

Faculty Senate Minutes
March 4, 2008

The meeting was called to order at 4:10 p.m. All departments were in attendance except Educational Foundations, Library, Philosophy and Social Work.

I. Minutes of previous meeting

Dr. Burns noted that the correct date for the visit from the Middle States liaison is April 11. The minutes of the February 19, 2008 meeting of the Faculty Senate were approved as corrected.

II. Report of the Faculty Senate Chairperson

Chairperson Börger-Greco shared a proposal from the administration to have a Saturday available for Monday classes missing due to the spring 2009 common calendar. [see Attachment #1] Senator A. Miller distributed a related memo outlining a possible 4-day exam schedule that would allow Monday during exam week to be used as the last day of classes. [see Attachment #2]

III. Report of the Student Senate President

Student Senate President Terenzoni noted the allocations process was continuing and that elections for officers are coming up soon. She also welcomed Dr. Breaux, the new vice president for student affairs.

IV. Report of the Graduate Student Association

None

V. Report of the Administrative Officers

President

President McNairy introduced Dr. Aminta Breaux, Vice President for Student Affairs. Dr. McNairy encouraged faculty to attend any of a number of events coming up on campus. She also noted that Reighard Hall, formerly the Inn at Millersville, is available for hosting summer events and conferences.

Provost

Provost Prabhu commented on an e-mail distributed by students regarding a planned anti-war walkout. He noted that the event was not endorsed by the Student Senate and that the administration is working with the students to identify other options that would not disrupt classes. It was noted that campus-wide e-mail announcements should only be distributed through the Provost's Office.

Associate Provost for Academic Administration

Associate Provost Burns reminded faculty that voting on university awards will be conducted soon and that department awards are past due. A comment was made that the short time allowed for nominations made it difficult to carefully consider potential nominees. Dr. Burns responded that he would look into this with the persons preparing the paperwork and also suggested that departments could work from previous guidelines to begin reviews earlier.

Dr. Burns announced the selection of *A Long Way Gone: Memoirs of a Boy Soldier* by Ishmael Beah for the 2009 common reading program. He also reminded faculty of the early warning pilot program and noted that notifications for feedback on students struggling academically would be coming out soon.

Concerns about the recent rash of burglaries and break-ins on campus were discussed. Dr. McNairy responded that locks have been changed but noted that it is important to be aware of vulnerabilities. She also indicated that installation of security cameras has been moved up and that students are being encouraged to be more aware and careful. A comment was made that implementation of an Honor Code at Millersville might positively impact such issues. It was pointed out that the perpetrators are not necessarily students and that criminals may specifically target campuses. A question was raised about installing cameras across campus. Dr. McNairy indicated that cameras are planned for academic buildings as funding is available in the budget. It was also noted that while faculty cannot reply to the distributed e-mail warnings, they may contact Student Affairs directly or report suspicious activity to Campus Police.

VI. Reports of the Faculty Senate Standing Committees

UCPRC

Senator White noted that several mailboxes were filled by the electronic distribution of course proposals. Senator A. Miller shared that another option to make course proposals available before each meeting is a Blackboard organization for Faculty Senate. Senators were asked to indicate their preference for a distribution mechanism. It was noted that an e-mail should still be sent to notify senators when courses are available on Blackboard. Dr. McNairy noted that Blackboard may not remain the course platform for PASSHE.

Dr. Prabhu indicated that Dr. Bill Archibald is representing faculty on the task force that will make this decision. Dr. White also commented that it may be beneficial to have e-mail addresses for various committees that could be transferred to new chairs along with archived documents.

First Reading

(1) CHANGE IN UNDERGRADUATE CURRICULUM

BIOL: BS in Allied Health Technology. Proposal to create a new degree in Allied Health Technology with options in Medical Technology, Nuclear Medicine Technology, Pre-Athletic Training and Respiratory Therapy.

(2) NEW UNDERGRADUATE COURSE

ANTH235: Historical Archeology, 3 credits, G3. Proposal to create a new course to study the methods and aims in historical archeology.

(3) CHANGE IN UNDERGRADUATE COURSE

CSCI450: Artificial Intelligence. Proposal to add the general education W label.

(4) NEW UNDERGRADUATE COURSE

ENGL272: Introduction to Writing Studies, 3 credits, G1, W. Proposal to create a new course to study major areas of scholarship related to the practice of writing.

(5) NEW UNDERGRADUATE COURSE

ENGL340: Visual Rhetoric, 3 credits, G1, W. Proposal to create a new course to study the use of visual design in communication.

(6) NEW UNDERGRADUATE COURSE

ENGL342: Reading and Writing for Civic Change, 3 credits, W. Proposal to create a new course to introduce the theory and practice of civic discourse as a means to effect change in communities.

(7) NEW UNDERGRADUATE COURSE

ENGL466: Writing Studies Seminar: Special Topics, 3 credits, W. Proposal to create a new course to investigate topics in writing studies theory.

It was noted that these four courses from English refer to a Writing Studies minor that has not yet been established.

Dr. White also reported that the W Sub-committee has been reviewing courses to determine whether they meet the passed guidelines but noted this does not guarantee the effectiveness of W courses. The following W recertifications were reported: CHEM341, CHEM342, ESCI329, HIST351, HIST352, HIST276.

Academic Policies Committee

Senator West distributed a proposed statement of the Academic Honesty Policy that represents a single, consistent policy for Millersville. [see Attachment #3]

Noonan

Chairperson Börger-Greco communicated that financial limitations on the Noonan Fund have drastically reduced maximum awards from \$500 to \$160. She urged anyone interested to consider donating directly to the Noonan Fund. Dr. Prabhu stressed that additional assistance for students is available from performance funding through the Graduate Studies and Research Office. He encouraged greater communication to ensure that eligible students are aware of all options. Dr. Börger-Greco noted that some important student activities supported by Noonan are not research.

Educator of the Year Award

Senator Rosenthal reported that the Joint Senate Conference is looking into implementing the selection process for the Educator of the Year Award next year.

VII. Reports of the Faculty Senate Special Committees

None

VIII. Proposed Courses and Programs

Second Reading

(1) CHANGE IN UNDERGRADUATE COURSE

SOCY303: Classical Sociological Theory. Proposal to change the pre-requisites to SOCY101 and 9 credits of SOCY courses at 200 level or higher was approved without dissent.

(2) NEW UNDERGRADUATE COURSE

UNIV103: First Year Inquiry Seminar, 3 credits. Proposal to create the core course structure for the FYI Seminar designed to introduce freshmen students to the process of intellectual inquiry as part of the Connections and Exploration area of the new General Education curriculum was approved without dissent.

(3) CHANGE IN UNDERGRADUATE CURRICULUM

ENGL. Proposal to make ENGL110 a pre-requisite for all 300- and 400-level English courses and ENGL110 or 110H a pre- or co-requisite for all 200-level courses except ENGL220 and ENGL230 was approved with one dissenting vote.

Discussion was held regarding the proposal for ENGL110/110H to become a pre-requisite for upper-level ENGL courses. Dr. Rosenthal specifically noted that inclusion of 110H is implied for 300- and 400-level courses. The need for students to have the writing experience of ENGL110 before taking 200-level courses was emphasized. However, the difficulty in implementing this for 200-level courses was again noted by the administration. Dr. Burns suggested that shifting more ENGL110 sections into the fall semester might help. Dr. Prabhu noted the importance of keeping students on track for completing their degrees in four years. A Mata motion to table the decision was made but not seconded, and no action was taken. Dr. White indicated that a vote by Faculty Senate should be based on the academic merit of the proposal.

(4) CHANGE IN UNDERGRADUATE COURSE

EDTE majors. Proposal to allow OSEH120 (G3) to be counted towards fulfillment of the G3 block. No action was taken.

Discussion was held regarding the form of this proposal which is now only applicable to a single course rather than the broader proposal approved previously at Senate. Senator Anna expressed the understanding in ITEC that only Senate approval of the switch to the single course was needed. Senators White and DiBartolomeis expressed concern that additional documentation of the unusual history was needed to clearly support the current proposal. A White/DiBartolomeis motion to consider the OSEH120 proposal in conjunction with the original proposal passed by Senate, the response from the Administration, a written statement from the Administration about the need for only Senate approval of the single-course format and a new course proposal cover sheet was approved without dissent. Dr. Anna agreed to return the proposal with the requested documentation.

IX. Faculty Emeritus

None

X. Weather Delays

Documents from Mathematics [see Attachment #4] and Chemistry [see Attachment #5] regarding possible options for changes to the Snow Delay/Cancellations policy were distributed.

A question was raised about whether the scheduled reading days could be used to make up classes missed due to a number of weather cancellations.

XI. Other/New Business

None

Meeting was adjourned at 5:47.

Respectfully Submitted,

Aimee L. Miller
Secretary of the Senate

Action Summary:

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Attachment #1

Draft: The “Missing Monday” 1/18/08

As a result of the adoption of the Common Calendar by PASSHE, the spring term of the 2008-09 academic year will be reduced by one week as compared to the same term in the 2007-08 academic year. Removing the extra days from the spring calendar results in having one fewer class meeting on Mondays than for the other weekdays. Since the Martin Luther King Jr. holiday falls on a Monday during the spring term but no classes are held that day. Therefore, we have only 13 Monday class days in the spring term, compared to 14 days for Tuesday through Friday classes (excluding finals week). At Millersville the missing Monday is problematic, especially for Monday night classes and other daytime labs, studio courses, or seminars scheduled only on Mondays.

It is entirely the prerogative of a faculty member to decide whether an class meeting, an out-of-class assignment, or another alternative will be required for Monday courses. The following alternatives are suggested:

1. Options for Monday daytime courses meeting between 8 and 5:
 - An additional class meeting may be scheduled. Saturday, (date TBD), has been reserved for faculty who want to schedule an additional meeting for a Monday course that meets during the day. ***In order to avoid conflicts, the make-up class must meet in the same room and at the same time on Saturday as it would on Monday.***
 - Additional assignments may be given in lieu of class time.
2. Options for Monday evening courses (starting at 5 p.m. or later):
 - An additional class meeting may be scheduled. Friday evening on (date TBA) has been reserved for faculty who wish to schedule another class meeting for Monday evening courses. ***Call the Registrar’s Office at 872-3771 to confirm your classroom reservation so that arrangements can be made for unlocking the building/room, heating/cooling, etc.***
 - Faculty teaching Monday evening courses may extend the regular meeting time per class so the actual in-class time equals 12.5 hours per credit hour (37.5 hours for a 3-credit course), excluding breaks. The revised meeting times should be submitted in advance for inclusion in the Web Schedule.

Examples:

MW 6-7:15 (3 credits) becomes MW 6-7:22 (add 7 minutes per class)

M 6-9 (3 credits) with two 15-minute breaks: a) eliminate 14 minutes of break, or b) keep the 15-minute breaks and add 14 minutes to the class time.

- Additional assignments may be given in lieu of class time.

All of the above options are at the discretion of the faculty; no additional class meetings are required. **Faculty who wish to schedule an additional class session must include this information in the course syllabus and inform students at the first class meeting.**

Attachment #2

Memo

Date: March 4, 2008

To: Faculty Senate

From: Aimee Miller, Chemistry

The PASSHE common calendar schedule for spring 2009 and following does not contain enough weekdays to accommodate all regular instructional days, 5 days of Spring Break and the Martin Luther King Jr. holiday. Many students work on weekends and faculty also often use weekends to complete course-related work.

While perhaps not ideal, the following is a proposal of how all instructional days could be retained on regular weekdays by compressing the final exam schedule into four days instead of five.

The current 5-day Finals Week schedule

	MON (5th)	TUE (6th)	WED (7th)	THR (8th)	FRI (9th)	SAT
8:00						Graduation
9:00	TR 11am	MWF 9am	MWF 7am	MWF 11am	MWF 10am	
10:00						
11:00	TR 4pm	MWF 1pm	MWF 2pm	MWF 3pm	MWF 4pm	
12:00						
1:00	TR 1pm		MWF 12pm	TR 2:30pm		
2:00						
3:00						
4:00	TR 8am	TR 9:30am		MWF 8am		
5:00						
6:00	Mon Eve	Tue Eve	Wed Eve	Thur Eve		

A possible 4-day Finals Week schedule:

	MON (5th)	TUE (6th)	WED (7th)	THR (8th)	FRI (9th)	SAT
8:00	Last Day of Classes					Graduation
9:00		MWF 9am	TR 8am	MWF 11am	MWF 10am	
10:00						
11:00		MWF 1pm	MWF 2pm	MWF 3pm	MWF 4pm	
12:00						
1:00		TR 11am	MWF 12pm	TR 2:30pm	TR 4pm	
2:00						
3:00						
4:00		TR 9:30am	TR 1pm	MWF 8am	MWF 7am	
5:00						
6:00		Tue Eve	Wed Eve	Thur Eve	Mon Eve	

Proposed Statement for Governance & Policies- Academic Honesty Policy

Academic Honesty Policy

Students of the University are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, to allow another person to commit, or assist another in committing an act of academic dishonesty, corrupts the essential process by which knowledge is advanced.

Actions that Violate the Academic Honesty Policy- *The below lists are for illustration only. They should not be construed as restrictive or as an exhaustive enumeration of the various forms of conduct that constitute violations of the academic honesty policy.*

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When an individual submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks or other accepted citation practices. By placing his/her name on a scholarly product, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism would thus include representing as one's own any academic exercise (e.g. written work, computer program, sculpture, etc.) prepared totally or in part by another. An individual will avoid being charged with plagiarism if there is an acknowledgment of indebtedness whenever one:

1. quotes another person's actual words;
2. uses another person's ideas, opinions, or theories, even if they are completely paraphrased in one's own words;
3. borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

These guidelines should be followed for all source types, including books, newspapers, pamphlets, journal articles, websites, and other online resources. *The above list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of plagiarism that constitute violations of the academic honesty policy.*

Fabrication

Fabrication is the falsification of research or other findings. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of fabrication that constitute violations of the academic honesty policy.*

1. Citation of information not taken from the source indicated.
2. Listing in a bibliography sources not actually consulted.
3. Inventing data or other information for research or other academic projects.

Cheating

Cheating is the act or attempted act of deception by which an individual tries to misrepresent that he/she has mastered subject matter in an academic project or the attempt to gain an advantage by the use of illegal or illegitimate means. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of cheating that constitute violations of the academic honesty policy.*

1. Copying from another student's test paper.
2. Allowing another student to copy from one's test paper.
3. Using the course textbook, or other material such as a notebook, brought to class meetings but unauthorized for use during a test.
4. Collaborating during a test with another person by receiving or providing information without the permission of the instructor.
5. Using or possessing specifically prepared, unauthorized materials during a test (e.g., notes, formula lists, formulas programmed into calculators, notes written on the student's clothing or person) that are unauthorized.

Academic Misconduct

Academic misconduct is the violation of University policies by tampering with grades or participating in the distribution of any part of a test before its administration. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of academic misconduct that constitute violations of the academic honesty policy.*

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test, including answers to an unadministered test.
3. Bribing, or attempting to bribe, any other person to obtain an unadministered test or any information about the test.
4. Buying, or otherwise acquiring, another's coursework and submitting it as one's own work, whether altered or not.
5. Entering a building, office, or computer for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
6. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test, on a "Change of Grade" form, or other official academic University record which relates to grades.
7. Entering a building, office, or computer for the purpose of obtaining an unadministered test.
8. Continuing to work on an examination or project after the specified allotted time has elapsed.

9. Taking a test or course for someone else or permitting someone else to take a test or course in one's place.
10. Giving or taking unauthorized aid in a take home exam, paper, or other assignment.
11. Submitting work for a class that was already submitted for another class, when unauthorized, or allowing another student to submit or copy from your previously submitted class work.

Actions which may be taken for violations of the Academic Honesty Policy.

When a faculty member suspects that a violation of the academic honesty policy has occurred, he/she will meet with the student to:

- a) discuss the alleged act;
- b) hear any defense the student may have;
- c) discuss any proposed academic sanctions;
- d) inform the student of his/her right to appeal faculty imposed sanctions to the department chair and/or dean of the school

Academic sanctions that may be imposed by the faculty member include:

- a) a verbal reprimand;
- b) a written reprimand;
- c) requiring the student to redo/resubmit the assignment, test, or project;
- d) lowering the grade for the assignment, test, or project

The above list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various sanctions that may be imposed by instructors for violations of the academic honesty policy. Academic sanctions that require a formal charge be filed with the Associate Provost for Academic Administration include:

- a) any sanction in excess of lowering the grade for an assignment, test, or project;
- b) failing the student for the course;
- c) recommending temporary or permanent suspension from the academic major or University.

Regardless of the level of academic sanction imposed or requested above, faculty members are encouraged to submit a report for each violation of the Academic Honesty Policy to the Associate Provost for Academic Administration. If more than one (1) such report is filed for a student, even in the case of sanctions imposed only by the faculty member, then the Associate Provost for Academic Administration will meet with the student to discuss these occurrences and possibly impose additional academic sanctions.

Confidentiality

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, any information relating to an alleged violation of the University's Student Code of Conduct or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty.

Current Governance & Policies Statement

Academic Dishonesty

Academic Dishonesty includes the following:

Plagiarism: The inclusion of someone else's words, ideas, or data as one's own work. When an individual submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or other accepted citation practices as well.

Plagiarism includes the presenting as one's own work:

1. A research paper bought from a term paper service;
2. A paper or other work wholly or partially done by someone else;
3. A passage copied from a book, article, or other source without giving credit to the author; or
4. A creative or mechanical idea copied without giving appropriate credit to the creator or producer.

Fabrication: The use of invented information or the falsification of research or other findings.

Cheating: The act or attempted act of deception by which an individual seeks to misrepresent that he or she has mastered information on an academic exercise.

Academic Misconduct: The violation of University policies by tampering with grades or taking part in obtaining or distributing any part of a test prior to its administration.

Further explanations and/or examples of academic honesty may be found in the Academic Honesty and Dishonesty Brochure.

Procedural Guidelines for Acts of Academic Dishonesty

When a faculty member suspects that a student has committed an act of academic dishonesty, the faculty member should follow the procedures outlined in the document, Academic Honesty and Dishonesty Brochure. In brief, the academic sanctions which may be imposed by the faculty member can be categorized as minor or major sanctions. Minor sanctions include oral or written reprimands, requiring the student to redo/resubmit an exam/assignment/project, or lowering the grade for an exam/assignment/project. If the faculty member believes that stronger (major) sanctions are warranted, than a formal charge must be filed with the Associate Provost for Academic Administration, who will conduct an administrative hearing as outlined in the Student Code of Conduct (**Note: Graduate students committing plagiarism will receive an F for the course and be subject to disciplinary action as provided in the Student Code of Conduct.**)

For all charges of academic dishonesty, a one-page report summarizing the academic sanction imposed by the faculty should be completed and filed with the Associate Provost for Academic Administration. More than one occurrence of academic dishonesty in the student's file will trigger a review of the student's record by the Associate Provost, who will recommend appropriate corrective action. This file will be destroyed following the student's graduation.

The faculty member is obligated to apprise the student of his/her right to appeal any faculty decision on academic dishonesty to the department chair or school Dean/Dean of Graduate Studies and Research. Any student who believes that he/she has been treated unfairly may also request a new (de novo) hearing before the University Judicial Board.

Attachment #4

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 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 2 hour delays

MWF Classes

Usual times	2 hour delay
8:00-8:50	10:00-10:35
9:00-9:50	10:45-11:20
10:00-10:50	11:30-12:05
11:00-11:50	12:15-12:50
12:00-12:50	1:00-1:35
1:00-1:50	1:45-2:20
2:00-2:50	2:30-3:05
3:00-3:50	3:15-3:50

TTH Classes

Usual Times	2 hour delay
8:00-9:15	10:00-11:00
9:30-10:45	11:10-12:10
11:00-12:15	12:20-1:20
1:00-2:15	1:30-2:30
2:30-3:45	2:40-3:45

Classes starting after 4:00 would have no change.

Attachment #5

Memo

Date: March 4, 2008

To: Faculty Senate

From: Aimee Miller, Chemistry

Course work missed because of inclement weather is still critical to the integrity of courses offered at MU. Faculty and students regularly work together to find mutually acceptable ways to reschedule or complete missed work. However, the current MU Policy on Snow Delays/Cancellations does not address the issue of completing missed work and creates confusion among students and faculty about whether this is “allowed.” Some faculty include a statement on their course syllabi to clearly indicate how missed work is handled in their course and find this works well for them and their students. However, I would like to emphasize that mutual respect for the schedules of students, faculty and colleagues is essential.

Based on this, I would like to propose that a statement be added to the policy to encourage faculty to add this information to their syllabi and to remind students to check for details relevant to individual classes.

Because of the significant impact of the policy as stated on lab/studio classes that meet for extended schedules, I would also recommend that the class schedule be resumed in-progress at the time of opening. This would minimize the impact of a delay on many courses and could reduce the need for rescheduling missed work.

MU Policy on Snow Delays/Cancellations (from MU website 3/4/08)

In the event of inclement weather, Millersville University may either be closed or announce a snow delay. If a snow delay is announced, ~~classes scheduled to begin before the designated time will be canceled. Classes that start at or after the announced time will meet in their entirety at the regular meeting time. For example, if the snow delay is for classes to begin at 10 a.m., any courses that normally begin before 10 a.m., regardless of the end time, would be canceled for the day.~~

REPLACE: the regular class schedule will resume at the announced opening time. For example, a class scheduled to meet from 9:30-10:45 would meet from 10:00-10:45 in the case of a 10 am opening. Classes that begin meeting at 10 a.m. or thereafter would meet as usual at the regular time. Millersville does not use a shortened class meeting schedule during a snow delay.

In the event that the University closes due to inclement weather, all classes and University offices will close at the announced time. For example, if the University announces that it will close at 5 p.m., any class beginning at or after 5 p.m. or any class in session at the time would be dismissed or canceled for the day at 5 p.m.

ADD: Students should consult course syllabi regarding individual faculty plans for making up class work missed due to inclement weather.