

**Faculty Senate Minutes
September 7, 2010**

The meeting was called to order at 4:09 p.m. All departments were in attendance except History, and Interdisciplinary Studies.

I. Minutes of previous meeting

The minutes of the June 15, 2010 meeting of the Faculty Senate were approved as written. Thanks were expressed to Senator Wagner for taking notes at that meeting.

II. Proposed Courses and Programs

Second Readings

(1) CHANGE TO GRADUATE CURRICULUM

Masters of Arts, History. Proposal to adjust admissions, course, and testing requirements for the Masters of Arts in History was approved without dissent.

(2) CHANGE TO UNDERGRADUATE COURSE

ENGL 487: Seminar in Teaching Writing, 3 credits, W. Proposal to add the W label to ENGL 487 was approved without dissent.

(3) CHANGE TO UNDERGRADUATE CURRICULUM

BSE, English. Proposal to instate ENGL 311: Advanced Composition as a pre- or co-requisite for ENGL 487: Teaching Writing was approved without dissent.

(4) CHANGE TO UNDERGRADUATE CURRICULUM

BSE, English. Proposal to require ENGL 486: Teaching Reading and ENGL 487: Teaching Writing as prerequisites for ENGL 488 (renumbered from 485): Teaching English was approved without dissent.

III. Report of the Faculty Senate Chairperson

Faculty Senate Chair Börger-Greco conducted introductions to begin the new academic year and reminded senators that meetings are held on the first and third Tuesday of each month when classes are in session (summer meeting to be announced).

IV. Report of the Student Senate President

Student Senate President Darling reported on beginning the new school year, welcoming new senators, electing committee chairs, and charity efforts. She also noted upcoming plans for technology updates, elections for campus committee representatives, and a visit from Dr. McNairy to Student Senate.

V. Report of the Graduate Student Association

None

VI. Report of the Administrative Officers

Provost

Provost Prabhu noted that Dr. McNairy was attending a president's meeting in Harrisburg. Dr. Prabhu noted that the faculty convocation highlighted a few projects on campus and encouraged faculty to review the Narrative Assessment report for more extensive information about faculty accomplishments. He also indicated about 2000 new freshmen and transfer students are on campus. Dr. Prabhu introduced Mr. Hiram Martinez as the Interim Assistant to the President for Social Equity & Diversity.

Dr. Prabhu mentioned revisions to promotion guidelines and criteria that will go into effect for the cycle due November 1, 2010. He noted that APSCUF and Administration agree this will benefit faculty by allowing greater flexibility. Related documentation is available at the Provost's website and questions can be directed to the Provost's Office or Howard Ellis, President of APSCUF-MU.

Vice President for Student Affairs

Vice President Breaux commented on orientation and student convocation and noted clips and photos have been posted by Advancement. She thanked faculty for helping with various aspects of these efforts to help new students transition into the environment and culture of Millersville. Dr. Breaux noted that Resident Life programming is encouraging wellness on campus.

Dr. Breaux reported that SMC renovations are progressing and many offices will return to the new space in January. She encouraged faculty to attend talks by candidates for Associate VP of Student Affairs and noted that Art White is serving as Interim Chief of Police until a search is completed.

VII. Reports of the Faculty Senate Standing Committees

UCPRC

Senator Smith distributed a memo outlining guidelines for submitting academic proposals to UCPRC for the 2010-2011 year and noted new forms are being implemented. [see Attachment #1] She also expressed that UCPRC is trying to plan ahead with estimates from departments for how many proposals may be coming forward this year.

Educator of the Year Award Selection

Proposed cover letter, nomination form, and recommendation letter form for the Educator of the Year Award were distributed for review. [see Attachment #2] These were developed by the first committee chaired by Jesse Holden.

VIII. Reports of the Faculty Senate Special Committees

None

IX. Faculty Emeritus

None

X. Elections

Nominations were accepted from the floor. An A. Miller/Hendrick motion to close nominations and cast a unanimous vote for each unopposed candidate was approved without dissent.

At-large nominations were accepted from the floor for any seats not filled by three regular elections. An A. Miller/Anderson motion to close nominations and cast a unanimous vote for each unopposed candidate was approved without dissent.

XI. Other/New Business

None

Meeting was adjourned after elections (4:45 p.m.)

Respectfully Submitted,

Aimee L. Miller
Secretary of the Senate

Action Summary:

The minutes of the June 15, 2010 meeting of the Faculty Senate were approved as written.

(1) CHANGE TO GRADUATE CURRICULUM

Masters of Arts, History. Proposal to adjust admissions, course, and testing requirements for the Masters of Arts in History was approved without dissent.

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BSE, English. Proposal to require ENGL 486: Teaching Reading and ENGL 487: Teaching Writing as prerequisites for ENGL 488 (renumbered from 485): Teaching English was approved without dissent.

Nominations were accepted from the floor. An A. Miller/Hendrick motion to close nominations and cast a unanimous vote for each unopposed candidate was approved without dissent.

At-large nominations were accepted from the floor for any seats not filled by three regular elections. An A. Miller/Anderson motion to close nominations and cast a unanimous vote for each unopposed candidate was approved without dissent.

Attachment #1

To: University Faculty
From: Carrie L. Smith, Chair, Undergraduate Course and Program Review Committee
(UCPRC)
Re: Meeting schedule and deadlines for proposals, 2010-2011

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/>**

We are currently working on completing the UCPRC website and having it go “live” – stay tuned.

General Information

- 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 2010-2011 year on page 3.
- 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.
- 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, Carrie L. Smith, Sociology/Anthropology Department, Susquehanna House. If you have a logistical question that needs a quick response, it is best to send an email to carrie.smith@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 Carrie L. Smith, SOCY/ANTH, UCPRC Chair PRIOR to any consideration or scheduled presentation.
- Proposers are responsible for following through on committee requests, providing proper documentation, and updating other members of their department, including department chairs and curriculum committees (as required).

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, EXISTING courses converting to DL format and EXISTING courses seeking a W, P, or D label)

- 15 paper copies (2-sided please) sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair, Susquehanna House.
- In addition, original copy of the proposal cover page WITH signatures sent to Carrie L. Smith, SOCY/ANTH, UCPRC Chair (proposals will NOT be placed on the committee agenda until the original copy with ink signatures has been received.)
 - o **WHEN** approved by UCPRC – the original signature page will be signed and returned to the proposer. Any recommendations can then take place electronically.
 - o 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 of the entire proposal (2-sided please) that the department Senator must deliver to the Secretary and/or Chair of Senate.

II. W and P Recertifications (5 year cycle) (deadline for submission: December 1, 2010) This is the process for courses that have ALREADY been approved with the appropriate Gen-Ed Label and are simply due for their 5 year recertification 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 Carrie L. Smith, SOCY/ANTH, Susquehanna House, UCPRC Chair (proposals will NOT move on to subcommittees without the original copy).

III. FYI Seminars (deadline: December 1, 2010):

- 8 paper copies (2-sided please) sent to Carrie L. Smith, SOCY/ANTH, 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 Carrie L. Smith, SOCY/ANTH, 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 2011 semester should follow the timeframe indicated below.

THE FOLLOWING PRESUMES THAT NO ADDITIONAL CHANGES OR REVISIONS ARE NEEDED ON THE PROPOSALS.

- Presentation to UCPRC no later than March 22nd 2011 (vote to occur on tentatively scheduled March 29th 2011 meeting or electronically).
- If approved by UCPRC,
 - o 1st reading at Senate no later than April 5th, 2011.
 - o 2nd reading and vote at Senate no later than April 19th, 2011.
- If not approved by UCPRC by March 29th 2011, the course or program proposal will not be able to be put into place for the Fall 2011 semester.

Tentative UCPRC Meeting Calendar 2010-2011

2nd, 4th and 5th (as needed) Tuesdays, 4:00pm-5:45pm

Location: McComsey Hall 308

Fall 2010

- (1) Tuesday September 14th 2010
- (2) Tuesday September 28th 2010
- (3) Tuesday October 26th 2010
- (4) Tuesday November 9th 2010
- (5) Tuesday November 23rd 2010
- (6) Tuesday November 30th 2010 (if needed)

Spring 2011

- (1) Tuesday January 25th 2010
- (2) Tuesday February 8th 2010
- (3) Tuesday February 22nd 2010
- (4) Tuesday March 22nd 2010
- (5) Tuesday March 29th 2010
- (6) Tuesday April 12th 2010
- (7) Tuesday April 26th 2010

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.

MILLERSVILLE UNIVERSITY

EDUCATOR OF THE YEAR AWARD

The Millersville University Educator of the Year Award is given annually to recognize outstanding achievement in education through teaching, service, and/or scholarship. The Educator of the Year may demonstrate outstanding education to Millersville students through:

1. Instruction,
2. Service or scholarship involving students,
3. Mentoring and advising, and/or
4. Facilitating student engagement.

ELIGIBILITY: Current Millersville University faculty and staff are eligible.

NOMINATION PROCEDURE: Nominations will be made through the attached form and must include the following documentation for submission on the nominee's behalf:

- Complete nomination form signed by the person putting forth the nomination.
- Two letters of recommendations from Millersville affiliates (including faculty, staff, students, and/or alumni) completed using the attached form.

Nomination Timeline:

- Nominations and all supporting documentation are due to Educator of the Year Award Committee chair by December 17, 2010.
- Nomination Committee will decide on winner by March 31, 2011.
- Announcement of winner will be at the Graduate/Undergraduate Spring 2011 Commencement ceremonies.

Please submit all documentation as attachments via email to:

Jesse Holden, chair
Educator of the Year Award Committee
jesse.holden@millersville.edu

Please direct questions regarding the nomination form, procedures or timeline, to the committee chair.

Thank you for participating in the Educator of the Year Award process.

**EDUCATOR OF THE YEAR AWARD
NOMINATION FORM**

Nominee's Name: _____.

Title: _____.

Department: _____.

The nominee is (please check one): Faculty Staff .

The nominee is an educator at Millersville University this academic year: Yes .

Nominator Information:

Name _____

Title/Department _____

Affiliation: Faculty Staff Student Alumnus .

Your University contact information:

Email _____

Phone _____

Can the committee reveal your name to the nominee? Yes No .

Please type a statement (up to 500 words) describing why the nominee deserves to be the Millersville Educator of the Year Award.

In your essay, please demonstrate how the nominee has exemplified outstanding education as defined by the purpose of the award (see cover sheet).

In addition to this form, please find two Millersville University affiliates (students, staff, faculty, and/or alumni) to complete letters of recommendation on behalf of the nominee (forms attached).

Signature: _____ Date: _____.

Please return forms to the chair of the Educator of the Year Award Committee: Jesse Holden, Ganser Library

EDUCATOR OF THE YEAR AWARD

Letter of Recommendation

Please write a descriptive, typed essay (500 words or less) describing why the nominee deserves to be the Millersville Educator of the Year Award.

In your essay, please demonstrate how the nominee has exemplified outstanding education as defined by the purpose of the award:

“The Millersville University Educator of the Year Award is given annually to recognize outstanding achievement in education through teaching, service, and/or scholarship. The Educator of the Year may demonstrate outstanding education to Millersville students through:

1. Instruction,
2. Service or scholarship involving students,
3. Mentoring and advising, and/or
4. Facilitating student engagement.”

I, _____, am nominating _____ for the Educator of the Year Award in the academic year _____.

I am Millersville University Affiliate: Student Staff Faculty Alumnus

Signed: _____ . Date: _____ .

To be considered a valid nomination, your name and the name of the nominee must be clearly printed or typed, and you must sign the form.

*Please return signed form to chair of the Educator of the Year Award Committee,
Jesse Holden, Ganser Library*