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Kutztown University Kutztown, Pennsylvania
UNIVERSITY SENATE MINUTES
<http://www.kutztown.edu/about-ku/administration/university-senate.htm>
February 2, 2017
ACADEMIC FORUM 103

Present: ; R. Courtney (for A. Arnold), D. Aruscavage, K. Rauch (for D. Beougher), K. Bremer, M. Cardozo, K. Clair, J. Conahan, A. M. Cordner, C. DeMarco, S. Dewey, S. Doll-Myers, R. Flatley, A. Fu, J. Garcia, M. Gober, D. Immel, D.A. Johnson, D.B. Johnson, L. Irving, M. Vaughan (for Y. Kim), L. Levine, J. Lizza, M. Maksy, P. McLoughlin, A. Morris, L. Norris, R. Perkins, A. Pfeiler-Wunder, V. Reidout, W. Rogers, J. Ronan, M. Scheuing, J. Schlegel, B. Sharkin, C. Shim, R.L. Smith, J. Van Wyk, A. Vogel, C. Walck, T. McNally, (for T. Williams), T. Wong, A. Zayaitz

Absent: A. Christman, M. Gallagher, K. Hawkinson, K. Hudak, H. Hamlet, E. Johnson, M. Johnston, D. Lea, G. Muugi, T. Stahler

Guests: K. Dahlquist, M. Delaney, W. Donner, R. Douglas, M. Eicholtz, M. Gambone, W. Hilton, J. Silberman, M. Sims, M. Stevenson, C. Wells, T. Witryk

I. Call to Order

University Senate President J. Schlegel called the meeting to order at 4:02 PM.

II. Announcements – J. Schlegel

A. Senate Constitution Amendment:

In March Senate will consider and vote on an Amendment to its Constitution. Currently President/ Vice President serve two years; Secretary one year. No office may be held for more than two consecutive terms. Amendment would lift term limit for Secretary position. Elections still each year; maximum years limited by term limits for all Senators.

B. Senate Elections:

L. Norris outlined upcoming Senate elections: Committees that report to Senate; department/unit Senators for those with terms expiring; At-Large Senate seats (2). Senate-run nominations/elections likely in late February/throughout March.

C. Library Open Sessions:

R. Flatley: Library has contracted with Sustainable Collection Services to use data to determine what holdings to discard. Library liaisons, all faculty and Senators encouraged to attend open meetings in the library: Feb. 14, 3 PM, 100 C; Feb. 15, 9 AM, room 22.

D. General Education Re-Design

J. Schlegel: introduced M. Eicholtz, Chair of Gen Ed Assessment Committee, who chairs the Gen Ed Re-Design Committee (GER).

M. Eicholtz: is the point person/coordinator for efficient work to meet PASSHE's deadline to implement a new Gen Ed model by Fall 2018. She emphasized transparency and communication; encourages any/all to contact her with concerns and ideas.

E. Final Assessment Policy update

Senate Executive (Schlegel, Ronan, Norris) met Jan. 9 to discuss proposed policy (ACA-025). Pursuing additional information, particularly definitions of terms to include, as requested, and also input from Deans. Exec. is still waiting for information.

III. Approval of Agenda – J. Schlegel

Any objection to the Agenda? None; Agenda approved by unanimous consent.

IV. Approval of the Minutes – J. Schlegel

Any substantive corrections to the Dec. 1, 2016 minutes?

K. Bremer: Questioned recording of a vote. Vote verified by L. Norris and M. Bononno. Minutes approved.

V. Unfinished Business - J. Schlegel

A. ACA-025: Final Examinations:

Per Roberts Rules, a tabled item requires a motion to remove it from the table. If removed, Senate considers the proposal as it was, unchanged. We are still awaiting information for definitions, Dean input.

K. Clair: moved to remove motion from the table; second S. Dewey. Motion failed; six abstentions.

VI. New Business

None.

VII. President, Committee Task Force Reports

A. Senate President's Report – J. Schlegel

1. Gen Ed Re-Design: UCC, Senate and APSCUF must approve the new Gen Ed model. Timely communication and action are essential.

L. Norris, Senate liaison to GER committee, reported. Her report can be found here:

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

- a. Essentials of GER: Mandate from Board of Governors for one Gen Ed, 40-48 credits; must be in place by Fall 2018. KU to have 42 credits.
- b. Liaison attends one monthly meeting of the GER Committee; communicates developments at monthly Senate meeting.
- c. Senators: please convey information to constituents, gather feedback and send to liaison.
- d. GER Comm. wants input from liaison at monthly meeting.
- e. GER Comm. is committed to transparency, keeping all informed, and hearing ideas and concerns.

P. McLoughlin: Re: building levels of complexity into Gen Ed; has that been defined?

L. Norris: General goal is to avoid students taking only introductory level classes in Gen Ed; nothing specific defined yet.

2. Institutional Climate Committee: ICC leaders will meet with Pres. Hawkinson regarding a new survey; should be done every five years and overdue.

3. Preview of likely Senate work, Spring 2017:

- a. March: Academic Honesty for Grad Students; Attendance Policy; John Green on Rebranding KU
- b. April: Final Assessment Policy; Strategic Enrollment Management Plan; Update on Gen. Ed. Re-Design from committee chair M. Eicholtz
- c. May: Approve Grads and likely Honorary Degree; Military Leave Policy; Middle States update

4. Pres. Hawkinson's email affirmed KU's no tolerance for discrimination and harassment and KU's commitment to an inclusive, safe environment for all.

PA House Bill 14 would prohibit any PA institution of higher education that identifies as a "sanctuary campus" from receiving state funding. This bill, among other things, effectively requires institutions of higher education to hand over student records as requested by the federal government without a warrant.

J. Schlegel posited that we must prepare our students for a world where they will face discrimination, harassment and threats.

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

1. Committee on Committee's (CoC) Willingness to Serve forms will go out tomorrow at noon; can

respond from Feb. 3-24.

2. Replacements needed: CoC asks approval of two emergency appointments: a CoB representative to Graduate Exceptions Committee; CoB representative to Student/Faculty Review Board. Motion for appointments approved.

C. University President's Report – A. Zayaitz for K. Hawkinson

1. Enrollments: Freeze file not until Feb. 10. Compared to same number of days from start of semester 2016, overall enrollments declined, as had been the case for 2016 compared to 2015. Graduate enrollments, however, are up. December graduation of the last of those who began in 2010 is a significant factor.

2. Retention rates for Freshman from Fall to Spring are up 2% over last year, to 90.3%.

3. Performance Funding (PF): in Fall 2016, KU received nearly \$3.8 million, the largest PF award in KU's history. KU outperformed all PASSHE schools in increases of graduates, and both freshmen and transfer students from underrepresented groups.

4. Challenges:

a. A repeat of PF of that magnitude is unlikely.

b. Increasing numbers of graduates is not sustainable given current enrollments.

c. KU and WCU are tied for 3rd in recruitment of students from underrepresented groups, behind Slippery Rock and Lock Haven.

5. Actions to take:

a. Nominate students for Chambliss awards

b. KU BEARS Research: Summer faculty-student research awards - number of awards has doubled to 20, and recipients will receive free housing for the summer.

c. Encourage students to apply to present at the Berks County Undergraduate Research and Creativity Conference (April 22; abstracts due late March).

6. Promoting KU beyond campus: It's critical to highlight the positives. The public needs to know that our students have remarkable accomplishments.

D. Student Government Board (SGB) Report: – J. Van Wyck for M. Gallagher

1. SGB had their annual Spring retreat; now six new Board members.

2. SGB is promoting Pres. Hawkinson's email regarding KU's commitment to inclusion and zero tolerance for discrimination and harassment.

3. SGB looking into enhancing resources for student security, especially increasing shuttle service hours.

4. SGB is conducting a survey of students and professors regarding Advisement, to ensure best outcomes.

5. SGB President M. Gallagher and Maria Sunick are in Washington, DC for women Student Government leaders.

E. Academic Technology Report - M. Sims

1. Media Site, available to create video to stream either through a desktop application or via KU's media room, is being used, especially by Electronic Media dept. Most use the desktop app.

2. Zoom, a video conferencing tool: faculty seem to prefer this to a similar tool available through D2L.

3. This semester, ATC will address:

a. ensuring that default for entering grades at semester's end is not set to midterm grade.

b. pros/cons of using mobile devices instead of I-Clicker systems

c. investigating the overly fast time-outs on new computers through the leasing program.

d. creating a new survey for ATC to address faculty concerns. Hopefully ready at the end of the semester.

4. ATC recognizes and is grateful to the IT staff for the huge task of installing several thousand new computers over summer 2016.

5. Contact M. Sims with any technology related concerns at sims.kutztown.edu

J. Lizza: Can Media Site be used for live streaming for other purposes?

M. Sims: Media Site usually not live but captured, then streamed.

J. Lizza: Is it possible to stream other events like live speakers for those who can't attend?

M. Sims: ATC can look into; would need speaker permission; may change their fees compared to exclusively live presentation.

D.B. Johnson: Can ATC work with Enrollment Management to develop a device to track sudden GPA changes as red flags for advisors? This could enhance retention.

M. Sims: Will take this up with ATC.

F. Budget Presentation: AY 16-17 update, AY 17-18 Projection - J. Silberman/M. Delaney

Highlights are below. The presentation is available here:

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

J. Silberman: Historical Trends

1. Historical trends show a 20% decrease in enrollment since 2010. 2011: \$6 million surplus; 2016: \$6 million deficit.
2. need to raise enrollments, reduce expenses.
 - a. Unrestricted net assets are down \$4 million.
 - b. Some department budgets may have more allocated than they need.
 - c. Currently \$12 million in Strategic Initiative (SI) and Reserve accounts. SIs not already rolled out are on hold; there will be an update on SI requests.

M. Delaney: 2016-17 and projected 2017-18 budgets

1. Budgets are proposed to Council of Trustees (CoT) before all information is available; are subsequently revised.
2. KU had projected 3% increase in State appropriations; KU received only 1.7% due to lower enrollments.
3. KU had projected 3% increase in Tuition; State approved only 2.5%.
4. KU projected a 4.4% drop in enrollment; Fall 2016 had 5.5% drop.
5. Developing Projected Budget, 2017-18
 - a. building in \$4.5 mill. in salary savings due to "turnovers" (resignations; retirements). Although data shows this happens annually, previous projections haven't factored in turnovers.
 - b. \$6 mill. in Cash Reserves needed to cover current deficit.
6. Assuming flat enrollment and no increase in State appropriations, \$8.75 mill. deficit is expected. IF 3% increases in both appropriations and Tuition, \$5.5 million deficit.
7. Steps to take: hold campus discussions; refine revenue assumptions; propose and prioritize budget reductions.
8. Cash Reserves as stop-gap: not sustainable. Have resorted to this while hoping for higher enrollments and retention rates.

Discussion:

D.B. Johnson: What would savings be if KU went to the per-credit tuition model?

J. Silberman: Several PASSHE schools have. Shippensburg had \$4 mill. increase in revenue; KU would see a similar increase.

P. McLouglin: Operating costs have declined since 2014.

J. Silberman: Yes, but prices are higher.

J. Schlegel: in her position attends CoT meetings. KU CoT approved \$900 k to replace the Stadium turf. What is the justification for that when we face such a deficit?

M. Delaney: Turf was too old; a safety concern for all teams using it. Will last 8-10 years.

J. Schlegel: questioned whether safety of the number of those potentially impacted by the turf was equivalent to the number affected by longstanding safety problems in Lytle Hall.

J. Silberman: Stop-gap measures for HVAC in Lytle will happen this summer; Lytle approved to be replaced in 2020-25.

J. Schlegel: Turf will last 8-10 years; so it's conceivable that it will be replaced a second time before health and safety problems in Lytle are resolved?

J. Silberman: Yes, that is possible.

D.B. Johnson: Slippery Rock's grown a lot, especially with diverse groups; any information?

J. Silberman: Robust health care programs.

J. Schlegel: E. Stroudsburg has gone SAT optional but may result in lower retention.

W. Hilton: Done correctly, SAT optional does not lower retention.

D.B. Johnson: When are temp. lines going to be released? Quality faculty are key for retention; late searches make it difficult to recruit quality faculty.

A. Zayaitz: Is meeting with Deans, examining data and budget to prioritize. Lines should be released soon.

VIII. As May Arise

W. Hilton: Improving retention

1. Encouraged all to watch the video recordings from Tom Green's Strategic Enrollment Management (SEM) Workshop. Links to recordings can be found here:

Faculty: <http://kupmediasite.passhe.edu/Mediasite/Play/85974fe2cde04791acd5931172729cbc1d>

Workshops Parts 1 and 2:

<http://kupmediasite.passhe.edu/Mediasite/Play/3b4533e125c6418a88dff0825332ad781d>

<http://kupmediasite.passhe.edu/Mediasite/Play/f8985c9ca5fd4c728672d68b1bb92bd61d>

Applications for admission are down compared to this time last year. A reminder to make visitors feel welcome for as positive a KU experience as possible.

2. April 30th is the Out of the Darkness Campus Walk, organized by the American Foundation for Suicide Prevention. Please be proactive with students regarding health and wellbeing. Student Health 101 has excellent tools to assist. The link is here:

<http://readsh101.com/kutztown.html>

V. Reidout: Accepted Student Days are crucial; first one is Feb. 25.

IX. Adjournment:

With no further business, meeting adjourned at 5:54 PM.

Respectfully submitted:

L. Norris

Secretary, University Senate