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Senate Minutes

Kutztown University Senate

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MARCH 7, 2019
ACADEMIC FORUM 103

Present: A. Arnold, M. Cardozo, A. Christman, K. Clair, A. Cordner, R. Courtney, C. Cotellese, S. Dewey, M. Gabriel, J. Garcia, M. Gober, C. Habeck, A. D'Ancona (for B. Hudak), D. Immel, J. Jedwab, M. John, D. Johnson, E. Johnson, E. Kraal, S. Lem, S. Mangold, P. McLoughlin, A. Meck, L. Moss, F. Murshed, L. Norris, A. Pfeiler-Wunder, C. Price, V. Reidout, M. Scheuing, J. Schlegel, D. Scott, G. Sirkakos, D. Stafford, E. Sweet, J. Sunsay, M. Vaughn, A. Vogel, M. Ritz Weller (for S. Wei), T. Wong, A. Zayaitz, D. DeMarco (for Y. Zhang)

Absent: J. Conahan, S. Doll-Myers, J. Gehrenger, K. Hawkinson, L. Irving, S. Riley, W. Rogers, M. Sims

Guests: J. Chernekoff, G. Clary, J. Downing, L. Kowalski, D. Mace, K. Prock, C. Wells

I. Call to Order & Order of Business - A. Arnold

A. Arnold called the meeting to order at 4:04 PM.

B. Proposal to amend Agenda. Three Senators advanced a proposal to modify KU's plus/minus grading policy, adhering to Constitution Guidelines, including timing. Senate Executive also proposes budget discussion. Both motions to amend come from Executive; no second needed. Motion approved.

II. Approval of the Minutes - A. Arnold

J. Jedwab moved to approve Minutes from Feb. 7, 2019; second S. Mangold. Minutes approved.

III. Announcements - A. Arnold

Senate is moving to written reports for Senators to review prior to meeting. A. Arnold noted that Senate has been referred to as the "think tank of the University" - key is to be prepared so time for Reports is for questions/discussion.

IV. President, Committee Task Force Reports:

A. Senate President's Report –

A. Arnold referred to his written report. Questions or discussion? None.

B. Senate Vice President's Report – A. Cordner, Chair, Committee on Committees (CoC)

A. Cordner referred to her written report.

B. McCree has requested dissolution of Financial Aid Committee. This Committee's work is now done by Staff; Committee hasn't met in several years.

A. Arnold: Senate Exec. approves this dissolution. No second needed. Dissolution approved.

A. Cordner: Meeting w/ Chairs of all Senate-reporting Committees went well.

C. University President's Report – K. Hawkinson

K. Hawkinson absent due to concurrent Board of Trustees meeting. No written report.

D. University Provost's Report - A. Zayaitz

Middle States: Addressed extensively in Provost's written report. Additionally, A. Zayaitz reminded Senate of timelines for dates of on-site visit and thanked all involved with compiling the Self-Study, & especially those involved in Academic Assessment.

E. Student Government Board (SGB) Report: – E. Sweet for B. Hudak

1. Student Government's Special Funding applications close tomorrow March 8th

2. SGB board & KUSSI directors passed preliminary budget; result - \$9.50 raise to student activity fee.

3. SGB's House of Representatives initiative will take place March 19th & 26th.
4. Our Be the Change open dialogue event will take place March 20th
5. Seven SGB voting members will attend Advocacy Days with President Hawkinson, VP Santos, & former Mayor Sandy Green on April 9th and 10th.
6. SGB will assist an APSCUF rally for College affordability in Harrisburg on March 27th. Student transportation will be provided.
7. SGB will assist with an LAS internship and job fair on April 3rd
8. SGB is finalizing a date for its annual Visual/Performing Arts Student Appreciation Day with the "Picnic on the Patio."
9. Annual SGA Day event will take place on the MSU lawn on May 4th

L. Norris: We should commend SGB for undertaking so many initiatives & accomplishing so much.

F. Chief Assessment Office Report - K. Prock

K. Prock referred to her written report. She added that next steps are for programs to share expectations/Student Learning Outcomes w/ students.

E. Sweet: Whom should students email?

K. Prock: prock@kutztown.edu

V. New Business - A. Arnold

A. Plus/Minus Grading

A. Arnold - Three Senators petitioned to extend plus/minus grades to include C-, D+, and D-.

Discussion:

P. McLoughlin: Requests to refer petition to Academic Standards & Policy Committee (ASPC).

A. Arnold: Motive to add these grade options?

P. McLoughlin: Senate approved plus/minus options in 2003; not implemented until 2011 and revised to exclude plus/minus below a grade of C. Faculty are not required to specify plus/minus; it's an option. Research shows that plus/minus actually is an incentive to improve grades, especially for lower performing students. This policy does not affect Graduate students.

A. Arnold: Asked for a motion to refer to ASPC for Senate to consider December 2019, with opportunities to update Senate on findings. P. McLoughlin moved; second E. Kraal. Motion approved; one Nay vote.

B. Budget Discussion - A. Arnold

A. Arnold: University Senate represents all aspects of KU. Nearly all areas have had budget cuts; least affected have been faculty lines.

Academics, per Senate Constitution, are purview of Senate. This body needs to discuss budget vis-a-vis staffing. Example: some programs are overstaffed/under-enrolled & vice versa. How can this be used to benefit programs via new Gen Ed program?

Admin. has options: fire, retrench, or reassign faculty where work is needed. Consider the last option.

Discussion:

E. Kraal: Many new students in physical sciences drop after first year due to poor first semester performance. Science majors need support in basic math/writing.

Solution: Assign faculty to teach math & writing for discipline's area (like write-ups for labs) for greater success overall. Contact w/ faculty in discipline is key for retention.

L. Norris: Some departments are understaffed; need overstaffed departments to develop FYS & core courses for Gen Ed.

G. Sirkakos: Disciplines w/ drop in undergrads & overstaffed faculty could focus on developing graduate programs.

E. Kraal: NYU offers Professional Development courses to develop skill sets. Professional Studies Certificates; mainly online w/ just a fraction of in-person contact.

K. Clair: Comm Design is a low residency program like that.

A. Vogel: At Feb. meeting, Dr. Hawkinson noted KU's budget is required to be balanced. A. Vogel read from Feb. Minutes: KU has: frozen hiring in all areas of Admin. except essential positions; cut dept/academic budgets; cut deferred maintenance; collaborate w/ other PASSHE schools. A. Vogel commented that current projections are not positive.

A. Arnold: Enrollment Mgmt is meeting in two weeks.

LAS Curriculum meeting today: need to double numbers of CMP/COM classes. Other faculty need training to offer such courses.

A. Zayaitz: Can CMP 200 be discipline specific?

A. Vogel: If CMP, must be across curriculum. Experts work within a specific discipline; university-wide conversation needed about criteria and how to support this.

J. Jedwab: Philosophy proposing CMP 200 in analytic writing.

E. Kraal: Sciences developing CMP/COM courses for scientific communication.

J. Chernekoff: CMP 100/200 different & at many universities, 200 is often discipline specific. But there must be training.

J. Schlegel: We have multiple assets to develop skill sets: A. Lynch-Binieki; Professional training. Another key: strategic timing in curriculum for CMP 200.

A. Arnold: Need for CET staffing to support faculty to develop CMP/COM offerings in their disciplines. If done well, this will enhance retention.

C. Cottalese: Reminder: discussion was focused on budget. Some departments - like CTM - can't participate due to gross staffing shortages. Adding expectations to provide Gen Ed undermines effective recruitment.

A. Arnold: Gen Ed certainly impacts staffing. Consider breaking down silos in Gen Ed.

L. Norris: Address budget crisis through talent we already have through reassignments.

A. Arnold: Consult Community College Research Center for Best Practices in retention: it advises to put students in classes commensurate w/ their major.

D. Johnson: Welcomes COM across curriculum. Reminder that Modern Languages at level 3/above also count in 4A of new Gen Ed. COM has enough faculty; fewer visiting faculty.

SPRC was asked to identify ways to save costs. Suggests brainstorming ways to save across campus and not just faculty.

T. Wong: Fewer HS grads is a given. If we increase readiness of students for college, we can offset this loss. Suggests this be a valued service for faculty to reach out/work with middle/high school students; great recruitment benefits.

E. Kraal: Library is a model for partnership/collaboration to break out of our academic silos.

A. Vogel: Concern expressed at Chairnet: recruiting opportunities changed w/ new visitation protocols, w/ fewer chances to meet students one-to-one. Agrees w/ T. Wong; more opportunities for faculty in recruiting.

A. Arnold: This all relates to budget: deploy faculty [where overstaffed]; attract/retain; make connections between departments.

VI. Unfinished Business - A. Arnold

A. First Week(s) Problem Memo: Early Warning

A. Arnold: First month/six weeks are critical to recover struggling students. Crucial to contact them.

J. Chernekoff: A number of faculty use Early Warning; important to support developing network. The more early referrals, the better. S. Mangold handles situations for referral beyond faculty capabilities. More use and earlier reporting are key.

R. Courtney: When making referrals, copy advisors.

A. Arnold: Faculty Senators, please get feedback from your departments about how many are making referrals.

J. Schlegel: Communication gets lost. Use MyKU notes to keep information available for all involved. Have an open portal.

A. Zayaitz: It's an IT Issue; will talk with Troy Vingom [Asst VP for Info Tech]

E. Kraal: Can we track on D2L? Can we merge D2L/MyKU?

- D. Scott: It's possible to have email access on D2L. Can't merge. D2L is a service; KU can't modify.
- G. Sirrakos: It's important to foster a culture of referrals, especially w/ visiting faculty. Perhaps Guidelines would help to do this.
- E. Johnson: noted the impact of financial aid coming late; fosters anxiety & impacts quality of work.
- A. Arnold: Perhaps develop a cheat sheet to help students navigate processes for assistance.
- A. Zayaitz: All of this is addressed at Student Orientation. Cultural change happens at ground level. Important to have conversations at departmental level, especially first year's meetings & reminders.
- FYS, Fall 2018: Numbers of D/W/I higher than expected. Starting next year, peer mentors should help mitigate this, & thereby retention.
- S. Lem: We're underusing attendance verification.
- A. Zayaitz: Admin. is looking into.
- A. Arnold: Please bring these important matters to your departments.
- D. Johnson: Very few students referred actually do meet for assistance. 9th week is too late for students to withdraw from a course. Students also need to know they must go to Registrar's office to withdraw. Students also don't necessarily know where they stand in a course; important to post grades expediently.
- A. Meck: This reinforces the need for Professors to post grades to D2L. Students can't do anything if they don't know their grades.
- E. Sweet: Also problem of assigning work in bulk in later part of semester.
- A. D'Ancona: Students are left in limbo.
- H. Alviani: Has a midterm/paper/final. 66% of grades earned after midterm.

B. Academic Standards & Policy Committee (ASPC) Report - D. Mace, Chair, ASPC

- A. Arnold: ASPC is asking Senate for guidance/feedback to revise policy on Last Week (ACA 025) & Early Warning/Probation (ACA 042).
 - Re: Last Week: Middle States/PASSHE mandate 42 class meetings and final OR substantive experience in 15th week. Key: Senate deals with Academic policies, not Personnel issues (APSCUF).
- D. Mace: Nothing to add but please get input from your departments to inform ASPC.
- J. Schlegel: Asks SGB Senators for feedback from students about their ideas for Last Week. Students pay for that week; what is meaningful in that week?
 - SGB Senators took note of this.
- K. Clair: Could policy have a menu of potential activities?
- L. Moss: Last Week is opportunity for Assessment. Students can get feedback; faculty meet with them to address strengths/areas to improve.
- C. Price: What about Last Week activity being no more than 33%?
- D. Mace: That is on the table.

- D. Mace: Re: Early Warning (ACA-042) & Academic Forgiveness (ACA-055)
 - ASPC needs input from Enrollment Management, Senate, Provost's Office.
- A. Arnold: Meeting w/ Enrollment Mgmt to discuss in two weeks. Ideas:
 - Reset GPA by leaving KU for a Community College. KU stays in contact. If student does well there, return to KU w/ GPA reset, as is done for all transfers (GPAs do not transfer in, only courses).
- E. Kraal: Students choose what they want to major in but do poorly. Low GPA means can't to change major where they may thrive. Need mechanism to do so, support, recover & reset GPA.
- T. Wong: Students CAN change majors w/ low GPA.
- E. Kraal: They can't if on Warning.
- M. Ritz Weller: Case of a student who got 0.33 at KU; got AA at RACC, returned to KU for BS Social Work, but 0.33 followed student. Academic Forgiveness did not work.
- A. Arnold: This impacts Articulation Agreement.

VIII. As May Arise

- H. Alviani: Orchestral Concert tonight, 7:30 PM.
- D. Johnson: Thanks Dr. Hilton's Enrollment Management Forum - well attended.

Shout out to KU Men's Basketball and CTM filming play-offs.

IX. Adjournment:

K. Clair moved to adjourn; second H. Alviani. Meeting adjourned 5:53 PM.

Respectfully submitted,

Lisa Norris
Secretary, University Senate