

**Millersville University**  
**Faculty Senate - Meeting Minutes**  
**04/16/2024**

The meeting was called to order at 4:05p.m. All departments were in attendance except for Accounting and Finance (ACFN) and Interdisciplinary Studies (IDST).

Also in attendance: Dr. Gail Gasparich (Provost), Dr. Rachel Finley-Bowman (Assoc. Provost), Dr. James Delle (Assoc. Provost), Alison Hutchinson (Registrar), Dr. Robyn Davis (APSCUF), and Dr. Kim McCollum-Clark (GenEd Coord.).

- I. Welcome and Introductions**
- II. Minutes of the Faculty Senate**
  - a. Minutes from the 04/02/2024 meeting were approved as revised via a Robinson/Saunders motion without dissent.
- III. Report of the Faculty Senate Chairperson – Jeri Robinson**
  - a. Announcements
    - i. Faculty Senate Meeting Dates AY2023-2024 (1st and 3rd Tuesday @ 4:05pm)
      - 1. June 4<sup>th</sup> (remote)
        - a. Tentative, look for email and potential electronic vote if a full meeting is not necessary.
- IV. Proposed Curricular Frameworks for endorsement**
  - a. None
- V. Proposed Courses and Programs for approval**
  - a. Consent Agenda – approved without dissent.
    - i. Undergraduate New Courses
      - 1. None
    - ii. Undergraduate Course Changes
      - 1. UNIV100 First-Year Experience
      - 2. ENGL221 Intro to Linguistic Analysis
    - iii. Undergraduate New Programs
      - 1. None
    - iv. Undergraduate Program Changes
      - 1. None
    - v. Graduate New Courses
      - 1. None
    - vi. Graduate Course Changes
      - 1. None
    - vii. Graduate New Programs
      - 1. None
    - viii. Graduate Program Changes
      - 1. None
- VI. Out for campus approval:**
  - a. See Course Dog attachment.
- VII. APSCUF Updates**
  - a. Dr. Robyn Davis (APSCUF)
    - i. Announcements

1. APSCUF will have some resources/social surrounding commencement.
2. BoG has signed the CBA.
3. Senate name change is still being worked on.

**VIII. Report of the Student Government Association**

- a. Student Government Rep. (SGA)
  - i. None

**IX. Report of the Graduate Student Association**

- a. None

**X. Report of the Administrative Officers**

- a. Dr. James Delle (Assoc. Provost)
  - i. Thanked the MU community including faculty as he retires. We wish him well.
  - ii. Course Dog management will be picked up by Dr. Rachel Finley-Bowman.
- b. Dr. Rachel Finley-Bowman (Assoc. Provost)
  - i. None
- c. Dr. Gail Gasparich (Provost)
  - i. Indicated that the GenEd workflow is moving forward.
- d. Alison Hutchinson (Registrar)
  - i. Registration is going well; numbers are similar to last year.

**XI. Announcement of new courses, programs or changes to existing courses/program**

- a. None

**XII. Reports of the Faculty Senate Standing Committees**

- a. AOAC, Chair Betty-Jo Bowers
  - i. Assessment Lunch went well.
    1. Cornerstone assessment plans were introduced.
    - ii. Gateway Assessment plans are still moving forward.
- b. APC, Chair Joe Behun
  - i. Policy Changes – 2nd reading
    1. A. 2024-02-01 Academic Program Interdisciplinary Programs
      - a. See new changes in blue from dean’s council.
      - b. Frost/Robinson motion to also change missed ‘director’ to ‘coordinator’ language was approved without dissent.
    2. C. 2024-02-29 Academic Policy Proficiency and Placement
      - a. Deletion of English proficiency because we do not do it.
    3. D. 2024-02-29 Administrative Policy Drop Add
      - a. Minor change
    4. E. 2024-02-29 Academic Policy Grade Changes
      - a. Change to 30 day timeline in next semester.
  - ii. Policy Changes – 2nd readings
    1. Gendered Language Changes
      - a. H 2024-02-29 Academic Policy Class Attendance
      - b. I 2024-02-29 Academic Policy Dean's List
      - c. J 2024-02-29 Academic Policy Pass Fail
      - d. K 2024-02-29 Academic Policy Withdrawal from the University
      - e. L. 2024-02-29 Academic Program Graduate Degree Candidacy
    - iii. Robinson/Saunders motion to approve all policy changes (A,C,D,E,H,I,J,K,L) was approved without dissent, one abstention.
- c. General Education, Coordinator Dr. Kim McCollum-Clark
  - i. Moving forward with FYEX on transition topics and engaging transition partners.

1. Deadline upcoming to add blurb to FYEX course descriptions. See email.
  2. Adjusting to some changes in faculty teaching in the fall.
  3. FYEX Faculty lunch during finals week. See email.
  4. Advanced Writing (AW) is still a signature GenEd class. Transfer students have a GenEd waiver except for AW.
  5. Updating curriculum sheets.
  6. Most departments should be having conversations about transition and prioritization to new Gateway Model now.
- ii. Questions from Robyn:
1. 60 credit minimum for AW?
    - a. Still needs to be determined.
  2. Courses in the Gateway level should be at the 200 level?
  3. Prerequisites in Gateway?
  4. It is noted that all these decisions and many others still need to be made and compiled as part of a master general education policy.
- d. GERC, Chair Jeff Wimer
- i. GenEd Revised SLO/Definitions
1. Technological Competency (2<sup>nd</sup> Reading)
    - a. General
      - i. GERC reviewed AEST proposal and recommends original revised edition. No changes recommended from the 1<sup>st</sup> reading.
    - b. AEST/CSCI Amendment Proposal
      - i. Discussion
        1. Based on some discussion with CSCI.
        2. Q: Technology Design Process
          - a. Not intended to be just product/manufacturing based.
        3. Q: How is technology defined?
      - ii. Motion (Bowers/Cook) to amend the technology competency definition/SLO was not approved (7 for, 12 opposed, 7 abstentions).
    - c. CSCI Amendment Proposal
      - i. Discussion
        1. Xie explained rationale to add data to SLO #02.
      - ii. Motion (Xie/Cardwell) to amend the GERC revised Technology Competency SLOs to add “data” and “and/or” language to SLO #02 was approved (24 for, 3 opposed, 2 abstentions)
        1. #2 now reads “Responsibly manage data, tools, applications, and/or systems.”
  - d. AEST Amendment
    - i. Discussion
      1. GERC reiterated that they considered these changes at their last meeting and did not recommend any changes to their original version.
      2. #5 difficult with online degree completion

- ii. Motion (Bowers/Cook) to amend changes as circulated by AEST was not approved (2 for, 25 opposed, 2 abstention)
    - e. Call the Question
      - i. A motion from Frost/Wimer to call the question of the amended revised GERC Technology competency definition/SLO was approved (27 for, 1 opposed, 0 abstention).
    - f. Amended GERC Revision
      - i. GERC/Robinson motion to adopt the revised and amended technology competency SLO/definition was approved (24 for, 2 opposed, 1 abstention)
  - e. GCPRC, Chair Tiffany Wright
    - i. No report.
  - f. UCPRC, Chair Aileen Hower
    - i. Waiting on revision from COMM for GenEd.
      - 1. Proposal will then go to AOAC.
- XIII. Reports of the Faculty Senate, Convened Committees, Area or Special Committees**
- a. None
- XIV. Faculty Senate Elections**
- a. Committee Elections (Round #02)
    - i. Frost/Robinson motion to close nominations, elect all unopposed candidates, and circulate an electronic ballot for contested seats was approved without dissent.
- XV. New Business**

Meeting adjourned at 5:35pm via a Robinson/Cardwell motion that was approved without dissent.

Respectfully Submitted,  
 Ethan Frost  
 Faculty Senate Secretary

**MEETING SUMMARY – 04/16/2024**

**Minutes Approved**

- 04/02/2024

**Undergraduate Course Changes Approved**

1. UNIV100 First-Year Experience
2. ENGL221 Intro to Linguistic Analysis

**Policy Changes Approved**

1. Academic Program Interdisciplinary Programs
2. Academic Policy Proficiency and Placement
3. Administrative Policy Drop Add
4. Academic Policy Grade Changes

5. Academic Policy Class Attendance
6. Academic Policy Dean's List
7. Academic Policy Pass Fail
8. Academic Policy Withdrawal from the University
9. Academic Program Graduate Degree Candidacy

## **Faculty Senate Committee Election Results – Round #02**

### Academic Outcomes and Assessment Comm.

Non-Coll: Member, 2024-26 - Michele Santamaria, LIBR

HumArts: Member, 2024-26 – Robert Spicer, COMT

HumArts: Member 2024-25 (partial) - Josh Rea, ENWL

### Academic Polices Comm.

SciTech: Member, 2024-26 - Eric Ryndock, BIOL

### Academic Standards Comm

Non-Coll: Alternate, 2024-27 - Joe Sciarretta, AASD

SciTech: Alternate, 2024-27 – Laura Weise Cross, BIOL

### Bylaws Comm.

SciTech/Senator, 2024-26: Teresa Hartmann, NURS

### Educator of the Year Selection Comm.

HumArts/SocSci, Member 2024-26 – Ping Yang, COMT

### Gen Ed Review Comm.

EdHS: Member, 2024-26 - Andrew Bland, PSYC

### Joint Senate Conference Comm.

Member/Senator, 2024-25 - Joe Sciarretta, AASD

### Judicial Board

Member, 2024-26 – Joe Sciarretta, AASD

Member, 2024-26 - Angela Cuthbert, GEOG

### Noonan Fund

EdHS: Member, 2024-26 – Curtis Proctor, SOWK

HumArts: Member 2024-26 - James Pannafino, ARTD

### Undergraduate Course and Program Review Comm.

Chair: 2024-27 – Susannah (Suz) Boyle, SPED

### Multi-Disciplinary Studies Curriculum Committee

Chair: 2024-27 - Duane Hagelgans, ESCI

## **General Education Changes Approved**

### *Definitions and Learning Outcomes*

#### **Technological Competency**

**Definition:** Technological Competency courses address the ability to identify, assess, manage, adapt, and use tools, applications, and systems to effectively and responsibly accomplish tasks.

#### **Outcomes:**

A student will be able to:

1. Apply knowledge, techniques, skills, and modern tools to solve broadly defined technology problems appropriate to the discipline.
2. Responsibly manage data, tools, applications, and/or systems.
3. Evaluate the results of the application of the technology.

Effective: October 1997

**Academic Program: Undergraduate Studies  
INTERDISCIPLINARY PROGRAMS**

**Approved:** October 1997

Revised: November 1, 2004, Deans' Council

September 21, 2004, Faculty Senate

February 2024, Deans' Council, Faculty Senate

April 16, 2024, Dean's Council, Faculty Senate

This policy establishes a framework for interdisciplinary programs, including minimum course requirements and organizational structure. The rationale for these programs is to provide students with interdisciplinary perspectives that cannot be provided by one department.

**DEFINITIONS**

**Interdisciplinary Major and Interdisciplinary Minor:** A major and a minor which integrate the knowledge, perspectives, and methodologies of more than one discipline to form a specific academic focus in a recognized or innovative discipline not currently offered by existing academic departments (e.g., American studies, international studies, gender studies).

**Interdisciplinary Course:** A course that crosses disciplinary boundaries and develops integrated knowledge by reflecting the knowledge, perspectives, and methodologies of multiple disciplines.

**FACULTY SELECTION**

Faculty assignments will be made by the appropriate college dean(s) in consultation with the interdisciplinary coordinator and chairs of the faculty members' home department.

**POLICY AND IMPLEMENTATION**

**Interdisciplinary Major** Course requirements for an interdisciplinary major will follow any current University policies regarding requirements for a major.

An interdisciplinary major will require a minimum of 30 credits of coursework.

1. A minimum of six (6) credits of interdisciplinary coursework, focused on the integrated discipline represented in the major an introductory course and a 300-400 level capstone experience/course)
2. A minimum of (15) additional credits in one discipline or clearly defined, interdisciplinary course of study, with at least nine (9) credits or more at the 300-400 level.
3. A minimum of six (6) additional credits from other disciplines or clearly defined, themed-elective grouping with at least three (3) credits at the 300-400 level.
4. Three (3) credits will come from interdisciplinary coursework or from a related discipline.

**Interdisciplinary Minor** An interdisciplinary minor will require a minimum of 18 credits of coursework and must conform to all other applicable academic policies.

1. A minimum of six (6) credits of interdisciplinary coursework, focused on the integrated discipline represented in the minor (an introductory course and a 300-400 level capstone experience/course).
2. A minimum of nine (9) additional credits from at least two (2) disciplines, with at least six (6) credits above the 100 level.
3. Three (3) credits at the 3-400 level will come from either interdisciplinary coursework or courses in related disciplines.

### **Course Scheduling**

Interdisciplinary courses will either fulfill general education requirements and/or be cross listed with courses in the teaching faculty member's home department.

## **ORGANIZATION**

Interdisciplinary programs will be housed within a college under the auspices of a dean. The curriculum committee of an interdisciplinary program will select, with the approval of the college dean, where the program will be housed.

### **Interdisciplinary Curriculum Committee**

A committee composed of the coordinator of the interdisciplinary program, faculty teaching within the program, and students (if desired) in the program, will be organized in a way that best serves the interests of the program. The coordinator will conduct an election within the program's teaching faculty for committee seats immediately after their election. The committee's leadership will be determined by the committee.

## **Coordinator of Interdisciplinary Program**

In compliance with the existing CBA policy, each interdisciplinary curriculum committee will determine the selection process for the program coordinator, including approval by the Provost.

The coordinator of an interdisciplinary program will have a three-year term commencing with the terms of triennially elected department chairs. Each coordinator will report to the Dean of the college in which the program is housed. Coordinators will have responsibilities equivalent to the department chair in administering the interdisciplinary program.

Coordinators will also:

1. Communicate the needs of the program to the appropriate college Deans.
2. Collaborate with appropriate college Deans on matters relating to staffing, scheduling of classes, budgeting, and faculty selection process.
3. Serve as the primary adviser for students in the program.
4. Guide systematic program review on the required five-year cycle.
5. Maintain a list of courses offered in the program and faculty teaching those courses.

## **Council of Interdisciplinary Coordinators**

The Provost will appoint each coordinator to the Council of Interdisciplinary Coordinators (CIC) in their appointment letter and meet with the CIC in each fall to elect a chair. The elected CIC Chair will schedule a council meeting at least once each academic year.

The Council will coordinate the efforts of the interdisciplinary programs and will choose Faculty Senator(s) from faculty teaching within the program. The senator(s) will serve in the CIC if they are not serving as coordinator. An alternate senator will be selected from one of the coordinators. One (1) senator will be elected for every five (5) programs with a minimum of one (1) elected senator (i.e., 10-14 programs = 2 senators, 15-19 programs = 3 senators).

The Council of Interdisciplinary Coordinators (CIC) will:

1. Strategize enhancements to existing interdisciplinary programs.
2. Review and evaluate proposals for new interdisciplinary programs and

the interdisciplinary courses within them.

3. Initiate recommendations for changes in academic regulations and policies or related matters affecting interdisciplinary programs and forward these to the Academic Policies Committee.

Note: The policy on interdisciplinary programs replaces prior policy on interdepartmental major programs as adopted in 2004.

**Effective:** October 1997

## **Academic Policy: Undergraduate Studies CLASS ATTENDANCE**

**Approved:** October 1997

Reviewed: June 4, 2007

Revised: January 13, 2003, Deans' Council

December 4, 2002, Faculty Senate

April 16, 2024, Faculty Senate

The University supports departmental and faculty class attendance policies that are reflective of and consistent with University approved guidelines. Faculty will include their class attendance policy in their syllabi given to all students in their classes at the start of the semester.

### **University Approved Guidelines**

1. Students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then they are entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.
2. The University policy is that faculty will excuse absences for the following reasons:
  - a. Personal illness,
  - b. Death or critical illness in the family,
  - c. Participation in a University-sponsored activity,
  - d. Jury duty,
  - e. Military duties, or
  - f. Religious holidays.
3. Faculty judge the validity of student absences from class within the University's approved guidelines and may require documentation for excused absences. Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up the missed work at the discretion of the instructor.
4. In the case of foreseeable absences, students are encouraged to notify the faculty member in advance. A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity to assure that the absence is excused.

## **Appeals**

As with any academic issue, student may exercise their right to appeal adverse attendance decisions. Please refer to the Academic Appeals policy for details.

**Effective:** October 1997

**Academic Policy: Undergraduate Studies  
DEAN'S LIST**

**Approved:** October 1997  
Reviewed: June 4, 2007 Deans'  
Council, Faculty Senate  
Revised: April 16, 2024, Faculty Senate

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A student is eligible for the Dean's List after a given semester if they have:

1. Earned a semester GPA of 3.50 or higher, and;
2. Attempted at least 12 credits of course work, excluding those courses not used to compute the GPA.

**Effective:** October 1997

**Academic Policy  
GRADE CHANGES**

**Approved:** October 1997  
Deans' Council, Faculty Senate  
Updated: August 7, 2019, Deans' Council  
Revised: April 16, 2024 Faculty Senate

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It is the student's responsibility to review grade reports upon receipt. The Registrar can verify only grades submitted by a professor. Grade changes can be made only by the professor issuing the grade with the approval of the department chairperson and school Dean. Changes must be submitted within thirty days of the start of the following Fall or Spring semester.

**Effective:** October 1997

## **Academic Policy: Undergraduate Studies PASS/FAIL COURSES**

**Approved:** October 1997  
Reviewed: June 4, 2007  
Deans' Council, Faculty Senate  
Revised: April 16, 2024,  
Faculty Senate

In order to stimulate and/or satisfy intellectual curiosity, students are encouraged to engage in challenging study on an elective basis. The pass-or-fail option provides the opportunity for a student to enter a course that they might ordinarily avoid.

Accordingly:

1. A student may enroll in no more than a total of two (2) courses pass/fail.
2. The student needs to have passed 60 or more credits before electing a course pass/fail.
3. The student must have a minimum GPA of 2.80 or obtain permission of the instructor.
4. The pass/fail option is ordinarily restricted to courses numbered 300 or above. However, a 200-level course may be taken pass/fail with the prior approval of the instructor.
5. Courses taken to satisfy degree requirements for the major, whether offered by the department of the major or offered by other departments as required related courses, may not be taken pass/fail.
6. Departments may designate which of their course offerings beyond degree requirements their majors may not take pass/fail.
7. No course needed for a minor may be taken pass/fail.
8. Professional education requirements may not be taken pass/fail.
9. No course used to satisfy general education requirements may be taken pass/fail, but if students take the same courses for other than general education purposes, they may take them pass/fail.

10. Courses taken on a pass/fail basis will be counted toward the total credit hour requirement for graduation, but those courses that are passed will not be included in the GPA computation on which academic honors and academic standing are based. Courses failed under the pass/fail option will be included when computing the GPA.
11. The minimum grade a student must earn in order to be awarded a 'pass' grade is D-.
12. The option to take a course on a pass/fail basis may be exercised until the end of the add period. Having properly registered for a course on a pass/fail basis, a student still has the option to take a letter grade instead of a pass/fail grade provided that the decision to change is filed with the Registrar the week prior to finals week.
13. The pass/fail option is limited to students not on probation at the time of registration.

**Effective:** October 1997

**Academic Policy: Undergraduate Studies  
PROFICIENCY and PLACEMENT**

**Approved:** October 1997  
Reviewed: June 12, 2007  
Deans' Council, Faculty Senate  
Revised: April 16, 2024,  
Faculty Senate

**Mathematics**

1. All undergraduate students must demonstrate minimum levels of proficiency in mathematics.
  - a. All entering undergraduate students are required to take part in the mathematics placement process.
  - b. The mathematics department determines the test(s) and the criteria for course placement.
2. Students placed in a developmental mathematics course are required to enroll in that course. Such students must demonstrate proficiency by satisfactorily completing the course with a grade of C- or better prior to taking any mathematics course at the 100 level or higher.
3. Students who must take developmental mathematics earn course credits, and the grade is counted in the cumulative grade point average, but developmental course credit cannot be counted towards fulfillment of the general education or graduation requirements for the baccalaureate or associate degree.

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**Effective:** October 1997

**Academic Policy: Undergraduate Studies  
WITHDRAWAL from the UNIVERSITY**

**Approved:** October 1997

Reviewed: June 4, 2007 Deans'  
Council, Faculty Senate

Revised: April 16, 2024 Faculty  
Senate

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Each student who voluntarily withdraws from the University, either during the semester or at the end of a semester, for whatever reason, must sign a withdrawal form obtained through the Registrar's Office. Withdrawal at any time without proper notification will be termed an unofficial withdrawal and will prejudice a student's record and their chance for readmission. Upon readmission, if eligible, a student becomes subject to the curriculum and graduation requirements in effect at the time of readmission.

**Effective:** October 1997

**Academic Program: Graduate Studies  
GRADUATE DEGREE CANDIDACY**

**Approved:** October 1997  
Deans' Council, Faculty Senate  
**Revised:** April 16, 2024,  
Faculty Senate

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**The Process**

Degree candidacy is a screening and advising process. Students are expected to apply to their respective departments for admission to degree candidacy at the earliest possible time, depending upon departmental requirements. It is the student's responsibility to initiate the candidacy review process within the required semester hour limitation.

The effectiveness of the candidacy process is diminished if a student continues beyond the required semester-hour limitation without undertaking the candidacy evaluation. One of the functions of the evaluation is to identify areas of study that may need to be strengthened through specific courses or projects during the remainder of the degree program. If a student does not schedule the evaluation within the stated limit, more semester hours may be required in order to strengthen any competency(ies) identified in the review process.

**Departmental Requirements**

Each department describes the specifics of its degree candidacy process. The general evaluation is based on: 1) the student's performance in graduate study to date; 2) the results of a departmental examination; and, 3) other criteria appropriate to the field as determined by the department.

If a student is unsuccessful in the initial attempt to earn degree candidacy, they may petition the department for a second evaluation. Prior to the second attempt the student must be advised by the department of the areas in which performance was deficient, and of any other factors that were considered in the denial of the student's admission to degree candidacy. The results of the candidacy evaluation will be forwarded to the Office of Graduate & Professional Studies and the student will be notified of the results.

The final phase of the candidacy process is the development of a program of study for the remaining requirements in the degree program. This program of study should be developed in consultation with an adviser and a copy should be filed in the department.

**Effective:** October 1997

## **Administrative Policy DROP/ADD POLICY**

**Approved:** October 1997  
Revised: 2002; 2004; June 8, 2011  
Deans' Council  
Revised: April 16, 2024, Faculty Senate

Students may drop or add courses online from the early registration period until the end of the drop/add period at the start of the term. Courses that are dropped will not be recorded on a student's academic transcript.

Students are responsible for making official changes to their class schedules. There is no automatic drop policy for nonattendance.

PASSHE universities are expected to adhere to the System-wide policies on drop/add and withdrawal periods. In addition, universities must adhere to semester starting dates as specified in PASSHE Policy 2002-04-A, the drop/add period for fall and spring semesters will extend to the 8<sup>th</sup> calendar day after the start of classes. Students will be permitted to withdraw from a course and receive a grade of "W" up to the end of the tenth week of classes. After the tenth week and through the last day of classes, students who withdraw will receive a grade consistent with university policy which will be determined by the instructor.

During summer and winter sessions, the Registrar will determine the dates for the drop/add and withdrawal periods based on System guidelines and the duration of individual terms and/or classes.