

**Minutes
Faculty Senate Meeting
Millersville University
May 7, 2002**

The meeting was called to order at 4:14 p.m. with Chairperson Piperberg presiding. All departments were represented except BUAD, ECON, ESCI, and PHIL.

Minutes of the April 16, 2002 Faculty Senate Meeting - The minutes were approved as distributed.

Report of the Faculty Senate Chairperson

- Chairperson Piperberg apologized for the mixup with the rooms for the day's Senate meeting. Since the meeting was being held during finals week, a final exam was being administered in Chryst 210, the usual meeting place. He also thanked Sen. Melinda Rosenthal for bringing the room conflict to his attention and the English Department secretarial staff for posting a message on the door to Chryst 210 to remind people about the room change.
- The June Faculty Senate meeting will be on June 11 at 3 pm STB 210.
- Senators were reminded to notify Chairperson Piperberg once Senate elections have been completed in those departments scheduled for elections this year. The Alternate Senator for the department is to be reported as well.
- A preliminary list of vacancies for Senate Committees {see attachment} for the Fall was made available. Any errors in the list should be reported to the Chair.
- Also made available was another proposal from the Academic Policies Committee. This one deals with a new policy for Incompletes {see attachment}. Rich France was present to discuss the background for this proposal and the one that was introduced previously (procedure for approval of Liberal Arts Core Courses).
- The following administrative approvals have been received by Chairperson Piperberg:
 - SOCY 329 – Topics in Sociology. Effective Fall 2002
 - Revisions to the Master's Degree in Special Education, approved retroactive to Fall 1989 (to document and formalize past practice since 1989)
 - ESCI 346 – Applied Climatology. Effective Fall 2002
 - Military Science course changes. Increase MILS 101 & 102 from 0.5 to 1 credit and MILS 210 & 211 from 0.5 to 2 credits. Effective Fall 2002.
- Chairperson Piperberg has received a couple of annual reports from departments. Electronic versions can be sent by e-mail to be posted on the website.

- Chairperson Piperberg added approval of the changes to the Academic Proposal Cover Sheet to the agenda as Item X and pushed everything after it down the list.

Report of the Student Senate President

- President Danz reported that appeals from student clubs seeking increases to Student Senate appropriations for 2002 - 2003 have been heard. New Student Senate officers were also recognized.
- The Brick-by-Brick fundraising project to build a walkway and seating around the Civil War monument in front of Ganser Library has been extended to mid-May.

Report of the Graduate Student Organization President

No Report.

Report of Administrative Officers

- Provost McNairy announced that Commencement would be Saturday, May 11. All faculty were urged to attend. The Provost thanked all faculty who had participated in or attended the Honors Convocation held on May 1.
- Provost McNairy also announced that a steering committee has been formed to review the tasks that must be done to meet the 120 credit hour mandate policy. The Chancellor is expected to release a list of policies and procedures related to this policy, including the rules for exceptions to the mandate.

Reports of the Faculty Senate Standing Committees

- Senator Robert Wismer (chair, UCPRC) introduced four new proposals for changes in existing courses. These courses are: EDFN 463, EDMU 463, EDSP 463, and EDUC 463. These courses allow for an alternative to student teaching for students who have decided not to pursue teaching as a career, but who wish to graduate with a major in education anyway.
- The Senate voted to waive the one-meeting rule for the proposal to reduce the number of required science courses for Elementary Education majors. The R. Wismer/Heintzelman motion passed.
- Senator Fenwick introduced a motion from the General Education Review Committee to eliminate the General Elective Requirement from the General Education Curriculum. This motion will be formally discussed at the next Senate meeting and a written version will be distributed via e-mail prior to the June meeting {the proposal has been distributed since the meeting; see attachment}.

Reports of Faculty Senate Special Committees

- Senator Schreiber, Chair of the Ad Hoc Honor Code Committee, reported on the results of an academic integrity survey done at Millersville. Associate Provost Robert Thomas noted that the proposed Honor Code and the Student Code of Conduct has some possible overlap of requirements and expectations for students at Millersville. The Honor Code proposal will be considered at a future Senate meeting in the Fall.

Proposed Courses and Programs

There were three proposals, all of which passed without dissent.

(1) CHANGE IN COURSES/CURRICULA

Redefinition and replacement of existing courses (ART 362 – Printmaking 1, ART 363 – Printmaking 2, ART 462 – Printmaking 3, ART 463 – Printmaking 4, ART 563 – Printmaking 5) with new, topic-based courses in each of the traditional fine art printmaking media (relief, intaglio, lithography & silkscreen). These courses will be offered in place of the introductory and advanced printmaking courses currently offered. This one proposal includes 11 separate course proposals.

ART 361 – Survey Printmaking, 3 credits, a new course. Effective Fall 2002.

ART 363 – Lithographic Printmaking I, 3 credits, anew course. Effective Fall 2002.

ART 364 – Relief Printmaking I, 3 credits, anew course. Effective Fall 2002.

ART 365 – Intaglio Printmaking I, 3 credits, anew course. Effective Fall 2002.

ART 367 – Water-Based Silkscreen I, 3 credits, anew course. Effective Fall 2002.

ART 463 – Lithographic Printmaking II, 3 credits, anew course. Effective Fall 2002.

ART 464 – Relief Printmaking II, 3 credits, anew course. Effective Fall 2002.

ART 465 – Intaglio Printmaking II, 3 credits, anew course. Effective Fall 2002.

ART 467 – Water-Based Silkscreen II, 3 credits, anew course. Effective Fall 2002.

ART 468 – Mixed Media Printmaking, 3 credits, a new course. Effective Fall 2002.

ART 469 – Contemporary Issues in Printmaking, 3 credits, a new course. Effective Fall 2002.

Note: In the original proposal, this course was numbered ART 569; the number has been changed to ART 469.

(2) CHANGE IN COURSES/CURRICULA

Revisions to the Printmaking electives sequence in B. A. Art, B. A. Art: Commercial Art option, B. S. E. Art Education, and B. F. A. Art.

The change requests a change in course titles, course numbers, course content and course descriptions.

(3) CHANGE IN COURSES/CURRICULA

Elementary Education Science Option

Presently students are required to take 22 – 24 credits for the ELED Science Option in addition to an additional 6 credits in science for the General Education requirement. This has led to the concern that students could not complete the Science Option as presently

constituted in a timely fashion. Thus, the proposed change will require students to take 16 credits to fulfill the Science Option and 6 – 8 credits to fulfill the General Education requirement for a total of 22 – 24 credits.

Faculty Emeritus

- A resolution supporting Dr. Robert S. Matulis for Professor of Mathematics Emeritus {see attachment} passed without dissent after a Fenwick/Luek motion.
- The Senate also passed a Wismer/Börger-Greco motion to suspend the rule to vote on emeritus resolutions at Senate meetings in order to vote on an emeritus resolution for Dr. Leon Miller via e-mail prior to the June 11 meeting should one be presented.

Academic Proposal Cover Sheet Revision

The Senate passed without dissent the revisions made to the Academic Proposal Cover Sheet after a Kevorkian/Wismer motion.

Discussion of the Diversity (D) Requirement - After much discussion of the issue, further consideration will be postponed until the second Senate meeting in September, 2002. A number of individuals who wish to take part in these discussions will be unavailable for the June 11 meeting.

Discussion of Proposal for Institution of an Award Recognizing Teaching Excellence at MU
- Further discussion of the proposed Teaching Excellence Award was also postponed until the second Senate meeting in September, 2002.

Academic Policies Proposals - The two Academic Policies proposals (the Incomplete policy {see attachment} and the proposed procedure for approval of Liberal Arts Core courses) will be postponed until the second Senate meeting in September, 2002 so that Chairperson France can be present for the discussion and to allow sufficient time for departmental feedback.

The meeting was adjourned at 5:41 p.m.

Respectfully Submitted,

Paul Studdard
Acting Secretary

Action Summary

- The Senate voted to waive the one-meeting rule for the proposal to reduce the number of required science courses for Elementary Education majors. The R. Wismer/Heintzelman motion passed.

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FROM: Joel Piperberg, Faculty Senate
Chairperson

DATE: 7 May 2002

RE: Fall 2002 Committees Vacancies

Gray areas indicate vacancies.

CS chair/Senator
CH chair
CW chair/WS faculty
CA chair/ A-A S faculty
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
AT At-Large, one year term to fill committee vacancies

◆ 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

@ filling a seat for 1 year

Departments of committee members are shown only where there are restrictions by department.

ACADEMIC OUTCOMES ASSESSMENT + # (CH3, ME2)

CS04 Fenwick
 ED03 William Moyer
 HU04 Vacant
 NO04 Vacant
 SC04 Vacant
 SO03 Sewell

ACADEMIC POLICIES

+ # \$ (CH3, ME2)
 MEETS 2ND & 4TH WED. 4-6

CS05 Vacant
 ED04 Vacant
 ED03 B. David, ITEC

HU03 Vacant
 HU02 A. Moine, For. Lang.
 NO04 Vacant
 SC04 Vacant
 SC03 M. Iannone, Chem
 SO04 Vacant
 SO03 Vacant

ACADEMIC STANDARDS + # (3)
 MEETS FULL DAYS AFTER END OF FALL, SPRING, AND SS II SEM.

CS03 Kerper
 HU05 Vacant
 SC05 Vacant
 SO05 Vacant
 ED05 Vacant
 SC04 Dobbins
 HU04 D. Sigel
 SO04 Vacant
 ED04 R. Smith
 NO04 Sciarretta
 ME03 Shao
 ME03 Haferkamp
 ME03 Yoder
 HU03 K. Black
 AT02

COOP. EDUCATION + (3)

CS05 Vacant

FAC.-STUDENT ATHLETIC + (3)
 MEETS 1ST WED. 12 NOON TO 1 PM

CS04 Vacant
 ME05 Vacant
 ME05 Vacant
 ME04 Jen Miller

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

MEETS 2ND & 4TH TUES., 4-6
 CS03 Jim Fenwick, MATH
 ED04 Vacant
 ED03 Jim Valle, ELED
 HU04 Vacant
 HU03 Jen Miller, PHIL
 NO03 Paul Studdard, LIBR
 SC04 Vacant
 SC03 Muller, ESCI

SO04 Vacant
 SO03 Vacant
 AT

GRADUATE COURSE & PROGRAM REVIEW + (3)

MEETS LAST WED. OF MONTH 3-5
 CS04 R. Mowery

INTERNATIONAL SELECTION + & \$ (ME2,AL1)

{CH: K. Bookmiller}
 ME04 Vacant
 ME04 Vacant
 ME03 B. Schneller ENGL
 AL03 Vacant
 AL03 Vacant

INT'L. STUDIES CURR. + (3)

CH04 Mowery

JOINT SENATE CONF. + (1)

{CH03 Rosenthal}
 MS03 Vacant
 MS03 Vacant
 MS03 Vacant

UNDERGRADUATE COURSE & PROGRAM REVIEW + # \$ (CH3,ME2)

MEETS 2ND, 4TH & 5TH TUES. 4-6
 CS03 Wismer, CHEM
 ED04 Vacant
 ED03 T. Bell, ITEC
 HU04 Vacant
 HU03 D. Sigel, Art
 NO03 D. Cross, Develop. Stud.
 SC04 Vacant
 SC03 T. McDevitt, Math
 SO04 Vacant
 SO03 T. Kevorkian, Hist

UNIV. HONORS PROG. + # (3)

CS04 T. Kevorkian

UNIV. THEME + (CH2, ME3)

CS04 Vacant

ED03	S. Deemer
HU04	M. Widmayer
NO04	M. White
SC04	Z. Shao
SO03	Gantt

ME05	Vacant
ME05	Vacant
ME04	K. Backels
ME04	B. Ikenaga
ME04	P. Studdard
ME03	Brislin
ME03	Valle

COMMENC. SPEAKER # (2)	
{CH:	Eckert}
ED04	Vacant
HU03	A. Börger-Greco
NO04	Vacant
SC03	D. Schultz
SO03	Vacant

WOMEN'S STUDIES CURR. + (2)	
CW03	Darla Williams

CULTURAL AFFAIRS (3)	
{CH:	elected by comm.
ME05	Vacant
ME05	Vacant
ME04	T. McDevitt
ME04	W. Moyer
ME04	Schuller

AFRICAN-AMERICAN STUDIES MINOR CURR.	
CA04	Vacant

FINANCIAL AID (2)	
{CH:	Thomas}
ME04	Vacant
ME03	B. Ikenaga

APPOINTED OR EX-OFFICIO SENATE REPRESENTATIVES	
Commencement Comm.: Piperberg	
Council of Trustees (advisor): Piperberg	
Joint Senate Conf. (chair): Rosenthal	
Medal Fund Manag. Board: McLarnon	
Strat. Planning & Res. Council:	
Piperberg	
Parliamentarian: Kerper	

FACULTY SENATE SPECIAL
COMMITTEES

HONORARY DEGREE (2)	
{Convener:	Eckert}
ME04	Vacant
ME04	Vacant

JUDICIAL BOARD (ME2, AL1)	
{CH:	elected from Committee membership}
ME04	Vacant
ME03	D. O'Neill
AL01	Vacant
AL01	Vacant

NOONAN FUND (2)	
{CH:	Stager}
ED04	Vacant
HU04	Vacant
NO03	T. Weisser
SC04	Vacant
SO03	G. Stine

ADMISSIONS, ADVISEMENT & STUDENT AFFAIRS + # (3)	
CS03	Lynch

AD HOC HONOR CODE	
CS	Kathy Schreiber
ED	Jane Rudden
ED	Sandra Hoffman
SO	John McLarnon
SO	Eric Blazer
SC	Jay Moné
SC	Tsutsui
HU	Vacant
HU	Jill Craven
NO	Jessica George

TO: Faculty Senate
FROM: Rich France, Chair, Academic Policies Committee
RE: Proposed Incomplete Grade Policy

Incomplete Grades (I).

Current Policy (from the GM)

“Incomplete Grades (I). An instructor may issue an incomplete grade (I) if:

1. the student is passing the course;
2. the incomplete work can be completed without further class attendance; and
3. the work is unfinished because of death in the family, personal illness, accident, or other unavoidable circumstances directly related to the completion of an assigned class project. The instructor must be notified by the student as soon as the unanticipated circumstance develops.

An incomplete grade must be removed by the instructor assigning a final grade within 8 weeks of the start of the next semester (summer session excluded).”

Proposed Policy

An Incomplete (I) grade is used to denote course work that is unfinished due to circumstances beyond a student’s control, such as personal illness, accident, or death in the family. It is a privilege granted by the instructor because of circumstances, not a right to be expected by the student. The instructor may assign an incomplete (I) grade if the student is passing the course and can complete the remaining requirements without attending classes. If class attendance is required, the student must register to repeat the class.

A student must petition the course instructor to assign an incomplete grade. At the discretion of the instructor, the student and instructor may prepare a contract specifying the course assignments remaining to be completed, the date by which the requirements must be met, and the default grade that will be assigned in the event the course requirements are not satisfied. Students who are on academic probation cannot be assigned an incomplete grade without the approval of the dean of the school offering the course.

A student must make up the work for an incomplete grade within 8 weeks of the beginning of the next semester (summer and winter sessions excluded). The instructor must submit a final grade by the end of the 10th week. Incomplete grades that are not resolved by the end of the 10th week will be administratively changed to an F grade by the registrar.

Under extenuating circumstances, an instructor may recommend an extension of time to complete the course requirements. Extensions require the approval of the dean of the school offering the course and should not exceed more than four (4) weeks beyond the term in which the incomplete was due to be completed. The dean will notify the Registrar's Office of the extension date. If the instructor does not submit a final grade by the extended deadline, the registrar will change the incomplete (I) to an F grade.

PROPOSED EFFECTIVE DATE: Spring 2003

RATIONALE:

- Students are being given incompletes for reasons other than those included in the policy; ex. students on academic probation trying to avoid academic dismissal due to low grades, students who stop attending and fail to withdraw from courses.
- The number of unresolved incompletes is increasing.
- There may be issues of the academic integrity in course work if too much time elapses between the assignment of an incomplete grade and the term when the student finally completes the course.
- The current policy is too broadly written to be effective. There is no penalty for students who never finish the course; the “I” grade remains on their record indefinitely. The policy does not place any time limit on extensions, nor does it address the issue of faculty who do not submit final grades by the deadline.
- There are problems with pending incompletes in courses taught by faculty who are no longer at the university.

IMPLEMENTATION ISSUES:

- Incomplete grades that are already on students' records from previous semesters (prior to implementation of the proposed policy) should remain on the transcript until the course instructor submits a final grade.
- The Registrar's Office should provide deans with a list of students who have unresolved incomplete grades from previous semesters, and faculty should be encouraged to assign final grades if possible.
- In the event that the instructor who assigned an incomplete grade to a student is no longer at MU, the school dean may determine the assignment of a final grade in consultation with the chair of the department that offered the course.
- In the event of an emergency, such as an accident, when a student cannot personally contact an instructor to request an incomplete grade, the dean may approve the assignment of an incomplete grade.
- The dean has the prerogative to extend the deadline for making up an incomplete.
- If the registrar changes an incomplete to an F grade because a final grade was not submitted by the deadline, and the student subsequently completes the missing course work, the instructor may submit a final grade on a grade change form (approval of department chair and dean required).
- The registrar will supply the faculty and deans with routine reports listing students who have unresolved incompletes.
- How will faculty know whether a student is on academic probation, and therefore ineligible for an incomplete grade? Department secretary can check the academic standing in Banner, or they can call the Registrar's Office. Students' advisors also have copies of their probation letter. Alternately, the faculty member issuing the incomplete grade can have the student sign a short affirmation that they are NOT on Academic Probation
- If a student repeats a course in which an incomplete grade was earned, the incomplete grade will remain on the transcript, and the most recent grade for the course will be included in calculating the cumulative GPA.
- Incomplete grades must be resolved in order for a student to graduate. If a degree candidate has an incomplete grade on his or her record, the registrar will determine whether changing the “I” to an “F” grade would prevent the student from satisfying all graduation requirements. If so, the degree will not be awarded until the incomplete has been changed to a satisfactory grade and all degree requirements have been met.

To: Faculty Senate
From: Jim Fenwick, Chair, General Education Review Committee
RE: Motion to reduce required credits for General Education

On April 23, 2002 at the joint meeting of the General Education Review Committee and the Academic Outcomes Assessment Committee the following motion was passed:

Delete the elective course from the G4 Block. This course is sometimes referred to as the second Perspectives course. The description on the green sheet says, "The elective course may be a second Perspectives course or any course approved for Blocks G1, G2, or G3". The impact of this motion will be a reduction in the number of credits needed in the G4 Block from at least 18 credits to at least 15 credits and it will reduce General Education from at least 54 credits to at least 51 credits.

The committees bring this motion forward to Faculty Senate for action to be taken at the June 11, 2002 meeting.

To: Millersville University Faculty Senate
From: Department of Mathematics
Subject: Resolution of emeritus Status for Dr. Robert S. Matulis
Date: May 7, 2002

RESOLUTION

Whereas *Dr. Robert S. Matulis retired in December, 2001 after 30 years of service to Millersville University, and*

Whereas *Dr. Robert S. Matulis taught 30 different undergraduate and graduate courses in Mathematics, Computer Science, and Education, and*

Whereas *Dr. Robert S. Matulis authored four published workbooks and four published articles, and presented 30 papers at professional meetings, and*

Whereas *Dr. Robert S. Matulis served admirably on numerous departmental and university committees, and chaired the state Diagnostic and Prescriptive Mathematics Board,*

Therefore *be it resolved the Mathematics Department wishes to thank Dr. Robert S. Matulis for his contributions to the Mathematics Department and Millersville University, and that Dr. Robert S. Matulis be granted the honorary title of Professor of Mathematics Emeritus.*