

# University Senate Minutes

November 2, 2021

3:45pm – 5:00pm, ZOOM

- Chairperson Piper called the November 2, 2021 meeting of the University Senate to order at 3:45pm
- Minutes from the October 5, 2021 meeting were **APPROVED**
- Agenda items for the November 2, 2021 meeting were **APPROVED with the following additions from the University-wide Graduate Curriculum Committee:**
  - Revisions to the Course Auditing Policy (included below)
  - Revisions to the Course Repeat Policy (included below)
- The Academic Committee requested that recommendations to change the common hour, time in between classes, and fall break be added to the agenda. The Senate voted to deny these additions. These recommendations were discussed under new business (included below).

## Reports and Announcements

### A. President's Report:

- Please remember to vote today if you haven't already voted by mail. The polls are open until 8pm.
- I want to highlight a couple key actions from October's Board of Governors meeting.
  - First, the Board approved the name for the university that will result from the integration of California, Clarion, and Edinboro universities. The new university will be called Pennsylvania Western University or Penn West, with a particular campus name attached when appropriate, e.g., Penn West - California. A name hasn't been chosen for the northeastern integration of Bloomsburg, Lock Haven, and Mansfield. As you may recall, the integrations still need to be approved by the regional accrediting body, the Middle States Commission on Higher Education. That won't until perhaps March of 2022.
  - Second, the Board approved requesting an increase in appropriation for the State System starting in the 2022-2023 fiscal year, specifically, an increase of about \$73 million per year to a total regular appropriation of \$550 million. That's the best estimate of what it will take to run the State System in its current configuration. The \$73 million increase is in addition to a request for another \$50 million in one-time funds to support system redesign efforts. There is a long process between the request going to Governor Wolf and a budget being approved next June.
- Best wishes for a successful semester and a good Thanksgiving.

### B. Provost's Report:

- This Friday, November 5 is Self-Care Day. Thank you to all of you who were able to accommodate your schedules and work with students to give them an opportunity to take care of themselves during the long stretch from Labor Day to Thanksgiving.

- Enrollment Management and Academic Affairs are collaborating to develop a communications and an action plan to support and encourage students through registration. The communications plan is underway. Several groups are coming together to develop an action plan to make sure that we are working with students to solve any issues that are preventing them from registering and encouraging them to do register in a timely way. Right now, the numbers reflect that a little under 2,500 students have not registered yet.
- There have been some conversations with the curriculum committees regarding distance education modalities, particularly multi-modal. We understand that there is a need for more clarity. We are working to clarify and finalize this. If you have any questions, please contact me, Karen Rose Cercone, or the curriculum committees. Clarification will be sent soon.
- In response to the Senate recommendations from the October 5, 2021 meeting, I accept the following:
  - Undergraduate policy changes as follows:
    - Fresh Start Policy
    - Dual Baccalaureate Degrees Policy
    - Undergraduate Course Attendance Policy

**FOR INFORMATION:**

The Provost has accepted the recommendations for curriculum actions endorsed by the IUP-APSCUF Representative Council at their October 14, 2021 meeting as follows:

**From the University-Wide Undergraduate Curriculum Committee:**

- A. The following new course is approved by me and may be offered immediately:
  - SPLP 123 Phonetics and Language
- B. The following program revisions will be forwarded to the Council of Trustees for final approval:
  - Entrepreneurship and Small Business Management Track, Management, BS (correction from earlier meeting)
  - Special Education PreK-12, BSED
  - English as a Second Language Certificate
  - Nutrition Track, Nutrition, BS
  - Criminology, BA
  - Pre-Law Track, Criminology, BA
- C. Chair's Report:**
  - Have a great Thanksgiving break!
  - Don't forget to adjust your clocks for Daylight Saving Time on Sunday, November 7.
- D. Vice Chairperson's Report:**
  - Thank you for approving Self-Care Day on Friday, November 5.

- SGA is advocating for the addition of a fall break beginning next academic year.
- SGA held a vaccination drive at Bingo and they distributed 20 flu shots and 2 COVID shots.
- SGA is sponsoring Self-Care Bingo on Friday, November 5.

## Standing Committee Reports

### A. Rules Committee (Chair Smith-Sherwood)

#### **FOR INFORMATION:**

- The Rules Committee will meet in November with Senator Muth, Director of Regional Campuses, and in December with Senator O'Neil, Chair of the Non-Credit Instruction Committee, as part of its information gathering in support of forthcoming motions to amend the Constitution and By-laws.
- We plan to begin bringing those motions to amend to Senate next month. According to the procedures outlined in the Constitution and By-laws, they will be presented at one meeting and then voted upon at the next.
- The Rules Committee has taken on the task of maintaining the Senate website. We are still sorting through several workflow issues, but standing committees needing annual documents to be posted (e.g., Academic, Awards) can contact Dawn Smith-Sherwood ([smithshe@iup.edu](mailto:smithshe@iup.edu)) to have that done. We are also working to make the Senate agenda and minutes available prior to each meeting. This is especially important for our student senators and others who may not receive these documents regularly via email.
- The Rules Committee will meet next Tuesday, November 9, at 3:45pm in Davis 418.

### B. University-Wide Undergraduate Curriculum Committee (Chair Sechrist)

- No report.

### C. University-Wide Graduate Curriculum Committee (Chair Moore)

#### **FOR ACTION:**

**APPROVED**

#### **POLICY CHANGE SCHOOL OF GRADUATE STUDIES AND RESEARCH**

#### **Policy: COURSE AUDITING**

#### **RATIONALE FOR PROPOSED REVISION:**

The current language of the policy is not as a bit confusing and not as clear as it could be. The proposed language corrects that issue.

#### **CURRENT POLICY LANGUAGE:**

Auditing is not permitted in a graduate course unless the student has been admitted to the School of Graduate Studies and Research, has received permission to audit from the course's instructor,

and has been approved for course enrollment by the dean of the School of Graduate Studies and Research.

Auditors must pay normal tuition and related fees. An auditor will, with permission from the instructor, participate in class discussion, do practicum work, take examinations, and share generally in the privileges of a class member. If the student completes all course requirements, an “audit” notation is posted to the student’s academic record. No student who is required to carry a certain number of credits may count among those credits the credit for an audited course.

**PROPOSED POLICY LANGUAGE:**

**Course auditing** is not permitted in a graduate course unless the student has been admitted to the School of Graduate Studies and Research, has received permission to audit from the course’s instructor, and has been approved for course enrollment by the dean of the School of Graduate Studies and Research.

**Students** must pay normal tuition and related fees. **Students who audit courses** will, ~~with permission from the instructor,~~ participate in class discussions, do practicum work, take examinations, and share generally in the privileges of a **non-auditing** class member. If the **student** completes all course requirements, an “audit” notation is posted to the **student’s** academic record. ~~No student who is required to carry a certain number of credits may count among those credits the credit for an audited course.~~ Audited courses may not be included in the number of credits required for a student to complete a program of study.

**FOR ACTION:**

**APPROVED**

**Policy: COURSE REPEAT POLICY**

**RATIONALE FOR PROPOSED REVISION:**

The current policy language does not address N grades. The proposed language corrects that issue.

**CURRENT POLICY LANGUAGE:**

No graduate credit is given for “F” grades, and graduate grading policy does not permit “D” grades. Students may repeat “C” or “F” grades according to the following policy:

- A maximum of two graduate level courses may be repeated for grade replacement for each graduate degree or certificate program a student attempts or completes.
- A repeated course may only be repeated once.
- The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

All attempts and the original grade(s) earned will continue to appear on the graduate transcript.

**PROPOSED POLICY LANGUAGE:**

**No graduate credit is given for N or F grades, and graduate grading policy does not permit D grades. Students may repeat N, C or F grades according to the following policy:**

- A maximum of two graduate level courses may be repeated for grade replacement for each graduate degree or certificate program a student attempts or completes.
- A repeated course may only be repeated once.
- The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

All attempts and the original grade(s) earned will continue to appear on the graduate transcript.

**Implementation:** Effective immediately upon approval.

- Our next meeting is on Tuesday, November 9 at 3:45pm via Zoom.

#### **D. University Development and Finance Committee (Drye)**

- We held elections at our meeting in October. I was elected as the Chair, P. T. Schlosser from SGA was elected as the Vice Chair, and Amy Cook was elected as the Secretary.
- Our next meeting is on Tuesday, November 9 at 3:45pm via Zoom.

#### **E. Academic Affairs Committee (Chair Dugan)**

**FOR ACTION:**

**APPROVED**

**PROPOSED**

##### **Double Major Policy**

Students meeting the requirements of two majors can obtain a double major (one diploma).

Students who wish to receive two diplomas, one for each degree, must complete a minimum of 150 credits and follow the University's Dual Baccalaureate Degrees Policy.

The application for the double major must be completed by the student, at which time the student must declare one of the majors to be the primary major. The degree for the primary major (BS or BA) will be the degree designation that appears on the transcript and the diploma. The second major will appear on the transcript as the secondary major earned.

Students pursuing a double major will be required to fulfill all Liberal Studies, College, and Major requirements for the primary major and only the Major requirements for the secondary major.

If students after declaring a double major decide to pursue only one of the majors, they will need to rescind their decision to pursue a double major in order to graduate by filing the appropriate form found on the registrar's website or on MyIUP. Students should consult with their advisors prior to making this decision. On this form, students will need to declare what their single major will be. Students will then need to fulfill the Liberal Studies, College and Major requirements of that single major.

##### **Rationale:**

This is a new policy, created to codify what has been occurring informally and to benefit students who have broad interests and skills.

**FOR ACTION:****APPROVED****Current****Dean's List**

Undergraduate students receive recognition on the Dean's List for each semester (or summer session cumulatively) in which they earn at least a 3.25 GPA based on at least 12 credits of graded (not P/F) undergraduate course work, or a combination of graded undergraduate course work and graded graduate course work applying to the baccalaureate degree.

**Proposed****Dean's List**

Undergraduate students receive recognition on the Dean's List for each semester (or summer session cumulatively) in which they earn at least a 3.25 GPA based on at least 12 credits of graded (not P/F) undergraduate course work, or a combination of graded undergraduate course work and graded graduate course work applying to the baccalaureate degree.

**Rationale**

As part of a five-year review, the policy remained accurate and complete.

**FOR ACTION:****APPROVED****Current****Anticipated Class Absence for University Representation and Participation**

The university community recognizes the value of student participation in cocurricular and extracurricular activities of the university, while acknowledging the faculty member's right to determine the terms of variance from the course syllabus. Ideally, the student is expected to notify the professor as soon as the student knows that a class will be missed due to a university sponsored event. The faculty may request documentation signed by the activity director, coach, or advisor detailing the specifics of the event in advance.

The student must take the initiative to make all arrangements for meeting academic requirements before the anticipated class absence. Excused absences for participation in university-sponsored events will not result in a penalty to the student, provided that the student makes up missed work as required by the professor.

**Proposed****Anticipated Class Absence for University Representation and Participation**

The university community recognizes **and values** student participation in cocurricular and extracurricular activities of the university, while acknowledging the **instructor's** right to determine the **extent of allowable deviations** from the course syllabus. **The** student is expected to notify the **instructor** as soon as the student knows that a class will be missed due to a university-sponsored event. The **instructor** may request documentation signed by the activity director, coach, or advisor detailing the specifics of the event in advance.

The student must contact **the instructor before the anticipated class absence** to make all arrangements for meeting academic requirements. Excused absences for participation in university-sponsored events will not result in a penalty to the student, provided that the student makes up missed work as required by the **instructor**.

### **Rationale**

As part of a five-year review, language was clarified and updated.

#### **F. Awards Committee (Chair Paul)**

- Our committee is working on updating the paperwork for the annual Senate awards.

#### **G. Non-Credit Committee (Chair O'Neil)**

- Our next interview is Thursday, November 11 at 10:00am via Zoom with Paul Stoner from the Athletics Department.

#### **H. Library and Education Services Committee (Chair Chadwick)**

- Our committee is working on a university data classification policy.
- Our next meeting is Tuesday, November 9 at 3:45pm via Zoom.

#### **I. Research Committee (Co-Chair Sciulli)**

##### **FOR INFORMATION:**

##### **Meeting Minutes – October 12, 2021**

*Note: The committee currently has vacancies from NSM and CAH.*

There were 10 USRC Small Grant proposals for review, and the decision was made to fund 10 proposals, totaling \$12,963.

- Maryanne Benjamin
- Deanna Laverick
- Marissa McClure Sweeny
- Jacqueline McGinty
- John Mueller
- Kelli Paquette
- Michael Schwartz
- Susan Sibert
- Alexi Thompson
- Jonathan Warnock

- Our next meeting will be Tuesday, 3:30, November 9, 2021, via Zoom.

#### **J. Student Affairs Committee (Chair Erwin)**

- Our next meeting is Tuesday, November 9 at 3:45pm via Zoom.

## Senate Representative Reports

### A. University Planning Council (Chair Moore)

- No report.

### B. President's Athletic Advisory Committee (Chair Castle)

- No report.

### C. Academic Computing Policy Advisory Committee (Senator Ford)

- Our next meeting is on Wednesday, November 17 at 3:00pm via Zoom.

### D. University Budget Advisory Committee (Senator Cook)

- Dr. Fitzsimons reported that we were able to balance the fiscal year 2021-2022 through various strategies.
- Since July of 2018, IUP has saved \$31.3 million through net salary and benefits savings.
- IUP did not meet the projected enrollment for this academic year, so we are looking at a \$20 million structural deficit.
- Dr. Driscoll discussed the possibility of utilizing UBAC to discuss the cost of attendance and the per-credit tuition model.

## New Business

- The Academic Committee introduced the following report for discussion. The Senate voted to hold a Special Meeting on November 16, 2021 at 3:45pm via Zoom to take action. The Academic Committee will review the report below for any recommended changes and will send their final report to the Senate Secretary by Friday, November 12, 2021. Senators will receive the Senate Agenda for the Special Meeting by Monday, November 15.

### **FOR DISCUSSION:**

#### **Common Hour and Scheduling Recommendations**

The Senate Academic Committee reviewed the recent instructor/administrative/staff and student common hour and scheduling survey results, including written comments. We appreciate all who responded to the surveys. There were diverse opinions and concerns reflected by the survey results and the specific comments provided. These were considered when formulating our recommendations. The Committee believes the following recommendations best serve the overall needs of the IUP community when developing the Fall 2022 class schedule and beyond.

- **Recommendation 1:** A 70-minute Common Hour should occur on Mondays, Wednesdays, and Fridays from 11:10 am – 12:20 pm.
- **Recommendation 2:** There should be a 20-minute time period between classes.

These recommendations would result in changes to IUP class periods, such as the following:

Time Period	Monday, Wednesday, and Friday (50-minute classes)	Tuesday and Thursday (75-minute classes)
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1	8:00 am – 8:50 am	8:00 am – 9:15 am
2	9:10 am – 10:00 am	9:35 am – 10:50 am
3	10:20 am – 11:10 am	11:10 am – 12:25 am
4	11:10 am – 12:20 pm ( <i>Common Hour</i> )	12:45 pm – 2:00 pm
5	12:20 pm – 1:10 pm	2:20 pm – 3:35 pm
6	1:30 pm – 2:20 pm	3:55 pm – 5:10 pm
7	2:40 pm – 3:30 pm	5:30 pm – 6:45 pm
8	3:50 pm – 4:40 pm	7:05 pm – 8:20 pm
9	5:00 pm – 5:50 pm	8:40 pm – 9:55 pm

### Summary of Common Hour and Scheduling Survey Results (10-25-2021):

Instructor/Administrator/Staff Survey n=369	Student Survey n=748
When asked about the usefulness of the Common Hour ~36% found it <i>not at all useful</i> ~23% found it <i>slightly useful</i> ~20% found it <i>moderately useful</i> ~13% found it <i>very useful</i> ~9% found it <i>extremely useful</i>	When asked about the usefulness of the Common Hour ~33% found it <i>not at all useful</i> ~22% found it <i>slightly useful</i> ~19% found it <i>moderately useful</i> ~13% found it <i>very useful</i> ~13% found it <i>extremely useful</i>
When asked about not being able to schedule classes during the Common Hour ~23% were <i>very unhappy</i> ~16% were <i>unhappy</i> ~35% were <i>neither unhappy nor happy</i> ~15% were <i>happy</i> ~11% were <i>very happy</i>	When asked about not being able to schedule classes during the Common Hour ~18% were <i>very unhappy</i> ~12% were <i>unhappy</i> ~38% were <i>neither unhappy nor happy</i> ~19% were <i>happy</i> ~13% were <i>very happy</i>
When asked about the Common Hour changing its timeframe ~39% prefer <i>no common hour</i> ~36% prefer to <i>leave it as is (11:30 am – 12:30 pm)</i> ~14% prefer <i>another time</i> ~11% prefer <i>3:00 to 4:00 pm</i> ~1% prefer <i>9:00 to 10:00 am</i>	When asked about the Common Hour changing its timeframe ~33% prefer <i>no common hour</i> ~45% prefer to <i>leave it as is (11:30 am – 12:30 pm)</i> ~6% prefer <i>another time</i> ~10% prefer <i>3:00 to 4:00 pm</i> ~5% prefer <i>9:00 to 10:00 am</i>
When asked about the Common Hour changing its days ~37% prefer <i>no common hour</i> ~28% prefer to <i>leave it as is (Monday through Friday)</i> ~15% prefer changing it to <i>Monday, Wednesday, and Friday</i> ~13% prefer changing it to <i>Tuesday and Thursday</i> ~7% prefer changing it to <i>another day(s)</i>	When asked about the Common Hour changing its days ~31% prefer <i>no common hour</i> ~54% prefer to <i>leave it as is (Monday through Friday)</i> ~7% prefer changing it to <i>Monday, Wednesday, and Friday</i> ~8% prefer changing it to <i>Tuesday and Thursday</i> ~1% prefer changing it to <i>another day(s)</i>
When asked about the preferred time break to schedule between classes ~11% stated <i>10 minutes</i> ~55% stated <i>15 minutes</i>	When asked about the preferred time break to schedule between classes ~3% stated <i>10 minutes</i> ~28% stated <i>15 minutes</i>

<p>~23% stated 20 minutes                  ~9% stated 30 minutes</p>	<p>~30% stated 20 minutes                  ~33% stated 30 minutes</p>
<p>In terms of their overall opinion regarding the Fall 2021 teaching schedule (after factoring out those respondents who said the question was not applicable to them)                  ~4% stated that their Fall 2021 teaching schedule was <i>much better</i> than previous term’s schedule                  ~6% <i>better</i>                  ~43% <i>about the same</i>                  ~23% <i>worse</i>                  ~23% <i>much worse</i></p>	<p>In terms of their overall opinion regarding the Fall 2021 class schedule (after factoring out those respondents who said the question was not applicable to them)                  ~13% stated that their Fall 2021 class schedule was <i>much better</i> than previous term’s schedule                  ~15% <i>better</i>                  ~37% <i>about the same</i>                  ~22% <i>worse</i>                  ~12% <i>much worse</i></p>

**“Fall Pause” Recommendations**

Based on previous experiences with having a “fall pause” as well as the perceived desire of the IUP community to continue this practice, the Senate Academic Committee is recommending the following:

- Instituting a 2-day “fall pause” (continuous days) in mid-October beginning in the Fall 2022 term. This fall pause would either be held on a “Monday-Tuesday” or “Thursday-Friday”.
- By instituting a 2-day fall pause, two main options exist to revising the fall term schedule to accommodate this pause and to provide students the required days of instruction: (1) starting the fall term two academic days earlier in August (i.e., on Thursday, August 18, 2022 instead of Monday, August 22, 2022) or (2) ending the fall term two academic days later (i.e., on Tuesday, December 13, 2022 instead of Friday, December 9, 2022). There are logistical and planning ramifications to each option. Whichever option is chosen, the academic schedule needs to allow for 14 weeks of instruction on each day of the week (Monday through Friday).

From the committee’s analysis of these options, the “early start” option for the Fall 2022 terms seems to be the “cleaner” option with less disruptions to the traditional fall term schedule. If this option is chosen the recommended fall pause dates would be either Thursday and Friday, October 13-14, 2022 or Thursday and Friday, October 20-21, 2022.

**Adjournment**

- The meeting adjourned at 5:07pm.

Respectfully submitted:

*Amber N. Racchini*