

Millersville University  
Faculty Senate Minutes  
March 2, 2004

The meeting was called to order at 4:12 p.m. All departments were in attendance except Business Administration and Communication and Theatre.

**I. Minutes of the February 17, 2004 Meeting**

The minutes of the February 17 meeting were approved as distributed. After the meeting two errors with the February 17 meeting were pointed out. First, under the Student Senate President's report, there should not be a second candy sale mentioned. Thus the last sentence of the first paragraph of Ms. Albright's report should be deleted. In the third paragraph of the same report, the first sentence should be eliminated and replaced with the following sentence: The Student Senate passed a motion to support an Academic Advisor of the Year Award. Also, in the last sentence of the approval of the February 3 Minutes, the date February 17 should read February 3.

**II. Report of the Faculty Senate Chairperson**

Chairperson Piperberg apologized for the lack of printed copies of the Minutes this semester. It seems that events such as the Provost Search and backlogs from the Common Calendar have conflicted with the distribution of the copies. All efforts are being made to remedy this situation for the next meeting.

Chairperson Piperberg announced that the following Senate seats are up for election this year. A list of the departments is as follows: Business Administration, Computer Science, Earth Sciences, Economics, Wellness & Sport Sciences, Nursing, Physics, Psychology, Special Education and Administrative Faculty. These elections should be held between April 1 and May 31. The Senate roster for the fall of 2004 will be updated accordingly once Chairperson Piperberg is notified of the results. Any other changes in representation from the departments for either Senators or alternates should be reported to Chairperson Piperberg.

**III. Report of the Student Senate President**

Student Senate President Kristin Albright reported that COSGA was held last week in Houston, Texas. The eight delegates from the Student Senate who attended brought back great ideas for Student Senate to use.

The Senate just finished surveying students on the Freshman Year Experience (BSGP's issue of the year). Although only 150 surveys needed to be collected, the Senate collected a total of 459.

Ms. Albright attended the 23rd Annual Freshman Year Experience Conference in Dallas, Texas from which she learned great ways to help improve the freshman/first year experience at MU.

The Student Senate is currently holding a Voter Registration Drive and has a goal of registering 200 new voters. They are also organizing a Town/Gown relations meeting for Dr. McNairy's inauguration celebration and program.

The elections of the new student Senate officers will be held on April 1. Ms. Albright will be in Harrisburg this Friday for an interview for a position on the SSHE Board of Governors.

#### **IV. Report of the Graduate Student Organization**

None

#### **V. Report of the Administrative Officers**

##### **President McNairy**

President McNairy announced the appointment of the new provost. Dr. Vilas A. Prabhu whose appointment is effective on August 1, 2004.

President McNairy reminded the Faculty Senate of her intention to create three new task forces: Planning, Budget and Organization. The Planning Task Force is presently being developed, and the other two will be starting in fall 2004.

President McNairy asked for the opinion of the Faculty Senate with regard to changing the time of the May graduation for the second time to respond to the borough's concern about traffic.

##### **Acting Provost Shane**

Acting Provost Shane encouraged the Faculty Senate to participate in the inauguration activities planned for April 2 and 3. He also announced that summer Academic Advisement is starting and that due to the increase in the number of students, faculty contracts have also been increased.

##### **Executive Assistant to the President Phillips**

Executive Assistant to the President Phillips announced two upcoming activities that will be worthwhile for the faculty to attend. These activities are the Community-Based Research Workshops and the Learning Communities Workshops. Both are scheduled for March. Announcements are being sent through e-mail.

## **Assistant Provost for Academic Services Bello-Ogunu**

Assistant Provost for Academic Services Bello-Ogunu reported on the submission of a Title III grant by his office last Friday.

### **VI. Reports of the Faculty Senate Standing Committees**

#### **UCPRC**

Senator McCotter, Chair of UCPRC, presented the following proposals

#### **History 276: History of American Foreign Relations 1890 to Present (G3, W)**

This course proposal represents an addition to the offering in General Education (G3, W) and an elective for History minors and majors  
Proposed Effective Date: Spring 2004

#### **Economics Proposals**

#### **Updates to “Blue Sheet” in Required-Related**

The Economics Department proposes to revise required-related requirements to reflect current offerings in Computer Science. Currently the “blue sheets” do not reflect course offerings or courses open to Economic majors. By consulting with the Computer Science and Mathematics departments the “blue sheets” will be revised to provide more flexibility for the students.

#### **Introduction of Prerequisites for Econ 101 and 102**

The Economics Department proposes to add MATH 101 (College Algebra) or the equivalent with a C- or better if students do not test out of MATH 101 on the placement examination as a prerequisite for enrolling in Economics 101 and 102.

#### **Academic Policies**

Senator Kerper, Chair of the Academic Policies Committee, reported on the conversations taking place regarding interdisciplinary majors and minor policies. More information will be available in the near future.

#### **GCPRC**

Senator Mowrey, Chair of GCPRC, reported on the work being done by this committee. The committee has been working on developing DARS for graduate students, rolling admissions and putting together an online application process.

Senator Mowrey informed the Faculty Senate that the TEC council is only dealing with curriculum issues brought from schools outside of the School of Education and the approvals of EDWs.

## **VII. Reports of the Faculty Senate Special Committees**

### **General Education Task Force**

Senator Foster-Clark, Chair of the General Education Task Force, reminded the Faculty Senate to schedule times to attend the focus meetings during this semester.

## **VIII. Proposed Courses and Programs - None.**

## **IX. Faculty Emeritus - None.**

## **X. Elections – General Education Task Force and any other nominations**

There is an opening on the General Education Task Force. A Luek/Yalda motion to elect Shauna Frischkorn to an At-Large seat on the General Education Review Committee for the remainder of the academic year passed without dissent.

## **XI. Ad Hoc Honor Code Committee: Honor Code Proposal and Implementation Plan**

A lengthy discussion of the topic took place. Senator Mowrey asked for a straw vote on the issue of the present optional nature of the currently recommended version of the Honor Code. A large majority of Senators indicated that the optional nature of the Honor Code was not desirable. Some issues associated with the Honor Code have been referred to APSCUF for further comment. The Honor Code will be returned to the agenda of the next meeting.

## **XII. Snow Delay Policy Discussion**

Senator Fenwick brought the discussion of a proposal to have altered schedules on days with one and two hour snow delays (see Attachment #5 from last meeting minutes). He did have some corrections to the attachment distributed with the February 3 minutes. The corrected version of the proposal accompanies these minutes. {see Attachment #1} A brief discussion ensued. This item will be returned to the agenda of the next meeting as well.

## **XIII. Other/New Business**

Senator Wismer distributed a document {see Attachment #2} for discussion about the procedure and timetable for administrative review of curriculum and course proposals. This item will appear as part of the agenda for the next meeting.

Meeting was adjourned at 5:50 p. m  
Respectfully Submitted,

Elba I. Rohena  
Faculty Senate Secretary

## **Action Summary**

Elections:

Shauna Frischkorn was nominated for an At-Large seat on the General Education Task Force for the remainder of the school year. A Luek/Yalda motion passed without dissent.

Attachment #1

**To: Faculty Senate**  
**From: Jim Fenwick, Mathematics Department**  
**RE: Proposal to have altered schedules on days with one and two hour snow delays.**

Millersville University has the policy of canceling classes if the University opens one or more often two hours late, due to hazardous driving conditions during the early morning hours.

*If a **snow delay** is announced, classes scheduled to begin before the designated time will be canceled.*

This policy has a significant impact on the courses that are scheduled to meet at these times. Using an altered schedule on days with delayed starts would lessen the impact on these early morning classes and have only minor impact on courses scheduled later in the day. Below is a suggested altered schedule.

It should be noted that this policy does not attempt to provide a solution to the loss of class time due to weather related early dismissal or cancellation of an entire school day.

**Altered Schedule for 1 and 2 hour delays**

**MWF Classes**

Usual times	1 hour delay	2 hour delay
8:00-8:50	9:00-9:40	10:00-10:35
9:00-9:50	9:50-10:30	10:45-11:20
10:00-10:50	10:40-11:20	11:30-12:05
11:00-11:50	11:30-12:10	12:15-12:50
12:00-12:50	12:20-1:00	1:00-1:35
1:00-1:50	1:10-1:50	1:45-2:20
2:00-2:50	No change	2:30-3:05
3:00-3:50	No change	3:15-3:50

**TTH Classes**

Usual Times	1 hour delay	2 hour delay
8:00-9:15	9:00-10:10	10:00-11:00
9:30-10:45	10:20-11:30	11:10-12:10
11:00-12:15	11:40-12:50	12:20-1:20
1:00-2:15	No change	1:30-2:30
2:30-3:45	No change	2:40-3:45

Classes starting after 4:00 would have no change for 1 hour or 2 hour delay.

To: Faculty Senate  
From: Robert K. Wismer, Chemistry Senator  
Date: 2 March 2004  
Re: Administrative Proposal Review

I respectfully request that Faculty Senate investigate and set guidelines for administrative review of proposals. There have been numerous instances during the past years when a proposal has been approved by Senate and not been acted on by the administration for considerable time. A recent example from my department is probably the most extreme case.

On 27 August, the chemistry department passed a proposal to require, as prerequisite for CHEM 111, either passing a placement test or a grade of C- in CHEM 110. This proposal codifies the practice of the department during the past twenty years, except that it raises the grade from D- to C-. We wished to codify the practice so that Banner could check these prerequisites, rather than our having to check them by hand.

The proposal was received by the Dean of the School of Science and Mathematics on 2 September; his resource implications analysis was received on 23 September. The proposal was received by the Curriculum Committee of the School of Science and Mathematics on 29 September; passed on 7 October. It was received by Undergraduate Course and Program Committee on 16 October; passed on 11 November. It was presented to Faculty Senate on 18 November; passed on 2 December.

I know the proposal was received by the administration because a copy of an e-mail from the Provost, dated 10 December, states that the proposal was sent from Joel Piperberg "on 12/4". The administration plans to act on 3 March 2004. Notice that in 98 days the proposal passed three faculty committees in addition to obtaining the Dean's analysis. In contrast, it has taken the administration 89 days to not act. This may be because the proposal was misplaced, an occurrence that the faculty track minimizes by having a "proposer" identified with each proposal.

In the fall of 1996 when the current "two-track" approach to proposal consideration was instituted, it was assumed that action by Dean's Council would be coincident with that of Faculty Senate. A memo from me as chair of UCPRC dated 28 February 1997 alludes to that arrangement: "...the proposal...proceeds through both tracks: (1) to Dean's Council and (2) through UCPRC to Faculty Senate." Faculty were assured at that time that the second track would be used to address the resource implications of the proposal, and would not cause delay. The second track seems to have become the administration's final stamp of approval on a proposal. In several instances, this final approval has significantly delayed proposal implementation.

I am no expert on the contract, but I believe that it gives the faculty the power to make curricular changes. That is my understanding of why the Provost no longer chairs UCPRC. The current situation in which the administration has final approval of proposals and can delay that approval without accountability, cedes that power to the administration.

I suggest that a proposal be approved automatically once it passes Faculty Senate, unless the administration communicates substantive reasons why the proposal should not be approved within a month or by the next Senate meeting, whichever is sooner. The reason for the relatively short objection time is that the administration has had the proposal since it was submitted to the appropriate school dean. That is how the dual track approach was supposed to work.