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Senate Minutes

Kutztown University Senate

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Spring 4-28-2016

### **Senate Minutes 4-28-16**

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>

**APRIL 28, 2016**  
**ACADEMIC FORUM 103**

**Present:** A. Arnold; D. Aruscavage, D. Beougher, M. Cardozo, A. Christman, K. Clair, A. M. Corder, C. DeMarco, S. Doll-Myers, R. Flatley, A. Fu, M. Gallagher, J. Garcia, M. Gober, E. Hanna, K. Hawkinson, M. Johnston, R. Kaplan, Y. Kim, J. Kremser, D. Lea, L. Levine, S. Mangold, P. McLoughlin, J. Metcalf, A. Morris, G. Muugi, L. Norris, R. Portada, M. Radyk, V. Reidout, A. Rodriguez, J. Ronan, J. Schlegel, J. Scoboria, M. Sims, J. Van Wyk, A. Vogel, C. Walck, T. Williams, A. Zayaitz

**Absent:** J. Gehringer, H. Hamlet, J. Harasta, L. Irving, D. King, J. Lizza, M. Maksy, M. Scheuing, B. Sharkin, T. Stahler

**Guests:** A. Garrison, J. Lanter, S. Lem, J. Loomis, P. Speirs, J. Van Valkenburgh, C. Wells, T. Witryk, T. Wong

**I. Call to Order**

Senate President J. Schlegel called the meeting to order at 4:35 PM.

**II. Announcements – J. Schlegel**

**A. Thanks to Outgoing Senators:**

J. Schlegel showed a list of outgoing Senators and thanked them for their service. An updated membership list will be available when all names have been received. Each Senator will receive a letter of appreciation for their involvement. J. Schlegel read a sample letter addressed to J. Scoboria, highlighting his many accomplishments and contributions. Applause.

**B. Senate Election Results:**

E. Johnson and T. Wong have been elected to serve as At-Large Faculty Senators. Terms to begin August 2016.

**C. House Fire:**

The home of M. Borst, Senate Management Technician, had significant damage due to a fire. She is a tremendous asset to KU in many ways. J. Schearer is accepting gift cards and monetary donations as well as cards of emotional support. J. Schlegel thanked Senate members for their consideration.

**III. Approval of the Agenda**

J. Schlegel asked for any objections to the agenda. None. Agenda adopted.

**IV. Approval of the Minutes**

J. Schlegel asked for substantive corrections to the April 7, 2016 minutes. None. Minutes approved.

**V. Old Business**

**A. Professional Development Committee (PDC) Bylaws – J. Ronan**

These Bylaws had been tabled. No further information on them has been received. Per Roberts Rules, this matter is dropped until further action is taken by the PDC.

## VI. New Business

### A. Approval for Granting of a Posthumous Degree: - J. Schlegel

Policy ACA-061 states that an academic department may request conferral of a posthumous degree to the Provost. This must be approved by University Senate and then the Council of Trustees. The Department of Sport Management recommends the conferral of a posthumous Bachelor of Science degree in Leisure and Sport Studies upon Calvin T. Heyward, who was to have completed the degree requirements by the end of this semester.

A. Zayaitz moved to approve this request; second V. Reidout. Unanimously approved.

### B. Approval of Graduates for May 7, 2016: - J. Schlegel

Names of candidates for graduation this May have been distributed for Senate's consideration. M. Gallagher moved to approve candidates to graduate on May 7, 2016. Second J. Van Wyk. Unanimously approved. Applause.

### C. Appointments to Academic Standards and Policy Committee (ASPC) - J. Ronan

At the April 7, 2016 meeting, Senate had approved revisions to ASPC Bylaws to add two LAS representatives to that committee. Committee on Committees (CoC) recommends appointing N. Butler and J. Conahan for a one-year term to adhere to Bylaws, and to begin staggering appointments to ensure some continuity. Appointments for one year approved.

### D. ACA-025: Final Examinations Policy - A. Garrison

J. Schlegel provided background on proposed revisions to this policy. Oct. 2013: Senate President D. Johnson convened a Task Force on the policy and the number of exams a student could take in one day. Since then, D. Sienko, '16, a Chambliss copper medal winner, developed an algorithm for exam scheduling to minimize the number of students who would have more than two exams on the same day. This will be implemented in Fall 2016.

The entire policy has been revised to clarify several issues. It has been presented to Administrative Council but not to Chairnet.

L. Norris: Move to postpone consideration of ACA-025 indefinitely until all appropriate bodies have reviewed the proposed revisions. Second K. Clair.

J. Schlegel: An open forum on this policy will be held at the start of Fall semester, and Chairnet will also consider it promptly. Those interested in working on this over the summer, contact J. Schlegel.

Discussion? None. Motion to postpone unanimously approved.

## VII. President, Committee, Task Force Reports

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

University Senate has had a very productive year.

1. Senate approved two new and four revised policies; one new and four revised Bylaws.

2. Senate advocated for the SGB's initiative to return Maxatawny Three's polling station to KU. Relations with County Commissioners remain cordial and the door open to revisit this issue.

3. Committee appointments have been made.

. Task Forces:

a. Institutional Climate: has developed a document regarding an Ombudsperson.

b. Faculty/Staff Retention Task Force: has completed its research and has recommendations.

Looking to 2016-17:

1. Within Senate:

a. Consider revisions to University Senate Constitution

b. Consider a standing Senate Committee on Faculty and Staff Mentoring

2. Within the University:
  - a. Policy on absence due to active military service. Perhaps a PASSHE policy?
  - b. Changing majors and major advisors: currently policy prohibits students from switching majors, or choosing a major for exploratory students, if CGPA is below 2.0. However, access to courses in a desired major could motivate students to succeed academically.
3. PASSHE Policies: work across the State System on critical policies
  - a. Revise smoking policy
  - b. Revise current PASSHE policy requiring 150 credits for Dual Degrees. Senate should advocate for students to meet the requirements for both degrees without this mandate, which greatly impacts students financially. Dr. Hawkinson is already working on this at the state level.

J. Schlegel thanked Senate membership for their good work to make this a very productive year. All are welcome to bring forward ideas and initiatives.

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

The CoC's overall goals for 2016-17 will be:

1. continue to work with standing committees to revise their Bylaws
2. Update website to reflect new membership and check each website to make sure it is in line with its committee's current bylaws.
3. develop a means to stagger terms of committee members for continuity.
4. streamline the Willingness to Serve process

J. Ronan stated CoC is open to new ideas; he welcomes input.

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

K. Hawkinson expressed his appreciation to the KU community for a wonderful Inauguration. The confluence of this event at the end of a year of Sesquicentennial events to celebrate the school's history and accomplishments, along with conferring an honorary doctorate, were particularly inspiring as we look ahead. He thanked the Inauguration Committee and all the staff for their great work to make the Inauguration such a success. He also noted it was an honor to share the stage that day with J. Schlegel as a sign of unified governance at KU.

KU needs to publicize its successes.

1. Two articulation agreements with LCCC.
2. KU has become an All Steinway School, a distinction enjoyed by only about 150 schools world-wide. This honor is a great asset in recruiting and retaining students and faculty, and will benefit the entire university.

President's 53 Initiatives: making good progress; much remains to be done.

1. Currently in the process of organizing a retention symposium.
2. New Budgeting Process. This summer, projects will be prioritized for funding.

K. Hawkinson finished his report by emphasizing he is available and welcomes input.

**D. Enrollment Report – J. Van Valkenburgh, Graduate Director, Admissions**

N. Wunderly, Director of Undergraduate Admissions, was unable to attend. A link to J. Van Valkenburgh's presentation is available here:

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

As of April 28, overall undergraduate admissions are down slightly although yield – percentage of accepted students who commit to KU - is up; a positive.

International Director indicates great interest for Graduate programs among International students.

K. Clair and R. Flatley noted instances where very high achieving high school students were denied admission although they were accepted at other very reputable schools.

A. Zayaitz: requested information from those faculty to follow up.

K. Hawkinson: such errors should happen extremely rarely and be quickly corrected. Admissions policies will be thoroughly reviewed by KU's new V.P. for Enrollment Management.

J. Van Valkenburgh compared numbers of committed students as of April 28, 2015 to today's.

Overall numbers are slightly down, but numbers are changing constantly. She also noted that Admissions officers were working into the night, including making calls to admitted students who have not yet committed.

J. Schlegel thanked J. Van Valkenburgh for providing this information.

#### **E. Student Government Board Report – J. Scoboria**

1. J. Scoboria introduced M. Gallagher and J. Van Wyk as the 2016-17 SGB President and Vice President, respectively. Applause.

2. Primary Elections: student activity fees provided for two shuttles to take students to the Maxatawny Three polling station; J. Scoboria thanked the SGB students who volunteered to drive.

3. SGB is pursuing a Conflict of Interest policy. SGB President should not also serve on the Council of Trustees. There should be two voices to represent students, not one.

4. SGB is pursuing a student leave of absence policy to address military and religious leave.

5. J. Scoboria thanked A. Zayaitz and the Director of the Library for extending Library hours during Final Exam week.

6. SGB unanimously approved a student Bill of Rights. This is not binding policy but are rights and responsibilities from The Key put into student-friendly language; items are also linked to specific University policies. Bill of Rights should be given to all incoming students.

7. PA budget: This year's impasse very negatively impacted many students. Another impasse seems likely. KU must be pro-active and prepare support systems should that occur.

8. Maxatawny Three polling station: J. Scoboria thanked all faculty, staff and students who worked very hard to return the station to KU. He urged that the matter not be dropped.

9. J. Scoboria noted with appreciation his education at KU, which has equipped him to pursue multiple options upon graduation. He noted with gratitude "the professors who inspire me." Applause.

J. Schlegel thanked Senator Scoboria.

#### **F. Faculty/Staff Retention Task Force Report – S. Lem**

This Task Force was convened by Senate President D. Johnson two years ago. It was charged with gathering and analyzing data, presenting findings with suggestions to improve retention of faculty and staff. Their Final Report is posted here:

<http://www.kutztown.edu/about-ku/administration/university-senate/next-meeting-agenda-and-attachments.htm>

S. Lem noted that S. Picus was very helpful in providing anonymous data from exit surveys on approximately 200 staff and faculty who voluntarily left the university over the last five years; nearly two thirds of all departures. The Task Force also conducted interviews among current KU faculty and staff. Results identified three critical issues:

1. Lack of open, honest two-way communication; both vertical (top down) and horizontal (across departments and divisions)

2. Need for Mentorship Programs for faculty and staff

3. Expand Professional Development opportunities for staff and faculty

Actions to address Communication: vertical

1. Supervisors and Administrators hold regular office hours
2. Town Hall Meetings: Dr. Hawkinson has set a great example with open forums to enhance communication. Hold regular open forums with round robin moderation for equitable participation.
3. Administrators should meet with departments/units more often and regularly

Actions to address Communication: horizontal

1. Establish a Mentoring Program for faculty and staff. Have a standing Senate Committee to assign mentors outside each mentee's department/unit.
2. Broaden the mixture of staff and faculty on committees
3. Revisit faculty/staff/student luncheon social

Actions to address Professional Development: (some problems due to union restrictions)

1. in-house training and workshops
2. increased recognition, especially for newer KU members
3. cross-train within divisions

Questions:

- A. Garrison: inquired if the Task Force had examined departure data by groups.  
 S. Lem: by bargaining unit only. Examining by gender, race, ethnicity could violate confidentiality by inadvertently identifying those who completed anonymous survey.  
 J. Schlegel and L. Norris noted the discrepancy between ICC's and Task Force's findings regarding experiences of harassment/ discrimination. S. Lem acknowledged; the Report addresses this on p. 6.  
 A. Vogel: These are good recommendations; how to implement them?  
 J. Schlegel: Senate Executive will work to facilitate/implement the actions identified in this Report, beginning with establishing a standing Senate committee on Mentorship.

J. Schlegel thanked S. Lem and the Task Force members for two years of excellent work.

**G. Institutional Climate Committee (ICC) Ombudsperson Report - E. Hanna**

E. Hanna, a professional mediator, noted that Dr. Hawkinson asked ICC to develop a more specific job description so action can be taken. He corrected an omission under Purpose and Rationale: "high percentage of faculty..." should read "faculty and staff."

A. Christman: AFSCME can't agree to this. It conflicts with our grievance process. Lack of a record due to confidentiality would make a grievance process problematic.

E. Hanna: Description states that mediation is not to interfere with union processes.

Several other Senators had questions: potential conflicts of interest; how much time commitment (answer: J. Loomis, emeritus and A. Zayaitz: it varies).

E. Hanna: reminded Senate that this is a working document; the nature of the position and funding are still to be determined. He reminded that mediation offers opportunity to hear/be heard without retaliation; builds trust and can be transformative.

S. Mangold: Agreed. It opens communication process; grievance need not be the first step.

E. Hanna: ICC continues to take input from other groups.

J. Schlegel: Thanked E. Hanna and reminded Senate that this is a status update.

**H. Student Bill of Rights Report – J. Scoboria for N. Blichar**

J. Scoboria asked Senate to endorse this document, a summation of The Key's Student Rights and Responsibilities in student-friendly language, with each point tied to a University policy.

Discussion:

K. Clair: maybe students should have to sign; they would read more carefully.

V. Reidout: All new students used to pledge to a Code of Civility at Convocation.

J. Garcia: This happens at Connections.

A. Morris: Section I.E.: right to "evaluate instructors and advisors": must strike "advisors" - not In CBA. It specifies student rating of instruction only.

C. DeMarco: Might students construe this as a contract?

J. Schlegel: No; it is not binding. This is a summation of The Key. It is a living document; allows students to assert their voice.

J. Garcia: This is great for students; they don't tend to read official documents/fine print. He commended the SGB and will push awareness of the Bill at Connections and Orientation.

A. Arnold: Language should specify that rights are not limited to those enumerated here.

J. Scoboria: The final paragraph addresses that.

A. Arnold: There should be university policy that all students have the right to be treated with fairness and dignity.

J. Schlegel: That could be linked to KU Mission, Vision and Purpose

A. Arnold: Made a motion to endorse this noble project. Second A. Vogel. Unanimously approved.

#### **VIII. As May Arise**

C. DeMarco reminded that L. Casseliah is taking donations for student food pantry.

#### **IX. Adjournment:**

R. Portada moved, A. Morris seconded to adjourn. Meeting adjourned at 6:24 PM.

Respectfully submitted:

L. Norris

Secretary, University Senate