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Senate Minutes

Kutztown University Senate

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Fall 8-8-2016

### **Senate Minutes 9-8-16**

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>  
**SEPTEMBER 8, 2016**  
**ACADEMIC FORUM 102**

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

**Absent:** K. Bremer, A. Christman, M. Gober, D.A. Johnson, E. Johnson, A. Morris, B. Sharkin, A. Vogel

**Guests:** L. Grabowski, D. Mace, S. Picus, G. Silberman, N. Snow, J. Werner

**I. Call to Order**

University Senate President J. Schlegel called the meeting to order at 4:02 PM.

**II. Announcements – J. Schlegel**

**A. Contact and other Information for Senators:**

J. Schlegel projected a slide with: contact information for the Senate office and officers; K. Bremer is appointed parliamentarian; Senate web site and where key information is found, especially the link to KU's Policy Register; Senate Office Hours. Senate web site is here: <http://www.kutztown.edu/about-ku/administration/university-senate.htm>  
Senators please use the site's resources for current/archived information.

**B. Welcome New Senators:**

J. Schlegel announced the new Senators to be welcomed and thanked for serving. Applause.

**C. Responsibilities of Senators:**

J. Schlegel projected these responsibilities: to be informed of upcoming topics, to inform, get feedback and represent their constituents at monthly meetings; to report back to constituents results of Senate deliberations, votes, and the potential impact of such results.

All Senators are encouraged to offer contributions and be involved.

J. Schlegel also projected "How to Sabotage a Meeting" as a droll reminder that this Senate is sincerely committed to productive meetings.

**D. Other:**

University Senate has a twitter account; another avenue to reach the KU community.

J. Schlegel projected a list of Founder's Day events.

KU will host the PASSHE Women's Consortium Annual Conference (Oct. 8, 9) for the first time. All female students, staff and faculty are encouraged to become members and participate.

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

Since one of the Guests with a report had another commitment, the Agenda must be amended. J. Schlegel proposed moving VII.E., Enrollment and Retention Update, to follow IV., Approval of Minutes. A. Zayaitz moved; S. Dewey seconded. J. Schlegel: Is there any debate? None. Agenda adopted as amended.

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

Substantive corrections to the April 28, 2016 minutes? None. Minutes approved.

## V. Enrollment and Retention Update - N. Snow

N. Snow's report can be found at this link (Committee and Task Force Reports):

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

N. Snow interpreted the most current data, with some positive news in several key areas.

More precise data will be available after Sept. 9, the freeze date.

1. Freshman SAT scores are the highest since 2008; fewer have sub-par SATs; significantly more have higher SATs, meaning more are eligible for scholarships and the Honors Program. High school GPAs are also up.

2. Selectivity: KU accepted fewer applicants than previously (71% acceptance rate).

3. Retention data: has stayed relatively unchanged. 73% of students re-enroll; 35% graduate in 4 years; 54% in 6 years.

4. KU Foundation: continued improved fundraising results to 3.45 million so far in FY 2016; already exceeding FY 2015.

5. Demographics:

a. Students: enrollments of non-white students remains about 19.25%; non-white freshmen has declined slightly, to 19%, compared to last year.

b. Faculty: remains similar.

c. Staff: updates are needed.

6. Workforce: overall fewer employees at KU. Faculty has increased; Administration and Staff have decreased.

C. DeMarco: Does that include the Foundation? N. Snow: No.

7. Faculty generation of FTE: has declined, but this is also due to fewer students.

Student Enrollment: Current data shows 7,768 students (down 4.4%)

D. Mace: Average number of credits for transfers? N. Snow: less than AA degree (60).

K. Clair: Do graduation rates include transfers? N. Snow: Track only first time freshmen.

D. B. Johnson: Asked to see slide with enrollment trends over the last several years.

N. Snow: the 4.4% decline was anticipated and included in the new budgeting process.

K. Hawkinson and N. Snow: reasons for decline

- graduated tail end of the largest entering class, 2010

-more students are graduating than entering

-increased selectivity: fewer new students, but more likely to persist, graduate.

Eventually this draws more and better students, KU rises in national rankings, generating a positive recruitment cycle.

- demographics: fewer students graduating high school due to population decline.

J. Garcia: Has admissions deadline been extended? A. Zayaitz: No; KU has been accepting students through the add/drop period.

J. Schlegel: better advertising this year may yield more late enrollments.

## VI. Old Business

None

## VII. New Business

### A. Election of Senators to Committees - L. Norris

Nominations needed for a Senate representative to four University Committees. Two Fall elections will also be run to fill one faculty vacancy on the Grade Appeal Board and one on the Strategic Planning and Resources Committee.

1. Election of a Senator to the Center for the Enhancement of Teaching Advisory Board

A. Arnold nominated A. Pfeiler-Wunder to serve; J. Garcia, seconded. No other nominations; J.

Schlegel closed nominations and declared A. Pfeiler-Wunder as Senate representative by acclamation to this Board to serve a one year term. Applause.

2. Election of a Senator to the Enrollment Management Committee

D. B. Johnson nominated himself; K. Clair seconded. No other nominations; J. Schlegel closed nominations and declared D.B. Johnson Senate representative by acclamation to this Committee to serve a one year term. Applause.

3. Election of a Senator to the Institutional Climate Committee

D.B. Johnson nominated T. Wong; R.L. Smith seconded. No other nominations; J. Schlegel closed nominations and declared T. Wong Senate representative by acclamation to this Committee to serve a three year term. Applause.

4. Election of a Senator to the Space Allocation Committee

J. Garcia nominated himself; A. Zayaitz seconded. No other nominations; J. Schlegel closed nominations and declared J. Garcia Senate representative by acclamation to this Committee to serve for Fall 2016. Applause.

**B. Professional Development Committee Bylaws- J. Ronan**

J. Ronan noted that these bylaws had been presented for Senate Approval April 5, 2016. Unresolved was whether Administrators were eligible for Professional Development funds. Since Administrators have other sources to support their professional development, the committee determined its funds should be for faculty development only. J. Werner and S. Picus were available to answer questions.

J. Lizza: Are there separate funds for Chairs? S. Picus: No.

L. Norris: Administrators are specified as having other resources. What about development funds for staff in SCUPA and AFSCME?

S. Picus: Dr. Hawkinson has made available additional and reallocated funds for those groups.

D.B. Johnson: What of professional development funds for coaches, nurses, police?

S. Picus: Nurses have funds allocated; police have training but there may be further requests; development support for coaches needs to be addressed.

J. Ronan: Further discussion? None. Bylaws approved as amended.

**VIII. President, T, Committee ask Force Reports**

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

1. Final Exam Policy (ACA-025): Open Forum Sept. 20, 11 AM, Boehm 145. Current policy is available here:

<http://app.kutztown.edu/policyregister/policy.aspx?policy=ACA-025>

Senators please encourage constituents to participate in this very important matter.

Discussion followed, addressing a variety of issues and questions:

a. Apparently KU is only PASSHE school requiring hard copy on file in department offices.

b. Some PASSHE schools have no policy.

c. Like KU, some PASSHE schools have no more than two Exams permitted per day.

d. What about 100% online courses with no specified days/times?

e. What obligations do faculty have to be available during exam week, per CBA? Does available online count, or must there be face-to-face availability when not teaching 100% online?

f. The algorithm that determines exam days/times to minimize conflicts considers all classes, when many classes require papers due rather than exams. This is problematic.

J. Schlegel: The goal is to have a revised exam policy addressing these issues passed by end of this Fall semester.

2. Preview of other anticipated work at Senate this Fall:

a. ACA-031 Admission Guidelines for Undergraduate International Students

- b. ACA-054 International Undergraduate Student Scholarships (Tuition Waivers)
- c. ACA-XXX Academic Honesty for Graduate Students
- d. ACA-025 Final Examinations (UNDER REVIEW)

3. Preview of anticipated work at Senate this Spring:

- a. revisit university policy on academic warning, probation, dismissal. Determine absolute minimum GPA in first semester from which a student can recover to graduate with required 2.0. Students compiling debt with no chance of a degree is unacceptable; Undergraduate Exceptions Committee plays an important role here.
- b. Military Leave Policy: in process of development.
- c. Change of major/minor/advising: consider developing means for students with less than 2.0 GPA to take courses in the major they desire, although can't get into because of current GPA. They may excel in those courses, getting them over the 2.0 they need to change their major. They would benefit from advisement by faculty in their desired major to maximize course selection. University policy would not supersede departmental policies (such as 3.0 for education programs).

J. Schlegel: questions? D. B. Johnson: How are policies enforced? There need to be consequences. [**HELP HERE – any additional commentors/notes needed on this?**]

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

- 1. The Committee on Committees (CoC) has an updated list of openings on committees due to faculty who have left the university [**or are on sabbatical?**]. There will be a new Willingness to Serve early this Fall to fill these openings, and new positions for alternates on the Professional Development Committee, per their revised bylaws.
- 2. CoC has been working with Committees to create or update bylaws; this may be completed by the end of this year.

**C. University President's Report – K. Hawkinson**

- 1. Freshman Move-In Day went very well, with a much improved system to keep incoming vehicles moving. 400 volunteers (President and his staff, Cabinet, faculty, staff and students) made a great first day for students and their families. K. Hawkinson sincerely thanked all who represented the university so well.
- 2. President's Opening Day Address: updates on initiatives are available online as text or video stream. The link to the video is here: <https://www.youtube.com/watch?v=l3azkdCM8Mc>
- 3. Improved student academic profile and increase in freshmen in the Honors Program from 46 to 60 is very promising. Such improvements bode well for KU rising in ranking in national reports, which in turn draws more high achieving students.
- 4. Lytle Hall: Last year, proposed upgrades were withdrawn. A new plan was submitted and accepted by PASSHE. Funds will be released in 2020-21 to demolish Lytle and build a new, expanded building. Approved State funds are 30 million; 5.3 million from KU – less than the prior planned outlay for minimal renovations. State approvals have never been withdrawn.
- 5. Middle States Re-Accreditation: A leadership team has been assembled for this; C. Wells is doing excellent work leading this process.

K. Hawkinson asked for questions; they focused on Lytle Hall.

G. Silberman: Funds released, 2020-21; then KU can select designers and proceed.

K. Hawkinson: internal planning can still be started before funds are released.

M. Maksy: asked for status of funding for DeFrancesco renovation.

G. Silberman: Due to lack of PA budget last year, there is a backlog.

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

1. Four freshmen have been elected as students representatives to SGB; SGB encourages early involvement.
2. Over summer: SGB worked on serious concerns with new dining plans.
3. Over summer: SGB addressed cost of replacing student i.d.s that were faded or whose swipes no longer worked. Previously replacement cost \$15; it is now free.
4. SGB will have a float in the Founders Day Parade.
5. SGB is again sponsoring a voter registration drive. [ **requested DETAILS FROM MOLLY**]
6. Student Club Treasurers of Clubs will be meeting with SGB Treasurer J. Van Wyk [**requested DETAILS FROM MOLLY**]
7. Introductions: M. Gallagher introduced SGB Senators: Treasurer J. Van Wyk; Secretary K. Hudak.

J. Schlegel thanked Senator Gallagher. She welcomed K. Hudak as a new Senator, reminding all that every Senator has an equal voice.

**IX. As May Arise**

1. D.B. Johnson: Announced a public showing of the Presidential Debate, September 26, 9 PM in Boehm 145. Voter registration will occur at that time. Encourage students and all to attend.
2. J. Schlegel: Noted an oversight; she had neglected an important matter in her Announcements. She congratulated A. Zayaitz, previously Acting Provost, as KU's new Provost. Applause.

**X. Adjournment:**

[**was there a motion/second??!! I don't recall one**] Meeting adjourned at 5:32 PM.

Respectfully submitted:

L. Norris  
Secretary, University Senate