

**Millersville University
Faculty Senate Minutes
December 3, 2002**

The meeting was called to order at 4:15 pm. All academic departments were represented except the Social Work Department.

I. Approval of Minutes

The minutes of the November 19, 2002 Faculty Senate Meeting were approved as amended. On p. 5186 under the UCPRC report, item (2) should read "SOCY 310, status to be changed to Perspectives."

II. Report of the Faculty Senate Chairperson

Elections of Faculty Senate officers will be held at the first meeting of the Spring 2003 semester, which will be on February 4, 2003.

Faculty members were urged to attend Commencement on Sunday, Dec. 15, 2002 at 2 pm.

Discussion of a Teaching Award will begin at today=s meeting as Item X. Fifteen minutes at the end of today=s meeting was reserved for election of the General Education Task Force, the replacement on the Academic Standards Committee and any other vacancies for which there are nominations.

Faculty Senate will be notified in February which Faculty Senate seats are due for an election during the Spring 2003 semester.

Committee rosters attached to the last Faculty Senate Minutes were incorrect. An updated version of the rosters will be attached to the current minutes when they are distributed.

III. Report of the Student Senate President

Student Senate President B. Danz reported that the Student Senate Retreat occurred recently and was a success.

IV. Report of the Graduate Student Organization - No Report

V. Report of the Administrative Officers

Provost F. McNairy announced that final exams should not be given before the Evaluation Period.

The Proposal Review Committee will be reestablished to help produce quality proposals

to be sent to Harrisburg for SSHE grants. Grant proposals have a maximum award of \$5,000.

The Physics/Engineering Program Option will be eliminated after all current students in the option have graduated. No new students will be admitted to this option.

Associate Provost C. Phillips announced that the Common Calendar Committee has forwarded its recommendations to the Deans' Council. She also invited ideas for planning and scheduling the Summer sessions, especially with regard to what each session should be called and the number of weeks for each session.

VI. Report of Faculty Senate Standing Committees

UCPRC Chair R. Wismer introduced five new proposals:

- (1) MATH 472 **B** Financial Mathematics, a new course;
- (2) GEOG 278 **B** Transportation Geography, a new course;
- (3) UNIV 101, Freshman Seminar - for students with undeclared majors;
- (4) ENGL 292 **B** Science Fiction, to add W status
- (5) CHEM program options - changes in electives to comply with the 120-credit hour graduation requirement.
 - B. S. Chemistry **B** Biochemistry
 - B. S. Chemistry
 - B. S. Chemistry **B** Environmental Chemistry
 - B. S. Chemistry **B** Polymer Chemistry

R. Wismer also urged departments to complete and submit proposals for changes in programs for the purpose of complying with the 120-hour graduation requirement as soon as possible. Since it is anticipated that UCPRC will need to handle a large number of proposals in a very short time, expediting this process is essential.

General Education Review Committee Chair J. Fenwick announced that the committee had updated the governance manual to eliminate outdated portions related to the General Education curriculum.

GCPRC Chair R. Mowrey introduced the proposed ESL Certification Program along with its new proposed courses, EDUC 561, 562, 563, and 564. She also made a motion to suspend the Faculty Senate rules and to allow a vote at today's meeting on this proposal. The motion passed.

Academic Policies Committee **B** R. Kerper introduced the proposed Class Attendance Policy. An E. Blazer/B. Stengel motion to amend the policy passed. A R. Wismer/B. Stengel motion to amend the policy passed. The amended policy passed {See Attachment #1 for amended policy}.

VII. Reports of Faculty Senate Special Committees **B No Report.**

VIII. Proposed Courses & Programs

- (1) NEW UNDERGRADUATE COURSE
ENGL 347 - Studies of Ethnicity in Film **B** Ethnicity*, 3 credit hours, a G1, Writing-Across-the-Curriculum (W) course. Desired effective date **C** Spring 2003.

*Title will incorporate the semester's focal ethnicity. Ethnicity could be African-American, Asian-American, etc.
- (2) NEW UNDERGRADUATE COURSE
ENGL 484 **B** Brave New Worlds: exploring Technology in Film, 3 credit hours, a G1, Writing-Across-the-Curriculum (W) course. Desired effective date **B** Spring 2003.
- (3) CHANGES IN COURSES/CURRICULA
Involving SOCY 303 (formerly SOCY 401) - Sociological Theory, 3 credit hours., an existing non-GenEd course. The proposal is to require that Sociology and Sociology/Criminology majors taking SOCY 303 (401) receive a minimum grade of C- or better in order to satisfy the graduation requirements for the Sociology and Sociology/Criminology majors. Desired effective date **B** Spring 2003.
- (4) NEW UNDERGRADUATE COURSE
BIOL 467 (Graduate level is BIOL 667) **B** Human Genetics: Analysis and Applications, 3 credit hours. Requesting Writing-Across-the-Curriculum (W) status. Desired effective date **C** Fall 2003.
- (5) CHANGES IN COURSES/CURRICULA
SOCY 310 **B** Sociology of Religion, 3 credit hours. An existing GenEd course requesting Perspectives (P) status. Desired effective date **C** Spring 2003.
- (6) NEW GRADUATE COURSE
EDUC 561 **B** Second Language Acquisition: Theory, Programs and Assessment, 3 credit hours. Desired effective date **B** Spring 2003.
- (7) NEW GRADUATE COURSE
EDUC 562 **B** Methods for Teaching English Language Learners, 3 credit hours. Desired effective date **B** Summer 2003.
- (8) NEW GRADUATE COURSE
EDUC 563 **B** Linguistic and Cultural Diversity in the Classroom, 3 credit hours. Desired effective date **B** Summer 2003

- (9) NEW GRADUATE COURSE
EDUC 564 **B** Current Trends in Local Areas, 3 credit hours. Desired effective date **B** Spring 2003.
- (10) CHANGES IN COURSES/CURRICULA
Completion of Program Specialist **B** ESL (English as a Second Language) Certificate Program. Desired effective date **B** Spring 2003.

IX. Faculty Emeritus B None.

X. Discussion of Teaching Award Proposal

The proposal to reestablish an Educator of the Year award was discussed at length, and the proposal was returned to the ad hoc committee.

XI. Election

An election was held for the General Education Task Force and a replacement for the Academic Standards Committee. {See attachment #2 for an updated committee roster.} Alex Szollos was elected to an At Large seat on the Academic Policies Committee, Kazi Hossain was elected to an At Large seat on the Academic Standards Committee, John Ward, Behnam Nakhai, Dorothee Blum, Barbara Bensus, Paul Studdard, Michele White and John Dooley were elected to seats on the General Education Task Force.

The meeting was adjourned at 5:47 pm.

Respectfully Submitted,

Paul Studdard
Faculty Senate Secretary

Action Summary

GCPRC Chair R. Mowrey introduced the proposed ESL Certification Program along with its new proposed courses, EDUC 561, 562, 563, and 564. She also made a motion to suspend the Faculty Senate rules and to allow a vote at today's meeting on this proposal. The motion passed.

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Attachment #1

University Class Attendance Policy

The University supports departmental and faculty class attendance policies that are reflective of and consistent with University approved guidelines. Faculty will include their class attendance policy in their syllabi given to all students in their classes at the start of the semester.

University approved guidelines:

1. Students are expected to attend all classes. It is the student's responsibility to complete requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.
2. The University policy is that faculty will excuse absences for the following reasons:
 - a. personal illness,
 - b. death or critical illness in the family,
 - c. participation in a university-sponsored activity,
 - d. jury duty,
 - e. military duties, or
 - f. religious holidays
3. Faculty judge the validity of student absences from class within the University's approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor.
4. In the case of foreseeable absences, students are encouraged to notify the faculty member in advance. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity to assure that the absence is excused.

Appeals:

As with any academic issue, students may exercise their right to appeal adverse attendance decisions to the department chair, school dean, and provost.

Rationale:

The intent of this proposed policy is to make class attendance the responsibility of the student and verification the responsibility of the faculty. This change in policy subsequently removes the Registrar as an intermediary in authorizing class absences. Faculty must make their attendance policy clear to the student and will be the judge of the validity of student absences from class, within the guidelines of the policy. It is expected that faculty attendance policies will be reasonable and will recognize the validity of the student's extra-curricular responsibilities, legitimate illnesses, family tragedies, and other responsibilities of the student in a modern society.

Since students will be responsible for complying with an instructor's attendance policy and completing missed assignments, and instructors will determine whether an absence is justified, it is unnecessary for the Registrar's Office to be involved in the process of evaluating a student's reasons for missing class and providing documentation of excused absences. The Health Center will continue the practice of verifying a student's illness which may affect his/her ability to attend class.

FROM: Joel Piperberg, Faculty Senate
Chairperson

DATE: 23 December 2002

RE: Fall 2002 Committees Roster

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)
2nd & 4th Tuesday of month, 4 – 5:30

CS04 J. Fenwick
ED03 W. Moyer
HU04 S. Nimrichter
NO04 J. George
SC04 Z. Shao
SO03 Sewell

ACADEMIC POLICIES + # \$ (CH3, ME2)

Meets 2nd & 4th WED. 4-6

CS05 R. Kerper, EDFN
ED04 S. Deemer, EDFN
ED03 B. David, ITEC
HU03 Vacant
HU04 A. Moine, For. Lang.
NO04 K. Saunders, Couns
SC04 M. Chaudhary, CSCI
SC03 M. Iannone, Chem
SO04 Vacant
SO03 Vacant
AT03 A. Szollos

Attachment #2

ACADEMIC STANDARDS + # (3)

Meets 2 Full Days 8 AM – 6 PM After End Of Fall & Spring Sem.

CS03 R. Kerper
HU05 A. Kelly
SC05 J. Moné
SO05 E. Blazer
ED05 J. Wenrich
SC04 D. Dobbins
HU04 D. Sigel
SO04 Vacant
ED04 R. Smith
NO04 J. Sciarretta
ME03 Z. Shao
ME03 C. Haferkamp
ME03 Vacant - Retirement
HU03 Vacant
AT03 S. DiBartolomeis
AT03 B. Ikenaga
AT03 K. Hossain

COOP. EDUCATION + (3)

CS05 B. Dorman

FAC.-STUDENT ATHLETIC + (3)

Meets 1ST Wed. 12 Noon To 1 PM

CS04 J. Miller
ME05 A. Szollos
ME05 J. Moné
ME04 D. Schultz

GEN. ED. REVIEW + \$ (CH3, ME2)
2nd & 4th Tuesday of month, 4 – 5:30

CS03 Jim Fenwick, MATH
ED04 N. Garner, PSYCH
ED03 Jim Valle, ELED
HU04 D. Umble, COMM
HU03 Jen Miller, PHIL
NO03 Paul Studdard, LIBR
SC04 Ostrovsky, BIOL
SC03 Muller, ESCI
SO04 Vacant
SO03 Vacant
AT03 W. Archibald, ENGL
AT03 J. Wimer, WELL

GRADUATE COURSE & PROGRAM REVIEW + (3)

Meets Last Wed. Of Month 3 – 4:30

CS04 R. Mowery

JOINT SENATE CONF. + (1)

{CH03 Rosenthal}
MS03 B. Dorman
MS03 J. Miller
MS03 J. Lynch

+ & \$ (ME2, AL1)

{CH: K. Bookmiller}
ME04 A. Szollos, PSYCH
ME04 S. Nimrichter, For. Lang.
ME03 B. Schneller ENGL
AL03 D. Scott, EDFN
AL03 K. Hossain, ELED

INT'L. STUDIES CURR. + (3)

CH04 Mowery

UNDERGRADUATE COURSE & PROGRAM REVIEW + # \$

(CH3, ME2) Meets 2nd, 4th & 5th Tuesday. 4:10 – 5:45 PM

CS03 R. Wismer, CHEM
ED04 S. McCotter, EDFN

ED03 L. West, ELED
HU04 P. Tacka, MUSI
HU03 D. Sigel, ART
NO03 D. Cross, Develop. Stud.
SC04 J. Ambler, BIOL
SC03 H. Tsutsui, MATH
SO04 F. Schmitt, Sociology
SO03 T. Kevorkian, Hist

UNIV. HONORS PROG. + # (3)

CS04 T. Kevorkian

UNIV. THEME + (CH2, ME3)

CS04 R. Mowrey
ED03 S. Deemer
HU04 M. Widmayer
NO04 M. White
SC04 Z. Shao
SO03 Gantt

COMMENC. SPEAKER # (2)

{CH: Eckert}
ED04 D. Vredenberg
HU03 A. Börger-Greco
NO04 K. Backels
SC03 D. Schultz
SO03 M. Arnold

CULTURAL AFFAIRS (3)

{CH: elected by comm.

ME05 T. Elliot
ME05 Z. Shao
ME04 C. Denlinger
ME04 W. Moyer
ME04 B. Schuller

FINANCIAL AID (2)

{CH: Thomas}
ME04 D. O'Neill

ME03 B. Ikenaga

HONORARY DEGREE (2)

{Convener: Eckert}

ME04 D. O'Neill

ME04 S. Luek

JUDICIAL BOARD (ME2, AL1)

{CH: elected from Committee membership}

ME04 F. Foster-Clark

ME03 D. O'Neill

AL03 K. Hossain

AL03 G. Nesbitt

NOONAN FUND (2)

{CH: Zubatsky}

ED04 R. Mowrey

HU04 A. Börger-Greco

NO03 T. Weisser

SC04 J. Hoover

SO03 G. Stine

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

CS03 Lynch

ME05 A. Lopez

ME05 Z. Shao

ME04 K. Backels

ME04 B. Ikenaga

ME04 P. Studdard

ME03 P. Brislin

ME03 Valle

WOMEN'S STUDIES CURR. + (2)

CW03 Darla Williams

**AFRICAN-AMERICAN STUDIES
MINOR CURR. +(2)**

CA04 Chris Corley

**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

Meet & Discuss: Piperberg

ED Elba Rohena
ED Sandra Hoffman
SO Carol Heintzelman
SO Eric Blazer
SC Jay Moné

SC Vacant

HU Vacant

HU Jill Craven

NO Jessica George

GEN ED TASK FORCE

ED04 J. Ward, EDFN

SO04 B. Nakhai, BUAD

SC04 D. Blum, Math

HU04 B. Bensur, Art

NO04 P. Studdard, Library

AT04 Michele White, Dev. Stud.

AT04 J. Dooley, Physics

AA04

SA04

SS04

SS04

GE04 Fred Foster-Clark

Gen Ed Task Force Legend

AT – At-Large Seat

AA - Academic Affairs Seat

SA – Student Affairs Seat

SS – Student Senate Seat

GE – Gen Ed Coordinator

■ - Elected by Faculty Senate

5204

**FACULTY SENATE SPECIAL
COMMITTEES**

AD HOC HONOR CODE

2nd & 4th Tuesdays 4 – 5 pm

CS Kathy. Schreiber