

Minutes

Meeting of the Faculty Senate

September 21, 1999

Chairperson Joel Piperberg called the meeting to order at 4: 10 p.m. All departments were represented. Also present were Thomas Baker (President, Student Senate), Nicole Irish (Student Senate and President of Helping Other People) and student journalist/Snapper reporter, Brooke Goldman. Graduate Student Association Representative, Gabrielle Wilcox, also attended.

The minutes of the meeting on September 7 were approved following the correction - p 4653 the reference to Associate Provost Carol Phillips should read Acting Associate Provost.

Report of the Faculty Senate Chairperson

1. Chairperson Piperberg said that he will try to secure another room while construction work progresses on the roof of Chryst Building. Senators will be notified of any meeting location changes.
2. Chairperson Piperberg announced that he has appointed Professor John McLarnon to the Medal Fund Board.
3. Chairperson Piperberg announced that all employees and other members of the University community are invited to comment on the Self-Study draft prepared in anticipation of the institutional reaccreditation visit in March 2000. The draft is available at <http://muweb.millersville.edu/~middlest/> Paper copies of the draft can be borrowed from the reserve desk at Ganser or the SMC Information Desk. There will be a meeting at which comments about the draft will be welcome on Thursday, October 21 from 4: 00 to 5: 00 p. m. in Room 2 10 of Chryst Hall. If this meeting does not fit into your schedule, two other meetings have been scheduled. Thursday, October 14 at 6:00 p.m. in Room 161 of the SMC (at the beginning of the Student Senate meeting) and on Monday, October 18 from 12:00 noon to 1:00 p.m. in the first floor lounge of the Lyle Student Services Building. These meetings will be announced in the October 7 *Exchange* along with a description of the reaccreditation process.
4. Chairperson Piperberg, together with other faculty members including a number of senators, met with Dr. Catherine Gira, President of Frostburg State University and the Middle States Evaluation Team chair earlier today.
5. Nominees for vacant seats on committees may be made at one more meeting. Thereafter the seats will be declared vacant. Nominations can be reopened at any time thereafter. (see attachment)
6. Chairperson Piperberg reminded senators that course proposals being brought to the Senate should be accompanied by the Dean's Resource Statements.
7. Chairperson Piperberg announced that he had copies of Parliamentary Procedures at a Glance with him for new senators who would like a copy.
8. Chairperson Piperberg said Senators Kerper and Yelagotes had raised issues for discussion and then turned the floor over to each of them in turn to discuss each issue briefly.

R. Kerper said it had been brought to his attention that faculty advisors were being identified by their social security numbers since the introduction of Banner. Concern had been expressed about the information being accessible to students.

M. Warmkessel said that APSCUF is looking into the situation and considering the privacy issues that could be involved.

J. Sciarretta said that concerned faculty could contact Human Resources to have their ID numbers changed to some number other than their social security number and that initially, the problem had gone unnoticed.

Associate Provost James Stager explained the background of the use of social security numbers as identifiers in Banner. Since Banner is an integrated system, it is necessary to carry identifiers for persons other than students, including staff, faculty, and advisors. There will be an advisor code in banner for each faculty member that is distinct from the social security number.

With regard to the privacy issue, Dr. Stager said it had been a matter of concern but that after some discussion, it had been decided to stay with social security number identification as the primary identifier with faculty members having the option to request another identifier through the Human Resources Office. He also pointed out that the identifiers are only available to persons employed by the University and that no written reports that have broad distribution will include the identifiers. He also noted that persons who have access to Banner, including student employees, would have access to identifiers.

Senator Yelagotes said the matter he wished to raise concerned Emeritus Status for regular, part time faculty. The issue has already been considered at Meet and Discuss and it was suggested that the appropriate venue for discussion of the issue was Faculty Senate. The proposal will be placed on the agenda for the second meeting of the Faculty Senate in October (October 19). The full proposal and supporting comments has been attached to these Minutes.(see attachment)

Report of the Student Senate President President Baker announced the following Student Senate Activities:

1. MU Dialogue on Race is scheduled for October 19 at 9:00 p.m. in the SMC. Ms. Patricia Hopson-Shelton will distribute information.
2. The Student Senate is seeking faculty support for MU Pride Day on October 27.
3. The Student Senate is currently working on a new idea to involve student organizations in assisting the Alcohol Task Force. One topic for discussion involves inviting student organizations to plan an event to take place one weekend. This might be tied to future allocations.
4. This week the Student Senate will meet with representatives from APSCUF and Resident Life, and will consider emergency allocations for athletics.
5. President Baker had met with Dr. Catherine Gira, Chair of the Middle States Evaluation Team and set up a forum for discussion.
6. The Vigil against Hate is scheduled for noon, October 7 at the University pond.

Nicole Irish, President of Helping Other People will present Millersville's first Hunger and Homelessness Awareness Week (November 1 - 4). Homeless people from York, Lancaster and Philadelphia, as well as some local politicians, are expected to attend. She distributed flyers and requested that faculty announce the events to their classes.

Report of the Graduate Student Association Gabrielle Wilcox said that the organization had recently met with Dr. Caputo and Dr. Perry about promoting the organization at Millersville.

Reports of Administrative Officers

Associate Provost Stager Associate Provost Stager said he had spoken with department chairpersons about Banner/Brio registration. Dr. Stager said that DARS records were up to date through May 1999. Student records for the summer and the current semester are separate. Current students' record history has been moved to

Banner and records of past students will be converted to Banner by the end of this year. It is not yet possible to run complete DARS audits. These are complete through May of 1999 but this does not include change of majors, exceptions, summer courses or courses currently in progress. The delay has occurred because Millersville is waiting for the software necessary for an interface between DARS and Banner to arrive. This software is under development at Miami University of Ohio.

Acting Associate Provost Phillips Dr. Phillips said that a step-by-step description of the Distance Learning Approval Process is being prepared.

She then addressed a number of issues related to advisement. She reported that Dr Paul Specht, who has taken on the duties of Acting Director of Academic Advisement, would be meeting with faculty to acquaint them with the curriculum. She reported that a newsletter will be available on the website as well.

Dr. Phillips also showed a transparency of the Millersville Home Page on the overhead projector and drew senators' attention to the wealth of information dealing with students and advisement available from the Web Site, including an advisement manual, lists of General Education Core courses, the full collection of blue sheets and minor sheets. She asked senators to share the information with their departments.

She reported that the intention is to begin voice registration in the Spring semester and that we will move to web-based registration as soon as possible.

Dr. Phillips said that several other matters are being considered. With the move to the new system, the question of mandatory advisement has arisen. There are varying opinions on the issue and different approaches have been used at our sister universities. Related issues include the drop/add process and prerequisite checking and the extent to which Banner will permit it. The restrictions that prevent full-time students from registering for Downtown courses are also being considered.

Dr. Stager added that pre-requisites that were not in the course rosters last Spring will appear in the rosters this Fall for the Spring 2000 preregistration. They are presently working on getting the General Education codes (G1, G2, G3, etc.) back on the roster.

Reports of Faculty Senate Standing Committees

UCPRC Chairperson R. Wismer said that there is some confusion about what is a minor and what is a major change in course proposals. He drew senators' attention to the current cover page for course proposal forms, pointing out that recent changes in General Education requirements necessitate alterations in these forms. He invited senators to contact him with suggestions as to what information might appear on the cover sheets.

University Honors Chairperson Warmkessel thanked all who had attended the series of discussions on the Honors College. The committee will now move forward with the proposal for the Honors College.

Reports of Faculty Senate Special Committees No reports.

Faculty Emeritus An R. Glenna/L. Clark-Newman motion to recommend Professor John E. Tannehill for Faculty Emeritus status was passed by the Senate.

Elections Committee elections continued. Chairperson Piperberg distributed ballots and will announce the results when these are available. Nominations for unfilled committee seats may continue until the first meeting in October and reopened as required thereafter.

Academic Policies Committee

Proposal #1

Gradebook Retention Policy as altered by Faculty Senate on 4/6/99.

The original proposal read:

Faculty shall maintain a detailed record of how the final course grade for each student was determined. This record must be kept for at least one semester beyond the completion of a course. Upon termination of employment or when leaving the University for sabbatical or any other type of leave, faculty must submit grade records to the appropriate department chair.

The amended version of the Gradebook Retention Policy now reads.

For all undergraduate courses, faculty shall maintain a detailed record of how the final grade for each student was determined.. This record must be kept for one year beyond the completion of a course. Upon termination of employment or when leaving the University for sabbatical or any other type of leave, faculty must submit those grade records to the appropriate department chair.

The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Jane Alden,
Secretary.

Action Summary

21 September 1999

Faculty Emeritus An R. Glenn/L. Clark-Newman motion to recommend Faculty Emeritus status for Professor John E. Tannehill was passed by the Senate.

Academic Policies Gradebook Retention Policy.

The original proposal (4/6/99) read:

Faculty shall maintain a detailed record of how the final course grade for each student was determined. This record must be kept for at least one semester beyond the completion of a course. Upon termination of employment or when leaving the University for sabbatical or any other type of leave, faculty must submit grade records to the appropriate department chair.

For all undergraduate courses, faculty shall maintain a detailed record of how the final grade for each student was determined.. This record must be kept for one year beyond the completion of a course. Upon termination of employment or when leaving the University for sabbatical or any other type of leave, faculty must submit those grade records to the appropriate department chair.

Elections Elections for Faculty Senate Committee seats were held.

Attachment A

Faculty Senate Minutes

21 September 1999

FROM: Joel Piperberg, Faculty Senate Chairperson

DATE: 23 September 1999

RE: Committee Composition After Fall 1999 Elections (Second Round)

Gray areas indicate vacancies.

CS	chair/Senator
CH	chair
CW	chair/WS 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
•	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

Departments of committee members are shown onl y where there are restrictions by department.

ACADEMIC OUTCOMES ASSESSMENT + # (CH3,ME2)	
CS01	Desmond
ED01	J. Ritter
HU00	J. Henke
NO00	Backels*
SC00	Schultz*
SO01	Krumske

ACADEMIC POLICIES + # \$ (CH3, ME2)	
MEETS 2ND & 4TH WED. 4-6	
CS02	France (non-senator)
ED00	Szollos, Psyc*
ED01	T. Bell, ITEC
HU01	A. Kelly, Engl.
HU00	A. Moine, For. Lang.
NO00	K. Backels, Counseling
SC00	Iannone, Chem*
SC01	Shao, Math
SO00	Gumpper Economics
SO01	not Economics

ACADEMIC STANDARDS + # (3)	
MEETS FULL DAYS AFTER END OF FALL, SPRING, AND SS II SEM.	
CS00	Sciarretta*
ME00	M. Chaudhary
ME02	Greco
ME02	A. Kelly
ME02	McDevitt
ME02	Brislin
ME01	Shanahan
ME01	Mone'
ME01	Kerper

ME01	Ikenaga
ME00	Schultz*
ME00	Seda

COOP. EDUCATION + (3)	
------------------------------	--

CS02	Dorman
------	--------

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

CS00	
ME02	Schultz
ME02	Sigel
ME01	R. Mowery

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

MEETS 2ND & 4TH TUES., 4-6

CS02	
ED00	Foster-Clark, Psyc
ED01	J. Ward, Ed. Found.
HU00	S. Miller, English
HU01	Rivera-Hernandez, For. Lang.
NO01	
SC00	Marquez, ESCI
SC01	Blum, Math
SO00	
SO01	

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

MEETS LAST WED. OF MONTH 3-5

CS01	Kerper
------	--------

INTERNATIONAL SELECTION + & \$ (ME2,AL1)	
{CH:	K. Bookmiller}
ME00	Woo, Psych
ME00	Wu, HPED
ME01	Belgrade, Engl
AL00	not Education

INTIL. STUDIES CURR. + (3)	
CH01	Borger-Reese

JOINT SENATE CONF. + (1)	
{CH00	Rosenthal}
MS00	Lynch
MS00	Mowery
MS00	Dorman

UNDERGRADUATE COURSE & PROGRAM REVIEW + # \$ (CH3,ME2)	
MEETS 2ND, 4TH & 5TH TUES. 4-6	
CS00	[R. Wismer]
ED00	Hibberd, ITEC
ED01	Seda, Ed. Found.
HU00	Alden, English
HU01	J. Miller, Phil
NO01	I. Risser, Library
SC00	Muller, ESCI
SC01	Buchanan, Math
SC00	
SC01	

UNIV. HONORS PROG. + # (3)

CS01	Warmkessel
------	------------

UNIV.THEME + (CH2,ME3)

CS01	
ED00	[Denenberg]
HU01	A. Kelly
NO01	Wheeler
SC01	McDevitt
SO00	[Nakhai]

COMMENC. SPEAKER # (2)

{CH:	Eckert}
ED00	Y. King
HU01	A. Borger-Greco
NO00	George
SC01	Ambler
S001	

CULTURAL AFFAIRS (3)

{CH:	elected by comm.}
ME02	Schultz
ME02	James
ME01	M. Phillips
ME01	Wu
ME01	Haferkamp

FINANCIAL AID (2)

{CH:	Thomson}
ME00	Schultz
ME01	Heintzelman

HONORARY DEGREE (2)

{Convener:	Eckert}
ME00	Luek
ME00	Denlinger

JUDICIAL BOARD (ME2, AL1)

{CH:	Redmond}
ME00	McDevitt
ME01	Greco
AL00	Nesbitt
AL00	M. M. Kelly

NOONAN FUND (2)

{CH:	Labriola}
ED00	B. Grosh
HU00	Borger-Greco
NO01	Pease
SC00	Hoover
SO01	Stine

ADMISSIONS, ADVISEMENT & STUDENT AFFAIRS + # (3)

CS00	Lynch
ME02	Mowery
ME02	Schultz

ME01	Studdard
ME01	Ikenaga
ME01	Alden
ME00	Gray-Schlegel
ME00	Kirchner

WOMEN'S STUDIES CURR. + (2)	
------------------------------------	--

CW01	Schneller
------	-----------

APPOINTED OR EX-OFFICIO SENATE REPRESENTATIVES

Commencement Comm.: Piperberg
Council of Trustees (advisor): Piperberg
Development Comm.: Piperberg
Joint Senate Conf. (chair): Rosenthal
Medal Fund Manag. Board: McLarnon
Strat. Planning & Res. Council: Piperberg

Attachment B

Faculty Senate Minutes

21 September 1999

Faculty Emeritus Status for Regular Part-Time Faculty

Our Governance Manual states "That granting of faculty emeritus status is a time-honored way for a University to give tangible recognition to retired faculty members for distinguished service to the University." We bring this issue of faculty emeritus status for regular part-time faculty to the Faculty Senate to clarify our GM, which is silent on the issue.

Proposal

The current policy on faculty emeritus status should be interpreted as including regular part-time faculty. All candidates for emeritus status are governed by the same minimum qualifications.

Current minimum qualifications (CBA, p. 194)

1. Achievement of minimum age or service for full retirement.
2. Ten years of continuous service at Millersville University up to the time of retirement.
3. In the event that a faculty member meets only one of the above criteria and has made distinctive contributions to the life of the University, emeritus status may be granted provided that:
 - a) The department, by a 3/4 majority vote, recommends the member to the Faculty Senate for this recognition.
 - b) A letter from the department chairperson specifying reasons for the exception accompany the recommendation.
4. A letter from the department chairperson shall be forwarded to the Faculty Senate stating the distinguished service of the proposed faculty emeritus.
5. Such status will be reviewed by the Faculty Senate which will consider recommendations and will submit its recommendations through the University president to the Council of Trustees for final approval.

Current or proposed policies that are consistent with the above proposal

1. RPTF members should be integrated into the academic procedures of the department to the greatest extent possible. (MU local agreement)
2. RPTF may apply for promotion. (MU local agreement)
3. RPTF are evaluated similarly to regular full-time faculty during the five year probationary period and on a five-year cycle thereafter. (MU local agreement)
4. Parties agree that regular part-time faculty members may vote in department chairperson elections. (proposed CBA)