



**UNIVERSITY SENATE Minutes**

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

**September 3, 2020**

**4:00-6:00 P.M.**

**ZOOM**

**Present:** Martha Anderson, Collen Bolger, Mario Cardozo, John Carelli, Janice Chernenkoff, John Conahan, Cara Cotellese, Richard Courtney, Agostino D’Ancona, Anne DeLong, Summer Doll-Myers, Mike Gabriel, Jason Garcia, Jen Gehringer, Chris Habeck, Kenneth Hawkinson, Daniel Immel, Loriann Irving, Joseph Jedwab, Mauricia John, Deryl Johnson, Joni Klopp, Erin Kraal, Steve Lem, Pdraig McLoughlin, Robert Portada, Christine Price, Paul Quinn, Francis Cortez Funk, Shawn Riley, Wendy Rogers, Rick Salafia, Jennifer Schlegel, Michelle Sims, Daniel Stafford, Ceyhun Sunsay, Michelle Vaughn, Veronique Vlaun, Andrew Vogel, Tony Wong, Gwendolyn Yoppolo, Amy Pfeiler-Wunder, Anne Zayaitz

**Absent:** Ryan Bowers, Kate Clair, Scott Douglas, George Sirrakos, Marci Scheuing, Jill Sober-White

**Guests:**

Matt Delaney, Anne Caroll, Jacklyn Downing, Warren Hilton, Lisa Kowalski, Donovan McCargo, Karen Rauch, Jerry Schearer, Daniel Spiegel, Carol Wells

I. Call to order: S. Lem calls the meeting to order.

II. Announcements

Access to free E-books (April 2020 note) – S. Lem

1. There is now access to free eBooks; the attachment was sent out with the agenda.
2. Senate Exec. Vacancies for spring 2021 – There are two vacancies in the spring for T. Wong and M. John. VP is more critical.

III. Guest Speakers

1. Matt Delaney – Budget Update

- AY2019/20 financial results: \$9.4 m refunded to students due to stopping auxiliary operations. Housing and dining fees were returned.
- \$3.7 m received in CARES Act fund; this fund provided students with

financial support during the pandemic.

- We received \$2.5 m in Title V Federal appropriation funds. This was used mainly for technology enhancements (online learning, PPE, going virtual in spring). \$1.5 m used as of June 30<sup>th</sup>.
- Actions put into place to make sure we did not overspend in AY19/20: hiring freeze for staff positions and spending freeze on the operating budget due to going remote.
- Revenues exceeded expenses as we closed the books and cash balance increased.
- AY 20-21: No change in tuition rate and appropriations, continued decrease in enrollment; we are projecting a 3% decrease in overall enrollment even though new student enrollment is up nearly 10%.
- Fall freeze is on September 14<sup>th</sup>, and final numbers will be available then.
- Projected decrease in enrollment will result in \$2.75 m of less revenue.
- On the expense side: 2.5% in pay increase, annual insurance premium increase 335k, student aid 700k, deferred maintenance 900k.
- Left with a \$6.75 m budget deficit. Necessary cuts were made to balance the budget.
- Savings: Eliminated 20 vacant tenure track lines, 10 vacant staff positions, 19 faculty retirements, and reductions to the temporary faculty pool, 10% operating budget cut.
- Factors that could lead to further cuts: greater than 3% decline in fall enrollment, cut in state funding, further impact of pandemic.
- What's next: The financial sustainability version three will be submitted to the State System, fall enrollment freeze date, more discussion and planning.
- Big requirement: Chancellor wants to return to FTE of 20.4. This would require reduction of faculty by 52 positions, working on path forward.
- Not budgeted: Early retirement payouts, Covid-19 pandemic expenses.

C. Habeck: Is less state funding on the horizon?

M. Delaney: State appropriations could be affected by the pandemic. We are asked to assume that state appropriations will stay flat which is also a challenge.

P. Quinn: What are the actuals for the last three years?

M. Delaney: AY-18/19 we had a balanced budget, AY-19/20 we had a surplus due to hiring and spending freeze.

T. Wong: What happens if students give up housing? Is there any data on how many students are doing so?

M. Delaney: Housing fees are captured on the auxiliary side. We projected 3200 beds to be filled; 250-350 below that number. Projected to miss auxiliary revenues for this current year by \$5 m due to 10% reduction. Students opting to move off campus can do so up until this weekend (9/7/20) at no charge.

S. Lem: Has Middle States extended any leniency?

M. Delaney: Middle States has not extended any leniency due to budget; we are meeting the requirements and we have been able to balance our budget over the past three years.

Erin K: What was the decision-making process for the CARES fund.

M Delaney: First \$3.7 m went directly to students, second \$3.7 m was used for auxiliary refunds, \$2.5 m was used for technology, PPE, personnel expenses etc. Many restrictions were placed on the funds.

S. Lem: One issue that arose was how the university responded to the social unrest regarding BLM.

## 2. Donovan McCargo – Bias Task Force Update

- Bias Incident Report Form
- [Bias Response Task Force Webpage](#)
- [Diversity Works Webpage](#)
- Response Protocol for Handling Bias Motivated Incidents
- Trainings & Workshops
  - Free Speech & Bias Workshop
  - Activism Workshop
  - New Student On-Line Training Module
  - Bias Response Training
- Campus Initiatives
  - Unity Day
  - BEAR (**B**elonging **E**mpathy **A**dvocacy **R**espect) Rules
- Free Speech on Campus FAQ (*see attached*)
- Presentations w/Bias Task Force Members
- Campaigns
  - We Belong -You Belong
  - Friday's Kindness Activities
  - Social Media
- Next Steps:
- Social Media (MyKU)
- Pre & Post Election Engagements/Activities
- Policing on Campus
- Opportunities for First Year Seminar

Jerry Schearer

- Thanks to the Commission on Human Diversity and the Institutional Climate Committee for collaborating on this.
- Virtual Unity Day will be held on 9/10/20 at 4 PM, done in a virtual world, working with third party, sign up by the 9/7 to be registered.
- 104 action items put forth by Dr. Hawkinson were meant to help increase diversity and equity on campus, can be modified, are being tracked, some are already completed.

D. Johnson: Diversity page should include other areas of diversity such as gender,

sexuality, veterans.

3. Thomas Robinson & Arthur Garrison – BFC Initiatives  
Postponed

IV. Approval of the Minutes from March 5, 2020 (see attached)  
M. Gabriel moves, P. Quinn seconds, changes: A. DeLong was present, all in favor.

V. Reports

**1. Senate President – S. Lem**

Remarks: At the end of the May 2019 Senate meeting, I remarked that we faced an existential crisis and that unity was needed to survive the evolving landscape of higher education. At that time, none of us could have imagined how dire our circumstances would be today. We didn't know how the Chancellor's system redesign plans would impact KU nor could any of us have predicted the level of devastation caused by the COVID-19 pandemic.

Yet, among these crises, two things stand out. First, unity is possible. We saw it in the spring semester, where everyone went the extra mile to support our students. From Housing and Residence Life, who worked tirelessly to help move students out of the dorms on short notice, to IT, who provided laptops and support for remote learning, to the faculty, who made flexible class accommodations, we helped our students succeed and continue their education at KU this semester because of these efforts. It is a shining example of what we can achieve when we work together.

Second, it is clear that KU must continue its mission of delivering an on-campus, residential college experience if it is to weather these storms. This is who we are; to change that mission, even temporarily in the short-term, would have significant impact and ripple effects on the university and broader community. Still, we know the landscape of higher education – in Pennsylvania and the rest of the country – is changing, and we need to adapt our mission and approach in the medium and long-term to achieve enrollment and financial sustainability. This is and will continue to be a difficult but necessary conversation, but it is a conversation that we will have together.

Agenda Overview:

*Guest Speakers:* Most of the questions I have received from campus constituents over the summer were about the financial impacts of COVID-19 and how the university is reducing racial and social injustice amid the Black Lives Matter and associated protests. To address these questions, Senate has invited Matt Delaney to speak on the budget, Dr. Donovan McCargo, Mr. Jerry Schearer, Dr. Thomas Robinson, and Dr. Arthur Garrison to talk about various initiatives on campus.

*Unfinished Business:* Due to the spring pandemic, many non-essential and non-academic activities were temporarily suspended. This has impacted many of Senate's unfinished policy initiatives. Undergraduate Academic Forgiveness (ACA-055) and Course Grading – Undergraduate Students (ACA-048) were referred back to the Academic Standards & Policies Committee in the early spring 2020 semester and remain with the group. The Early Warning Initiative remains with APSCUF. No notable progress was made on the Final Exam Policy (ACA-025) in the spring 2020 semester.

*New Business:* Given the complexity and challenges of the fall 2020 semester, the Provost and Senate Exec propose extending the spring 2020 emergency withdrawal and grading policy.

## **2. Senate Vice President – T. Wong**

The Committee on Committees will meet on September 17 to discuss filling in the following positions.

1. There are 5 willingness positions that need sabbatical replacement.

Academic Standards & Policies Committee

- College of Liberal Arts & Sciences Representative (Sabbatical replacement Spring 2021)

Campus Beautification & Preservation Committee

- Graduate Faculty Representative (Sabbatical replacement for Spring 2021)

Enrollment Management Committee

- College of Visual and Performing Arts Representative (Sabbatical replacement Spring 2021)

Graduate Exceptions Committee

- Graduate Counselor Education Representative (Sabbatical replacement for 2021-22)

University Academic Honesty Committee

- At-Large Faculty Representative (Sabbatical replacement Spring 2021)

There are another 5 willingness positions that need to be filled in due to retirement or resignation.

Academic Technology Committee

- College of Visual & Performing Arts Representative – 2 years

Cultural & Performing Arts Advisory Committee

- Theatre Faculty Representative – 1 year to cover until August 2021 when the original term ends

Institutional Climate Committee

- Faculty Member from the College of Business Representative – 1 year to cover until August 2021 when the original term ends

Undergraduate Admissions Exceptions Committee

- College of Liberal Arts & Sciences Undergraduate Faculty Representative – 2 years (term ends 8/31/2022)

#### University Conduct Board

- At-large Faculty Representative – 3 years (term ends 8/31/2023)
2. There will be a survey to be sent to Committee Chairs by the end of the month:
    - meeting dates, time, and venue/Zoom link
    - recent accomplishments
    - goals for the year
    - areas open for collaboration
  3. A new database for Senate Governance Committee memberships – in progress by Kunio Mitsuma.

#### **3. Senate Secretary – M. John**

- Senate Vice President (Sabbatical coverage for Spring 2021)
- Senate Secretary (Sabbatical coverage for Spring 2021)

#### *University Senate Representatives (starting Spring 2021)*

- Center for the Enhancement of Teaching – 2 years
- Emergency Management Committee – (sabbatical coverage for Spring 2021)
- Space Allocation Committee – 2 years

#### Committees

##### Strategic Planning & Resources committee

- Non-Teaching Faculty representative – 3 years (retirement replacement)

#### **4. University President – K. Hawkinson**

- Appreciation to everyone who made move-in a success
- Aug 19<sup>th</sup> Virtual Convocation event: honored faculty, employee of the year, coaches of the year, Provost (curricular changes), W. Hilton (enrollment), M. Delaney (budget), all shared important news
- 9-10% increase in new freshmen, 18% in graduate students and down 40 transfer students
- Up 2% in retention to 78%, 1% in persistence to 67%, overall enrollment down 3% due to large graduating senior classes
- Terry Brown highlighted initiatives around campus
- Received nearly \$1m in grants from NSF S-STEM grant (Math and Computer Science). This will fund low-income first-generation college students.
- CBDC received about \$16.7 m in the past fiscal year to help with small businesses.
- Last year we raised the most money in the history of KU through our foundation bringing in just under \$9 m for scholarships and other initiatives.
- Endowment has gone from \$19 m in 2015 to over \$34 m at the end of this fiscal year.

- Accreditation: COB celebrated continued excellence, first five-year renewal since 2015. Computer Science has been accredited.
- Read daily pandemic updates.

### **5. University Provost – A. Zayaitz**

- Willing to walk on campus with anyone masked and socially distanced
- University community has changed course delivery
- Currently 67% of courses are online
- Just over 28% are in person hybrid and just under 5% F2F
- Every change needs to focus on the success of our students
- Critical that we assess our educational effectiveness in the classroom and across campus
- Scheduled for a site visit from Middle States: November 12<sup>th</sup> and 13<sup>th</sup> (virtual site visit)
- Thanks to faculty, staff and especially IT

D. Johnson: You extended an offer to APSCUF to work on an ad hoc committee to look at criteria for cuts related to the FTE. Was that same offer made to Senate and SPRC to be part of this committee?

A. Zayaitz: APSCUF did not want to be part of that committee. There are other conversations happening. When time comes the offer will be extended to other entities.

D. Johnson: Representation of SPRC is needed because this goes in line with the mission of that committee.

J. Schlegel: If students are sent home prior to Nov 20<sup>th</sup> will faculty teaching hybrid still have access to the classroom and OWL technology?

A. Zayaitz: Yes, that is expected.

### **5. Student Government Board – A. D’Ancona**

- SGB concluded New Student Elections; 5 Freshman were elected each fall semester and there were 19 nominations.
- SGB retreat will be held this weekend 9/4 & 9/5—A major SGB goal for the year: Help to diversify curriculum and curriculum standards. Also, to put in place initiatives to hire more diverse faculty. We look forward to working with University Senate and curriculum committees to make this happen
- BSGP Board of Student Government Presidents will have the opportunity to have a round table discussion with PASSHE Vice Chancellor and Chief Officer of Diversity, Equity and Inclusion-Sept 17th 1-2:30pm
- Unity Day is next Thursday 4/10 beginning at 4:30
- Pride Fest is tentatively September 24<sup>th</sup>
- SGB E-board and 5 other student leaders were invited to a round table discussion with the PASSHE Chancellor for October 30th

C Price: PrideFest is currently scheduled for 9.24 but we are considering postponing due to virtual switch.

## **6. Assessment Office – K. Rauch**

- Krista Prock has sent out the agenda for academic assessment day which will be held on Friday, September 18, 8:45a.m.-12:00p.m. via zoom. Several panels will be available. Time saving tips for using the software will be discussed.
- KU faculty will share and discuss tips for moving through assessment during a pandemic.
- 9/15 each academic program's assessment report is due to your respective Deans. One-on-one sessions are available for new chairs.

## **7. Union Reports**

### Ray Dunkle, KU AFSCME President

Our biggest concern is that if we go 100% online our members will be the ones that are furloughed. When we went to Teleworking back in March some of our members were put out on Special leave without pay or working reduced hours. We also had members that have been temporarily transferred to another department. What we want remembered is we also have a stake in what goes on in the University. We feel that we are the forgotten on decisions.

### Frances C. Cortez Funk, KU SCUPA President and Representative to University Senate

Over the summer months, 14 State University Administrators (SUA) who are in the State College University Professional Association (SCUPA) bargaining unit placed on either part-time or full-time Mandatory COVID19 Leave. The University made decisions that work could not continue remotely for those placed on leave. Those on leave had two choices, to use accrued sick and paid time or take leave without pay. All had their benefits continue during Mandatory COVID19 Leave.

Retirements for the 2019-2020 Academic; Year Rhonda Branford, Eric Powell, Pamela Scampton, and Valerie Reidout. Positions recently filled due to vacancies; Director of the Multicultural Center, Assistant Director of Residence Halls Operations and Student Relations, and Assistant Director of International Admissions.

Thanks to all SCUPAs for their hard work in providing services to all students as we start this academic year.

### Paul V. Quinn, Sr., KU APSCUF Representative to University Senate



- Open Letter: Letter was sent out concerning the re-opening of KU
- We appreciate that President Hawkinson considered the letter from the union with the re-opening plan
- Retrenchments: APSCUF's role is not to be involved in the process of retrenching; that is the reason APSCUF declined to be part of the process. Once retrenchment happens the union will advocate for faculty.
- Admin is being treated unfairly by PASSHE, retrenchment is strictly coming from the State and Chancellor
- Union will continue to fight this
- FTE is not in the contract; grievances are being examined against the process
- System Redesign: Chancellor is looking to turn us into another Penn State, this will always lead to more retrenchments
- Reach out to APSCUF, attend meet and discuss

## VI. Unfinished Business

S. Lem:

1. Undergraduate Academic Forgiveness (ACA-055) @ ASPC: Still at the ASPC committee, activity stopped due to pandemic.
2. Course Grading – Undergraduate Students (ACA-048) @ ASPC: Plus/minus for Ds and Cs – Referred back to the ASPC committee.
3. Early Warning (ACA-XXX) @ APSCUF: Referred back to APSCUF; nothing has moved forward yet.
4. Final Examinations (ACA-025 - S. Lem: Re-starting that initiative for fall semester.

## VII. New Business

S. Lem: Provost and Senate Exec. have been discussing both spring 2020 emergency policies

1. Extension of spring 2020 emergency withdrawal policy

S. Lem: The emergency withdrawal policy extended withdrawal to the last day of regular classes. Motion comes from Senate Exec. committee to reinstitute the withdrawal extension for the fall semester to allow students to withdraw up until the last day of classes. Motion is now open for discussion.

A. Zayaitz: It is not a problem to extend this to the last day of classes if that is the desire of Senate, extending beyond that is problematic due to grading and graduates.

D. Johnson: Since we are looking at the ratio, how do withdrawals affect the FTE the Chancellor is looking at. Where is count collected?

AZ: The count is freeze file is September 14; these withdrawals affect persistence and retention but not the ratio.

J. Schlegel: Do we know if students who received no credit have returned. Would this help students return?

A. Zayaitz: Summer numbers and retention and persistence numbers are up compared to previous years. Don't know if the two are connected

S. Lem: Motion to close: P. Quinn moves, E. Kraal seconds; all in favor, none opposed to closing debate

S. Lem: All in favor of extending withdrawal policy to the last day of the semester, all in favor; one opposed, no abstentions; motion carries and approved from the Senate to extend this policy.

## 2. Extension of spring 2020 emergency grading policy:

S. Lem: Last spring, due to the change in modality, Senate Exec. recommended that we come up with an alternative grading policy, to allow students to opt to a pass credit or no credit option to replace D's and F's after grades were submitted. Senate Exec. discussed this with the Provost and has recommended that we also extend the alternative grading policy to the fall semester for students. Motion comes from Senate Exec. to extend the alternative grading policy to the fall semester for students.

C. Habeck: Are these policies based on whether we go remote?

S. Lem: These are recommended due to the semester being chaotic. This is not what students signed up for. This was due to changes in modality.

C. Habeck: We had the full summer to catch up, to provide students with robust curriculum. Seems like a waste of time to try to provide them with rigor, if we allow this option

E. Kraal: Physical Science department is in favor. How will this be communicated to students that there will be repercussions? How do we come up with clear communication paths that are fair and equitable?

S. Lem: Answer will depend on what the body chooses to do on the policy.

A. D'Ancona: SGB can help inform students about this policy. We are here to advocate for students. Options are necessary. Students are appreciative. Some students do not have access to laptops and internet. Option to not take the credit is beneficial. SGB is in full support.

J. Wallace: Students are under a lot of stress working on zoom. P/F is a better option.

A. Pfeiler-Wunder: Reiterates how information is understood by students. Good to know it is a helpful tool for students. Emphasizes that we make the communication of the document more available to students.

P. McLoughlin: Agrees with Dr. Habeck. This was an emergency policy last year. Modality changed with no understanding of what was going to happen. Now we know what we have, it is problematic that students can switch to P/F after grades are in. Students stopped attending mentally. If options were refined a bit, and the switch to P/F was earlier in the semester, that could be a better option than the current option.

A. Vogel: Has there been any research on rates of grade change coming out of institutional research? Were there mistakes and confusion for students who responded to this policy.

A. Zayaitz: Students were given letter grade and the option to change. Beneath that there was a GPA calculator, so they could do permutations of changing their grades to see how this affected their grade GPA. 3490 grades were changed, 1977 selected

P/NC. Current circumstances make it difficult for students, and we are trying to make it right for students who are struggling. We are trying to accommodate students during these unusual times.

S. Lem: Decision does not need to be made today; October still gives time before advising. Motion to postpone: P. McLoughlin moves to postpone, C. Habeck seconds, all in favor, P. Bolger nay, A. D'Ancona abstains. Postponed to the October meeting.

#### VIII. Good of the Order

E. Kraal: We are losing valuable information. There may be decisions we have to repeat given the pandemic. Strongly advocates for an informal feedback process. What challenges or problems have you faced? What solutions did you find? In the spirit of informing future decisions, we may be losing valuable data. We should reach out to constituents to begin collecting information so we can use it to inform our future decisions.

S. Lem: If you would like to work on this initiative, please email so we can work on this issue.

J. Schlegel: Think about lost internships, convert those internships to on campus internships. We should examine ACA-019 and 023 about transfer credits. Language is not identical for both policies. Do policies need a Covid update? ASPC should investigate the language.

S. Lem: Senate Exec. will address and pass on to ASPC for examination.

D. Johnson: We are encouraged to put academic honesty policy in the syllabus. We need something in student handbook about Zoom etiquette; this would allow faculty to be able to reference this. This will also go past Covid-19.

S. Lem: Yes, this will be addressed.

#### IX. Adjournment

S. Lem: Motion to adjourn, P. McLoughlin moves, A. Pfeiler-Wunder seconds; all in favor. Meeting adjourned at 6 PM.

Respectfully Submitted,

Mauricia John

Secretary, University Senate

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