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Senate Minutes

Kutztown University Senate

Spring 5-6-1993

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Kutztown University
Kutztown, Pennsylvania

MINUTES OF THE UNIVERSITY SENATE

May 6, 1993

I. Call to Order

The meeting was called to order by E. Evans at 4:08 p.m. in the Wiesenberger Alumni Center.

Present: Margaret M. Apostolos, William E. Bateman, Gary B. Brey, James G. Chaney, A. Charles Clark, Richard J. Collings, Roberta L. Crisson, Edward W. Evans, Ruth D. Fisher, Linda K. Goldberg, Kathy M. Lynch-Delong, Charles Roth for Charles E. Marple, Sandra Heierbacher for Anthony Mascitti, Edwin E. Nieves, David R. Peterson, Thomas A. Sanelli, John P. Schellenberg, Karin Sergel, Carol J. Teske, David D. Wagaman, Robert T. Watrous.

Absent: Tara Durniak, Gordon J. Goldberg, James M. Hvidding, Roger Whitcomb.

Also in Attendance: Judy A. Fritch, AFSCME; Marilyn Stewart, Assistant Provost.

II. Announcements

E. Evans distributed copies of a listing of those people who fall under Administrative and Professional Staff.

E. Evans distributed copies of the College of Education's Newsletter, Scholaris.

E. Evans announced that Senator At-Large ballots will be mailed in the near future.

E. Evans reported that his survey of Senate committee minutes indicates that proposals are not being forwarded to the University President without first being approved by the Senate.

E. Evans expressed appreciation to the following Senators whose terms have expired: G. Brey, J. Chaney, T. Durniak, G. Goldberg, L. Goldberg, K. Lynch-Delong, A. Mascitti, D. Peterson, T. Sanelli, and D. Wagaman. It was noted that some of these people will return to the Senate in the Fall Semester.

E. Evans indicated that he will be appointing a Senator to serve on the Space Allocation and Renovation Committee for 1993-94. He will survey the new Senate membership to identify those willing to serve if appointed.

E. Evans indicated that it will be necessary to elect a Senate secretary at the first meeting of the Senate in September. He will also survey the new Senate membership to identify those willing to serve if elected.

E. Evans thanked M. Apostolos for serving as acting secretary of the Senate.

III. Approval of the Agenda

K. Sergel moved, J. Schellenberg seconded, to approve the Agenda.

E. Nieves moved, M. Apostolos seconded, to amend the Agenda by adding the Policy on Written Course Guidelines as Item C. under New Business. The motion passed.

J. Schellenberg moved, G. Brey seconded, to amend the Agenda by moving Approval of Candidates for May 1993 Graduation from Item A of New Business to immediately after Approval of Minutes. The motion passed.

The Agenda was approved as amended.

IV. Approval of the Minutes of April 15, 1993

R. Collings moved, C. Teske seconded, to approve the Minutes of April 15, 1993. The motion passed.

V. Approval of Candidates for May 1993 Graduation

K. Sergel moved, W. Bateman seconded, to approve the list of candidates for May 1993 graduation contingent upon successful completion of all degree requirements. The motion passed.

VI. Committee and Task Force Reports

A. Committee on Committees

1. Recommendations on University committee appointments for 1993-94

R. Crisson moved to approve the Committee on Committees appointments for 1993-94. The motion passed. R. Crisson expressed thanks to the members of the Committee on Committees for several hours of hard work.

2. Report on Minorities Serving on Committees

R. Crisson distributed copies of the Committee on Committees' Report on Minorities Serving on Committees, a copy of which is attached to the Minutes.

3. Proposal from the Strategic Planning and Resources Committee for altering term lengths of some of its committee members

R. Crisson reported that the Committee on Committees voted against altering the term lengths of some of its committee members. The Committee on Committees was asked to continue to look at the situation in light of some suggestions presented at the meeting.

B. Senate Ad Hoc Committee on Transition Matters and Constitutional Revisions

W. Bateman moved, E. Nieves seconded, to approve the revisions to the Senate Constitution. The motion passed.

C. Academic Standards and Policy Committee

1. Recommendations on weighting of grades in a plus/minus system

J. Schellenberg moved, R. Crisson seconded, to approve the recommendation from the Academic Standards and Policy Committee on the weighting of grades in a plus/minus system. The following grading scheme was recommended:

A (4.00)	C+ (2.33)
A- (3.66)	C (2.00)
B+ (3.33)	D (1.00)
B (3.00)	F (0.00)
B- (2.66)	

After discussion, the chair stated that it was his understanding that, if this recommendation was approved, then a plus/minus grading system with this weighting system was then approved by the Senate. On the other hand, if the motion failed, the use of a plus/minus system was turned down by the Senate. The Senate agreed by common consent with this interpretation.

The motion failed.

D. Report from Senate Task Force on the Center for Teaching Excellence

M. Stewart reported on the activities of the Senate Task Force on the Center for Teaching Excellence and presented a draft of recommendations from the Task Force. She indicated that a final report and recommendations will be presented to the Senate in the Fall Semester.

E. APSCUF/Senate Task Force on General Education

W. Bateman reported that APSCUF Rep Council approved the General Education Rationale and Goals and that the document has been forwarded to President McFarland for approval. He further reported that tentative plans are to hold a framework symposium during the Fall Semester.

VI. New Business

A. Policy on Services for Students with Disabilities

E. Nieves moved, M. Apostolos seconded, to accept the Policy on Services for Students with Disabilities for informational purposes. The motion passed.

B. Policy on Written Course Guidelines

W. Bateman moved, R. Crisson seconded, to approve the Policy on Written Course Guidelines as amended by APSCUF Rep Council. The policy is as follows:

During the first week of classes faculty members must distribute to their students a written course guide which contains at least the course requirements and the grading procedures. This information can be distributed separately or as part of such items as course outlines or syllabi. Any subsequent changes to this information must be given to the class in writing.

The motion passed.

VII. Further Announcements

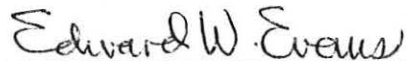
E. Evans reported that the Academic Standards Proposal remains with the Academic Standards and Policy Committee and that the committee is in the process of checking with other institutions and conducting a study of the effect of such a policy at Kutztown University. He indicated that the Committee will possibly have a first draft for review by the Senate in September.

E. Evans reported that the Grade Appeal Policy remains with APSCUF.

VIII. Adjournment

W. Bateman moved, K. Lynch seconded, to adjourn the meeting.

The meeting was adjourned at 5:25 p.m.



Edward W. Evans, President


Kathy M. Lynch-Delong, Secretary

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COMMITTEE ON COMMITTEES
Report on Minorities
Prepared for the University Senate
Spring, 1993

Committee Members:

Roberta Crisson, Chair
Cherry C. Mauk, APSCUF Representative
U. Mae Reck, Administrative Council Representative
Randy S. Schaeffer, College of Liberal Arts & Sciences
John A. Wood, College of Education
Robert Reinecke, College of Visual & Performing Arts
Charles A. Clark, College of Business
Larry S. Sechney, Professional Staff/Unit I Employees not in the Colleges

For purposes of this report, minorities are those individuals designated by the Office of Human Diversity (with records kept by the Assistant to the President for Research and Planning). They fall into four categories: (1) Asian/Pacific Islander; (2) American Indian; (3) African American; and (4) Latino/Hispanic;

There are 32 Governance Committees, with the number of members totaling 345 (remember that some individuals belong to more than one committee, so there are not 345 distinct individuals on committees. The breakdown of membership by classification is as follows: 84 administrators or professional staff; 65 students; 188 faculty; 8 AFSCME members – which totals 345.

Counting duplicates:

Of 84 administrators or professional staff, 14 are minorities, or about 17%.

Of 188 faculty members, 16 are minorities, or about 9%; that is above the minority representation of the entire full-time faculty.

Not Counting duplicates:

Of the 16 administrators or professional staff identified as minorities, 12 appear on committees, or 75%.

Of the 30 faculty identified as minorities, 13, or about 43%, appear on at least one committee. About 40% of the rest of the full-time tenured faculty appear on at least one committee.