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Senate Minutes

Kutztown University Senate

Fall 9-1-2011

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UNIVERSITY SENATE MINUTES

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Thursday, September 1, 2011 - 4:00 p.m.

Academic Forum 203

PRESENT: G. Bamberger, C. Bloh, N. Butler, J. Cevallos, J. Cohen–Hamilton (Vice President), J. Delle, P. Dewey, S. Fernando, R. Fliszar, R. Grapsy, M. Guzman, H. Hamlet, E. Hanna, D. Immel, L. Irving, J. Jackson, D. Johnson (President), Y. Kim, A. Kirshman, J. Kremser, M. Le Bosse, S. Lem, J. Lizza, K. Logan, M. Mahosky, S. Mangold (Secretary), K. McClosky, C. Nordlund, S. Pham, P. Reed, C. Sacchi, G. Schaper, J. Schlegel, M. Sims, D. Slack, C. Vargas, P. Walsh-Coates, A. Walz, C. Wells, C. Watson

ABSENT: L. Barish, E. Christian, A. Daneshyar, M. Freed, J. Gehringer, R. Gross, J. Heller, CJ Rhoads, L. Rodriquez

GUESTS ATTENDING: P. Ache, G. Clary, K. Long, T. Scarcia-King, J. Silberman, J. Werner

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

I. Announcements

- All University Senate meetings will take place in Academic Forum 203.
- The meeting agenda will be displayed on the screen at meetings. Senators who want hard copies should print a copy to bring to the meeting.
- Paul Ache explained a proposal for the Strategic Planning & Resources Committee to report to the President, rather than the University Senate. This change is to help the Committee function more effectively, especially in light of the President's newly formed Strategic Planning Task Force, to be discussed later in the meeting. Senators should bring this information back to their departments. The motion will be on the October meeting's agenda.
- J. Cevallos thanked all for coming together to assist with the hurricane. He corrected a rumor that some ASFCME employees will be forced to go from 12- to 9-month contracts to help cut the budget. He explained that this is a stipulation in the AFSCME contract designed to be used on a voluntary basis and only if the position warrants moving to 9 months. He assured senators that it is not something the university is considering as a cost-saving measure. A petition has been started in protest; the President noted he will not be able to accept the petition, not because of his thoughts about it, but because it is a bargaining unit issue. Michael Gambone had asked Senate to support the petition. D. Johnson noted that it is a non-issue and asked Senators to clarify this with their departments.

II. Approval of the Agenda

- The agenda was approved as presented.

III. Approval of the Minutes from April 28, 2011

- A motion was made by J. Schlegel, seconded by S. Mangold, to approve the minutes from the April 28, 2011 meeting. Motion passed.

IV. President, Committee and Task Force Reports

A. Senate President's Report – D. Johnson

1. A. Waltz volunteered to serve as the Senate Parliamentarian.
2. The Senate Office has moved to OM 127. He will be there on Wednesdays from 12-3 and the hour before the monthly meeting. Emails can be sent to senate@kutztown.edu. Senators were invited to take Senate business cards available at the meeting with the information. A conference table, as well as a speaker phone, will be available for senators' use. This can be helpful for committee meetings or conferences so members can still participate if they can't attend. Senators can contact Danielle Santos in the President's office to make arrangements. He noted his thanks to Danielle Santos for her hard work in getting the cards together and the office up and running.
3. D. Johnson has asked the Committee on Committees to clean up committee rosters to reflect recent changes in university structure. Some units in Student Services being moved to Academic and Student Affairs and others, such as Athletics, under Advancement and Housing under Administration and Finance. Committees are asked to report changes to Danielle Santos unless there are questions about placement. Senate may want to revisit proportionate representations because of reductions in numbers of non-teaching faculty. There was no objection to the Committee on Committee making nominal changes reported; substantive changes will be brought back to the Senate.
4. The Institutional Climate Survey has been completed. It will be presented to the full Committee on Committee and the Cabinet. The task force will expire at the end of the year; D. Johnson will ask the task force to come back to the Senate before the end with ideas for a permanent committee so that the Committee on Committees can begin to work in February on developing by-laws and member terms, etc. The task force met their goal of 30% participation in every category except graduate students.

B. Committee on Committees Report – J. Cohen-Hamilton

1. The following 2011-2012 Committee on Committee assignments were confirmed:
 - Michael Downing as LAS representative to the Academic Technology Committee

- Lorri Engstrom as Faculty representative from Sport Management to the Events Advisory Council
 - Kerri Gardi as Professional Staff representative to University Judiciary
 - Miles DeCoster as Communication Design representative to the Academic Technology Committee
 - Christine Price as Housing representative to the Events Advisory Council
 - Mitch Freed as Informational Technology representative to the Academic Technology Committee
 - Rhonda Branford as the Multicultural representative to the Commission on the Status of Minorities
 - Lorri Engstrom as the Sport Management representative to the Events Advisory Council
 - Amanda Olecki as the ACE Student representative to the Events Advisory Council
 - Chardonnay Rutherford as the SGB student representative to the Athletic Policies and Programs Committee
 - Anne Reel will replace Bill Mioski on the Security and Safety Council. The position will be changed from the “Director of Public Safety” to the “Director of Parking, Transportation, and Security”
2. Departmental Representatives to Senate were confirmed (3-year terms 2011-2014):
 - Art Education & Crafts: Carrie Nordlund
 - Communication Design: Kevin McClosky
 - Music: Dan Immel (exception to 3-year by-law because of extenuating circumstances with a smaller department)
 - Psychology: James Jackson
 - Special Education: Christopher Bloh
 - Electronic Media: Len Barish (extending his term as permitted with smaller departments)
 3. Departmental Changes in Representatives to Senate were confirmed:
 - Academic Enrichment: Loriann Irving
 - Computer Sciences: Greg Schaper
 - Speech & Theatre: Ronald Grapsy
 - Sport Management: Yongjae Kim
 4. Senate is in the process of running elections for the Senate At-Large position, Grade Appeal Board, and Strategic Planning.

V. Old Business

A. Update on the University Budget/Strategic Planning

- The President reported that the university is in a tight time frame regarding strategic planning, as a report must get to Middle States by March 1. He has worked with the presidents of the bargaining units, representatives from each of the colleges, SGB, and Senate to come up with a Strategic Planning Task Force to work on this. Carol Wells and

James Dell will serve as co-chairs of the task force. They have already begun to work and have been in contact with the consultant, Dr. Steve Reno.

- J. Dell reported a revised strategic plan needs to be in place by December 1. Dr. Reno and outside reviewers have indicated the existing plan is not in line with the operations of a modern university in terms of assessment and budget resources/allocations. The task force is reviewing the existing strategic plan and will take a first step by creating a list of priorities. There are 39 objectives that need to be reviewed and edited for internal consistency. The task force will then develop action steps that tie the goals of the university into the operation of the university. The end result will be an operating document that informs the operation of the university and budget resources/allocations, rather than a philosophical statement. The task force will meet weekly and will hold a minimum of two public meetings over the course of the semester; progress will be posted on the website to make the process as transparent as possible. The task force will report back to Senate in December. Senators were invited to contact the co-chairs with questions.
- J. Schlegel asked how this task force relates to the Strategic Planning Committee. The President explained that the task force will be a smaller, working group that is connected to the Strategic Planning Committee, which will continue to meet on a regular basis.
- A one-time investment of a million dollars has been allocated for strategic initiatives in the budget for this year.
- G. Schaper asked if this plan will be once and done or repetitive. President said the plan is designed to be an ongoing process that is consistent.
- J. Dell clarified that they are clarifying the existing plan so that is workable. The plan needs to be something that can continually be renewed as the university moves through time. The task force is in place to work on meeting the Middle States deadline and will be finished; the committee will continue. Middle States requires the university to create a plan for institutional effectiveness with clearly stated goals, and we will need to demonstrate that we have made steps to improving our ability to measure institutional effectiveness. The task force has to find a way to make the goals we have measureable and to bring our operations in line with the new performance indicators set by the Chancellor.
- K. Long provided a quick verbal update, as there were technical difficulties with the visual presentation he had prepared. He reported the 50% reduction in appropriation was adjusted to 18%, but that it still left a 3.8 million dollar deficit to balance the budget. The tuition rate was increased by 7.5%, salary & benefits were reduced by \$3.9 million, and there were operational cuts of \$26,000. The Provost has been given access to \$130,000 for student scholarships to use as he determines to help meet academic initiatives. Regarding reductions in the workforce, 11 management positions in the workforce were cut; 9 were filled (one was added back), 3 were vacant. There were 15 ASFCME positions impacted: 13 were vacant, 1 was added back, and 3 transferred. There were 12 positions cut last year (6 vacant, 6 filled) that took effect in this year's budget. There were 7 SUA positions impacted: 2 were filled, 3 vacant, and 2 transferred, for a total of 45 positions that were impacted by the budget cuts. The current budget is \$120.9 million, compared to last year's

budget of \$120.6 million. The tuition increase of 7.5% represents a 6.75% net increase of \$1037 for resident students. The complete presentation will be posted on the website at a later date.

B. Update on Center for the Enhancement on Teaching (CET)

- Michelle Simms was elected by acclamation to serve as the Senate representative to the CET. D. Johnson is looking for faculty with expertise in profiles of students of the millennium so that the CET can sponsor a session to address this topic. C. Wells reported that several workshops took place in the spring semester: Gen Ed assessment, Microsoft Excel 2007, teaching in the larger classrooms, and the new Gen Ed model. Upcoming workshops include: tenure, at least one regarding Gen Ed, and rubrics for evaluating students' work. Jane Swanson will be on campus October 5; her tentative topic is "Using Assessment to Close the Loop." C. Wells will send an announcement with details. Dr. Clary would like the January workshop to be an assessment workshop that would provide collaboration between his office, the CET, the General Education Assessment Committee, and the General Education Committee. The CET is open to suggestions from faculty and staff from student affairs.

C. Update on the Motion to Explore Replacement of Chalkboards

- D. Johnson updated on replacing chalkboards with whiteboards. The cost has not yet been explored the cost because of logistics (bids, etc.) and budget costs. He has met with several professionals on campus regarding other issues with chalk vs. white boards. Disability Services has reported only one case of student being allergic to chalk dust; accommodations can be made for any student or faculty with this issue. Health Services reported that the smell of spray should not affect people adversely. The Math Department indicated they have a grant that requires use of something else. The Provost has suggested trying to accommodate requests for the use of chalkboards/whiteboards on an individual basis. J. Schlegel raised a concern that software (Room Optimizer) scheduled to be implemented soon will restrict departments' control over the rooms used for their classes. D. Johnson asked the Provost to respond to that question in October's meeting. He suggested that the current Space Allocation & Renovation Committee be refocused to address issues with classroom use, as well as considering appointing a faculty or staff member as chair instead of Jerry Silberman, who as VP of Finance has a conflict of interest in chairing the committee. All classroom concerns would be directed to the committee. D. Johnson emphasized that all students should feel comfortable in the classroom to optimize learning.

VI. New Business

A. Climate taskforce

- D. Johnson will be charging the task force to develop a mission statement, by-laws, and membership guidelines to transition the task force into a standing committee of Senate. The proposal will be reviewed by Committee on Committees and then by Senate. The process needs to be done this semester so that the committee can be formed in February.

B. Retention/Persistence Task Force

- There is an Enrollment Management Committee that has a retention clause, but not a persistence clause. We now get performance indicator money to track persistence, so there is a need to have a group looking at this or assign it to Enrollment Management. Both co-chairs of Enrollment Management have resigned from the committee. C. Watson, former chair of Enrollment Management, stated that persistence is already in the charge of what the committee is doing. Persistence and retention are related, so persistence is still a topic under the Enrollment Management charge. D Johnson will charge J. Cohen with checking with the Enrollment Management Committee regarding persistence and ask for a report.
- C. Vargas noted that charge for the committee is obscure—a key aspect of the committee’s charge is to analyze data and to provide advice to administration on ways to improve retention, persistence, and graduation rates. Institutional Research can provide data that is already available and update the Senate on rates of retention that can then be analyzed. C. Watson confirmed that the committee had been doing exactly that.
- C. Wells pointed out that the Enrollment Management Committee has done substantial work in the past, such as presenting a review to Senate about several units who did intrusive advising and introducing midterm assessments.
- Related discussion concerned the frequency and content of committee reports. It was noted that committee minutes should not contain information that is not pertinent to the committee that is sensitive in nature (e.g., grievance issues). Committees should check the approved minutes regarding appropriateness of information recorded. There may be future consideration regarding posting committee minutes on the website, providing links to committee websites, etc.

C. Space Allocation and Renovation Committee

- As noted above, D. Johnson is recommending the focus of the committee be changed to address issues regarding classroom use, and that a faculty/staff member serve as chair.

D. Research Misconduct Revisions

- Senators were presented with revisions to the Research Misconduct policy that Senate had previously approved. D. Johnson indicated the changes were simply minor corrections and non-debatable issues. J. Lizza made a motion, seconded by P. Dewey to accept the revisions as presented. J. Cohen commented that it would be useful to have the ORI (Office of Research Integrity) in the glossary of terms. There were no objections to add this to revisions. Motion passed unanimously.

VII. Adjournment

2. A motion was made by K. Logan to adjourn. Motion passed with no objections; meeting adjourned at 5:30 p.m.