

**Minutes**  
**Meeting of the Faculty Senate**  
**February 20, 2001**

Chairperson Piperberg called the meeting to order at 4:05 PM in Chryst 210. All departments were represented with the exception of the following: Wellness and Sport Sciences.

**Report of the Faculty Senate Chairperson**

*Announcements*

1. Chairperson Piperberg announced that we will approve the Minutes of the February 6 meeting at our next meeting since most faculty have just received them in the mail today. He further reported that he had notified faculty by e-mail yesterday about having received from the Provost administrative approval of the Masters of Business Administration Program and the courses associated with it. All will go into effect in Fall 2002.
2. Nadine Garner won the election last time to fill Elizabeth Thyrum's seat on General Education Review Committee while she is on leave until next spring. He also distributed a document showing the present composition of the Senate committees, listing all the current filled committee seats and vacancies as well as the terms of office.

**Report of the Student Senate President** Student Senate President Baker announced that: (1) Student Senate had attended a conference in Harrisburg for State System Advocacy day; (2) the student Activity Fee went up to \$89.00; and (3) Student Senators would be meeting on Thursday with Dr. Caputo.

**Report of the Graduate Student Organization President.** None.

**Report of Administrative Officers**

Dr. Stager reported that the schedule for Finals was still being worked on. They are trying to avoid scheduling final exams on Tuesday for those students who have classes that meet on the last Monday of the Fall semester. [See attachment.]

**Reports of Faculty Senate Standing Committees**

Dr. Wismer from UCPRC reported that the new form/cover sheets for course/program proposals and guidelines along with the revised General Education objectives are now available on the Web.

**Reports of the Faculty Senate Special Committee** None.

**Proposed Courses and Programs** None.

**Faculty Emeritus**

Dr. Hutchens presented a motion to grant Paul Ross, from the Department of Computer Science, the rank of Professor Emeritus. Dr. Fenwick seconded the motion. The motion passed unanimously. [See attachment.] Dr. Stager pointed out that Dr. Ross had been a member of the Department of Mathematics and Computer Science before it split into the two separate departments, not the Department of Mathematics as stated on the resolution. An amended copy of the resolution will be supplied.

**Freshman Year Experience--Dr. Mary Glazier**

Dr. Glazier discussed the Freshman Year Experience and the need to recruit someone for the position of Coordinator. [See attachment.] She encouraged faculty to speak to their colleagues to see whether anyone was interested.

**Posthumous Awarding of Graduate Certificates and Diplomas**

Dr. Kerper presented a proposal that spelled out the criteria for granting graduate certificates and diplomas posthumously to those students who had adequately met the criteria. [See previous attachment.] However, rather than voting on the

proposal at this time, Dr. Stager suggested that the Senate delay action until the similar undergraduate proposal had been completed. This would give us the best opportunity to make the two policies as consistent as possible.

A Dorman/Blazer motion to postpone consideration until the presentation of the undergraduate proposal passed unanimously.

### **Provision of Web-Authoring Workshops for Students**

Dr. Warmkessel reported that a faculty member has raised a question about faculty who expect their students to create web pages as part of course assignments being responsible for teaching web authoring to their students. She requested information about how different faculty members handle this activity in their classes. Chairperson Piperberg encouraged faculty to get feedback on this issue from their departments back to Senate or directly to Dr. Warmkessel.

### **Composition of Academic Standards Committee**

Dr. Kerper discussed the make up of the Academic Standards Committee. He noted that there had been some concerns expressed by faculty and students that the committee lacks balanced representation from departments, offices and schools. There had been no students serving on the committee lately, for example. There were also committee members who were unable to attend the entire two-day meeting during the winter break because of other commitments (teaching, other meetings, etc.); this occasionally left the committee understaffed. There was a suggestion to increase the committee size by one member and/or perhaps to elect 3 alternates. Chairperson Piperberg asked that faculty talk with their departments to see if departments had similar concerns about the composition of the committee and/or suggestions of strategies to correct any deficiencies. Dr. Kerper will bring a formal proposal to the Senate in the near future once an approach has been chosen.

### **New/Other Business**

Dr. Hutchens inquired about the policy that prevents a student on probation from taking more than 13 course credits or 4 courses in a semester. He pointed out that many computer science courses are 4 credit courses and that a computer science student on probation would be unable to take two such courses without an advisor's permission and noted that he had signed a couple of waivers to allow the students to take two 4 credit courses. There was a suggestion to raise the credit hours allowed for probationary students from 13 to 14 credit hours. Chairperson Piperberg said that he would follow the issue up and call Rich France to find out more information. Dr. Stager proposed that if we are only talking about a very small number of students then it might not be worth changing the policy and that perhaps such students could be taken on a case to case basis. It was also noted that students might benefit by coming to their advisor to discuss if two 4-credit courses on their schedule was a good idea.

### **Elections**

Dr. Dorman nominated Darla Williams for a full term as Chairperson of the Women's Studies Curriculum Committee. Nominations were closed and a motion to direct the secretary to cast a ballot in favor of Dr. Williams was passed unanimously. Dr. Borger-Greco nominated Rebecca Mowery for the Chair of the International Studies Curriculum Committee. Nominations were closed and a motion to direct the secretary to cast a ballot in favor of Dr. Mowery was passed unanimously.

The meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Jen Miller  
Recorder

Action Summary  
Faculty Senate Minutes  
February 20, 2001

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2. Dr. Dorman nominated Darla Williams for a full term as Chairperson of the Women's Studies Curriculum Committee. Nominations were closed and a motion to direct the secretary to cast a ballot in favor of Dr. Williams was passed unanimously.

Dr. Borger-Greco nominated Rebecca Mowery for the Chair of the International Studies Curriculum Committee. Nominations were closed and a motion to direct the secretary to cast a ballot in favor of Dr. Mowery was passed unanimously.

Attachment A  
Faculty Senate Minutes  
February 20, 2001

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**FINAL EXAM SCHEDULE GUIDELINES**

The final exam schedule for the fall semester is developed by the Registrar's Office based on the following guidelines:

- Exams periods are scheduled Tuesday through Saturday as follows:
  - Period 1 8-10 a.m.
  - Period 2 10:15-12:15 p.m.
  - Period 3 12:30-2:30 p.m.
  - Period 4 2:45-4:45 p.m.
- No finals are scheduled during the last exam period on Friday afternoon because of graduation rehearsal.
- No Saturday afternoon exams, if possible.
- Exams scheduled on Saturday morning should be for meeting times with the least number of students enrolled (ex. MWF 4:00).
- Students should not have more than 3 exams scheduled in the same day (*the technology to implement this guideline is not available*).
- The final exam for Monday evening courses is scheduled for Friday evening.
- Exams for Tuesday, Wednesday, and Thursday evening courses are scheduled on the same night as the regular class.
- Exams for Saturday classes, if any, are scheduled on Saturday from 12:30-2:30 p.m.
- An attempt is made to schedule final exams so that students who have back-to-back classes on MWF or TTh do not have back-to-back finals on the same day. An attempt is made to distribute finals for the most popular meeting times throughout the week so they do not all fall on the same day.

Final exams for all MWF courses in fall 2000 were scheduled in the 10 exam periods available in the morning on Tuesday through Saturday. Finals for TTh courses were scheduled during the two afternoon periods on Tuesday through Thursday (6 exam slots).

In response to Faculty Senate suggestions, an attempt will be made in fall 2001 to switch the two MWF exams scheduled for Tuesday morning in fall 2000 to another time so that students will not have their last class on Monday and their final on the next day.

Attachment B  
Faculty Senate Minutes  
February 20, 2001

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**Resolution for Faculty Emeritus status**

**for**

**Dr. Paul W. Ross**

Whereas Dr. Paul Ross has served in the department of Computer Science from its inception in 1990 until his retirement in Fall 2000 and before that in the Department of Mathematics, for a total of over 22 years at Millersville University, and

Whereas Dr. Paul Ross has published over three dozen scientific articles and several books, and

Whereas Dr. Paul Ross has served as editor and reviewer for over thirty computer science textbooks, and

Whereas Dr. Paul Ross has actively engaged in consulting with business, government, and industry for many years, and

Whereas Dr. Paul Ross was awarded five National Science Foundation grants, and

Whereas Dr. Paul Ross has served the Computer Science Department on many committees often serving as chair, including Curriculum, Faculty Evaluation, and Faculty Search, and

Whereas Dr. Paul Ross has served the University on numerous committees including Faculty Senate and Strategic Planning and Resources Committee, and

Whereas Dr. Paul Ross has given generously of his time visiting nursing homes with his trained therapy dog, Lager;

Therefore Be it resolved that he is wished much happiness and continued success, and Be it further resolved that Dr. Paul W. Ross be granted the title of Professor of Computer Science Emeritus.

Attachment C  
Faculty Senate Minutes  
February 20, 2001

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**POSITION ANNOUNCEMENT**

**MILLERSVILLE UNIVERSITY OF PENNSYLVANIA**

*Millersville, Pennsylvania 17551-0302*

**POSITION:** Coordinator of the Freshman Year Experience Pilot Program  
Summer Appointment with stipend: Summer 2001 and summer 2002  
One-quarter release time: Fall Semester 2001 and Fall Semester 2002

**DESCRIPTION:** The Coordinator for the Freshman Year Experience Pilot Program at Millersville University will be a member of the faculty who will be given release time/stipend as noted above to oversee the implementation of a pilot program for a holistic freshman year experience during the 2001-2002 and 2002-2003 academic years. The coordinator will be the faculty's liaison with the administration concerning the freshman year experience pilot program and will report to the Provost or her designee. He or she will be an advocate for the freshman year experience objectives, acting with the advice and consent of the faculty, and appropriate academic and student affairs administrators.

**DUTIES of the Coordinator of the Freshman Year Experience Pilot Program**

Coordinate the implementation of the FYE Committee's proposal, by working closely with faculty, FYE Committee members, and designated members of academic and student affairs administration.

Serve as an ex-officio member of the freshman Year Experience Committee.

Consult, as needed, with a member of the administration designated by the Provost.

Compile an annual report on the status of the program to be presented to the Provost.

**SELECTION CRITERIA:**

**The following criteria are required:**

1. Full-time tenured or full-time tenure-track faculty member.
2. Knowledge of and commitment to the principles of a freshman year experience.
3. Openness to the varying perspectives of students, faculty and administrators about a freshman year experience at Millersville.
4. Effective communication and leadership skills.

**The following criterion is preferred:**

## 5. Knowledge of assessment processes and practices.

**APPLY TO:** Submit a curriculum vita and a letter of interest by March 15, 2001, that highlights your fulfillment of the above selection criteria to:

Dr. Mary Glazier, Chair  
FYE Committee  
Department of Sociology/Anthropology  
Susquehanna House

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### **Freshman Year Experience Pilot Program**

The Freshman Year Experience Committee (FYE), comprised of academic affairs, student affairs, faculty, and student members, has examined the freshman year at Millersville and explored several initiatives designed to enhance the experiences of freshmen students in academic and co-curricular settings.

As a result of this exploration FYE has recommended that the university implement a pilot program to provide a holistic freshman year experience during the 2001-2002 and 2002-2003 academic years.

The primary goal of the program is to engage students deeply during the first year of their university experience. It is hoped that greater student engagement with the university will result in improved retention and graduation rates, increased student satisfaction with Millersville University and reduced student alcohol abuse.

The chief components of this program are:

- **A Living/Learning Community.** Freshmen students housed in one residence hall will participate in freshmen seminar courses and matriculate in grouped courses as cohorts to facilitate group cohesion. The residents will be sociology/anthropology, chemistry, earth science majors and undecided students. The residence hall will offer programming in conjunction with freshmen seminar topics.
- **Freshmen Seminar courses.** Sociology/anthropology, chemistry and earth science students will be enrolled in the freshmen seminar courses offered in their departments. A curriculum committee will design a one-credit freshmen seminar course for undecided students to be taught by university faculty from a variety of disciplines. The freshmen seminar course for undecided students will contain engagement activities and community-linked service learning components to foster socially responsible behavior.
- **Enhanced Advisement.** Upper class students will be peer mentors and tutors. Academic advisement will design an advising program and provide training for involved faculty and students.

The immediate task is to recruit a faculty member to coordinate the program. The program coordinator will serve ex officio as a member of FYE, will work closely with administration and faculty to implement the program and will report back to the Provost regarding the functioning and assessment of the program.

Fall Convocation 2001 will focus on freshman year programming and on the pilot program planned for Millersville University



**Attachment D**  
**Faculty Senate Minutes**  
**December 5, 2000**

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TO: Faculty Senate

FROM: Graduate Course and Program Review Committee

DATE: November 29, 2000

**RE: Awarding of Graduate Certificates and Diplomas Posthumously**

**Certificate**

Upon the death of a graduate student, a majority of the graduate faculty of the academic program in which a student was enrolled may recommend to the Dean of Graduate Studies that an official Certificate of Attendance and Good Academic Standing be awarded. The Dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing at the time of death. The Dean may recommend to the Provost that a student who was in good standing be awarded a certificate posthumously.

**Diploma**

Upon the death of a graduate student, a majority of the graduate faculty of the academic program in which a student was enrolled may recommend to the Dean of Graduate Studies that a diploma be awarded. This recommendation may be made if the student was enrolled in the last semester of the program at the time of death. The Dean will review the student's current progress and past record to determine whether the student was in good academic and good professional standing. The Dean may recommend to the Provost that a student who was in good standing be awarded a graduate degree posthumously.