

## KUTZTOWN UNIVERSITY SENATE MINUTES

<https://www.kutztown.edu/about-ku/administration/governance/university-senate.html>

March 4, 2021

4:00-6:00PM

ZOOM

**Present:** Martha Anderson, Colin Bolger, Ryan Bowers, Mario Cardozo, John Carelli, Janice Chernelkoff, John Conahan, Cara Cotellesse, Richard Courtney, Agostino D'Ancona, Anne DeLong, Summer Doll-Myers, Kristina Fennelly, Frances Cortez-Funk, Michael Gabriel, Jason Garcia, Jennefer Gehringer, Christopher Habeck, Kenneth Hawkinson, Daniel Immel, Loriann Irving, Joseph Jedwab, Khori Newlander ( sub for Maurica John), Deryl Johnson, Joni Klopp, Erin Kraal, Steve Lem, PdraigMcLoughlin, Amy Pfeiler-Wunder, Robert Portada, Christine Price, Shawn Riley, Angelo Rodriquez, Wendy Rogers, Rick Salafia, Jennifer Schlegel, Michelle Sims, George Sirrakos, Jill Sober-White, Daniel Stafford, Doug Scott, Ceyhun Sunsay, Michelle Vaughn, Veronique Vlaun, Andrew Vogel, Jenny Wallace, Carole Wells, Garrett Haduk (sub for Linsey Yurchak)

**Guests:** R. Chad Brown, Anne Carroll, Jacklyn Downing, Jakan Goehring, Meg Gooding, Lisa Kowalski, Kayla Sherry, Ted Witryk, Troy Vingom

**Absent:** Martha Anderson, Kate Clair, Christopher Habeck, Joni Kloop, Amy Pfeiler-Wunder, Paul Quinn, Michelle Sims, Marci Scheuing, Tony Wong, Gwendolyn Yoppolo

### I. CALL TO ORDER

S. Lem calls meeting to order at 4:00PM

- **ADMISSIONS REPORT** – Presented by Krista Evans
  - Applications are trending down by 9 to 10%.
  - Due to COVID standardized tests were not taken so we have the “Test Optional policy” in place.
  - 9.95% over in admitted students from last year. We are currently at 5600 admitted students.
  - Down 9% on deposits. Offering incentives for early deposits which are helping.
  - Good face to face visitations despite COVID.
  - Launching a new CRM. Will help with better communication.
  
- **STUDENT SUCCESS REPORT**- Presented by R. Chad Brown
  - Less students using services
  - Less referrals
  - Did get more meetings with students accomplished despite less staff
  - Students that are first year students struggling with time management, testing skills etc.
  - Gathering data on FYS classes to try to help students that need assistance in that course.
  - Developed additional modules on how to navigate the online learning environment for students.
  - Seeing predominantly students with a 2.25 – 3.0 GPA
  - Homing in on some more specific learning outcomes for students to know exactly what their needs are and how they feel about those as it contributes to retention.
  - Fall of 2019 offered 79 workshops, with about 1800 participants. Fall 2020 even given the staffing changes offered 83 workshops with 1993 participants.

- Question from J. Schlegel – Tips we can share with students?
  1. Turn on cameras in the classroom
  2. Reach out to faculty during office hours
  3. Be aware of deadlines
  4. Ask for tutors
- Question from K. Evans – Resources for seniors?
  1. How to navigate email
  2. Teaching common technology
  3. Getting social engagement opportunities
- **UNION UPDATES**
  - R. Dunkle – AFSCME written update
    1. AFSCME has lost 70 plus positions – very understaffed
    2. Thanks to Grounds Staff who have been working long hours to keep the campus clean and safe.
  - APSCUF – no report
  - F. Cortez Funk – SCUPA
    1. Thanks for all the great work that is being done remotely.

## II. APPROVAL OF MINUTES FROM Feb. 4, 2020

A. D’Ancona moves to approve, P. McLoughlin seconds. Approved with no corrections.

## III. REPORTS

- *SENATE PRESIDENT – S. LEM*
  - Alternate grading policy
    1. A total of 2,024 students changed one or more grades.
    2. An FN cannot be changed to an NC
    3. Students who are not attending after the 9<sup>th</sup> week verification can be notified that they are likely to receive an FN, but notification system may not be in place for this semester.
    4. Yes, we could block students from changing “A” grades to “P” and we could automatically change “F” grades to “NC;” however, faculty raised concerns about the Registrar’s office assigning grades.
    5. Additional considerations-
      - a. Should the grade policy cover summer 2021 grades?
      - b. Should we suspend placing students on academic warning and probation?
  - EMT endorsed planning for a return to in-person commencement, which would invite back graduates from spring and fall 2020 to participate alongside the spring 2021 class.
  - Administration is open to the idea of KU serving as a distribution pod for COVID vaccines.
  - Provost search update: The search committee reviewed over 100 applications and is in the process of recommending candidates for the interview process.
  - Next Wellness Day, Wednesday, March 10; asymptomatic testing available for faculty, staff, and students
  - Open Forum with Chancellor Greenstein, Thursday, March 11 from 3:00-4:30 p.m.

- *SENATE VICE PRESIDENT – D. JOHNSON*
  - Governance Chairs meet. Discussed suggestions for the appointments, the value of service, the new data system for appointments that is being led by Kunio Mitsuma, and a possible pilot program to utilize zoom and regularly scheduled meetings. More than 25 chairs were in attendance and the information from that meeting was shared with the University Senate Executive Committee.
  - Willingness closed on Feb. 23rd.

Submission	86 (2021)	106 (2020)
Positions to fill	66 (2021)	76 (2020)
  - Next month, Committee on Committees will bring to Senate all recommendations for committees as well as the revised bylaws for CET, and the International Affairs Committee
- *SENATE SECRETARY REPORT – C. COTELLESE*
  - Nominations are now open for Senate Elections and will remain open until 3/7/2021

There are spots on the following committees:

**Committee on Committees**

- College of Education Rep – 3 years
- College of Business Rep – 3 years

**Grade Appeal Board**

- College of Business Representative-Tenured – 3 years

**Strategic Planning & Research Committee**

- College of Business Representative – 3 years
- College of Business Representative – 3 years
- College of Education Representative – 3 years
- College of Visual & Performing Arts Representative – 3 years
- Non-Teaching Faculty – 3 years

Elections will begin 3/15/2021 on Engage. Results of those elections and Willingness to Serve will be announced to Senate on 4/1/21.

- Nominations for At-Large Faculty (Teaching and Non-Teaching) and At-Large Professional Staff will open this week and close March 14. If needed, elections will be held the week of March 15 and will close by March 28.
- There are 2 At-Large Faculty vacancies and 3 Professional Staff Vacancies

- Senators whose terms are up were notified along with their Chairs. We have asked that elections be run in their departments or respective areas in March and that they report back to the Senate Secretary with the name of the elected Senator by the end of March.
- Asked for replacement for Tony Wong on Enrollment Management for remainder of the semester.

Question – J. Schlegel – If a department cannot find a representative to serve on a committee could it not be up for grabs by another department?

S. Lem – this is a good question. Will be taken under consideration.

- *UNIVERSITY PRESIDENT REPORT – K. HAWKINSON*

- KU will hold in person graduation ceremony. May be as many as 6 ceremonies to accommodate for COVID safety concerns.
- Renee Hilliard has been named as the new Athletic Director.
- Athletes have returned to practice and will soon return to competition. Following rules and guidelines put in place by the NCAA, CDC and the PSAC. We will be having a full Spring sessions for baseball, softball, women's golf, women's lacrosse and men and women's tennis.
- Chancellor's visit on March 11. There will be a session scheduled with the Cabinet, student leaders are Council of Trustees. Faculty, staff and the general public will be at 3-4:30pm.
- Congratulations to our student leaders on sponsoring a very successful Wellness day on February 12. Next Wellness day is on March 10.
- Career Services will be holding an internship and job fair March 8, 9 and 11<sup>th</sup>. 165 employers are registered to attend.
- Breaches in computer security. Troy Vingom will join us for an update and best practices.
  - T. Vingom
    - Where possible limit your audience to KU faculty staff and students and utilize authentication within zoom. Try to use the waiting rooms and the authentication to avoid having to publish those passwords.
    - Be aware of social engineering attempts, fishing, and all those types of things that could happen. No one should ever ask to remote to your computer and if they do, we have technology that prompts you for your approval to do that.
    - A recent incident prevented Millersville from holding classes for several days. We have things in place that would prevent this happening to us.
    - In light of all of this we are discussing how we roll out a comprehensive cyber security awareness training Program.
- Reviewing our plans for the 2021 fall semester we hope to return to a primarily face to face environment for the fall semester.
  - D. Johnson – Suggested a celebration for the retirees that we could not celebrate due to COVID. Ideas and possibilities will be considered.

- *UNIVERSITY PROVOST – C. WELLS*
  - Faculty and staff from Business Administration and the College of Business Dean's office will be moving to Old Main 4 and fifth floor after final grades are submitted.
  - Renovation to De Fran is expected to be completed by summer 2023 with a renovated building being ready for Fall 2023.
  - Movement of offices in the Library.
  - Relocation of Graduate Admissions.
  - More summer moves and upgrades: Troy Vingom
    - CRM
    - New Phone System
    - Cyber Security Self-Assessment
    - External risk assessment with State System
    - PC refreshment
  
- *STUDENT GOVERNMENT BOARD -A. D' Ancona*
  - Great success of first Wellness Day. Second one is scheduled.
  - Students are very happy about face-to -face graduation.
  - Planning PASSHE advocacy days on April 5-9th
  - SGB meets today with Chancellor Greenstein at 1pm, following his Board of Governors session.
  - SGB elections are coming up.
  - Budget and finance committee have published the preliminary budget for clubs.
  - One on one meeting with Chancellor Dan was successful. Helping schools that are merging.
  
- *ASSESSMENT OFFICE – K. RAUCH*
  - Thank all of the academic programs that submitted their mid-year updates. We received nearly 100% of those program reports.
  - Will receive feedback on reports.

**IV. UNFINISHED BUSINESS- S. LEM**

- Working on revising the Undergraduate Academic Forgiveness policy.
- Remind department to complete Final Exam Survey.

## V. NEW BUSINESS- S. LEM

- Discussion of COVID grading policy.
  - A. D’Ancona – students would like to see this policy extended.
  - E Kraal- motion to accept the proposal. A. D’Ancona-second
  - J. Gehringer expressed concern about using the policy to bolster GPA. Her department is not in favor of having this policy.
  - 29 votes to extend COVID grading policy for Spring 2021. Vote passes.
- Should we block students from changing an A grade to a P?
  - C. Scarmack – there was some confusion by students on this. Would be nice to block but could students be contacted instead?
  - P. McLoughlin – supports it being the student’s choice
  - C. Cotellese- mentioned the timing of advisors to see that students made changes. It is after the semester is over.
  - A D’ Ancona- echo P. McLoughlin’s comments. It should be the student’s choice.
  - G. Sirkakos – could there be some kind of process that would inform students and their advisors?
  - T. Witryk – Registrar could alert advisors. Don’t want to get into the situation of changing student grades. Including NC to F.
  - E. Kraal - honor student autonomy
  - T. Witryk – if, as an advisor, you discover a student has made a bad decision and a change needs to be made, reach out to us. We can have the student send us an email and reverse the decision.
  - S. Lem – ended conversation with leaving things the way they are for the sake of student autonomy.
    - Vote was taken to leave things as they are for student autonomy for both blocking the changing of A’s to P and F’s to NC. (29 yea’s to 4 no’s)
- Academic warning and Probation
  - This was suspended for the Spring but not the Fall. Do we want to consider suspending for this semester?
  - T. Witryk noted a decision was made in the Spring to not enforce academic standards. A decision was then made by the Provost in the fall to enforce academic standards. It was complicated because of the way the policy reads. This is because a course that is graded as pass/fail does not count as a graded course. We lost 12 students to dismissal and most of those students had not changed their grades. If you do enough no credits you are excluded from academic standing.
  - J. Garcia- Is it basically creating a loophole for students to say well if I’m failing my classes, I can just say no credit and I don’t have to go through academic standards because they’re not graded classes.
  - T. Witryk-That is correct.
  - J. Garcia – How does this play into financial aid?
  - T. Witryk- No, the bigger issue is the number of credits earned. They are not earning enough percent of credits. The GPA doesn’t get affected as much but they’re still running into issues because of the number of credits earned
  - D’ Ancona- We don’t want to see students leave. We don’t know all their circumstances and their stress levels. There are multiple questions to this topic.
  - T. Witryk – there were a number of students who would have been dismissed but weren’t. They were then dismissed in the Fall. It just gave them one more semester but the problem with grades persisted. The more we keep them, the worse it can be in terms of financial aid.
  - R. Courtney-Have not having academic standards been an issue for student loans?

- T. Witryk- That has not been an issue because the students are still registered. Loans are affected once students are no longer registered.
- P. McLoughlin- could we get more guidance from the administration on this issue before making a decision? Perhaps take it to the Academic Standards and Policies Committee.
- T. Witryk-If we do not enforce, we will keep the students for another semester. Trying to maintain the process is very difficult. It may be very complicated to maintain it but not sure if he is comfortable not enforcing the academic standards of the university for another semester.
- S. Lem – will do the work to get more info and bring back to the next meeting.
- T. Witryk-We do not need to move on it until grades are in.
- T. Witryk – should we extend the W to the last day of class? We have done that for two semesters now.
- S. Lem-The withdrawal was noted as a part of the COVID grading policy which was the last day of the semester.
- C. Cotellese-What is the difference between a W and an NC.
- T. Witryk-It counts basically the same. What looks better on the transcript most people see as a W. The W is before the grade is issued and the NC is after the grade is issued.
- S. Lem-Asked if we can delay a vote.
- T. Witryk-Noted the registrar’s office is already receiving phone calls regarding the extension.
- J. Carrelli-Assumed NC did not show up on transcript.
- T. Witryk-It does show up, it is a grade.
- T. Witryk-You cannot change an FN to NC. That is a federal grade issue. Have less issues with extending the W. We have been doing it for that last two semesters.
- S. Lem – Motion to close debate on extending the Ws.
- D’Ancona-Seconded.
- S. Lem – moved to a vote on extending the W until the last day of class.
  - Vote – yes to extend. Motion carried.
- Constitutional revisions – will cover next meeting

## **VI. AS MAY ARISE**

- Awareness about Kutz Patty’s activities.
- E. Kraal – Faculty Members can be nominated for the Undergraduate Research Mentorship Award. Please encourage nominations.
- D’ Ancona-Please remind students of Wellness Days activities.

## **VII. Adjournment – 6:02 pm by acclamation**

- Motion to adjourn by M. Vaughn, seconded by P. McLoughlin. Motion carried.

*Respectfully submitted,*

*Cara L. Cotellese*

*Secretary, University Senate ( Spring 2021)*

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