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Senate Minutes

Kutztown University Senate

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Fall 10-6-2016

### **Senate Minutes10-6-16**

Kutztown University of Pennsylvania

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**Kutztown University Kutztown, Pennsylvania**  
**UNIVERSITY SENATE MINUTES**  
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>  
**OCTOBER 6, 2016**  
**ACADEMIC FORUM 102**

**Present:** ; D. Aruscavage, D. Beougher, K. Bremer, M. Cardozo, A. Christman, K. Clair, J. Conahan, A.M. Cordner, C. DeMarco, S. Dewey, S. Doll-Myers, R. Flatley, M. Gallagher, J. Garcia, M. Gober, J. Greenwood (sub for A. Fu), H. Hamlet, K. Hudak, D. Immel, L. Irving, D.A. Johnson, D.B. Johnson, E. Johnson, M. Johnston, Y. Kim, B. Kronenthal, L. Levine, J. Lizza, M. Maksy, L. Norris, R. Perkins, A. Pfeiler-Wunder, V. Reidout, W. Rogers, J. Ronan, M. Scheuing, J. Schlegel, R.L. Smith, A. Vogel, C. Walck, T. Williams, T. Wong, A. Zayaitz

**Absent:** A. Arnold, K. Hawkinson, D. Lea, A. Morris, G. Muugi, B. Sharkin, J. Van Wyk

**Guests:** A. Garrison, L. Grabowski, W. Hilton, D. Mace, M. Stefancin, T. Thompson, J. Werner, M. White, T. Witryk

**I. Call to Order**

University Senate President J. Schlegel called the meeting to order at 4:05 PM.

**II. Announcements – J. Schlegel**

**A. Nominating Committee:**

Nominating Committee members for upcoming Senate executive elections are: A. Christman (Chair), J. Garcia and J. Lizza. They will distribute nomination forms before the November meeting. Open positions are Senate President and Secretary. Self-nominations and other nominations are acceptable. J. Schlegel thanked the committee for their service.

**B. Fall Election for Committees: L. Norris**

Calls for nominations have gone out for a tenured VPA representative to the Grade Appeal Advisory Board, and for one CoE representative to Strategic Planning and Resources. Nominations close Fri. Oct. 7. Voting will begin Mon. Oct. 10 and close Fri. Oct. 14 if needed.

**C. Valor Clinic Foundation for Homeless Veterans: M. Stefancin**

The Military Club and Epsilon Sigma Alpha are sponsoring a drive for homeless veterans. M. Stefancin projected a list of items for donations such as pop top canned goods, toiletries, cold weather clothing and sleeping bags. They will distribute aid to vets in Berks, Lehigh and Northampton Counties. Donations are being accepted until Nov. 10 at: Lytle, the Library, Provost's Office, Boehm, the Veteran's Center, and the Main Desk, Student Union.

J. Schlegel: Suggested Senate collect donations from constituents as last year for students. Donations may be brought to Senate's November meeting.

**D. Common Calendar:**

PASSHE will likely do away with a system-wide common calendar, starting 2018-19. There will be parameters for start/end dates each semester, but KU would determine dates for breaks.

**E. Other:**

KU will host the PASSHE Women's Consortium Annual Conference (Oct. 7, 8) for the first time. All female students, staff and faculty are encouraged to become members and participate.

**III. Approval of Agenda – J. Schlegel**

Any objection to the Agenda? None, Agenda approved.

#### **IV. Approval of the Minutes – J. Schlegel**

Substantive corrections to the Sept. 8, 2016 minutes? None. Minutes approved.

#### **V. Old Business**

None.

#### **VI. New Business**

##### **A. ACA-066: Time and Effort Reporting Policy - J. Werner**

J. Schlegel: The current and proposed policy revision, along with a rationale, were distributed. Academic Standards and Policy Committee (ASPC) has made a motion to approve the revision.

J. Werner thanked A. Garrison for ASPC's work on revisions so the policy complies with new federal guidelines (current policy no longer pertains). The previous model for documenting time and effort for federally funded research projects was highly proscriptive. The new model is streamlined; now universities will determine their methods to report time and effort. The new policy proposes certification by payroll, subject to audit.

J. Schlegel: Discussion or questions? None. Revisions to ACA-066 approved.

##### **B. Athletics Policies and Programs Committee (APPC) Bylaws Revision- J. Ronan**

J. Ronan: The APPC proposes replacing the old Mission Statement with new Bylaws aligned with the Committee on Committee's template. APPC also proposes the following changes to membership:

1. Remove VP of Student Services and Office of Human Diversity representative since these no longer exist.
2. one faculty representative from each of the four colleges instead of four at-large faculty
3. students will have one year terms
4. other members will have staggered three year terms

J. Schlegel: Questions? Discussion?

W. Hilton: Was asked to serve on the committee but his position is not listed among the proposed members. He recommends adding the Director of Recreational Services.

J. Schlegel: Senate Exec will contact APPC to resolve question about W. Hilton's inclusion.

D.B. Johnson: Section IV: much in this section does not accord with Roberts Rules.

K. Bremer: Simply state that Roberts Rules will be followed in meetings and eliminate the rest.

K. Clair: Moved to return Bylaws to APPC to address membership and Roberts Rules. Second M. Maksy. Motion approved.

##### **C. Fall Appointments- J. Ronan, Chair, Committee on Committees (CoC)**

J. Ronan presented a list of CoC appointments to fill vacancies due to faculty who have left the university or are on sabbatical. Those appointments were made Spring 2016, so CoC used the Spring Willingness results to fill the new vacancies.

J. Shlegel: Discussion or questions? None. Fall Committee appointments by CoC approved.

#### **VII. President, Committee Task Force Reports**

##### **A. Senate President's Report – J. Schlegel**

1. J. Schlegel introduced Dr. W. Hilton, VP of Enrollment Management, to University Senators. W. Hilton thanked everyone for the warm welcome he's received across the University since his arrival this summer.

2. Final Exam Policy (ACA-025): Open Forum was held Sept. 20. Excellent questions and input, with much to be resolved. Examples: how do mandated days/times for exams and office hours apply to 100% online classes? Blended classes? 7-weeks classes? Open forum comments are being considered by ASPC as revisions are made.

3. Attendance Policy (ACA-16): Fall 2016 mandate to record attendance once/week for weeks 2-8 relates to federal requirement for documentation and is not in line with ACA-16. J. Schlegel asked for input on documenting attendance that she will bring forward to a meeting.

Related: Need data to determine if taking attendance improves retention.

4. Suggestions from Faculty/Staff Retention Task Force Report (presented April 28, 2016)

J. Schlegel noted that many units and individuals are already in place to address their suggestions, with several possible scenarios:

a. Mentoring:

-utilize expertise in the Center for Excellence in Teaching

-utilize expertise of Chambliss award winners for Professional Development

-College mentoring lunches for new faculty, modeled on CoE Dean's initiative

b. Staff development opportunities:

-Career Development Center has expertise; could host workshops for Staff in summer, when CDC is not running them for students.

c. Generally: retention improves when faculty and staff feel valued for their work.

D.B. Johnson: Institutional Climate Committee could be directed to look into these matters now that the Task Force has completed its work.

5. Enrollment Management Committee: W. Hilton, J. Schlegel

J. Schlegel: W. Hilton welcomes faculty interested in recruiting outside the university to attend their training workshops. Enrollment Management could develop a database of those willing to do so, and their fields of expertise.

6. Improved 4-year graduation rate: from 34-39%; a great achievement in one year.

D.B. Johnson: Was data assessed by ethnic groups; did it rise for all or the privileged?

J. Schlegel: N. Snow could get that data.

7. Academic Policies (ACAs): KU has a great number of ACAs. Some policies don't belong under Academics and can be prohibitive. Examples:

ACA-054: Tuition Waivers for International Undergraduates: removed because students can't meet the QGPA criteria set by Senate.

ACA-081: Tuition Waivers for Retirees. Is not an academic but financial issue.

ACA-060: Personal Response Devices ("clickers")

D.B. Johnson: That policy was created because faculty required different devices. Students had to buy more than one, a cost issue; some didn't work with classroom software.

L. Norris: That was a hiccup, a temporary technology problem that was solved. A hiccup does not warrant a policy.

K. Clair: Academic Standards and Policy Committee usually reviews existing policies, but can't review all of them.

J. Schlegel: ASPC is not being so charged. But many policies are obsolete and/or not about Academics, and should be housed with the appropriate division.

## **B. Senate Vice President's Report – J. Ronan**

The Committee on Committees (CoC) is running its Fall Willingness to Serve through KUnited, ending Oct. 21 at noon. Those willing to serve on committees with regularly scheduled meetings should check with Committee Chairs to avoid schedule conflicts.

## **C. University President's Report – A. Zayaitz for K. Hawkinson**

1. A. Zayaitz thanked those working diligently to prepare for Middle States. Spring 2018 visit will come quickly.

2. Enrollments: as of freeze date, enrollment at 8,513, about 500 fewer than a year ago.  
Causes: fewer applicants, increased selectivity, large graduating classes

3. Board of Governors (BoG) approved a new program, the BS in Information Technology, a program that fits BoG criterion for new programs compatible with work force alignment.

4. BoG is changing parameters for transfers between PASSHE schools; more information forthcoming.

5. BoG is mandating PASSHE Gen Ed programs between 40-48 credits. KU Gen Ed will have to restructure.

#### **D. Student Government Board (SGB) Report – M. Gallagher**

1. SGB will host an open forum and find other ways to raise student awareness of the Student Bill of Rights, endorsed by Senate in Spring 2016. SBR is not a policy but puts rights and responsibilities outlined in The Key into student-friendly language.

2. Safety concerns of students on campus, especially at night: SGB is making students aware of university security resources and safety measures available to them.

3. SGB has filled 49/54 open positions for student representatives. Highest ever rate of student involvement; a great achievement!

4. SGB will be attending a PASSHE wide SGB conference the second week of October.

5. SGB is sponsoring a bus to shuttle on-campus students to vote on Election day.

E. Johnson: Is very supportive of SGB's effort but will one bus be enough?

M. Gallagher: The bus costs \$600; runs every half hour

E. Johnson: Suggested ride shares and offered to drive students; surely others would also.

M. Gallagher: Last year SGB members drove students in SGB vans.

E. Johnson: Last presidential election the wait to vote in the precinct was extremely long.

L. Norris: Suggested adding SGB vans to supplement the bus.

#### **E. Kutztown University Foundation - T. Thompson**

J. Schlegel noted that across PASSHE a memo of understanding exists between its universities and their Foundations. KU pays its Foundation \$1.9 million annually to cover salaries and expenses.

T. Thompson explained the Foundation's organizational and fundraising history. The highly informative presentation can be found here:

<http://www.kutztown.edu/about-ku/administration/university-senate/ad-hoc-task-forces-and-links.htm>

Key points:

1. 2008-13 were transitional years; fundraising suffered.

2. Fall-2013-now: increases in giving each year but no additional funding from KU.

3. Annual giving at an all-time high, and growing.

4. Increase in new donors last year is 37%, an all-time high.

5. KU is rising through the PASSHE ranks in terms of funds raised in each of the last few years.

6. Important: 100% of donations are given as the donor directs because KU supplies the Foundation's budget .

Questions:

R.L. Smith: Of the amount raised how much is interest? T. Thompson: all new gifts.

H. Hamlet: Do amounts raised over years account for inflation? T. Thompson: no.

L. Levine: Has \$1.9 million from been KU a constant?

T. Thompson: Over the last several years, yes. During transition years, costs from fundraising had to be covered and they ended up in the negative.

K. Clair: Do funds include income from properties? T. Thompson: Those are separate. Mortgages do have to be paid from that.

T. Thompson: Invited all faculty to an Appreciation Reception Oct. 17, 4-6 PM, Wiesenberger.  
There is also an Emergency Fund for students whose finances may make it impossible to complete their degrees.

A. Zayaitz: Encouraged all faculty to come to Alumni events; Alums greatly appreciate seeing their Professors.

**VIII. As May Arise**

D.B. Johnson: Announced he brought flyers for MyKU training sessions with Holly Fox.

**IX. Adjournment:**

As there was no further business, J. Schlegel adjourned the meeting at 5:56 PM.

Respectfully submitted:

L. Norris

Secretary, University Senate