy provides students, faculty, and administrators with a timely, standardized means of informing students whether their performance in a class has been satisfactory or unsatisfactory. Currently, the University's (06/01/1995 Withdrawal Policy states "Instructors are required to inform students of their standing in class prior to [the last two-thirds of the term]" (2000-01 Undergraduate Catalog 29). The proposed Mid-term Grade Report Policy moves this deadline from the two-thirds point of the semester up to the halfway, or mid-term, point of the semester. Such a move enables students who are in danger of failing a course to be notified of this danger so that they have adequate time to improve their academic performance. The policy also standardizes the way faculty inform students whose work is below the "C" level that their performance is unsatisfactory. These revisions to the existing policy for reporting mid-term grades thus help to improve student/faculty communication, to improve students' ability to monitor their academic performance, and to strengthen the University's academic mission.

Implementation:

This policy will be implemented for Fall 2001 and will use the same technology that is currently used for entering final grades. The Registrar will inform faculty and students when mid-term grades may be posted and read. This policy will be applied to Fall and Spring semesters only.

Mid-term Grade Report Policy

To help undergraduate students monitor their academic performance, faculty will provide a warning to students with unsatisfactory performance at mid-term. Using the university's accepted grade reporting technology, faculty will assign a mid-term grade of "D" (danger or potential failure) or "F" (failure). Each semester the Registrar will establish and announce the dates for the window within which mid-term grades may be posted by faculty and read by students and advisers. The mid-term grade is an advisory grade and is not a permanent part of a student's academic history. It will not be used to determine enrollment status, dismissal, or eligibility for financial aid, housing or athletic eligibility.

**APPENDIX D-UNIVERSITY WIDE
UNDERGRADUATE CURRICULUM COMMITTEE
(CHAIRPERSON SECHRIST)**

FOR INFORMATION

1. Honors College Committee Report:
 - THTR 481 Righteous Lunatics, Holy Fools; Malcolm Bowes
 - LBST 499 Poetry and Song; James Dearing
 - LBST 499 New Orleans: Perspectives on a Multicultural City; Lorraine Wilson
 - MUHI 301 Music History I
 - MUHI 302 Music History II
 - PLSC 111 American Politics

2. Liberal Studies Committee Report:
 - Dr. Stephanie Taylor-Davis approved to teach LBST 499 Food and Culture as a one-time substitute for Dr. Mia Barker.
 - Dr. Lloyd Stires approved to teach LBST 499 Globalization

 - GEOG 261 Geography of Wine -- approved for Liberal Studies Elective category.
 - MATH 115 Applied Mathematics for Business -- approved for Learning Skills Math category.
 - BIOL 119 Emerging Diseases -- approved for the non-lab science category.
 - SAFE 145 Workplace Safety Today and Tomorrow -- approved for the Liberal Studies Elective category.

3. Correction of Catalog credit listing error for FDED 441, which was originally approved to be offered 1-6 credits, but is listed in the catalog as var-6sh. The error was not noticed until the switch was made from Cosmos to Banner.

FOR ACTION

1. Department of Biology - New Course **PASSED**
 - BIOL 119 Emerging Diseases** **3c-01-3sh**
 - Prerequisite:** Non-biology majors and non-biology minors only.
 - This course is intended primarily to provide the student with an understanding of the biological basis of infectious diseases and the social, historical and ethical consequences of these types of afflictions. The course covers background material such as the germ theory of disease and the cell theory at an introductory level. The course includes specific cases of emerging or re-emerging infectious diseases with emphasis on current events relating to disease outbreaks.

 - Rationale: The course is designed to be a 3 credit non-laboratory science course that students may use to fulfill part of their liberal studies natural science requirements. It is intended for students who are non-biology majors or minors.

2. Department of Mathematics

A. New Course:

PASSED**MATH 115 Applied Mathematics for Business****4c-01-4sh**

Prerequisites: MATH 105 or appropriate Placement Test Score or permission of the Mathematics Department chairperson.

Note: A student may not take MATH 115 after successfully completing a calculus course without the written approval of the mathematics department chairperson. This course offers a review of elementary functions including logarithmic and exponential functions. Business majors are introduced to the mathematics of finance and central ideas of the calculus, including limit, derivative, and integral. Applications to business and economics are emphasized.

Rationale: The Mathematics Department currently offers two calculus sequences, MATH 123 - MATH 124 Calculus I and II for Physics, Chemistry, and Mathematics, and MATH 121-122 Calculus for Business, Natural and Social Sciences. Students in the College of Business are currently required to complete MATH 121, but the faculty of that college requested that a separate course be developed to replace MATH 121 for their majors. The Mathematics Department will continue to offer MATH 121 for students in Natural Sciences and Social Sciences.

B. Program Revision of Minor in Applied Statistics

PASSED

Current Program

Proposed Program

16 semester hours selected as follows:

- a) Introductory calculus course:
MATH 121 or 123
- b) Introductory statistics course:
MATH 214 or 216 or 217
- c) MATH 417
- d) MATH 418

The remaining hours may be chosen from the following:

- a) A second calculus course:
MATH 122 or 124
- b) MATH 171
- c) QBUS 215
- d) Any course for mathematics majors approved by the Applied Statistics Advisor.

The minor in Applied Statistics consists of at least 16 semester hours selected as follows:

- a) Introductory calculus course:
MATH 115 or 121 or 123
- b) Introductory statistics course:
MATH 214 or 216 or 217
- c) MATH 417
- d) MATH 418

The remaining hours may be chosen from the following:

- a) A second calculus course:
MATH 122 or 124
- b) MATH 171
- c) QBUS 215
- d) Any course for mathematics majors approved by the Applied Statistics Advisor.

Rationale: MATH 115 Applied Mathematics for Business is being added to the minor because it was requested as a replacement for MATH 121 for Business majors.

3. Department of Geoscience **PASSED**
- A. Deletion of the Minor in Geoscience
 Rationale: The minor is inactive and no students in recent memory have declared the minor. Students will be directed to the department's Geology Minor.
- B. Course Revisions **PASSED**
1. **GEOS 131**
 Current Catalog Description:
Historical Geology **3c-01-3sh**
Prerequisites: Geoscience majors/minors, any Science or Science Education majors/minors, Anthropology, Geography/Regional Planning majors, or permission of instructor.
 An introduction to the history of the earth, including the fossil record and the history of biologic evolution; the growth and tectonic interactions of oceans and continents; and the physical evolution of the earth's atmosphere, lithosphere, and hydrosphere. Designed to prepare students for upper-level geology classes.
- Proposed Catalog Description:
Historical Geology **3c-01-3sh**
Prerequisites: GEOS 121 and 122
Corequisite: Enrollment in GEOS 132
 An introduction to the history of Earth, including the fossil record and the history of biologic evolution. Topics will also include the growth and tectonic interactions of oceans and continents, and the physical evolution of the earth's atmosphere, lithosphere and hydrosphere. Designed to prepare majors and minors for upper-level geology classes.
2. **GEOS 132** **PASSED**
 Current Catalog Description:
Historical Geology Laboratory **0c-3l-1sh**
Prerequisites: GEOS 121/122, Geoscience majors/minors, any Science or Science Education majors/minors, Anthropology, Geography/Regional Planning majors, or permission of instructor.
Corequisite: Enrollment in GEOS 131
 Selected problems in stratigraphic analysis, paleontology, and structural geology; designed to prepare students for upper-level geology classes. Includes field trips.
- Proposed Catalog Description:
Historical Geology Laboratory **0c-3l-1sh**
Prerequisites: GEOS 121/122
Corequisite: Enrollment in GEOS 131
 Selected problems in stratigraphic analysis, paleontology, and structural geology; designed to prepare students for upper-level geology classes. Includes field trips.

Rationale: By deletion of the enrollment restriction, all majors may enroll in the course; this change makes 131/132 consistent with GEOS 121/122, which has recently been opened to non-majors.

3. Course Revision and Number Change **PASSED**
 Current Catalog Description:
GEOS 321 Mineralogy **2c-3l-3sh**
Prerequisite: GEOS 121 or CHEM 111
 Concerned with the properties of minerals; introduction to crystallography and chemistry of crystals, followed by a determination of minerals and their probable genesis. Includes field trips which may occur on weekends.

Proposed Catalog Description:
GEOS 220 Mineralogy **2c-3l-3sh**
Prerequisite: GEOS 121
Prerequisite or Corequisite: CHEM 111 or 113; or permission of instructor
 An introduction to crystallography, crystal chemistry, optical properties, and mineral associations and phase equilibria. Emphasis is on minerals pertinent to geology, Earth resources, and technology. Laboratory topics emphasize mineral identification in hand specimen, use of the petrographic microscope, and x-ray diffraction techniques. Includes field trips, which may occur on weekends.

Rationale: The content of the course has been updated to meet the current needs of the Geoscience community. The course description and prerequisites have been revised to better reflect the nature and content of the course. It is impossible to undertake a serious study of minerals without having some exposure to chemistry so it is now listed as a pre or corequisite. Geoscience majors must take either CHEM 111 or 113. The course number has been changed to better reflect course progression in the Geoscience program.

4. Department of Safety Sciences - New Course **PASSED**
SAFE 145 Workplace Safety Today and Tomorrow **3c-01-3sh**
Prerequisites: Non-Safety Sciences Major
 Introduces workplace safety, health and environmental aspects to students with limited knowledge of the subject. It includes the historical development of safety and health regulations, the impact of injury on society, identifying and evaluating hazards and hazard controls in specific industrial processes, basic principles of loss management, and the future of safety, health and environmental regulations.

Rationale: This course is a requirement for the proposed degrees Associate in Applied Science in Electro-Optics (A.A.S.E.O.) and Associate in Science in Electro-Optics (A.S.E.O.), where the course will be a Liberal Studies elective.

5. Department of Geography and Regional Planning - New Course

**SENT BACK TO UWUCC
BY VOTE OF 55-49
W/1 ABSENTION**

GEOG 261 Geography of Wine

3c-01-3sh

Prerequisites: Verifiable proof of 21 years of age or permission

The geography of the grape, its production, products, social significance, and consequences of the global wine trade are explored. Students will develop an appreciation for the environmental constraints and characteristics of wines and wine regions. Field trips to visit wineries are an essential element of the course. Includes voluntary tasting and evaluation of alcoholic beverage products.

Rationale: This course will be a Liberal Studies elective for non-majors and it may be taken as a free elective by Geography majors.

APPENDIX E-GRADUATE COMMITTEE
(*Chairperson Kondo*)

FOR ACTION

1. Dual Level Course

PASSED

EDSP 477/577 Assessment of Student Learning (Start term Summer 2001) 3c-01-3sh

This course is designed to acquaint students with major methods and techniques of evaluation used to assess and report growth, development, and academic achievement of learners in elementary and secondary schools, including interpretation of standardized test information.

Rationale: The request to change this course to dual level is being made in order to allow post baccalaureate students returning for certification to take the class for graduate credit. The course satisfies their educational assessment requirement. The change also allows more flexible scheduling for a class, which must be taken by so many students. EDSP 618, Interpretation of Tests, the course currently fulfilling this requirement, does not meet their needs as it does not address construction of classroom tests.

2. Minor Program Revision

PASSED

M.S. in Nursing (Start Term Fall 2001)

A. Catalog Revision

Current Catalog Description

The program leading to a Master of Science degree in nursing is fully accredited by the Commission on Collegiate Education. It is designed to prepare the graduate for an advanced practice nursing role as a nurse administrator or a community health clinical nurse specialist and serves as a foundation for doctoral study.

Upon completion of the degree the student is prepared to:

Provide leadership that influences nursing practice and contributes to the advancement of the nursing profession.

Synthesize advanced skills and scientific knowledge to practice as a community health clinical nurse specialist or nurse administrator

Utilize advanced nursing practice knowledge and research skills in the identification, resolution, and evaluation of clinical nursing or management problems to provide high quality, cost effective health care for the community

Course work builds on the knowledge and skills gained in a basic nursing education program. It provides the theoretical and practical knowledge required for advanced nursing practice in diverse settings within a rapidly changing health care system. Nurse administrators assume leadership roles in planning, organizing and implementing care across the spectrum of health care settings. Clinical nurse specialists provide leadership

in the provision of care for clients with multiple and/or complex needs within a variety of community settings.

Students may choose the 42 credit Community Health Clinical Nurse Specialist track or the 36 credit Nursing Administration track.

Proposed Catalog Description

The program leading to a Master of Science degree in nursing is fully accredited by the Commission on Collegiate Education. It is designed to prepare the graduate for an advanced practice nursing role as a nurse administrator or a community health clinical nurse specialist and serves as a foundation for doctoral study.

Upon completion of the degree the student is prepared to:

Provide leadership that influences nursing practice and contributes to the advancement of the nursing profession.

Synthesize advanced skills and scientific knowledge to practice as a community health clinical nurse specialist or nurse administrator.

Utilize advanced nursing practice knowledge and research skills in the identification, resolution, and evaluation of clinical nursing or management problems to provide high quality, cost effective health care for the community

Course work builds on the knowledge and skills gained in a basic nursing education program. It provides the theoretical and practical knowledge required for advanced nursing practice in diverse settings within a rapidly changing health care system. Nurse administrators assume leadership roles in planning, organizing and implementing care across the spectrum of health care settings. Clinical nurse specialists provide leadership in the provision of care for clients with multiple and/or complex needs within a variety of community settings.

Students may choose the 42 credit Community Health Clinical Nurse Specialist track or the 36 credit Nursing Administration track.

Registered nurse students who enroll in the IUP Bachelor of Science in nursing program may take up to six credits of graduate level course work as part of the undergraduate program. These graduate level courses taken by IUP undergraduate nursing students would be used to partially fulfill the degree requirements of the IUP MS in nursing program.

B. Comparison of Current and Proposed Program: Nursing Administration Track

Current Program

Proposed Program

Courses	Credits	Courses	Credits
Graduate Nursing Core		Graduate Nursing Core	
NURS 610 Health Promotion & Social Issues	3	NURS 610 Health Promotion & Social Issues	3
NURS 614 Health Care Organizations & Policy	3	NURS 614 Health Care Organizations & Policy	3
NURS 620 Theoretical Foundations of Nursing	3	NURS 620 Theoretical Foundations of Nursing	3
NURS 622 The Practice of Nursing Research I	3	NURS 622 The Practice of Nursing Research I	3
NURS 623 The Practice of Nursing Research II	3	NURS 623 The Practice of Nursing Research II	3
Electives **	6	Electives **	6
Administration Courses		Administration Courses	
NURS 619 Leadership Strategies For Nursing	3	NURS 619 Leadership Strategies For Nursing	3
NURS 729 Nursing Administration	3	NURS 729 Nursing Administration	3
NURS 730 Financial Management in Health Care	3	NURS 730 Financial Management in Health Care	3
NURS 731 Nursing Administration Practicum	6	NURS 731 Nursing Administration Practicum	6
Total Credits	36	Total Credits *	30-36

* Up to six credits earned by taking graduate course work as an IUP undergraduate would be applied to fulfilling the degree requirements of the MS in nursing major.

** Students may choose electives from IUP courses that are appropriate for their needs and interests as they work toward meeting the program objectives. Advisors will approve elective choices. Six credits of NURS 850 Thesis may be substituted for electives.

Comparison of Current and Proposed Program: Clinical Nurse Specialist Track

Current Program

Proposed Program

Courses	Credits	Courses	Credits
Graduate Nursing Core		Graduate Nursing Core	
NURS 610 Health Promotion & Social Issues	3	NURS 610 Health Promotion & Social Issues	3
NURS 614 Health Care Organizations & Policy	3	NURS 614 Health Care Organizations & Policy	3
NURS 620 Theoretical Foundations of Nursing	3	NURS 620 Theoretical Foundations of Nursing	3
NURS 622 The Practice of Nursing Research I	3	NURS 622 The Practice of Nursing Research I	3
NURS 623 The Practice of Nursing Research II	3	NURS 623 The Practice of Nursing Research II	3
Electives **	6	Electives **	6
Advanced Practice Nursing Core		Advanced Practice Nursing Core	
NURS 511 Advanced Health Assessment	3	NURS 511 Advanced Health Assessment	3
NURS 612 Pathophysiology for Advanced Practice Nursing	3	NURS 612 Pathophysiology for Advanced Practice Nursing	3
NURS 613 Pharmacology for Advanced Practice Nursing	3	NURS 613 Pharmacology for Advanced Practice Nursing	3
Community Health Courses		Community Health Courses	
NURS 734 Concepts of Community Health Nursing	3	NURS 734 Concepts of Community Health Nursing	3
NURS 735 Aggregates in the Community	3	NURS 735 Aggregates in the Community	3
NURS 736 Leadership in Community Health Nursing	6	NURS 736 Leadership in Community Health Nursing	6
Total Credits	42	Total Credits *	36-42

* Up to six credits earned by taking graduate course work as an IUP undergraduate would be applied to fulfilling the degree requirements of the MS in nursing major.

** Students may choose electives from IUP courses that are appropriate for their needs and interests as they work toward meeting the program objectives. Advisors will approve elective choices. Six credits of NURS 850 Thesis may be substituted for electives.

C. Summary and Rationale

This proposed change involves a change to variable credits required for the MS program in Nursing. Registered nurse students who enroll in the IUP BS in nursing program may take up to six credits of graduate level course work as part of the undergraduate program. These graduate level courses taken by IUP nursing students would be used to partially fulfill the degree requirements of the IUP MS in nursing program

Current trends in health care as well as data from faculty, alumni and communities of interest suggest the need for changes in nursing curricula for registered nurses. This minor program revision represents an effort to develop career initiatives to encourage registered nurses to pursue higher education by completing baccalaureate and master's degrees in a more streamlined and expedient manner.

3. New Course

PASSED

SAHE 638 Topical Areas in Student Affairs (Start Term: Fall, 2001)

3c-01-3sh

The purpose of this course is to provide the graduate student an opportunity to examine four areas of content related to the study of student affairs (technology, academic governance, law and the community college) in higher education that have an impact on the student affairs profession and the work of practitioners.

Rationale: The course will be available to first and second year graduate students enrolled in the Department of Student Affairs in Higher Education as an elective. Space permitting, it will be available and appropriate for graduate students from other academic programs who plan to teach or work in a higher education setting. The course covers content suggested by the guidelines and standards of the Council for the Advancement of Standards in Higher Education for Masters Level Student Affairs Administration Preparation Programs.

***APPENDIX F- LIBRARY AND EDUCATIONAL SERVICES COMMITTEE
(CHAIRPERSON PAGNUCCI)***

For Senate Information from the LESC:

1. The LESC and ACPAC are exploring beginning to use e-mail for some types of official correspondence with IUP students. A first step in this direction is making sure that all students either check their IUP e-mail accounts or have those accounts forwarded to their personal accounts. Students (and faculty and staff) may now set up automatic forwarding for their IUP e-mail accounts at the following web site:

<http://www.iup.edu/email/setforward.htm>

2. In preparation for conversion to the Library of Congress filing system, the IUP library staff did an inventory of its holdings. The staff was able to complete approximately 80% of this inventory before work had to be stopped in order to prepare for the LC conversion. Some additional inventory work will take place as a natural side effect the LC conversion. The inventory work that was completed is expected to greatly reduce user problems with instances of lost and misplaced library books.

3. After full discussion, the LESC voted to approve the library's plan for converting the IUP book collection to the Library of Congress filing system. The committee feels that the LC conversion, which was cited as a high priority in the Middle States Review, is vital to the health and growth of the IUP library. The committee believes the present LC conversion plan is the best possible option, meets nearly all needs and concerns voiced by library constituents, and will provide fairly limited inconvenience to library users, especially given the scope of the planned conversion.

ADDITIONAL INFORMATION:

Library Dean Fowler has already circulated the LC conversion plan via e-mail to faculty. It is included below to help further disseminate this important information to the IUP senate and to the broader IUP community.

From: Rena Fowler <rfowler@grove.iup.edu>

Subject: Stapleton Library Services during Library of Congress (LC) Conversion,
Summer 2001

Below, please find a memo addressed to all members of the university community regarding Stapleton Library during the book reclassification process this summer. If you have questions, please let me know. This information is also posted on the website for the IUP Libraries, <http://www.lib.iup.edu>. Library staff will attempt to distribute the information as widely as possible. I hope that these plans will minimize the impact of the project upon students and faculty.

I will add that we need to hire many students for this project and would be glad to hear from IUP students who wish to work this summer.

March 12, 2001

TO: Members of the IUP University Community

FROM: Rena Fowler, Dean of Libraries

RE: Stapleton Library Services during Library of Congress (LC) Conversion

General Plan:

As earlier announced, this summer, the Stapleton Library book collection will be converted from the Dewey classification system to the Library of Congress (LC) classification. Conversion will be carried out in two phases. During the first, from May 14th through June 18th, the book collection, now bearing Dewey classification labels, will be re-labeled with LC call numbers. During the second, beginning immediately thereafter, the books will be re-shelved in their new LC order. During the first phase of the work, Stapleton Library will be open according to the normal inter-session and summer schedule but services within the building will be limited and are described below. During the second phase of the work, the library will be open normally and all services will be available; however, the book stacks will not be open to public use. Through the balance of the summer session, books will be retrieved by staff for those who request them at the Circulation Desk. Re-shelving should be completed by mid-September. We will re-open the stacks to public use with the opening of the new academic year. The area where re-shelving is being completed will be clearly identified so people can get assistance if they need it.

Services during Re-labeling:

Re-labeling will begin May 21st, following commencement and the annual steam outage, and is planned to be completed on June 18th. The first two weeks of the period occur during inter-session and the last two are the first two weeks of Summer I when regular classes are in session.

Normal hours will be observed:

- During inter-session, the Library will be open from 8 a.m. to 4 p.m., Monday through Friday. The Library will be closed, as usual, on Memorial Day.
- During Summer I and II, the Library will be open from 8 a.m. to 10 p.m., Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 5 p.m. on Saturday; and 1 to 9 p.m. on Sunday.

The basement floor of Stapleton will be open for public use through Stapleton's main entrance. There, students and faculty may:

- Study.
- Use the journal and microform collections.
- Photocopy.
- Consult public computers; however, the Library's computer lab will not be open.

- Obtain reserve materials (Faculty may place upon reserve Library or personal copies of reading material for students. Much of the library's reserve collection is now electronic and faculty members are encouraged to use this service. For preparation, reserve materials must be in to Library staff prior to the close of Spring Semester.)

- Use media resources that have been placed in Serials. (Prior to the close of the semester, faculty will have to inform Media Resources staff of the resources they wish to have available. We'll place these items at the Serials desk and set-up equipment so they can be accessed.)

- Pick-up books that will be delivered to IUP by van from the University of Pittsburgh and Penn State daily on weekdays. Books may be requested electronically from these universities via the library web page.

- Place Inter-Library Loan requests electronically or at the service desk in Serials. Items may be collected at the Serials desk. Additionally, students and faculty who identify articles in the CARL Uncover database may request copies for quick delivery by fax at no charge to themselves. (Uncover advertises 24-hour delivery but sometimes it takes a bit longer.)

- Obtain online Reference service, from any location, through our web page (<http://www.lib.iup.edu>). Questions may be posed there and will be answered. Reference Desk service will not be available.

The website and online catalog for the IUP Libraries and all of its electronic resources are available from computers on campus and most resources are available off-campus- although some databases are not. So, much library research may be completed from outside Stapleton. We have several major collections of journals in electronic form and, this year, library staff have placed electronic links in our online catalog so that those searching it may more readily find electronic resources and quickly retrieve them.

Further information will be provided as we move ahead with the project.

Questions or concerns:

Please contact Dr. Rena Fowler, Dean of Libraries.X 7-2330; e-mail: rfowler@grove.iup.edu