

**Millersville University  
Faculty Senate Meeting  
September 2, 2003**

The meeting was called to order at 4:14 p.m. All departments were represented except Music.

**I. Minutes of June 10, 2003 Faculty Senate Meeting**

The minutes were approved with the following amendment:

The statement in page 5274 from the minutes under I item 2 should read **A**For the purpose of exploring policies framing existing or yet-to-be-created interdisciplinary programs, the International Selection Committee will not be one of the groups represented at a joint meeting of all curricular bodies and groups that are involved in interdisciplinary studies."

**II. Report of the Faculty Senate Chairperson**

Chairperson Piperberg asked senators to introduce themselves at the beginning of the meeting. New senators who would like copies of Parliamentary Procedure At a Glance were invited to pick one up at the end of the meeting. If needed, more copies will be ordered.

Senator Kerper has been appointed by Chairperson Piperberg as Parliamentarian and John McLarnon has agreed to serve on the Medal Fund Board. Chairperson Piperberg will serve as the Senate representative on the Web Grading Committee.

For the fall of 2003, committee seats still unoccupied after the first three Senate meetings will be declared vacant. Nominations can be reopened for these seats from the floor at any time. Vacant seats for most committees can be filled after the third Senate meeting with at large candidates.

When emeritus proposals are brought to Senate, they should be accompanied by the normal proposal and the short versions, which are eventually sent to the Trustees for their approval. The short version format is available on the Faculty Senate website under Senate forms. Electronic versions of these documents can be sent to the chair for inclusion in the Minutes.

Chairperson Piperberg expressed his appreciation to Senator Rohena for agreeing to serve as the secretary of the Faculty Senate for the 2003-2004 school year. After Senator Rohena's nomination, a R. Mowrey/S. Luek motion to close nominations and have the Secretary cast a vote for the nominee passed without dissent.

Faculty Senate meeting dates for the 2003 **B** 2004 academic years are as follows: September 2, September 16, October 7, October 21, November 4, November 18, December 2. For the spring semester, the dates are; January 20, February 3, February 17,

March 2, March 16, April 6, April 20 and June 8 (tentative).

The following administrative approvals were received by Chairperson Piperberg over the summer:

EDFN 560 **B** Post-baccalaureate Clinical Practicum in Student Teaching  
Approved, effective Fall 2003

Implementation of the 120-credit requirement with currently enrolled students.  
Approved, Effective Fall 2003

Experimental Course Policy for Graduate Studies. Approved, effective Fall 2003

NURS 799 **B** Applied Supervision: School Health Services. Approved, effective  
Summer 2004

Supervisory Certification for School Health Services. Approved, effective  
Summer 2004

PSYC 462 **B** Psychology and Creativity in Art, Music and the Written World.  
Approved, effective Fall 2003

HUMN 391 **B** Topics in the Humanities. Approved, effective Fall 2003

EDFN 330 **B** Introduction to Microcomputers in the Classroom. Approved,  
effective Fall 2003

HIST 255 **B** Religion in American History. Approved, effective Fall 2003

BIOL 449 **B** Plant Communities. Approved, effective Fall 2003

THEA 240 **B** Script Analysis. Approved, effective Fall 2003

BS Speech Communication: Theatre Option. Approved, effective Fall 2003

Theatre Minor. Approved, effective Fall 2003

MUSI 203 **B** Language of Music **B** renumbered to MUSI 104. Approved,  
effective, Fall 2003

BSE Music. Approved, effective, Spring 2004

Policy for Admission to the Major for BSE Music Education. Approved,  
effective Fall 2003

Policy for Retention in the Major for BSE Music Education. Approved, effective

Fall 2003

New Policy for Admission for Supervisory Certification for Music Education.  
Approved, effective Fall 2003

Policy for Retention in the Supervisory Certification for Music Education.  
Approved, effective Fall 2003

MUSI 462 **B** Music History and Literature II **B** renumber to MUSI 363.  
Approved, effective Fall 2003

BSE Music Education. Approved, effective Fall 2003

BA Music, Music Industry Studies. Approved, effective Fall 2003

OSEH 435 **B** Environmental Technology. Approved, effective Fall 2003

BS Occupational Safety & Environmental Health. Approved, effective Fall 2003

Deletion of ESCI 325 **B** Stratigraphy. Approved, effective Fall 2003

ESCI 326 **B** Sedimentation. Update title: Sedimentation and Stratigraphy.  
Approved, effective Fall 2003

BS Geology. Approved, effective Fall 2003

BSE Earth Sciences. Approved, effective Fall 2003

BS Oceanography, Biological. Approved, effective Fall 2003

BS Oceanography, Chemical. Approved, effective Fall 2003

BS Oceanography, Geological. Approved, effective Fall 2003

BS Oceanography, Physical. Approved, effective Fall 2003

BSE Biology. Approved, effective Fall 2003

BS Biology **B** Respiratory Therapy. Approved, effective Fall 2003

BA Chemistry **B** Cooperative Engineering. Approved, effective Fall 2003

BSE Physics. Approved, effective Fall 2003

BSE English. Approved, effective Fall 2003

BFA Art. Approved, effective Fall 2003

EDCI 799 **B** Applied Supervision: Curriculum & Instruction K-12; 3 or 6 credits (Not 6 credits as graduate course proposal originally stated. Students are strongly recommended to take three (3) credits during the fall semester and three (3) credits during the spring semester to **Aview@** the entire academic year. Exceptions will be considered. Approved, effective Summer 2003

#### Courses Passed After June Meeting:

##### CHANGE IN COURSES/CURRICULA - 120 credit mandate

Completion of B. A. in Music option **B** change in major field requirements from 64 credits to 69 credits; delete MUSI 181 and MUSI 281; cut 4 semesters of Applied Musicianship requirements. Total B. A. Music degree program will be 120 credits. Approved, effective Fall 2003.

##### CHANGE IN COURSES/CURRICULA - 120 credit mandate

B. S. E. in Citizenship Education - This new curriculum is one of two that replace the former B. S. Ed. Social Studies curriculum; the other is B. S. Ed. Social Sciences. Two General Education exceptions are requested: (1) based on the interdisciplinary nature of the curriculum, it is requested that a Perspectives (P) course not be required and (2) it is also requested that the Advanced Writing (AW) requirement be satisfied by a course within the curriculum (to be approved by the Senate). The English Department originally had concerns about the proposal but after discussions with the proposers withdrew the objections. The Citizenship Certificate will require that a course with an AW label (probably a 499 Seminar) will have to be proposed, as has been done in other departments. Approved, effective Fall 2003.

##### CHANGE IN COURSES/CURRICULA - 120 credit mandate

Change in completion of the B. S. E. in Art Education **B** changes in B. S. E **B** Art Education. degree reflecting the state mandate of reducing the program to 132 credits, while maintaining NASAD accreditation. Approved, effective Fall 2003.

### **III. Report of the Student Senate President**

Kristin Albright, the Student Senate President announced their next meeting scheduled for Thursday, September 4. Committee elections will take place during that meeting. Freshmen elections will be on September 25. The Person of the Year plaques were awarded to Shelley Luft, student and Mike Frye, faculty/staff. The plaques will be placed in the Student Memorial Center at the end of September.

### **IV. Report of the Graduate Student Association **B** No Report.**

## V. Report of Administrative Officers

Acting Provost Shane made the following announcements:

**Admissions:** There has been an increase in students admitted to the University. The freshmen class profile remained the same with more students.

**Outcome-Based Assessment:** During the Fall 2003 semester, several activities will take place related to assessment. In September, Dr. Maki from PHAD will be presenting a workshop on this topic. A team from Kings College will also be doing a workshop on the same topic in September. This team is known for their work on bringing outcome-based assessment to the department level. In October, representatives from Middle States will also be presenting a workshop.

**Academic Affairs Strategic Plan:** Attention will be given to new programs such as the first year experience program and the interdisciplinary program. Also, it was noted that the Art Department will be going through accreditation.

Acting Provost Shane discussed changes in how the state will be allocating funds for upper and lower division courses. In response to a question Acting Provost Shane and Executive Assistant to the President Phillips clarified some concerns related to the definition of these courses, relating to changes in their definitions made by Senate last year. Departments may wish to reconsider some of their courses this year.

**ACE Program:** A task force has been working on this program that serves nontraditional students.

Executive Assistant to the President Phillips made the following announcements:

**Winter Session:** Faculty members were encouraged to promote this year's winter session. There has been a decrease in course offerings (30 instead of 42 last winter) undoubtedly due to the changes in the program necessitated by the Common Calendar. Senator Blazer commented that students seem not to be aware that there will be a winter session this year. Adjustments to the Summer sessions are being considered that might better serve students who cannot attend winter session.

Dr. Phillips mentioned that the administration has suggested some changes in the undergraduate incomplete policy passed previously by Senate and recommended that the revised policy be sent back to the Academic Policies Committee for consideration by that body. An E.Blazer/B. Mowrey motion to send the undergraduate incomplete policy to the Academic Policies Committee for the purpose of considering revisions passed without dissent.

Assistant Provost Bello-Ogunu made the following announcements:

Assistant Provost Bello-Ogunu expressed his appreciation to the faculty for their involvement in the new student orientation and convocation activities. Faculty members were encouraged to become mentors for the MAP program. This program was explained briefly and faculty members were asked to contact his office if they are interested in participating.

**VI. Standing Committees**

GCPRC - Senator Mowrey presented the following course proposals for approval at the September 16 meeting:

WSSD 698 **B** Research Proposal  
WSSD 699 - Thesis  
WSSD 691 **B** Independent Study  
WSSD 686-689 **B** Special Topics in Sport Management

The Incomplete Grade Policy for Graduate Studies {See Attachment #1} was passed without dissent.

**VII. Special Committees**

Honor Code Committee **B** Chairperson Piperberg reported on behalf of Senator Schreiber who was the chairperson of the Honors Code Committee. Some questions have been raised regarding the honor code proposal. More information will be forthcoming. Nominations for a chairperson for this committee were solicited.

**VIII. Proposed Courses and Programs B** No courses in the queue.

**IX. Faculty Emeritus - None.**

**X. Discussion of Teacher/Educator of the Year Award**

Postponed until September 16 meeting.

**XI. Other/New Business**

Questions were raised about the COOP committee.

Senator Yalda raised the question about the need to have an APSCUF representative at the Senate. Chairperson Piperberg will contact Bill Smith, APSCUF president, to find out who this person will be.

**XII. Elections**

Chairperson Piperberg explained the ballots and how to vote. Elections were conducted.  
{See Attachment}

The meeting was adjourned at 5:20 p.m.

Respectfully Submitted,

Elba I. Rohena  
Senate Secretary

## Action Summary

An E.Blazer/B. Mowrey motion to send the undergraduate incomplete policy to the Academic Policies Committee for the purpose of considering revisions passed without dissent.

The Incomplete Grade Policy for Graduate Studies was passed without dissent.

Elections were conducted.



Attachment #1

To: Faculty Senate  
From: Rebecca Mowrey, GCPRC Chairperson  
Date: May 15, 2003  
Re: Incomplete Grade Policy for Graduate Studies

The Incomplete Grade Policy for Graduate Studies shall be as follows:

A student, upon consultation with the instructor, may receive a grade of Incomplete. The student has the responsibility to meet with the instructor to develop a written agreement that specifies: (a) completion of work within one calendar year; (b) content of the requirements to be completed; and (c) default grade in the event that requirements are not met by the deadline. The student and instructor may renegotiate mutually acceptable deadlines and requirements as needed. Copies of this written agreement will be distributed to the student and placed in the student file within the academic department.

This replaces the following language found on page 17 of the 2001 / 2003 Graduate Catalog:

A student, upon consultation with the instructor, may receive a grade of Incomplete. The student has the responsibility to complete the appropriate work as outlined by the instructor by the end of the following regular term. In the case of research reports and theses, the grade of Incomplete must be removed within one (1) calendar year. If a change of grade is not made by the instructor to indicate completion of requirements in the appropriate time span, the grade will be changed to an F. Under extenuating circumstances, the student may petition the Dean of Graduate Studies, with the recommendation of the instructor, for an extension of time to complete the course or research requirements.

FROM: Joel Piperberg, Faculty Senate  
Chairperson

DATE: 3 September 2003

**RE: Fall 2003 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)**  
**2<sup>nd</sup> & 4<sup>th</sup> Tuesday of month, 4 – 5:30**

CS04 J. Fenwick  
ED05 J. Ward  
HU04 S. Nimrichter  
NO04 J. George  
SC04 Z. Shao  
SO05

**ACADEMIC POLICIES**

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

Meets 2nd & 4th WED. 4-6

CS05 R. Kerper, ELED  
ED04 S. Deemer, EDFN  
ED05 L. West, ELED  
HU05 B. Schneller, ENGL  
HU04 A. Moine, For. Lang.  
NO04 K. Saunders, Couns  
SC04 M. Chaudhary, CSCI

SC05  
SO04  
SO05

AT03

**ACADEMIC STANDARDS + # (3)**

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

CS06 R. Kerper  
HU05 A. Kelly  
SC05 J. Moné  
SO05 E. Blazer  
ED05 J. Wenrich  
SC04 D. Dobbins  
HU04 D. Sigel  
SO04  
ED04 R. Smith  
NO04 J. Sciarretta  
SC06 A. DeCaria  
SO06  
ED06 C. Haferkamp  
HU06  
AT03  
AT03  
AT03

**COOP. EDUCATION + (3)**

CS05

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

Meets 1<sup>ST</sup> Wed. 12 Noon To 1 PM

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

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

**2<sup>nd</sup> & 4<sup>th</sup> Tuesday of month, 4 – 5:30**

CS06 J. Fenwick, Math  
ED04 N. Garner, PSYCH  
ED05 J. Wimer, WSSC  
HU04 W. Archibald, ENGL  
HU05 J. Miller, PHIL  
NO05

SC04 Ostrovsky, BIOL  
SC05 A. Muller, ESCI  
SO04  
SO05

AT03  
AT03

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

Meets Last Wed. Of Month 2 – 3:30

CS04 R. Mowrey

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

{CH04 Rosenthal}

MS04 J. Lynch

MS04  
MS04

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

{CH: K. Bookmiller}  
ME04 A. Szollos, PSYCH  
ME04 S. Nimrichter, For. Lang.  
ME05 S. Deemer, EDFN  
AL04 T. Gilani, Physics  
AL04 Z. Shao, Math

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

CH04 Mowrey

**UNDERGRADUATE COURSE  
& PROGRAM REVIEW + # \$**

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

CS06 S. McCotter, EDFN

ED04

ED05 T. Woo, PSYCH

HU04 P. Tacka, MUSI

HU05

NO05

SC04 J. Ambler, BIOL

SC05

SO04 1 semester sub

SO05

F. Schmitt returning S 04 (SO04)

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

CS04 T. Kevorkian

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

CS04 R. Mowrey

ED06

HU04 M. Widmayer

NO04 M. White

SC04 Z. Shao

SO06

**COMMENC. SPEAKER # (2)**

{CH: Eckert}

ED04 D. Vredenberg

HU05 M. Rosenthal

NO04 K. Backels

SC05

SO05

**CULTURAL AFFAIRS (3)**

{CH: elected by comm.

ME05 T. Elliot

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

Council of Trustees (advisor): Piperberg  
Joint Senate Conf. (chair): Rosenthal  
Medal Fund Manag. Board:  
Strat. Planning & Res. Council: Piperberg  
Parliamentarian: Kerper  
Meet & Discuss:  
Web Grading Task Force: Piperberg

## FACULTY SENATE SPECIAL COMMITTEES

**FINANCIAL AID (2)**  
{CH: Thomas}  
ME04 D. O'Neill  
ME05 Z. Shao

**AD HOC HONOR CODE**  
**2<sup>nd</sup> & 4<sup>th</sup> Tuesdays 4 – 5 pm**  
CS  
ED Elba Rohena  
ED Sandra Hoffman  
SO Carol Heintzelman  
SO Eric Blazer  
SC Jay Moné  
SC Robert Buchanan  
HU  
HU Jill Craven  
NO Jessica George

**HONORARY DEGREE (2)**  
{Convener: Eckert}  
ME04 D. O'Neill  
ME04 S. Luek

**JUDICIAL BOARD (ME2, AL1)**  
{CH: Phil Riordan; elected from  
Committee membership}  
ME04 F. Foster-Clark  
ME05 D. O'Neill  
AL04 K. Hossain  
AL04

**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

**NOONAN FUND (2)**  
{CH: Zubatsky}  
ED04 R. Mowrey  
HU04 C. Gaudry-Hudson  
NO05 T. Weisser  
SC04 J. Hoover  
SO05 G. Stine

**ADMISSIONS, ADVISEMENT &  
STUDENT AFFAIRS + # (3)**  
CS06 J. Lynch  
ME05 A. Lopez  
ME05 Z. Shao  
ME04 K. Backels  
ME04 B. Ikenaga  
ME04 P. Studdard  
ME06 J. Sciarretta  
ME06 D. Schultz

**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

**WOMEN'S STUDIES CURR. + (2)**  
CW05 B. Skinner

**AFRICAN-AMERICAN STUDIES  
MINOR CURR. +(2)**  
CA04 Chris Corley

**APPOINTED OR EX-OFFICIO  
SENATE REPRESENTATIVES**  
Commencement Comm.: Piperberg