

**Faculty Senate Minutes
September 2, 2008**

The meeting was called to order at 4:08 p.m. All departments were in attendance except Academic & Student Development, Business Administration, Nursing, Philosophy and Special Education.

I. Minutes of previous meeting

The minutes of the June 24, 2008 meeting of the Faculty Senate were approved as revised.

II. Report of the Faculty Senate Chairperson

Faculty Senate Chair Börger-Greco welcomed the Faculty Senate to a new school year. Introductions were conducted.

III. Report of the Student Senate President

Student Senate President Farrelly reported a good start to the year. Chairs have been elected for committees and nominees for university committees are being accepted. She also commented on student participation in Orientation and the Middle States review process and on feedback from the New York Times pilot program.

IV. Report of the Graduate Student Association

Graduate Student Association Representative Randolph noted the GSA hopes to involve more students.

V. Report of the Administrative Officers

President

President McNairy expressed thanks to departments and faculty for participating in Orientation. She also highlighted the opportunity to collaborate with Millersville Borough and area schools in Vision 2020 during a series of discussion meetings. Dr. McNairy introduced Mr. Chip German, Vice President for Information Technology. She also reminded faculty about the combined Convocation and Garden Supper on Friday and welcomed spouses and family to join the celebration.

Vice President for Student Affairs

Vice President Breaux reported on participation of over 1300 students in Orientation. She also expressed grief over the loss of Dr. James Heffern, Director of Health Services and noted that operations of Health Services are under review and focus groups will be meeting to gather feedback about options. A question was raised about whether graduate students have been consulted. Dr. Breaux responded that their input is welcome. It was also requested that the Ishmael Beah lecture be recorded during simulcast if possible.

Provost

Provost Prabhu reported on work for the Middle States review and meeting the Chapter 49-2 mandates from the PDE. He thanked faculty who have been working to meet tight deadlines necessary to implement new programs in Fall 2009. Dr. Prabhu then invited Dean Jane Bray to comment on these changes. Dr. Bray explained conversion of the elementary program into PreK-4 and Middle Level (4-8) programs. She thanked Drs. Christine Anthony, Judy Wenrich, Cheryl Desmond, Cindy Ridley and Elba Rohena for leadership in the collaborative efforts needed to make the required changes. It was noted that some flexibility has been added to credit limits for these programs.

Associate Provost for Academic Administration

Associate Provost Burns commented that approval of some overall education program schedules and structure will have to be made prior to having individual courses in place to meet the timelines. Dr. Janet White explained plans for maintaining the integrity of our 2-meeting curriculum review process during the expedited program review. Dr. White requested on behalf of UCPRC that Faculty Senate meet on a fifth Tuesday, October 28 to allow for review of education program changes. A motion to hold a Faculty Senate meeting on October 28, 2008 was approved without dissent.

Dr. Burns reminded faculty of the upcoming lecture by Ishmael Beah. He also reported on deadlines for course reviews: September 26 for new UNIV103 FYI courses and November 15 for W recertifications from selected departments.

Executive Assistant to the President

Executive Assistant to the President McCollum highlighted a quick reference guide from the Threat Assessment Team to support prevention and preparedness for emergencies on campus. A question was raised about distribution to students. Dr. McCollum responded that it would be widely available, beginning in residence halls. Another question raised was whether the TAT would field concerns from students regarding faculty. The response was positive.

Interim Assistant Provost

Assistant Provost Redmond thanked departments for providing input as part of Orientation.

VI. Reports of the Faculty Senate Standing Committees

UCPRC

Dr. White distributed a summary of schedules, deadlines and procedures for submissions for course proposals and recertifications. [see Attachment #1] She stressed that proposals will not be forwarded to sub-committees unless accompanied by a pdf scan of the cover sheet with signatures of the proposer and department chair. She also requested that senators confirm with proposers of approved W recertifications that these cover sheets have been submitted.

VII. Reports of the Faculty Senate Special Committees

None

VIII. Proposed Courses and Programs

Second Readings

(1) NEW GRADUATE COURSE

SOWK609: Introduction to Art Therapy, 3 credits. Proposal to create a course that explores principles and techniques of art therapy was approved without dissent.

(2-1) NEW GRADUATE COURSE

ACT600: Inquiry for Teaching and Learning, 3 credits. Proposal to create a course about action research, assessment of student learning and evaluation of and reflection on teaching was approved without dissent.

(2-2) NEW GRADUATE COURSE

ACT610/EDUC610: Critical Literacy in a Diverse Democratic Classroom, 3 credits. Proposal to create a course to help students develop a personal perspective of critical literacy, encompassing reading, writing, speaking and listening, in the secondary classroom was approved without dissent.

(2-3) NEW GRADUATE COURSE

SPED610: Serving Secondary Students with Disabilities in Inclusive Settings, 3 credits. Proposal to create a course to prepare secondary educators to effectively teach students with disabilities in inclusive classrooms was approved without dissent.

(2-4) NEW GRADUATE COURSE

ACT700: Seminar 1, 1 credit. Proposal to create a course to guide student development within the ACT program with mentoring from faculty and peers in Seminar 2 and 3 of the ACT program was approved without dissent.

Dr. John Ward confirmed that the ACT700, ACT701 and ACT702 seminars are each one credit only.

(2-5) NEW GRADUATE COURSE

ACT701: Seminar 2, 1 credit. Proposal to create a course to guide student development within the ACT program with mentoring from faculty and peers in Seminar 1 and 3 of the ACT program was approved without dissent.

(2-6) NEW GRADUATE COURSE

ACT702: Seminar 3, 1 credit. Proposal to create a course to guide student development within the ACT program with mentoring from faculty and peers in Seminar 1 and 2 of the ACT program was approved without dissent.

(2-7) NEW GRADUATE COURSE

ACT641: Foundations of Multicultural Education, 3 credits. Proposal to create a course to lay the foundational framework and knowledge of multicultural education was approved without dissent.

(2-8) NEW GRADUATE COURSE

ACT642: Teaching About Diversity, 3 credits. Proposal to create a course that examines multicultural issues in contemporary society and how they impact the educational system, equity, inclusion and cultural tolerance was approved without dissent.

(2-9) NEW GRADUATE COURSE

EDFN513: Sexual Orientation and Schooling, 3 credits. Proposal to create a course to build understanding of the history and school climate related to sexual orientation as well as knowledge of current laws, policies and recommended practices for supporting lesbian, gay, bisexual, transgender and questioning youth and educators was approved without dissent.

(2-10) NEW GRADUATE COURSE

ACT650: Science Teaching and Learning, 3 credits. Proposal to create a course to critically examine the latest research about science teachers and learners and use this information to assess current instructional practices with an emphasis on inquiry teaching in science classrooms was approved without dissent.

(2-11) NEW GRADUATE COURSE

ACT651: Science Curriculum and Reform, 3 credits. Proposal to create a course to understand science curriculum and the implications of reform initiatives focusing on student learning and to examine how different assumptions and perceived goals of science education influence what is taught, how it is taught and how it is assessed and interpreted was approved without dissent.

(2) NEW GRADUATE CURRICULUM

MEd Assessment, Curriculum and Teaching. Proposal to create a program to train secondary education teachers the interrelationship of teacher inquiry including the use of student assessment data, action research and teacher reflection with content knowledge development, curricular planning and design and teacher-student interaction was approved without dissent. Two concentrations will be offered: Learning About Diversity and Pedagogical Content Knowledge.

Faculty-Student Athletic Committee

The proposed updated functions of the Faculty-Student Athletic Committee and new format for the FSAC bylaws document were approved without dissent. [see Attachment #2]

GCPRC

The proposed Masters Thesis Guidelines were approved with two abstentions. These guidelines will be available through the Graduate Studies website.

IX. Faculty Emeritus

A White Greenawalt/Luek motion that Leo E. Shelley be granted the honorary title of Associate Professor of Librarianship Emeritus was approved without dissent.

X. Elections

Additional nominations for the third regular election were requested from the floor. A Mowrey/Luek motion to close nominations was approved without dissent. A Mowrey/Saunders motion to unanimously elect all unopposed candidates was approved without dissent.

Additional nominations were requested from the floor for persons willing to serve at-large. A Miller/Saunders motion to close nominations and unanimously elect all unopposed candidates was approved without dissent.

XI. Other/New Business

Dr. Joel Piperberg requested that the Spring calendar be discussed at the next Faculty Senate meeting.

Meeting was adjourned at 5:46 p.m.

Respectfully Submitted,

Aimee L. Miller
Secretary of the Senate

Action Summary:

The minutes of the June 24, 2008 meeting of the Faculty Senate were approved as revised.

A motion to hold a Faculty Senate meeting on October 28, 2008 was approved without dissent.

(1) NEW GRADUATE COURSE

SOWK609: Introduction to Art Therapy, 3 credits. Proposal to create a course that explores principles and techniques of art therapy was approved without dissent.

(2-1) NEW GRADUATE COURSE

ACT600: Inquiry for Teaching and Learning, 3 credits. Proposal to create a course about action research, assessment of student learning and evaluation of and reflection on teaching was approved without dissent.

(2-2) NEW GRADUATE COURSE

ACT610/EDUC610: Critical Literacy in a Diverse Democratic Classroom, 3 credits. Proposal to create a course to help students develop a personal perspective of critical literacy, encompassing reading, writing, speaking and listening, in the secondary classroom was approved without dissent.

(2-3) NEW GRADUATE COURSE

SPED610: Serving Secondary Students with Disabilities in Inclusive Settings, 3 credits. Proposal to create a course to prepare secondary educators to effectively teach students with disabilities in inclusive classrooms was approved without dissent.

(2-4) NEW GRADUATE COURSE

ACT700: Seminar 1, 1 credit. Proposal to create a course to guide student development within the ACT program with mentoring from faculty and peers in Seminar 2 and 3 of the ACT program was approved without dissent.

Dr. John Ward confirmed that the ACT700, ACT701 and ACT702 seminars are each one credit only.

(2-5) NEW GRADUATE COURSE

ACT701: Seminar 2, 1 credit. Proposal to create a course to guide student development within the ACT program with mentoring from faculty and peers in Seminar 1 and 3 of the ACT program was approved without dissent.

(2-6) NEW GRADUATE COURSE

ACT702: Seminar 3, 1 credit. Proposal to create a course to guide student development within the ACT program with mentoring from faculty and peers in Seminar 1 and 2 of the ACT program was approved without dissent.

(2-7) NEW GRADUATE COURSE

ACT641: Foundations of Multicultural Education, 3 credits. Proposal to create a course to lay the foundational framework and knowledge of multicultural education was approved without dissent.

(2-8) NEW GRADUATE COURSE

ACT642: Teaching About Diversity, 3 credits. Proposal to create a course that examines multicultural issues in contemporary society and how they impact the educational system, equity, inclusion and cultural tolerance was approved without dissent.

(2-9) NEW GRADUATE COURSE

EDFN513: Sexual Orientation and Schooling, 3 credits. Proposal to create a course to build understanding of the history and school climate related to sexual orientation as well as knowledge of current laws, policies and recommended practices for supporting lesbian, gay, bisexual, transgender and questioning youth and educators was approved without dissent.

(2-10) NEW GRADUATE COURSE

ACT650: Science Teaching and Learning, 3 credits. Proposal to create a course to critically examine the latest research about science teachers and learners and use this information to assess current instructional practices with an emphasis on inquiry teaching in science classrooms was approved without dissent.

(2-11) NEW GRADUATE COURSE

ACT651: Science Curriculum and Reform, 3 credits. Proposal to create a course to understand science curriculum and the implications of reform initiatives focusing on student learning and to examine how different assumptions and perceived goals of science education influence what is taught, how it is taught and how it is assessed and interpreted was approved without dissent.

(2) NEW GRADUATE CURRICULUM

MEd Assessment, Curriculum and Teaching. Proposal to create a program to train secondary education teachers the interrelationship of teacher inquiry including the use of student assessment data, action research and teacher reflection with content knowledge development, curricular planning and design and teacher-student interaction was approved without dissent. Two concentrations will be offered: Learning About Diversity and Pedagogical Content Knowledge.

The proposed updated functions of the Faculty-Student Athletic Committee and new format for the FSAC bylaws document were approved without dissent.

The proposed Masters Thesis Guidelines were approved with two abstentions. These guidelines will be available through the Graduate Studies website.

A White Greenawalt/Luek motion that Leo E. Shelley be granted the honorary title of Associate Professor of Librarianship Emeritus was approved without dissent.

Additional nominations for the third regular election were requested from the floor. A Mowrey/Luek motion to close nominations was approved without dissent. A Mowrey/Saunders motion to unanimously elect all unopposed candidates was approved without dissent.

Additional nominations were requested from the floor for persons willing to serve at-large. A Miller/Saunders motion to close nominations and unanimously elect all unopposed candidates was approved without dissent.

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.
- 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.
- 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. 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 (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 (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 (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,
 - 1st reading at Senate no later than April 7.
 - 2nd 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

2nd and 4th and 5th (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

- 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)
- April 14

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).

Attachment #2

TO: Millersville University Faculty Senate

FROM: Library Department

RE: Resolution for Emeritus Status for Associate Professor Leo E. Shelley

DATE: August 26, 2008

RESOLUTION

WHEREAS Leo E. Shelley, Associate Professor, retired in July 2008, after 41 years of service to Millersville University; and

WHEREAS Professor Shelley served as a valued faculty colleague in the Library Department's Reference, Circulation, Government Documents, Interlibrary Loan, and Periodicals units, and as a liaison to numerous University academic departments; and

WHEREAS Professor Shelley assumed leadership roles within the Library Department, on campus, and within the community, through his service as chairperson of the Library Department, president of the Friends of Ganser Library, treasurer of APSCUF, president of the Friendship Force of Lancaster, president of the Lancaster County Library Association, and secretary of the campus advisory committee which established Ganser Library's Special Collections and Archives unit; and

WHEREAS Professor Shelley served as a member of numerous additional departmental and University committees, most notably the Faculty Senate, the University Calendar Committee, and the Millersville University Alumni Council; and

WHEREAS Professor Shelley provided formal and informal instruction in the use of the Library's collections and services to University and community patrons as well as to students in numerous courses; and

WHEREAS Professor Shelley chaired the library's annual book sale for 27 years, helping to raise over \$110,000 in support of Ganser Library's Special Collections unit; and

WHEREAS Professor Shelley introduced online searching of electronic databases to Millersville University faculty and students in 1978; and

WHEREAS Professor Shelley served as an adjunct professor in the Library Science Department, teaching two courses; and

THEREFORE, BE IT RESOLVED: That Associate Professor Leo E. Shelley be granted the honorary title of Associate Professor of Librarianship Emeritus.