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Senate Minutes

Kutztown University Senate

Spring 3-1-2012

Senate Minutes 3-1-12

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UNIVERSITY SENATE MINUTES

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Thursday, March 1, 2012 - 4:00 p.m.

Academic Forum 102

PRESENT: A. Awadallah, G. Bamberger, L. Barish, C. Bloh, N. Butler (sub. D. Aruscavage), J. Cevallos, J. C. Hamilton (Vice President), J. Delle, , P. Dewey, S. Fernando K. Gardi, J. Gehringer (sub. M. O’Neil, R. Grapsy, H. Hamlet, E. Hanna, D. Immel, J. Jackson, D. Johnson (President), R. Kaplan, Y. Kim, A. Kirshman, J. Kremser, J. Laskoski, M. Le Bosse, S. Lem, J. Lizza, S. Mangold (Secretary), T. Maskulka, K. McCloskey, C. Nordlund (sub. D. Rogers), S. Pham, P. Reed, C. Sacchi (sub. D. Aruscavage), J. Schlegel, M. Sims, R. L. Smith, P. Walsh-Coates (sub. J. McSparran), A. Walz, C. Watson, C. Wells, G. Zelleke

ABSENT: A. Arnold, E. Christian, R. Fliszar, M. Freed, R. Gross, J. Heller, L. Irving, K. Logan, M. Mahosky, C. Rutherford, C. Vargas

GUESTS ATTENDING: J. Chernehoff, G. Clary, L. Cassellia, M. Delaney, L. Frye, J. Green, J. Leiboff, K. Long, D. Santos, M. Santos, D. Slack

- I. **Call to Order:** The meeting was called to order at 4:03 p.m.
- II. **Announcements**
 - None.
- III. **Approval of the Agenda**
 - There were no objections to the agenda as presented. Agenda approved.
- IV. **Approval of the Minutes from February 2, 2012**
 - There were no corrections to the minutes of the February 2, 2012 meeting. There were no objections to the motion to approve the minutes. Minutes approved.
- V. **President, Committee and Task Force Reports**
 - A. **Senate President’s Report – D. Johnson**
 - a. Faculty and staff eligible to vote will be receiving an email inviting them to vote in the governance elections. Danielle Santos, Senate Secretary, and Leah Cassellia, Director of Student Involvement Services, were introduced to senators. L. Cassellia explained how to use KUnited to vote in the election process and how to submit nominations for Willingness to Serve. D. Johnson advised senators that errors in grammar or spelling on submissions will not be corrected. Two senators noted they had problems signing into KUnited; it seems to be related to using classroom computers, rather than office computers. L.

Cassellia will contact Collegiate Link for assistance. Individuals will be able to view and print their completed submissions on KUnited in the “My Involvement” section. Questions about the particular committees can be directed to Committee on Committees; information is also available on the Senate website. D. Johnson indicated Senate will send a thank you to L. Cassellia that will be copied to Bob Watrous and Carlos Vargas for her assistance with moving the process from Profs Online to KUnited.

- b. D. Johnson asked senators to direct comments about PeopleSoft degree audits to the Academic Technology Committee using the form available, rather than to the staff working with the PeopleSoft program. He acknowledged the frustrations with the new software but asked that senators demonstrate civility and respect in their communications about problems encountered and that they encourage their colleagues to do the same.
- c. The Library Committee has been looking into buying textbooks for the library. Barbara Darden is working on getting more textbooks (professor second copies) on reserve so that students who can’t afford their books in the first weeks of the semester will not fall behind. Faculty senators were asked to check with their departments about the costs of books required for their classes; also that faculty considers putting their second copies on reserve in the library.

B. Committee on Committees Report – J. Cohen Hamilton

- a. The Vice President/COC report was presented.
- b. The Chairs’ Summit was held today. Much was discussed about Senate committees, the structure of governance, appointments to committees, etc. J. Cohen Hamilton will share more at the next meeting after getting feedback from those involved in the summit.
- c. New department senators have been elected, and elections are in progress for professional staff and at-large senators. Dates outlined in the Senate Constitution have been adjusted to make the process more equitable by allowing more people to serve. Senators were asked to encourage colleagues to consider becoming involved with the Willingness to Serve process that will open after the elections are completed.
- d. Two appointments were announced: Chris Ferris, AFSCME representative to the Strategic Planning and Resources Committee and Carolina Moctezuma, LAS dean’s representative to the Academic Technology Committee. All but one college now have representatives to the ATC.

C. Comments from President Cevallos’ Office—President Cevallos

The President introduced Felix Vallejo. He is the director the Universidad del Valle de Mexico and is also a fellow with the American Council on Education, here to learn about American higher education. The Northeast Berks Chamber of Commerce is sponsoring a meeting on campus this evening, where the lieutenant governor and secretary of the budget will present information and answer questions about the governor’s proposed budget. Senators were encouraged to attend to have an opportunity to learn more and have their questions addressed.

The President prefaced the budget presentation by reminding senators that the information is based on assumptions because key numbers are not available at this point in time. Tuition rates

are set in June by the Board of Governors and salaries are only estimated because the APSCUF and SCUPA contracts haven't been set yet. Ken Long and Matt Delaney presented information about the budget and echoed the President's caution. Numbers will be adjusted as more information becomes available. Retirement benefits continue to increase, while healthcare benefits can't be determined until contracts are set. Several scenarios were presented, based on six preliminary assumptions. The most likely scenario assumes the following: no change in enrollment from the current year; a 15% reduction in state appropriation; a 5% tuition increase; a 1.57% increase in salaries for AFSCME and 0% for all other bargaining units; a 17.1% increase for retirement, and a 7.8% for healthcare. Senators were advised that this budget scenario was selected for planning purposes only. Using this scenario, the university faces a 5.2 million deficit, which would require a 7% reduction in budgets across the university to balance the budget. A scenario involving a 20% cut combined with a 7% increase in tuition would yield a similar deficit. The university will experience at least a 3 million deficit without any cuts because of retirement and healthcare increases. This information has been presented to Cabinet, and vice presidents have been asked to review their budgets to come up with a budget reduction plan of approximately 7%, which would generate 8.5 million in reductions and provide funds to cover in the case of a different scenario.

The State Senate is meeting about the budget this weekend; then it goes to the House. The Board of Governors will also be holding a workshop to review the budget situation. The President will have an open meeting for the campus community after spring break.

Questions:

- Why is enrollment set at 0%? This is just an assumption, based on a 2% loss in enrollment last year, although numbers are looking a bit better this year. The director of Admissions will be invited to Senate in May to speak about enrollment. The university will begin to look at retention initiatives. The decrease in students was not in the freshman class, but rather in graduate students because of changes in continuing education requirements and reduction of work-related funding for coursework. The President noted there is a national trend for students to transfer from 4-year colleges to 2-year community colleges, probably because of cost.
- Are lower income students considered when making increases in tuition? Yes, the percentage of a family's income used for education is being taken into consideration, especially with decreases in available financial aid. We need to be careful a situation isn't created where students in our region can't afford to come to Kutztown. It is necessary to find a balance; enrollment and tuition play off of one another, making it difficult to estimate figures.

D. Comments from Equity Score Card Committee—Co-Chairs D. Johnson and G. Clary

PASSHE has initiated this two-year project that works with the University of Southern California's Center for Urban Education to reduce inequity on campus. There are ten members on the evidence team from various areas in the university. The first phase addresses access and focuses on under-represented groups, specifically African American, Hispanic, and Native American students. They will be working on trying to narrow the gap between these groups and Caucasians. In addition to this being the right thing to do, it is also tied to our funding through the performance indicators. The committee believes that "a lot of people can do a lot

of little things to accomplish change,” such as providing textbooks through the library. The team has a high energy level and will be working to move this forward.

E. Comments on new University website—J. Leiboff and J. Green

J. Green provided information about the new website. Research was done before the redesign; the first portion was launched a few weeks ago. There is still a lot to do; they are making adjustments as people contact them with questions and suggestions.

J. Leiboff explained the launching was split into three parts. The first phase pertained to the student area, and the home page is actually the page for prospective students. Academic departments and colleges will be done in Phase 2 by the end of the semester. Phase 3, which will be administrative offices and whatever remains, will be launched after the end of the semester. University Relations will be working with departments as they redo their websites; sections will be launched as they are completed. The website includes a contact management system that allows the separation of a design from the content, so individual units will be able to easily update the content of their websites without disturbing the design, which is flexible to accommodate the needs of the individual departments. Websites can be updated now as needed; people who can't find something they used before can contact J. Leiboff. He assured senators that the quality of academic programs was identified as important; quality of academics is demonstrated with spotlights on strong students and 'Academics' is a link on the home page. Chairs of departments should be in close consultation with their deans regarding the individual department pages. In response to a question regarding the Spanish translation, J. Leiboff indicated the Spanish version of the website was pared down to one page that summarized information for prospective students because the larger Spanish website wasn't being used. Jose Molina and Elsa Collins provided the Spanish translation.

F. Academic Technology Report—L. Frye

IT has developed a web application, PAM.app.kutztown.edu, where staff can login to reset passwords and to create an email alias that will make it is easier for people to recognize/guess an email address (e.g., 'gregbamberger' vs. 'gbamberg'). The alias will direct email to the user's KU email account. The ATC has been spending a lot of time with MyKU and established a subcommittee to address issues that have come up. They have successfully resolved all but 38 out of the 128 issues presented. She asked senators and their constituents to be patient with the degree audits portion of PeopleSoft as they work with the Registrar's Office to complete the degree audit section. There are email distribution lists now for every class, every major, and every college. They are currently working on a lot of different reports and are trying to create some generalized reports that will work for more people. The discrepancy in seat counts report has been corrected. They are also working on an advisement module that will allow advisors to block advisees from registering until they've met with their advisors; this will not be ready for fall advisement this spring, but is expected to be ready for advisement in the fall. The module will also include notes, but they will not be used for course substitutions; it is just used for notes for the student for advisement, such as the suggested courses to take. J. Cohen Hamilton will get back to G. Bamberger regarding a question about two coaching positions open for the ATC.

VI. Old Business

A. Senate Ad Hoc Committee on Assessment of Shared Governance

There were more than 25 people interested in joining the committee; D. Johnson is working to pare the list down to 5 to 7 members.

VII. New Business

A. None

VIII. As May Arise

IX. Adjournment

There were no objections to D. Johnson's motion to adjourn. Motion passed. Meeting adjourned at 5:30 p.m.