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Spring 5-17-1973

Senate Minutes 5-17-73

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Commonwealth of Pennsylvania
Kutztown State College
Kutztown, Pennsylvania

Minutes of the Faculty Senate Meeting
May 17, 1973

The Faculty Senate met on Thursday, May 17, 1973, in the Library Science Reading Room, Rohrbach Library, at 2:00 p.m.

Present were: Prof. Clarence Arnold, Prof. Helen Berg, Dr. Walter Bleckmann, Prof. Mary Burkett, Vice President Dodson Dreisbach, Dean Paul Drumm, Dr. Edward Evans, Prof. Andrew Felkay, Prof. Earnest Foust, Dr. Gordon Goldberg, Prof. Daniel Hinkel, Prof. Paul Kendall, Prof. William Klucsarits, Dr. William Laurita, Dr. Elizabeth Liddicoat, Prof. Carol Mann, Dr. C. Wilber Mathias for Dr. Kenneth Cook, Dr. George Monroe, Dr. Arnold Newman, Prof. Samuel Ottinger, Dean Dennis Roth, Dr. Edwin Schatkowski, Dr. Frank Siekmann, Prof. Betty Snyder, Prof. Lynn Sprankle for Prof. Mary Mobley, Prof. Floyd Stauffer, Dr. James Tinsman for Prof. Peter Miller, Dr. Glenn Webb, Prof. Esther Willits, and guests Prof. Henriette Engelson, Dr. James Hershberger, Prof. William Kanasky, Prof. Samuel Keiser, Prof. Richard Law, Dr. Norwood Lawfer, Prof. Ruth Trauger, Dr. Walter Warzeski, and Bob Millar, SGB.

Prof. Arnold moved that the minutes of the May 3, 1973, meeting be approved. Dr. Goldberg seconded the motion. Prof. Klucsarits objected to the wording of the last paragraph on page 3 and moved that it be removed from the minutes. There was no second. Dr. Monroe ruled to correct the last paragraph on page 1 to read as follows: "Dr. Evans asked that members of the Curriculum Affairs Sub-Committee meet with him following adjournment of the Faculty Senate Meeting." The minutes were approved as corrected.

ANNOUNCEMENTS

1. Prof. Ottinger announced that the newly elected Senators-at-Large are Dr. Constance Dent, Dr. Edward Evans, Prof. Richard Law, Dr. George Monroe, and Prof. Thomas Sanelli.
2. Dr. Monroe expressed his appreciation for the work done by those Senators who will not be returning in the Fall and to Dr. Newman for serving so capably as Secretary for the past year.

OLD BUSINESS

1. Dr. Goldberg moved to remove Item 5 of the report of the Committee on Elections from the table. Prof. Burkett seconded the motion and it carried. Prof. Keiser spoke to the issue and, after much discussion, Prof. Ottinger moved to refer the matter back to the Committee on Elections. Dr. Evans seconded the motion and it carried.

2. Dr. Evans distributed a report from the Curriculum Affairs Sub-Committee entitled "Format for Course Proposals." Dr. Evans moved that, if the Senate approves the format, it then be recommended to the Curriculum Committee and Graduate Council as a guide for the presentation of course proposals. Prof. Felkay seconded the motion. Prof. Snyder moved to amend the format to include the number of clock hours as well as the semester hours and prerequisites in the course description. Prof. Willits seconded the motion and it carried. Dr. Bleckmann and Prof. Ottinger wished to be recorded as opposing the amendment. Dr. Laurita moved to delete the first sentence under the heading "IV. Course Outline." Dr. Bleckmann seconded the motion and it carried. Dr. Goldberg moved to amend the format by striking part "A" under the heading "V. Bibliography." Dr. Drumm seconded the motion. The motion was defeated. The original motion carried as amended. Dr. Bleckmann and Dr. Goldberg wished to be recorded as being opposed. Dr. Evans moved to adopt the format as revised. Prof. Ottinger seconded the motion and it carried. Prof. Felkay made a resolution to disseminate the approved format to the faculty members as soon as possible. The resolution was approved by the Senate. (See attached document.)

UNFINISHED BUSINESS

1. Prof. Ottinger moved that the first meeting of Faculty Senate for 1973-74 be scheduled for Thursday, September 13, 1973, at 4 p.m. Prof. Kendall seconded the motion and it carried.

2. Prof. Kendall moved to adopt the "Proposed Amendments to Document on Student Rights and Welfare." Prof. Snyder seconded the motion. Prof. Kendall moved to refer the matter to the Student Affairs Sub-Committee for consideration in the Fall. Dr. Dreisbach seconded the motion and it carried.

3. Dr. Monroe spoke to the issue of the re-editing of the Faculty Senate Constitution and noted that, if approved, it will read "revised May 17, 1973." Prof. Ottinger moved the approval of the re-edited version of the Faculty Senate Constitution revised May 17, 1973. Dr. Schatkowski seconded the motion and it carried. (See attached document.)

NEW BUSINESS

1. Prof. Kanasky presented the Curriculum Committee proposals.

Prof. Ottinger moved to accept the change of prerequisites for Biology 130, Man and His Environment. Prof. Kendall seconded the motion. After a period of discussion, Prof. Ottinger moved to return the proposal to the Curriculum Committee for reconsideration. Prof. Foust seconded the motion and it carried. At this point, Dr. Monroe had to leave the meeting in order to administer a final examination and Prof. Ottinger took over as Chairman.

Dr. Evans moved to adopt the addition of a course entitled European Art 1780-1880. Prof. Arnold seconded the motion and it carried. Prof. Hinkel wished to be recorded as being opposed.

Dr. Newman moved to approve the addition of course entitled Western Art 1880-present. Dr. Schatkowski seconded the motion and it carried.

Dr. Newman moved to approve a course entitled Peasant Society and Culture. Prof. Willits seconded the motion and it carried.

Prof. Klucsarits moved the approval of a program for a Municipal Aggregate for the Political Science Major. Prof. Felkay seconded the motion and it carried.

Prof. Klucsarits moved to approve a course entitled Planning and Decision Making Theory. Dr. Evans seconded the motion and it carried.

Dr. Newman moved to approve a course entitled Sociology of Deviance. Dr. Tinsman seconded the motion and it carried.

Prof. Willits moved to approve a course entitled Treatment of Offenders. Prof. Kendall seconded the motion and it carried.

Prof. Kendall moved to approve the program entitled Environmental Education Endorsement to Secondary Education Teaching Certificate and the course entitled Organization and Administration of Environmental Education. Dr. Evans seconded the motion. Prof. Willits moved to amend the motion to read that this program be approved with the understanding that there be consultation with the History Department to determine which appropriate history courses might be added. Dr. Goldberg seconded the motion and it carried. The original motion carried as amended.

Prof. Kendall moved to approve a course entitled Language Disorders. Prof. Arnold seconded the motion and it carried.

Prof. Kendall moved to approve a course entitled Geography of Population. Dr. Drumm seconded the motion and it carried.

2. Dr. Drumm presented the Graduate Council business.

Dr. Liddicoat moved to approve a course entitled Open Approach: The Child In His Learning Environment. Prof. Willits seconded the motion. Dr. Newman moved to amend the motion to read that the Senate allow the course to be offered during the summer of 1973, but that the course must be approved again by the Faculty Senate if it is offered at a later date. Prof. Kendall seconded the motion and it carried. The original motion carried as amended. Dr. Drumm and Dr. Dreisbach wished to be recorded as opposing the motion.

Prof. Kendall moved to adjourn the meeting. Dr. Tinsman seconded the motion and it carried. The meeting adjourned at 4:55 p.m.

George K. Monroe
George K. Monroe
Chairman, Faculty Senate

Samuel H. Ottinger
Samuel H. Ottinger
Vice-Chairman, Faculty Senate

Arnold E. Newman
Arnold E. Newman
Secretary, Faculty Senate

FORMAT FOR COURSE PROPOSALS

KUTZTOWN STATE COLLEGE

Department Submitting Proposal: _____

Suggested Course Prefix(es) and No. Level: _____

Date Approved by Department: _____

I. Course Description (as it will appear in the College Catalog)

This description should actually describe the content and, if appropriate, the nature of the course. Include here the number of semester hours of credit granted for the course, the number of clock hours, any prerequisites, and the semester(s) during the year when the course will be offered. (This is the practice followed in the current catalog.) Avoid verbiage.

II. Rationale

The rationale should indicate the reason(s) for the development of the course and its inclusion in the curriculum, and, where appropriate, the relationship of the proposed course to the other courses in the curriculum. The rationale should not include statements of objectives for the course.

III. Course Objectives

These objectives should be written in such a way as to reflect the desired outcomes for the course. It is recognized that the Education Department will present its objectives in terms of behavioral competencies and that other departments in the College may use a different form. In any event, the objectives should be meaningful and reflect the desired outcomes for the course. Also, they should be student-oriented objectives rather than instructor-centered.

IV. Course Outline

The course outline should give sufficient detail so that a person who has not prepared it can determine from the outline what is to be covered in the course.

Note on III and IV above: Proposals from the Education Department might well combine Sections III and IV into one section as they write up course objectives in terms of behavioral competencies, related activities, evaluation, etc. However, in cases where this is done, sufficient coverage of the course content should be included.

V. Bibliography

A. Primary References

The resources listed here should be those used as primary references in the course - especially those which are required of all students taking the course.

B. Supplementary References

This is to be a list of selected resources. It is not to be an exhaustive list of all resources in the field. List only those for which there is a reasonable chance of use as part of the course activities. Annotations for each of the references can be given, if desired.

For all resources listed in A and B above, it is essential that sufficient bibliographical information be provided - including author(s), correct title, publisher, location of publisher and date of copyright for books, and similar information for periodical articles and other documents. It should be possible for anyone who wishes to secure one of these references to secure enough information from bibliography to be able to do so.

Except for unusual circumstances, all books listed in the bibliography should be available on the shelves of the college library by the time the course is offered.

VI. Other Information Pertinent to Proposal

It may be appropriate in some course proposals to provide information which is not included under any of the earlier headings. Some departments may wish to include such items as means of evaluation, controls, special costs or needs, unusual procedures or teaching strategies to be used in the course, and others. Decisions as to whether or not to include such information are left to the individual department.

Adopted by the Faculty Senate on May 17, 1973.

Commonwealth of Pennsylvania
Kutztown State College
Kutztown, Pennsylvania

C O N S T I T U T I O N
for
The Faculty Senate

Revised March 10, 1971
Revised May 17, 1973

ARTICLE I. THE FACULTY SENATE

Section A. Purpose

The purpose of the Faculty Senate is to function as a representative body of the faculty as a whole in taking formal action on such proposals and matters of business as traditionally require action by the entire faculty.

ARTICLE II. MEMBERSHIP

Section A. Composition

1. Member Ex Officio

The Vice-President for Academic Affairs shall be a member ex officio and shall enjoy all the rights and privileges of a senator.

2. Members Elected by Departments

a. Senators shall be elected by the following major units of the college:

(1) Departments (academic and personnel)

[The President of the College shall submit a list of persons in Personnel Services to the Faculty Senate and the Faculty Senate shall then constitute this group as a department to elect one (1) Senate member.]

(2) Academic Department Heads

(3) Academic Administrators

[Defined as administrative personnel teaching six (6) hours or less per regular semester.]

b. Each department shall be entitled to elect one senator provided that the department comprises at least (5) members. New departments that do not meet this minimum shall vote with their former departments.

[Defined to include (1) all academic departments, (2) the personnel department to be constituted by the Faculty Senate, (3) the unit of academic department heads, and (4) the unit of academic administrators.]

- c. Subject to the following conditions, one faculty senator is to be elected to represent the collective body composed of all departments of the college having fewer than five members, so long as this collective body contains at least seven faculty members (with department heads included in the total).

Conditions:

- (1) Each department (with fewer than five members) can decide for itself either to join this collective body or to exercise other existing options open to it for representation in the Senate.
- (2) If at any time the total number of faculty members in this collective body falls below seven, the Faculty Senate position herein created ceases to exist, and all departments involved will exercise other Senate representation options open to them.
- (3) This Faculty Senate position may be activated any time the conditions for its existence are satisfied.
- (4) The creation or abolishment of this Faculty Senate position can take place only at the time of reorganization of the Senate at the beginning of each academic year.¹

3. Members Elected at Large

- a. A number of senators not to exceed one-third (1/3) of the total membership elected by the three major units shall be elected at large.
- b. Procedures for nomination and election of members at large shall be bound by the following regulations:
 1. Nominations shall take place after the election of members by the three major units of the college.
 2. Each department may nominate two candidates - one from within, one from without.
 3. Nominees for the ballot at large may include tenured faculty, department heads, and academic administrators.
 4. The Executive Committee of the Faculty Senate shall receive all such nominations, shall prepare a ballot of all nominees, and shall put the ballot to the vote among all the college faculty.
 5. Senators elected at large shall be subject to the same rules governing terms in office and shall enjoy the same rights and privileges as senators elected by the three major units of the college.

¹ As amended December 7, 1972

- c. For the first election of senators, the three (3) nominees receiving the highest number of votes will serve two-year terms and the next three (3) nominees receiving the highest number of votes shall serve one-year terms.²

Section B. Eligibility

Membership in the Faculty Senate with the exception of ex-officio members shall be restricted to those faculty members who have rendered either five or more years of service to or who now have a continuing contract at Kutztown State College. Where a department entitled to be represented in the Faculty Senate shall have no eligible person, that department shall elect a representative who may attend Faculty Senate meetings, enter into discussions, and perform all other acts permitted to representatives except to make and second motions and vote. Where a departmental or ex-officio representative to the Faculty Senate is unable to attend a meeting or meetings for reasons acceptable to the Faculty Senate that department may designate another member of that department to act in his place with the full rights and responsibilities of the originally elected representative.³

Section C. Implementation of Election of Faculty Senators

1. By March 15 Departments will elect senators to replace departmental senators whose terms expire in the following September. These names will be forwarded to the Secretary of the Faculty Senate.
2. By April 10 Departments may name two nominees for Senator-at-Large. One nominee for each department will be from within the department and one will be from another department.
3. By April 18 The Senate officers will submit a primary list of nominees for Senator-at-large to the Faculty. Each faculty member will select three nominees and number them by preference. The primary ballot will be returned to the officers of the Senate who will then draw up the final list of nominees as follows.
 - a. Each nominee on the primary ballot will be credited with three points for a first place vote, two points for a second place vote, and one point for a third place vote.
 - b. Names will be ranked by points.
 - c. The final ballot will contain the names of the highest ranking primary nominees who have consented to be candidates, twice as many as the number of Senators to be elected at large that year.

2 As amended February 4, 1971. Supersedes actions of September 22, 1966, and May 12, 1970.

3 As amended March 7, 1968

4. By April 30 The final ballot will be sent to the faculty who will vote for half the candidates listed on the ballot and will return the ballot to the officers of the Senate. No indication of preference will be made.
5. The Senators-at-large will be those receiving the highest number of votes. Vacancies during the term for which the election was held, either temporary or permanent, will be filled by selecting in order of descending rank the remaining nominees on the final ballot.⁴

Section D. Officers

1. A chairman, a vice-chairman, and a secretary shall be selected annually, each elected by majority vote by the Faculty Senate from the Senate membership. This election shall be conducted at the first meeting of the academic year.
2. The Chairman shall be the principal executive officer and shall have such powers as are appropriate to his office. He shall preside at meetings, call special meetings, appoint members of Senate committees, and prepare the agenda as provided herein. He shall also be ex-officio a member of all Senate committees and shall serve as Chairman of the Executive Committee of the Senate.
3. The Chairmen of the Senate shall have the right to call emergency meetings of the Faculty Senate at his discretion.⁵
4. The Vice-Chairman in the absence of the Chairman or at his request shall substitute for the Chairmen. He shall be ex-officio a member and Vice-Chairman of the Executive Committee.
5. The Secretary shall perform the usual functions of such office and shall be ex-officio a member and Secretary of the Executive Committee.

Section E. Term of Membership

1. Departmental representatives to the Faculty Senate shall be elected by the affirmative vote of a majority of the members of individual departments for terms of two years. Elections shall be conducted at such times that the Secretary of the Senate will be notified of election results prior to June 1st of appropriate years. Terms shall commence on the first day of the first semester of the academic year following election and shall continue until the final day of the second academic year of the elected term.⁶
2. To provide continuity of membership, half of the departmental members will be elected each year.

⁴ As amended February 1, 1973

⁵ As amended March 10, 1971

⁶ As amended March 7, 1968

3. To implement the above, a full slate of members will be elected for the first year, but one-half of these shall be elected to one year terms. Departments designated to elect one year Faculty Senate members for the first year of operations shall be chosen by listing the departments alphabetically, assigning to each a consecutive number beginning with the number one, and designating odd-numbered departments to elect members for the shorter term. After the first year of operation all regular elections of members shall be for two year terms as earlier defined.
4. No faculty member shall serve more than two consecutive terms as a member of the Faculty Senate except in such instances as there may not be another qualified member of a department.⁷
5. Vacancies in elected membership shall be filled by election within the departments concerned at the department meeting next following the vacancy.

ARTICLE III. MEETINGS

Section A. Regular Meetings

Regular meetings shall be held on a schedule to be prepared annually by the Faculty Senate at the first meeting of each academic year, such meeting to be held within three weeks after the beginning of the academic year but not before one week's notification of the meeting shall be published.

*Section B. Special Meetings

Special meetings shall be held at the call of the Chairmen. Notice of every special meeting shall be given to members of the faculty at least one week in advance of such meeting. Such notice shall set forth the time and place of the meeting and items of business to be considered.

Section C. Faculty Meetings

The Faculty Senate by majority vote of the members may call meetings of the entire faculty whenever deemed necessary.

Section D. Quorum

A quorum for any meeting of the Faculty Senate shall consist of two-thirds of the full membership.

ARTICLE IV. OPERATION

Section A. Rights and Duties

1. It shall be the duty of the Faculty Senate to take action in the name of the full faculty in such areas and matters not forbidden by law or administrative regulation.

⁷ As amended September 22, 1966

2. It shall be the duty of the Faculty Senate to establish a list and determine the function of all faculty committees.
3. It shall be the right of the Faculty Senate to refuse to consider any matter which, in the opinion of the group, is either outside the province of its authority or unworthy of its consideration.
4. It shall be the right of the Chairman of the Faculty Senate to appoint necessary nominating committees or ad hoc committees to investigate matters under Senate jurisdiction. Ad hoc committees may be drawn from the full faculty.
5. It shall be the duty of the Faculty Senate to report in writing any decisions made or final action taken to the groups or individuals that originate problems for consideration.
6. Proceedings and decisions of the Faculty Senate shall be recorded in a minute book and copies distributed to each member of the faculty.

Section B. The Executive Committee

1. There shall be an Executive Committee of the Faculty Senate composed of the elected officers of the Senate, the President of the College, and the Vice-President for Academic Affairs.
2. The Executive Committee shall exercise whatever interim powers are delegated to it by the Faculty Senate. The Executive Committee shall also exercise the full power of the Senate in emergency situations as identified by the President of the College. Every action taken by the by the Executive Committee shall be reported by the Chairman to the Faculty Senate at its next regular meeting.

ARTICLE V. RULES OF ORDER

Section A. Routine

The rules contained in Robert's Rules of Order shall govern the Senate in all cases where they are applicable.

Section B. Special

1. Any faculty member may appear before the Faculty Senate to ask questions about or to request interpretations of academic policy which involves him personally, provided that he first shall have explored the regular channels of inquiry without satisfaction.
2. Voting in the Faculty Senate may be by secret ballot when requested by a member.

Section C. Agenda

1. The Chairman, in consultation with the Executive Committee, shall prepare the agenda for regular meetings. The agenda shall include any matter requested in writing by three or more members of the Senate two weeks prior to a meeting. Committee reports to be considered by the Senate, resolutions to be debated, and the agenda shall be sent to each Senate member at least one week prior to any meeting.
2. Items of business not on the published agenda may be considered only if accepted for discussion and action by a two-thirds majority vote of the members of the Faculty Senate present.

Section D. Resolutions

Resolutions, except as otherwise specified, may be passed by a majority vote of members present.

Section E. Amendments

The Constitution of the Faculty Senate may be amended in two ways:

1. An amendment may originate within the Faculty Senate and become part of the Senate rules, providing the proposed amendment shall have a three-fourths majority of the entire Senate.
2. An amendment may originate within the faculty by a petition signed by twenty percent of the entire faculty, providing the proposed amendment shall have a two-thirds majority vote of the entire faculty. The Senate shall call full meetings of the faculty for such votes.

ARTICLE VI. STANDING COMMITTEES

Section A. Standing Committees of the Faculty Senate

To help deal with matters that come before the Faculty Senate, the following standing committees shall be created:

Committee on Student Affairs
Committee on Academic Affairs
Committee on Faculty Affairs
Committee on Curriculum Affairs

Section B. Rules Governing Standing Committees

1. To create the four committees, the chairman of the Faculty Senate shall have each senator indicate the committee on which he prefers to serve and then have the Executive Committee appoint senators to committees in accord with their preferences.

2. Each committee shall elect its own chairman.
3. Meetings of the standing committees shall be open to all senators by virtue of their office and to other persons by invitation of the committee chairman.⁸

Section C. Responsibilities of Standing Committees

The standing committees shall be subject to the following regulations:

1. Proposals that come before the Faculty Senate shall be discussed by the senate as a whole before the Chairman of the Senate may refer such proposals to the appropriate standing committee for further action.
2. Standing committees shall be concerned only with such business as may be referred to them by the Chairman of the Senate.
3. Action recommended by standing committees shall be approved by the senate as a whole and the President of the College before such action is binding.⁹

⁸ As amended February 4, 1971

⁹ As amended March 10, 1971