

# MINUTES OF THE IUP UNIVERSITY SENATE

March 2, 2004

Chairperson Smith called the March 2, 2004, meeting of the University Senate to order at 3:20 p.m., in the Alumni Auditorium of the Eberly College of Business.

**The following Senators informed the Senate Leadership that they could not attend:**

Anderson, Bradwick, Hemby, Joseph, Domaracki, Fitting, Luckey, Marx, Perdue, Receski, Riesenman, Rittenberger, Rivosecchi, Ruffner, Scandrett, Schneider, Villalobos-Echeverria, Williamson.

**The following Senators were absent from the meeting:**

Ashamalla, Hartman, Hull, Case, Evans, Leeper, Lui, Nee, Peterson, Powers, Settlemeyer, Talwar, Zanich.

Agenda items for the March 2, meeting were **APPROVED**.

## REPORTS AND ANNOUNCEMENTS

**President's Report (Senator Reinhard):**

Chairman Smith, Vice Chairman Aion and fellow University senators, I am pleased to address the IUP Senate for the first time. I have two items to share with the Senate today. The first is a statement that outlines my agenda for the next 6-8 months. The second item is a procedural change in the way in which the President's office will address actions of the Senate.

First I would like to read the statement that I will share with the entire IUP Community. (Please see Appendix A, pages 4-5.)

The second item I wish to share with the Senate is a procedural change. (Please see Appendix B, page 6.)

Chairman Smith, thank you for the opportunity to address the Senate.

**Provost's Report (Senator Staszkievicz):**

No report.

**Chairperson's Report (Senator Smith):**

My remarks will be short as usual...

1. Welcome, Dr. Reinhard, to IUP; due to the weather four weeks ago, the introduction is four weeks late. Even so, welcome.
2. With #1 in mind, thank you to whoever made the call of classes on February 3rd. I was sitting in my office, looking out of Zink, seeing the snow come down and I was thinking "do we or don't we meet." Thank you to the individual or individuals who decided to cancel classes, because that "left me off the hook."
3. **Our final two meetings of the year will be in the Stouffer Auditorium.** I and Gwen will remind you in four weeks.

**Vice Chairperson's Report (Senator Aion):**

Senator Aion reported that:

- Student Congress has approved the 2004/05 housing and dining budget.
- on April 2, 2004, the leadership of Student Congress will meet in Kutztown with students from the other thirteen SSHE universities to continue work on the First Year Experience Project.
- A referendum to increase student activity fees by \$30 would be put before the students for a vote. Students will be able to vote using their Banner accounts.

**STANDING COMMITTEE REPORTS**

**Rules Committee (Chair Broad):**

No report.

**Library and Education Services Committee (Chair Johnson):**

See Appendix C, page 7.

**Noncredit Committee (Chair Karimi):**

No report.

**Research Committee (Chair Guth):**

See Appendix D, page 8.

**Student Affairs Committee (Chair Hall):**

See Appendix E, pages 9-19.

**University Development and Finance Committee (Chair Domaracki):**

No report.

**Academic Committee (Chair Andrew):**

No Report.

**Awards Committee (Chair Jackson):**

No report.

**University-wide Undergraduate Curriculum Committee (Co-chairs Sechrist and Numan):**

See Appendix F, pages 20-32..

**University-wide Graduate Committee (Co-chairs LaPorte / Chambers).**

See Appendix G, page 33.

**NEW BUSINESS:**

**Correction to December 2, 2003, minutes:**

The December 2003 Senate Minutes should have the ECED/ELED changed to ECED and the program name/description changed to Early Childhood, Pre-Kindergarten through Grade Six, BSED.

**Adjournment**

With no further business, the meeting was adjourned at 4:40 p.m.

Respectfully submitted,  
Gwen Torges  
Senate Secretary

**APPENDIX A:**  
**Statement from Dr. Diane L. Reinhard, Interim President – IUP**

Dear IUP Colleagues,

When I began the interim presidency, I promised to share with the university community as quickly as possible the initiatives we will pursue during the upcoming months. You may recall that I vowed that IUP would not be standing still while waiting for a permanent president. I am committed, more than ever, to that pledge. After taking these first few weeks to analyze the University Planning Council's recommendations and consulting with senior administrators, I am now prepared to share my immediate agenda. I will also share these plans with our trustees at their meeting at the end of this week.

Our plans will focus on students, on a commitment to shared governance that will guide everyday planning, and on a continued affirmation of high standards coupled with accountability. During my first six weeks as your interim president, I've observed student and faculty interaction and programming that can only be described as excellent. In every college and division at this university are countless examples of high-quality education.

IUP is presently conducting a Self-Study for Middle States accreditation. Our on-campus visit by the accreditation team was scheduled for the fall semester of 2005. I have requested, and Middle States has approved, moving the date of the on-campus visit to spring of 2006. This will allow IUP's next president to be fully engaged in this critical process.

Many of you know the State System of Higher Education is developing a strategic plan for the next five years. A videoconference sponsored by the System in January provided us with an early draft of the plan. We expect the second version within the next few weeks; I will share it widely across campus. Please offer your feedback on the document so that we can be represented in its development and can use it for our own planning.

I will meet with the University Planning Council on March 29. Among the initiatives I will present to the council will be an increased emphasis on the vitally important area of marketing and enhancing IUP's image—an emphasis that was clearly endorsed by the UPC report. I have recently received a marketing plan developed by IUP faculty member Dr. Lisa M. Sciulli. That plan is presently under review. The UPC's marketing recommendations, the ad-hoc report on university marketing, and Dr. Sciulli's report will guide us initially as we make plans in this area.

Another UPC concern was the important area of enrollment management. IUP must spend more private dollars to assist in the recruitment of 2004 freshman class characterized by academic quality. I have earmarked additional private scholarship support for this purpose. We have also allocated additional fiscal resources for recruiting Fall 2004 graduate students. The Provost is coordinating these two efforts.

We have welcomed our first director of the IUP Research Institute, and we all look forward to increased activity in the areas of sponsored research, external grants, and contracts. It will be critically important that university offices and services work closely with the Institute in its start-up operations to ensure its success. Steps have been taken to integrate the Institute into our day-to-day operations as seamlessly as possible. I will make more university funds available to encourage members of the university community to seek out these external opportunities. The Provost will follow up with the deans in regard to this initiative.

Prior to my arrival, groundwork had been laid to improve campus life by transforming our residence halls into contemporary student housing. I will commission a major study to move us toward this goal. We also anticipate the release of funds to begin the transformation of Cogswell, Fisher, and Waller Halls. Building projects that will get under way at the Armstrong and Punxsutawney branch campuses will mirror dramatic new directions in the missions and focuses of those campuses.

As you may know, IUP is committed to raise \$20 million in matching funds for the Regional Development Center. This is an excellent opportunity not only to leverage \$20 million in state funds for further university development but also to support significant economic development in both the Commonwealth and the community of Indiana. In order

to bolster the university's fund-raising capability for this and other vital projects, I am taking steps to arrange – on at least a short-term basis – new leadership to guide the Institutional Advancement Division.

I have been working with the vice-presidents to help offset budget problems in their divisions. They have sought and have been awarded limited dollars to restore cuts made in critically important areas the past three academic years. Primarily, these are areas that affect student enrollment and recruitment. Future dollars recovered through the budget process will flow to university initiatives rather than to restoring specific past budget reductions. I intend to award these future dollars with University Planning Council recommendations, in part, as my guide.

I look forward to your reactions to these plans and would welcome your suggestions and counsel by e-mail or written note. I have asked that this correspondence be posted prominently in areas in which staff members do not regularly access e-mail.

On a personal note, I have experienced a very warm reception by the IUP community, and I am grateful. I'm grateful, too, for the snow and ice removal efforts of the university maintenance staff members. Please join me in thanking these dedicated staff members who have worked so hard to secure our safety during this difficult winter.

**APPENDIX B:**  
**Procedural Changes to IUP Senate Recommendations**  
**Dr. Diane L. Reinhard – Interim President**

The University Senate Constitution and Bylaws call for actions taken by the Senate to be submitted as recommendations to the President. Some of these actions can be acted upon by the President. Other actions, once approved by the President, require Council of Trustees approval when such actions fall within the domain of Trustee authority as defined under Act 188. I will establish a procedure by which the President can respond quickly to all such recommendations by the Senate so that minutes of the Senate will reflect appropriate closure to such recommendations. This will also insure that, once approved, appropriate follow up is initiated so that Senate actions will be implemented.

At the December 2, 2003, meeting of the Senate an editorial change was made to the IUP Student Grade Appeal Policy. The recommended policy change is acceptable and will be implemented. No further action will be required on this policy revision.

The Undergraduate Course Attendance Policy was modified to add the following guideline:

Each policy must not penalize students who add the class during regular or specified university drop-add period and must allow those students to make-up work missed prior to adding the class.

This revision to the policy is accepted and no further action will be required.

At the same meeting the Academic Committee recommended and the Senate endorsed 16 retired faculty members for emeritus status. Each of the Senate's recommendations is acceptable and each faculty member will be notified.

**APPENDIX C:  
Library and Educational Services Committee  
(Chair Johnson)**

**FOR INFORMATION:**

**Announcements Regarding Library Services**

- There is another option for obtaining books that are not in our local collection. It's called U-Borrow and it's found on the libraries' webpage for the online catalog, Pilot.
- There is a new automated Interlibrary Loan system called ILLIAD. Through the system, journal articles may be directly received by e-mail.
- Media Resources now has 4 new media modules with greatly improved production capability for student projects.
- This spring, the IUP Libraries will conduct a survey of its services by e-mail. We hope all those faculty and students who are randomly selected to get the survey will respond to it.

**Announcements Regarding Academic Technology Services**

In order to protect the campus network, two initiatives are being undertaken

1. as of 5 Jan 04, certain high-risk file types are no longer permitted as file attachments. See: <http://www.iup.edu/ats/helpdesk/email/efilter.shtm> for further information and methods to send these files.
2. on 2 Feb 04, users of e-mail clients such as Outlook Express will be required to authenticate with a username and password when sending e-mail messages.

A new version of the web-based e-mail client, I-mail, will be released in March 2004. This version will provide some useful functions such as a spell checker, vacation utility, and address groups.

Consult your technology support representative for additional information.

**FOR INFORMATION:**

**Library**

1. The library is working to prepare a marketing plan.
2. Librarians are examining ways to better liaison with faculty and students.
3. On March 15 a random sample of students, faculty, and administrators will receive 25-question survey about the library through their IUP email. Called LIBQUAL, this survey will provide valuable information to the library. BE SURE TO ANSWER THE SURVEY IF YOU ARE CHOSEN!

**Technology**

1. The virus protection system is working to protect IUP computers from damage.
2. Student accounts have been expanded by 150% to support student electronic portfolios.
3. A new webmail interface program will be installed this spring. This new package will support address books, spell check, and a vacation utility, unlike the current webmail interface. The activities supported by this program will be similar to those found in Outlook Express. The upgrade will involve shutting the current webmail program off for several hours and will probably occur on a Saturday.

**APPENDIX D:  
University Senate Research Committee (USRC) Report  
(Chair Guth)**

The USRC met on December 9, 2003 and reviewed proposals. The committee awarded \$4,930 in grants to the following individuals:

- Ibrahim Affaneh received \$ 1,500 to present his paper “Determinants of Idiosyncratic Risk in the Pharmaceutical Industry” at the fifth international conference on Learning Beyond Borders in WTO Regime in New Delhi, India.
- Karen Fallon received \$1,200 to present her paper “Literacy Instruction for Children who Have Severe Communication Disorders: Current Practices and Future Directions” at the 2004 European Teacher’s Education Network international conference in Viana, Portugal.
- Rajendar Garg received \$1,500 to present his paper “Efficacy and Effectiveness of E-coupons: Problems and Implications for Marketing and Future Research” at the fifth international conference on Learning Beyond Borders in WTO Regime in New Delhi, India.
- Jennifer Gossett received \$730 for her project “Police Stress: Does the Internet Provide a Helping Hand?”

The USRC met on February 10, 2004 and reviewed proposals. The committee awarded \$2,977 in grants to the following individuals:

- Carl LeBlond received \$1,500 for his project “Investigation into the Mechanism of the Hydrogenation of Ketoesters to Hydroxyesters.”
- Todd Van Wieren received \$1,477 for his project “Predicting Vocational Counselor Performance Levels: An Analysis of the LSVRSP Database.”

The next USRC meeting will be on March 16, 2004 at 3:15 p.m. in 317 Clark Hall.

**APPENDIX E:  
Student Affairs Committee  
(Chair Hall)**

**FOR ACTION:**

**Revisions to the Recognized Organizations Review Board (RORB) Policy**

**RECOGNIZED ORGANIZATION REVIEW BOARD (Current Policy – 2003-04)**

**Operating Policies and Procedures**

IUP has established procedures for the recognition of clubs, organizations, and independent intramural teams. The responsibility for granting such status has been delegated to the Rules Committee of the Student Congress (SC) and the Center for Student Life. The Recognized Organization Review Board (RORB) has been established to process alleged violations of university regulations and to resolve disputes involving recognized groups through both informal and formal processes.

**Duties**

- To make recommendations to the Senate Committee on Student Affairs (SCOSA) and the SC Rules Committee for changes to the RORB operating policies and procedures.
- To hear cases of alleged violations of university policy or regulations by recognized organizations and recommend, when necessary, appropriate sanctions to the director of the Office of Student Conduct and/or her/his designee.
- To informally arbitrate: disputes which arise between organizations and their advisers; disputes between and within recognized organizations; concerns which arise regarding an organization's compliance with its constitution and/or by-laws or deviation from the purposes indicated at the time of recognition; and alleged violations of university policy or regulations by recognized organizations, as defined in Section V.

**Board Membership**

- Three students shall be appointed by the SC president-elect from the SC Rules Committee in the spring. The appointment begins the following fall semester and continues for the academic year. Two alternate members shall also be appointed from the SC Rules Committee.
- Three members of the Senate Committee on Student Affairs shall be appointed by the committee in the fall for a one-year term. Two alternate members shall also be appointed. The appointment includes two non student members and one student member. The alternates must include one student member and one non student member from the Senate Committee on Student Affairs.
- The director of the Office of Student Conduct and/or her/his designee will both chair and advise the RORB. In their absence, the Vice President for Student Affairs (VPSA) shall appoint an alternate to chair the RORB hearing. The chair will not be a voting member of the committee.

Members of the board shall not be involved in hearing an alleged violation against an organization in which they hold membership or in which they are personally involved to a degree that reduces their objectivity, as determined by the chair. In this event, alternate members of the RORB shall serve for the hearing.

To assure continuity, board members should continue until new membership is selected for the following year.

The list of offenses which follows is not exhaustive. The university reserves the right to issue discipline to any recognized organization for any action (or any inaction in a situation where the representatives of the recognized organization has a duty to act) that an ordinary, reasonable, intelligent college student knows or should know might lead to the issuance of discipline.

The university reserves the right to issue discipline for reasonable cause. Such discipline may include, but is not limited to, suspension or withdrawal of recognition from the organization. The standard is objective.

If an ordinary, reasonable, intelligent college student should have known that a particular action or inaction might lead to the issuance of discipline, the university may issue discipline, even if the particular recognized organization that is charged with the particular offense did not know that discipline might ensue. 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 recognized organization is charged.

### **Charges**

Charges of a violation of university policies or regulations or student behavior regulations can originate from any member or nonmember of the university community. If charges originate from a nonmember of the IUP community, the Office of Student Conduct may determine an appropriate designee to assist in the presentation of the case. The testimony of non university members may be used as in any hearing. Alleged violations involving breach of contracts, whether implied, assumed, inferred, verbal, or written contracts, between the student group and the contracting party shall not be within the jurisdiction of the RORB unless all the parties to the dispute are student groups.

Members of the university community bringing the charge must report the case in writing to the director of Student Conduct. Such incidents must be reported no later than two weeks after the incident unless the Office of Student Conduct waives the requirement of notification.

The president and adviser(s) of the organization shall be notified in writing of the specific charges and be given a minimum of seven (7) calendar days' notice prior to a hearing.

The notification shall include, but not be limited to, the following information: the specific charge, the name of the person completing the charge, a brief summary of the allegations that constitute the charge, and the time, date, and place of the hearing. Should a recognized organization choose not to appear for a hearing, the case will be heard and adjudicated on the available information.

### **Informal Hearings**

Disputes, mediation, and alleged violations normally referred to the RORB may be resolved through informal non binding arbitration, according to the following conditions and procedures:

Informal arbitration is acceptable to both parties and the RORB chair.

Both parties agree upon an RORB arbitrator chosen from the Recognized Organization Review Board. The RORB member chosen cannot be affiliated with either of the disputing parties. The RORB member chosen must be acceptable to the RORB chair and the chairperson of the SC Rules Committee. In order to provide continuity in the arbitration process, the director of the Office of Student Conduct or her/his designee may provide consultation and advisement to the RORB arbitrator.

Following the completion of verbal discussion and resolution of the points of conflict, both parties accept all agreed-upon decisions, conditions, or sanctions and the length of time in which they will prevail. Except for withdrawal of recognition, the full range of sanctions available to the board may be considered. An informal arbitration document is completed detailing these agreed-upon decisions.

The chair of the RORB receives the completed informal arbitration document signed by both parties and the arbitrator, then affixes his/her signature upon the document indicating acceptance. Any conclusions agreed upon will then be confirmed in writing by the Director of the Office of Student Conduct to all involved parties. If mutually agreed-upon decisions and resolutions cannot be made, the grievances can then be filed by the offended party for a formal hearing before the RORB.

Following signatures, any violation of or failure to comply with decisions or conditions reached through successful informal arbitration will be viewed as a violation of university policy. Sanctions will be levied accordingly in the event charges are filed and a guilty verdict is rendered through a formal RORB hearing.

## **FORMAL HEARINGS**

### **Procedures**

A minimum of five members, excluding the chair, will constitute a board. A simple majority of affirmative votes is necessary for an action to occur. Board members must be present to hear all testimony. The chair is a nonvoting member.

The Director of the Office of Student Conduct or her/his designee, in the chairperson role, has the following responsibilities:

- To moderate the hearing and determine whether the board should request legal counsel.
- To rule on any motions, objections, and challenges that may arise prior to or during the course of the hearing. The chair is free to consult with board members or legal counsel at any time in order to make rulings.
- The Director of the Office of Student Conduct or her/his designee in the advisor role will have the following duties:
- To handle the administrative duties of the board, scheduling hearings, facilitating correspondence, keeping of records, etc.
- To consult with the board on matters of policy and regulations.
- To notify the involved parties of any sanctions or other penalties that may be imposed on them by board action.

Each involved party will be notified as to the persons who may be sitting on the board. Any involved party, including the university, may challenge the objectivity of a board member. The chair will determine if these challenges will result in the dismissal of the member being challenged. Alternate members will be available to fill such a vacancy.

Members of the board may challenge one another.

In the event that either party challenges the chairperson, the Office of Student Conduct will hear the challenge and rule accordingly. Any challenges filed against the chair must occur within five (5) calendar days of the hearing. If the Office of Student Conduct rules favorably to the challenge, he/she will appoint an alternate chair.

Any party to the hearing may identify an advisor, who may be an attorney, to be present at the hearing. The advisor may only consult and interact privately with the "client."

The person filing the charge(s) must be present to offer evidence if that person's testimony is necessary for proper adjudication.

### **Conduct of Hearings**

The board shall make all rules reasonable and necessary for the orderly, fair, and efficient disposition of cases, including determination of briefing schedules and pre-hearing discovery by any party. Pre-hearing motions may be presented to the board in writing. The board shall determine the outcome of such motions by a majority vote.

Formal hearings shall be conducted in the following order:

Resolution of challenges to board members to sit at the hearing.

Decisions on pre-hearing written motions.

The party filing the charge(s) presents its case utilizing testimony and such other evidence as may be relevant to establish a sufficient case.

The accused organization may present such evidence as may be relevant to rebut the previous presentation or otherwise establish its innocence.

The board may allow further rebuttal by either party.

Parties will be afforded an opportunity for submission of testimony and other relevant evidence, including reasonable opportunity for questioning of witnesses. Board members, including the chair, may ask relevant questions of witnesses and spokespersons.

All formal hearings will be audio taped. Copies of the records may be requested at the requesting party's expense. The board shall retain the recordings of the hearings and all other evidentiary material for a minimum period of two years following the final action.

The board shall not be bound by formal rules of evidence. However, all evidence must be inherently reliable. The following guidelines will be observed.

Hearsay evidence shall not be used as the sole basis to establish any fact necessary to determine guilt or innocence.

An organization's previous disciplinary record shall not be used to determine whether a rule violation occurred in a current case. However, the board may consider such a record to determine the appropriate disciplinary sanction.

All formal hearings are closed unless either party requests an open hearing. Such a request must be made in writing to the Director of the OSC no less than one (1) working day before the hearing. Throughout an open hearing, the chair may regulate the access of spectators. The chair shall have the power to do what is necessary to maintain decorum during the hearing. The board may, by majority vote, order the removal of any person or persons who disrupt the hearing.

During exams, only informal arbitration may take place, except in special circumstances or emergency situations as determined by the Office of Student Conduct.

If during or after a hearing it is determined that witnesses intentionally misrepresented the facts of the case in their testimony, they may be held in contempt of the board and referred to the University Judicial Board for failure to comply with the directives of a university official. If this misrepresentation is discovered after a hearing, the board will review the evidence to determine whether the case should be reopened and/or a new hearing scheduled.

## **SANCTIONS**

**Probation:** A specified length of time in which repeated violations of any policy may result in increased sanctions against the organization; no additional sanctions are necessarily implied by the imposing of a probation.

**Mandatory Activity:** The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

**Financial Restitution:** The repayment of the monetary value of damages, losses, or injuries within a specified period of time as a result of a violation of policy.

**Social Limitation or Suspension:** A specific length of time in which the organization is denied formal or informal sponsorship of, or participation in, one or more of the following: inter- or intra-organizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.

**Intramural Suspension:** A specific length of time in which the organization may not participate in individual or team sports or the intramural league, earn intramural points, or receive any championship titles.

**Suspension of Recognized Benefits:** A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include, but are not necessarily limited to, the following: Student Cooperative Association funding; use of university or Co-op facilities, office space or property; bulk mailing services; and/or specified other benefits made available through recognition.

**Withdrawal of University Recognition:** A specified or indefinite length of time in which university recognition is withdrawn in whole or in part, or conditionally. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the RORB. For the organization, or any semblance of its membership, to regain university recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

## Written Decision

Upon hearing all evidence, the board shall reach a decision based upon evidence sufficient to make reasonable people believe that a fact sought to be proved is more likely true than not. The board shall communicate its decision and sanctions, if appropriate, to the Director of OSC, who will then provide a written decision and notification of sanctions to the organization's president and advisor(s) and the person bringing the charge(s) within ten working days. The Director of OSC may modify sanctions if he/she believes this action to be appropriate.

## Appeals

Upon receiving the results of a hearing, either party may appeal the decision of the board for the following reasons:

- Denial of a fair and reasonable hearing.
- New evidence (this applies only when there is an acceptable reason why the evidence could not be presented at the original hearing).
- Inappropriate sanction.

If either party wishes to appeal the decision, it must submit a written request listing the reasons for the appeal to the Office of Vice President for Student Affairs within six working days after the decision is rendered. The Office of Vice President for Student Affairs will determine whether it will hear oral argument on an appeal or consider it solely on written material. If sufficient grounds are found, a new hearing may be arranged before an appellate committee chaired by the Vice President for Student Affairs or designee and consisting of one member of the SC Rules Committee and one member of the SCOSA. Members of the board and advisor who heard the original case may not serve on this appellate committee. Furthermore, two of the three members of this appellate committee must agree to any changes that would be made to the board's original decision and sanctions.

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.

## Interim Boards

When time constraints prohibit the regular appointment of a review board (summer, final exams, or other non class periods, etc.), a three-person interim board including at least one student and one faculty or staff member may be appointed and convened by the Director of the OSC (or his/her designee). The interim board has the same authority as the regularly appointed RORB.

## Summary Sanctions

In cases where allegations indicate an immediate and substantial danger to university persons or property, the Office of the Vice President for Student Affairs may summarily sanction an organization. Such summary sanctions may include withdrawal of university recognition.

Within ten calendar days of the issuance of a summary sanction, an interim board will be convened to review the appropriateness of that sanction. This board may either continue or suspend the summary sanction pending a full hearing on the allegations.

Following the interim board decision, procedures to arrange a full hearing shall begin. Such hearing should follow normal time frames, providing seven calendar days' notice of the hearing, and shall occur as soon thereafter as can be conveniently scheduled.

**Proposed Revised Policy – RORB – Spring 2004****RECOGNIZED ORGANIZATION REVIEW BOARD**

Office of Student Conduct 724-357-1264

**Introduction**

IUP has established procedures for the recognition of clubs, organizations, and independent intramural teams. The responsibility for granting such status has been delegated to the Rules Committee of the Student Congress (SC) and the Center for Student Life. The Recognized Organization Review Board (RORB) has been established to process alleged violations of university regulations and to resolve disputes involving recognized groups through both informal and formal processes.

The list of offenses, which follows, is not to be taken to be exclusive as to the grounds that might lead to the issuance of discipline against an organization. The university reserves the right to discipline any recognized organization for any action (or any inaction in a situation where the representatives of the recognized organization 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 or withdrawal of recognition from the organization. The standard for determining discipline is objective, not subjective, and if an ordinary, reasonable, intelligent college student should have known that a particular action or inaction might lead to the issuance of discipline, the university may issue discipline, even if the particular recognized organization that is charged with the particular offense did not know that discipline might ensue. 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 recognized organization is charged.

**Duties**

The Recognized Organization Review Board shall fulfill the following duties:

1. Recommend changes to the RORB operating policies and procedures to the Senate Committee on Student Affairs (SCOSA) and the SC Rules Committee.
2. Hear cases of alleged violations of university policy or regulations by recognized organizations and recommend, when necessary, appropriate sanctions to the director of the Office of Student Conduct and/or her/his designee.
3. To informally arbitrate: disputes which arise between organizations and their advisers; disputes between and within recognized organizations; concerns which arise regarding an organization's compliance with its constitution and/or by-laws or deviation from the purposes indicated at the time of recognition; and/or alleged violations of university policy or regulations by recognized organizations, as defined in Section V.

**Board Membership**

1. The Student Congress president-elect shall appoint three students from the SC Rules Committee in the spring semester to serve on the RORB beginning the following fall semester. Service shall continue for the academic year. Two alternate members shall also be appointed from the SC Rules Committee.
2. The Senate Committee on Student Affairs (SCOSA) shall appoint three members (two non-students and one student) from the committee in the fall semester to serve for one academic year. Two alternate members (one non-student and one student) shall also be appointed by the SCOSA.
3. Members of Greek organizations shall be recruited to serve on the RORB; any case involving allegations against a recognized Greek organization shall include minimally one undergraduate Greek-affiliated member on the RORB.

4. Student, staff, and faculty members on the University Judicial Board shall be eligible to serve on the RORB.
5. The director of the Office of Student Conduct and/or her/his designee shall chair the RORB. The chair will only vote on RORB decisions in the event of a tie.
6. Members of the RORB shall not be involved in adjudicating an alleged violation by an organization in which they hold membership or are personally involved to a degree that reduces their objectivity, as determined by the chair.

The Recognized Organization Review Board has delegated authority from the president of IUP to adjudicate student disciplinary cases. University legal counsel may be called upon, as deemed necessary by the Office of Student Conduct, to provide assistance with selected cases.

## **Charges**

Charges of a violation of university policies or regulations or student behavior regulations can originate from any member or nonmember of the university community. If charges originate from a nonmember of the IUP community, the Office of Student Conduct may determine an appropriate designee to assist in the presentation of the case. The testimony of non university members may be used as in any hearing. Alleged violations involving breach of contracts, whether implied, assumed, inferred, verbal, or written contracts, between the student group and the contracting party shall not be within the jurisdiction of the RORB unless all the parties to the dispute are student groups.

Members of the university community bringing the charge must report the case in writing to the Office of Student Conduct. Such incidents must be reported no later than fourteen (14) calendar days after the incident unless the Office of Student Conduct waives the requirement of notification.

The president and adviser(s) of the recognized organization shall be notified in writing of the specific charges and be given a minimum of ten (10) calendar days' notice prior to a hearing. The notification shall include, but not be limited to: the specific charge, the name of the person referring the charge, a brief summary of the allegations that constitute the charge, and the time, date, and place of the hearing.

Should a recognized organization choose not to appear for a hearing, the case will be heard and adjudicated based on the available information.

## **Informal Hearings/Arbitration**

Disputes, mediation, and alleged violations normally referred to the RORB may be resolved through informal non binding arbitration, according to the following conditions and procedures:

1. Informal arbitration is acceptable to both parties and the RORB chair.
2. All involved parties agree upon an RORB arbitrator chosen from the Recognized Organization Review Board. The RORB member chosen cannot be affiliated with any of the disputing parties.
3. In order to provide continuity in the arbitration process, the director of the Office of Student Conduct or her/his designee may provide consultation and advisement to the RORB arbitrator.
4. Following the completion of verbal discussion and resolution of the points of conflict, all involved parties accept all agreed-upon decisions, conditions, or sanctions and the length of time in which they will prevail. Except for withdrawal of recognition, the full range of sanctions available to the board may be considered.
5. An informal arbitration document is completed detailing these agreed-upon decisions.
6. The director of the Office of Student Conduct receives the completed informal arbitration document signed by all involved parties and affixes his/her signature upon the document indicating acceptance. Any conclusions

agreed upon will then be confirmed in writing by the director of the Office of Student Conduct to all involved parties.

7. If mutually agreed-upon decisions and resolutions cannot be made, the grievances can then be filed by the offended party for a formal hearing before the RORB.

Following signatures, any violation of or failure to comply with decisions or conditions reached through successful informal arbitration will be viewed as a violation of university policy. Sanctions will be levied accordingly in the event charges are filed and an “in violation” decision is rendered through a formal RORB hearing.

### **Formal Hearings (General Information)**

A minimum of four (4) RORB members, excluding the chair, will constitute a board. Board members must be present to hear all testimony. A simple majority of affirmative votes is necessary for an action to occur. The chair is a nonvoting member, unless there is a tie vote.

Any involved party, including the university, may challenge the objectivity of a board member. The board will determine by majority vote if these challenges will result in the dismissal of the member being challenged. Members of the board may challenge one another.

The person(s) filing the charge(s) must be present at the hearing to offer evidence unless s/he has been granted an alternate means of filing charge(s) by the director of the Office of Student Conduct or her/his designee.

Any involved party may identify an advisor, who may be an attorney, to be present at the hearing. An advisor may only consult and interact privately with their party.

When time constraints prohibit the regular appointment of an RORB (summer, final exams, or other non-class periods, etc), an interim RORB will be convened by the director of the Office of Student Conduct or her/his designee. The interim RORB has the same authority as the regularly appointed RORB.

The RORB chair has the following responsibilities:

1. To facilitate the hearing.
2. To determine whether the Board should request legal counsel.
3. To determine appropriate responses to any challenges that may arise during the hearing and consult with board members and/or legal counsel at any time regarding them. The director of the Office of Student Conduct or her/his designee has the following responsibilities:
  1. To handle the administrative duties of the RORB (scheduling hearings, facilitating correspondence, keeping records, etc)
  2. To consult with the RORB on matters of policy and regulations.
  3. To notify the involved parties of any sanctions that may be imposed by the RORB.

### **Formal Hearings (Procedures)**

All formal hearings shall be audio taped. An audiotape will be provided to the requesting party at their expense upon submission of a written request.

Formal hearings shall be conducted in the following order:

1. The chair shall verify the acceptability of the board membership to all involved parties.
2. The accused party shall have the opportunity to enter a plea regarding the charge(s).
3. The referring party shall present its case utilizing supporting information.
4. The accused party may present relevant information to respond to the charge(s).

5. All parties shall be afforded an opportunity for submission of relevant information and questioning of all parties.

#### General Guidelines for RORB Hearings:

1. The RORB shall not be bound by formal rules of evidence. However, all evidence must be inherently reliable.
2. The RORB shall review all materials and hear all evidence pertinent to the case from the referring party, the accused, and all witnesses. Members of the RORB shall be free to ask relevant questions in order to clarify information or resulting issues.
3. An organization's previous disciplinary record shall not be used to determine whether a policy violation occurred in a current case. However, the RORB may consider such a record to determine the appropriate disciplinary sanction.
4. All formal hearings are closed unless any involved party requests an open hearing. Such a request must be made in writing to the director of the Office of Student Conduct no less than one (1) working day before the hearing. In no event shall a hearing be open if this would cause a violation of FERPA or other applicable law.
5. Throughout an open hearing, the chair may regulate the access of spectators. The chair shall have the power to do what is necessary to maintain decorum during the hearing. The board may, by majority vote, order the removal of any person or persons who disrupt the hearing.
6. During exams, only informal arbitration may take place, except in special circumstances or emergency situations as determined by the Office of Student Conduct.
7. If during or after a hearing it is determined that witnesses intentionally misrepresented the facts of the case in their testimony, they may be held in contempt of the RORB and referred to the university judicial board for "C16 Dishonesty/Fraud." If this misrepresentation is discovered after a hearing, the board will review the evidence to determine whether the case should be reopened and/or a new hearing scheduled.

The Office of Student Conduct shall retain the audio tape record of the RORB hearing for minimally seven (7) years following the completion date of any sanction(s).

#### Sanctions

1. A RORB may impose a single or multiple sanctions from the sanctions listed below.
2. Any sanction may be put on hold or "stayed" from implementation for a specified period of time to be determined by the RORB.
3. Bias motivated offenses may result in stronger sanctions. Such offenses are defined as any offense wherein the accused organization 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 include the following:
  - a. **Disciplinary Warning:** A written warning may be given to the organization that indicates that it 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 RORB to be handled as a second offense. A warning remains in effect for a specific period of time, as determined by the RORB.
  - b. **Disciplinary Probation:** Disciplinary Probation, is an indication that an organization's status at the university is seriously jeopardized. During the probationary period, if the organization is found "in violation" of another policy/regulation, a more serious sanction will be levied, including possible suspension of recognized benefits or withdrawal of university recognition. Disciplinary Probation is in effect for a specific period of time, as determined by the RORB.
  - c. **Mandatory Activity:** The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

- d. **Financial Restitution:** An organization 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 Student Conduct.
- e. **Social Limitation or Suspension:** An organization may be denied formal or informal sponsorship of, or participation in, one or more of the following for a specified period of time: inter- or intra-organizational social activities, formals, all-Greek or all-university events or activities, or any other event of a social nature.
- f. **Intramural Suspension:** A specific length of time in which the organization may not participate in individual or team sports or the intramural league, earn intramural points, or receive any championship titles.
- g. **Suspension of Recognized Benefits:** A specific length of time in which the organization maintains university recognition but is denied one or more benefits of recognition which may include, but are not limited to: Student Cooperative Association funding; use of university or Co-op facilities, office space or property; bulk mailing services; and/or specified other benefits available through recognition.
- h. **Withdrawal of University Recognition:** A specified or indefinite length of time in which university recognition is withdrawn in whole or part, or conditionally. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of university recognition, and no longer falls under the jurisdiction of the RORB. For the organization, or any semblance of its membership to regain university recognition it may be asked to demonstrate evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

Any reasonable sanction(s) may be imposed by the Recognized Organization Review Board. Sanctions not listed previously may be imposed, if reasonable, upon approval by the Vice President for Student Affairs.

## Appeals

1. Grounds for Appeal: Upon receiving notification of the outcome of a case, either party may appeal the decision of the RORB 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. Inappropriate sanction
2. Procedure for appeal:
  - a. The accused organization or referring party must present a written request listing the specific reason(s) for the appeal to the Vice President of Student Affairs within ten (10) calendar days of notification of the decision. The ten-day requirement may be waived by the Vice President of Student Affairs where extenuating circumstances prevail and only if the grounds for appeal are met.
  - b. The Vice President of Student Affairs may deny the appeal or direct the appeal to be heard by an appellate committee chaired by the Vice President of Student Affairs or her/his designee and consisting of one member of the Student Congress Rules Committee and one member of the SCOSA. Members of the RORB who heard the original case may not serve on this appellate committee. Furthermore, two of the three members of this appellate committee must agree to any changes that are made to the RORB's original decision and sanction(s).

## Summary Sanctions

In cases where allegations indicate an immediate and substantial danger to persons or property, the Office of the Vice President of Student Affairs may summarily sanction an organization. Such summary sanctions may include withdrawal of university recognition.

Within ten (10) calendar days of the issuance of a summary sanction, a hearing will be convened to review the appropriateness of that sanction. The board may either continue or suspend the summary sanction, pending a full hearing on the allegations.

Following the interim decision, procedures to arrange a full RORB hearing shall begin. This RORB hearing should follow the normal timeframes, providing ten (10) calendar days' notice of the hearing and shall occur as soon thereafter as can be conveniently scheduled.

**APPENDIX F:**  
**University-Wide Undergraduate Curriculum Committee**  
**Co-Chairs Sechrist and Numan**

**FOR INFORMATION:**

**1. Honors College Committee Report:**

Approved the following HNRC 499 courses: Appalachian Culture, Culture of the National Parks, Modern Ireland, all proposed by James Cahalan.

Approved RLST 480 Seminar in Religious Studies for /H/ status.

Approved Biology Honors Program and BIOL 484 Honors Seminar for /H/ status.

**2. Liberal Studies Committee Report:**

Approved Jennifer Gossett, Department of Criminology, for Type I writing status.

Approved SOC 269 Sociology of Deviance for the Liberal Studies Elective category.

Approved LBST 499 Bonnie Yank and Jennie Reb: Discovering Women in the American Civil War, Dr. Theresa McDevitt, Library.

Approved LBST 499 Time and Place in the North American Landscape, Dr. Gail Sechrist, Department of Geography and Regional Planning.

Approved LBST 499 Language and Politics, Dr. Nancy Bell, Department of English.

Approved Dr. Stuart Chandler, Department of Religious Studies, for Type I writing status.

Approved adding Dr. Nancy Bell, Department of English, to the syllabus for LBST 499 The Power of Words.

Approved LBST 499 Human Computer Interaction, Dr. Rose Shumba, Department of Computer Science.

Approved LBST 499 Multiculturalism in Hispanic America, Dr. Marveta Ryan-Sams and Dr. Carroll Young, Department of Spanish.

**3. Department of Spanish—Four Catalog Description Changes and A Number Change**

**1) Current Catalog Description:**

**SPAN 101 Elementary Spanish I**

**4c-01-4cr**

For beginning students. Primary emphasis is on aural/oral skills. Students learn to converse and ask questions in simple present time and become acquainted with location of Hispanic populations and elements of their daily lives. Attendance is required.

**Proposed Catalog Description:**

**SPAN 101 Elementary Spanish I**

**4c-01-4cr**

For beginning students. Primary emphasis is on aural/oral skills. Students learn to converse and ask questions in simple present time and become acquainted with location of Hispanic populations and elements of their daily lives. Attendance is required. No student will be allowed to register for or take a D/F repeat in SPAN 101 when credit has already been received for a higher numbered SPAN course.

**5) Current Catalog Description:****SPAN 201 Intermediate Spanish****4c-01-4cr****Prerequisite:** SPAN 102 or equivalent

A continuation of previous work on listening, speaking, reading, and writing skills. Students learn to function in everyday situations, expressing opinions and doubts, and narrating and describing in present, past, and future time. Exposure to cultural concepts through literary readings. Liberal Studies credit is given.

**Proposed Catalog Description:****SPAN 201 Intermediate Spanish****4c-01-4cr****Prerequisite:** SPAN 102 or equivalent

A continuation of previous work on listening, speaking, reading, and writing skills. Students learn to function in everyday situations, expressing opinions and doubts, and narrating and describing in present, past, and future time. Exposure to cultural concepts through literary readings. Liberal Studies credit is given. Attendance is required. No student will be allowed to register for or take a D/F repeat in SPAN 201 when credit has already been received for a higher numbered SPAN course.

**Rationale:** The statement about D/F repeats has been added to prevent students from repeating these courses after having successfully earned credits in a course of more advanced level.

**5) Current Catalog Description:****SPAN 222 Intermediate Spanish Conversation-Business****3c-01-3cr****Prerequisite:** SPAN 201 or equivalent

Same as SPAN 221 but with a special emphasis on the vocabulary and structures used in the business world. Substitutes for SPAN 221.

**Proposed Catalog Description:****SPAN 222 Intermediate Spanish Conversation-Business****3c-01-3cr****Prerequisite:** SPAN 201 or equivalent

Same as SPAN 220 but with a special emphasis on the vocabulary and structures used in the business world. Substitutes for SPAN 220.

**5) Current Catalog Description:****SPAN 223 Intermediate Spanish Conversation-Criminology****3c-01-3cr****Prerequisite:** SPAN 201 or equivalent

Same as SPAN 221 but with a special emphasis on the vocabulary and structures used in law enforcement and criminal justice. Substitutes for SPAN 221.

**Proposed Catalog Description:****SPAN 223 Intermediate Spanish Conversation-Criminology****3c-01-3cr****Prerequisite:** SPAN 201 or equivalent

Same as SPAN 220 but with a special emphasis on the vocabulary and structures used in law enforcement and criminal justice. Substitutes for SPAN 220.

**Rationale:** The catalog descriptions were changed because SPAN 221 Intermediate Spanish Conversation is being changed to SPAN 220.

## 5) Course Number Change

### Current Catalog Description:

#### SPAN 321 Advanced Spanish Conversation

3c-01-3cr

**Prerequisites:** SPAN 230 or equivalent

Extensive practice in oral communication skills. Emphasizes development of fluency in speaking over a wide range of topic areas. Required for all majors and minors.

### Proposed Catalog Description:

#### SPAN 350 Advanced Spanish Conversation

3c-01-3cr

**Prerequisites:** SPAN 230 or equivalent

Extensive practice in oral communication skills. Emphasizes development of fluency in speaking over a wide range of topic areas. Required for all majors and minors.

**Rationale:** To improve course sequencing SPAN 321 is being changed to SPAN 350.

## FOR ACTION:

**PASSED**

### Liberal Studies Committee:

Approval of JNRL 105 Journalism and the Mass Media for the Social Science category.

## 1. Department of Communications Media—New Course

**PASSED**

### COMM 405 Process of Digital Game Development

3c-01-3cr

**Prerequisites:** Junior/Senior Standing, or instructor permission

Examines the theory and development of digital games. Topics that will be explored include the logics of gameplay, the process of game development, gaming technology, the psychology of gaming. The history and organization of the gaming industry will also be examined. Students will also create deliverables around a game concept they develop in the process of completing the course.

**Rationale:** This course will be an advanced elective for Communications Media majors.

## 2. Department of Art—Course Revision and Catalog Description Change

**PASSED**

### Current Catalog Description:

#### ARHI 100 Arts of the Twentieth Century

1c-3l-3cr

Designed to expand student response to visual, aural, and kinetic art forms of this century with special emphasis on recent decades. Includes lecture, studio, and field experiences.

**Proposed Catalog Description:****ARHI 100 Arts of the Twentieth Century****Prerequisite:** Art majors and minors only**3c-01-3cr**

A study of art in the U.S. during 1900 – 1960 in light of historical events and in the broader context of political, philosophical, religious, and social developments, including women and under-represented groups as subjects, creators, and patrons of the arts and intended as an introductory course for incoming art majors. Primary focus on painting, photography, and film.

**Rationale:** This course is being revised in order to reflect more accurately the current course content. The prerequisite change also reflects more accurately the purpose of the course and the practice of the last ten years. As specified in the course description, the course is designed as an introductory course for incoming art majors. The course was originally designed by an art education faculty and subsequently taught by studio faculty; thus, it included a lab component. Since the course is now taught by an art historian, the lab component no longer exists and has not for the last several years.

**3. University Libraries—New Course****PASSED****LIBR 251 Information Access in the Digital Age****2c-01-2cr**

Introduction to library research is designed to equip the student with information literacy skills so that the student will be able to determine the extent of information needed, access the needed information effectively and efficiently, evaluate information and its sources critically, incorporate selected information into one's knowledge base, use information effectively to accomplish a specific purpose, understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally. The course will provide the student with conceptual and practical expertise as an information networker to locate, evaluate, and use effectively the needed information. Basic knowledge of computer applications is helpful.

**Rationale:** This course will be an elective for students in their Liberal Studies program.

**4. Department of Religious Studies—New Courses****PASSED****RLST 245 Women and Religion****3c-01-3cr****Prerequisite:** RLST 110 or permission of the instructor

Examines women's roles and experiences within some of the world's major religious traditions, both past and present. In exploring patterns and instances of the empowerment and oppression of women the course pays careful attention to feminist critiques.

**RLST 345 Women in the Bible****3c-01-3cr****Prerequisite:** one Religious Studies or Women's Studies course, or permission of the instructor

Surveys and examines the stories and issues concerning women in the Bible, and introduces students to the questions and methods of research that the contemporary world and feminist biblical scholars bring to them.

**RLST 485 Selected Topics in Feminist Studies of Religion****3c-01-3cr****Prerequisite:** one Religious Studies or Women's Studies course, or permission of the instructor

Offers rotating topics in feminist studies in Religion by alternating professors in the Department of Religious Studies. Such topics may include: "Contemporary Feminist Spirituality Movements," "Goddesses in the Ancient Near East," "Feminist Biblical Scholars and Theologians," and "Women in Buddhism."

**Rationale:** These courses will be controlled electives for students in the BA in Religious Studies and for students in the Women's Studies program.

## 5. Department of Biology—New Course, New Tracks, New Minor & New Catalog Descriptions

### A. Additions to Current Catalog Description:

**PASSED**

#### **B. S.—Biology/Cell and Molecular Biology Track**

Students electing the Bachelor of Science degree with an emphasis in Cell and Molecular Biology will take all the core Biology courses and, in addition, a collection of upper-division courses that focus collectively on important aspects of modern cell and molecular biology. This track will prepare students for employment in technical positions or for graduate studies in cell biology, molecular biology, biotechnology or related biomedical disciplines.

#### **Minor in Environmental Health Science**

The minor in Environmental Health Science provides a survey of the technical areas in environmental health and protection, with an introduction to epidemiology and toxicology that are fundamental to the field. The minor consists of 20 credits in BIOL and ENVH courses. Three additional non-BIOL and non-ENVH courses in the Natural Sciences and Mathematics are needed as prerequisites. This minor is particularly well-suited for students interested in human and ecological health issues who are majoring in Biochemistry, Biology, Chemistry, Geology, Natural Science or Safety Science.

#### **Biology Honors Program**

Open by departmental permission to all majors within the Department of Biology. All students who by end of the first semester of their sophomore year have at least a 3.25 overall GPA will be invited to apply for the program. The application will include a transcript and a personal statement outlining the student's academic plan, career goals and why she or he wants to be considered for the honors program. A department honors committee (makeup to be determined by the Department) will select a maximum of twelve students per year for the program.

Students accepted into the program will take BIOL 484 Honors Seminar during the first semester of their junior year, two semesters of BIOL 483 Honors Thesis/Independent Study and one 500/600 level biology course. The honors thesis will be based on research performed under the supervision of a department professor who specializes in the student's area of interest and must be approved by a thesis committee made up of the faculty member directing the student and two others, one of whom may come from outside the Department of Biology.

Students interested in the Biology Honors Program should discuss this opportunity with their advisors as early as possible so that they have achieved the necessary GPA and are prepared to make application for the program in the spring of their sophomore year. This program, though designed for all qualified students within the Department of Biology should be of particular value to students intending to seek admission to graduate or professional schools. Honors coursework is designated on university transcripts. Students completing the departmental honors program are recognized at departmental commencement ceremonies.

### B. New Course

#### **BIOL 484 Honors Seminar**

**2c-0l-2cr**

**Prerequisite:** Admission to the Biology Honors Program

Selected topics in biology. Use of the literature in preparation for advanced course work and BIOL

483 Honors Thesis/Independent Study. Students will analyze the literature, develop a literature review and develop a thesis proposal. Guest speakers will provide additional exposure to major areas of biology.

**Rationale:** This course is designed as a required course for students accepted into the Biology Honors Program. It will prepare students for BIOL 483 Honors Thesis/Independent Study that is a requirement of the Program.

## C. New Tracks

### Biology Honors Program

9

|              |                                  |             |
|--------------|----------------------------------|-------------|
| BIOL 484     | Honors Seminar                   | 2cr (1)     |
| BIOL 483     | Honors Thesis /Independent Study | 4cr (1) (2) |
| BIOL 5xx/6xx | Graduate Level Course            | 3cr (3)     |

- (1) May be counted toward the following majors: B.A and B.S. in Biology and B.S. in Biology Education
- (2) Two semesters, 2cr each
- (3) Students must take one course at the 500/600 level during their junior or senior year. This will be in addition to the biology credits (currently 38 for all tracks) required for the major.

**Rationale:** This honors program has been designed to enrich the undergraduate education of qualified biology majors and will fit with all of our majors and other tracks. Many of our best students now participate in research with faculty members and this will provide a formal mechanism for that work to be recognized and integrated into their program of study. The Biology Honors Program should be particularly attractive to and valuable for students considering careers in research and/or seeking admission to graduate or professional schools. Also, as a department with a significant number of majors from the Robert E. Cook Honors College we have been encouraged to develop an honors program to better serve those students.

### Bachelor of Science—Biology/Cell and Molecular Biology Track

#### Liberal Studies Courses:

48

As outlined in the Liberal Studies section with the following specifications:

**Mathematics:** MATH 121

**Natural Science:** CHEM 111-112

**Liberal Studies Electives:** 3cr, PHYS 111, no courses with BIOL prefix

#### Major:

38

#### Required Courses:

|                                          |                                                 |          |
|------------------------------------------|-------------------------------------------------|----------|
| BIOL 111                                 | Principles of Biology I                         | 4cr      |
| BIOL 112                                 | Principles of Biology II                        | 4cr      |
| BIOL 123                                 | Perspectives in Cell and Molecular Biology      | 1cr      |
| BIOL 210                                 | Botany                                          | 3cr      |
| BIOL 220                                 | General Zoology                                 | 3cr      |
| BIOL 250                                 | Principles of Microbiology                      | 3cr      |
| BIOL 263                                 | Genetics                                        | 3cr      |
| BIOL 401                                 | Laboratory Methods in Biology and Biotechnology | 3cr      |
| BIOL 410                                 | Molecular Biology Topics                        | 3cr      |
| <b>Controlled Biology Electives: (1)</b> |                                                 |          |
| BIOL 151                                 | Human Physiology                                | 4cr      |
| BIOL 269                                 | Bioethics and Coevolution                       | 3cr      |
| BIOL 271                                 | Evolution                                       | 3cr      |
| BIOL 281                                 | Special Topics                                  | 1-3cr(2) |
| BIOL 323                                 | Introduction to Toxicology and Risk Assessment  | 3cr      |
| BIOL 331                                 | Animal Developmental Biology                    | 3cr      |
| BIOL 352                                 | Comparative Animal Physiology                   | 3cr      |
| BIOL 362                                 | Ecology                                         | 3cr      |
| BIOL 363                                 | Medical Microbiology                            | 3cr      |
| BIOL 364                                 | Immunology                                      | 3cr      |
| BIOL 453                                 | Plant Physiology                                | 3cr      |

|                                                                                           |                                            |           |             |
|-------------------------------------------------------------------------------------------|--------------------------------------------|-----------|-------------|
| BIOL 460                                                                                  | Fundamentals of Environmental Epidemiology | 3cr       |             |
| BIOL 466                                                                                  | Principles of Virology                     | 3cr       |             |
| BIOL 476                                                                                  | Parasitology                               | 3cr       |             |
| BIOL 477                                                                                  | Neurobiology                               | 3cr       |             |
| BIOL 481                                                                                  | Special Topics                             | 1-3cr (2) |             |
| BIOL 482                                                                                  | Independent Study                          | 1-3cr (2) |             |
| BIOL 493                                                                                  | Biology Internship                         | 1-12cr(2) |             |
| <b>Ancillary Science Requirements:</b>                                                    |                                            |           | <b>24</b>   |
| <b>Organic Chemistry Sequence:</b>                                                        |                                            |           |             |
| CHEM 231                                                                                  | Organic Chemistry I                        | 4cr       |             |
| CHEM 232                                                                                  | Organic Chemistry II                       | 4cr       |             |
| <b>Biochemistry Sequence:</b>                                                             |                                            |           |             |
| BIOC 301                                                                                  | Biochemistry I                             | 3cr       |             |
| BIOC 302                                                                                  | Biochemistry II                            | 3cr       |             |
| BIOC 311                                                                                  | Biochemistry Laboratory I                  | 1cr       |             |
| BIOC 312                                                                                  | Biochemistry Laboratory II                 | 1cr       |             |
| <b>Other Science/Math Requirements:</b>                                                   |                                            |           |             |
| PHYS 121                                                                                  | Physics I Lab                              | 1cr       |             |
| MATH 217                                                                                  | Probability and Statistics                 | 3cr       |             |
| <b>Science/Math Elective:</b>                                                             |                                            |           |             |
| An additional 4 credits in Ancillary Sciences/Math to be selected from the following: (3) |                                            |           |             |
| BIOC 480, 481, CHEM 321, 323, 331, 340, MATH 122, PHYS 112, 122                           |                                            |           |             |
| <b>Other Requirements:</b>                                                                |                                            |           | <b>0-6</b>  |
| Foreign Language Intermediate Level:                                                      |                                            | 0-6cr(4)  |             |
| <b>Free Electives:</b>                                                                    |                                            |           | <b>4-10</b> |
| <b>Total Degree Requirements:</b>                                                         |                                            |           | <b>120</b>  |

- (1) No more than 6cr total from Independent Study, Special Topics, Internship applies to major; excess applied as free electives
- (2) No more than 3cr may count toward Controlled Elective requirements.
- (3) Other appropriate majors courses in these departments may be substituted for one or more of those on the above list with the approval of the student's advisor.
- (4) Two courses beyond placement or intermediate level. Foreign Language course may count as Liberal Studies Elective (see Liberal Studies section). In lieu of a foreign language the student may elect to take a sequence of courses in Computer Science exclusive of COSC 101 (COSC 110 and 210 recommended).

**Rationale:** The primary justification for the new Cell and Molecular Biology Track (CMB Track) is to provide a formal, well-defined and lab-rich curriculum that will prepare students for employment in biotechnology laboratories or for graduate programs. The job market for those with biotechnology skills is likely to remain strong for the foreseeable future. The U. S. Bureau of Labor Statistics predicts that career opportunities for all life scientists will increase at an average/above average rate over the next ten years.

The proposed CMB Track will provide more options to students interested in attending IUP and thus should aid Department/College recruiting efforts. The proposed CMB Track may also become a resource for IUP programs in allied areas such as anthropology, archaeology, food science or nursing. The National Research Council points out need for interdisciplinary training for students in the biomedical sciences. The interdisciplinary philosophy of the proposed CMB Track is reflected in its requirement for numerous science/math courses other than Biology courses. Students in the CMB Track will take 13 or 14 courses for a total of 39cr in Biochemistry, Chemistry, Physics and Math. Several of the courses required in the proposed CMB Track take an integrative approach by incorporating interdisciplinary "modules" into their content. The proposed CMB Track emphasizes hands-on laboratory experience. The track includes a total of fourteen Biology, Biochemistry, Chemistry and Physics laboratories among its required courses, and students may choose additional labs from among the Controlled Biology Electives or Science/Math Electives. The required laboratories of the Biology core curriculum introduce basic biological techniques, the scientific method and the skills needed to work flexibly as a team member or as an independent problem-solver, in addition to more discipline-specific methodology. Students will also be encouraged to pursue opportunities for variable-credit internships and independent study projects related to cell and molecular topics.

**C. New Minor****Minor – Environmental Health Science****20****Required Courses:**

|               |                                                    |     |
|---------------|----------------------------------------------------|-----|
| BIOL 103-104  | General Biology I and II (1) or                    |     |
| BIOL 111-112  | Principles of Biology I and II                     | 8cr |
| ENVH 221      | Environmental Health and Protection I (2)          | 3cr |
| ENVH 222      | Environmental Health and Protection II (2)         | 3cr |
| BIOL/ENVH 323 | Introduction to Toxicology and Risk Assessment (2) | 3cr |
| BIOL/ENVH 460 | Fundamentals of Environmental Epidemiology (3)     | 3cr |

(1) BIOL 151 or BIOL 155 can be substituted for BIOL 104.

(2) Prerequisites include CHEM 102 or 112.

(3) Prerequisites include MATH 216 or 217.

**Rationale:** The Environmental Health Science Minor is designed for students who are interested in acquiring knowledge and skills related to public health and the environment, but have chosen to major in another field. This minor will best complement majors in Biology, Chemistry, Geography/Environmental Geographer Track, Geology/Environmental Track, Regional Planning/Environmental Planner Track, and Safety Sciences; but will be open to all students.

**6. Department of Geography and Regional Planning—New Course and Program Revisions****A. New Cross Listed Course****PASSED****GEOG 345 Biogeography for Environmental Managers****3c-0l-3cr**

**Prerequisite:** any one of the following: GEOG 341, 342, BIOL 103, 112, 115

Examines the distribution of plants and animals across the earth's surface, as influenced by natural and human processes. Emphasis is placed on landscape and regional habitat dynamics as they relate to environmental planning and management. Field trips supplement lectures and readings. (Also offered as RGPL 345; may not be taken for duplicate credit)

**RGPL 345 Biogeography for Environmental Managers****3c-0l-3cr**

**Prerequisite:** any one of the following: GEOG 341, 342, BIOL 103, 112, 115

Examines the distribution of plants and animals across the earth's surface, as influenced by natural and human processes. Emphasis is placed on landscape and regional habitat dynamics as they relate to environmental planning and management. Field trips supplement lectures and readings. (Also offered as GEOG 345; may not be taken for duplicate credit)

**Rationale:** This course will be an elective for bachelors students in Geography and Regional Planning, but it would be open to other students with one of the prerequisites.

**B. Program Revisions:****Current Program:****B.S. Regional Planning/Environmental Planner Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications:  
**Mathematics:** MATH 121 or 217  
**Liberal Studies Electives:** 9cr, BTED/COSC/IFMG 101 recommended; no courses with RGPL prefix

**53****College:**

Foreign Language Intermediate Level (1)

**0-6****Major:****42****Required Courses:**

|          |                                                |     |
|----------|------------------------------------------------|-----|
| RGPL 213 | Cartography I                                  | 3cr |
| RGPL 316 | Introduction to Geographic Information Systems | 3cr |
| RGPL 350 | Introduction to Planning                       | 3cr |
| RGPL 352 | Planning Methods                               | 3cr |
| RGPL 353 | Planning Design I                              | 3cr |
| RGPL 412 | Research Seminar                               | 3cr |
| RGPL 454 | Planning Design II                             | 3cr |
| RGPL 458 | Land Use Law                                   | 3cr |
| RGPL 464 | Land Use Policy                                | 3cr |
| RGPL 468 | Planning Theory                                | 3cr |

**Track Courses:** Four courses from the following: 12cr

|          |                                      |     |
|----------|--------------------------------------|-----|
| GEOG 335 | Geography of Energy                  | 3cr |
| GEOG 341 | Climatology                          | 3cr |
| GEOG 342 | Physiography                         | 3cr |
| GEOG 343 | Geography of Fresh Water Resources   | 3cr |
| GEOG 440 | Conservation: Environmental Analysis | 3cr |
| RGPL 314 | Map and Photograph Interpretation    | 3cr |
| RGPL 415 | Remote Sensing                       | 3cr |

**Free Electives:****19-25**

RGPL 493 Internship (strongly recommended) 1-12cr

**Total Degree Requirements:****120**

- (1) Intermediate-level Foreign Language may be included in Liberal Studies electives.

**Proposed Program:****B.S. Regional Planning/Environmental Planner Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications:

**53****Mathematics:** MATH 121 or 217**Liberal Studies Electives:** 9cr, BTED/COSC/IFMG 101 recommended; no courses with RGPL prefix**College:**

Foreign Language Intermediate Level (1)

**0-6****Major:****42****Required Courses:**

|          |                                                |     |
|----------|------------------------------------------------|-----|
| RGPL 213 | Cartography I                                  | 3cr |
| RGPL 316 | Introduction to Geographic Information Systems | 3cr |
| RGPL 350 | Introduction to Planning                       | 3cr |
| RGPL 352 | Planning Methods                               | 3cr |
| RGPL 353 | Planning Design I                              | 3cr |
| RGPL 412 | Research Seminar                               | 3cr |
| RGPL 454 | Planning Design II                             | 3cr |
| RGPL 458 | Land Use Law                                   | 3cr |
| RGPL 464 | Land Use Policy                                | 3cr |
| RGPL 468 | Planning Theory                                | 3cr |

**Track Courses:** Four courses from the following: 12cr

|          |                                         |     |
|----------|-----------------------------------------|-----|
| GEOG 335 | Geography of Energy                     | 3cr |
| GEOG 341 | Climatology                             | 3cr |
| GEOG 342 | Physiography                            | 3cr |
| GEOG 343 | Geography of Fresh Water Resources      | 3cr |
| GEOG 345 | Biogeography for Environmental Managers | 3cr |
| GEOG 440 | Conservation: Environmental Analysis    | 3cr |
| RGPL 314 | Map and Photograph Interpretation       | 3cr |
| RGPL 415 | Remote Sensing                          | 3cr |

**Free Electives:****19-25**

RGPL 493 Internship (strongly recommended) 1-12cr

**Total Degree Requirements:****120**

- (1) Intermediate-level Foreign Language may be included in Liberal Studies electives.

**Current Program:****B.A. Geography/Environmental Geographer Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: 53

**Mathematics:** MATH 121 or 217

**Liberal Studies Electives:** 9cr, COSC/IFMG/BTED 101 recommended; no courses with GEOG prefix

**College:**

Foreign Language Intermediate Level (1) 0-6

**Major:**

**Required Courses:** 36

|          |                      |     |
|----------|----------------------|-----|
| GEOG 213 | Cartography I        | 3cr |
| GEOG 230 | Cultural Geography   | 3cr |
| GEOG 231 | Economic Geography   | 3cr |
| GEOG 411 | History of Geography | 3cr |
| GEOG 412 | Research Seminar     | 3cr |

**Controlled Electives:**

One course from GEOG 251-257 3cr  
One course from GEOG 341-342 3cr (2)

**Track Courses:** Five courses from the following: 15cr

|          |                                                |     |
|----------|------------------------------------------------|-----|
| GEOG 314 | Map and Photograph Interpretation              | 3cr |
| GEOG 316 | Introduction to Geographic Information Systems | 3cr |
| GEOG 335 | Geography of Energy                            | 3cr |
| GEOG 341 | Climatology                                    | 3cr |
| GEOG 342 | Physiography                                   | 3cr |
| GEOG 343 | Geography of Fresh Water Resources             | 3cr |
| GEOG 415 | Remote Sensing                                 | 3cr |
| GEOG 440 | Conservation: Environmental Analysis           | 3cr |

**Free Electives:** 25-31

**Total Degree Requirements:** 120

- (1) Intermediate-level Foreign Language may be included in Liberal Studies electives.
- (2) The same course cannot also count in the track.

**Proposed Program:****B.A. Geography/Environmental Geographer Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: 53

**Mathematics:** MATH 121 or 217

**Liberal Studies Electives:** 9cr, COSC/IFMG/BTED 101 recommended; no courses with GEOG prefix

**College:**

Foreign Language Intermediate Level (1) 0-6

**Major:**

**Required Courses:** 36

|          |                      |     |
|----------|----------------------|-----|
| GEOG 213 | Cartography I        | 3cr |
| GEOG 230 | Cultural Geography   | 3cr |
| GEOG 231 | Economic Geography   | 3cr |
| GEOG 411 | History of Geography | 3cr |
| GEOG 412 | Research Seminar     | 3cr |

**Controlled Electives:**

One course from GEOG 251-257 3cr  
One course from GEOG 341-342 3cr (2)

**Track Courses:** Five courses from the following: 15cr

|          |                                                |     |
|----------|------------------------------------------------|-----|
| GEOG 314 | Map and Photograph Interpretation              | 3cr |
| GEOG 316 | Introduction to Geographic Information Systems | 3cr |
| GEOG 335 | Geography of Energy                            | 3cr |
| GEOG 341 | Climatology                                    | 3cr |
| GEOG 342 | Physiography                                   | 3cr |
| GEOG 343 | Geography of Fresh Water Resources             | 3cr |
| GEOG 345 | Biogeography for Environmental Managers        | 3cr |
| GEOG 415 | Remote Sensing                                 | 3cr |
| GEOG 440 | Conservation: Environmental Analysis           | 3cr |

**Free Electives:** 25-31

**Total Degree Requirements:** 120

- (1) Intermediate-level Foreign Language may be included in Liberal Studies electives.
- (2) The same course cannot also count in the track.

**Rationale:** Biogeography is being added as a new course to the Environmental Tracks in Geography and Regional Planning to enhance our offerings in this area.

**Current Program:****B.S. Education-Social Studies Education/Geography Track (\*)**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: **48**

**Mathematics:** 6cr

**Humanities-History:** Fulfilled by required courses in minor

**Social Sciences:** ECON 121, GEOG 102, PSYC 101

**Liberal Studies Electives:** 3cr, ECON 122

**College:** **29**

**Preprofessional Education Sequence:**

COMM 103 Digital Instructional Technology 3cr

EDSP 102 Educational Psychology 3cr

**Professional Education Sequence:**

EDEX 301 Education of Students with Disabilities in Inclusive Secondary Programs 2cr

EDSP 477 Assessment of Student Learning: Design and Interpretation of Educational Measures 3cr

EDUC 242 Pre-student Teaching Clinical Experience I 1cr

EDUC 342 Pre-student Teaching Clinical Experience II 1cr

EDUC 441 Student Teaching 12cr

EDUC 442 School Law 1cr

EDUC 455 Teaching of Social Studies in Secondary Schools 3cr

**Major** **24**

**Required Courses:**

GEOG 213 Cartography I 3cr

GEOG 230 Cultural Geography 3cr

**Controlled Electives:**

At least two courses from each of the following three groups:

*Environmental Geography:* GEOG 341, 342, 343, 440

*Human Geography:* GEOG 231, 331, 332, 333, 334, 335, 336, 337, 431

*Regional Geography:* GEOG 251, 252, 253, 254, 255, 256, 257

**Social Studies Distribution Requirements:** **18**

The following courses are required:

HIST 201 Western Civilization Before 1600 3cr

HIST 202 Western Civilization Since 1600 3cr

HIST 204 United States History to 1877 3cr

HIST 205 United States History since 1877 3cr

PLSC 280 or 285 Comparative Government I: Western Political Systems or Comparative Government II: Non-Western Political 3cr

Plus 3 additional hours in history sufficient to meet the requirements for a minor

**Free Electives:** **1**

**Total Degree Requirements:** **120**

(\*) See requirements leading to teacher certification, titled "Admission to Teacher Education," in the College of Education and Educational Technology section of this catalog.

**Proposed Program:****B.S. Education-Social Studies Education/Geography Track (\*)**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: **48**

**Mathematics:** 6cr

**Humanities-History:** Fulfilled by required courses in major

**Social Sciences:** ECON 121, GEOG 102, PSYC 101

**Liberal Studies Electives:** 3cr, ECON 122

**College:** **29**

**Preprofessional Education Sequence:**

COMM 103 Digital Instructional Technology 3cr

EDSP 102 Educational Psychology 3cr

**Professional Education Sequence:**

EDEX 301 Education of Students with Disabilities in Inclusive Secondary Programs 2cr

EDSP 477 Assessment of Student Learning: Design and Interpretation of Educational Measures 3cr

EDUC 242 Pre-student Teaching Clinical Experience I 1cr

EDUC 342 Pre-student Teaching Clinical Experience II 1cr

EDUC 441 Student Teaching 12cr

EDUC 442 School Law 1cr

EDUC 455 Teaching of Social Studies in Secondary Schools 3cr

**Major** **24**

**Required Courses:**

GEOG 213 Cartography I 3cr

GEOG 230 Cultural Geography 3cr

**Controlled Electives:**

At least two courses from each of the following three groups:

*Environmental Geography:* GEOG 341, 342, 343, 345, 440

*Human Geography:* GEOG 231, 331, 332, 333, 334, 335, 336, 337, 431

*Regional Geography:* GEOG 251, 252, 253, 254, 255, 256, 257

**Social Studies Distribution Requirements:** **18**

The following courses are required:

HIST 201 Western Civilization Before 1600 3cr

HIST 202 Western Civilization Since 1600 3cr

HIST 204 United States History to 1877 3cr

HIST 205 United States History since 1877 3cr

PLSC 111 American Politics 3cr  
PLSC 280 or 285 Comparative Government I: Western Political Systems or Comparative Government II: Non-Western Political 3cr

**Free Electives:** **1**

**Total Degree Requirements:** **120**

(\*) See requirements leading to teacher certification, titled "Admission to Teacher Education," in the College of Education and Educational Technology section of this catalog.

**Rationale:** The PA Department of Education has requested that our program have two political science courses in it since the students will be certified to teach Political Science, along with History, Geography, and Economics. PLSC 111 is the course that the History Track students already take. GEOG 345 Biogeography for Environmental Managers is a new course and is being added to the Environmental Geography course list options.

## 7. Department of Spanish

**PASSED**

### 1) Course Revision, Number Change, and Catalog Description Change

#### Current Catalog Description:

**SPAN 221 Intermediate Spanish Conversation** **3c-01-3cr**

**Prerequisite:** SPAN 201 or equivalent

Intensive work on oral communication skills with emphasis on vocabulary building, pronunciation, and discourse strategies. Required for all majors and minors.

#### Proposed Catalog Description:

**SPAN 220 Intermediate Spanish Conversation and Grammar** **3c-01-3cr**

**Prerequisite:** SPAN 201 or equivalent

Intensive work on oral communication skills with emphasis on vocabulary building, pronunciation, discourse strategies, and grammar review.

### 2) Course Revision

#### Current Catalog Description:

**SPAN 402 Translation and Interpretation** **3c-01-3cr**

**Prerequisites:** SPAN 230 and 321

Fundamental translation skills for use in business and industry as well as in academic and popular fields.

#### Proposed Catalog Description:

**SPAN 402 Translation and Interpretation** **3c-01-3cr**

**Prerequisites:** SPAN 230 and 350

Fundamental translation skills for use in business and industry as well as in academic and popular fields.

**Rationale:** The prerequisites are changing because of the course number change.

### 3) Course Revision

#### Current Catalog Description:

**SPAN 404 Advanced Spanish Grammar** **3c-01-3cr**

**Prerequisites:** SPAN 221 or equivalent and SPAN 230 and senior standing or departmental permission

An in-depth study of Spanish syntax and morphology. Taught in Spanish. Required for all majors.

#### Proposed Catalog Description:

**SPAN 404 Advanced Spanish Grammar** **3c-01-3cr**

**Prerequisites:** SPAN 230 and senior standing or departmental permission

An in-depth study of Spanish syntax and morphology. Taught in Spanish. Required for all majors.

**Rationale:** The only changes are in the language of the prerequisite, which formerly included SPAN 221 or its equivalent. Since SPAN 220 and its equivalents (formerly SPAN 221) are now being proposed as prerequisites for SPAN 230, the Department of Spanish saw no need to list those courses as prerequisites.

**APPENDIX G:**  
**University-Wide Graduate Committee**  
**Co-Chairs LaPorte and Chambers**

**FOR INFORMATION:**

New policy on University-Wide Graduate Committee Procedures:

*As mandated by the by-laws of the University Senate the University-Wide Graduate Committee (UWGC) holds open meetings. Anyone in the university community is welcome to attend the committee's meetings. Prior to consideration of a proposal during a committee meeting a hearing is held in which anyone who wishes to provide information to the committee, including the members of the UWGC, is free to do so. During this hearing members of the committee are free to ask questions of proposers or anyone else providing input. Following this hearing the UWGC will commence the deliberation phase of the meeting and all those not on the UWGC, as well as those committee members who are members of the proposing department(s), will be asked to leave the room.<sup>1</sup> The written results of the deliberations will be sent to proposers who will respond in writing to the issues raised by the UWGC, and who may also request to address the UWGC.<sup>2</sup>*

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<sup>1</sup> This process is in accordance with *Robert's Rules* which states: "When a committee is to make substantive recommendations or decisions on an important matter, it should give members of the society an opportunity to appear before it and present their views on the subject at a time scheduled by the committee. Such a meeting is usually called a *hearing*. During actual deliberations of the committee, only committee members have the right to be present." (p. 416; italics in original).

<sup>2</sup> This process allows members of the UWGC to provide input and be part of the process even when they have a vested interest in the proposal. Having them recused during deliberations ensures that committee members will feel free to openly discuss proposals. That member would then be free the following meeting to again address any issues that may have arisen during the committee's deliberations. This process preserves each committee member's right to provide input, facilitates the gathering of information by the committee, and preserves the process whereby committee members are not influenced directly by the presence of a committee member with a vested interest.