

# MINUTES

## FACULTY SENATE MEETING

21 FEBRUARY 1995

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Chairperson D. Ediam called the meeting to order at 4:05 p.m. in Chryst Hall, Room 210. All departmental senators attended except Political Science. C. Coveleski, J. Haugh, E. Kobeski and H. Tang attended for the student senate while M. DiNofia attended for the Snapper.

### Minutes

Senate approved the 7 February 1995 meeting minutes with the following changes: Chairperson D. Eidam submitted changes for the Report of the Vice-President for Academic Affairs on page 3701. On page 3701, second paragraph, last sentence, change "MU is trying to get the faculty an infrastructure in the departments." to "MU is trying to build more support for the faculty." In the third paragraph, last sentence, change "MU does not have a way to bring in, retain, and graduate students without pain in some departments." to "Institutional Research will enable the University to admit, retain, and graduate students and also minimize pain in some departments." Finally in the last paragraph of the Vice-President's report, delete the last sentence, "MU wants to make more sense out of what it does in the academic affairs division." Also on page 3703, University Course and Program Review Committee Report, for the course PSCI 231, strike out the words "...Liberal Arts Core Course..."

### Reports

#### Chairperson's Report

Chairperson D. Eidam recognized several senators who requested changes in today's agenda. Senator F. Erickson asked that senate withdraw Item XIII from the agenda. Senator R. Wismer asked that senate place Item XI ahead of Item X. Senator B. Nakhai asked that senate place Item XII ahead of Item X. Senate agreed to all changes. Finally Eidam submitted two reports (see Attachments A and B).

#### Student Senate

Substituting for student senate president, J. Haugh, E. Kobeski greeted senators. He said that last week, student senate had two referendums involving revisions to its constitution. If anyone would like to see the revisions, Kobeski can arrange to send them. The shuttle bus referendum passed.

Student senate held committee elections at its last meeting; it will notify senate committee chairpeople of their new student members. Last week was the first meeting of the Spring semester with the Board of Student Governor Presidents. MU sent three members; two attended the Chancellor's meeting.

## **Administrative Officers**

### **Associate Provost for Academic Administration**

Associate Provost for Academic Administration J. Stager prepared and distributed two reports (see Attachments C and D). They concern tables about enrollment, average class size, number of sections, etc. Please share the information with the departments. Some of the highlights follow.

The total Spring semester enrollment is 7143 students although that number is not final. MU froze the data last Friday, but still must do more editing. The enrollment is up from last year. Last year's 400 student drop overall caused a financial impact on the University. The graphs indicate that we are recovering from the impact.

MU is still concerned about the decline in part time enrollments. A look at the chart on page 7 in the reports (Attachment C) shows the history of part time enrollments in the Fall and Spring for undergraduates. It includes downtown and on campus students. There has been a steady decline for some years especially for the last three years. However, the decline this Spring is less severe than it had been. The ACE program with its 200 students is helping out although some of those students would have attended MU anyway as part time students. MU needs to develop some policies and procedures to recover more part time students.

MU also needs to recover more summer school students. Summer enrollments over the last five years have declined steadily. We need to market Summer School more aggressively. MU's funding is based on the academic year FTE. Full time equivalent students represent the total credits taken in the Fall and Spring semesters divided by 30. Students take 15 credits in the Fall and Spring; 30 credits are a full time load on the average.

The Fall FTE is always higher than the Spring because the Fall enrollment is always about 400 higher than the Spring. The charts show that 25 year history. The academic year FTE is somewhere in-between. Board of Governors policy constrains us in that we cannot exceed enrollments bands of the academic year FTE. We cannot go higher than 5743 nor lower than 5293 or our funding is adversely affected. We aim to get the academic year FTE up as high as possible, but still below the upper enrollment band. The goal is to raise the 5532 that exists this year up to 5743. Another 200 FTE students would maximize our revenues.

The second packet (Attachment D) is a 7 year history of the number of sections, seats, and average class size. Stager can, if you would like them, produce similar graphs for every department. For sections, notice that the number that MU has offered in the Fall and Spring have steadily increased for the past three years. For seats, every student takes five seats approximately per semester. MU generates about 27,000 on campus seats in any one Fall semester. The seats do not include independent study and special instruction classes. Divide the number of seats by the number of sections to get the average class size. the average class size is lower in the Spring than it is in the Fall.

When questioned about the MU calendar, Stager said that in the Fall of 1997 there is a possibility that classes might start after Labor Day. Commencement would be Sunday, December 21, 1997. Grades would be due 24 December at 4 PM.

### **Acting Assistant Provost for Academic Affairs**

Acting Assistant Provost for Academic Affairs K. Gregoire distributed a resport (see Attachment E). She said that over Spring break on Thursday and Friday, there will be a statewide general education conference. Millersville participated in putting together the conference. MU can have 10 people there. MU already has some people from the General Education Committee who have expressed an interest in attending. If you are interested in attending, please contact her.

### **Committee Reports**

#### **University Course and Program Review Committee**

Committee chairperson C. McLeod introduced one course under the one meeting rule:

**BIOL462:** Molecular Biology, an existing three credit hour course now requesting four hours credit effective Fall, 1995, if approved.

#### **General Education Review Committee**

General Education Review Committee chairman R. Wismer said the committee met last Tuesday. It is examining various definitions of courses. The committee will assemble for an extended weekend meeting in March. It will strive to formulate some questions for senate because it needs more senate guidance. It does not want to waste senate's time.

#### **University Theme Committee**

University Theme Committee chairperson J. Piperberg said the committee had received four proposed themes for the 1997-1998 academic year. The committee will attempt to meet with the individual theme proposers.

Piperberg mentioned some theme events for this semester. Tonight's event is the second part of the nuclear energy series. The speaker will discuss superconductivity high level nuclear waste. Future events include: on March 10 a specialist from NASA will talk about space films. On March 14 at 8 PM in Myers Auditorium, there will be a talk on low level nuclear wastes. The theme committee will assist the Sociology/Anthropology Department in bringing to campus and publicizing a speaker, Cyril Wecht, a forensic specialist. He will speak on March 28 although Piperberg did not know the exact time nor location.

### **Cooperative Education Committee**

Cooperative Education Committee chairperson, W. Dorman, said the committee will meet tomorrow at noon in the SMAC and will schedule another meeting later in the semester.

### **Faculty Grants Committee**

Faculty Grants Committee chairperson, R. Fulmer, reminded senators that the deadline for applications for faculty grants is March 1, 1995.

### **Proposed Courses**

Under the one meeting rule, senate approved four courses:

**ELED371:** Teaching Gifted and Able Students, an existing three credit hour non-General Education Course adding a Writing (W) label in the Spring of 1995.

**EDUC430:** Teaching Reading Through Writing, an existing three credit hour non-General Education Course adding a Writing (W) label in the Spring of 1995.

**PSCI231:** "Classics in Political Theory," an existing three credit course requesting General Education designation retroactive to the Fall of 1994.

**BUAD455:** Strategic Management, an existing three credit hour non General Education course adding a Writing (W) label retroactive to the Fall of 1994.

### **Business**

## **Elections**

Chairperson D. Eidam called for nominations for a School of Social Science replacement representative to the Academic Policies Committee to fill a term that ends August 1995. The nominee could not come from the Sociology/Anthropology department since S. Casselberry now serves on the committee. Senator R. Fulmer nominated A. Gantt from the Social Work Department. With no other nominations seat elected Gantt by acclamation.

## **General Education Review Committee Proposal**

The General Education Review Committee proposed that CQ courses be separated into C and Q courses (see Attachment D of the 1 November 1994 minutes). Committee chairperson R. Wismer spoke in favor of the motion. He said the current practice puts two categories (C and Q) into one category (CQ). He said that the committee is not contemplating proposing any requirements that students must have two C and two Q courses. After more debate, senate passed the motion.

## **Proposal for an International Business Certificate Program and Revisions to the BS Secondary Education Social Studies Major**

Senate considered a proposal for an International Business Certificate Program to be first offered in the Fall 1994. See B. Nakhai for the proposal. He spoke in favor of the proposal; it requires 18 credits of interdisciplinary courses mainly in social sciences. It has already recruited students. He listed the three components: Business and Economics, foreign language, and Liberal Arts. The motion passed.

Next senate considered revisions to the BS Secondary Education Social Studies major to be first offered Fall 1995. See C. Geiger/H. Fischer for the proposal. Senator C. McLeod spoke for the proposal. Under the revision he said a department would become the major and social studies would become an option. Senator S. Luek noted the University does not have a separate Department of Social Studies. After considerable discussion, Senator R. Fulmer noted he was hearing three different issues. A R. Fulmer/O. Iglesias motion to postpone action on the proposal until two senate meetings from now passed. Senate will consider the proposal at the first meeting after the Spring Break.

## **Motion Concerning Completion of the Major**

Senate resumed debate on the Admission to-, Retention-in-, and Completion of the Major policy motions (see Attachment F for the chairperson's latest amended statements of the first two motions). Since senate vice-chairperson S. Luek and chairperson D. Eidam wished to speak to the

motions, senator B. Nakhai volunteered to preside temporarily.

Senate resumed debate on the Admission to the Major motion first at the point where it adjourned at the last meeting. The D. Hutchens/R. Wismer amendment would delete the sentence, "Admission to the major must be based on multiple selection criteria." from the motion. Senator D. Hutchens said some senators object to the lack of meaning of the words "...multiple selection criteria." Senator G. Yelagotes said the multiple selection criteria needed to be spelled out.

G. Yelagotes/D. Eidam moved the previous question. Parliamentarian C. Scharnberger said that the Yelagotes/Ediam motion required a two-thirds majority vote and was not debatable. Scharnberger said the previous question comprised the Hutchens/Wisner amendment and the Admission to the Major motion. If the Yelagotes/Eidam motion passed, it would force an immediate vote on the amendment and main motion. The Yelagotes/Eidam motion failed by one vote, 15 in favor to 9 against.

Debate on the Hutchens/Wisner amendment continued. After considerable debate, senate passed the amendment. Debate on the Admission to the Major motion as amended resumed. To be consistent with other sentences in the motion, senate consented unanimously to adding the words "special" to the sentence, "All (special) departmental admissions requirements must be in writing and kept constant." A C. Stameshkin/M. Margolis motion to move the previous question passed with more than the required two-thirds majority. The Admission to the Major motion then passed.

Chairperson D. Eidam replaced temporary chairperson B. Nakhai. Senate began debate on the second motion, Retention in the Major, as amended and as stated in Attachment F. It resumed debate at the point where it adjourned at the last meeting. D. Hutchens/B. Nakhai had moved to amend the main motion to delete the fifth paragraph beginning "A Student who has met..." The Hutchens/Nakhai motion to amend passed.

Senate returned to the main motion as amended. B. Nakhai/R. Wismer moved to amend by changing the second paragraph of the motion as follows: In the first sentence change the word "...new..." to "...additional..." Senate consented unanimously to the change. Senate then passed the Retention-in-the-Major motion.

Senate returned the third motion, Completion of the Major, to the agenda for the next meeting. It also returned BS Secondary Education Social Studies Major to the agenda until the first meeting after the Spring break. Senate adjourned at 5:40 p.m. The next meeting will be Tuesday, 7 March 1995, from 4:05-5:45 p.m. in Chryst 210.

Respectfully submitted,

Marvin Margolis, Secretary  
Faculty Senate

## Action Summary

21 February 1995

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### 1. Course Approvals

**ELED371:** Teaching Gifted and Able Students, an existing three credit hour non-General Education Course adding a Writing (W) label in the Spring of 1995.

**EDUC430:** Teaching Reading Through Writing, an existing three credit hour non-General Education Course adding a Writing (W) label in the Spring of 1995.

**PSCI231:** "Classics in Political Theory," an existing three credit course requesting General Education designation retroactive to the Fall of 1994.

**BUAD455:** Strategic Management, an existing three credit hour non General Education course adding a Writing (W) label retroactive to the Fall of 1994.

### 2. Elections

Senate elected A. Gantt as a School of Social Science replacement representative to the Academic Policies Committee to fill a term that ends August 1995.

### 3. General Education Review Proposal

Senate approved the separation of CQ course designations into separate C and/or Q categories.

### 4. International Business Certificate Program

Senate approved an International Business Certificate Program to be first offered in the Fall of 1994.

### 5. Motions Concerning Admission to- and Retention in the Major Policy

Senate amended the Admission to the Major motion to eliminate the sentence, "Admission to the major must be based on multiple selection criteria." It also added the word "special" to the next sentence, "All (special) departmental admissions requirements must be in writing and kept current." It passed the amended Admission to the Major motion. Senate amended the Retention-in-the-Major Policy motion by changing the word "new" to "additional" in the second paragraph of the motion. It passed the Retention in the Major motion.

## Attachment E

### Faculty Senate Minutes

*21 February 1995*

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TO: General Education Review Committee  
Academic Outcomes Assessment Committee  
Don Eidam, Faculty Senate Chairperson

FROM: Dr. Kathryn Gregoire, Acting Assitant Provost

DATE: February 15, 1995

RE: General Education Conference

As part of a SSHE Priorities grant in which MU is a participant, all state schools will be coming together for a conference on General Education. As a participating school, MU may send 10 people. All expenses will be paid by the grant and the assessment budget. As outlined in the attached schedule, the conference will begin with a reception Wednesday evening March 22, and run through Friday noon, March 24, 1995. Reservations will be made for you. I will coordinate travel arrangements.

You were selected to receive this invitation because of your involvement in General Education. If you know someone who is interested but did not receive this invitation, please submit their name to me.

Please call (871-2145), write (Executive Center), e-mail (kgregoir@MU3.millersville.edu), or FAX (871-2251) me ASAP (or by February 21, 1995).

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State System of Higher Education  
General Education Conference

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March 22-24, 1995  
Nittany Lion Inn  
State College, PA

#### **Wednesday, March 22, 1995**

8:00 p.m.-10:00 p.m. Opening Reception for Conference Participants

#### **Thursday, March 23, 1995**

8:00 a.m.-8:45 a.m. Registration/Continental Breakfast

8:45 a.m.-9:00 a.m. Introduction

#### *General Education at Four State System Universities*

9:00 a.m.-  
9:30 a.m. Clarion University Presentation

9:45 a.m.-  
10:15 a.m. Indiana University Presentation

10:30 a.m.-  
11:00 a.m. Millersville University Presentation

11:15 a.m.-  
11:45 a.m. Shippensburg University Presentation

12:00 p.m.-  
1:45 p.m. Lunch/Keynote Speaker--Dr. David Hiley  
*"General Education and Intellectual Renewal"*

Group Discussion Topics include General Education and  
*Teaching Innovation*

2:00 p.m.-  
3:30 p.m. *Basic Skills & Competencies (Writing, Mathematics)*  
*Values, Diversity*  
*Course Drift*  
*Funding and Faculty Development*

3:30 p.m.-  
4:00 p.m. Break

4:00 p.m.-  
5:00 p.m. General Discussion--Brief Report of Groups

**Friday,  
March 24,  
1995**

8:00 a.m.-  
8:45 a.m. Continental Breakfast

8:45 a.m.-  
10:15 a.m. *Discussion: Implementation Strategies, Planning Strategies, Assessment,  
Advising, and the Marketing of General Education to Students, Parents, and  
Faculty*

10:15 a.m.-  
10:45 a.m. Break

10:45 a.m.-  
11:30 a.m. Consultant

11:30 a.m.-  
12:00 p.m. Wrap Up

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*State System of Higher Education*  
**General Education Conference**  
March 22-24, 1995

Name:

Institution:

Please indicate which topics you are interested in participating in or leading a discussion, as well as any special requests. *For each topic please indicate your priority; i.e. Basic Skills, 2. Values, Diversity 1, etc.*

**Thursday, March 23, 1995**  
**Discussions**

Topics	Participant	Lead Discussion	Audio-visual Needs	Other Requests
Teaching Innovation				

Basic Skills & Competencies

Values, Diversity

Course Drift

Funding & Faculty

Development

**Friday, March 24, 1995**

**Discussions**

Implementation Strategies

Planning Strategies

Assessment

Advising

Marketing of General Ed

If you have any dietary or other needs during this conference, please list below.

## Attachment F

### Faculty Senate Minutes

21 February 1995

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2/21/95

Senate <-- DAE

#### ADMISSION-TO-THE-MAJOR

##### Current policy

If special requirements for admission to the major are established for students entering the University, either as freshmen or as transfer students, there must also be a specification of requirements for the declaration of the major for current Millersville University students. Admission requirements for current students should state criteria, if any, related to performance in University courses.

Proposals for special requirements for admission to the major program must be forwarded to the School Curriculum Committee, then to the Undergraduate Course and Program Review Committee and will be added to the University catalog.

##### Main motion on floor

Substitute the following:

Special requirements for admission to the major may be established by departments for students entering the University as freshmen or as transfer students, and for current Millersville University students declaring a major.

*Admission to the major must be based on multiple selection criteria.*

All department admissions requirements must be in writing and kept current.

Proposals for special departmental requirements for admission to the major must be approved by the appropriate School Curriculum Committee, the Undergraduate Course and Program Review Committee, and the Faculty Senate. Approved requirements for admission to the major must be promulgated in the University catalog.

##### Hutchens-Wismer amendment

Delete text in italics.

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#### RETENTION-IN-THE-MAJOR

##### Current policy

Departments may review overall student performance for retention in the major. Any

program having retention-in-the-major requirements must first review student majors' progress no later than the semester following the completion of 60 hours. If a student has not met the retention-in-the-major requirements, he/she will be notified by the department that he/she has been placed on probation in the major status for one semester. The student's department will specify what the student must achieve that semester to be continued in the major. If the student is not successful in meeting the requirements during the probationary semester, he/she may be removed from the major at the option of the department.

Retention-in-the-major proposals must be forwarded to the School Curriculum Committee then to the Undergraduate Course and Program Review Committee and finally to the Faculty Senate for approval. Approved requirements will be added to the University catalog.

### Main motion

Substitute the following:

All departmental retention requirements must be in writing and made available to all majors at the time of admission to the major. Changes in the retention criteria must be available in writing on a timely basis.

Students who have earned no more than 75.0 s.h. but have completed at least 1/4 of the required courses in the major may register for new courses in the major only if they have met the departmental retention requirements. Departments have the option to substitute for the required courses in the major an equivalent number of selected courses. These include required-related courses for the major, electives in the major, and/or identified General Education courses.

In exceptional cases where students have earned more than 75.0 s.h. but less than 1/4 of the required courses in the major, the departmental retention requirements must be met when 1/4 of the required courses in the major, or the equivalent number of selected courses, have been completed.

Failure to meet departmental retention requirements may result in dismissal from the major.

*A student who has met the departmental retention requirements at the time of review thereafter cannot be dismissed from the major for reasons based solely on GPA unless the student fails to meet the minimum Millersville University requirements for completion of the major. If a student's performance after the retention is found to be unsatisfactory for reasons other than GPA, departments have the right to dismiss the student from the major pending a second departmental review and a two-thirds majority vote of faculty members in the department.*

Proposals for special department requirements for retention in the major must be approved by the appropriate School Curriculum Committee, the Undergraduate Course and Program Review Committee, and the Faculty Senate. Approved requirements for retention-

in-the-major must be promulgated in the University catalog.

Hutchens-Margolis amendment

Delete text in italics.