

**MINUTES OF THE
IUP UNIVERSITY SENATE**

APRIL 1, 2025

Chairperson Seal called the April 1, 2025 meeting of the University Senate to order at 3:45 PM, in Eberly Auditorium.

Senate Minutes for the March 4, 2024 meeting were **APPROVED**.

Agenda items for the April 1, 2025 meeting were **APPROVED**.

REPORTS AND ANNOUNCEMENTS

President's Report

On March 24, Larry Wakefield started as interim Vice President for Administration and Finance. You can read the announcement email to see that he brings great experience and expertise to the position and we are glad that he is here. Please take a moment to introduce yourself to him and welcome him. A search for the next vice president will get started soon with the appointment of a search committee. We hope to have someone in the position sometime in January of 2026.

Just over a week ago, the leadership team for the proposed College of Osteopathic Medicine submitted the self-study for the second step of the accreditation process. It's a strong self-study. We expect the decision from the accrediting organization, COCA, in June. With approval at that step, the team will work on the next self-study for the third step. We hope to move through the process in time to welcome the first medical students in the fall of 2027.

The State System Board of Governors is meeting next week. The public meeting will be on the morning of Thursday, April 10. Much of the board's time will be spent interviewing finalist candidates to be the next chancellor for the state system. The interviews themselves will not be public.

Yesterday, registration opened for fall semester, using OneSIS for the first time. I know that the start-up has not been perfect, but progress so far has been much smoother than we've seen at other State System universities. I think that's because folks in IT Services, the Office of Institutional Research and Academic Records, including the Registrar's Office, deans, a-deans, faculty, and navigators have done remarkable work to prepare for today. Thank you!

I've been told that Provost Luetkehans will answer all the hard questions about OneSIS and registration.

I'll wrap up by noting that we are now in the most stressful time of the academic year, with finals only 5 weeks away. As you do all the hard work in the weeks ahead, please remember to take

care of yourselves and those around you. A quick walk away from your desk, a smile to your colleague, a bit of patience in a tense moment can make all the difference.

Thank you for all that you do.

Provost's Report

I have some announcements and opportunities for us today. I will start with some nice opportunities for faculty this summer through our Title III funding and the University College. We are offering two ACUE opportunities this summer. We are repeating the “Fostering a Culture of Belonging” course. It will be held May 19 through July 20. We have a new opportunity “Designing Learner Centered and Equitable” courses. These will be held May 19 through July 6. There are 33 seats available on in each. They are asynchronous online courses. An email with the details was sent by Stephan Schraffath.

Tomorrow, we have a chairperson orientation training. Right now, we have over 200 students registered for orientation, which is very exciting. Allison Baker and Meghan Erwin will host this training session tomorrow during the common hour at 11:15 a.m. in 217 Jane Leonard. Please note that there is also a zoom option.

The program array review self-studies are due on Friday, April 4. We have a good number of submissions already. Thank you for your hard work in getting those in. This is our second phase of the program array review. The Academic Affairs Council, with the additional members, will be gearing up to review the self-studies to provide recommendations and feedback.

As Ramesh already mentioned, there is an iForm to help you guide students through requesting exceptions to the Crimson Core requirements. It is modeled after the petition for exception to Liberal Studies. Both iForms are now available on the Liberal Studies website.

We have a lot of things happening next week. One of the exciting things happening is Research Week. Bonnie Anderson will be here on Monday as the keynote speaker for the Annual Women in STEM Summit. Tuesday is the AI Summit. Wednesday we will have the Scholars Forum.

During that same window of time next week, we have our Middle States team here. We're excited to have them on campus to talk with us about our self-study. There are three open forums with our Middle States team that are available on Tuesday, April 8. At 9:00 a.m., the team is meeting with students. At 10:10 a.m., we have two concurrent sessions. One is for faculty and one is for staff. All of these open forums are in Jane Leonard Hall. An email has been sent with these details. On Wednesday, April 9 at 10:00 a.m., everyone is invited to the reading of the report where Middle States will share their findings.

I also want to share that just before this meeting, Chris Kitas shared with me that we have 1,037 students officially registered for Fall out of about 1,600.

I am happy to take questions.

Questions from Stephanie Jozefowicz:

I have two questions. Where are we in terms of teaching out the old Liberal Studies because my understanding is, for example, that there are no seats in English 202.

Provost Luetkehans' response:

We are monitoring seats so we will look at this particular course.

Stephanie Jozefowicz:

The second question is you have stated that a new form has been produced for petitions exceptions for Crimson Core. Is there going to be any additional guidance provided on what some of that might look like because right now I'm feeling like everyone will be telling students different information about these exceptions.

Provost Luetkehans' response:

The A-Deans are working with several members of academic leadership and have devised guidelines for students. These guidelines are on the website. Current students should work with their advisor, chairperson and A-Dean.

Question from Lisa Sciulli:

I would like to reiterate what Stephanie said about the availability of coursework in the fall. Some of the students are better off with continuing in the Liberal Studies curriculum. We are noticing that there are very minimal sections of the courses these students will need.

Provost Luetkehans' response:

We will look at this. If you are having pinch points, please make sure that you bring them to our attention.

For Information:

The Provost has accepted the recommendations for curriculum actions endorsed by the IUP-APSCUF Representative Council at their March 27, 2025, meeting as follows:

From the University-Wide Undergraduate Curriculum Committee:

A. New Courses

- ART 121 – Illustrative Life Drawing
- ART 481 – Concept Art
- ENGL 100B – Writing Skills Workshop

B. The following program revisions will be forwarded to the Council of Trustees for final approval:

- Earth and Environmental Science, BS
- Business Administration Minor

From the University-Wide Graduate Committee:

- A. New Courses
 - CRIM 681 - Special Topics: Mental Health and Crime
- B. The following program revision will be forwarded to the Council of Trustees for final approval:
 - Safety Sciences, MS

Chairperson's Report

- Chairperson Seal thanked the committees for their additional reports and information that are part of the Senate Minutes.

Vice Chairperson Report

- SGA is having elections that will open on April 8.
- The "Into the Streets" event will be held on April 5.
- The "Chat with the Deans" event will be held on April 17.

Rules Committee (Senator Decker)

- The revisions to the IUP University Senate Constitution received a positive voice-vote. A Qualtrics survey will be sent out to vote on ratifying the revised constitution. It will require 2/3 of the Senate membership to vote in favor of the revisions to pass.
- Proposed revisions to the IUP Senate Bylaws were provided as a first reading. They will be voted on at the next Senate meeting.
- Phase I elections will start soon.
- The committee will meet on Tuesday, April 8.

University-Wide Undergraduate Curriculum Committee (Senator Sechrist)

- The committee is continuing to review curriculum proposals.

University-Wide Graduate Committee (Senator Moore)

- The committee is meeting on Tuesday, April 8.

Student Affairs Committee (Senator Benjamin)

- The committee reviewed the Anti-Hazing Policy and will be bringing it for action to the next Senate meeting.
- The committee will meet on Tuesday, April 8.

University Development and Finance Committee (Senator McDaniel)

- The committee welcomed Mr. Larry Wakefield, Interim Vice President for Administration and Finance at its March 25 meeting.
- The committee provided one **FOR ACTION** item as a separate pdf file. It was a revision of the Facilities Use Policy. The item was **APPROVED** by the University Senate.
- The committee will meet on Tuesday, April 22.

Academic Committee (Senator Dugan)

- The committee will meet on Tuesday, April 8.

FOR ACTION:

1. Final Examination Policies

APPROVED

Current

Final Examination Policies (3.5.2019)

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of terminating activity, and therefore, the instructor may choose an appropriate activity that conforms to course objectives.

The terminating activity shall take place only at the time and location assigned by the Office of the Registrar. Unless granted an excused absence, the faculty member responsible for the course must be present to direct the terminating activity. Faculty members may require student participation in the terminating activity.

Faculty members who do not schedule or do not attend the terminating activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the Office of the Registrar, changes and absences must be approved by the instructor's dean. Faculty members are only obligated to offer a makeup in cases where officially scheduled exams are in conflict. Where such conflicts exist during the examination period, the following general rules apply:

1. The higher-numbered course takes precedence. Thus, a student enrolled in GEOG 102 and ECON 325 would take the ECON 325 exam at the assigned time and the makeup in GEOG 102.
2. If courses in conflict are the same level and number, an alphabetical determination by full name of the department, not its acronym, will be made. For example, a student enrolled in MATH (Mathematics) 350 and MGMT (Management) 350 would take the MGMT 350 exam at the assigned time and a makeup in MATH 350.

NOTE: For stand-alone lab courses that assign letter grades or for lab sections assigned to lecture courses, final exams/culminating activities may be given the week prior to the Registrar's final exam schedule.

Maximum Number of Exams on One Day/Conflicts

A student may not be required to take more than three final exams on any one regularly scheduled examination day. For any exam over three, a makeup exam must be scheduled by the instructor for the student, at his or her request, into another mutually agreeable regular final examination period. The rules determining conflict resolution (listed above) will determine which exam or exams a student may request as makeups.

Proposed

Final Examination Policies

Policy

The final examination week is part of the regular academic program and must be incorporated into each instructor's course plan for the semester. Final examinations are not the only legitimate type of **culminating** activity, and therefore, the instructor may choose an appropriate activity that conforms to course objectives.

The **culminating** activity shall take place only at the time and location assigned by the **registrar**. Unless granted an excused absence, the faculty member responsible for the course must be present to direct the **culminating** activity. Faculty members may require student participation in the **culminating** activity.

Faculty members who do not schedule or do not attend the **culminating** activity for a course may be subject to disciplinary action commensurate with unexcused absences. Once the final examination has been set by the **registrar**, changes and absences must be approved by the instructor's dean. Faculty members are only obligated to offer a makeup in cases where officially scheduled exams are in conflict. (**See Resolution of Final Examination Conflicts.**)

NOTE: For stand-alone lab courses that assign letter grades or for lab sections assigned to lecture courses, final exams/culminating activities may be given the week prior to the **registrar's** final exam schedule.

Maximum Number of Exams on One Day/Conflicts

A student may not be required to take more than three final exams **periods** on any one regularly scheduled examination day. For any exam **period** over three, a makeup must be scheduled by the instructor for the student, at his or her request, into another mutually agreeable regular final examination period. When a conflict exists the rules for resolving the final examination conflict apply. **Faculty members who do not schedule or do not attend the culminating activity for a course may be subject to disciplinary action commensurate with unexcused absences.**

Resolution of Final Examination Conflicts

1. The higher-numbered course takes precedence. Thus, a student enrolled in **ENGL 102** and **MATH 325** would take the **MATH 325** exam at the assigned time and the makeup in **ENGL 102**.
2. If courses in conflict are the same level and number, an alphabetical determination by full name of the department, not its acronym, will be made. For example, a student enrolled in MATH (Mathematics) 350 and MGMT (Management) 350 would take the MGMT 350 exam at the assigned time and a makeup in MATH 350.

Any student who experiences difficulty in rescheduling under these policies should contact their Academic Dean of their primary major.

Rationale: The policy was reviewed as part of the five year review process and updated for accuracy and updated language.

Awards Committee (Senator Paul)

The committee announced the winners of the University Senate Distinguished Faculty Awards. They are the following:

- Faculty Award for Research: Dr. Varinder Sharma
- Faculty Award for Teaching: Dr. Jeffrey Santicola
- Faculty Award for Creative Arts: Dr. Chauna Craig

Noncredit Committee (Senator O'Neil)

FOR INFORMATION:

Meeting: Thursday, March 20, 2025

Attendance: Tess O'Neil, Chef Thomas Barnes

IUP Academy of Culinary Arts Report and Updates, March 2025

Chefs have been taking part in judging opportunities with Pennsylvania Pro-Start, as well as other Pro-start competitions in the surrounding states. The Chef's visited West Virginia, New York/Vermont, Ohio, Delaware, Maryland, and Pennsylvania. Chef's Nutter and Reed will be participating as judges, in the National ProStart finals held in Baltimore in May.

The Culinary faculty have been working towards rewriting our current curriculum to be a 2-year associate degree program. We feel it is the best move forward for our future students. This would shift our program from a clock-hour based program to credit-bearing.

The Employment Strategies class will end on March 28th, where we had visiting sites come to interview our students for potential externships. This year we had 16 properties attend to present to the students in person and via Zoom. We have also had many students interviewing with properties that were not able to make it for presentations. Offers are currently being issued and being accepted by the students.

Chef Barnes will be presenting at the Center for the Advancement of Foodservice Education (CAFÉ) Leadership Conference Educational Best Practices Day and will be sitting on the AI Panel for the Deans & Directors Day.

Chef Reed competed and won the ACF National Pastry Chef of the Year competition in Pheonix, AZ last July. This very prestigious award has brought great press to our program. Chef Reed also organized the Holiday Treat box event for the 5th time, to raise money for student scholarships

through our professional organization, the ACF Groundhog Chapter. This year we exceeded our goal of raising \$25,000 dollars and creating an endowed scholarship.

Chef Reed and Barnes also attended the PA Farm Show to demonstrate two dishes for the attendees and to promote the culinary school. They were joined by 7 students from the culinary and pastry programs to help prep for all the demonstrations going on that day and to compete in the student competition where they won.

Libraries and Educational Services Committee (Senator Chadwick)

- The committee will meet on Tuesday, April 8.

Research Committee (Senator Sciulli)

- The committee will meet on Tuesday, April 8 via Zoom.

FOR INFORMATION:

Meeting Minutes –March 18, 2025

Proposal Review: The committee reviewed 12 USRC small grant proposals and awarded funds for 11, totaling \$16,803.

- Janis Barner
- Alan Baumlner
- Taylor Edwards
- Bryna Siegel Finer
- Lei Hao
- Sharon Massey
- Robert Moore
- Robert Sweeny
- Matthew Vetter
- Charles (Harrison) Wick
- Ellen Yerger

University Planning Council (Senator Moore)

- The committee reminded all senators that IUP has a strategic plan website. Please review it before Middle States visits IUP.

Presidential Athletic Advisory Council (Senator Castle)

- The committee will meet on Monday, April 14.

Academic Computing Policy Advisory Committee

- The committee will meet on Wednesday, April 16 via Zoom.

University Budget Advisory Committee (Senator Soni)

- A pdf file containing information about the last meeting was provided to all senators.

New Business

- Please send positive energy to the local IRMC nurses that are currently negotiating a new contract.

Respectfully submitted by
Russell Stocker
University Senate Secretary