

**Faculty Senate Minutes**  
**January 20, 2009**

The meeting was called to order at 4:09 p.m. All departments were in attendance except Academic & Student Development and Wellness & Sport Sciences.

I. Minutes of previous meeting

The minutes of the December 2, 2008 meeting of the Faculty Senate were approved as written.

II. Report of the Faculty Senate Chairperson

Faculty Senate Chair Börger-Greco announced that elections for Faculty Senate officers will be held at the February 3 meeting. Nominations for any position can be submitted ahead of time to the secretary or made from the floor. Dr. Börger-Greco also noted that Dr. Sherlynn Bessick will report to Senate at the next meeting about updates to the Americans with Disabilities Act.

III. Report of the Student Senate President

Student Senate President Farrelly reported on a MLKJ Day service event and planning related to the Master Plan Phase II. She also noted that student groups are cooperating on plans for Superfest. She emphasized the deadline for allocation packets is 5 p.m. on January 22.

Ms. Farrelly expressed appreciation for the Senate decision to allow students to continue serving on ASC hearing subcommittees. She encouraged faculty to increase the student representation to four members.

IV. Report of the Graduate Student Association

None

V. Report of the Administrative Officers

**Associate Provost for Academic Administration**

Associate Provost Burns reminded faculty of the Spring Convocation planned for February 19, that applications are being accepted for the General Education Program Coordinator, and about the First Friday event on February 6. Dr. Burns also noted that focus groups are being planned to get faculty feedback on issues relevant for the Middle States Self Study. A question was raised about whether information in the online

governance manual is complete. Dr. Burns noted that documents that have been updated are available in the new format but that not everything has been converted yet. The 1997-2007 format is still accessible via the faculty information website.

VI. Reports of the Faculty Senate Standing Committees

UCPRC

A document was distributed reminding faculty of the procedure for submitting course proposals to UCPRC and detailing deadlines for any proposals planned for implementation in Fall 2009. [see Attachment #1]

First Readings

(1) NEW UNDERGRADUATE COURSE

GOVT323: Government and Politics of the Middle East, 3 credits, G3, D. Proposal to create a course that examines Middle Eastern politics and the impact of national, economic, gender and religious perspectives.

(2) NEW UNDERGRADUATE COURSE

ITEC303: Technology Assessment: The Amish and Others, 3 credits, P, D, web. Proposal to create a course to explore how the use of technology is assessed, contrasting the approach of certain Anabaptist groups to those of North Americans in general.

UCPRC reported approval of the FYI course “The Search for an Identity: The Puerto Rican Experience.”

VII. Reports of the Faculty Senate Special Committees

None

VIII. Proposed Courses and Programs

None

IX. Student Photo Rosters

Senator Wagner shared a suggestion from Biology that efforts be made to link class and advisee rosters to student ID photos to help faculty learn to know students more efficiently. Dr. Burns noted that there might be issues related to getting student permission to share their photo and also that the logistics might be complicated since ID photos are not stored within Banner. It was suggested that we find out how other schools are doing this and that students could sign a related waiver when taking their ID photo.

Ms. Farrelly commented that she believes students would benefit from professors making quicker connections between names and faces. She also noted that there might be security benefits of such a quick reference option. Another comment made was that photos would help faculty when connecting with former students, for example when writing reference letters. There was general support for exploring how to implement photo rosters.

X. Update on the Middle States self-study

Dr. Burns presented a review of the 2010 Self Study process. He highlighted data from reports and surveys that are being used as data for research questions and noted that all faculty are able to access this information. Dr. Burns also introduced the Self Study tagline “Rediscover Millersville: The 2010 Self Study” that reflects how the process is both a historical and forward-looking evaluation. He noted that the report is intended to provide a balanced view of what is working on campus as well as what might be improved. In response to a question, Dr. Burns indicated that Assessment Briefs should be available in late spring. He also reminded faculty that there are still opportunities to get involved in working groups and focus groups.

XI. Other/New Business

None

Meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

Aimee L. Miller  
Secretary of the Senate

**Action Summary:**

The minutes of the December 2, 2008 meeting of the Faculty Senate were approved as written.

## Attachment #1

To: University Faculty  
From: Janet A. White, Chair, Undergraduate Course and Program Review Committee (UCPRC)  
Re: Meeting schedule and deadlines for proposals, 2008-2009

**Forms will be updated as needed throughout the semester. Please make sure to use the updated forms when beginning the process by checking:**

<http://www.millersville.edu/~fsenate/Forms/courseapproval.html>

and/or <http://www.millersville.edu/~gened/>

### General Requests:

- Please have **page numbers** on ALL proposals to facilitate discussions and presentations.
- In order to help this year's proposal process go smoothly and to meet the schedule of the Senate, please see the schedule of UCPRC meetings for the 2008-2009 year on page 2.
- Please note that proposal delivery to UCPRC chair is the responsibility of the proposal representative. Depending on the type of proposal, there may be different requirements regarding what is sent. Please read the requests below carefully in order to facilitate the approval of your proposal(s) and minimize the amount of time spent on clarifications.
- **IMPORTANT CHANGE:** all electronic documents for ALL types of proposals should be sent to the UCPRC mailbox: [UCPRC@millersville.edu](mailto:UCPRC@millersville.edu).
- All paper correspondence should be directed to the Chair of UCPRC, Janet White, Math Department, Wickersham Hall. If you have a logistical question that needs a quick response, it is best to send an email to [Janet.White@millersville.edu](mailto:Janet.White@millersville.edu).
- Unless there are extenuating circumstances, all courses are considered in the order in which they are received. This can mean more than a month to get on the agenda of UCPRC. Please plan ahead.
- **IMPORTANT NOTE: For ALL proposals, the original signed cover page of the proposal WITH original INK signatures MUST** be received by Janet White, MATH, UCPRC Chair PRIOR to any consideration or scheduled presentation.

### **General Directions for submitting electronic and paper copies of all proposals:**

#### **I. Academic Proposals, Course Proposals (including NEW courses seeking a W, P, or D label)**

- 15 paper copies (2-sided please) sent to Janet White, MATH, UCPRC Chair
- Original copy of proposal cover page WITH signatures sent to Janet White, MATH, UCPRC Chair (proposals will NOT be placed on the committee agenda until the original copy with ink signatures has been received.)
  - **WHEN** approved by UCPRC – the original signature page will be signed and returned to the proposer. Any recommendations can then take place electronically.
  - An electronic version (.pdf only please) of the proposal will then need to be sent via email (including the scanned cover sheet WITH ALL signatures) needs to be sent to [UCPRC@millersville.edu](mailto:UCPRC@millersville.edu). You will also be asked to make an additional 6 paper copies (2-sided please) that the department Senator must deliver to the Secretary and/or Chair of Senate.

**II. W-recertifications (deadline for submission: November 15, 2008), P-recertifications (deadline for submission: February 1, 2009)** – This is the process for courses that have ALREADY been approved with the appropriate Gen-Educ Label and are simply following the expedited review process. If this is a new course, then see I.

- An electronic version (.pdf only please) of the proposal via email to [UCPRC@millersville.edu](mailto:UCPRC@millersville.edu) (including scanned cover sheet WITH prior signatures). Make sure that you attach a syllabus, and address all items on the evaluation form. Note that the P-recertification form will be shared online as soon as it is available.
- Original copy of proposal cover page WITH signatures sent to Janet White, MATH, UCPRC Chair (proposals will NOT move on to subcommittees without the original copy.)

#### **III. Add a D-label to an Existing Course (ongoing consideration: preference by December 1, 2008):**

- An electronic version (.pdf only please) of the proposal via email to [UCPRC@millersville.edu](mailto:UCPRC@millersville.edu) (including scanned cover sheet WITH prior signatures). Make sure that you attach a syllabus, and address all items on the form.
- Original copy of proposal cover page WITH signatures sent to Janet White, MATH, UCPRC Chair (proposals will NOT move on to a subcommittee without the original copy.)

**IV. FYI Seminars – initial review (initial deadline: September 26, 2008):**

- 8 paper copies (2-sided please) sent to Janet White, MATH, UCPRC Chair
- An electronic version (.pdf only please) of the proposal via email to [UCPRC@millersville.edu](mailto:UCPRC@millersville.edu) (including scanned cover sheet WITH prior signatures). Make sure that you attach a syllabus, and address all items on the form.
- Original copy of proposal cover page WITH signatures sent to Janet White, MATH, UCPRC Chair (proposals will NOT move on to a subcommittee without the original copy.)

**Special Note:** ALL course and program proposals that are intended to be in place for the Fall 2009 semester should follow the timeframe indicated below.

- Presentation to UCPRC no later than March 24 (vote to occur on tentatively scheduled March 31 meeting or electronically).
- If approved by UCPRC,
  - 1<sup>st</sup> reading at Senate no later than April 7.
  - 2<sup>nd</sup> reading and vote at Senate no later than April 21.
- If not approved by UCPRC by March 31, the course or program proposal will not be able to be put into place for the Fall 2009 semester.

**Tentative UCPRC Meeting Calendar 2008-2009**

2<sup>nd</sup> and 4<sup>th</sup> and 5<sup>th</sup> (as needed) Tuesdays, 4:05-5:50

Location: Wickersham Hall 209

**Fall 2008**

- September 9
- September 23
- October 14 (complete PDE Chapter 49-2 program changes)
- October 16 (special meeting to vote on PDE Chapter 49-2 program changes)
- November 11
- November 25

**Spring 2009**

- April 14

- January 13
- January 27
- February 10
- February 24
- March 10
- March 24 (deadline for presentation to allow for Senate approval by April 21)
- March 31\* (if needed)

All UCPRC sub-committees will meet as membership permits – requests for changes will be made to proposal representatives from the sub-committee chairs from UCPRC. The official vote of UCPRC will be sent by the Chair of UCPRC via email to representatives and announced at Senate.

Each representative is responsible for following through on committee requests, providing proper documentation, and informing other members of your department, including department chairs and curriculum committees (as required).