

UNIVERSITY SENATE MINUTES

<http://www.kutztown.edu/about-ku/administration/university-senate.htm>

December 5, 2019 4:00-6:00 P.M.

ACADEMIC FORUM 103

Present: G. Bamberger, M. Cardozo, K. Clair, J. Conahan, A. Cordner, A. DeLong, S. Doll-Myers, M. Gabriel, J. Garcia, C. Habeck, B. Hudak, J. Jedwab, M. John, D. Johnson, C. Killebrew, E. Kraal, S. Lem, S. Mangold, P. McLoughlin, R. Portada, C. Price, P. Quinn, V. Reidout, W. Rogers, R. Salafia, J. Schlegel, M. Sims, G. Sirkakos, D. Stafford, C. Sunsay, M. Vaughn, A. Vogel, I. Waddelow, F. Wei, T. Wong, A. Zayaitz.

Absent: R. Bowers, J. Carelli, R. Courtney, J. Gehringer, K. Hawkinson, D. Immel, L. Irving, F. Murshed, S. Riley, A. Rodriguez, M. Scheuing, D. Scott, J. Sober-White, J. Suwak, V. Vlaun, G. Yoppolo

Guests: J. Downing, S. Picus, K. Rauch, J. Chernokoff, M. Eicholtz.

I. Call to order 4:05 P.M.

II. Announcements

1. Minors and Registering Campus Events – J. Garcia

- The presentation for the protection of minors goes over the process for registering an event on campus when you have minors: what does that process look like, and does the event fit the criteria?
- Office for campus events makes sure locations are used, organized and reserved appropriately internally and externally.
- Monitoring the protection of minors for internal and external events comes from PASSHE and the Federal Law
- Funds are generated specifically for scholarships
- If minors are involved and the space is not reserved, you must still register the event
- EMS is being used as a reporting system
- Events advisory council met and decided on the early registration process. Feb 28th 2020 is the deadline for early registration for 2020/21 events, you must enter into the registration system for clearance.

T. Wong: Math department wanted to host a High School day camp. Can there be two sets of prices, one that is lower for internal and another that is higher for external entities?

J. Garcia: We are currently putting a committee together to review the fee schedule and we are comparing with PASSHE schools to see where we fall. We are unique in the sense that other universities do not generate funds geared towards scholarships, but we do.

D. Johnson: Can you help us understand what we are allowed to do for political candidates in the 2020 elections campaign.

III. Approval of the graduates for December 2019

A. Zayaitz: There are 98 graduate students that are approved, and 58 are confirmed to walk. There are 457 undergraduates approved, and 255 approved to walk including summer.

B. Hudak moves to approve graduates, I. Waddelow seconds; all in favor of approving the graduates.

IV. Approval of the Minutes from the November 7, 2019

I. Waddelow moves to approve minutes, S. Mangold seconds; all in favor.

V. Reports

1. Senate President – S. Lem

Summary of Agenda Items ASPC has been busy this semester and have made several policy recommendations. These are summarized below:

- ACA 027 & ACA 087 – Academic Dishonesty
 - o Addition of “using graded assignments in another course...” as academic dishonesty in both policies
 - o Did not match the list of academic dishonesty in both policies because they are different populations
- ACA 048 – Course Grading
 - o Addition of C- and D+ to course grading
 - o Call on Registrar’s Office to evaluate the impact of policy after 3 years (probation, dismissals, etc.).
- ACA 034 – Individualized Instruction
 - o Proposal allows students to retake a course by II to replace a D or F
- ACA 071 – Dual/ Simultaneous Degrees
 - o Revises language to distinguish between dual degrees and dual majors
 - o Requires 18 unique credits in each major/degree
 - o Removes 150 credit requirement for dual degrees
- ACA 073 – Second Degree
 - o Keeps 30 new credit requirement with 18 in the second degree major
 - o Drops the 150 total credit requirement (although this is implied with the 30 credit requirement)
 - o Departments can require students to retake major courses if deemed outdated
 - o Gen Ed satisfied by first degree

Elections

- Vice President – one nomination, Tony Wong (see statement attached). Note Tony will be on sabbatical in spring 2021. Will need to vote on an interim VP in fall 2020.
- Secretary – one nomination, Mauricia John (see statement attached). Note Mauricia will be on sabbatical in spring 2021. Will need to vote on an interim secretary in fall 2020.
- Floor will be open to nominations.

Items in the Senate Pipeline

- Early Warning
 - o Senate put out a call to PASSHE sister institutions about their early warning systems. Received feedback from: East Stroudsburg, Edinboro, Mansfield, Millersville
 - o General insights:
 - Week 5 general sweet spot for Early Warning
 - Attendance useful but need quality academic feedback
 - Midterm grades important for retention modeling
 - Communication with all faculty and staff who interact with student key to wraparound and outreach approach
 - Software programs manage early warning
 - o Next steps: develop strategies for cultural shift to Early Warning system
- Academic Forgiveness (ACA-055)
 - o Enrollment Management Committee passed a motion with changes to this policy
 - o Awaiting discussion and revision from ASPC
- Revision of the Senate Constitution
 - o Senate Ad Hoc Task Force, formed September 2019

2. Senate Vice President – A. Corder

Update on Communications Hub:

- Committee on Committees is currently working on a reporting form to do reports that will be published every spring and that will be used for reports in the fall.
- We do have the bylaws for the new committee that was proposed: Undergraduate Honesty Committee - we are currently working on the bylaws and will have them before the body in the near future.

3. Senate Secretary – M. John (no report)

4. University President – K. Hawkinson substituted by A. Zayaitz

- Foundation continues to break record in fundraising: \$6.1 million was raised last year (highest in history), \$7.3 million in the first six months of this year including a new gift of \$2 million.
- Lady's Tea was hosted December 4th, there were 210 attendees; many are strong financial supporters of the university.

- Lady's Tea scholarship has a \$139 000 endowment, awarded to a Geography student.
- Hampton Inn: significant strides are being made in terms of scholarships and providing support for our students.
- Many initiatives at the State System: rightsizing, recruitment and retention
 - Help from everyone is needed, helping to retain first year students
 - Early Warning policy is needed to help in retaining our students
- Looking forward to commencement, then the holiday season; holiday reception will be hosted this Sunday.

5. University Provost – A. Zayaitz

- Three people who are leaving us that have been particularly impactful to our community, service should be acknowledged: Roger Hibbs, Patty Derr, Rhonda Branford.
- Multi-factor authentication is being implemented to protect against phishing and threats against our cyber security: we are increasing safety of students and faculty
- A team is going to Middle States conference next week; our report is due to Middle States March 1st.
- There has been a change in the law regarding provisional employment (we have allowed employees to start employment if they are in the process of background checks without official documentation- we can no longer employ until all checks are complete which is in compliance with the Federal Law beginning January 1st. This may affect last minute hires; however, we have no control over this.
- D. Johnson: Can you send a reminder to faculty to hold five hours of office hours and post the change during next week. This is very important that students need to be able to get a hold of you during the final's week.

6. Student Government Board – B. Hudak

- SGB is happy to conclude winter elections, with five new faces elected: 2 COB, 1 VPA, 1 LAS, and 1 at large.
- Academic Affairs committee will be partnering with the CASA and tutoring services to encourage students to attend their classes and be proactive. This is a result of the significant number of students not attending classes, especially in their first-year seminars. One of the plans is to eliminate the stigmatization that skipping classes is socially acceptable.
- Internal Affairs Committee will be sponsoring finals tables in the library this Monday and Tuesday from 5:00-8:00pm. SGB has spent over \$500 on snacks and drinks to provide to students who are studying hard for finals in the library.
- Last, the Budget and appeal process has concluded. This past Tuesday Student Government Board approved the preliminary budget that includes a \$10.25 increase to the student activity fee, bringing the total fee to \$176.25.

7. Assessment Office – K. Rauch

- On behalf of the KU community, thank you to Moe Folk for serving as CET director and welcome to Amy Lu in the Spring, as Moe heads out on sabbatical.
- There will be an assessment day for academic programs on January 13th starting at 9 AM.
- Gen Ed. assessment updates will be followed by a faculty panel in response to survey conducted; real examples from KU colleagues were requested.
- January 15th, mid-year updates from all programs are due to Deans so we can close the loop to place in the Middle States document that is due on March 1st.

VI. Unfinished Business

1. Academic Honesty (ACA-027 & ACA-028) Mary Eicholtz

- We looked at what sister schools were doing in terms of self-plagiarism, and there was mixed discussion on what that means.
- Self-plagiarism is generally used more in terms of publications and not in student assignments. We do not encourage this but there were examples where students were encouraged to use work started in one class and continued in another.
- Add one of the definitions of plagiarism: Graded assignments in another course will be considered plagiarism, this must be placed in syllabus.
- Faculty should clearly outline in their syllabus, there was no need to make editorial change.

S. Lem: Addition of extra point, exceptions must be specifically stated in the syllabus: discussions or changes?

A. Vogel: Title of the policy and title of forms, students mistakenly plagiarize, there were cases where students' honesty was called into question by virtue of the title of the policy. Can we reconsider the title of the policy altogether?

S. Lem: Interesting and can be considered in a separate motion.

C. Habeck: Wording using graded assignment – is it better to say using assignments or portions of assignments produced in another course rather than graded assignments?

S. Lem: Thoughts or comments.

P. Quinn: Is the spirit of the change only graded assignments or any work in another class?

M. Eicholtz: We do not want to get into simple sentences being flagged that is why we said graded assignments. This is what we want to prevent.

S. Lem: Motion to endorse or approve still stands.

G. Sirrakos: Wonders if it has to be the entire assignment. Seconds Habeck's point.

S. Lem: Can we make a motion to amend the motion in line 15 in both policies using graded assignments or portions thereof?

J. Schlegel: Speaks against the motion - when you have a paper with two sentences plagiarized the graded assignment is still plagiarized. Language as it stands is appropriate.

A. Vogel: Nuance is difficult to convey so adding language is useful.
C. Habeck: Likes the phrasing using any portion of the grading assignment.
S. Lem: All in favor of the amended motion? 12 yes, 19 no, 2 abstentions.
S. Lem: Motion fails, so back to the original motion.
W. Rogers: We have the opportunity to make adjustments based on discretion.
C. Sunsay: It's okay for a student to be inspired by past assignments but copying word by word is plagiarism
S. Lem: It will be up to the individual faculty member.
S. Lem: All in favor of approving policies as presented by ASPC with the addition of line 15.
S. Lem: All in favor 26, opposed 6, abstentions 1 - motion passes for two policies as written.

2. Course Grading – Undergraduate Students (ACA-048) M. Eicholtz

- In this particular case, speakers were brought in, academic articles were examined as the committee looked at plus and minus to assist some students in being retained and to get them over the 2.0 mark.
- This is all voluntary for faculty, but we are recommending that we include C- and D+ in grade selection
- We are also recommending that this is reviewed in three years to see the effects that it will have on retention.

S. Lem: Changes would be to include C- and D+ and have the associated points that will go along with it. Discussions?

J. Schlegel: Can Dr. Wong give some insight?

T. Wong: There is a big cliff from C to D, so where do you draw the line. This can lead to grade inflation, to make it fair this could be helpful.

P. McLoughlin: Studies done in late 90s and early 2000s, found that switching to plus minus system, upper level students had a slight decrease in GPA on average, however, at the lower end it had a positive effect on students that were struggling.

We proposed this system in 2003, lower end was cut off and upper end was put in so we had the negative effect and not the positive effect. We do not know what will happen at KU because it has not been done. In the past there were varying opinions on how it would affect students.

D. Johnson: Speaks against the motion. There is a better way than affecting the students while we are testing. Until I know it is not going to be detrimental to the students, there are other ways to test, recommend voting the motion down.

I. Waddelow: If it is to help students why is C minus included?

E. Kraal: When only given the option of a C or D, if someone has a C- it often becomes a D. Not having C- often hurts students because there are these separate bars. How rapid can pilot can be done.

P. Mc Loughlin: The motion is not for a pilot; it is to actually do this. A C- is below a C, for faculty using plus/minus system there is a cliff. It is up to the faculty member to explain to the student. Faculty at KU have varying scale. Faculty will use this is proactive not retroactive way.

A.Zayaitz: Financial Aid is based on a 2.0, so students can easily be in jeopardy.

S. Mangold: C- is more helpful than a D.

S. Lem: Motion is to approve or endorse as presented by APSC.

T. Wong: If we make it clear that C is passing for financial aid, and any grade below is failing, if you make it clear that C is passing then this is a culture that all faculty know.

D. Johnson: Good point about culture, move to table, so we can get more information from the department about support for C minus and D plus, and have a discussion with our department.

Moves to table.

S. Lem: Motion to table.

B. Hudak seconds.

A.Vogel: Pilot is necessary.

S. Lem: All in favor of tabling the motion for now?

D. Johnson: Motion to table as is.

S. Lem: All in favor of tabling, 5 opposed, ???

VII. New Business

1. Election of Senate Vice President and Secretary – M. Cardozo, J. Garcia, V. Reidout

Senate Vice President: One candidate; Tony Wong.

J. Garcia: Any other nominations? None. Motion to close the nominations.

E. Kraal moves, A. Vogel seconds; all in favor.

Senate Secretary: One Candidate; Mauricia John.

J. Garcia: Any other nominations? None. Motion to close the nominations.

D. Johnson moves, M. Vaughn seconds; all in favor.

Senators Wong and John were elected as Senate Vice President and Secretary respectively for the next academic year.

2. Feedback on Final Exam Survey (draft)

S. Lem: Survey is meant to capture what is being done by faculty around campus during final exams. Please review and share your thoughts with committee.

3. Individualized Instruction (ACA-034) M. Eicholtz

- Not a change in procedure, change in language so it's clearer for someone looking at the policy.
- Originally, a student receiving a D or F could not repeat the course with an Individualized Instruction. With decrease in students and faculty, some students do not have the opportunity to take course face-to-face; we do not want to make this a barrier for students.

- We took away the D or F contingent.

S. Lem: Language is clarified. Discussions to accept the policy as written? Hearing none, all in favor of approving the motion as written; all in favor.

4. Dual/Simultaneous Majors and Degrees – Undergraduate Students (ACA-071) M. Eicholtz

- 150-credit requirement for dual degrees (BA and BS) has been phased out by PASSHE so we were working on revising the policy.
- Want to clarify the language: dual/simultaneous degrees - happening at the same time versus second degree which is coming back for another degree. It has been clarified in this document.

S. Lem: Language has been clarified; any discussions?

G. Sirrakos: Is there language that the student will only complete one set of Gen Ed requirements?

M. Eicholtz: Yes, it will be the first degree declared that will be used as the Gen Ed program if they are doing dual degrees.

D. Johnson: When does the policy go into effect, can students retroactively apply for second degree to be put on transcript?

A. Zayaitz: No, when you graduate it is final, you do not go back.

K. Clair: Someone could get both a dual major and dual degree by taking a minimum of 138 credits?

S. Lem: Yes, versus 150 credits.

P. McLoughlin: It can be done with as low as 120, does not have to be 138. Student no longer needs 150 credits.

S. Lem: Yes, it could be done with as low as 120 credits. Makes it easier for students to pursue dual degrees.

D. Johnson: When students get two degrees, if they finish and graduate with one, there is a financial impact. Students should understand this impact.

K. Rauch: When you go through graduation you must be finishing up; you cannot actively work on a second degree.

K. Clair: If students finish up coursework, does that mean they will be graduating, should they hold off on one course until second degree is completed?

A. Zayaitz: Registrar will say you have completed the degree requirements, this is not the same as graduating. That is why the degrees were conferred in winter last year because registrar was saying completed degree requirements and not conferred. Students must apply for graduation to be graduated, you can complete degree requirements and not be graduating.

S. Lem: Student completing dual degrees must not apply for graduation until second degree is completed. Students must apply for graduation.

S. Lem: All in favor of passing policy as presented by ASPC, none opposed, no abstentions.

S. Lem: Goes into effect in Fall 2020.

5. Second Degree – Undergraduate Students (ACA-073) M. Eicholtz

- Changes suggested by academic affairs make the language clearer, providing clarification on application process and admission process for second degree.
- First degree satisfies the Gen Ed requirements.

S. Lem: All in favor? All in favor; none opposed

S. Lem: Passes over Senate Presidency to AnnMarie Corder for the spring semester.

VIII. Good of the Order

J. Schlegel: Can senate president encourage teaching faculty to see how the C-, D+ grades work this semester and how it could possibly impact students?

IX. Adjournment

A. Corder asks for a motion to adjourn. G. Sirrakos moves, M. Gabriel seconds; all in favor.

Respectfully Submitted,
Mauricia John
Secretary, University Senate

Please note: University Senate meetings are audio recorded to facilitate the documentation of University Senate proceedings (minutes). Audio recordings are only shared with members of the University Senate Executive board and support staff. Records will not be uploaded to the internet, shared, or transmitted.