

MINUTES

FACULTY SENATE MEETING

7 May 1996

Minutes

Senate approved the 16 April 1996 meeting minutes with the following corrections: on page 3987, Undergraduate Course and Program Review Committee, under HUMN 302: change "...Spring of 1977..." to "...Spring of 1997..." Additional corrections are given on Chairperson D. Eidam's 26 April 1996 memorandum to the senate (see Attachment A). There were two corrections to today's Agenda: under Section VIII, Proposed Courses and Programs, change HUMN 302 from "...Spring 1977..." to "...Spring of 1997." Under HPED350, change "...Spring 1996..." to "...Fall 1996..."

Reports

Chairperson's Report

Chairperson D. Eidam announced that he had previously (26 April 1996) circulated to senators a revised agenda and correction to the 16 April minutes (see Attachment A). Since Dean A. Hoffman is in Harrisburg, the Class Schedule Audit Task Force will defer its report from today until the 11 July 1996 senate meeting. Senate's next (Summer) meeting will be 4:05-5:45 PM, Thursday, 11 July 1996, in Roddy Science Center, room 137.

Undergraduate Course and Program Review Committee Chairperson, T. Woo, has announced that she intends to resign. Senate R. Fulmer will also resign from senate and the general education committee because he will be elsewhere next year. During the Fall election meeting (3 September 1996), senate will additionally vote on replacements for the chairperson of the UCPRC and for Fulmer. Last week Eidam sent a form listing senate committee vacancies to individual faculty members on campus. Senators can use the form to nominate and submit written documents in support of candidates for open senate positions.

Eidam will make corrections to the nominations form and send it to all faculty in late August (at least the week before the semester begins). Nominations and statements have already arrived. Either the nominator or the nominee can submit the supporting statements. The nominations and supporting statements may be hard copied or emailed to the chairperson. In the mailing that Eidam sent senators between meetings (see Attachment A), he listed some of the recommendations that are pending and one that needs to be added, an Archeology minor and option.

Eidam received annual reports from some committees but not all. If he does not receive the missing ones in a few days, he will send out a delinquency notice. Eidam also sent a blank disk asking committee chairs to please put their reports on disks, either MAC or PC, Word or WordPerfect. Senator M. Warmkessel will place the reports on senate's WWW homepage. It will be a great help to her to receive the reports on a floppy disk. She must manually type the reports otherwise.

Eidam thanked many committee chairs for doing their own food pickups. Senate saved money every two weeks for several committees. The Web Page is continuously improving with additional information being added regularly. The secretary will attach this year's committee reports to the minutes of this meeting

(see Attachment B)(see Committee Reports) Senate will not bind the annual reports in a separate mailing.

Senate passed the plus/minus grade policy but without an accompanying rationale. Eidam has begun to write the rationale after listening to the last two senate meetings on tape. If senators would like to add any additional rationale, please email or drop a note to Eidam. Eidam also sent senators between meetings a proposed form for academic proposals for everything except undergraduate and graduate courses. Senator T. Woo made the most suggestions and feels the proposal form is appropriate. Eidam asked for senate's approval of the form. A W. Dorman/J. Piperberg motion to approve the new form passed. The three new forms (undergraduate course, graduate course, and academic proposal forms will be effective 1 June 1996. After that date, senate will not accept the old forms. Eidam will send the new forms to department chairs and others who need it.

Eidam sent senators the Provost's statement on administrative approvals of senate passed academic policies (see the Provost's memo in Attachment A). Eidam said he liked the strike through format that the Provost used to make editorial changes to a few proposed senate academic policies. Eidam asked if senators would like to discuss any of the administrative changes. Senate approved the administration's editorial changes.

Administrative Officers

President

President J. Caputo gave an update on the budget. The governor's budget is unlikely to go through as proposed. Caputo is worried about whether we can hold on to the budget as proposed. The commonwealth has serious financial problems. The legislature has not received favorably any suggestion of raising taxes. Higher education may be an easy target for legislators.

Last Saturday MU held the annual honors and awards ceremony. Many senators, faculty, and parents of students were there. MU recognized the students for their academic achievements. They represent our best values and expectations of them. It was exciting to see them polished, dressed smartly, and in high spirits.

To end the semester, MU's graduation will occur this Saturday. Kevin McCarthy as Harry S. Truman will speak. On the matter of plus/minus grades, he said students are very apprehensive about senate's proposed changes. They have expressed themselves several times and in several ways. Caputo said there needs to be a lot of conversation in the Fall between the faculty and students. Caputo called the semester productive and thanked senators for all their work.

Vice-President for Academic Affairs

Provost F. McNairy thanked senators for their patience as MU reviews the new course and program approval policy (Attachment C). Meet and Discuss approved a new parallel process that will expedite the timelines in approving senate recommendations. The parallel process affects the graduate and undergraduate level.

McNairy assured senate that MU will take no action at either level until the appropriate school curriculum committee recommends it. Any information that a dean gives a course or program proposer is only information. The proposer needs to know the resource implications of a proposal. Discussing the resource needs at an early stage of the course and program development will expedite the whole course approval process.

MU expects the departments to address certain issues with the deans at the beginning of the process of proposing a new course, changing credit on an existing course, or a new program. We are focusing primarily on courses because the approval process is much more extensive when a professor develops a new degree program whether it is a minor, major, certification program, etc. The faculty needs to know about the kinds of issues that the Provost thinks the department and the deans should be discussing at the beginning of the process. By the time a proposal reaches the senate, the administration will know that everyone will have addressed the curricular issues at each level.

This does mean more work for the faculty. It is necessary work to avoid wasting dollars. MU expects that a conversation among the dean, department chair, and proposer will take place that addresses the appropriate questions. The dean can report about the conversation to the associate provost. MU will be sure the department has thought through the resource implications.

Vice-President for Student Affairs

Vice-President for Student Affairs G. Reighard discussed the basketball situation. The investigators are doing their work and the investigation is proceeding. Reighard hopes that in a few months it will be completed.

MU had quite a Spring celebration with about 600 students participating in the event. That Saturday night President J. Caputo made waffles for students until 3:30 AM. The allocations process is complete. The students allocated \$900,000 in funds like mature adults. The students were rather hard on each other this Spring. Unfortunately, MU had an altercation on Saturday following a dance on campus. There will be about 8 to 10 arrests made before the incident is over. Some athletes were involved.

MU is close to replacing Reighard with a new vice-president for student affairs. Tomorrow and Thursday a final candidate for Reighard's position is being invited back to campus. If everything works out the new person could start as soon as the middle of the summer.

Parliamentarian C. Scharnberger said the banner across George street warning car drivers to watch for pedestrians was helping. He asked about painting the crosswalks at dangerous intersections. Reighard said that each summer the Borough permits MU to paint the crosswalks.

Associate Vice President for Academic Affairs

Associate Vice-President for Academic Affairs J. Stager discussed the number of waiver requests that he has received in the last two weeks from graduating students. He said there were more this semester than he had ever seen before. He thought the reason was MU is making more use of the DARS system. DARS is picking up problems that slipped by in the past. Stager reminded senators of the following:

1. Zero level courses do not count toward the 120 hour requirement.
2. Math 101, College Algebra, does not count as a General Education course.
3. Biology 100 received as a Transfer could or could not have laboratory credit.
4. Certain majors cannot meet the CQ requirement.
5. Advanced Writing is not the same as a writing course. They are not interchangeable.
6. Students must take two courses in one department in the three blocks.
7. Scuba and certain other HPED courses not General Education approved.

8. Once a student passes Calculus 1, he/she cannot take a course that is a prerequisite for it.

MU plans to make DARS the official graduation vehicle as of the start of the Fall semester. Students who plan to graduate will register for a course called 999, Graduation. That course will become the student's application for graduation. The application will generate a DARS audit immediately after registration. If the audit does not clear the student, MU will send her a letter saying that she has a problem. She will need to see her advisor to get the problem corrected before the beginning of their last semester. After the semester begins, MU will repeat the audit and identify those students that have a problem. MU wants to avoid last minute requests for waivers. It is working on the new procedures now.

Departments can generate DARS reports. Some information will be on the MU WEB page. MU cannot afford to print all the DARS reports. In the future it will send faculty advisors full information only on those students who have problems. Also in the future MU will shorten the DARS reports that it sends to advisors for students proceeding normally.

Stager said that DARS only completely cleared 50 percent of students for graduation this semester. Most problems involved waivers of departmental requirements in which the department never notified central administration. MU needs to develop a process by which every waiver granted at the departmental level must be sent to the proper people and entered into the audit system.

MU recently passed an academic dishonesty policy. The next step is to put together a brochure. Although MU has not done it yet, there will be a brochure for faculty and another for students hopefully at the start of the Fall semester.

Committee Reports

Undergraduate Course and Program Review Committee

Undergraduate Course and Program Review Committee chairperson T. Woo introduced one course under the two meeting rule:

PSYC336:Psychology of Human Adjustment, an existing three credit hour Liberal Arts Core and CQ course, seeking W designation if approved. The proposer is asking that the effective date for the course be the Fall 1995 semester.

Woo asked that the secretary put the following minor proposal on the senate agenda for the next (11 July 1996) meeting:

African American Studies Proposal, an 18 credit hour minor proposal.

Graduate Course and Program Review Committee

Graduate Course and Program Review Committee chairperson, F. Erickson, introduced a new program proposal:

Proposal for Master of Education Degree in Athletic Management and Athletic Coaching. (The proposal is too large to attach to the minutes).

Erickson asked that the secretary place it on the agenda for the 11 July 1996 senate meeting.

Joint Senate Conference Committee

Joint Senate Conference Committee Chairperson J. Piperberg said his committee met 1 May 1996 for the last time this semester. Piperberg submitted the committee's annual report (see Attachment C).

Piperberg attached to the report a list of recommendations for student membership on various senate committees for senate's approval. The recommendations resulted from the committee's study of the matter over the past year; committee chairs agree with the recommendations. If there are any additions or changes, please advise Piperberg. He will submit the recommended number of students and alternates for each committee to student senate also. Chairperson D. Eidam noted that if the recommended changes in the number of students on the various senate committees differed from the Governance Manual senate would need to approve. Of course, senate will take no action on recommendations for nonsenate committees. A J. Piperberg motion for senate to approve the recommended changes in the number of students on senate committees (only) passed.

The committee discussed a proposed four years to graduate contract with students. The committee, with new student senators, will meet fortnightly in the Fall in order to submit a report by 1 December 1996.

Academic Standards Committee

Academic Standards Committee chairperson J. Piperberg said the committee will meet June 4 and 5, 1996. He will have a report of those meetings for the 11 July 1996 senate meeting. Piperberg will make that report an addendum to this year's annual report.

University Theme Committee

University Theme Committee Chairperson J. Piperberg said the committee has selected a theme for 1999-2000. A student proposed the theme originally without a faculty "shepherd." Now MU faculty have agreed to shepherd the theme. The faculty members who submitted the other themes will help this theme. The theme title is "Achievements Throughout the Twentieth Century." Since the student will graduate before the year of the theme, she will not be at MU. Piperberg thanked the student, Sondra Groves, for submitting the theme. He hoped that she could come back to see some of her events. P. Specht, Industry and Technology, and Robert Coley, Ganser Library, will co-chair the theme. A J. Piperberg motion that senate approve the proposed theme passed.

General Education Review Committee

General Education Review Committee Chairperson R. Wismer said the committee completed its final report on the general education curriculum. One copy was submitted to the senate chairperson. Another was submitted to Provost F. McNairy. He can make a copy on floppy disk available to senators if they submit a blank floppy disk to him. The committee has not agenda for the summer. Wismer requested that the committee's meeting time be listed (the same time as the UCPRC meetings).

Academic Outcome Assessment Committee

Academic Outcome Assessment Committee chairperson, R. Mainzer, said the committee met several weeks ago. Mainzer asked that his committee's meeting time be listed also. The committee meets the third Wednesdays of each month, 4 to 5 PM. The committee is reinstituting a newsletter that was done as of last year. The committee will talk to knowledgeable people about how to do it electronically to save on paper. It is planning a follow-up to a workshop that was held in 1995. In addition, it is planning a workshop in the Spring about continuous improvement.

Academic Computing Advisory Committee

The senate's representative to the Academic Computing Advisory Committee, R. Clark, presented the committee's annual report (see Attachment C). The committee had five meetings over the year.

Proposed Courses

Senate approved two undergraduate courses:

ESCI320:Roads West: Geology, Technology, Society and the American Experience, a new three credit hour General Education and Perspective course to be in effect Fall 1995 and to be first offered Fall 1996.

HPED350:Sport in America, a new three credit hour General Education and Writing course to be first offered in the Fall of 1996.

Chairperson D. Eidam said that the following course has been slightly amended with respect to the rationale. He has the amended copy in case anyone is interested. Senators have one more meeting to challenge the following course before senate approves it:

HUMN302:Confession, Apology, Memoir: Autobiographical Writings in the Greco-Roman World, a new three credit hour General Education and Perspectives course to be first offered in the Spring of 1977 if approved.

Senator C. McLeod said that assume senate passes the following Communications and Theatre Department changes. Then for informational purposes, he wanted the following reference in today's minutes. Attachment D (page 4001 of the 16 April 1996 minutes) indicates that under current requirement, "General Communication" is an option. In fact there is no such option. "General Communication" in Attachment D refers to the communication major. Senate passed the following agenda item:

Communications and Theatre Department Curricular Changes:the changes involve corrections to the Department's blue sheets (see Attachment D of the 16 April 1996 senate minutes).

Business

Report of the Curriculum Cost Analysis Task Force

Associate Vice President for Academic Affairs, J. Stager, Task Force chairperson, presented a summary of the 27 page report. It is too long to attach to the minutes. C. Deen, R. Wismer, and D. Eidam, task force members, attended today's meeting.

Stager said he had made today's presentation several times before at PAC, Dean's Council, etc. On Thursday he will make another presentation at the APSCUF representative council meeting. The task force was charged with determining the cost of the General Education program. After the task force met for a few months, it only tried to answer the simpler question, "Why has the student faculty ratio at MU decreased?" Did the General Education program alone cause the decline in the faculty student ratio or were there other factors? What was the net cost of the decline?

The student faculty ratio decreased from 19.16 in 1988-89 to 17.71 in 1994-95. The last full year that the task force had data was 1994-95. The seven year period encompassed the introduction of the new General Education program. Another task force goal included providing accurate data about faculty productivity and average class size. The task force wanted to provide detailed information about departmental ratios and productivity.

The task force was not charged with making recommendations. It only made observations to answer its charge. Another task force will come to the senate in the future and make recommendations. A chart on page 2 of the report shows where MU stands with respect to the student faculty ratio compared to the SSHE average. Prior to 1986-87 MU had a higher student faculty ratio than the SSHE. Since that time, MU has had a lower ratio. While the two averages have gone down since 1986-87, MU's averages have dropped even faster than the SSHE's did.

A chart on page 3 of the report shows a comparison of the student faculty ratio with average class size. While a full time student takes 30 credits a year, a full time faculty member teaches 24 hours per year. Since the ratio of 24 to 30 is 0.8, the student faculty ratio is 0.8 of the average class size. To calculate the full time equivalent students, divide the total student credit generation by 30. The calculation yields about 6000 full time equivalent students out of 7500 heads. To determine the number of full time equivalent faculty, divide the entire faculty instructional load by 24. The resulting number is about 370, a number larger than the number of regular full time faculty. Finally, to calculate the student faculty ratio, divide the 6000 fte's by the full time equivalent faculty.

Stager defined the term instructional faculty. he explained who was included and excluded. D. Eidam is only a 0.75 faculty member since he has reduced time as senate chairperson. Stager said it was a myth that reducing MU's released time would help the student faculty ratios. Released times have never counted in calculating the student faculty ratios. They cost money but are not a factor in the decline of the student faculty ratio.

The FTE faculty cost used was \$52,000, approximately equivalent to the salary and benefits of a new regular faculty member (Assistant Professor, Step C). Chairperson D. Eidam said the task force is assuming that a faculty member costs \$52,000 a year. All the faculty member does for \$52,000 is teach 12 hours. The task force only defines productivity as generating credits. If the task force insists on defining productivity that way, then administrative productivity is zero because they do not generate any credits. Stager noted that on page 2 of the report, there is the sentence, "It must be noted, and emphasized, that faculty productivity is measured in more ways than simply direct instructional hours in the classroom!"

The task force concluded that the drop in the student faculty ratio occurred primarily because of the new General Education program. The feature of the General Education program that has been the main cause is the devaluation of MU's 100 level courses. The 100 level courses are larger than the 200 level courses. The smaller 200 level courses have replaced the larger 100 level courses. That is a main effect of the new curriculum. MU had a goal in increasing the number of 200 level courses in the new curriculum. It was to stop the number of students who could graduate from MU taking 90 per cent of their courses at the 100 level.

MU decreased the number of required hours in each of the three divisions from 15 (five courses) to 12 (four courses). In the old General Education curriculum, students would take relatively large classes at the 100 level. Retired professor P. Nichols taught Earth Science 101 in McComsey Auditorium to 170 or more students. Now students will probably take two laboratories since they have to take two sciences. We have twice as many lab courses as we previously did. the lab courses are in physics, chemistry, earth science, and not just in Biology as before. Students take Math 100, now a small class; previously it was a large class. They are no longer taking Earth Science 101-103. The student faculty ratio in Earth Sciences has dropped from 39 to 1 to 24 to 1.

Music 100 no longer has several hundred students. It has been replaced by small classes. The smaller writing classes are also having an effect. The advanced writing courses that have been added have 30 students per class but there are a lot more of them than there were eight years ago. Students are taking more writing designated courses than we expected. Students complain that they cannot get writing designated courses. There are many writing designated courses that only have 15 students. Only a few

have more than 30. If there are, the faculty themselves allowed the students to attend. The administration does not put more than 30 students in a writing course.

Report of the Class Schedule Audit Task Force (Dr. A. Hoffman, chair)--Returned to the Agenda.

Proposal for Changes in MU's Class Attendance/Grading Policy--Returned to the Agenda.

The Academic Policies Committee is recommending changes in MU's class attendance/grading policy (see Attachment A, pp. 3991-3993, of the 16 April 1996 senate minutes).

Senate adjourned at 5:45 PM. The next meeting will be Thursday, 11 July 1996, from 4:05-5:45 p.m. in Roddy Science Center, room 137

Respectfully submitted,

Marvin Margolis, Secretary

Faculty Senate

Action Summary

7 May 1996

1. Course and Program Approvals

Senate approved two undergraduate courses

ESCI320: Roads West: Geology, Technology, Society and the American Experience, a new three credit hour General Education and Perspective course to be in effect Fall 1995 and to be first offered Fall 1996.

HPED350: Sport in American, a new three credit hour General Education and Writing course to be first offered in Spring 1996.

Senate approved the following program change:

Communications and Theatre Department Curricular Changes: the changes involve corrections to the Department's blue sheets (see Attachment D of the 16 April 1996 senate minutes).

2. Form for Submitting Academic Proposals For Everything Except Undergraduate and Graduate Courses

Senators approved a form for submitting academic proposals for everything except undergraduate and graduate courses.

3. Joint Senate Conference Committee Recommendations For Student Membership On Senate Committees

Senate approved the Joint Senate Conference Committee recommendations for student membership on senate committees.

4. Academic Theme for 1999-2000

Senate approved a University Theme Committee recommendation for a theme for 1999-2000. The theme title is "Achievements Throughout the Twentieth Century." P. Specht, Industry and Technology, and Robert Coley, Ganser Library, will co-chair the theme.

Attachment A

Faculty Senate Minutes

7 May 1996

TO: Faculty Senate

FROM: Don Eidam (deidam@marauder ; 3004/ 293-9888 ; 871-2320)

DATE: 26 April 1996

-- **Revised agenda** for 5/7/96 (per minutes of 4/2/96):

X Report of the Curriculum Cost Analysis Task Force (Dr. James Stager, chair)

XI Report of the Class Schedule Audit Task Force (Dr. Al Hoffman, chair)

XII Proposal for Changes in MU's Class Attendance Policy

Please bring the Task Force reports distributed to you 4/2; presenters will assume we have reviewed the reports prior to the meeting.

-- **Senate recommendation for which administrative response has been received on 4/24/96 (ENCLOSED):**

6/14/94 Academic Amnesty

12/6/94 Incomplete Grades

12/6/94 Study Abroad

2/12/94 Admission to Major

2/21/94 Retention in Major

4/4/95 Completion of Major

10/17/95 Removal of Graduate Residency Req.

2/6/96 Academic Dishonesty

Recall that we have 30 days to respond, with an 'extension' during the summer. I suggest the following procedure: Any Senator who wishes to discuss any of the above items that have been revised may make such known no later than the end of the chairpersons' report on 5/7, whereupon it will be put at the bottom of the 5/7 agenda; if it is RTA'd it will be put at the top of the 7/11 agenda. For all other revisions, I will ask for approval by unanimous consent on 5/7.

-- **Senate recommendations (excluding Emeritus) for which, according to my records, administrative response is pending:**

6/13/95 Archeology Minor & Option

9/19/95 BIOL318

9/19/95 COMM422
11/07/95 PPSYC B.A. Curr. Changes
02/06/95 BIOL463
2/20/95 CHEM476
2/20/96 Minor in Biochemistry
03/05/96 Calculus Prereq. Changes
03/05/96 BIOL345
04/02/96 EDUC576
04/02/96 PSCI327
04/02/96 AFAM201
04/02/96 AFAM401
04/02/96 AFAM496
04/02/96 BIOL Admission to Major
04/02/96 BIOL254-255 Prereq.Changes
04/02/96 BIOL Curric. Changes
04/02/96 Minor in Statistics
04/16/96 +/- Grades
04/16/96 ESCI Retention in Major
04/16/96 "W" Grade
04/16/96 BUAD201
04/16/96 BUAD344
04/16/96 EDTE591
04/16/96 MATH536

-- Proposed **corrections to minutes** of 4/16/96:

Chairperson's Report

...Eidam said that senators who have a class Monday, Wednesday, and Friday at 2 PM will give an exam or (reschedule a) **teach a restructured** class the next time senate meets, May 7.

...The Medal Fund, on which the chairperson represents senate, met last Friday...There are presently 187 donors with an average contribution of (\$8,143) **\$163**.

...By mail Eidam sent senators a new proposed form for graduate courses and one for everything else...Eidam asked that senate approve the (two forms) **form for graduate courses and will report back next meeting with a revised form for everything else**. By unanimous consent, senate approved the **graduate course** forms.

The Millersville University Grading System

...A T. Woo/R. Benson motion to round (up) **off** the quality point equivalent values on Attachment C from two to one digit to the right of the decimal point passed 14 votes to 13.

-- I have received the corrected version of the proposed "P" course, **HUMN302**; please contact me if you want a copy of the corrected portion.

-- The *Governance Manual* states, perhaps ambiguously:

"Fall Break--A 4-day break starting after the last class on Friday through Tuesday will be scheduled in the seventh or eighth week of the semester." In fact,

Fall breaks scheduled after eight weeks of classes: '89, 90, 91, 92, 95

after seven weeks of classes: '88, '93, '94, '97

after six weeks of classes: '96

-- I will send copies of the new "Undergraduate Course Proposal" and "Graduate Course Proposal" cover sheet forms to department chairs, program directors, etc., together with **the form for "everything else"** after you approve it. It has been revised per your suggestions and your approval will be requested on 4/7 (**ENCLOSED**).

-- **Revision** to *Governance Manual*, "**Course and Program Approval Policies**", was received from the Provost on 4/25/96 (**ENCLOSED**).

-- Remaining '96 **meetings**:

July 11 (*Roddy 137*)

September 3 (Fall elections)

[Fall convocation: September 5]

September 17

October 1

October 15

November 5 (First discussion of Task Force recommendation)

November 19

December 3 (Election of officers)

-- The Provost has invited representatives of Faculty Senate to attend a **Faculty Forum on SSHE's strategic plan** for the 21st century at Shippensburg, 5/20/96 (**ENCLOSED**).

-- The **Senate web page** (<http://muweb.millersville.edu/~fsenate>) is now accessible from the MU home page--"Academic Programs." Its content continues to increase thanks to Prof. Warmkssel.

MEMORANDUM

TO: Professor Donald Eidam
Faculty Senate Chairperson

FROM: Francine G. McNairy
Provost and Vice President for Academic Affairs

SUBJECT: ACADEMIC POLICIES

DATE: April 25, 1996

President Caputo has requested that I inform you of his approval of the following academic policies, with the understanding that the issues raised within this memorandum are reviewed and agreed upon by both the Faculty Senate and the University administration.

Admission to the Major Policy, passed by the Faculty Senate on 2/12/95

ACTION: Approved with the following clarification:

Administrative approval of departmental proposals for the "Admission to the Major Policy" will also consider the fiscal, social equity, and enrollment management implications for the department, school, and university.

Retention in the Major Policy, passed by Faculty Senate on 2/21/95

ACTION: Approved.

Completion of the Major Policy, passed by the Faculty Senate on 4/4/95

ACTION: Approval is contingent upon agreement regarding the recommended changes in language as presented below:

Proposed Revised Completion of the Major Policy:

The completion of any major program at Millersville University requires that students must complete all courses in the major (courses in the discipline but not the required-related courses) with a minimum cumulative grade point average of 2.0. In addition, 50 percent of the credits in the major must be completed at Millersville University. A department can neither require a cumulative grade point average higher than the 2.0 University requirement, nor require a grade point average higher than the minimum University requirement for completion of the major. **(Departments have the right to establish a competency level (minimum of "C" grade) for courses in the major and required related courses.)** (NOTE: This sentence has not been deleted it has been relocated to the following paragraph.)

All departments must specify the courses required for completion of the major and any additional requirements not specifically related to course work such as achievement examinations, certification examinations, and evaluation of student performance as measured against competency statements. **Departments have the right to establish a competency level (minimum of "C" grade) for courses in the major and required-related courses.** Proposals for special departmental requirements for completion of 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 completion of the major must be promulgated in the University catalog

and in the Degree Audit Reporting System.

COMMENTS: It is also proposed that any special departmental requirements approved prior to April 1996 remain in effect as the requirements were originally submitted.

Incomplete Grade Policy, passed by Faculty Senate on 12/6/94.

ACTION: Approved.

Study Abroad Policy, passed by Faculty Senate on 12/6/94.

ACTION: Approved.

Academic Amnesty, passed by Faculty Senate on 6/14/94.

ACTION: Approved, with the following revisions, which are highlighted for emphasis. The revisions are proposed to address concerns raised during the discussion of this policy.

Proposed Revised Academic Amnesty policy:

Former Millersville University students applying for admission following a minimum absence of five years since the end of their last semester are eligible to petition for academic amnesty. The petition must be (in the form of) **submitted on a standardized application form** (letter of appeal) to the Academic Standards Committee. All petitions must be reviewed and signed by the Associate Provost for **Academic Programs and Services** (Academic Administration). In the case where an application is denied by the Committee, the student (can) **may** request a hearing before the Associate Provost for **Academic Programs and Services** (Academic Administration). Students readmitted with academic amnesty are subject to the academic policies and curricular requirements in effect at the same time of the new matriculation.

Under academic amnesty, all previous course work and grades remain on the permanent record but are not included in the calculation of the Millersville QPA after academic amnesty is granted. The calculation of the Millersville QPA starts with the semester that the student is readmitted. Students may use the courses taken in the period before amnesty was granted to fulfill general education or major requirements, only if a grade of C or higher was received in the course. Academic amnesty will be granted only once to a student. The Admissions Office will notify all applicants for readmission of the policy on academic amnesty.

COMMENTS: In order to administer the policy, the administration will develop a standardized application form requesting Academic Amnesty. The signature of the Associate Provost for Academic Programs and Services is intended to ensure that distributed and that the implications of requesting academic amnesty are understood by applicants. The Associate Provost for Academic Programs and Services' role of providing consistent information and ensuring student understanding should not conflict with the role of serving as the hearing officer if the Academic Standards Committee denies the petition.

Residency Requirement, Graduate Studies, passed by the Faculty Senate on 10/17/95

ACTION: Approved.

Academic Dishonesty Policy, passed by the Faculty Senate on 2/6/96

ACTION: Approved.

Please review the proposed revisions with the Faculty Senate and submit a response in the requested 30-day time period. If you have questions or would like to discuss this matter further, please contact me.

blm

cc: Mr. Mariano Gonzalez, University Registrar
Ms. Candace Deen, Academic Information Officer
Deans' Council

Course and Program Approval Policies

A. Procedures for Reviewing Resource Impact

Course and program development and modifications frequently have serious implications for resource allocations. To assure early administrative response to the implications of a curricular proposal, proposals submitted to the school curriculum committees for evaluation will be submitted simultaneously to the appropriate school deans. The school deans may provide an assessment of the impact on resources in writing or in person to the initiating department. Nothing in this statement shall be interpreted to mean that the deans can delay or prevent courses and programs from being considered by the appropriate departmental, school, or university committee.

B. Course and Program Approval Procedure (Content in *Governance Manual* remains the same)

Parallel Process

Curricular Approval Process

1. Department
2. School Curricular Committee
3. Undergraduate Program Review Committee
4. Senate
5. Deans' Council

Resource Information Sharing Process

1. Department
2. Dean
3. Associate Provost for Academic Programs and Services
4. Undergraduate Program Review Committee
5. Senate
Deans' Council

Approved at Meet & Discuss 4/5/96

MEMORANDUM

TO: Faculty Senators
FROM: Francine G. McNairy
Provost and Vice President for Academic Affairs
SUBJECT: SSHE FACULTY FORUM --MAY 20, 1996
DATE: April 25, 1996

As you may know, the State System of Higher Education has been developing a strategic plan for the System as we prepare our students for the 21st Century. A faculty forum to discuss the System's proposed strategic plan is scheduled on Monday, May 20, 1996, at Shippensburg University from 11:45 a.m. to 2:30 p.m. The Provost's Office will provide transportation and pay any associated costs for faculty participating in this forum.

For your information, faculty representatives of APSCUF, SPARC, Faculty Senate, and Department Chairpersons will be invited to attend this faculty forum. If you are willing to attend, please contact my office (Gloria Dao, x3596) as soon as possible so that travel arrangements can be coordinated.

hsb

Joint Senate Conference Committee

1995-96 Annual Report

Submitted 5/7/96 by Joel B. Piperberg, Chair

95-96 Members	Department	Term expires
J. Piperberg, Chair President, Pro Tempore Faculty Senate	Biology	1997
J. Lynch	Developmental Studies	1997
W. Dorman, COMM	Fac. Senate	1997
F. Erickson, EDFND	Fac. Senate	1997
Sue Wong	Student	
Arthur Stretzenberg	Student	
Jon Dale	Student	
J. Stager	Associate Vice President, Academic Affairs (ex-officio)	
A. Hoffman	Dean, Science & Mathematics (ex- officio)	

Meetings:

3 meetings during the academic year (March 13, April 10, & May 1, 1996). No formal minutes were taken at any of the meetings. Average attendance was 5 members.

Motions/Recommendations Forwarded to Senate:

5/7/96

Recommendation as to the number of student members and alternates that should serve on each Faculty Senate committee (proposal appended).

Other Deliberations and Actions:

In addition to discussions on the number of student members/alternates on Faculty Senate committees, the Committee has discussed other issues. First, we discussed briefly Academic Appeals Boards used at other institutions and the procedures involved in academic grievances of students who believe that their grades have not been considered carefully. It was the prevailing opinion of members of the committee that the existing mechanisms at MU to deal with such problems are adequate to the task and that no changes in the system are

necessary at present.

Provost McNairy (letter appended at the end of this report) has requested that the Committee, along with two members of the dean's Council (J. Stager and A. Hoffman), prepare an official statement regarding the University's ability to enable students to graduate with a baccalaureate degree within a four-year period. Our activities on these questions will involve the collection of relevant data and discussion of the requirements and issues that influence the abilities of our students to graduate within four years. We are also looking at the elements of agreements/contracts made between students at other universities and those universities, e.g. Iowa State, that establish a four-year tuition maximum. As long as these students adhere to certain rules, they will not have to pay tuition for more than four year. If obtaining his/her degree takes longer than four years, the student does not pay tuition for courses required to finish his/her degree program. We will meet every other week during the Fall 1996 semester and plan to submit a report summarizing our findings, suggestions and recommendations by December 1, 1996.

Matters currently in committee:

Discussions of the Four-Year Degree Commitment and preparation of the statement (see above) will continue through the Fall 1996 semester (see above). The report will be submitted by December 1, 1996.

Future Plans:

No plans other than those already mentioned.

Additional Information Comments:

None

Attachment C

Faculty Senate Minutes

7 May 1996

To: **FACULTY SENATE**
From: Richard D. Clark, Senate Rep.
Date: 7 MAY 1996
Re: **REPORT OF THE ACADEMIC COMPUTING ADVISORY COMMITTEE**

Five meetings of Academic Computing Advisory Committee (ACAC) were held during the 1995-96 academic year. Topics included:

1. 1995-96 Computer-related equipment allocation.
2. CWIS (Campus-Wide Information Services)
3. Computer-Lab Hours
4. Unix Support
5. Limited time on the Dial-up Lines
6. 1996-97 Academic Computing Budget Request
7. IAT Satellite Broadcasts

1. The computer-related resource allocation for 1995-96 was \$278,700.00. The 95-96 request was \$170,700 but the Computer Policy Committee received an additional \$108,000 to upgrade the Byerly Lab in addition to the recommended upgrades to the McComsey Macintosh Lab (\$113,600). In addition, funds were allocated for projectors for the Ganser Terminal Lab (\$11,100), a portable projection system and PC for campus-wide training (\$9,000), and ad-hoc upgrades to keep existing labs not funded this year in a usable condition (\$20,000). As a result of these lab upgrades, some used equipment becomes available. ACAC recommended that this equipment be reserved to support summer programs such as the Governors' School and Forward Leap.

2. The President's Advisory Council approved the CWIS project on December 12, 1995 and implemented on April 15, 1996. The 1995-96 allocation for CWIS development was \$40,875. The main Millersville page was developed by students in the Art Department (Mr. Ryan Hoch design was selected) and incorporates ten buttons for navigation to: Academic Programs, Admissions, Alumni Interests, Athletics, Calendars, Campus Info, Services, Student Organizations, Jewels, Quick Index and Starting Points for Internet access. Departments are being asked to designate an Information Provider who will be responsible for information accuracy, and to develop homepages. Five students have been hired to do the html coding. The web page can be accessed via Netscape, Mosaic, or other browsers using the URL location: <http://muweb.millersville.edu>

3. With the new equipment in McComsey and Byerly Labs, the demand for extended open hours is inevitable. However, the budget for student hours for 1995-96 has been reduced by \$4,000. In order to remain within the allocated budget, ACAC approved a recommendation to reduce open hours for all labs campus-wide by one hour per day during the Spring 1996 semester.

4. Anticipated movement toward a distributed computing environment drives the need for more Unix support. A position description for a Scientific Computing Applications Specialist has been developed and is pending. Marauder, a Unix-based server from SUN Microsystems, will need to be upgraded as usage continues to increase.

5. An ongoing problem for all users attempting to access Marauder through a modem is the busy signal. ACAC approved a motion to limit the time for "no-response" (i.e. no keystrokes) to 15 minutes at which time an auto-cutoff would disconnect that user. This was later changed to 20 minutes. Implementation should occur over the summer 1996.

6. The 1996-97 budget request from Academic Computing Services addresses the following campus-wide needs in the following recommended priority: Ad-hoc upgrades to existing labs (\$20,000); Projectors for the ITEC Mac Lab (\$17,500); Network Printers for Wickersham, Ganser, and Byerly (\$20,000); upgrades from BT-220 terminals to networked PCs in the Ganser Terminal Lab (\$89,200); Upgrades to the Art Lab to replace 68000-based Macintosh computer with advanced systems to handle curricular needs (\$144,600); Replacement of the obsolete computers in the McComsey IBM Lab (\$56,200). The total budget request for 1996-97 is \$347,500.

7. Millersville has subscribed to two educational satellite broadcasts during the academic year. The first dealt with "Alternatives to Lectures" and was broadcast in November 1995 at Stayer. A second satellite broadcast, *Mapping the Future: New Routes to Learning Productivity* will be broadcast on Thursday, May 9, 1996 from 1:00-2:30 p.m. in the Multi-purpose Room of Stayer Hall. Anyone can attend.