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Senate Minutes

Kutztown University Senate

Spring 5-1-2008

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KUTZTOWN UNIVERSITY
Minutes of the University Senate

Room 223, McFarland Student Union Building
Thursday, May 1, 2008

M. Sanelli called the meeting to order at 4:10 p.m.

Present: Len Barish, Bobbie Berry, Christopher Bloh, Ed Christian, Kate Clair, James Delle, Camille DeMarco, Patricia Derr, William Donner, Diane Fegely, Mitch Freed, Lisa Frye (Secretary), Jo Cohen-Hamilton, Gregory Hanson, Kathleen Hartman, Ted Hickman, James Hvidding, Keith Logan, Mark Mahosky, Elaine Mara, Robert Martin, James McNiff, Heather Meadows for JoAnn Mackesy, Sylvia Pham, Dennis Rains, John Riley, Robert Ryan, Trucilla Sabatino, Paul Sable, Christopher Sacchi, Maria Sanelli (President), Steven Schnell, Judith Smith (Vice-President), Theresa Stahler for John McAndrew, Heather Thomas, Carlos Vargas-Aburto, Rhonda Wall, Anke Walz, and Barth Yeboah.

Absent: Deborah Barlieb, Mike Demeter, James Hall, Roger Hibbs, Kristine Killingsworth, Joe Lippincott, Susan Mangold, Ilene Prokup, Charles Roth, Rennie Sacco, Madan Varma, and David Wagaman.

Also in Attendance: Dan Benson, Michael Gambone, Natalie Snow, Daniel Spiegel, Donna Steslow, Ken Steward, and Carole Wells.

I. Announcements

M. Sanelli thanked Judy Smith, the Vice-President of University Senate and chair of the Committee on Committees, and Lisa Frye, Secretary of University Senate, for their service the past two years.

II. Approval of the Agenda

A. Walz moved, J. McNiff seconded, to approve the agenda. Motion passed.

III. Approval of the Minutes

J. McNiff moved, A. Walz seconded, to approve the minutes of the April 3, 2008 meeting. Motion passed.

IV. Approval of the Spring 2008 Graduates

T. Hickman moved, R. Martin seconded, to approve the Spring 2008 Graduates. Motion passed.

V. President, Committee and Task Force Graduates

A. Senate President's Report

President Cevallos sent M. Sanelli an official letter denying summer release time for the Senate President. President Cevallos feels the need to be consistent with the release time of

many positions across campus. A suggestion was made by President Cevallos that he would like to consider stipends instead of release time for various positions on campus.

M. Sanelli announced that President Cevallos is in favor of forming a Shared Governance Task Force.

M. Sanelli announced that President Cevallos is interested in forming an Institutional Climate Task Force. President Cevallos recommended the use of a consultant to do an Institutional Climate Survey, which relates to gender relations, race relations, faculty/staff relations, and any kind of the climate/chemistry that is characteristic on campus. This Task Force will work closely with the consultant to look at any recommendations that might come of the study.

M. Sanelli suggested the possibility of creating a Gen Ed Task Force to begin looking at the process of Gen Ed reform.

A motion was then made by T. Hickman, and seconded by R. Crisson, that the University Senate charge the Enrollment Management Committee with the task of tracking the impact of the Academic Forum Building with respect to student enrollment, student retention, and the academic performance of students and report back to Senate before Thanksgiving Break in November 2007. The motion passed.

A motion passed at the March 2007 Senate meeting to have the Enrollment Management Committee track the impact of large classes in student enrollment, student retention and the academic performance of students. They were to report back to Senate before Thanksgiving Break in Nov 2007. This committee did not meet during the 2007-2008 year so the impact of large classes was never studied. M. Sanelli suggested the possibility of forming a Task Force to look into the effects of large class size.

B. Committee on Committees Report

J. Smith announced that the Committee on Committees had met and selected the faculty representatives for the governance committees. A few positions were selected after the committee appointment listing was E-mailed to Senators. These additions are as follows:

Add R. Martin for the Natural Sciences Representative on the Academic Technology Committee and Bruce Gottschall as the Unit 1 Representative on the Library Committee.

There were three elections held: Committee on Committees, Grade Appeal Board, and Strategic Planning & Resource Committee. The winners of these elections were Andrew Arnold as the College of Liberal Arts & Sciences Representative for the Committee on Committees and Leigh Kane as the winner for the College of Visual & Performing Arts Representative for the Committee on Committees. James Hvidding won the election as the College of Business Representative on the Grade Appeal Board. Dan Benson was elected as the College of Business Representative on the Strategic Planning & Resource Committee.

The Committee on Committees made a motion to accept the appointments to the governance committees. The motion passed.

Governance committees voting is currently done by paper ballot and a manual count. J. Smith announced that future elections will be conducted via Profs Online. This will hopefully be in effect for the Fall 2008 semester.

C. Strategic Planning Committee Report

D. Benson spoke regarding the Strategic Planning process. The main part of the Strategic Initiatives Plan is close to being complete. The Vision and Mission Statement has been completed. The committee is still working on the four initiatives: 1) Academic Excellence, 2) Creating a Caring Community, 3) Community Engagement, and 4) the Performance Indicators from PASSHE. They will be meeting next week to hopefully complete their work and forward to the faculty in the fall.

The SPRC was asked to look at the Budget Decentralization Proposal submitted by Ken Steward of the Budget Decentralization Committee. This proposal was distributed to all Senators. The proposal allows departments to carry over the operational expenses of their budget to the next fiscal year. Currently, unspent money in department budgets goes to the President's breakage fund. KU's budget process does not allow operational expenses to go negative so there is no way a deficit can carry over. The budget subcommittee of SPRC passed this proposal and it will now go to the full SPRC for vote. Some departments on campus work in cooperation with off-campus organizations, like the Reading School of Nursing; this proposal does not handle these types of relationships but they would like to consider these in the future.

President Cevallos suggested that the Senate vote on this proposal.

A. Allow departmental budgets in the Educational & General Fund (4511) to carry forward available balances in the operational section of their budget. This would include funding in the following budget categories in the SAP System: Other Expenses, Leases, Capital, Library, and Transfers. It does not include any funding in personnel categories.

B. Utilize the Summer School 2008 to model for 2009.

R. Martin made a motion to approve the proposals (A and B on the handout from the Budget Decentralization Committee), seconded by K. Clare.

K. Clair made a motion to add an amendment to the motion, seconded by W. Donner, to add a clause to Section A that states: **The carryover does not affect the next year's base allocation.** C. Vargas stated that this proposal was done to help departments. T. Hickman stated that subtracting money from future budgets was never discussed by the Budget Decentralization subcommittee and that carrying money forward is a positive move. The amendment to the motion failed.

The motion passed with two abstentions.

D. Center for the Enhancement of Teaching Report

T. Hickman spoke as chair of the CET subcommittee to look at the CET mission. A summary report was distributed to all Senators. K. Logan made a motion, seconded by W. Donner, to accept the subcommittee's report.

T. Hickman reported that the funding for CET has been dwindling in recent years. There was a question as to what happens if the report is accepted. M. Sanelli stated that the next step would be a letter from the Senate President to President Cevallos. Currently the CET reports to the Vice-Provost. C. Wells stated that if the subcommittee is forwarding data analysis from their survey with the report they should also include the response rate for the survey. C. Wells stated that she sees no indication of lack of administrative support for CET. There is also no indication from the Interim Director about a lack of support. The

report indicated they subcommittee looked at the original mission of CET. T. Hickman stated that the original CET recommendations included a full-time director be hired and there was a request for a budget and secretarial support to support the CET mission. C. Vargas stated that the CET has always had a budget and it has not increased or decreased in his tenure at KU. Technology grants have been discontinued for the future but this was not money from the CET budget. T. Hickman stated that J. Schellenberg (the original director) had one-half release time but he feels that he did three-quarter time of work. When he left, the release time was changed to one-quarter time. CET also lost office space but this was because this space was necessary for an academic department.

Motion passed.

E. Academic Technology Committee Report

The ATC made a motion to accept the Acceptable Use Policy, which was distributed to all Senators. The AUP was discussed at a previous Senate meeting and concerns were addressed by ATC and the AUP was updated appropriately. The motion passed with 1 abstention.

The ATC made another motion regarding the timeout on PCs. The motion is in regards to timeouts on PCs and states that the timeout period on all PCs will be ten minutes but there will be a mechanism for instructors to request a separate classroom login that will have a three hour timeout with no network access.

The ten minute timeout value will affect all computers, offices and classrooms. R. Martin stated that he shows multimedia that is stored on network drives. In this case a faculty's normal login can be used. There was no significant security breach; this is a precautionary measure. J. Smith stated that there have been some computer break-ins via computers in offices in Keystone. For the separate classroom login, the only storage available is the local hard drive and the flash drive.

The motion passed with 1 abstention.

VI. Old Business

A. General Education

A motion was made at the last Senate meeting for each representative talk to their constituents to see how they felt about a Gen Ed reform and if Senate should lead that reform. A recommendation was made by the Middle States Accreditation Team to create a new General Education Plan so Senate may want to wait until after receipt of this report before moving forward with this. K. Clare stated that it may make more sense to have College Gen Ed re-design committees. J. Smith said that any Gen Ed committee formed should have equal representations from all Colleges. T. Hickman made a motion, seconded by R. Martin:

Senate should postpone the discussion of Senate leading the process for General Education Reform until the fall semester.

The motion passed.

B. Shared Governance

President Cevallos suggested the formation of a Shared Governance Task Force.

A motion was made by T. Hickman, seconded by E. Mara that reads as follows:

The creation of three tasks forces should occur in the fall 2008 semester. These task forces are:

1. Shared Governance
2. Institutional Climate
3. Large Classroom Analysis

The motion passed.

VII. New Business

There was no new business at this time.

VIII. Adjournment

T. Hickman made a motion to adjourn the meeting; seconded by A. Walz. The motion passed and the meeting adjourned at 5:37 p.m.

Signed:

Dr. Maria Sanelli, President

Lisa M. Frye, Secretary

5-9-08