

# MINUTES

## FACULTY SENATE MEETING

3 September 1996

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Chairperson D. Eidam called the meeting to order at 4:10 p.m. in Chryst Hall, Room 210. All departmental senators attended except those from the Art, History, Industry and Technology, and Sociology and Anthropology Departments. Student President P. Leahy attended for the Student Senate and J. Milakovic attended for the Snapper.

### Minutes

Senate approved the 11 July 1996 meeting minutes with no corrections. Chairperson D. Ediam reported the following changes to today's agenda. Under item VIII, Proposed Courses, add two Computer Science courses to the one meeting to challenge list:

**CSCI375:**Computer Graphics and Virtual Reality, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997 if approved.

**CSCI385:**Real-Time Systems Engineering, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997 if approved.

Senate will postpone item XIII, Senate Email Reflector on Marauder, until the 17 September 1996 meeting. Senator M. Warmkessel cannot attend today's meeting.

Delete all references to Psychology 256 in the Psychology 336 course proposal.

### Reports

#### Chairperson's Report

Chairperson D. Eidam distributed to senators all the statements of support that he received on behalf of candidates in today's elections. He noted one typographical error in the current senate directory. the email address for senator T. Kruse should be tkruse@marauder. The Library Department has elected a new alternate, S. Anderson. He also introduced new senators, A. Reese, S. Anderson, and T. Kruse.

Eidam has received notification of three vacancies since the mailing of the nomination forms. Senate will fill the three vacancies during the next meeting's voting. D. Harris has retired and senate needs to fill her nonschool position that expires in 1997 on the Noonan Fund. B. Nakhai has resigned as chairperson of the Academic Policies Committee; senate must fill his position that expires in 1997 at the next meeting. F. Erickson has resigned as a member of the University Course and Program Review Committee. Eidam had

only advertised one of the two Education School positions on the UCPRC for today's vote.

Senate had to decide whether to proceed by filling the position that was advertised and waiting until the next meeting to fill the new vacancy or to fill both today. There are two nominees today. Senate moved to fill both vacancies at today's meeting.

The Task Force on General Education is going to send senate its report on general education in early October. At that meeting the chairperson will keep a log of who speaks, a queue of who wants to speak, and none will speak twice until anyone else has spoken once. None may speak unless they are recognized. These rules are in the interest of fairness.

Some years ago, the chairperson volunteered to keep the governance manual updated. He is no longer doing so. He has had very little success in getting senators to provide him with disk copies of the changes that go in the governance manual. He advised whoever does keep the governance manual to put in hidden text when a change was made.

The chairperson regrets to tell senators that for the first time, senate ran a \$300 deficit over the past year.

## **Student Senate**

Student Senate president P. Leahy announced student senate will meet on Thursday for the first time this semester at 6:30 p.m. in room 161 in the SMAC. Student senate will meet every other thursday. He met with his executive board last week. He has also talked to the students at the Snapper to maintain communications with them. Faculty senators may feel free to give Leahy a call on any matter. Chairperson Eidam said he would call Leahy soon to ascertain the student representatives to senate committees.

## **Administrative Officers**

### **President**

President J. Caputo said the new academic year is off to a good start. Faculty chairpersons report that events are going smoothly. the usual problems seem to be getting resolved more quickly this year. Students are complaining as usual but MU is able to solve their complaints fairly quickly.

Two things remain from last year. Immediately at the conclusion of commencement in May, several faculty reported to Caputo that they had had trouble finding parking. MU has become aware that it has not provided reserved parking for faculty attending graduation ceremonies. In the future MU police will provide a special parking sticker for faculty who robe for graduation so they may park in reserved parking spaces.

Second Caputo has received formal notice from the Department of the Army that it intends to close the ROTC program at MU by August 1997. The MU ROTC program has been in a state of decline for a long time in terms of student participation and has not been popular. While Caputo does not like to see MU close any program, he does understand the Army's position.

Caputo introduced MU's new Vice-President for Student Affairs, Robert Thomas. He comes to MU from Westminster College in Western Pennsylvania. He has professional experience with and his doctorate from Indiana University at Bloomington. He wrote his doctoral dissertation in the area of student retention.

### **Vice-President for Academic Affairs**

Vice President for Academic Affairs F. McNairy welcomed senators back to campus. She reminded senators of the Fall Convocation next Thursday at 4:30 PM in Lehr Dining Hall. There will be good food and a chance to meet the president and your colleagues.

Last year academic affairs departments responded to questions from the Provost. Dean's Council has reviewed the answers to the questions and determined some themes that the faculty has identified as major areas of concern or major goals that MU should be addressing. Academic Affairs has a plan that will take MU to the year 2,000. The Provost will return to the respective schools to share the feedback with the faculty.

MU will have its first open house this semester, Saturday, September 28. It is earlier than usual so as not to compete with high school events. MU also does not want to compete with its own events. Departments will receive more information from the Provost.

Vice President for Student Affairs R. Thomas said that he was grateful to be a Millersville. He said he had worked in both public and private institutions and praised the reputation of Millersville. He said that he had completed his fourth week on the job and found the work exciting. He is looking forward to getting to know people better in the future.

### **Vice President for Advancement**

Vice President for Advancement G. Eckert discussed MU publication: MU has distributed this year's Cultural Calendar to the faculty. The calendar includes the dates of lectures, cultural, and theme events. The many events are evidence of the cultural diversity on the campus. Eckert demonstrated a copy of the new Admissions Viewbook.

Eckert said that he was having ongoing discussions about the concept of Student Services with the Sunday News. The paper does not seem to report that the lower courts agree with MU's position on Student Services.

Eckert said he will allow the President to report on the capital campaign progress during the President's convocation talk. However, in the area of new revenue opportunities, MU is getting increasing requests from corporations regarding research, training, and retraining of the workforce. Eckert sees the requests as a great opportunity and market for MU in the future. It is a chance for MU and the community to come together. As revenues decrease from traditional sources, corporation could supply MU with more revenue.

Eckert said that Homecoming will be October 19, 1996. At 10:30 AM, MU will host an open reception in honor of G. Reighard. The May commencement next year will be May 17, 1997.

### **Associate Vice President for Academic Affairs**

Associate Vice President for Academic Affairs J. Stager presented the preliminary Fall enrollment figures. MU is up slightly for full time undergraduates compared with last year. It is down in terms of part time students. Graduate students are up. The total head count is about 75 below last year. MU will freeze the figures in about two to three weeks. At that point Stager will give a final report.

### **Committee Reports**

#### **Undergraduate Course and Program Review Committee**

One new course was introduced under the two meeting rule:

**PSCI412:**Constitutional Law: Civil Rights and Civil Liberties, a new three credit hour nonGeneral Education course to be first offered in the Spring of 1997 if approved.

#### **Academic Standards Committee**

Academic Standards Committee chairperson J. Piperberg said he did not have the figures in front of him but the results for the recent committee meeting were on par with what happened in the past in terms of the number of students whose appeals have been accepted and denied. MU did have students enter under the academic amnesty rules.

#### **Faculty Emeritus**

A J. Lynch/S. Peters motion to recommend Associate Professor of Counseling and Human Development Dorothy Harris for faculty emeritus status passed unanimously (see Attachment A).

#### **Proposed Courses**

Senate approved five undergraduate courses:

**CSCI330:**Programming Languages and Software Engineering, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**CSCI375:**Computer Graphics and Cirtual Reality, a new four credit hour nonGeneral Education course to be first offeredin the Spring of 1997.

**CSCI380:**Operating Systems, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**CSCI385:**Real-Time Systems Engineering, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**PSYC336:**Psychology of Human Adjustment, an existing three credit hour Liberal Arts Core and CQ course, with a W designation and a Fall 1995 effective date.

## **Business**

### **Senate Elections**

Senate held its annual elections using the approved voting algorithm. Chairperson Eidam and senate officers posted all nominations for all open committee positions received prior to the meeting on the blackboard. Senators then completed additional nominations from the floor. A D. Hutchens/B. Nakhai motion to elect the candidates for uncontested positions by acclamation passed. The chairperson distributed ballots for senators to use to vote for the remaining contested positions. Senators were to vote for only those candidates that the voter wanted to serve in an open position. Senators then voted for their preferred candidates for each committee opening by ranking candidates on the ballot from most to least preferred. After the meeting, senate officers counted the votes. Attachment B shows the election results.

### **Proposal for Changes in MU's Class Attendance/Grading Policy**

The Academic Policies Committee recommended changes in MU's class attendance/grading policy (see Attachment A, pp 3991-3993, of the 16 April 1996 senate minutes). Senate returned the item to the agenda from the last meeting. After considerable discussion of the motion, a motion to move the previous question passed with a 2/3rd majority. The motion did not pass.

**Appropriate Curricular Review Process for Departmental Guidebooks and Handbooks--Returned to the Agenda**

Senator R. Benson will move that senate refer to the Academic Policies Committee the question of the appropriate curricular review process for departmental handbooks and guidebooks.

**Blue Sheets for Departmental Degree Requirements--Returned to the Agenda**

Senator R. Benson will move that senate refer to the Academic Policies Committee the determination of a requirement that a department that offers an undergraduate degree must specify and distribute to students the degree's requirements.

**Senate Email Reflector on Marauder--Returned to the Agenda**

Senator M. Warmkessel has asked if senate would like to establish an official senate email reflector on Marauder.

Senate adjourned at 5:45 PM. The next meeting will be Tuesday, 17 September 1996, from 4:05-5:45 p.m. in Chryst 210.

Respectfully submitted,

Marvin Margolis, Secretary  
Faculty Senate

## Action Summary

3 September 1996

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1. Course and Program Approvals

Senate approved five undergraduate courses:

**CSCI330:** Programming Languages and Software Engineering, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**CSCI375:** Computer Graphics and Virtual Reality, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**CSCI380:** Operating Systems, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**CSCI385:** Real-Time Systems Engineering, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997.

**PSYC336:** Psychology of Human Adjustment, an existing three credit hour Liberal Arts Core and CQ course, with a W designation and a Fall 1995 effective date.

Senate approved the Earth Science Department request for the deletion of **ESCI241:** Meteorology, from the list of approved General Education courses

2. Faculty Emeritus

Senate recommended Associate Professor of Counseling and Human Development Dorothy Harris for faculty emeritus status.

3. See Attachment B for the election results.

**Attachment A**

**Faculty Senate Minutes**

***3 September 1996***

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TO: Millersville University Faculty Senate  
FROM: Department of Counseling and Human Development  
RE: Resolution for Emeritus Status for Associate Professor Dorothy Harris  
DATE: August 28, 1996

**RESOLUTION**

WHEREAS Dorothy Harris, Associate Professor/Psychologist retired in June, 1996 after 29 years of service to Millersville University in the Center for Counseling and Human Development; and  
Associate Professor Harris had seen hundreds of students for academic, personal and vocational counseling during her tenure in the Counseling Center; and  
WHEREAS Associate Professor Harris faithfully served as Chair and Director of the Department of Counseling and Human Development from June, 1981 until May, 1985; and  
Associate Professor Harris earned her license as a Psychologist in the State of Pennsylvania in 1973 to better serve the students of the University; and  
WHEREAS Associate Professor Harris presented numerous workshops for University students, including the popular relaxation maze; and  
Associate Professor Harris served on many University and campus-wide committees, including the Noonan Fund Committee and Wellness Committee; and  
WHEREAS Associate Professor Harris has served on many departmental committees and task forces, including Faculty Evaluation, Search Committees, Program Review; and  
Associate Professor Harris served as faculty advisor for the Non-Traditional Student Association; and  
WHEREAS Associate Professor Harris served as coordinator for many of the institutional testing programs which were offered through Millersville University, including PRAXIS Testing for teacher certification, CLEP, MAT, NLN, WATSON-GLASER, TOEFL, LSAT, etc.; and  
WHEREAS Associate Professor Harris served as a member of Faculty Senate and



APSCUF for numerous years; and

WHEREAS Associate Professor Harris was an active member of several professional organizations, including the American Psychological Association, Pennsylvania Psychological Association, American Personnel and Guidance Association and Association of Counseling Center Faculty; and

WHEREAS Associate Professor Harris served as Chair of the Sexual Assault and Survivor Support Committee, which was responsible for a series of workshops for the community and the development of two pamphlets for students who have been sexually assaulted; and

THEREFORE BE IT RESOLVED: That Associate Professor Dorothy Harris be granted the honorary title of Associate Professor of Counseling and Human Development Emeritus.

## Attachment B

### Faculty Senate Minutes

**3 September 1996**

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DATE: 9/4/96  
TO: Regular Faculty  
FROM: Don Eidam, Faculty Senate  
RE: **Fall Committee Elections**

Those elected on 9/3 are in **boldface**. Vacancies to be filled by regular faculty at Senate's 9/17/96 meeting are indicated as "**(vacant)**". Nominations may be made by any Senator between now and 9/17.

CS chair/Senator  
CH chair  
MS member/Senator  
ME member  
HU Humanities & Fine Arts rep.  
ED Education rep.  
NO non-School rep.  
SO Social Sciences rep.  
SC Science & Mathematics rep.  
AL Alternate  
MP member apptd. by Provost  
-- expiration year follows prefix  
--"()" term length  
--"[]" incumbent  
--"{}" not elected by Senate  
+ Senate standing committee  
# 2-term limit for members  
\* not eligible for reelection  
& <=2 from same academic unit  
\$ <=1 from same department  
% serving partial term

### **ACADEMIC OUTCOMES ASSESSMENT + # (CH3, ME2)**

*MEETS 3RD WED., 4-5*

CS98 Mainzer

ED97 B. Grosh

**HU98 Jill Henke**

NO96 Backels

**SC98 Schultz**

**SO97 Gregoire**

MP97 {Weis}

MP

**ACADEMIC POLICIES + # \$ (CH3, ME2)**

*MEETS 2ND & 4TH WED. 4-6*

CS97 (vacant)

**ED98 (vacant)**

ED97 Hauck, IndTech

**HU98 (vacant)**

**HU97 (vacant)**

**NO98 (vacant)**

**SC98 Iannone, Chem**

SC97 France, Math

**SO98 Lo, BuAd**

**SO97 (vacant)**

**ACADEMIC STANDARDS + # (3)**

*MEETS FULL DAYS AFTER END OF FALL, SPRING, AND SS II SEM.*

CS97 Piperberg

**ME99 Greco**

**ME99 DiBartolomeis**

**ME99 Shao**

ME97 Schultz

ME97 Wenrich

ME98 Shanahan

ME98 Sciarretta

**COOP. EDUCATION + (3)**

**CS99 Dorman**

**FAC.-STUDENT ATHLETIC + (3)**

CS98 Erickson

**ME99 Schultz**

**ME98 (vacant)**

ME98 Frerichs

**GEN. ED. REVIEW + \$ (CH3, ME2)**

*MEETS 2ND & 4TH TUES., 4-6*

**CS99 Stameshkin**

**ED98 Foster-Clark, Psyc**

ED97 McCade, IndTech

**HU98 Borger-Reese, ForLang**

HU97 Duncan, Engl

NO97 White, Lib

**SC98 (vacant)**

SC97 Schultz

**SO98 Schreiber, Geog**

**SO97 (vacant)**

**GRADUATE COURSE & PROGRAM REVIEW + (3)**

*MEETS LAST WED. OF MONTH 3-5*

CS98 Erickson

**INTERNATIONAL SELECTION + & \$ (ME2,AL1)**

{CH: Arnold}

**AL97 (vacant)**

**ME98 Risser, PolSci**

**ME98 Desmond, EdFound**

ME97 Tsutsui, Math

MP97 {Gaudry-Hudson, ForLang}

MP96

**INT'L STUDIES CURR. + (3)**

**CH98 Borger-Reese**

**JOINT SENATE CONF. + (1)**

{CH97} Piperberg

**MS97 Lynch**

**MS97 Dorman**

**MS97 (vacant)**

**UNDERGRADUATE COURSE & PROG. REV. + # \$ (CH3, ME2)**

*MEETS 2ND & 4TH TUES. 4-6*

**CS97 R. Wismer**

**ED98 Desmond, EdFound**

**ED97 Thyrum, Psyc**

**HU98 Schneller, Engl**

HU97 Iglesias, ForLang

NO97 Sciarretta, DevStud

**SC98 (vacant)**

SC97 Fenwick, Math\*

**SO98 (vacant)**

**SO97 (vacant)**

**UNIV. HONORS PROGRAM + # (3)**

CS98 Warmkessel

**UNIV. THEME + (CH2, ME3)**

CS97 Piperberg

ED97 Denenberg

HU98 >Schneller

NO98 Lotlikar

SC98 Schultz

SO97 Nakhai

**COMMENC. SPEAKER # (2)**

{CH: Eckert}

**ED98 Denenberg**

HU97 T. Miller

**NO98 (vacant)**

SC97 Shao

SO97 Krumske\*

### **CULTURAL AFFAIRS (3)**

{CH: elected by comm.}

**ME99 Heintzelman**

**ME99 Ellis**

ME98 James Henke

ME98 Yeager

ME98 Wenrich

### **FINANCIAL AID (2)**

{CH: Thomson}

**ME98 Tsutsui**

ME97 Haferkamp

### **HONORARY DEGREE (2)**

{Convener: Eckert}

**ME98 Luek**

**ME98 T. Miller**

### **JUDICIAL BOARD (ME2, AL1)**

{CH: Redmond}

**AL97 M.M. Kelly**

**AL97 Tsutsui**

**ME98 Ellis**

**ME97 Green**

### **NOONAN FUND (2)**

{CH: Labriola}

**ED98 Bell**

**HU98 Houlahan**

NO97 D. Harris

**SC98 Hoover**

SO97 Stine

### **ADMISSIONS, ADVISEMENT & STUDENT AFFAIRS + # (3)**

CS97 Houlahan

**ME99 Thompson**

**ME99 Schultz\***

ME97 Lynch

ME97 Hoover

ME98 Belgrade

ME98 Litowitz

ME98 Schneller

## Attachment A

### Faculty Senate Minutes

*16 April 1996*

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TO: Faculty Senate  
FROM: Behnam Nakhai, Chairperson  
Academic Policies Committee  
RE: **Proposal for Change in the Class Attendance/Grading Policy**  
DATE: April 16, 1996

Please consider the following rationale in relation to the proposed changes in the Class Attendance/Grading policy as recorded on page 83 of the Governance Manual.

#### **Class Attendance/Grading Policy**

[Governance Manual, P. 83]

##### **Current Policy**

Students are expected to attend all of their classes and must accept full responsibility for a decision not to attend a class unless official authorization to miss has been received by the instructor teaching the course.

1. Authorized absences are those granted because of:
  - a. student illness
  - b. death in the family
  - c. participation in outside-of-the-classroom educational activities
  - d. participation in University-sponsored activities or programs
  - e. religious holidays
2. Officially authorized absences can only be obtained from the Registrar's Office. Other than in the case of illness or death in the family, no authorization to miss class will be given to a student after he/she has already missed the class.
3. Arrangements to make up a missed class must be made before the fact rather than after.
4. Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.
5. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for an officially authorized reason, then he/she is entitled to make up the missed work but only at the convenience of the instructor.
6. Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) may be removed from a class roll by the instructor.

7. The registrar's office must be informed of this action no later than the third class meeting.

### **Proposed Changes**

--Delete the opening sentence and items 1, 2, and 3. Insert the following instead:

**1. Subject to the discretion of individual instructors and based on compelling reasons provided by the students, students will not be excused from any more than three class meetings per semester.**

--Paragraph 4--Change(s) noted in bold:

**2.** Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.

--Paragraph 5--Change(s) noted in bold:

**3.** Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for **a reason authorized by the instructor**, then he/she is entitled to make up the missed work but only at the convenience of the instructor.

--Paragraph 6--Change(s) noted in bold:

**4.** Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) **must** be removed from a class roll by the instructor. **The instructor must inform Registrar's Office of this action no later than the end of the first week of classes.**

--Paragraph 7--Deleted

### **Proposed Policy After Above Changes:**

1. Subject to the discretion of individual instructors and based on compelling reasons provided by the students, students will not be excused from any more than three class meetings per semester.

2. Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.

3. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for a reason authorized by the instructor, then he/she is entitled to make up the missed work but only at the convenience of the instructor.

4. Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) must be removed from a class roll by the instructor. The instructor must inform Registrar's Office of this action no

later than the end of the first week of classes.

### **Rationale**

1. Currently, there is no official acceptable maximum number of class sessions that a student may miss without any penalty.
2. An approved authorized absence issued by the Registrar's Office allows students to miss any number of class sessions and requires the instructors to allow students to make up the work for the classes missed. Increasingly, students are abusing the system. For example, during the month of March 1996 alone, the Registrar's Office has issued over 1035 authorized absences.
3. It seems most appropriate to let the instructor to excuse the absences and determine whether the missing class work can be made up by the student.
4. The proposed policy would allow a student to be absent for a maximum of three class meetings for each course. Any additional absences will be at the discretion of the instructor.
5. The instructor of each course is well in the position to determine whether the work for classes missed can be made up by the student.
6. The proposed policy obligates the student to take on more responsibility and to attend classes/complete work as required.

I will be happy to further explore the rationale for the above proposal in the Senate. Thank you for your consideration.