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Senate Minutes

Kutztown University Senate

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Fall 9-5-2013

### **Senate Minutes 9-5-13**

Kutztown University of Pennsylvania

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**Kutztown University of Pennsylvania  
UNIVERSITY SENATE MINUTES**

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**September 5, 2013 4:00 p.m.  
ACADEMIC FORUM – Room 101**

**PRESENT:** D. Aruscavage, Dr. Cevallos, K. Clair, A. Cordner, C. Cotellese, J. Delle, L. Levine, K. Gardi, J. Gehringer, J. Harasta, D. Immel, L. Irving, B. Ryan (sub. J. Jackson), D. Johnson, Y. Kim, A. Kirshman, D. Lea, M. LeBosse, S. Lem, J. Lizza, T. Maskulka, B. McCree, C. Nordlund, L. Norris, K. Prock, L. Frye, A. Rodriguez, J. Ronan, L. Scappaticci, R. Schaeffer, J. Schlegel, M. Sims, R. Smith, E. Hanna, C. Vargas, C. Dewalt, C. Delphus

**ABSENT:** C. Bloh, F. Cortez-Funk, R. Gross, H. Hamlet, N. Imbesi, J. Kremser, T. McNally, R. Sacco, G. Schaper, P. Walsh-Coates, M. Weller

**GUESTS ATTENDING:** C. Wells, B. Donner, K. Shively, M. White, E. Nieves, G. Hill, P. Richter, A. Zayaitz, M. Delaney, E. Collins, N. Snow, B. Watrous, J. Silberman, M. Freed, S. Picus, J. Green, N. Wunderly

I. Call to Order at 4:04pm

- Introduction of new officers & secretary
- Brief explanation of Senate website

II. Approval of Agenda

- Approval of agenda – no objection

III. Dr. Cevallos Update (see attachment)

- 12 of the 14 state universities have lost students
- WCU has grown as has Bloomsburg
- New VP of Enrollment Management starting October 7th
- Information covered in the power point

Enrollment Update – N. Snow/Director of the Office Institutional Research

- discussed enrollment at the close of add/drop Sept. 2nd
- undergrad down 6%
- grad enrollment up 3%
- business & VPA has grown
- education has had significant drop

- LAS holding steady
  - Official enrollment # to PASSHE September 16<sup>th</sup>
  - Biggest difference from cleared to uncleared we are 50% less
  - 225 uncleared
  - as we approach the 16<sup>th</sup> things happen – 50% less than last year, students continue to drop out – overall enrollment usually decreases
  - right now estimates suggest enrollments 3-4 % down from last year
  - good news: PASSHE sent a preliminary enrollment chart – overall 2.1 % undergrad, 4% of graduate
  - KU combined is the most severe 7.3%
- Questions:
- where do 2 year degree show up in these statistics? Fall under new transfer. Do not fit into continuing transfer
  - comparative data with other College of Education (COE) programs in PASSHE? Natalie says that PASSHE has not collected that data. Dr. Cevallos: # of reasons: bad publicity C. Vargas: teachers being laid off across the state, PA has changed from Praxis I to PAPA and pass rate for KU has dropped from 90% to 40-50% no clarity but speculation is math is the issue as well as format. He has discussed with other institutions informally that COE's have drops in enrollment.
  - Is this what was expected? Dr. Cevallos responded that the budget projections keep changing.

#### Budget and Enrollment Updates – M. Delaney/Senior Director, Budget & Business Services

- K. Long has left for East Stroudsburg
- Trustees in June – info that tuition rate increased 3%, est. enrollment decrease in 3% we are close to that now probably more like at 4%
- State budget was going to be flat
- KU had a decline of \$700,000 or 2% decline
- Salaries increased based on collective bargaining projected to increase 3%, health care 4% - built into the budget, 18% increase in retirement
- Utility budget – no increase
- \$116 million, expenses \$126 million – looking at a whole of \$9.9 million
- cabinet came up with a plan to balance the budget using reserves. Balanced using one time funds
- currently with drop in enrollment plus state cut – looking at a current deficit of 6.5 million.
- Going forward – base reductions vs. base reserves
- Preliminary projection for next year: hoping for a 3% tuition increase. 2% enrollment increase based on admission projections – aggressive plan to increase our enrollment. New VP arrives next month
- State projection – projecting it to be flat
- Expense assumptions – salary increases are already determined

- Main problems – our expenses are growing faster than our revenue estimated 5.5 million increase
- Bottom line: projected deficit of 10 million

Questions:

- Dr. Cevallos: can we turn enrollment around? – if not, we will have to be a smaller institution
- Reducing operating costs? Dr. Cevallos says we have cut both personnel and costs. However, we need to be an academic institution and still offer programming
- Discussion of the one time funds that we are working with: \$5 million one time fund used for welcome center and AstroTurf.
- M. Delaney & Dr. Cevallos: carry forward fund of departments factor in to funding.
- COE decrease: Dr. Cevallos 5-10 years there will be a deficit of teachers – it is a cyclical profession. We have a crisis now, however, we will still grow COE to fill the need in the next 5 years. We will also grow new programs but easier said than done. New programs combined with marketing strategies.
- Dr. Cevallos says we cannot “open the floodgates” to just bring in students – it is ethically wrong. Need to have quality students with potential to succeed .
- R. Smith: Why are we operating in a deficit mode for so many years: Dr. Cevallos says that we have always balanced the budget. We reduce expenditures but we see operating costs increase. When the state does not support higher ed as it should that is the real issue – we do not have the opportunity to control our own destiny. The budget will be balanced. Campus has been stretched to prevent effecting the academic side.
- Issue is loss of students – Dr. Cevallos discussed decline in community college students
- COE is this a new decline or has the decline been coming. Dr. Cevallos: we are in the worst part of the cycle for education programs.

What are we doing in terms of retention

- C. Vargas: more emphasis of support for students
- Academic enrichment and career development center- connect more with students
- Academic enrichment: 2 faculty – V. Rideout, E.Powell, and L. Scappaticci also assisting E. Nieves and T. Stewart to provide support
- A. Kirshman heading division for retention
- Effort into looking at undeclared students
- Declare by 39 credit hours
- Admissions working on students declaring majors when they come to campus

- New general education model assists in switching from one major to the other
- A. Kirshman: **CASA - Center for Academic Success and Achievement** - Academic Enrichment with Career development a good move to have work together. All located in lower level of the library except for Career Development – centrally located with tutoring center. Also focus on success, Chambliss awards, honor societies – try to increase those aspects of student achievement as well

Questions:

- how can we better identify at risk students? A. Kirshman: info going to chairs, advisors, and deans – referral service along with a website, pilot program in conjunction with career development to look at career choice and job shadowing 141 declared students in the pilot program. C. Vargas – how to help as faculty: practices to help with retention high impact practices – one is an early alert system where faculty working with students at the beginning of the semester: faculty identify students they feel need help for a variety of reasons and offer assistance to help student achieve effectively.
- D. Johnson – next Senate meeting will discuss both minority retention and large classroom retention
- Faculty changes in regards to administration: new organizational chart found on the website
- Question: what if a student is struggling? how to get in touch with CASA ext. 34007 or [casa@kutztown.edu](mailto:casa@kutztown.edu) if you need to refer a student for assistance
- Question – J. Schlegel we did not touch upon appropriations. How do we lobby for appropriations for higher education on a state level Not a union issue – Dr. Cevallos: needs to be a collective job

IV. Announcements & Welcome/Introduction of Senators

- Welcome of new senators 13 new senators
- a. Appointment of Parliamentarian – R. Schaeffer
  - R. Schaeffer from The Department of Mathematics was appointed as Parliamentarian

V. Approval of Minutes: May 2, 2013 R. Smith approved, E. Hanna second. If there was a clerical change please contact Pam Reichert-Rex

Minutes approved

VI. President, Committee, Task Force Reports

- a. Senate President’s Report – D. Johnson
  - i. Governance Summit – Oct. 14, 2013 (see attachment)
    - L. Frye has taken care of making sure chairs can register

- President can make appointments S. Czerny? to library committee
  - Senate office is open Wednesday afternoon 127 old main
  - Policy register on bottom of the website – question about posthumous degrees was raised. If you cannot find it go to Presidents Office and ask Elsa Collins
  - P. Richter/Director of Disability Services – 3 court cases settled recently about ADA Act. Access to public accommodations includes the Internet. What we are going to have to do – Berkeley requires all professors to have material in 7 weeks – P. Richter says there is a PASSHE task force. October 10<sup>th</sup> a law firm will be speaking on campus regarding this topic
- ii. ATC Update
- b. Senate Vice President’s Report – J. Schlegel (see attachment)
- Appointments – she is filling out the final year of previous VP role, Senate website is up to date with a couple of exceptions. If you are curious about appointments check publically
  - Library committee, Daniel Haxall - Johanna Forte – Cultural Affairs Advisory, Diane Johnson – Honorary Degree Committee
  - Fall willingness to serve will begin Sept. 13<sup>th</sup> and open positions on remaining committees
  - 2 more committees – Enrollment Management, Space Allocation Committee – all require a senate representative. Note sent to all senators – vote first thing next senate meeting
- c. Student Government Board Report – C. Delphus
- C. Delphus gave report for N. Imbesi. Worked with enrollment committee. Degree audit system is underused – problem is many of the majors do not have it. Pushing for all departments who do not use it to utilize the system.
  - C. Vargas: the Registrar’s office has been working on this program. Developing a script so the system plugs classes into the right category – good way for student to follow their progress or change major. Departments need to look at the script to make sure it is working for their program
  - Let Louise Mal know if there is an error in the program
- d. Update on Undeclared Majors over 39 credits – C. Wells/Vice Provost & Dean Graduate Studies, E. Nieves/Chair Academic Enrichment (see attachment)
- Everyone who has 39 hours completed or more must declare a major unless they have an exemption
  - C. Wells: Policy ACA 70: effective spring 2013 was implemented to keep in mind the best interest of our students. Not a magic number – looked at other institutions. E. Nieves confirmed that pint. As of Sept. 3<sup>rd</sup> 154 undeclared undergrads &

36 undeclared transfer students with over 39 credits. Number is definitely down from previous years. E. Nieves office will contact students to ask why they are still undeclared. Hope is that number will decrease

- questions: can undeclared students who want education get an advisor in the COE? C. Wells: D. Garber has taken the question under consideration. E. Nieves says it is not just COE – psych, art ed & art with the portfolio, communication design – issues with programs
- e. Connections Update – A. Kirshman/Assistant Vice Provost –Academic & Student Affairs (see attachment)
  - General numbers: changes to one day: Students rated the program equal to or better than two day program
  - June 2013 – greater family participation which is seen as a positive
  - Additional questions on housing and involvement. Social media increased
- Old Business
  - f. SharePoint Update – tabled a motion on SharePoint. Before we take the motion off the table was it implemented? Answer: no Is there a motion to take the motion off the table L. Frye/second Y. Kim – taken from the table
    - M. Freed: update: SharePoint to manipulate tracking data - integration project that “lives” in Harrisburg – Microsoft component that needed to be activated but it did not get activated until September 5<sup>th</sup>. We should be able to activate over the next month – Chris Walken in IT can implement.
    - Motion to take from the table “endorse the immediate activation off the table: motion to take from the table failed
  - g. Library Committee – original Motion – changes to bylaws . No Motion to take from the table.
- New Business – no new business
- As May Arise – none
- Adjournment 5:58pm

*Attachments: Dr. Cevallos, D. Johnson, A. Kirshman, J. Schlegel, E. Nieves*