

Millersville University
Minutes
Meeting of the Faculty Senate
September 17, 2002

Chairperson Piperberg called the meeting to order at 4:15 p.m. in Room 210 of Chryst Hall. All departments were represented except the Business Administration Department.

Minutes of the September 3, 2002 Meeting

Rebecca Mowrey recommended some additions to the minutes, which Chairperson Piperberg has sent to the Senate by e-mail. The corrections deal with the courses/proposals she introduced at the 9/3 meeting; a few facts were inadvertently left out. The missing information was incorporated into the minutes. The minutes were approved as amended.

Chairperson's Announcements

1. The schedule for Senate elections was made available {see attachment}.
2. Also made available were the University Mission and Vision statements. They were discussed at the Council of Trustees meeting two weeks ago. Some comments from the Middle States Review team suggested that these two statements were inconsistent with each other. These statements have been worked over and rewritten in an attempt to mitigate the inconsistencies. Chairperson Piperberg has been asked to get comments on them. Senators were asked to look them over and send comments to him, and he will collect them and pass them on to the Administration.
3. Chairperson Piperberg suggested a rearrangement of the agenda for the meeting as follows:
 - I. Minutes of the September 3, 2002 Meeting
 - II. Report of the Faculty Senate Chairperson
 - III. Report of the Student Senate President
 - IV. Report of the Graduate Student Organization
 - V. Report of the Administrative Officers
 - VI. Reports of the Faculty Senate Standing Committees
 - VII. Reports of the Faculty Senate Special Committees
 - VIII. Proposed Courses and Programs
 - IX. Faculty Emeritus
 - X. Elections
 - XI. Academic Policies Committee: Procedure for Approval of Liberal Arts Core Courses & New Incomplete Policy General Education Review Committee.
 - XII. Revision of the Attendance Policy
 - XIII. Discussion of the Diversity (D) requirement (postponed until Oct. 1 meeting)

- XIV. Discussion of Proposal for Institution of an Award Recognizing Teaching Excellence at Millersville University (postponed until Oct. 1 meeting)
- XV. Changes in Status of International Studies Program and Related Issues (postponed until October 1, 2002 meeting)
- XVI. Other/New Business

Since there was no objection to the proposed changes, the newly suggested agenda was followed.

4. State System Expectations regarding Common Calendar

Chairperson Piperberg reported on the activities of the Common Calendar Committee. He stated that the start date of each semester, the spring break week, and the holidays noted in red on the distributed copy of the common calendar must be honored. The Committee has recommended the inclusion of the Fall Break and the day before Thanksgiving as vacations during the Fall semester. In reviewing the Fall calendar, it appears that the new fall calendar will be essentially identical in terms of start and ending dates and its general composition. It does, however, appear that the Spring semester will differ significantly from its present form. The Spring semester will have a firm Martin Luther King Day off which will necessitate the addition of a Monday of class at the end of the Spring semester (resembling the situation in the Fall semester). The committee is presently discussing ways to preserve a Saturday commencement following the Spring semester.

The group has discussed the 4-5-4 configuration for the 3 sessions in Summer Session 2003. This would be a one-time change necessitated by the transition from the present calendar to the common calendar. The Pre-session (4 weeks) will run from May 19 to June 13. The first Summer Session will extend for 5 weeks from June 16 to July 18. The four-week second Summer Session will run from July 21 to August 15.

Discussion has also centered on issues related to PACE's need for a 5-week session and that some 4 credit science courses would need a 5-week schedule during the second Summer Session. The Committee has recommended that PACE students should have classes scheduled beginning the last week of Summer Session I and continuing through the 4 weeks of Summer Session II. EDW courses offered during this last week of Summer Session I would be scheduled at new locations to accommodate classroom usage by PACE students. Dean Shane will work with chairs of laboratory science departments and arrange an appropriate schedule of classes during Summer Session II for courses that require a fifth week of class.

Report of the Student Senate President – President Brandon Danz reported:

1. That the Student Senate was planning a Dialogue on Race.
2. He also reported that the Civil War Monument Project, Brick by Brick, is ready to proceed as soon as the bricks arrive from the manufacturer.

3. The winners of the MU Persons of the Year Award will be announced at 7 p.m. on September 26. One student and one university employee have been chosen.

Report of the Graduate Student Organization – No Report.

Report of the Administrative Officers – No Report.

Report of the Faculty Senate Standing Committees – Senator Robert Wismer, Chair of UCPRC, introduced a proposal from the Department of Social Work department and made a motion to waive the one meeting rule for this proposal. The motion passed without dissent.

Report of the Faculty Standing Committees – No Report.

Proposed Courses and Programs

- (1) CHANGE IN COURSES/CURRICULA
NURS 524 – Scholarly Project – change in grading policy to Pas/Fail to align with graduate policy for thesis and scholarly project. Desired effective date is Spring 2003.
- (2) CHANGE IN COURSES/CURRICULA
Changes in Required Related courses for the B. A. in Social Work
Desired effective date – Spring 2003

Faculty Emeritus

Three emeritus proposals were introduced from the ITEC Department:

1. An emeritus proposal for Dr. Dalton Smart {see attachment} was approved after a D. Anna/S. Luek motion.
2. An emeritus proposal for Dr. Joseph Abromaitis {see attachment} was approved after a D. Anna/G. Stine motion.
3. An emeritus proposal for Dr. LaVerne Hauck {see attachment} was approved after a D. Anna/A. Börger-Greco motion.

Elections

Chairperson Piperberg noted that, after elections at the October 1 Senate meeting, any unfilled positions would be declared vacant, but could be reopened if a nominee was brought forward at a later date. A B. Dorman/A. Börger-Greco motion passed which closed nominations and directed the Secretary to cast a ballot for the current slate of nominees.

Academic Policies Committee

1. R. France introduced a proposal to change the current Incomplete grade policy so that all “I” grades would automatically become “F” grades after a designated amount of time {see attachment}. Discussion of this proposal was postponed to allow feedback from departments after a B. Dorman/J. Fenwick motion passed without dissent.
2. R. France introduced a proposal to clarify the approval process for General Education Courses {see attachment}. A R. Mowrey/R. Bookmiller motion to table the proposal failed to garner the 2/3 majority vote required, and thus failed. A R. Wismer/A. Börger-Greco motion to postpone voting on the proposal to allow feedback from departments passed.

Revision of Attendance Policy

Chairperson Piperberg asked Senate members to take the revised attendance policy {see attachment} back to departments for feedback and suggested that comments be sent to him. He promised to convey these comments to Provost McNairy prior to the October 1, 2002 meeting.

The meeting was adjourned at 5:41 p.m. after a G. Stine/R. Mowrey motion passed without dissent.

Respectfully Submitted,

Paul Studdard
Senate Secretary

Action Summary

Proposed Courses and Programs

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Attachment #1

Senate Election Schedule

Group 1 – to be elected in 2001, 2004, 2007, 2010, 2013

Business Administration
Computer Science
Earth Sciences
Economics
Wellness & Sports Sciences
Nursing
Physics
Psychology
Special Education
Administrative Faculty

Group 2 – to be elected in 2002, 2005, 2008, 2011, 2014

Chemistry
Developmental Studies
Foreign Language
History
Mathematics
Music
Philosophy
Government & Political Affairs
Social Work
Sociology/Anthropology

Group 3 – to be elected in 2003, 2006, 2009, 2012, 2015

Art
Biology
Counseling & Human Development
Educational Foundations
Elementary & Early Childhood Education
English
Geography
Industrial Technology
Library
Communications & Theater

Attachment #2

Emeritus Recommendation for Dr. Dalton E. Smart

Hard copy available upon request

Attachment #3

Emeritus Recommendation for Dr. Joseph J. Abromaitis

Hard copy available upon request

Attachment #4

Emeritus Recommendation for Dr. LaVerne S. Hauck

Hard copy available upon request

Attachment #5

TO: Faculty Senate
FROM: Rich France, Chair, Academic Policies Committee
RE: Proposed Incomplete Grade Policy

Incomplete Grades (I).

Current Policy (from the GM)

“Incomplete Grades (I)”. An instructor may issue an incomplete grade (I) if:

1. the student is passing the course;
2. the incomplete work can be completed without further class attendance; and
3. the work is unfinished because of death in the family, personal illness, accident, or other unavoidable circumstances directly related to the completion of an assigned class project. The instructor must be notified by the student as soon as the unanticipated circumstance develops.

An incomplete grade must be removed by the instructor assigning a final grade within 8 weeks of the start of the next semester (summer session excluded).”

Proposed Policy

An Incomplete (I) grade is used to denote course work that is unfinished due to circumstances beyond a student’s control, such as personal illness, accident, or death in the family. It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. The instructor may assign an incomplete (I) grade if the student is passing the course and can complete the remaining requirements without attending classes. If class attendance is required, the student must register to repeat the class.

A student must petition the course instructor to assign an incomplete grade. At the discretion of the instructor, the student and instructor may prepare a contract specifying the course assignments remaining to be completed, the date by which the requirements must be met, and the default grade that will be assigned in the event the course requirements are not satisfied. Students who are on academic probation cannot be assigned an incomplete grade without the approval of the dean of the school offering the course.

A student must make up the work for an incomplete grade within 8 weeks of the beginning of the next semester (summer and winter sessions excluded). The instructor must submit a final grade by the end of the 10th week. Incomplete grades that are not resolved by the end of the 10th week will be administratively changed to an F grade by the registrar.

Under extenuating circumstances, an instructor may recommend an extension of time to complete the course requirements. Extensions require the approval of the dean of the school offering the course and should not exceed more than four (4) weeks beyond the term in which the incomplete was due to be completed. The dean will notify the Registrar's Office of the extension date. If the instructor does not submit a final grade by the extended deadline, the registrar will change the incomplete (I) to an F grade.

PROPOSED EFFECTIVE DATE: Spring 2003

RATIONALE:

- Students are being given incompletes for reasons other than those included in the policy; ex. students on academic probation trying to avoid academic dismissal due to low grades, students who stop attending and fail to withdraw from courses.
- The number of unresolved incompletes is increasing.
- There may be issues of the academic integrity in course work if too much time elapses between the assignment of an incomplete grade and the term when the student finally completes the course.
- The current policy is too broadly written to be effective. There is no penalty for students who never finish the course; the “I” grade remains on their record indefinitely. The policy does not place any time limit on extensions, nor does it address the issue of faculty who do not submit final grades by the deadline.
- There are problems with pending incompletes in courses taught by faculty who are no longer at the university.

IMPLEMENTATION ISSUES:

- Incomplete grades that are already on students' records from previous semesters (prior to implementation of the proposed policy) should remain on the transcript until the course instructor submits a final grade.
- The Registrar's Office should provide deans with a list of students who have unresolved incomplete grades from previous semesters, and faculty should be encouraged to assign final grades if possible.
- In the event that the instructor who assigned an incomplete grade to a student is no longer at MU, the school dean may determine the assignment of a final grade in consultation with the chair of the department that offered the course.
- In the event of an emergency, such as an accident, when a student cannot personally contact an instructor to request an incomplete grade, the dean may approve the assignment of an incomplete grade.
- The dean has the prerogative to extend the deadline for making up an incomplete.
- If the registrar changes an incomplete to an F grade because a final grade was not submitted by the deadline, and the student subsequently completes the missing course work, the instructor may submit a final grade on a grade change form (approval of department chair and dean required).
- The registrar will supply the faculty and deans with routine reports listing students who have unresolved incompletes.
- How will faculty know whether a student is on academic probation, and therefore ineligible for an incomplete grade? Department secretary can check the academic standing in Banner, or they can call the Registrar's Office. Students' advisors also have copies of their probation letter. Alternately, the faculty member issuing the incomplete grade can have the student sign a short affirmation that they are NOT on Academic Probation.

- If a student repeats a course in which an incomplete grade was earned, the incomplete grade will remain on the transcript, and the most recent grade for the course will be included in calculating the cumulative GPA.
- Incomplete grades must be resolved in order for a student to graduate. If a degree candidate has an incomplete grade on his or her record, the registrar will determine whether changing the “I” to an “F” grade would prevent the student from satisfying all graduation requirements. If so, the degree will not be awarded until the incomplete has been changed to a satisfactory grade and all degree requirements have been met.

Attachment #6

FROM: Rich France, Chair, Academic Policies Committee
TO: Faculty Senate

RE: Proposal for Approval of General Education (Liberal Art Core) Courses

In addition to obtaining approval from its own school, a course proposed for General Education Liberal Arts Core credit must also be approved by the school in which the General Education credit is sought.

The proposed chain of approval would be:

- Department ⇒ Its School Curriculum Committee
- ⇒ Other School's Curriculum Committee (if needed)
- ⇒ UCPRC
- ⇒ Faculty Senate

Appeal: Should a course proposed for the Liberal Arts Core be disapproved twice by a School Curriculum Committee (other than departmental), the initiating department shall have the right to appeal to the Undergraduate Course and Program Review Committee. Should the proposed course be disapproved twice by the UCPRC, the initiating department shall have the right to appeal to the Faculty Senate.

Rationale: Our current method of approving courses is generally a rapid process once the course gains School approval. This proposal allows ample time for others with, perhaps, a different point of view, to examine the proposed course.

There was a general feeling among members of the Academic Policies Committee that the proposed approval process would provide two positive outcomes:

1. It would verify that the proposed course does not overlap in a substantial way with current Liberal Arts Core courses from that school, and
2. It would safeguard the integrity of the Liberal Arts Core curriculum and its approval process.

Attachment #7

University Class Attendance Policy (Proposed 9/24/2001)

The University supports departmental and faculty class attendance policies that are reflective of and consistent with University approved guidelines. Faculty will incorporate their class attendance policy, in writing, in their syllabi to all students in their classes at the start of the semester.

University approved guidelines:

1. It is the student's responsibility to attend all classes. Students are responsible for completing all course assignments, even if a class is missed, at the discretion of the instructor.
2. University accepted absences include:
 - a. personal illness,
 - b. death or critical illness in the immediate family,
 - c. participation in a university-sponsored activity,
 - d. jury duty,
 - e. military duties, or
 - f. religious holidays
3. Students are to notify their instructor in case of any unavoidable absence. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity.
4. Faculty will evaluate any other reason for a student missing class and determine whether the absence is justified.

Rationale:

The intent of this proposed policy is to make class attendance the responsibility of both the student and the faculty and subsequently remove the Registrar as an intermediary in authorizing class absences. Faculty must make their attendance policy clear to the student and will be the judge of the validity of student absences from class, within the guidelines of the policy. It is expected that faculty attendance policies will be reasonable and will recognize the validity of the student's extra-curricular responsibilities, legitimate illnesses, family tragedies, and other responsibilities of the student in a modern society. As with any academic issue, students may exercise their right to appeal adverse attendance decisions to the department chair, school dean, and provost.

Since students will be responsible for complying with an instructor's attendance policy and completing missed assignments, and instructors will determine whether an absence is justified, it is unnecessary for the Registrar's Office to be involved in the process of evaluating a student's reasons for missing class and providing documentation of excused absences. The Health Center will continue the practice of verifying student's illness which affects his/her ability to attend class.