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Senate Minutes

Kutztown University Senate

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Fall 9-3-2015

### **Senate Minutes 9-3-15**

Kutztown University of Pennsylvania

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**Kutztown University Kutztown, Pennsylvania**  
**UNIVERSITY SENATE MINUTES**

<http://www2.kutztown.edu/about-ku/administration/university-senate.htm>

**SEPTEMBER 3, 2015**  
**ACADEMIC FORUM 103**

**Present:** A. Arnold, D. Aruscavage, M. Cardozo, K. Clair, AM Cordner, S. Doll-Myers, R. Flatley, R. Smith, A. Fu, M. Gallagher, J. Garcia, J. Gehringer, M. Gober, H. Hamlet, E. Hanna, J. Harasta, Dr. Hawkinson, J. Lizza, M. Johnston, L. Frye (sub. for R. Kaplan), Y. Kim, D. King, J. Kremser, D. Lea, L. Levine, S. Mangold, P. McLoughlin, J. Metcalf, A. Morris, L. Norris, R. Portada, M. Radyk, V. Reidout, A. Rodriguez, J. Ronan, J. Schlegel, J. Scoboria, B. Sharkin, M. Sims, T. Stahler, J. Van Wyk, A. Vogel, T. Williams, A. Zayaitz

**Absent:** K. Gupta (sub. for M. Maksy), L. Irving, A. Milevsky

**Guests:** C. Wells, N. Snow, D. Beougher, B. Watrous, M. Geaney, T. Witryk, N. Wunderly, M. Monet

**I. Call to Order**

Senate President J. Schlegel called the meeting to order at 4:03 PM.

**II. Announcements – J. Schlegel**

**A. Appointment of Parliamentarian**

J. Schlegel announced her appointment of R. Portada as Parliamentarian and thanked him for his willingness to serve.

**B. Welcome New Senators**

1. J. Schlegel projected the names and contact information of the Senate Executive Board and administrative support. She thanked Ms. Rex for her outstanding work and willingness to continue until the newly defined support position is filled.

2. J. Schlegel welcomed all Senators, especially new Senators, who were named. She also welcomed our new President Hawkinson and A. Zayaitz as Acting Provost.

**C. Responsibilities of Senators**

1. J. Schlegel projected a list of responsibilities of all Senators. She emphasized the importance of preparation for monthly meetings by reading all materials posted one week prior, by soliciting input from constituents and communicating back to them what transpires at monthly meetings. Senate web page will be updated frequently. Senators are encouraged to ask if they have questions.

2. All Senators are expected to know the contents of the Senate Constitution. Here is the link: <http://www.kutztown.edu/about-ku/administration/university-senate/constitution.htm>

**III. Approval of the Agenda**

J. Schlegel recommended amending the agenda. Two items under New Business (revisions to the Academic Warning policy, ACA 042 and Independent Study policy, ACA 051) and one item under Reports (General Education Assessment), had been withdrawn. P. McLoughlin moved, A. Cordner seconded to accept the recommendation. Motion adopted.

**IV. Approval of the Minutes from April 30, 2015**

R. Smith: Why are there dots? L. Norris: Formatting marks appeared unintentionally. Minutes approved.

## V. Old Business

### A. Ombudsperson

J. Schlegel: On April 30, 2015 University Senate recommended to the President's office that the position of Ombudsperson be reinstated, per recommendation of the Institutional Climate Committee (ICC). The President may receive, reject or accept a Senate recommendation. He has chosen to receive it.

Dr. Hawkinson: I would like to know more specifics and gather more information. To consider: job description and qualifications; what is the role and duration of the position? Who would appoint? Position should not overlap responsibilities of other positions or protocols.

J. Schlegel: Perhaps ICC can research this. Perhaps models already exist, even within PASSHE.

## VI. New Business

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

There are three Professional Staff vacancies on Senate; elections will be run this month through KUnited. There is also need for Senate representation on two University Committees to be conducted today.

1. Senate representative to ICC is no longer at KU. E. Hanna nominated himself to a two year term to fill vacancy No other nominations. E. Hanna elected by acclamation.

2. J. Garcia nominated himself to represent Senate on the Space Allocation Committee (SAC). A. Arnold nominated P. McLoughlin, who accepted. J. Garcia collegially withdrew his nomination. P. McLoughlin elected by acclamation.

### B. UEC By-Laws – J. Ronan, Chair, Committee on Committees (CoC)

CoC is working with university committees to either write or update their by-laws, especially by using a template for consistency across the university.

J Schlegel: CoC recommends that Senate accept the new by-laws of two university committees. No second needed.

#### 1. Undergraduate Exceptions Committee (UEC):

R. Smith: move to amend; second, K. Clair. Change the seventh point under "Duties of Chair." "To present an annual report to the University Senate and an interim report as requested by that body." Vote to amend passes. Discussion on approval of by-laws as amended:

R. Smith: Is 24 hours' notice enough time for the agenda to be distributed?

J. Schlegel: That is for the committee to decide.

A. Zayaitz: Allows last minute appeals to be included.

R. Smith moved to accept UEC by-laws as amended; second K. Clair. Motion passes.

#### 2. Graduate Exceptions Committee (GEC):

R. Smith: Motion to amend II.B.6 to "Chair is responsible for providing committee members with copies of the petitions and sufficient background information regarding these appeals as necessary." second K. Clair.

S. Mangold: move to amend further to have same reporting language as UEC by-laws; second R. Smith.

Discussion followed.

A. Arnold: This is wordsmithing. A number agreed.

K. Clair: Codifying the language would be helpful to other committees as they write their by-laws. A number agreed.

Call for a vote on the motion to amend. Motion passes; 12 opposed.

J. Lizza moved to accept the GAC by-laws as amended; second A. Cordner. Motion passes.

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

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

1. Responsibilities of Senators: J. Schlegel noted the following essential for an effective University Senate as a key body in KU's shared governance structure.

a. Review upcoming matters early to solicit input from constituents; be certain to report back to constituents so the university community is informed; communication is key.

b. Provide input to appropriate committees as opportunities arise.

c. Communicate concerns, ideas, solutions to the Senate Executive Board.

d. Join committees that report to Senate, even in a non-voting capacity. There are 18 such committees and 52 Senators. This way, Senate would have at least one informed Senator to provide more complete information as issues arise. This should result in a more fully engaged and productive Senate. Currently the following committees do not have a Senate representative: Grade Appeal Board; Institutional Review Board, Professional Development; Research; UEC. Consider volunteering; contact committee chairs and J. Schlegel.

e. Prepare for monthly meetings. Read all materials: agenda, proposals and written reports to expedite meetings. Ideally reports will accompany the agenda to streamline the meeting. This segment could be for questions/discussions only.

2. Broader issues to examine or develop over time:

a. Governance Structure: consider further the advantages and drawbacks of a University rather than a Faculty Senate. Primary focus is academics, but it is the only governance body where every constituency is represented.

b. in what ways could Senate be more productive?

3. Ongoing concerns:

a. Improving enrollment, retention, persistence and graduation rates.

b. Retention and development of staff and faculty.

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

1. Fall Willingness to serve will go out for positions left open from Spring elections and turnover. There are 15 openings on 9 committees.

2. CoC continues to work with university committees to write or update their by-laws.

3. The major call by the CoC for Willingness to Serve on university committees occurs every Spring.

4. CoC still needs a representative from APSCUF. Senate needs to conduct an election for LAS to elect one representative from that College to CoC.

### **C. President's Report – Dr. Hawkinson**

1. Dr. Hawkinson expressed appreciation for this governance structure that allows contributions from the University President. He will update the Senate monthly.

2. The 47 Initiatives will be posted to the President's web page to keep everyone updated on progress, and to keep communication open. The page should be up within a week or two. New items will come up to as well; this is a fluid process. Most important is to keep the university community informed.

3. The President will be meeting with each constituency as well as leaders in the region.

4. A Faculty Advisory Board and a Staff Advisory Board are being developed to work with the President as he continues to learn about KU and develop strategies and action plans.

5. Scholarships for Honors students have been established to aid recruitment, and a minimum academic standard to reduce the number of students unable to progress to graduation.

**D. Student Government Board Report – J. Scoboria**

1. J. Scoboria is honored to have been re-elected President of SGB.
2. He introduced the two new Senators representing the SGB: sophomore Molly Gallagher and junior Johann Van Wyk.
3. The SGB is getting the word out that students have a voice. They are eager to get more students involved through: an involvement fair, a homecoming themed around the Sesquicentennial and the arrival of a new President; the election of four freshmen to the SGB; and a student voter registration day.
4. SGB is actively working with the Borough and Township.
5. SGB is reaching out to local and state representatives to the PA legislature about the importance of funding for Higher Education. Students' voices to be heard in Harrisburg.

**E. Enrollment Report – N. Snow**

N. Snow provided information on KU enrollment trends, noting that the numbers are at a high water mark. More precise numbers will be available as of the freeze file date in mid-September. Access to N. Snow's report is available here:  
<http://www3.kutztown.edu/webshare/senate/Senate-Update-Fall-2015.pdf>

**Key points:**

- a. Since 2011, enrollments declined about 8.66%; great majority from losses in College of Ed. VPA up slightly; COB up nearly 7.5%.
- b. Overall retention is 73%; 6-year graduation rate is 55%.
- c. Retention is key: just a 3% increase would have great positive impact.
- d. Student ranking: when asked, the vast majority of KU students ranked KU as their first choice. Retention efforts directed toward those who ranked KU as a second or lower choice should result in better retention, since they tend to be less engaged.

**Pres. Hawkinson noted:**

- a. There is a misperception that KU is not a first choice. We need to correct that.
- b. Beyond the financial implications, retention is critical in many ways. Increasing retention even slightly will move KU up not just within PASSHE but in national rankings for the Northeast. We can work toward being in the top 50-60, which would radically improve our profile and therefore recruitment.

c. Acting Provost Zayaitz is working to establish workshops on student retention strategies, especially for at risk students.

d. GPA corresponds to retention and graduation rates. CASA is developing a robust program to support first year students.

L. Frye: What is the status of raising Admissions standards?

Dr. Hawkinson: KU has adopted the NCAA minimum standard for applicants (2.0 GPA and 820 SAT). Currently 129 new students fall below this. It is a first step.

P. McLoughlin: Dedicated faculty help with retention.

Dr. Hawkinson: We need to develop ways to reward faculty who aid retention.

e. Departments: are encouraged to come up with their own recruitment and retention

plans; there will be funds for that.

**VIII. As May Arise**

**A.** J. Harasta inquired about the status of KU's satellite campuses.

Dr. Hawkinson: KU has been investigating. It is much more cost effective to develop partnerships with institutions that already have the facilities where we may hold classes. He has met with LCCC and the Reading Historical Society to explore possibilities for low cost partnerships. If official agreements are made, they will be posted to the KU website.

**B.** Acting Provost Zayaitz announced that KU welcomes Mr. Ted Witryk as the new Registrar.

**IX. Adjournment:** meeting adjourned at 5:43 PM

Respectfully submitted:

L. Norris

Secretary, University Senate