

**Minutes**  
**Meeting of the Faculty Senate**  
**December 4, 2007**

---

The meeting was called to order at 4:10 p.m. All departments were in attendance except Government & Political Affairs, Interdisciplinary Studies and Special Education.

**I. Minutes of previous meetings**

The minutes of the November 20, 2007 meeting of the Faculty Senate were approved with minor corrections.

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

Chairperson Pro Tempore Rosenthal presided in the absence of Chairperson Börger-Greco. Dr. Börger-Greco had noted in the agenda that all faculty are encouraged to attend commencement in regalia and that the first Faculty Senate meeting in the spring will be the second day of classes.

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

Student Senate President Terezoni indicated several student groups are collaborating to schedule entertainment events for next year. Student Senate is working on campus safety issues with the MU Police, including a safety day. They are also discussing the idea of doing a campus-wide service project.

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

GSA Representative Irace shared that the GSA is looking for a graduate student to serve on the accreditation committee. They are also conducting a survey of student satisfaction with campus services and planning for a traveling social or end-of-semester event.

**V. Report of the Administrative Officers**

**Provost**

Provost Prabhu urged faculty to submit grades by 3:00 p.m. on the Wednesday deadline to allow the Registrar time to process academic probation status. It was also noted that the academic calendars for 2008-2009 and 2009-2010 are posted on the Registrar's website. Discussion was held regarding concerns about making up classes on Saturday due to the Monday holiday. Dr. Prabhu indicated that this allows all classes to meet the required 15 instructional weeks in the time frame dictated by the PASSHE common calendar. He noted that any other ideas on how to meet these restrictions are welcome. He emphasized that the current plan will allow the administration to ensure that appropriate classrooms are available and functional. A question was raised about classes held at Liberty Place. Dr. Prabhu responded that accommodations would be made on campus.

**Associate Provost for Academic Administration**

Associate Provost Burns noted that departmental chairs have been notified about W courses scheduled for review. He also indicated that the English Department will host training sessions about ways to meet the writing course requirements and that similar sessions may be held regarding Diversity courses. Dr. Burns reminded senators that faculty are being recruited to participate in the self-study committees as part of the Middle States review.

Dr. Prabhu noted that faculty teaching DL courses in Spring should complete the form regarding plan to meet guidelines of the new CBA, and Dr. Burns indicated that faculty teaching DL courses for Winter should complete the form as well. Information can be obtained from deans about any necessary changes to the master schedule.

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

## **UCPRC**

### **First Readings**

#### **(1) CHANGE IN UNDERGRADUATE CURRICULUM**

ITEC 251, Print Media Systems. Proposal to add ART 244 or COMM 201 as prerequisite options for ITEC 251 to accommodate art or communication students.

### **Bylaws**

Senator A. Miller requested input from Senate about a possible recommendation from the Bylaws Committee to move the election process to the spring semester. This would make it easier for committees to begin work each fall rather than waiting for members or chairs to be elected. It was clarified that committee terms would remain September to August. A concern was raised about first-year faculty being unable to participate. In response, it was suggested that regular elections could be held in the spring and at-large seats filled in the fall. It was noted that it can be difficult for first-year faculty to serve on committees when adjusting to campus. Another concern was that faculty on sabbatical leave would be at a disadvantage. A straw vote showed support for the idea of holding two regular elections in spring but at-large elections in the fall.

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

None.

### **VIII. Proposed Courses and Programs**

Senator Luek noted the Psychology Department is strongly in favor of the proposed change to the undergraduate Incomplete Policy. The proposal to adjust the undergraduate Incomplete Policy to require a resolution by the 10th week of the next regular semester to meet commonality issues for SAP implementation was approved without dissent. [see Attachment #1]

#### **(1) CHANGE IN UNDERGRADUATE CURRICULUM**

FORL, BA/BSE/Cert/Transf students. Proposal to require an online placement examination to determine appropriate course placement of incoming students into foreign language courses was approved without dissent.

The proposed FYI Seminar Review & Approval Request Form was approved without dissent. [see Attachment #2] Discussion was then held regarding a need to clarify language to specify that the FYI Sub-Committee reports back to UCPRC and that UCPRC makes the final approval. A Mowrey/Saunders motion to amend the FYI Review Process to specifically include UCPRC approval was approved without dissent.

### **IX. Faculty Emeritus**

A Luek/Wallace motion that Dr. William W. Moyer be granted the honorary title of Professor of Psychology Emeritus was approved without dissent. [see Attachment #3]

### **X. Other/New Business**

None.

Meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Aimee L. Miller  
Secretary of the Senate

**Action Summary**  
**Faculty Senate Meeting**  
**December 4, 2007**

---

The minutes of the November 20, 2007 meeting of the Faculty Senate were approved with minor corrections.

The proposal to adjust the undergraduate Incomplete Policy to require a resolution by the 10th week of the next regular semester to meet commonality issues for SAP implementation was approved without dissent.

**(1) CHANGE IN UNDERGRADUATE CURRICULUM**

FORL, BA/BSE/Cert/Transf students. Proposal to require an online placement examination to determine appropriate course placement of incoming students into foreign language courses was approved without dissent.

The proposed FYI Seminar Review & Approval Request Form was approved without dissent. Discussion was then held regarding a need to clarify language to specify that the FYI Sub-Committee reports back to UCPRC and that UCPRC makes the final approval. A Mowrey/Saunders motion to amend the FYI Review Process to specifically include UCPRC approval was approved without dissent.

A Luek/Wallace motion that Dr. William W. Moyer be granted the honorary title of Professor of Psychology Emeritus was approved without dissent.

**FINAL VERSION**  
**Academic Policy: Undergraduate Studies**  
**INCOMPLETE GRADES**

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. A student may request that the course instructor assign an incomplete grade. The instructor may assign an incomplete (I) grade only if the student is passing the course and can complete the remaining requirements without attending additional classes. If class attendance is required to complete course requirements, the instructor must issue a final grade.

An incomplete grade issued to a student on academic probation will not prevent or delay academic action for dismissal. A student's cumulative grade point average will be calculated based on all completed course work.

A student is encouraged to complete the required work as soon as possible. The deadline for making up an incomplete is at the end of the 10<sup>th</sup> week of the next subsequent regular semester (Fall or Spring). At the deadline one of the following actions will occur:

- The instructor submits a final grade on the change of grade form.
- The instructor recommends an extension with the approval of the department chairperson and Dean of the school offering the course.
- The grade of I converts to an F.

A faculty member may petition the school Dean for a retroactive administrative withdrawal (W) from a course in which an incomplete grade cannot be resolved due to extraordinary circumstances, e.g., disability or death of the student or faculty. If the petition is approved, the Dean will notify the Registrar to record an administrative withdrawal for the course.

Students will not be graduated with unresolved incomplete grades that were recorded in Spring 2005 or thereafter. Degree candidates are notified of the outstanding degree requirements. The degree is not conferred until all requirements have been met.

## Attachment #2

### **General Education First-Year Inquiry Seminar Review Process Amended (1/18/08) to include approved language from 12/4/07 Faculty Senate meeting**

In April 2007, the Millersville University Faculty approved a new General Education (Gen Ed) curriculum to be implemented for the fall 2008 semester. Within the new Gen Ed curriculum, many students entering in fall 2008 and beyond will be offered the opportunity to take a specially designed first-year seminar. This three-credit seminar will count as part of the Connections and Exploration block within the 51-credit General Education requirement. Faculty members are encouraged to propose topics by submitting a proposal following the guideline herein. Seminar topics will be certified according to the review process described below. The proposal representative is responsible for submitting the proposal to their Department and then to UCPRC for review.

#### ***Description of the certification/approval/re-approval process for FYI courses***

1. FYI courses may be proposed by individual faculty members, departments, or other units (including non-instructional units, pending special approval of Faculty Senate for such courses).
2. For faculty who wish to convert existing UNIV 179 courses to FYI courses and for those proposing new FYI courses, the proposer must demonstrate how it meets all the specific criteria for FYI courses. Each proposal follows the standard approval procedure as listed below:
  - a. Complete a FYI course proposal form.
  - b. Provide a course syllabus.
  - c. Provide any supporting documentation the instructor/department feels is needed to support the proposal.
3. Approval process:
  - a. Faculty member's department.
  - b. UCPRC chair who sends it to the FYI Sub-committee. (Proposal representatives are expected to meet with the FYI Sub-committee.)
  - c. **The FYI Sub-committee of UCPRC reviews the proposal and makes one of three recommendations to UCPRC as listed below. UCPRC then makes the final decision regarding the proposal.**
4. One of three actions results at each stage:
  - a. Approval of the FYI course as presented.
  - b. Approval of the FYI course subject to certain amendments agreed to by the proposal representative. Such amendments shall appear at each stage as attachments to the original proposal unless they are purely editorial.
  - c. Disapproval. Reasons for disapproval must be clearly stated in writing to the proposal representative. Revised certification documents must undergo the complete certification review process.
5. The chair of UCPRC communicates final decisions regarding each course to the **proposal representative**. In addition, the chair of UCPRC advises the Faculty Senate at each full Faculty Senate meeting of courses that have been approved to meet the new "FYI" requirements.

#### ***Re-Certification Processes for First Year Inquiry (FYI) Courses***

First Year Inquiry (FYI) courses will be reviewed by UCPRC every five (5) years to recertify that each course continues to meet the standards of the FYI course. The five (5) year recertification process is based on the date of approval of the FYI course. The recertification process is conducted during the fall semester to facilitate scheduling and programmatic publication. The re-approval process is the same as the initial approval process.

Each August, the Coordinator of the First Year Experience program, assisted by the Office of the Associate Provost for Academic Administration, contacts each department in which an FYI course is to undergo the five (5) year review and alerts them to the need to complete the certification process for those courses. The letter is sent to the Department Chair and provides instructions for the process (where to find the forms, etc.), a list of the courses, and the timeline for the process.

---

## Request for Approval for First Year Inquiry Seminar

UNIV 103	First-Year Inquiry Seminar:
<b>Subject and Course Number</b>	<b>Topic</b>

<b>Proposing Department</b>	<b>Proposal Representative's Name</b>	<b>Contact Email</b>	<b>Campus Phone Extension</b>

### Approval/Submission Record:

	Name	Signature	Date
<b>Proposal Representative</b>			
<b>Department Chair</b>			
<b>FYI Subcomm. Chair</b>			
<b>UCPRC Chair</b>			

*Please attach the course syllabus to this form. Also, feel free to copy and paste information directly from the course syllabus (syllabi) for any of the items below.*

- 1) Explain how the proposed seminar encourages students to consider multiple perspectives in advancing their understanding of the importance of social, cultural, scientific, technological, and/or aesthetic problems.
- 2) Explain how this seminar will introduce and support (i) the development of critical inquiry skills and (ii) the exchange of ideas in a seminar format. Provide one or more examples of how this will be implemented.
- 3) Explain how this seminar will support the students' successful transition into college life by fostering connections between and among students, teachers, and the college community.
- 4) Provide examples of how this seminar provides intellectual richness through its assignments and assessments.
- 5) Explain how this seminar intends to strengthen students' information literacy.
- 6) Explain how this seminar will have meaningful written and oral components. Provide one or more examples of how this will be implemented.
- 7) One of the objectives of the FYI seminar is to foster an appreciation of the importance of civic engagement and promote participation in service learning activities. Explain and provide examples of how this seminar will accomplish this.
- 8) One of the objectives of the FYI seminar is to promote an understanding and appreciation of the liberal arts tradition and the General Education program at Millersville. Explain and provide examples of how this seminar will accomplish this.

Attachment #3

Resolution for Faculty Emeritus Status  
for  
William W. Moyer, Ph.D.

**Whereas Dr. William W. Moyer devoted 30½ years of exemplary service to Millersville University, from July 1977 until January 2008, including ten years as chair of the Psychology Department, and**

**Whereas Dr. William W. Moyer influenced the university and departmental curriculum through his service on departmental committees and the Academic Policies Committee when writing (W) courses first became an integral part of the General Education requirements and through his relentless efforts to modernize and sustain the laboratory and statistical components of the Psychology major, and**

**Whereas Dr. William W. Moyer wrote numerous articles, supervised many master's and undergraduate honors theses, and presented with his students papers at professional conferences—primarily the Eastern Psychological Association, and**

**Whereas Dr. William W. Moyer skillfully advised hundreds of Psychology majors and made comprehensible, and even enjoyable, to thousands of Psychology majors courses in Statistics and Research Design, and**

**Whereas Dr. William W. Moyer devoted countless hours of consulting and community outreach to the Lancaster Theological Seminary, the Public Defender's Office, Prospectus, Smith and Robson Forensic Engineers and Scientists, Community Services Group, and the Memtest Corporation,**

**Therefore be it resolved that the Psychology Faculty of Millersville University thank and congratulate Dr. William W. Moyer for making Millersville University and the community a better place and wish him continued success and much happiness, and**

**Be it further resolved that Dr. William W. Moyer be granted the title of Professor of Psychology Emeritus.**