Kutztown University Kutztown, Pennsylvania
UNIVERSITY SENATE MINUTES
http://www.kutztown.edu/about-ku/administration/university-senate.htm
OCTOBER 4, 2018
ACADEMIC FORUM 103

Present: A. Arnold, M. Cardozo, K. Clair, J. Conahan, A. M. Cordner, R. Courtney, S. Dewey, S. Doll-Myers, J. Garcia, J. Gehrenger, M. Gober, C. Habeck, C. Killebrew IV (for B. Hudak), D. Immel, L. Irving, J. Jedwab, M. John, E. Kraal, S. Lem, P. McLoughlin, F. Murshed, L. Norris, A. Pfeiler-Wunder, C. Price, V. Reidout, W. Rogers, J. Schlegel, D. Stafford, J. Sunsay, M. Vaughn, A. Vogel, B. Kronenthal (for S. Wei), T. Wong, A. Zayaitz, Y. Zhang

Absent: H. Alviani, G. Andersen, C. Cotellese, M. Gabriel, K. Hawkinson, D. Johnson, E. Johnson, S. Mangold, A. Meck, L. Moss, S. Riley, M. Scheuing, M. Sims, G. Sirrakos, J. Sober-White, E. Sweet, D. Wingrove

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

I. Call to Order
   University Senate President A. Arnold called the meeting to order at 4:03 PM.

II. Announcements – A. Arnold
   No Announcements

III. Approval of the Minutes – A. Arnold
   A. Pfeiler-Wunder moved to approve Minutes; second S. Lem. Minutes approved.

IV. President, Committee Task Force Reports:
   A. Senate President's Report – A. Arnold
      1. Lytle Meeting- Communication: Case of Lytle and Facilities marks a new process of communication that is very positive. Facilities now demonstrates a commitment not just to patch problems (like replacing a moldy ceiling tile), but to truly follow up, determine cause & eliminate it. A great example of how to develop a culture of trust between staff, faculty, & students.
      2. First Week(s) Problems: Here too, positive changes. The Bookstore explored challenges and opened avenues for greater access for students to resources they need. D. Stafford of the Library promoting the OER - Open Education Resources - available to students for free. These are further examples of the KU community working together to solve problems.
      3. Assessment: Increasingly faculty are discussing what should students learn & are they succeeding; the core of what we do. It is heartening to move forward together this way, building a culture focused on continuous improvement.

   A. Arnold: Questions or comments:
      L Norris: Had positive student feedback about early postings of required texts/supplies and differentiating what is needed in first three weeks. He noted that many students find this extremely helpful and are very grateful for the change.

   B. Senate Vice President's Report – A. M. Cordner
      1. Beyond its regular responsibilities to make committee appointments & updating Bylaws, Committee on Committees (CoC) commits to ongoing work, beginning with self-improvement.
      2. Commitment to transparency and better communication: This includes informing committee members when their terms expire, both to decrease volunteers already on a committee who unknowingly sign up for Willingness to serve on said committee before their terms have expired, AND not to deprive members whose terms are expiring the timely opportunity to volunteer to serve.

3. Senate committees should be providing copies of agendas/minutes to Senate office, but this has been neglected. Communication is key; Senate has no way of knowing which committees function, their priorities or tasks. If a committee has functionality issues, revisit its mission and purpose.

4. CoC as a Communication Hub: There are overlaps/duplication of labor across committees and task forces, with no communication. CoC can serve as a communication hub to connect entities working on similar issues, facilitate them working together and sharing information.

5. CoC commits to meaningful ongoing work in these areas, and will begin by self-examining CoC's processes and communication, then facilitate improved functionality of other committees.

A. Pfeiler-Wunder: Affirmed overlap and supports CoC as informationhub idea.

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

K. Hawkinson unable to attend due to Council of Trustees duties.

A. Zayaitz: K. Hawkinson refers Senators to his Council of Trustees report. Highlights:

1. Enrollments: increase over last year in graduate students, transfers & freshmen. But another larger class graduated, resulting in a net loss of 20 students compared to Fall 2017 freeze date. Still quite positive; last year's net loss over Fall 2016 was 200. Currently KU has 8,309 students; 88% are PA residents.

2. Retention: up 1% to 74.44%.

3. A. Zayaitz noted as an aside: KU was down by the fewest students across PASSHE. Only WCU and Millersville saw increases; the latter only by 30 students.

4. U.S News & World Report again ranked KU in the First Tier among Best Universities in the region.

5. Articulation agreements: Bucks County CC (especially Sport Management & dual enrollments); LCCC, RACC (KU offering courses on site); Luzerne County CC.

6. K. Hawkinson has been meeting with regional corporations such as Penske, Vanguard (which already employs many KU graduates), East Penn Manufacturing, PPL and others to pursue internship & employment opportunities.

7. KU held its Fall Job Fair Oct. 3; many businesses came to campus.

8. Two new Labs were dedicated: SMASH in Rickenbach; IDEA (formerly "FAB") in Sharadin.

9. Multi-Cultural Center has events to celebrate Latinx Heritage Month. Calendar of all events are found here: https://www.kutztown.edu/about-ku/administrative-offices/multicultural-services/events.htm

10. Dr. Amber Jean-Marie Pabon, Asst. Prof. of Secondary Education, presented her research at the World Education Research Association World Congress, Cape Town, South Africa.

11. Each month, Trustees meet an exceptional student. Today, they met Angie Lopez, an Admissions Tour Guide who is blind & bi-lingual.

12. With KU as the new Lead Office for the Pennsylvania Small Business Development Center (PA-SBDC), its grand opening was held September 28. Through KU, $8.7 million in Federal and State grants are being distributed to small businesses. This is great for KU and the region. More information on the PA-SBDC is here: https://www.kutztown.edu/news-and-media/news-releases/september-2018/pa-small-business-development-center-grand-opening.htm

D. **University Provost's Report** – A. Zayaitz

1 Assessment:

a. Copies of L. Suskie's two books are in all departments to guide effective program assessments.

b. Seven Grad Assistants: one for each college, Honors, CASA & Office of Assessment to work with data collected by programs.

c. D. King has one quarter release time to assist K. Prock.

d. Workshops offered on SLOs and Curriculum maps; handouts are available; workshops can be accessed online at any time.

e. Programmatic SLOs and Curriculum Maps are due October 15.

f. Oversight: academic programs: Council for Academic Assessment; also a Council for Academic Affairs (for Library, CASA, Registrar's Office).

2. New PASSHE Chancellor Daniel Greenstein, former leader in Postsecondary Success at the Gates

Foundation, will visit KU Nov. 1. He will meet with constituents across the university.

    a. A. Zayaitz attended a 2-day meeting at the PASSHE Center in Philadelphia spearheaded by Chancellor Greenstein. He spent his first four weeks listening & examining data.

    b. October: a two-day meeting of the Board of Governors, where Greenstein will likely set out some of his vision for PASSHE. Second meeting day is open to the public.

    c. Greenstein is a new kind of Chancellor for PASSHE; thinking of big picture, data driven decision maker; has big visions PASSHE badly needs. His national connections will be a great asset. Follow him on Twitter to get a sense of his thoughts & priorities (@dan_greenstein).

E. Student Government Board (SGB) Report: – SGB Parliamentarian C. Killebrew IV for B. Hudak

    1. All SGB Executives are absent today because of commitments elsewhere.

    2. SGB leadership attended annual PASSHE SGB Leadership Conference; always helpful for exchanging ideas. SGB leaders met Chancellor Greenstein; he is open to new ideas. Effectively dealing with hate crimes was also a topic of discussion.

    3. As Parliamentarian, C. Killebrew IV has so far held meetings with leadership of two student groups to go over basics of running effective meetings.

    4. SGB has begun its annual budget process.

    5. SGB is committed to transparency of leadership, and increased visibility through pop-up programs, such as recent the tie-dye event for students.

    6. SGB is in the process of addressing diversity issues on campus.

    7. SGB's annual Paint the Town Gold event to enhance town-gown relations was a great success, with about 90% of Main St. businesses participating.

    8. Mid-Term Election Day: SGB working to provide shuttles to polling station (5 miles distant).

    9. Student input on First Week(s) Problems: SGB is getting the word out about information on texts/supplies through the Bookstore; very helpful for student budgeting. Main student concern is cost; whether books are actually used. Some books unavailable; unknown if sold out or not ordered.

    L. Norris: Some delays are at publisher's end.

V. Elections, President and Secretary - Nominations Open - L. Norris

  L. Norris thanked J. Garcia, V. Reidout and R. Courtney for agreeing to serve as the Elections Committee, with J. Garcia as Chair.

  Elections for Senate President and Secretary will be held at the December meeting. Nominations are now being accepted; nominees contact J. Garcia. President's term is for two years; Secretary is elected annually. Those with no history of Senate leadership are encouraged to self-nominate; those elected will have opportunities to shadow. Please consider running; it's rewarding work. This includes Secretary position; it's not only writing up minutes!

VI. Unfinished Business - A. Arnold

  A. First Week(s) Problem Memo

    A. Arnold: Progress continues on this complex issue

    J. Downing: Thanks to attention from multiple individuals & committees, we've had a campus-wide focus on textbook adoptions. KU Campus Store significantly increased campus outreach to communicate the value of timely adoptions to students. This resulted in a steady increase in adoptions over the summer. This is promising; typically during summer, adoptions flatten out.

    Fall 2018 adoption rates-final results

        8% at adoption time-March 15th

        49% at registration

        64% at sellback

        Currently 56 incomplete adoptions for Fall semester

    Spring 2019-our goal is continuous improvement

        Goal of 25% at adoption time-October 15th

        Goal of 55% at registration

        Goal of 80% at sellback

Sell-backs are significant for students & keep prices down for next semester's buyers.
    A. Arnold: Is it possible to assume that no order means no text or supplies?
    J. Downing: Bookstore would be ok with that if it becomes University policy. It's also possible that some of those sections are Indep. Studies/Individ. Instruction.
    L. Norris: One student very enthusiastic about early notification; has been a great help for budget & planning. He noted that a number of students have made similar positive comments; they are grateful.

    D. Stafford: Library is hosting a Symposium on Open Educational Resources (OER) on Nov. 16, 9-1. D. Scott, M. Folk, & the Bookstore are putting this together. J. Shank at PSU Berks will be keynote speaker; there will be workshops. Also a representative from Millersville, which held a very succesful webinar on OER usage, will attend. Incentive: $200 for attendees who also review an OER.
    D. Stafford affirmed that OERs are often instructor-created and then shared.
    E. Kraal: uses OERs; free and material is excellent quality. OERS can be printed as pdfs.

    A. Arnold: Takeaways:
        1. Deadlines for book/supply orders matter not just to comply with Federal Law but meet student needs & give Bookstore opportunity to find information on least expensive options.
        2. Inexpensive or free materials can be as good in quality as expensive ones.
        3. We have experts working with us in Bookstore, Library, CET Director, etc to help students.
        4. KU spends a fortune on online databases. Encourage students to use them.
    D. Scott: can work with faculty to write their own OER.
    J. Downing: Bookstore does include OER information & will supply OER resources.

  B. Academic Policy Report - D. Mace, Chair, Academic Standards & Policy Committee (ASPC)
    1. ASPC has reviewed ACA -074: Second Degree - Graduate Students; will be forthcoming for vote.
    2. ACA-054: International Student Waivers will be coming up.
    3. ACA-027: Academic Honesty Policy Revision: Please examine, share with constituents, get comments to D. Mace to share with the ASPC members.
    4. ACA-086: Regalia Policy: ASPC studied other university policies. One issue is additional cords and other regalia. Student Affairs must approve groups desiring such items. At core: balance a dignified ceremony & celebration. As Senate deliberates, consider perspective of a First Generation Family.
    A. Arnold: Policies are available on Senate home page. [click on "Policy Register" on right on homepage.] Senators, please review all materials, solicit input from constituents and come prepared with any items for clarification, etc. A group of informed, prepared colleagues makes for productive discussion, efficient decision making, and avoids time wasted wordsmithing.

  C. Verification of Attendance
    A. Arnold: Faculty are required to verify attendance twice per semester; participation mainly successful. T. Witryk can provide feedback. What is the biggest mistake faculty make?
    T. Witryk: Not clicking the "Save" button; use second one, bottom right.
    Improvements: Faculty will now get a confirmation email when they verify attendance (applause). Faculty will also get an email upon successfully submitting all grades.
    Second Verification is due in a few weeks. Please remember to also verify Independent Study students.
    At Chairnet: encouraged Chairs to check that faculty meet deadlines for attendance and grades.

  Discussion:
    S. Lem: Communication with Housing? Issue of not attending classes but still in KU Housing.
    T. Witryk: Goal is to identify students not attending multiple classes.
    T. Wong: If a student attended during first week but not second, why doesn't system allow us to mark last date of attendance?
    T. Witryk: Per Federal Law, first week doesn't count due to drop/add period. Such students can be marked with an excused absence. Status can be updated if students attend after verification period. Notify the Registrar, who will notify Financial Aid.

A. Arnold: It is essential to verify; getting a warning there may be an adjustment to their aid can traumatize students. A retention issue.

VI. New Business - A. Arnold
  A. Last Weeks and Final Exam Period
    A. Arnold: We need consensus as to what is meant by the last week. What is best use of last week; how do students benefit the most and get prepared for returning the next semester?

  Discussion:
    S. Lem: Looked at Final Exam policy at other universities. Harvard, for ex: only 23% of faculty have final exams; they now have to have them specially scheduled. William & Mary's policy recognizes a range of structured practices; ban finals during last week of class.
    E. Kraal: Physical Sciences have cumulative exams & range of presentations and poster sessions. Challenge is getting an audience, important to simulate poster experience, during Exam Week.
    A. Pfeiler-Wunder: Art Ed has a range of critiques, celebratory, mentoring sessions one-on-one for next steps. Students clean studios to prepare for next semester & bond. Busier than regular weeks.
    J. Gehringer & W. Rogers: affirmed similar activities in their Education fields.
    E. Kraal: Design of exam in part determined by time of week exam is scheduled. Students may have three days or six to prepare.
    F. Murshed: many conduct exams, hold presentations, etc. But many faculty would like to teach.
    A. Arnold: It's clear many use the exam period for learning of different sorts.
    C. Habeck: We are missing student perspectives. [All student Senators & their Designee were committed elsewhere.] Sciences usually have cumulative exams, often with presentations during last week of class. What is the best practice during last week? Students deserve to know what to expect, to reduce stress.
    L. Norris: We've heard a whole range of best practices specific to very different disciplines like art, education, & sciences. A policy should allow for variety best determined by those in their disciplines; students learn what to expect for their specific fields, & that lowers stress.
    S. Doll-Myers: Half-semester courses as in Comm. Design do not have a built in Final Exam Week.
    C. Price: It may benefit students to not have the same requirements for all classes, especially for younger students. This also helps with developing time management skills.
    A. Arnold: There must be faith that faculty are using the full 15 weeks to the maximum. As for the mythical professor who finishes early & doesn't meet with students during the last week, how do we work with them?
    K. Clair: It is required per CBA. Chairs & Deans must remind.

  B. Sustainable Culture of Assessment (Continuous Improvement)
    K. Prock: Is working with departments to develop their SLOs/curricular maps; many programs are making good progress. Assessment website has updates, found here: https://www.kutztown.edu/assessment

  Discussion: What are roadblocks?
    L. Norris: re: "Introduce/Reinforce/Mastery": we go straight from intro. to 300 levels. A student could be taking their first 300 level along with one in their 3rd, their 6th - yet we can't distinguish "reinforce" from "mastery" within one course.
    K. Prock: Other disciplines have the same challenge.
    S. Lem: Currently programs have support as they develop SLOs/curriculum maps. Is this sustainable? We will need help over time as we interpret data.
    K. Prock: Council on Assessment discussed this today; longer term support is in development.
    A. Vogel: English wants to submit curriculum proposals so existing courses apply to Gen Ed. But per submission guidelines from the Provost's office, data to demonstrate need to revise (or add) a course is now required. There is no data since Gen Ed is new. How to proceed?
    A. Arnold: L. Suskie does not address electives but only required courses.

K. Prock: J. Stanley & J. Vafeas of UCC have been discussing this issue, specifically as it relates to CMP courses.

E. Kraal: We wanted to know if the Assessment Office has sufficient staffing.

A. Arnold: L. Suskie said she had sufficient staffing at Towson State with just herself, an assistant & a Center for Teaching Excellence. Loss of CTE made assessment impossible & she left Towson.

K. Prock: Other PASSHE schools may appear to have a larger staff in Assessment Offices, but they also also have other duties such as strategic planning and lots of other things.

M. Vaughn: Sport Management had offered to provide a template with all assessment steps, including changes to program based on assessment data. We met accreditation standards but want to exceed this; we are reworking our assessment & will be happy to share updated template.

A. Arnold: History Dept. conducted assessment in the past, & badly. Now we've been examining what we want students to learn, including asking students. This is informal assessment. History needs to conduct formal assessment again; it will be imperfect but will then adjust to improve.

K. Prock: Expressed deep appreciation to all for hard work on and support for Assessment. She is available to help.

VII. As May Arise
   None.

VIII. Adjournment:
   With no further business, A. Arnold declared adjournment at 5:49 PM.

Respectfully submitted,
Lisa Norris
Secretary, University Senate