**February 7, 2017**

Chairperson Piper called the February 7, 2017 meeting of the University Senate to order at 3:30 PM, in Eberly Auditorium.

Attendance at the Senate meeting is on the Senate website under Meeting Minutes.

The meeting began with a moment of silence in memory of Caleb Zweig.

The minutes from the December 6, 2016 meeting were **APPROVED**.

Agenda items for the February 7, 2017 meeting were **APPROVED**.

## REPORTS AND ANNOUNCEMENTS

### President's Report

Dr. Driscoll thanked everyone for the moment of silence that was observed at the start of the meeting. He informed the Senate about the huge outpouring of comfort and support that occurred during this difficult time for the IUP family.

Dr. Driscoll then discussed the budget.

- A substantial amount of work is currently occurring to make sure that IUP is on sound financial footing.
- This year, IUP is balanced in terms of its budget. A small amount of reserves are needed to close some holes in the budget.
- The Vice-Presidents are working hard to make sure that IUP deals with its one-time expenditures in a responsible way.
- A lot of work has occurred to recruit and retain students.
- The governor is proposing a 2% increase for the state system of higher education.  This is approximately 8.9 million dollars for the state system as a whole.   There is a long process that needs to occur before we know the final state budget.

Dr. Driscoll next commented on the proposed review of the state system.

- Be calm and relax.
- IUP is in a strong position, not a weak position. We may benefit from others having to work through their problems.
- The chancellor wants to engage people and a consultant is being hired to move the process forward.
- We are going to stay in charge of our own destiny.

Lastly, Dr. Driscoll thanked Dr. Wooten for his work on improving the new travel management system.

**Question:** Senator Witthöft, who chairs the Temporary Faculty Committee, asked Dr. Driscoll about the current hiring situation for temporary faculty members at IUP. Dr. Driscoll responded by stating that there is currently a hiring freeze at IUP, but there is also a process in place to request for exemptions to this policy. The hiring freeze is necessary, partially due to the fact that IUP is teaching 2,500 fewer students. Due to the financial realties at IUP, careful decisions will need to be made in regards to any requested exemptions.

**Provost's Report**

Good afternoon.

I have two comments today

Good news from Board of Governors – Our Master of Science in Athletic Training was approved in January.

Bad news– This was a tragic weekend. While it was sad, it also brought out the best qualities of IUP. Help was extended across the university, however, even this has its limits.

- If state employee, assistance is available via the State Employee Assistance Program – enter via PASSHE website

- If students need help, please refer them to the Counseling Services. They have online reference service, group and individual services.

Curriculum Revisions

In response to the Senate recommendations from the December 6, 2016 meeting, I accept the following:

From the University-Wide Undergraduate Curriculum Committee:

A. The following courses are approved by me and may be offered immediately:

- NURS 414 – Health Policy and Patient Advocacy

- KHSS 145 – Foundations of Exercise Science

B. Program revisions from the following departments that will be forwarded to the Council of Trustees for final approval:

- The Bachelor of Science in Nursing and the Bachelor of Science in Nursing/Licensed Practical Nurse track

- The Bachelor of Science in Finance

- The Bachelor of Science in Management/Information Systems track

From the <u>University-Wide Graduate Committee:</u>

    A. Graduate policy changes including:

- Academic Integrity
- Candidacy/Qualifier Exam
- Course Overlap in Degree Program
- Continuous Credit Registration for Thesis/Dissertation
- Reexamination
- Transfer Credit
- Transfer Credit for Certificate

**Chairperson's Report**

There are 3 meetings of the Senate remaining for this school year and we anticipate longer agendas. Please do your best to be on time to the meetings.

**Vice Chairperson's Report**

- SGA is asking for help in identifying students who are a good fit for student government.
- Megan Erwin is our new faculty advisor.
- The budget for 2017-2018 is being proposed soon.
- Keep an eye out for student motions this semester.

**Rules Committee (Senator Korns)**

- The Research Committee is currently in need of a member. A prospective member needs to be from the College of Health and Human Services.
- Request for nominations for Phase I election will occur next week.
- Anyone who is currently serving through next year, which is appointed faculty or administration, can run at large.
- Phase I elections is set for the first week of March. Phase II elections will occur after Phase I elections.
- Temporary faculty can serve in the Senate.
- The committee will meet next Tuesday, February 14 at 3:30 PM in 418 of Davis Hall.

**University-Wide Undergraduate Curriculum Committee (Senator Sechrist)**

**<span style="color:red">FOR INFORMATION:</span>**

**The following courses were approved by the UWUCC to be offered as distance education courses:**

- **ARED 317 Art in K-6 Programs**
- **ENGL 329 History of English**
- **IFMG 110 Business Spreadsheet Computing**

## FOR ACTION:

**1. Department of Geosciences—Prerequisite Changes**        **APPROVED**

    **a. Current Title and Prerequisites:**

        **GEOS 323 Geophysics**        **3c-3l-4cr**
        **Prerequisites:** PHYS 111, MATH 121, grade of "C" or better in GEOS 201 and 202

        **Proposed Title and Prerequisites:**

        **GEOS 323 Geophysics**        **3c-3l-4cr**
        **Prerequisites:** PHYS 111, MATH 121, grade of "C" or better in GEOS 201

    **b. Current Title and Prerequisites:**

        **GEOS 324 Geology of Oil and Gas**        **3c-3l-4cr**
        **Prerequisites:** Grade of "C" or better in GEOS 202 and 203

        **Proposed Title and Prerequisite:**

        **GEOS 324 Geology of Oil and Gas**        **3c-3l-4cr**
        **Prerequisites:** Grade of "C" or better in GEOS 203

    **c. Current Title and Prerequisites:**

        **GEOS 353 Paleontology**        **3c-3l-4cr**
        **Prerequisites:** Grade of "C" or better in GEOS 201 and 202

        **Proposed Title and Prerequisite:**

        **GEOS 353 Paleontology**        **3c-3l-4cr**
        **Prerequisites:** Grade of "C" or better in GEOS 201

    **d. Current Title and Prerequisites:**

        **GEOS 354 Geomorphology**        **3c-3l-4cr**
        **Prerequisites:** Grade of "C" or better in GEOS 202 and 203

        **Proposed Title and Prerequisite:**

        **GEOS 354 Geomorphology**        **3c-3l-4cr**
        **Prerequisites:** Grade of "C" or better in GEOS 203

    **e. Current Title and Prerequisites:**

**GEOS 370 Oceanography**          3c-3l-4cr
 **Prerequisites:** Grade of "C" or better in GEOS 201 and 202

    **Proposed Title and Prerequisite:**

**GEOS 370 Oceanography**          3c-3l-4cr
 **Prerequisites:** Grade of "C" or better in GEOS 201

**f. Current Title and Prerequisites:**

**GEOS 371 Meteorology**          2c-3l-3cr
 **Prerequisites:** Grade of "C" or better in GEOS 201 and 202

    **Proposed Title and Prerequisite:**

**GEOS 371 Meteorology**          2c-3l-3cr
 **Prerequisites:** Grade of "C" or better in GEOS 201

**Rationale:** The request is to remove GEOS 202 as a prerequisite from courses for which it is no longer necessary. This will simplify sequencing of upper-level geoscience courses for majors and minors. It will also open additional upper-level courses to students from majors such as geography and anthropology that take GEOS 201 but not GEOS 202.

The Geoscience Department is revising GEOS 202 Quantitative Methods in the Geosciences in response to outcomes assessments and input by faculty currently teaching the course. To meet this newly identified need, GEOS 202 will become more focused on quantitative skills in the context of geoscience research methods.

**2. Department of Journalism and Public Relations—New Course**      **APPROVED**

**JRNL 310 Writing for Online Media**          3c-0l-3cr
**Prerequisites:** JRNL120 or 220 or instructor's permission
Teaches techniques to help students develop reporting, writing and editing skills to communicate effectively in an online media environment. Focuses on the continuum of the online news cycle, nonlinear nature and interactive elements of the online platform and fundamental differences and similarities between online and traditional media, including ethical and legal uses.

**Rationale:** JRNL 310 is being proposed to fulfill the need for a writing course that addresses the specific techniques required in online writing that differ from traditional or legacy print journalism. These techniques are based on the three primary differences between traditional print journalism and the online platform: multimedia, interactivity and on-demand delivery. Primarily, this course is being proposed as an elective in the Journalism and Public Relations Department. It may also serve at a later time as a course requirement for a proposed Certificate in Online Media Design, a collaboration among the Communications Media, Journalism and Public Relations, and Art departments.

**3. Department of Music—Course Revision**      **APPROVED**

**Current Catalog Description:**

**MUSC 420 Professional Practices in Music**          **2c-0l-2cr**
**Prerequisite:** Junior Standing
An overview of skills needed to be a successful, versatile and employable musician in the 21st century, includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Primarily for music majors and taught in a seminar format with guest lectures.

**Proposed Catalog Description:**

**MUSC 420 Professional Practices**          **2c-0l-2cr**
**Prerequisite:** Junior standing
Explores skills needed to be successful, versatile, and employable in the 21st century. Includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Taught in a seminar format with guest lectures.

**Rationale:** The nature of the course material and the format of the course (seminar style) make it ideally suited for both graduate and undergraduate students. The course is driven by student interaction, participation, and discussion.

### 4. Department of Kinesiology, Health, and Sport Science—Program Revision APPROVED

| Certificate—Athletic Coaching | | 19 | Certificate—Athletic Coaching | | 20 |
|---|---|---|---|---|---|
| **Required Courses:** | | 16 | **Required Courses:** | | 17 |
| KHSS 175 | Prevention and Care of Injuries to the Physically Active (1) | 2cr | KHSS 175 | Prevention and Care of Injuries to the Physically Active (1) | 2cr |
| KHSS 209 | Motor Behavior (1) | 3cr | KHSS 209 | Motor Behavior (1) | 3cr |
| KHSS 333 | Psychology of Coaching (1) | 2cr | KHSS 333 | Psychology of Coaching (1) | 3cr |
| KHSS 335 | Athletic Coaching (1) | 3cr | KHSS 335 | Athletic Coaching (1) | 3cr |
| KHSS 437 | Coaching Disability Sport (1) | 3cr | KHSS 437 | Coaching Disability Sport (1) | 3cr |
| KHSS 493 | Internship | | KHSS 493 | Internship | 3cr |
| **Controlled Elective:** | | 3 | **Controlled Elective:** | | 3 |
| One course from the following: | | | One course from the following: | | |
| KHSS 221 | Human Structure and Function | 3cr | KHSS 221 | Human Structure and Function | 3cr |
| KHSS 256 | Applied Human Structure and Conditioning (1) | 3cr | KHSS 256 | Applied Human Structure and Conditioning (1) | 3cr |
| KHSS 292 | Introduction to Sport Management (1) | 3cr | KHSS 292 | Introduction to Sport Management (1) | 3cr |
| (1) Courses have been designed as distance education courses. | | | (1) Courses have been designed as distance education courses. | | |

**Rationale:** KHSS 333 Psychology of Coaching was revised from being a 2 credit course to a 3 credit course. Three credits are being added across from the Internship also since this was missing.

### 5. UWUCC and Liberal Studies Committee Approved the following:      APPROVED

- JRNL 310 Writing for Online Media was approved as a Type II Writing Intensive course, Department Commitment.
- Joan Vandyke, Department of Theater and Dance, as a Type I Writing Intensive, Professor Commitment.

**University Wide Graduate Committee (Senator Moore)**

**FOR ACTION:**

**1. DEPARTMENT OF MUSIC**                                              **APPROVED**

**A.  COURSE REVISION** (PREFIX, TITLE, PREREQ, ADD DUAL LEVEL, DESCRIPTION)

**Course:** MUSC (420)/520: Professional Practices

**Rationale:**

The nature of the course material and the format of the course (seminar style) make it ideally suited for both graduate and undergraduate students. The course is driven by student interaction, participation, and discussion. Graduate level students will have additional projects to complete.

|  | Current Course Information | Proposed Course Information |
|---|---|---|
| **Title** | MUSC: 420 Professional Practices in Music | MUSC (420)/520: Professional Practices |
| **Prereq** | Junior standing | Graduate standing for MUSC 520 |
| **Description** | An overview of skills needed to be a successful, versatile, and employable musician in the 21st century. Includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Primarily for music majors and taught in a seminar format with guest lectures. | Explores skills needed to be successful, versatile, and employable in the 21st century. Includes curriculum vitae preparation, self-promotion and marketing, finding and creating opportunities, communication skills, grant-writing and resource acquisition, and developing a professional network. Taught in a seminar format with guest lectures. |

**2.  DEPARTMENT: SOCIOLOGY**                                          **APPROVED**

**A. NEW COURSE**

**Course:** SOC 767/867: Survey Research Methods

**Rationale:**
We see our proposed Survey Research Methods (SOC 767/867) course as an advanced elective for students preparing for thesis or dissertation work or for collaborative quantitative or mixed-methods research projects.

**Summary:**

| Course | SOC 767/867: Survey Research Methods |
|---|---|
| Credits | 3 |
| Prerequisite | SOC 762/862 and either SOC 705 or SOC 763/863; or permission of the instructor |
| Description | This graduate level seminar provides a foundation in the theory and methods of survey research. Students will learn the concepts of total survey error, sampling, modes of data collection, questionnaire design, validity of survey instruments, and computer-assisted interviewing techniques. Practical issues of conducting surveys and research ethics will be addressed, along with tools for evaluating and analyzing survey data. |

## 3. DEPARTMENT OF BIOLOGY                                      APPROVED

### A. NEW COURSE

**Course:** BIOL (431)/531: Ichthyology

**Rationale:**
This course has been successfully offered as BIOL 481/581 Special Topics: Ichthyology. The Biology Department would like to convert the proposed course to a permanent offering that will serve as a controlled elective for students majoring in Biology BA, BS, and BS - Ecology, Conservation, and Environmental Biology (ECEB) Track. The course proposal includes a significant writing component intended to better train students in scientific writing. The laboratory will introduce students to techniques used in aquatic environmental management field. As such, this course supports both the departmental and university strategic plans to better prepare IUP students for success.

**Summary:**

| Course | BIOL (431)/531: Ichthyology |
|---|---|
| Credits | 3 |
| Prerequisite | BIOL 220 or instructor permission |

| | |
|---|---|
| Description | Introduces the biology, taxonomy, natural history, and conservation of freshwater and marine fishes.  Examines the morphological and physiological adaptations that have allowed fish, the most diverse group of vertebrates, to thrive across a wide array of environments throughout the globe.  Lab emphasizes field collection and identification of fish found in Pennsylvania and the Great Lakes region, but select representatives from other families are also covered.  Critically evaluates published scientific papers related to fish biology, physiology, and evolution. |

## 4. DEPARTMENT OF EDUCATIONAL AND SCHOOL PSYCHOLOGY                 **APPROVED**

**A.  COURSE REVISION** ( Course number)

**Course:** EDSP 711: Introduction to School Psychology

**Rationale:**

Students take this course during their first year of coursework, prior to earning their Master's degree. Therefore, it should be listed as a 700 level course to accurately reflect the course sequence/progression of coursework.

| | **Current Course Information** | **Proposed Course Information** |
|---|---|---|
| **Title** | EDSP 811: Introduction to School Psychology | EDSP 711: Introduction to School Psychology |
| **Description** | This course will introduce the participant to the profession of school psychology.  The professional responsibilities of the school psychologist are explored in relation to ethical and legal aspects; state and federal litigation and legislation; dynamics and organization of regular and special education; issues in multicultural and exceptional children's education; and the provision of assessment, placement, and intervention services in the public schools. | This course will introduce the participant to the profession of school psychology. The professional responsibilities of the school psychologist are explored in relation to ethical and legal aspects; state and federal litigation and legislation; dynamics and organization of regular and special education; issues in multicultural and exceptional children's education; and the provision of assessment, placement, and intervention services in the public schools. |

## 5. DEPARTMENT OF ENGLISH                                           **APPROVED**

**A. NEW COURSE**

**Course:** ENGL 756/856: Digital Literacy for the English Professional: A Domain of One's Own

**Rationale:**

Proposal of this course, which has been successful in the special topics format, reflects the interests and needs of graduate students in English who benefit from development of "productive" digital literacy skills. This supports their coursework, scholarship, and eventual teaching skills. This course provides an appropriate mix of theory and practice. It also benefits the program by helping students of varied backgrounds to achieve some common levels of fluency as they look towards further coursework in the doctoral program.

**Summary:**

| Course | ENGL 756/856: Digital Literacy for the English Professional: A Domain of One's Own |
|---|---|
| Credits | 3 |
| Prerequisite | None |
| Description | Enables students to make professional choices by exploring the transformations of traditional conceptions of literacy as a consequence of the emergence of new media and digital networks. Fosters informed and critical production in the digital sphere, including how to control one's web presence; utilize web services and platforms; and compose and publish multi-modal projects. Facilitates literacy as a form of agency through workshops and projects.  Satisfies the doctoral research skills requirement. |

**B. NEW COURSE**

**Course:** ENGL 835: Research Design and the Craft of Writing

**Rationale:**

Exit interviews with students and surveys with former students, along with programmatic evaluation, demonstrated that the program needed a stronger sequence of research courses as part of our ongoing curriculum development. This course is being proposed as the final course in a four-course research sequence for the Ph.D. program.
The courses are:
ENGL 800: Research in Composition and TESOL
ENGL 815: Qualitative Research
ENGL 820: Quantitative Research
ENGL 835: Research Design and the Craft of Writing

**Summary:**

| Course | ENGL 835: Research Design and the Craft of Writing |
|---|---|
| Credits | 3 |
| Prerequisite | ENGL 815; ENGL 820 |

| | |
|---|---|
| Description | Presents students with the conceptual aspects of designing and conducting a research study. Addresses making critical choices concerning research questions, data collection, methods of measurements, and analysis.  Focuses on professional-level, academic writing including writing for a dissertation and writing for publication.  Includes a discussion of dissemination of research results and navigating the professional publication process.  A practical application is attention to dissertation proposal development and addressing the processes, skills, knowledge, and general dispositions of the professional academic writer. |

**6. DEPARTMENT OF GEOGRAPHY**                                                    **APPROVED**

**A. PROGRAM REVISION** (Remove GRE requirement)

**Degree:** M.S. in Geography

**Rationale:**

Faculty have voted to remove this requirement for Admissions Criteria of the MS in Geography.

| Current Admission Criteria (Catalog Description) | Proposed Admission Criteria (Catalog Description) |
|---|---|
| Admission Criteria<br><br>Students who enter the program usually hold a bachelor's degree in geography or one of the social sciences. Persons with degrees in education, science, or business also may qualify and often find a degree in geography of value. Applicants must take the Graduate Record Exam before they will be admitted to pre-candidacy status. | Admission Criteria<br><br>Students who enter the program usually hold a bachelor's degree in geography or one of the social sciences. Persons with degrees in education, science, or business also may qualify and often find a degree in geography of value. |

## FOR INFORMATION:

**A.  The following were approved by the UWGC to be offered as distance education courses:**

NURS 744: Advanced Nursing Roles

**Library and Education Services Committee (Senator McLaughlin)**

The committee is meeting next Tuesday, February 14 at 3:30 PM.

**Research Committee (Senator Gossett)**

**<span style="color:red">FOR INFORMATION:</span>**

The University Senate Research Committee met on December 13, 2016. The first part of the meeting was devoted to committee business, while the latter reviewed small grant proposals. There were eight USRC small grant proposals. The decision was made to fund five, totaling $5400.00.

The USRC funded projects by

- Dr. Nicholas Deardorff
- Dr. Ryan Beeken
- Dr. John Chripell
- Dr. Suneel Maheshwari
- Dr. Raymond Pavloski

Next meeting is Tuesday, Feb. 14th at 3:30pm, Stright 301.

**Student Affairs Committee (Senator Stocker)**

The committee is meeting next Tuesday, February 14 at 3:30 PM in the Knowlton Room of the HUB.

**University Development and Finance Committee (Senator Wick)**

The committee is meeting next Tuesday, February 14 at 3:30 PM in Stapleton 302.

**Academic Affairs Committee (Senator Dugan)**

**<span style="color:red">FOR ACTION:</span>**

**1. Education Abroad Policy**                                        **<span style="color:red">APPROVED</span>**

# POLICY STATEMENT

| Subject: **Education Abroad Policy** | | |
|---|---|---|
| Date: XXXXXX 201x | Distribution Code: (complete) | Reference No: |
| Addition<br>Deletion | Originating Offices:<br>- Provost's Office | President's Approval |

| X   New Item | -   Office of International Education | |
|---|---|---|
|    Revision | | |

## *Purpose*

This policy is to formalize the procedures utilized by IUP personnel (IUP students, alumni, and all IUP employees including recognized volunteers) when creating and/or participating in an official Education Abroad activity.  This policy will allow IUP to govern and review its Education Abroad programs and practices to ensure their effectiveness and appropriateness.

## *Scope*

This policy will assist IUP personnel with the process of developing and proposing Education Abroad experiences and planning international educational activities.  As with any travel, a degree of risk is inevitable.  This policy will implement safeguards to further mitigate the risk for participants, the university, IUP personnel and host programs.

The following do not fall under the scope of this policy:
1. IUP Personnel traveling as part of an official IUP Education Abroad activity without students
2. IUP Personnel traveling abroad for personal travel
3. IUP Personnel traveling abroad for purposes of professional development
4. IUP International students doing an internship in their home country

## *Definition*

Education Abroad, is defined as any activity outside of the United States (non-credit or credit-bearing) undertaken by IUP personnel which contributes to the participants' academic development and, in most cases, towards an academic degree.

## *Current IUP Education Abroad Options*
- **Faculty-Led**
  - An international program directed by an IUP faculty or staff member who leads students abroad.  Typically, 2-8 weeks in duration.
  - May include many different types of programs, including, but not limited to traditional semesters, travel seminars and field studies.
- **Traditional Semester, Year-Long and Summer Programs**
  - Crimson Exchanges – Bilateral exchanges with IUP international partners
  - Study at IUP-approved third-party providers
  - Independent Study Abroad (direct enrollment at an international university or via an alternative U.S. institution or third-party provider)
- **Travel Seminar**
  - A program in which students travel to many different cities/countries and receive instruction in each location, often regarding a unifying topic.  Examples include shipboard education programs or European cultural studies tours.

- **Field Study**
  - An education abroad experience whose pedagogy revolves around experiential study outside the classroom setting with varying duration.  Examples include:

- **Service-Learning:** The pedagogical focus is placement in an activity that serves the needs of a community.
- **Internship Abroad (also, Externship, Practicum, Practical Training, Coop):** A work abroad placement, usually connoting work with professionals, with a primary purpose that is educational. An internship program may be offered for the experience in its own right, or it may be combined with coursework and offered within the context of a study abroad program for academic credit.
- **Research:** A subtype of field study program in which the main focus is research conducted by participating students which includes but is not limited to field schools, studios, competitions, and conference participation.
- **Volunteer:** A noncredit placement allowing the participant to engage with the local community in a structured but unpaid capacity (some programs may provide a stipend). Although this term is often used interchangeably with service-learning, it differs in that academic credit is not awarded and there is typically less structured learning.

## *Policy*

All Education Abroad undertaken by IUP personnel under the auspices of IUP, whether credit or non-credit bearing, must be vetted and processed through the Office of International Education (OIE).

## *Roles and Responsibilities*

**IUP Students:**

All IUP students will contact the OIE to prepare for their international experiences optimally, not less than the semester before departure. OIE staff will assist each student based upon time, location, duration, course of study, etc. Students will follow the requirements of the OIE application process and any other necessary documents associated with their applications to IUP education abroad as directed by the OIE, academic advisors and other associated personnel.

Students will also be responsible, under the guidance of the OIE staff, to secure any required travel documents (passports, visas, residence permits, etc.).

All non-IUP students will be responsible for the necessary paperwork associated with the "State System of Higher Education Visiting Student Status" application.

All students participating in any international program will be responsible for communication using their IUP email address.

Transfer of credits will be handled by the OIE and the Office of Transfer Services.

All students will be responsible for following program-specific code of conduct as related to student behavior. Violations of this code may result in referral to IUP's Office of Student Conduct.

All registration and financial issues will be handled by the appropriate IUP offices: OIE, Bursar, Accounts Payable, Accounts Receivable, Financial Aid, Registrar, Office of Extended Studies, and Foundation for IUP, as applicable.

The OIE and the IUP Office of the Provost have final decision regarding application status and requirements.

For IUP students who violate the policy, the following may be withheld or adversely affected:
- Transfer of credits
- Award of financial aid
- OIE fees associated with international travel retroactively added to account

Disciplinary and legal action may be taken, as appropriate.

**IUP Employees:**
IUP employees will contact the OIE to prepare international experiences falling under the auspices of IUP and involving IUP personnel. OIE staff will assist based upon the type of program being proposed.

IUP employees leading a group abroad will be required to follow the OIE procedures. These requirements include but are not limited to:

- Submit proposal for IUP Faculty-Led Education Abroad
- Once approved by Chair, Dean, OIE, and Provost, design web presence for program with OIE staff
- Complete OIE paperwork:
  - Verify each student's completion of IUP Education Abroad Application
  - Provide detailed information concerning:
    - final travel itinerary
    - final list of student participants
    - contact phone number for every day abroad (understanding that hotels and locations may change frequently in some cases)
    - list of transportation companies and accommodations to be used (airlines, buses, ferries, hotels, hostels, etc.)
    - list of host families and their contact information, if applicable
    - list of proposed emergency procedures
- Maintain contact via IUP email and other agreed upon means
- Complete appropriate export paperwork
- Complete fiscal procedures
- Follow all IUP and Commonwealth of Pennsylvania policies and directions regarding fundraising

For IUP employees who violate the policy, the following may be withheld or adversely affected:
- Travel reimbursement
- Opportunity to lead future international programs
- Management of designated account
- IUP Travel Card privileges
- Future IUP travel funds

Disciplinary and legal action may be taken, as appropriate.

**Office of International Education:**

The OIE will facilitate all Education Abroad opportunities for IUP personnel and provide guidance, support and troubleshooting during all phases of such programs which include but are not limited to:

- Development

  Brainstorm program details (locale, duration and course(s)), outreach to IUP partners and affiliates, develop a program fee and budget, establish deadlines, scholarship opportunities, etc.

- Application Process

  Develop a marketing plan and program details, customize electronic application, interview students, confirm completion of application and compliance with required documentation, registration, billing, submit materials to IUP overseas partners and affiliates, etc.

- Pre-Departure

  Orientation program including preparation for overseas experience: academic expectations, safety, security, risk mitigation, visa applications, student conduct, etc.

- In-Country

  Point of contact for any emergencies (health, natural disasters, financial, student conduct, political turmoil, etc.)

- Re-Entry

  Point of contact for receipt of original transcripts, hold event for returned students, assist students with re-entry culture shock issues, resources for future/post-graduation Education Abroad opportunities, graduation cords and certificates, etc.

## *Procedure:*

For more information about specific procedures, consult the OIE's webpage at https://www.iup.edu/international/

## *Rescission:*

Not applicable.

## *Publication and Distribution Statement:*

This policy will be distributed directly to IUP students and employees. It will also be posted on the Office of International Education's website and posted annually on the IUP Daily.

## *Distribution:*

Code Description

A      All Employees
        All Students

The Education Abroad policy if brought forward as a new policy for approval. The policy provides for tracking of participants, which is particularly imperative in times of emergency, and/or need for repatriation.

**2. Timely Completion of Degree Requirements**        **<span style="color:red">APPROVED</span>**

**<u>ORIGINAL</u>**

**Timely Completion of Degree Requirements**
The minimum total credit requirement for a baccalaureate degree at IUP is 120. Students who enroll in degree programs that require more than 120, or who seek the added benefit of a double major, minor, or specialized program, or who change majors should plan their sequence of courses carefully with an advisor. Such students should be alert to the possibility that they may need to carry a heavier-than-average class load to complete the degree in eight semesters. In some situations, summer work or an extra semester may be necessary. The need to enroll in remedial or other preparatory course work or to repeat courses may also affect progress toward a degree.

**<u>REVISED – FOR ACTION</u>**

**Timely Completion of Degree Requirements**
The minimum total credit requirement for a baccalaureate degree at IUP is 120. Students who enroll in degree programs that require more than 120, or who seek the added benefit of a double major, minor, or specialized program, or who change majors should plan their sequence of courses carefully with an advisor. Such students should be alert to the possibility that they may need to carry a heavier-than-average class load to complete the degree in eight semesters. In some situations, summer work or an extra semester may be necessary. The need to enroll in remedial or other preparatory course work or to repeat courses may also affect progress toward a degree.

**Rationale:** Review found the policy to be accurate and effective as is. No changes recommended.

The committee is meeting next Tuesday, February 14 at 3:30 PM in the Conemaugh room at the HUB.

**Awards Committee (Senator Lipinski)**

The committee is meeting Tuesday, February 21 at 4:00 PM in 210 of Eberly Hall.

**Noncredit Committee (Senator O'Neil)**

The committee is meeting Tuesday, February 21 at 3:30 PM.

**University Planning Council (Senator Stocker)**

There was no report.

**Presidential Athletic Advisory Council (Senator Castle)**

There was no report.

**Academic Computing Policy Advisory Committee (Senator Schaney)**

The committee is meeting February 15 at 3:00 PM.

**University Budget Advisory Committee (Senator Soni)**

The committee is meeting February 16.

The meeting adjourned at 4:06 PM.

Respectfully submitted by
Russell Stocker
University Senate Secretary