Kutztown University

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Senate Minutes   Kutztown University Senate

Spring 1-5-2014

Senate Minutes 2-6-14

Kutztown University of Pennsylvania

Kutztown University
Kutztown, Pennsylvania
UNIVERSITY SENATE MINUTES

February 6, 2014 - 4:00 p.m.
ACADEMIC FORUM 101

Present: D. Aruscavage, C. Bloh, Dr. Cevallos, S. Doll-Myers (sub. K. Clair), A. Cordner, C. Cotellese, C. Delphus, C. Dewalt, L. Frye, K. Gardi, E. Hanna, J. Harasta, N. Imbesi, D. Immel, L. Irving, J. Jackson, D. Johnson, Y. Kim, A. Kirshman, D. Lea, S. Lem, L. Levine, J. Lizza, T. Maskulka, B. McCree, T. McNally, C. Nordlund, K. Prock, A. Rodriguez, J. Ronan, M. Gober, L. Scappaticci, R. Schaeffer, G. Schaper, J. Schlegel, M. Sims, R. L. Smith, C. Vargas, P. Walsh-Coates, M. Weller

Absent: F. Cortez-Funk, J. Delle, J. Gehringer, R. Gross, H. Hamlet, J. Kremser, M. LeBosse, L. Norris

Guests: C. Wells, P. Richter, K. Scranage, N. Snow, M. Freed, K. Danielson, P. Dewey

I.   D. Johnson called the meeting to order at 4:03pm

II.   Announcements

    A.   C. Wells welcomed & introduced Martha Stevenson, Director of Library Services
    B.   P. Ache had a family emergency and will not be presenting at today's meeting

III.   Approval of the Agenda – agenda approved with P. Ache's presentation omitted

IV.   Approval of the Minutes from December 5, 2013 *(see attached)*
    - R. L. Smith made a motion to approve the minutes as presented, J. Jackson 2nd the motion – motion passed

V.   President, Committee, Task Force Reports

    A.   Senate President's Report – D. Johnson
    - Motions and amendments for Senate
    - D. Johnson stated that all main motions and amendments must be put in writing after they are seconded. This will help with clarity and accuracy.

    - Update on Presidential Search Process
    - President Cevallos has taken a position elsewhere. Rich Orwig will address the March meeting to discuss PASSHE policies and procedures for a Presidential search. Last day for Dr. Cevallos is June 30th.

    - Academic Warning, Probation and Dismissal Policy Memo *(see attached)*

- California Senate Review Inquiry – D. Johnson discussed a request for our Senate information from California University of PA as they conduct a review of their shared governance. More information found at the following link; http://www.calu.edu/about-us/shared-governance/index.htm

  - Implementation of Final Examination Policy – C. Vargas
  - All student policies' are recorded on the Registrar's home page. Implementation of policy falls to the Provost's Office.
  - C. Vargas – in the process of setting up a procedure. First, communicate to students the new policy – summarize in a few lines. Next, make sure there is a clear understanding in the Dean's Office that the policy is observed. http://www.kutztown.edu/registrar/default.asp

- Senate Vice President's Report – J. Schlegel
  - Willingness to Serve opens February 7th and closes February 28
  - 64 positions are open for willingness to serve. Go in under your log in and the positions that are open to you will come up. Find positions at KUnited
  - Appointments are made March 28th and approved at the April Senate meeting.
  - List will be made public on the Senate website April 4th

B. Update from President Cevallos

- Governor presented the budget
- Discussed the policy for establishing closing the University
- Faculty raised questions about making up hours and classes

C. Information Technology/D2L Updates – M. Freed
D2L
- 2 revisions per year
- upgrades occur during overnight hours and not during the semester
- the decision to upgrade is a PASSHE system decision. 14 schools need to agree on a common day and time – decision was made to have upgrades during Saturday of spring and winter commencements
- archiving policy needed to be implemented because of the large amount of classes stored on the system – courses are retained for a period of three years.

Faculty/Staff e-mail
- Exchange 2007 is being phased out and University is moving to Microsoft Exchange 2013 to allow for more storage – about a gig
- Will take place in phases. One phase will require testing for bugs

D. Disability Services Update – P. Richter

- presented information regarding disability services as well as current settlements concerning ADA compliance

E. Strategic Planning & Resources - P. Ache

- He was not able to attend, presentation will be rescheduled for the March meeting

F. Enrollment Management Update – K. Scranage

- good news: winter enrollment is up
- fewer students on academic jeopardy
- bad news: students who receive financial aid registration is down
- non degree seeking student count has dropped
- a copy of this powerpoint is available through the Senate homepage under the Enrollment Management Information link, click on February 6, 2014 presentation and enter your KU username and password; http://www2.kutztown.edu/news-and-media/announcements/enrollment-management.htm

VI. Old Business

None

VII. New Business

A. ACA-016 Class Attendance Policy Revision & Rationale – K. Danielson *(see attached)* – *tabled until the next meeting*
B. COC Mission and By-laws Revision – J. Schlegel *(see attached)* – *tabled until the next meeting*

VIII. As May Arise

IX. Motion was made by B. McCree to adjourn the meeting, 2nd by P. Walsh-Coates, meeting was adjourned at 6:00pm