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UNIVERSITY SENATE MINUTES

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Thursday, October 6, 2011 - 4:00 p.m.

Academic Forum 203

PRESENT: A. Arnold, G. Bamberger, L. Barish, C. Bloh, N. Butler, J. Cevallos, E. Christian, J. C. Hamilton (Vice President), J. Delle, P. Dewey, , R. Fliszar, K. Gardi, J. Gehringer, R. Grapsy, H. Hamlet, E. Hanna, J. Heller, D. Immel, L. Irving, J. Jackson, D. Johnson (President), Y. Kim, J. Kremser, M. Le Bosse, S. Lem, J. Lizza, K. Logan, M. Mahosky, S. Mangold (Secretary), T. Maskulka, K. McCloskey, C. Nordlund, S. Pham, P. Reed, C. Sacchi, G. Schaper, J. Schlegel, E. Simpson (for S. Fernando), M. Sims, R. Smith, C. Vargas, P. Walsh-Coates, A. Walz, C. Wells, G. Zelleke

ABSENT: M. Freed, R. Gross, A. Kirshman, C. Watson

GUESTS ATTENDING: P. Ache, R. Courtney, C. Roach, R. Schaeffer, D. Slack, S. Youse

I. Call to Order: The meeting was called to order at 4:05 p.m.

II. Announcements

- Corrections to the minutes involving typos and name misspellings should be given to S. Mangold prior to the meeting. Major discrepancies should be raised during the approval of the minutes.
- All University Senate meetings will take place in Academic Forum 203. Substitutes are permitted for Senators who cannot attend. (See constitution for guidelines).
- Senators are invited to contact Sharon Reed or Carole Wells with program proposals, scheduling, and advertisement for CET workshops.

III. Approval of the Agenda

- The memorandum regarding the General Education was added to the agenda after it was sent because of time constraints. The agenda was approved as presented with the addition.

IV. Approval of the Minutes from September 1, 2011

- A correction to the minutes was noted regarding the change in reporting for the Strategic Planning & Resource Committee. The proposal is to have the Strategic Planning & Resources Committee report to the President, rather than Senate, not the reverse. A motion was made by G. Schaper, seconded by L. Barish, to approve the minutes from the September 1, 2011 meeting with this correction. Motion passed.

V. President, Committee and Task Force Reports

A. Senate President's Report – D. Johnson

- a. A reminder that the Senate Office has moved to OM 127, ext. 3-4856; email address is senate@kutztown.edu. He will be there on Wednesdays from 12-3 and the hour before the monthly meeting; other appointments can be scheduled. Senate Secretary Danielle Santos is located in the President's office and can be reached at 3-4675.
- b. Senators are encouraged to use the search to find the link to policies on the website.
- c. D. Johnson met with the Provost, representatives from APSCUF, and Lisa Frye, Chair of the Academic Technology Committee, to review how to manage PeopleSoft issues. As a result of this meeting, members of the university community are asked to funnel major concerns about PeopleSoft to the Academic Technology Committee. A form is being created and will be placed on the website for this purpose within two weeks. Questions and concerns should be directed to Lisa Frye until the form is available. The process will be reviewed after six months.
- d. When time permits "As may arise" will be added at the end of the agenda.

B. Committee on Committees Report – J. Cohen Hamilton

- a. Nine committee appointments were recommended by the Committee on Committees and approved by Senate. Election results for open Senator and committee positions were announced and a list of pending appointments and current vacancies announced. (See attached report for details.) Letters will go out to appointees with a complete list of all committee assignments within the next week or so. J. Cohen Hamilton noted her thanks to Danielle Santos, Senate secretary, for her help in distributing, collecting, and counting ballots.
- b. A motion was made by the COC to change the name of the Campus Beautification Committee to the "Campus Beautification and Preservation Committee." 'Preservation' is thought to pertain to trees and grass, not buildings. Motion passed.
- c. A motion was made by the COC to change in length of term in the Academic Technology Committee from two to three years to make it more consistent with other Senate terms. Motion passed. J. Cohen Hamilton clarified that length of term varies among committees.
- d. Robert L. Smith was elected by acclamation from the floor to serve as the Senate representative to the Space Allocation and Renovation Committee. The committee's focus will shift to review classroom accommodations.

C. Campus Climate Taskforce – Deferred to November meeting because of a scheduling conflict.

D. Room Scheduler Discussion – C. Vargas

Dr. Vargas addressed concerns about how the classroom scheduling software will work. The process will be modified from the one used in the past. Shawna Youse from Registrar's Office provided more detailed information. The software will be available through MyKU and will afford departments the opportunity to request classrooms based on preferences and location, e.g., first floor, whiteboard, etc.; the system will also display conflicts with rooms and offer suggestions for other rooms, based on the inputted criteria. S. Youse will work with departments to address concerns/problems before the rooms are populated. A benefit of the new software is the reporting feature that will allow for analysis of room/instructor use, preferences available, problems in scheduling, etc. The system also allows for manual changes. Once preferences are created, they will stay in the system from term to term. C. Vargas noted that there is always a challenge in having enough classrooms for the courses offered and that the new system is an improvement. Efforts have been made to standardize the technology in the classrooms; this is an opportunity to cleanup, update, and fine-tune the information on rooms. S. Youse invited Senators to contact her with additional questions; she can be contacted at coursescheduler@kutztown.edu.

E. Comments from President Cevallos

- a. The Board of Governors has started the budget process but will wait for the Governor's speech in January about the budget. Representatives from PASSHE will be attending budget hearings in the Senate and House Appropriations Committees scheduled in October.
- b. Senators were encouraged to attend the open meeting about strategic planning on October 11 at 11 a.m.
- c. The President addressed concerns about the furlough process, explaining that there is no nice way to do what needed to be done. In order to minimize disruption to the campus community, the decision was made to complete the process in one day so a communication could go out at the end of the day. He noted that everyone must be treated in the same way, and that the process followed in July has been used for the past few years: the director of Human Resources and a plains-clothes Public Safety officer deliver the news and ask the individual to go home and come back at another time; keys are collected and emails/computer access disabled. He believes doing it in person is more humane than issuing a letter, but agreed that there may be a way to forward the KU email address to a personal email address. It was noted that faculty require a different process due to the faculty contract.

F. Comments from Student Government Board – Deferred because of scheduling conflicts.

G. Comments from Strategic Planning Taskforce – J. Delle and C. Wells

Senators were encouraged to attend the meeting on Tuesday at 11 a.m. in the Academic Forum, which will be facilitated by consultant Steven Reno. J. Delle provided an update of the work of the Strategic Planning Task Force. The taskforce is charged with drafting a new strategic plan that will be closely tied to the concept of institutional effectiveness and assessment. It is working with constituents on campus and has reviewed similar plans of sister institutions and that around the country. The structure of the plan will have goals that lead to objectives, followed by initiatives and then action steps that include the party responsible for completing the steps. The four goals were taken from the existing plan, with slight modifications in wording to focus on academic excellence, community engagement, caring campus community, maintain and enhancing the university infrastructure. A draft of the goals and objectives were presented for Senators.

VI. Old Business

A. Strategic Planning and Resources Restructuring – E. Simpson

The Strategic Planning and Resources Committee has asked that Senate table its motion regarding reporting structure until next semester because of potential changes as a result of the new strategic planning structure. The motion was to have the committee report directly to the President and only inform the Senate (right now it is a standing Senate committee). There were no objections to the motion to table the original motion to change the reporting structure of the Strategic Planning and Resources Committee until 2012; motion passed. Ed. Simpson clarified the motion is because of logistical problems with the committee reporting to Senate and then the President. The intention is to streamline the process and allow Senate to move things forward in a more timely fashion; also, many of the issues are under the purview of the President. The Senate is an advisory body. It was noted that the only thing Senate would be giving up is the power of accepting the report. Concern was expressed about faculty being taken out of input; E. Simpson clarified the process, which includes input from faculty. D. Johnson indicated that it is time to review the process and structure, and discussion will continue in this regard.

D. Johnson commended J. Cohen Hamilton on her abstract regarding university shared governance that was accepted for presentation next month in Washington, DC. D. Johnson and S. Mangold will be assisting in the presentation as a panel; the conference will provide an opportunity to network with people in Washington, DC regarding strategic plans and shared governance.

VII. New Business

A. November Meeting Special Session

Most of the November meeting will be devoted to the advising process. Senators were encouraged to invite others to the next meeting who are interested and might benefit from the information discussed, which will include PeopleSoft, the new general education program, etc.

B. New General Education Guidelines – R. Schaeffer

The general education guidelines have been passed by General Education Committee and University Curriculum Committee. D. Johnson noted that how Senate responds will impact registration and reminded Senators that the document can't be amended—this is an up or down vote. Discussion followed with much debate. Many were concerned about the implementation of the guidelines and ambiguity related to how they apply to transfer students. R. Schaeffer noted that the new general education program is not a stand-alone program; rather, it needs to be integrated with existing major programs. Some of the old general education courses no longer exist. C. Wells emphasized that these are not policies but guidelines, and that waivers can be used to help students move through the new programs, especially since students cannot be placed into programs that no longer exist. Concerns were raised about how transfer students will be able to complete new general education requirements, especially competencies because they are not yet in place; also that there is no mechanism for advisors to know what courses satisfy the competency requirements. Senators were reminded that the new general education program is a directive from Middle States; R. Schaeffer indicated that the original program will stand if not passed by Senate. He stressed that the program is designed to be flexible for students while 'nudging' them into it. A concern was raised about the legality of programs being contractual; it is confirmed there is a disclaimer in the catalog for that purpose. A motion was made by J. Jackson, seconded by K. Logan, to close the debate and vote on approving the guidelines for the new general education program. Motion passed. The guidelines were approved by a vote of 16 in favor; 9 opposed; 1 abstention (J. Jackson).

VIII. Adjournment

A motion was made by K. Logan to adjourn. Motion passed with no objections; meeting adjourned at 5:50 p.m.