

**Faculty Senate Minutes
September 15, 2009**

The meeting was called to order at 4:07 p.m. All departments were in attendance except Academic & Student Development, Business Administration, and Interdisciplinary Studies.

I. Minutes of previous meeting

The minutes of the September 1, 2009 meeting of the Faculty Senate were approved as corrected.

II. Report of the Faculty Senate Chairperson

None

III. Report of the Student Senate President

Student Senate President Wrobel reported on collaborative efforts by student organizations. She announced that advisors of groups needing emergency allocations should contact Student Senate Treasurer, Joe Muller. She also announced two new programs, Adopt-A-Sidewalk and Wiener Wednesdays.

IV. Report of the Graduate Student Association

Graduate Student Association Representative Randolph announced efforts to get feedback from graduate students through pizza lunches.

V. Report of the Administrative Officers

Associate Provost for Academic Administration

Associate Provost Burns reminded faculty of the Woodsen lecture, new University Theme banners, the first Open House event, and CAE sessions on writing and revision strategies. He also reminded ART, BUAD, PHIL, PSYC, SPED, and Women's Studies that P-course recertification documents are due December 1.

Several senators expressed concern over significant problems with online access and the resulting loss of student and faculty work and data. A request was also made for improved maintenance in campus computer labs.

Interim Assistant Provost

Assistant Provost Redmond requested that faculty make use of the Early Intervention System. It was noted that feedback on student athletes will be forwarded to Anthony Grant.

Student Services, Inc.

Student Service, Inc. gave a presentation on their efforts to provide online linked textbook information for Millersville courses. This system supports Millersville's compliance with the federal Higher Education Opportunity Act. The need for faculty to provide textbook ordering information by deadlines was emphasized. For example, orders are needed by October 19 for registration in November. It was recommended that textbook lists on departmental websites be replaced with a link to this system and that each department have a designee who would enter all textbook order information.

Dr. Burns highlighted that the federal law requires posting of the best information available. Faculty expressed concern about information being available only a through link to SSI. Several senators also reported that course material from foreign sources and earlier editions of textbooks are not available through SSI.

Provost

Provost Prabhu noted that a budget presentation was made to departmental chairs and would be available soon to the entire campus. He also mentioned an article on program consolidation in the September 18, 2009 edition of *The Chronicle of Higher Education* that highlights PASSHE.

VI. Reports of the Faculty Senate Standing Committees

UCPRC

Senator Smith distributed a memo outlining guidelines and deadlines for submitting course proposals to UCPRC. [see Attachment #1] She also noted that UCPRC is working to make related documents and information available online. It was noted that the MU Online Advisory Committee is working to make DL approvals based more on pedagogy rather than the current link to specific instructors.

VII. Reports of the Faculty Senate Special Committees

None

VIII. Proposed Courses and Programs

GERC

Revisions to the GERC bylaws document will be considered at the next meeting.

IX. Faculty Emeritus

A Banks/Luek motion that Professor Jean Bradel be granted the honorary title of Associate Professor of Music Emerita was approved without dissent. [see Attachment #2]

X. Elections

Nominations were accepted from the floor for vacant seats. A Miller/Hendrick motion to close nominations and cast a unanimous vote for each unopposed candidate was approved without dissent.

XI. Other/New Business

None

Meeting was adjourned at 5:05 p.m.

Respectfully Submitted,

Aimee L. Miller
Secretary of the Senate

Action Summary:

The minutes of the September 1, 2009 meeting of the Faculty Senate were approved as corrected.

A Banks/Luek motion that Professor Jean Bradel be granted the honorary title of Associate Professor of Music Emerita was approved without dissent.

Nominations were accepted from the floor for vacant seats. A Miller/Hendrick motion to close nominations and cast a unanimous vote for each unopposed candidate was approved without dissent.

Attachment #1

To: University Faculty
From: Carrie L. Smith, Chair, Undergraduate Course and Program Review Committee
(UCPRC)
Re: Meeting schedule and deadlines for proposals, 2009-2010

Forms will be updated as needed throughout the semester. Please make sure to use the updated forms when beginning the process by checking:

<http://www.millersville.edu/~fsenate/Forms/courseapproval.html> and/or

<http://www.millersville.edu/~gened/>

We are currently working on the UCPRC website – stay tuned.

General Requests:

- Please have **page numbers** on ALL proposals to facilitate discussions and presentations.
- In order to help this year's proposal process go smoothly and to meet the schedule of the Senate, please see the schedule of UCPRC meetings for the 2009-2010 year on page 2.
- Please note that proposal delivery to UCPRC chair is the responsibility of the proposal representative. Depending on the type of proposal, there may be different requirements regarding what is sent. Please read the requests below carefully in order to facilitate the approval of your proposal(s) and minimize the amount of time spent on clarifications.
- All electronic documents for ALL types of proposals should be sent to the UCPRC mailbox: UCPRC@millersville.edu.
- All paper correspondence should be directed to the Chair of UCPRC, Carrie L. Smith, Sociology/Anthropology Department, Susquehanna House. If you have a logistical question that needs a quick response, it is best to send an email to carrie.smith@millersville.edu.
- Unless there are extenuating circumstances, all courses are considered in the order in which they are received. This can mean more than a month to get on the agenda of UCPRC. Please plan ahead.
- **IMPORTANT NOTE: For ALL proposals, the original signed cover page of the proposal WITH original INK signatures MUST** be received by Carrie L. Smith, SOCY/ANTH, UCPRC Chair PRIOR to any consideration or scheduled presentation.

General Directions for submitting electronic and paper copies of all proposals:

I. Academic Proposals, Course Proposals (including NEW courses seeking a W, P, or D label and EXISTING courses converting to DL format)

- 15 paper copies (2-sided please) sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair, Susquehanna House.
- In addition, original copy of the proposal cover page WITH signatures sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair (proposals will NOT be placed on the committee agenda until the original copy with ink signatures has been received.)

- o **WHEN** approved by UCPRC – the original signature page will be signed and returned to the proposer. Any recommendations can then take place electronically.
- o An electronic version (.pdf only please) of the proposal will then need to be sent via email (including the scanned cover sheet WITH ALL signatures) needs to be sent to UCPRC@millersville.edu. You will also be asked to make an additional 6 paper copies of the entire proposal (2-sided please) that the department Senator must deliver to the Secretary and/or Chair of Senate.

II. W-recertifications from previous year (deadline for submission: November 15, 2009), P-recertifications (deadline for submission: December 1, 2009) – This is the process for courses that have ALREADY been approved with the appropriate Gen-Ed Label and are simply following the expedited review process. If this is a new course, then see I.

- An electronic version (.pdf only please) of the proposal via email to UCPRC@millersville.edu (including scanned cover sheet WITH prior signatures). Make sure that you attach a syllabus, and address all items on the evaluation form. Note that the P-recertification form will be shared online as soon as it is available.
- Original copy of proposal cover page WITH signatures sent to Carrie L. Smith, SOCY/ANTH, Susquehanna House, UCPRC Chair (proposals will NOT move on to subcommittees without the original copy).

III. Add a D-Label to an Existing Course (deadline for submission: March 1, 2010)

- An electronic version (.pdf only please) of the proposal via email to UCPRC@millersville.edu (including scanned cover sheet WITH prior signatures). Make sure that you attach a syllabus, and address all items on the form.
- Original copy of proposal cover page WITH signatures sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair (proposals will NOT move on to a subcommittee without the original copy.)

IV. FYI Seminars (deadline: December 1, 2009):

- 8 paper copies (2-sided please) sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair
- An electronic version (.pdf only please) of the proposal via email to UCPRC@millersville.edu (including scanned cover sheet WITH prior signatures). Make sure that you attach a syllabus, and address all items on the form.
- Original copy of proposal cover page WITH signatures sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair (proposals will NOT move on to a subcommittee without the original copy.)

Special Note: ALL course and program proposals that are intended to be in place for the Fall 2010 semester should follow the timeframe indicated below.

- Presentation to UCPRC no later than March 22nd 2010 (vote to occur on tentatively scheduled March 30th 2010 meeting or electronically).
- If approved by UCPRC,
 - o 1st reading at Senate no later than April 5th, 2010.
 - o 2nd reading and vote at Senate no later than April 19th, 2010.
- If not approved by UCPRC by March 30th 2010, the course or program proposal will not be able to be put into place for the Fall 2010 semester.

Tentative UCPRC Meeting Calendar 2009-2010

2nd and 4th and 5th (as needed) Tuesdays, 4:00pm-5:45pm

Location: McComsey Hall 308

Fall 2009

- September 8
- September 22
- September 29 (if needed)
- October 27
- November 10
- November 24
- December 8

Spring 2010

- January 26
- February 9
- February 23
- March 23 (deadline for presentation to allow for Senate approval by April 20)
- March 30 (if needed)
- April 13
- April 27

All UCPRC sub-committees will meet as membership permits – requests for changes will be made to proposal representatives from the sub-committee chairs from UCPRC. The official vote of UCPRC will be sent by the Chair of UCPRC via email to representatives and announced at Senate.

Each representative is responsible for following through on committee requests, providing proper documentation, and informing other members of your department, including department chairs and curriculum committees (as required).

**A Proclamation
from the Music Department Faculty
of Millersville University**

Whereas Professor Jean Bradel first began her professional career at Millersville University in 1978 as Instructor of Voice, and has served the university for over thirty years as an artist-teacher of voice in the Department of Music, having been promoted to the rank of Associate Professor in 1999, and

Whereas Professor Bradel has, with distinction, taught additional courses for the department, including Language of Music, Survey of American Music, and The Singing Voice in Musical Theatre, and

Whereas Professor Bradel has performed innumerable times in departmental concerts, including both solo recitals and as soloist with our symphonic band, orchestra, and choral ensembles, and

Whereas Professor Bradel has also coordinated vocal workshops and recitals given on campus by outside professionals, and

Whereas Professor Bradel has during her illustrious career at Millersville taught over eight hundred voice students, who have sung in over three thousand recitals on campus, and

Whereas Professor Bradel has cultivated donors to the Music Department, and has had a vocal scholarship endowed in her honor, and

Whereas Professor Bradel has had a distinguished singing career outside of her work at the university both here and abroad, including more than one hundred solo performances with orchestra and eighty solo vocal recitals, in addition to nearly two hundred operatic performances encompassing fifteen different roles as an internationally acclaimed soprano in Austria, Germany, Switzerland and Italy, and

Whereas Professor Bradel has maintained a private vocal studio in addition to her work at the university, and has had students both from her university studio and her private studio attain high levels of professional achievement including international solo performances and leading roles on Broadway, and

Whereas Professor Bradel has been an active member for many years of the National Association of Teachers of Singing, and has served as President of the Allegheny Mountain Division, and

Whereas Professor Bradel has in every way distinguished herself in all of her professional activities, both on and off the Millersville University campus, and has brought great honor to both the Department and the University, therefore

Be It Resolved that the Music Department Faculty of Millersville University, both individually and corporately, express our most sincere admiration and appreciation for the high standards of professionalism, both in pedagogy and performance, that Professor Jean Bradel has brought to Millersville University, and we express to her our very best wishes as she retires from her responsibilities at the University.