

**Faculty Senate  
Clarion University  
February 4, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday Feb. 4 at 3:30 p.m. in 246 Gemmell. E. Foster chaired the meeting, with the following senators present: G. Barboza, S. Boyden, J. Croskey, S. Johnson, P. Kolencik, R. Leary, A. Lingwall, J. McCullough, T. Pfannestiel, J. Phillips, S. Prezzano, B. Register, S. Sentner, A. Shannonhouse, and B. Sweet. President K. Whitney, Provost R. Nowaczyk, and Student Senate representative Jeff Donor were also present.

**I. Call to Order**

E. Foster called the meeting to order at 3:30 p.m.

**II. Approval of the minutes** P. Kolencik moved and B. Register seconded approval of the minutes of Dec. 3, 2012. They were unanimously approved.

**III. Announcements**

E. Foster announced that PASSHE and APSCUF have reached a tentative agreement for a new contract. She also announced an academic planning session scheduled for Feb. 20 on the Venango campus, and encouraged all interested faculty to attend.

**IV. President's Report**

K. Whitney reported that on Feb. 3, a Clarion University student was shot at an off-campus party. The student was treated at Clarion Hospital, and an investigation is now underway. The alleged shooter is not a Clarion University student. The university is taking aggressive new administrative measures to respond to this situation and other future situations that may occur. Faculty should be sensitive in dealing with students who may know about or have been involved in this incident.

Development of the 2013-14 budget is now under way. Based on Gov. Tom Corbett's Feb. 5 budget address, it appears that all PASSHE universities will receive the same amount budgeted last year. Whitney said that in the meantime, she is moving ahead with plans to bolster university funding statewide.

The 30-year master facilities planning process is moving ahead. On Feb. 12, Whitney and university administrators will host a town hall meeting at the American Legion in Clarion to share information on the campus built environment.

Whitney circulated a draft version of the 2013-14 Academic Plan. Planning is now under way for 2013-14. Academic planning initiatives will be formulated into Clarion University Foundation initiatives. The biggest philanthropic campaign in Clarion University's history is now being planned. Stay tuned for updates.

R. Leary expressed concern over the long Winter Intersession, particularly with respect to Clarion University athletes. The athletes must be fed and housed while playing to an empty house, since

students have not yet returned to classes. Has a cost-benefit analysis been done to determine the worth of this arrangement? Whitney said it had not, but that this issue was open to debate. She noted that a longer Winter Intersession can be beneficial because it allows for experimental classes such as study trips. However, if the faculty wish to propose changing its length, she is open to discussion on the issue. Please let her know.

R. Nowaczyk said that administrators are exploring a Jan. 2 start date for a short Winter Intersession class. This would enable faculty to run up to 12 class sessions and finish just before Martin Luther King, Jr. Day. The classes could be online, hybrid or in person. Faculty members should watch their e-mail for updates on this from L. Hepler.

Nowaczyk said that administrators are exploring switching entirely to online classes for summer school, given their popularity and the expense of running classroom-based programs.

Nowaczyk said that Academic Council discussed the academic scorecards at last week's meeting. Suggestions to modifying the data and the process were offered and discussed. Stay tuned for e-mail updates.

Regarding enrollment management, Nowaczyk said that later in February, the university will have a reliable snapshot of Fall 2013 enrollment numbers. Overall applications are up, which is better than the other 13 PASSHE universities are doing. However, overall enrollment numbers are down, and administrators are concerned about it.

Nowaczyk said his team had been reviewing fall GPAs for incoming freshmen. He said they had discovered high-school GPA to be the strongest predictor of fall semester college GPA. Scores on the writing portion of the SAT were the second-strongest predictor. Instead of the traditional "special admit" or summer bridge program, the university will now separate students into two groups: 1.) regular bachelor's degree admits and 2.) regular associate degree admits.

Taking first-week attendance continues to be critical. Some students may wish to withdraw from classes. Others may receive financial aid and then not attend classes. If they do not repay the aid, Clarion becomes responsible for it. Nowaczyk said he is considering implementing a policy similar to that of Edinboro University, in which students who do not attend first-week classes risk having their schedules cancelled.

Nowaczyk asked whether it would be possible to offer three CCPS submission cycles each year instead the two cycles currently offered. This would allow faculty to submit a greater number of proposals per year. Faculty senators agreed to consider the matter at a future meeting.

Nowaczyk said the university catalog now needs to be updated. He asked when should this process should begin. To keep university policies and information current, Nowaczyk said he would like the updating to be done every year. Under this scenario, perhaps the catalog could be offered in a pdf format. Faculty senators agreed to consider the matter at a future meeting.

S. Johnson asked Nowaczyk about the status of the University Honors Program and who is directing it. Nowaczyk explained recent changes to the program including those related to faculty and curriculum. He said that it was important to limit the number of years that one faculty

member directs the program so that it remains fresh. Nowaczyk said he was open to expanding the program, including the concept of a Senior Honors Program.

P. Kolencik asked for an update on the Advising Center director position. Nowaczyk replied that it was now on hold due to budget constraints. He added that the 2012 Summer Bridge Program was not a success. The university, he said, needs outside consulting and better retention of first-year undecided students. Johnson added that the cohort model used in the 2012 Summer Bridge Program did not appear to be working and that instead, new students need more positive role models.

Nowaczyk said that he wanted to look closer at the current categories of waitlisted students to better quantify them and reduce the number of categories. Discussion ensued on scholarship and recruitment efforts.

#### V. Student Senate

Student Senate representative Jeff Donor reported that Student Senate would be holding its first meeting tonight to set goals and objectives for the semester.

#### A. Institutional Resources – C. McCarrick

Reporting for McCarrick, Foster provided the following information from the committee's Dec. 11 meeting:

Facilities Master Plan: the Perkins Eastman architectural team is satisfied with work to date.

Tippin Gym: Architects visited campus during the week of Dec. 3 and held productive workshops. The committee believes the team has a good understanding of athletic issues.

The Becker Hall and Rhodes Center projects are moving through the system. Bids for Stevens Hall are scheduled to go out soon.

Reinhard Villages sidewalk: as of Dec. 11, application to PENNDOT was imminent. The Clarion Foundation will fund the project once it is approved.

Bus service: A contract amendment was sent to Monroe Township. As of Dec. 11, it was expected that the amendment would be signed at next township meeting.

Winter weather conditions: the committee discussed a possible "best practices" policy for faculty unable to reach campus during inclement weather and methods of notifying commuting students. The Jan. 24 meeting was canceled since it was scheduled before the spring semester started.

#### B. CCPS – B. Sweet

The CCPS deadline for experimental and special topics courses is Feb. 15. The deadline for full proposals is March 1. The deadline for objections is March 29.

#### C. Student Affairs – J. Croskey

Croskey reported that the Spring 2013 Academic Speaker Series kicks off Feb. 12 with football coach Jay Foster.

#### D. CCR – S. Johnson

Johnson reported that his committee is still seeking faculty members willing to serve on the search committees for the College of Arts and Sciences Dean and the Vice President for University Advancement. Anyone interested should contact Johnson as soon as possible.

#### E. Academic Standards – S. Sentner

Sentner reported that her committee met Jan. 15. Of 39 recent student suspensions, 26 were upheld. This is the first semester using the new student appeal forms, and they appear to be working well.

F. Budget – G. Barboza

Barboza reported that his committee is planning to meet soon with all college deans to review the RCM process and to see how each college was doing with it. A report to Faculty Senate will follow.

G. Faculty Affairs – S. Boyden

Boyden reported that the first Faculty Speaker Series event featured Associate Provost S. Turrell. On Feb. 7, Jody Burns of the Advising Center will lead the next new-faculty mentoring program session with a seminar on advising.

H. Venango – B. Hallock

No report.

VI. Old Business

None.

VII. New Business

None.

VIII. Adjournment

B. Sweet moved to adjourn, seconded by S. Prezzano. Faculty Senate adjourned at 5 p.m.

Respectfully submitted,

Andy Lingwall

Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
February 18, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday Feb. 18 at 3:30 p.m. in 246 Gemmell. E. Foster chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, J. Croskey, B. Hallock, S. Johnson, P. Kolencik, C. McCarrick, J. McCullough, R. Leary, A. Lingwall, T. Pfannestiel, J. Phillips, S. Prezzano, R. Raehsler, B. Register, A. Roberts, S. Sentner, A. Shannonhouse, and B. Sweet. Provost Ron Nowaczyk and Student Senate President Jeff Donor were also present.

I. Call to Order

E. Foster called the meeting to order at 3:30 p.m.

## II. Approval of the minutes

B. Sweet moved and P. Kolencik seconded to approve the minutes of Feb. 4, 2013. They were unanimously approved.

## III. Announcements

E. Foster announced that the Clarion University Council of Trustees meeting will be held Feb. 21.

Provost Nowaczyk made the following announcements:

The Clarion University/Edinboro University Master of Science in Nursing program is currently ranked no. 19 in *U.S. News and World Reports'* ranking of the Best Online Graduate Nursing Programs. These are the best online master's in nursing degree programs based on factors such as graduation rates, academic and career support services offered to students, and admissions selectivity.

Clarion University head athletic trainer Jim Thornton, the president of the National Athletic Trainers Association (NATA), was interviewed by several national media outlets, including CNN, CBS, ABC and NBC news in early February at the fourth annual Youth Sports Safety Summit in Washington, D.C.

For the first time, Clarion University worked with community organizations, churches and charities to host a community breakfast on the Martin Luther King, Jr. holiday on Jan. 21.

On Feb. 15, "The Voice" finalist Jamar Rogers kicked off the Mary L. Seifert Cultural Series spring schedule; director Spike Lee will speak on April 3. This year's theme is Realities of Race.

Senior wrestler James Fleming, with 120 wins, is tied for 11th place on the all-time win list at Clarion with mixed martial arts superstar Frank Edgar. Hannah Heeter was named a Capital One/CoSIDA Academic All-Region Player in basketball after being named a Capital One/CoSIDA Second Team Academic All-American in volleyball in the fall.

## IV. President's Report

Nowaczyk reported that all interested Faculty Senate members are invited to attend Budget Planning Talks which will occur in April lead by leaders of every Responsibility Center. Each RC Manager (President, Provost, VPs, Deans etc.) will work with a budget committee within each RC to develop three possible budget plans for next year: best case, worst case and historical. The VP for Finance and Administration will issue the budget assumptions in the next few weeks for the different scenarios. The budget committees in each RC have either been established or underway to be appointed in advance of these efforts. Dates, times of the talks are forthcoming.

Nowaczyk also reported a 92 percent student retention rate from Fall 2012 to Spring 2013. He also recapped the recent community forum on Clarion University's built environment.

## V. Student Senate

Student Senate representative Jeff Donor reported that Student Senate would be hosting the RSO Roundtable on Feb. 22 and 23. Senators are also beginning to discuss RSO funds allocation for 2013-14.

VI. Committee Reports A. Institutional Resources – C. McCarrick  
No report.

**B. CCPS – B. Sweet**

The CCPS deadline for experimental and special topics courses was Feb. 15. The deadline for full proposals is March 1. The deadline for objections is March 29.

C. Student Affairs – J. Croskey

The Who's Who Awards for Clarion students are now open for Spring 2013. The first event of the Spring 2013 Academic Speaker Series went well with a talk from head football coach Jay Foster.

D. CCR – S. Johnson

Johnson said that CCR recommends Catherine Allgeier from Accounting as a one-semester replacement for Elisabeth Donato on the CSA Board. Policy has given the nomination a positive vote. Faculty Senators voted unanimously in favor of it.

Johnson reported that his committee is still seeking faculty members willing to serve on the search committees for the College of Arts and Sciences Dean and the Vice President for University Advancement. So far, both committees are lacking in terms of numbers and diversity. Anyone interested should contact Johnson as soon as possible. Everyone present agreed that the positions should be re-advertised again through campus channels with a Feb. 22 deadline.

E. Foster read a note from K. Whitney asking for committee members to serve on the search for the Vice President for University Advancement. The note also underscored the urgency of moving ahead with the process in a timely manner.

S. Johnson moved and M. Robinson seconded to bring a slate of names forward for Policy consideration by noon on Feb. 25, and then vote for the slate via e-mail. Faculty Senate voted unanimously in favor of the motion.

E. Academic Standards – S. Sentner

S. Sentner reported that in 39 recent academic suspensions, 26 were upheld. Four students appealed, and three of those students were re-admitted by S. Turell.

R. Leary asked why the students were re-admitted. Sentner replied that if they present new information to S. Turell, their case can be reconsidered. However, this information remains confidential.

S. Sentner shared an overhead presentation on proposed changes in graduation policies. When students are allowed to graduate but fail to fulfill program requirements, it hurts Clarion's graduation rates and PASSHE funding. L. Hepler drafted the new proposed policy, which Academic Standards and Faculty Senate Policy have both approved.

The new policy states that students must complete all program requirements within 30 days of final exams. If not, the student will have to wait until the next semester to graduate. Exceptions are provided for May graduates who are completing program requirements over the summer. This new policy also eliminates the previous practice of backdating degree applications. Faculty Senate voted unanimously to approve the new policy.

The proposed policy to change "E" grades to "F" grades was discussed. Faculty Senate voted unanimously to approve the new policy.

F. Budget – G. Barboza

G. Barboza discussed two financial reports on Spring 2013 and Fall 2013 data, which he recently e-mailed to Faculty Senators. So far, enrollment dollars appear to be down by around \$700,000 for Spring 2013 compared to projections. However, the College of Arts and Sciences is up nearly \$1 million from previous projections. All in all, student numbers appear to be up in most academic programs.

Barboza is still seeking budget data from all RCs. He will get back to Faculty Senate at an upcoming meeting with a complete report.

G. Faculty Affairs – S. Boyden

No report.

H. Venango – B. Hallock

No report.

VI. Old Business

None.

VII. New Business

None.

**VIII. Adjournment**

B. Sweet moved and J. Croskey seconded a motion to adjourn. Faculty Senate adjourned at 4:30 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
March 25, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday March 25 at 3:30 p.m. in 246 Gemmell. E. Foster chaired the meeting, with the following senators present: G. Barboza, S. Boyden, J. Croskey, B. Hallock, R. Leary, S. Prezzano, B. Register, M. Robinson, A. Roberts, S. Sentner, A. Shannonhouse, B. Sweet, J. Phillips, and T. Pfannestiel. Provost R. Nowaczyk, President K. Whitney and Student Senate President Jeff Donor were also present.

**I. Call to Order**

E. Foster called the meeting to order at 3:30 p.m.

**II. Approval of the minutes**

J. Croskey motioned and S. Boyden seconded to approve the minutes of Feb. 18, 2013. They were unanimously approved. R. Leary asked to have added to the minutes as a clarification that the English department was not endorsing the self placement procedure as a way to add to English student enrollment, but as a way to make sure students were in the correct English course.

**III. Announcements**

E. Foster announced that Spike Lee would be here on April 3. B. Register added that there will be a piano recital Sunday afternoon, and G. Barboza stated that the Management student club received third place at a recent national competition. Senators were also asked to sign up for watching the polling booth in Carlson for the upcoming Senate election.

**IV. President's Report**

K. Whitney reported that open forums on the university budget will be held Tuesday, April 2 at the Venango College at 1:30 p.m. in the Rhoades Auditorium, and Wednesday, April 3 on the main campus at 3:30 p.m. in the Hart Chapel. At these forums, administrators will review this year's budget, estimates for state and tuition and fees for next year, estimates related to student enrollment, efforts to reduce costs and increase revenue, updates on the academic scorecards, and efforts to update the RCM manual. All faculty and staff are invited to attend. This and other upcoming campus meetings are highlighted on a handout provided by the President.

Budget planning talks will take place April 4 and 25 from 9 a.m. to 4 p.m. in 107 Eagle Commons. Here, each RC Manager will present their budget scenarios for the next fiscal year. Faculty Senators are invited to attend. She provided a handout with the specific schedule for each day.

President Whitney also provided a handout providing details of our Mind over Media relationship, along with timelines and upcoming meetings. She discussed how university management is analyzing our investments with the number of viewers and hits on websites and advertising and how this is converting to applications. She stated that we do a better job than our competitor universities in our percentage of applications converting to enrolled students. This has been helped by faculty calling new student applications. The president stated that she signs letters to scholarship winners.



R. Nowaczyk reported on admission types with regard to Clarion student admits. He provided a handout, showing the admission type by year and our academic support admissions for fall 2013. He also had a handout showing First Year Admission data by PASSHE university in terms of applications, acceptances, and deposit percentage.

## **V. Student Senate**

J. Donor had no report

## **VI. Committee Reports A. Institutional Resources – C. McCarrick**

No report

B. CCPS – B. Sweet

All CCPS material for Spring Semester is now posted online. The deadline for objections is March 29.

C. Student Affairs – J. Croskey

The next Academic Speaker Series speaker is Pam Gent, on April 9

D. CCR – S. Johnson

Signup for Senate polling is being circulated now; please sign up. There is no Venango rep being elected this year as E. Foster and B. Hallock are still in term.

E. Academic Standards – S. Sentner

No Report

F. Budget – G. Barboza

No report.

G. Faculty Affairs – S. Boyden

The last new faculty mentoring dinner will be on March 27, and 2nd year faculty will be attending as well. 24 total faculty are expected to attend. There will be a Retirement committee meeting on March 28.

H. Venango – B. Hallock

Facilities Master Plan Town Hall meeting scheduled for March 25 at 6:30pm.

## **VI. Old Business**

None.

## **VII. New Business**

B. Sweet read in all pending curricular proposals.

## **VIII. Adjournment**

M. Robinson moved and B. Sweet seconded a motion to adjourn. Faculty Senate adjourned at 4:01 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
April 8, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday April 8 at 3:30 p.m. in 246 Gemmell. E. Foster chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, J. Beal, S. Boyden, B. Hallock, S. Johnson, P. Kolencik, R. Leary, C. McCarrick, J. McCullough, S. Prezzano, B. Register, M. Robinson, A. Roberts, S. Sentner, A. Shannonhouse, B. Sweet, and J. Phillips. President K. Whitney, Provost R. Nowaczyk, Assistant to the President for Social Equity J. Gant, and Student Senate President Jeff Donor were also present.

**I. Call to Order**

E. Foster called the meeting to order at 3:30 p.m.

**II. Approval of the minutes**

S. Sentner moved and B. Sweet seconded to approve the minutes of March 25, 2013. They were unanimously approved.

**III. Announcements**

The next RC budget presentation runs April 25 from 9 a.m. to 6:30 p.m. in 107/108 Eagle Commons. Here, each RC Manager will present their budget scenarios for the next fiscal year. Faculty Senators are invited to attend.

**IV. President's Report**

K. Whitney introduced J. Gant, who gave a presentation on the proposed university civility statement now being developed by Gant and her committee. The plan is that after all constituent groups have approved the proposed statement, Human Resources will distribute the final version.

Gant said that the civility statement is aspirational, not disciplinary. R. Leary responded that if it is merely aspirational, then what will it really accomplish? Also, such documents can at first seem innocuous, but can later be used for legal or disciplinary purposes. Leary also criticized the document for being too vague and amorphous. S. Johnson said that if the civility statement is posted online and a student reads it, that student can use the document as a basis for action against the university. He added that the passage referring to respect for one's body has nothing to do with civility.

Whitney said that the draft statement was perhaps too long and dense. However, she said she wants everyone to be passionate about civility on this campus. If revisions are needed, then various constituent groups should continue working on the document.

M. Robinson said that the civility statement could create a chilling effect on free speech in the classroom and across campus. It could create a range of problems wherein sincere discussion on controversial topics is interpreted as being uncivil. Whitney said that this is only a statement. A separate code of conduct addresses inappropriate behaviors such as harassment.

Leary said that such a statement works best contextually. If students do not understand the rules behind this document, they will shut down and perhaps behave in a more uncivil manner. It could work in residence life or for sports teams, but not in a classroom. Such a document will not create teachable moments for faculty.

S. Courson added that faculty are already teaching many of the statement's principles in the university's values-flag courses. E. Foster said that we need to further define "civility." Please send feedback on this document to Gant, Whitney, or Foster.

Moving on to a discussion of the university budget, Whitney recapped the recent the April 4 RC presentations and asked for questions. E. Foster said that university faculty want more information on software expenditures made by administration, and how those investments are paying off for the university.

R. Nowaczyk said that the Mapworks software is still in its first year, so they don't know yet whether it has paid off or not. He said the biggest investment is in the advising software. He provided technical details of the software, and explained how it will help the university to retain students and as a result, their tuition dollars.

In a question regarding the university budget, G. Barboza said last fall, administrators reported the overall budget deficit to be \$3.7 million. What is it now? Whitney replied that the projected deficit has grown to \$7.5 million. The university is now using reserves to bridge that gap. Given that the university predicts flat enrollment, flat state funding, and unfunded 3% state-mandated raises for unrepresented university employees next year, this is a serious budget gap.

Barboza asked where administrators envision major cuts occurring. Whitney answered that various options are now being reviewed, and were available as Powerpoint documents from recent RC budget presentations. Whitney invited all Faculty Senators to the April 25 presentation to learn more. Barboza asked whether administration was attempting to trim its own budgets. Whitney said that in the early 2000s, most budget savings were generated from deferred maintenance on buildings and grounds. Only since 2008 has the university begun to look harder at the size of its faculty ranks. Nowaczyk added that every RC on campus took a 7.5% budget cut last year. Whitney said that this year noted that some additional cost savings could still be generated through reductions in temporary and part-time faculty, or retirements.

J. Phillips pointed out that the PASSHE Board of Governors did not mandate the 3% raise for unrepresented university employees. He said there needs to be much more depth and clarity in explaining how the university is dealing with its budgetary challenges. For example, spending \$100,000 on the Mapworks and other software raises everyone's level of cynicism in the current environment. In this situation, everyone needs complete honesty and clarity, and more consistency in campus communications.

S. Johnson said that administrators are now contemplating retrenching large numbers of faculty, and that the university may never recover from such a move. This is exactly what occurred at Mansfield University in the 1970s. Whitney asked what choice administrators had. University trustees, legislators and other constituents all know about the issue, but no one has provided any additional outside funds to help the university. Whitney said that ultimately, she is financially responsible for keeping the university solvent.

Phillips said that the PASSHE is now holding \$800 million in cash reserves. Could Clarion and other PASSHE universities draw upon these funds until the economy improves and another governor is elected? Phillips said it was ridiculous that the PASSHE would allow its universities to fail while holding on to such large reserves.

A. Roberts asked about the university's capital campaign. How might funds from this campaign be leveraged to aid the university at this critical juncture? Further discussion ensued.

## **V. Student Senate**

J. Donor reported that at the last meeting, student senators voted to recognize the Model United Nations Club. Senators also worked on changing some of their bylaws.

## **VI. Committee Reports A. Institutional Resources**

No report.

### **B. CCPS – B. Sweet**

All proposals were reviewed at the last meeting. All department chairs have been notified of any concerns.

### **C. Student Affairs – J. Croskey**

No report.

### **D. CCR – S. Johnson**

The ballot for Faculty Senate positions is now circulating across campus. Poll watchers are needed on election day April 16. Search committee members are needed for the Vice President for Finance and Administration and Vice President for Student Affairs positions. The searches begin next fall, with the jobs scheduled to start in January 2014.

### **E. Academic Standards – S. Sentner**

No Report

### **F. Budget – G. Barboza**

No report.

### **G. Faculty Affairs – S. Boyden**

The Faculty Retirement Reception will take place on May 9. So far, there are 14 faculty members retiring.

### **H. Venango – B. Hallock**

The committee continues its work on the strategic plan and facilities master plan. Hallock will soon make a progress report to Faculty Senate.

VI. Old Business

None.

VII. New Business

B. Sweet read in all pending curricular proposals.

E. Foster asked Faculty Senators to send her any relevant position criteria for the PASSHE chancellor position as the search gets under way. This information will be forwarded to the consulting firm performing the search.

**VIII. Adjournment**

B. Sweet moved and P. Kolencik seconded a motion to adjourn. Faculty Senate adjourned at 4:55 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
April 22, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday April 22 at 3:30 p.m. in 246 Gemmell. E. Foster chaired the meeting, with the following senators present: Y. Ayad, J. Croskey, S. Johnson, P. Kolencik, C. McCarrick, R. Leary, A. Lingwall, J. Phillips, S. Prezzano, B. Register, M. Robinson, A. Roberts, S. Sentner, A. Shannonhouse, and B. Sweet.

K. Whitney, R. Nowaczyk, Student Senate President Jeff Donor and a number of faculty guests were also present.

I. Call to Order

E. Foster called the meeting to order at 3:30 p.m.

II. Approval of the minutes

S. Sentner moved and P. Kolencik seconded to approve the minutes of April 8, 2013. They were unanimously approved.

III. Announcements

None.

#### **IV. President's Report**

K. Whitney reported that she had recently traveled to Harrisburg to meet with the PASSHE Board of Governors and state legislators to argue for more university funding in the coming year. These efforts will continue through early July as the 2013-14 state budget is finalized.

R. Nowaczyk reported that the UASC director search had failed. He said he would be scheduling an open meeting soon to discuss this position and the role of the UASC at Clarion University.

#### **V. Student Senate**

J. Donor reported that Student Senate will be voting next week for 2013-14 Student Senators.

#### **VI. Committee Reports A. Institutional Resources – C. McCarrick**

The Facilities Planning Committee meets this Thursday. A report will be available at Policy next Monday.

#### **B. CCPS – B. Sweet**

No report.

#### **C. Student Affairs – J. Croskey**

No report.

#### **D. CCR – S. Johnson**

S. Johnson is now finding out who will be out on sabbatical or leave for 2013-14 so that CCR can begin the process of nominating one-year replacements for positions on university committees.

#### **E. Academic Standards – S. Sentner**

No report.

#### **F. Budget – G. Barboza**

No report.

#### **G. Faculty Affairs – S. Boyden**

Planning is going well for the upcoming retirement reception.

#### **H. Venango – B. Hallock**

Venango College faculty members continue their work on Venango College's Strategic Plan. A draft of the plan will be distributed across the university by Fall 2013.

#### **VI. Old Business**

E. Foster recapped M. Franchino's work on revising the Faculty Senate Constitution and Bylaws. She asked Faculty Senate for comments and questions. After discussion, Faculty Senators agreed that none of the proposed changes can take place before Fall 2013.

#### **VII. New Business**

B. Sweet reported that Proposals 074-079 from HPE had been withdrawn.

Faculty Senate considered and/or took action on the following curricular proposals, all of which came with a positive recommendation from CCPS:

*Proposals 146-161, ASTW:* R. Leary expressed concern that with 16 new courses being proposed, there might not be enough faculty to teach them all in upcoming years, especially considering the university's current financial situation. All Faculty Senators voted in favor of proposals 146-161, with the exception of one dissenting vote.

*Proposal 116, Doctor of Nursing Practice:* Leary asked whether the university would be able to enroll 25 students in the program. B. Sweet replied yes. All Faculty Senators voted in favor of the proposal.

*Proposals 175, 178 and 179, Forensic Nursing:* Discussion ensued as to the appropriateness of Nursing faculty teaching interviewing and investigation techniques, and whether the university has sufficient faculty to teach these courses. Following discussion, all Faculty Senators voted in favor of proposals 175, 178 and 179, with the exception of one dissenting vote.

*Proposal 087, Revised General Education Outcomes:* J. Phillips expressed concern that the proposed four new general education outcomes do not line up well with the university's current educational outcomes. He said that in fact, faculty could end up having to modify the university's general education curriculum to match the proposed new outcomes. G. Goodman and C. McCarrick said this would not be the case, and explained how the university's original 16 general education outcomes are mapped directly onto the four new ones.

Phillips replied that he was still uncomfortable with any set of outcomes that could pave the way for elimination of specific academic programs at Clarion University. He said the outcomes were overly general, and that if certain academic subject areas are not addressed in the outcomes, those courses or programs could be subject to elimination.

A. Roberts asked why Clarion University needs to duplicate the university-wide learning outcomes. McCarrick said that they make an important statement to all university stakeholders. Also, these outcomes are assessed separately.

B. Sweet asked whether the proposed four new outcomes were replacing the original 16 outcomes, or simply funneling them into the four new ones. McCarrick replied that the mapping funnels the original 16 onto the four new ones.

Faculty Senate reviewed Proposal 087 on screen and further discussed it. M. Robinson asked why the document couldn't list the original 16 outcomes and clearly state the fact that they map onto the four new ones. Phillips said he agreed that this would be satisfactory.

Nowaczyk said that if the university is leaving the original 16 outcomes intact, then management may need to redo its report to the Middle States Association of Schools and Colleges. Phillips said that if students can meet Clarion University general education requirements through various seminars and activities rather than specific classes, it is a diminishment of faculty's relevance and abilities.

Robinson moved that Faculty Senate should direct the committee to revise its draft document to list Clarion University's original 16 outcomes and clearly state the fact that they map onto the four new outcomes. Phillips seconded. All Faculty Senators voted in favor of the motion, with the

exception of two dissenting votes and one abstention. The revised version of Proposal 087 will be reviewed again at the May 6 meeting.

*Proposal 215, Medical Terminology as a liberal education skills course:* Phillips said that perhaps the course description and outcomes are too narrow for it to be a genuine liberal education skills class. R. Bloom replied that medical terminology is a widely used language and that its concepts are universal. All Faculty Senators voted in favor of Proposal 215, with the exception of two dissenting votes.

*Proposal 203, Publication Design as a liberal education skills course:* A. Lingwall explained the content behind this course, and how it teaches a range of broad skills that are useful to students outside the Communication major. All Faculty Senators voted in favor of proposal 203.

All remaining curricular proposals were unanimously approved by Faculty Senate.

### **VIII. Adjournment**

Roberts moved and Robinson seconded a motion to adjourn. Faculty Senate adjourned at 5 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
September 9, 2013  
3:30 p.m., 246 Gemmell**

### **Minutes**

Faculty Senate met on Monday September 9 at 3:30 p.m. in 246 Gemmell. S. Sentner chaired the meeting, with the following senators present: Y. Ayad, S. Boyden, D. Clark, J. Croskey, E. Donato, E. Foster, B. Hallock, J. Heard, S. Johnson, C. McAleer, C. McCarrick, A. Lingwall, L. Occhipinti, J. O'Donnell, N. O'Neil, J. Overly, S. Prezzano, B. Register, M. Robinson, A. Roberts, A. Shannonhouse, B. Sweet, and L. Taylor.

President K. Whitney and several faculty guests also were present.

#### **I. Call to Order**

S. Sentner called the meeting to order at 3:30 p.m.

#### **II. Approval of the minutes**

C. McCarrick moved and E. Foster seconded to approve the minutes of May 6, 2013. They were unanimously approved with minor corrections. L. Occhipinti, J. Overly, N. O'Neil, J. Heard, and E. Donato abstained.



### III. Announcements

Sentner reminded senators of the importance of taking third-week attendance. Y. Ayad announced that the Eighth Annual 2013 Northwestern Pennsylvania GIS Conference will be held Oct. 17-18 in the Gemmill Student Center. All faculty and students are invited to attend.

### IV. President's Report

K. Whitney reported that Clarion's freshman-to-sophomore retention rate is up. University staff is working hard on both recruitment and retention. She reported that Clarion would be receiving \$2,069,000 in PASSHE performance funding this year. The Departments that helped earn the performance funding will be receiving a portion of the funds.

Provost R. Nowaczyk will be speaking with Policy at the Sept. 16 meeting regarding development of new academic programs, proposed CCPS revisions, and proposed policies for handling student complaints, and handling the drop-add process.

Ayad asked Whitney about the academic scorecards and how their numbers will be clarified in the upcoming weeks. He said that within his own department, faculty members still do not know where the numbers come from, what they mean, or how to increase them. Whitney replied that very soon she would set up a separate budget workshop on this topic for all interested departments. All Faculty Senators agreed this was necessary.

### V. Student Senate

No report.

#### VI. Committee Reports A. Institutional Resources – A. Roberts

On Oct. 10, the Facilities Planning Committee will meet with the Perkins Eastman architects. Special subcommittees are still being formed.

#### B. CCPS – B. Sweet

During Week 1, Sweet sent out fall deadline reminders to the campus community. The deadline for special topics/experimental courses is Sept. 13; the deadline for major proposals is Sept. 27; the deadline for objections is Oct. 18.

Sweet encouraged Faculty Senators to add I-flags to any appropriate junior or senior-level courses in their departments. Clarion now offers only a dozen or so I-flag courses, which are not enough for the number of students who will soon need them under new degree requirements. Sweet encouraged Faculty Senators to add an I-flag to any appropriate junior or senior-level course in their departments.

#### C. Student Affairs – J. Croskey

No report.

#### D. CCR – B. Hallock

B. Hallock reported that J. Overly will be replacing P. Kolencik, and N. O'Neil will be replacing M. Franchino on Faculty Senate this year.

#### E. Academic Standards – D. Clark

No report.

F. Budget – S. Johnson

S. Johnson distributed copies of a financial report detailing the most recent numbers that Clarion submitted to the PASSHE. He discussed high points and major changes in the document that occurred between June and August 2013. Johnson questioned whether these types of changes are common in other budget years. Policy needs clarification on several items within the handout, which Johnson will attempt to get before the Sept. 16 Policy meeting.

G. Faculty Affairs – C. McCarrick

No report.

H. Venango – E. Foster

No report.

VI. Old Business

None.

VII. New Business

None.

**VIII. Adjournment**

J. Overly moved and Sweet seconded a motion to adjourn. Faculty Senate adjourned at 4 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
September 23, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday September 23 at 3:30 p.m. in 246 Gemmell. S. Sentner chaired the meeting, with the following senators present: Y. Ayad, D. Clark, J. Croskey, E. Donato, E. Foster, B. Hallock, S. Johnson, C. McAleer, C. McCarrick, A. Lingwall, L. Occhipinti, J. O'Donnell, N. O'Neil, J. Overly, S. Prezzano, B. Register, M. Robinson, A. Roberts, A. Shannonhouse, B. Sweet, and L. Taylor.

President K. Whitney, Provost R. Nowaczyk, and B. Dede also were present.

I. Call to Order

S. Sentner called the meeting to order at 3:30 p.m.

II. Approval of the minutes

C. McAleer moved and E. Donato seconded to approve the minutes of Sept. 9, 2013. They were unanimously approved.

### III. Announcements

None.

### IV. President's Report

K. Whitney reported that P. Fackler, Vice President for Finance and Administration, submitted Clarion University's 2013-14 budget at the most recent Council of Trustees meeting. Fackler will be attending the Oct. 7 Faculty Senate meeting to provide a further explanation of the budget.

R. Nowaczyk reported on Fall 2013 enrollment figures. He said that the university's headcount is 6,080. This figure is down 440 students from Fall 2012, but Nowaczyk said he thinks we have hit the bottom, and that enrollment should begin to gradually increase from here. He noted that the university is working harder on attracting transfer students this year.

Clarion's freshman-to-sophomore retention rate is now 75.6 percent, up from 70 percent last year. It is the university's best retention rate in 10 years. Last year's early intervention efforts helped considerably, resulting in 53 more students returning who would have otherwise been lost. University staff continues to work hard on recruitment and retention.

C. McAleer asked Nowaczyk for updates on the Middle States progress report, which is due Oct. 1. Nowaczyk and Whitney said the report would be submitted by Sept. 27.

S. Prezzano asked why the university was not actively recruiting more international students. Whitney said that from an administrative standpoint, the university has historically been poorly organized to do a good job with international recruiting. Nowaczyk and Whitney said they are undertaking new initiatives in this area.

Y. Ayad asked for updates on the academic scorecard process, and when administration would be providing workshops to better explain how each department's numbers were determined. He said that within his own department, faculty members still do not know where the numbers come from, what they mean, or how to increase them. Nowaczyk replied that R. Moneta would be conducting the workshops very soon, and that Faculty Senators should watch for campus announcements. Nowaczyk said that from now on, the scorecards will be re-assessed every three years, rather than every year. Faculty Senate will discuss the matter and report back to Whitney with the best dates and formats for the scorecard workshops.

J. O'Donnell asked how potential departmental consolidations within the College of Arts and Sciences might affect the academic scorecard process. Nowaczyk said that the individual programs will still retain their own scorecards within newly combined departments. Nowaczyk also said that each program will be allowed to retain its own curricular integrity within newly combined departments.

Prezzano asked how much cost savings is generated through combining all College of Arts and Sciences departments into five larger departments. She raised concerns related to the many hidden costs inherent in combined departments. Nowaczyk replied that it would save 20 temp sections or two-and-a-half faculty lines per year. O'Donnell pointed out the fact that chairs

presiding over newly combined departments would have much more work, and asked how they would be able to manage it all.

Other Faculty Senators agreed, raising similar concerns over duties such as recruiting and curricular planning. Senators also expressed concerns related to the loss of departmental identity. Nowaczyk and Whitney said that individual programs would still be able to retain their individual identities, yet also work in a more interdisciplinary fashion. Whitney said that ideally, no more than six to eight department chairs should be reporting to the dean.

D. Clark asked how combining departments results in a savings of two-and-a-half faculty lines per year. Nowaczyk replied that the savings is generated by fewer department chairs needing release time for their chair duties. L. Occhipinti asked how individual departments would be represented on university-wide committees such as IRB. Nowaczyk said this still needs to be resolved.

E. Foster asked Whitney how the Council of Trustees had responded to the Faculty Senate resolution opposing the university's workforce plan; the resolution was presented at the Sept. 19 trustees' meeting. Whitney said the Council of Trustees offered no response to the resolution, and had advised no further actions or meetings related to the workforce plan or to the Faculty Senate resolution.

## **V. Student Senate**

No report.

### **VI. Committee Reports**

A. Institutional Resources – A. Roberts

No report.

### **B. CCPS – B. Sweet**

Read-ins were e-mailed to the campus community today. The deadline for special topics/experimental courses was Sept. 13; the deadline for major proposals was Sept. 27; the deadline for objections is Oct. 18.

C. Student Affairs – J. Croskey

No report.

D. CCR – B. Hallock

B. Hallock reported that all Faculty Senate committee nominations are due Thursday Sept. 26. UTAC is requesting new members, as well.

E. Academic Standards – D. Clark

D. Clark recapped his report from the Sept. 9 Faculty Senate meeting. Academic Standards committee members have learned that of 136 students suspended in Spring 2013, 29 appealed, 16 were re-admitted, and 21 suspensions were upheld. Again, discussion ensued regarding students who are often re-admitted without approval of the Academic Standards committee. The main question is, why should rules be made that will not be upheld?

M. Robinson said that according to her understanding, the suspended students did not go through the committee process, but instead did an "end run" around the committee by appealing directly to

B. Dede. All Faculty Senators agreed this was a problem. B. Dede replied that the students who had been re-admitted were all facing difficult life issues and presented her with new information, such as medical excuses or evidence of summer coursework.

Whitney asked Faculty Senate how Dede and the Academic Standards Committee might better communicate on these issues going forward. She said that this process needs to be improved, and expressed concerns over any administrator overturning a committee decision made by faculty governance. Faculty Senators agreed that this process must be reworked to prevent similar problems in the future.

F. Budget – S. Johnson

S. Johnson reported that he recently met with P. Fackler to discuss a number of FIN Report/RCM questions. Fackler will come to the Oct. 7 Faculty Senate to further discuss the questions. Johnson will continue to follow up on issues surrounding the financial reporting process.

G. Faculty Affairs – C. McCarrick

The Faculty Affairs Committee will be meeting with Dede this week to discuss the new-faculty mentoring program.

H. Venango – E. Foster

No report.

VI. Old Business

Faculty Senate formally approved the resolution opposing the Clarion University workforce plan.

VII. New Business

Faculty Senate further discussed proposed changes to the first-week attendance reporting policy, and how it should be written and administered. Sentner said she had spoken with Registrar L. Hepler, and that faculty members do not have to report attendance every day during the first week of class. Sentner underscored the importance of reporting first-week attendance. It directly impacts the university's retention data and PASSHE funding. This fall, 24 students did not return to the university after week one.

C. McCarrick noted that first-week attendance reporting is a particular problem for temporary faculty members, who may not have an active university e-mail account or know how to access the university system to report attendance. B. Register added that it is also a particular problem for online courses. How does a faculty member know whether a student is really "attending" or not?

Whitney said it would be helpful for Hepler to speak further with the Academic Standards Committee to make sure that all important variables are being considered in this process. Sentner will arrange for Hepler to come to one of the next Faculty Senate meetings for a full discussion of the matter. The proposed first-week attendance reporting policy was placed on hold pending further discussion.

**VIII. Adjournment**

McCarrick moved and B. Hallock seconded a motion to adjourn. Faculty Senate adjourned at 4:40 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
October 7, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday October 7th at 3:30 p.m. in 246 Gemmell. S. Sentner chaired the meeting, with the following senators present: Y. Ayad, S. Boyden, D. Clark, E. Donato, E. Foster, J. Heard, S. Johnson, C. McAleer, C. McCarrick, L. Occhipinti, J. O'Donnell, N.B. O'Neil, J. Overly, S. Prezzano, B. Register, M. Robinson, A. Roberts, A. Shannonhouse, B. Sweet, and L. Taylor.

President Karen Whitney; Provost Ron Nowaczyk; Peter Fackler, VP Finance; Tammy Varsek, Comptroller; and several guests were also present.

Student Senate Representative Emily Swogger was present.

**I. Call to Order**

S. Sentner called the meeting to order at 3:30 p.m.

N.B. O'Neil volunteered to take the minutes in A. Lingwall's absence

**II. Approval of the minutes**

C. McAleer moved and L. Occhipinti seconded to approve the minutes of September 23, 2013. They were unanimously approved.

**III. Announcements**

Y. Ayad announced that the Eighth Annual 2013 Northwestern Pennsylvania GIS Conference will be held Oct. 17-18 in the Gemmell Student Center. All faculty and students are invited to attend.

**IV. President's Report**

K. Whitney reported that the semester and athletics are going well. Whitney deferred this allotted time to Peter Fackler who is going to respond to Senator's questions regarding financial issues at Clarion University.

Provost R. Nowaczyk gave no report.

**V. Student Senate**

Emily Swaggert, Student Senator, announced that the WINGO event will be held on October 19th and plans for the Social Equity dinner are ongoing.

## **VI. Committee Reports**

### **A. Institutional Resources – A. Roberts**

On Oct. 10, the Facilities Planning Committee will meet with the Perkins Eastman architects. The 20-year design plan for Clarion will include the demolition of four buildings (Ralston, Egbert, Admissions, and Carrier), landscape changes including increase number of trees and interior pedestrian pathways, and creation of campus hubs around campus. Whitney added details of the next major change, which is a complete refurbishment of Tippin (will look like a new building) that is scheduled to be complete by January 2017. The Tippin Natatorium will be replaced with another gymnasium and the new Tippin Natatorium will be built just West of Tippin, overtaking Page Street so that it will no longer be a through street across campus.

Sentner asked Whitney about the progress on building a sidewalk from campus to Reinhard Village. Whitney reported that this project is in the hands of PennDOT for approval. Clarion University will pay for the sidewalk and Michael Keefer from the Foundation Office is working with PennDOT to move this forward. Clarion students wanting to walk to Reinhard Village, at some points, have no sidewalk and are literally walking on gravel and grass next to the high-traffic Greenville Avenue.

### **B. CCPS – B. Sweet**

All CCPS changes on posted on the CCPS website. October 18th at 4:00 is the deadline for objections in writing to Sweet. Next CCPS meeting is next Tuesday, October 15th.

### **C. Student Affairs – J. Croskey**

No report. Croskey is attending a conference and was unable to attend.

### **D. CCR – B. Hallock**

B. Hallock had traveling challenges so he emailed his report that Sentner read.

Nominations for University Technology Advisory Committee include Debbie Kelly-Venango College, Matt Brigida-College of Business Administration, Annette Rosati-College of Arts & Sciences, and Janice Krueger-College of Education. Senators unanimously approved.

Nominations for the School of Nursing and Allied Health Director Search Committee include Angela West, Renee Bloom, Debbie Ciesielka, Nancy Falvo, Ginny Siebold, and Mark LaPour-Clarion campus. Senators unanimously approved.

Nominees for Senate committees will be brought to Policy on 10/14/13; to full Senate on 10/21/13.

### **E. Academic Standards – D. Clark**

No report.

### **F. Budget – S. Johnson**

Moved to later in the meeting.

### **G. Faculty Affairs – C. McCarrick**

No report.

### **H. Venango – E. Foster**

No report.

## **VI. Old Business**

None.

### **(F.) Budget – S. Johnson**

Johnson distributed copies of the University Financial Health Indicators from June 2012, July 2013, and August 2013; the final report of the Allocation of Operating Expenses to Functional Categories for FY 2012/13; and a set of questions that Faculty Senate Budget Committee composed.

Whitney introduced Mr. Peter Fackler, interim Vice President for Finance and Administration, who has over 30 years of experience in higher education finance and administration.

Fackler introduced Tammy Varsek, Comptroller for the university, who was hired in July 2013.

Fackler expressed his willingness to respond to questions from the Senators beyond today's meeting. Fackler also pointed out that financial reports go through renditions as new information becomes available. PASSHE is given Clarion's financial information on a regular basis in order to update the Pennsylvania State Financial spreadsheet.

Question 1: The increase in operating expense from August 1st to end of August is primarily accounted for by students' bad debt (i.e., students who take courses but do not pay their tuition).

Question 2: Johnson specifically asked that if Clarion had 400 less students in 2012-13, how did the bad debt increase by \$1.152 million. Fackler reported that he also questioned the bad debt total and requested a history report to examine the details. However, some challenges were encountered with the implementation of the *People Soft* program. The bottom line total of institutional support expense increase from FY 12- FY14 is correct but the details are uncertain.

Accounts Receivable is less likely to collect on bad debt accounts as years go by from their inception. This year was an adjustable year where about one-half million dollars were written off. Part of this large number indicated as bad debt is this write-off. Accounts Receivable grew by \$800,000 this year.

The university is changing students' relationship with their debt and is now tightening their policy for debt payment of tuition.

Whitney asked about how these bad debts affect an RCM. Fackler said that a bad debt is a central account to the university and therefore not filtered out to RCMs.

Question 3: Instructional expense for benefits is more than for salaries. Fackler pointed out that SERS is underfunded and there are two main drivers to this increased expense: 1) the present very low interest rate brings about a higher liability, and 2) state government is not contributing what they should be to SERS. The percentage inflater on SERS is rising.

Johnson mentioned that university finances as reported in local newspapers were different from these reports.

An uncertain response was given to O'Donnell regarding what the "\$88m additional software" was that is listed under Supplies and other.



Question 4: Nowaczyk pointed out that the moving of the Registrar's office from Computing Services to the Provost accounts for most of the increase in the Provost indirect costs.

Question 5: PASSHE gives this percentage distribution formula to the university based on number of students and square footage of the university buildings.

At the conclusion of his responses to the Senate's questions, Fackler offered to return to Senate if more questions arose in hopes of continuing the dialogue between his office and faculty.

Ray Moneta is invited to Faculty Senate to explain the process from revenue to credit hours.

### **VII. New Business**

Sentner announced that the Faculty Senate picture will be taken at the next meeting on October 21st.

### **VIII. Adjournment**

C. McAleer moved and J. Overly seconded a motion to adjourn. Faculty Senate adjourned at 4:50 p.m.

Respectfully submitted,

Naomi Bell O'Neil  
On Behalf of Andy Lingwall  
Faculty Senate

**Faculty Senate  
Clarion University  
November 4, 2013  
3:30 p.m., 246 Gemmell**

### **Minutes**

Faculty Senate met on Monday November 4th at 3:30 p.m. in 246 Gemmell. S. Sentner chaired the meeting, with the following senators present: Y. Ayad, S. Boyden, D. Clark, J. Croskey, E. Donato, E. Foster, B. Hallock, J. Heard, S. Johnson, C. McAleer, C. McCarrick, N. O'Neil, J. Overly, S. Prezzano, B. Register, M. Robinson, A. Roberts, B. Sweet, and L. Taylor. President Karen Whitney and Provost Ron Nowaczyk were also present.

#### **I. Call to Order**

S. Sentner called the meeting to order at 3:30 p.m.

#### **II. Approval of the minutes**

C. McAleer moved and Y. Ayad seconded to approve the minutes of October 21, 2013. They were unanimously approved with minor amendments.

#### **III. Announcements**

E. Foster announced that NPR's "This I Believe" is coming to Clarion University this year, thanks to English faculty member Leah Chambers. The essay contest is now open. Faculty should announce this opportunity to their students.

#### **IV. President's Report**

R. Nowaczyk reported that seven faculty searches are now under way. Next week, the screening committee for the Dean of Arts and Sciences position will be meeting several candidates at the Pittsburgh International Airport for brief interviews. From there, the list will be narrowed to three finalists who will be brought to campus for further interviews in late November or early December.

Nowaczyk reported that the Director of the School of Nursing and Allied Health position is now being reviewed. It will soon be advertised as a new search.

Students enrolled in the Engaged Learners program this fall who are indicated to be at risk for dropout through classroom, advising and Map Works indicators are being notified, along with their advisors, so that university staff can reach out to the students and attempt to retain them.

Nowaczyk will be available for informal chats on Nov. 14 and Dec. 3 from 4 to 5:30 p.m. in Moore Hall. All faculty members are invited to come and speak to the provost on any university-related topic they believe is important.

K. Whitney said that it is possible faculty members may not be hearing important university updates from their department chairs. She encouraged faculty members to contact her or Nowaczyk if they want to know anything about the university and where it is headed. Informal lunches with the president will continue throughout the 2013-14 year. Whitney added that she will be meeting informally with as many assistant, associate, and full professors as possible for informal discussions in the coming weeks and months.

#### **V. Student Senate**

No report.

#### **VI. Committee Reports**

##### **A. Institutional Resources – A. Roberts**

No report.

##### **B. CCPS – B. Sweet**

Open hearings were held on November 1. One objection was resolved. Sweet will bring all final proposals to Faculty Senate for a vote on Nov. 18.

##### **C. Student Affairs – J. Croskey**

No report.

##### **D. CCR – B. Hallock**

No report.

##### **E. Academic Standards – D. Clark**

No report.

### **F. Budget – S. Johnson**

The Budget Committee will be meeting soon and will provide a report at the Nov. 18 Faculty Senate meeting.

### **G. Faculty Affairs – C. McCarrick**

The committee met on Nov. 1. Members are now working on the retirement reception and various professional development seminars for faculty.

### **H. Venango – E. Foster**

The committee met on Nov. 1. Please send any Venango-related ideas or concerns to Foster as soon as possible.

## **VI. Old Business**

L. Fleisher and M. Schaffer presented information on the possibility of an online proctoring service, along with information on vendors, should university faculty care to use the service. Fleisher offered to let any interested faculty members pilot the software.

Y. Ayad noted that faculty members regularly identify and deal with a range of cheating problems that do not involve online proctoring. C. McAleer added that the title of the proposed policy should be broadened. It's about more than proctoring. It's about overall integrity in the online environment. Fleisher said she believes the proposed policy wording is wide enough to include all available approaches to reducing cheating. Additional discussion ensued regarding proposed wording changes. C. McCarrick moved for approval with the proposed wording changes. E. Foster moved. Faculty Senate unanimously approved the policy with the proposed wording changes.

Next, Faculty Senate discussed the proposed policy on cheating. Following discussion regarding proposed wording changes, McAleer moved to approve it. Foster seconded. Faculty Senate unanimously approved the policy with the proposed wording changes.

As soon as Sentner receives the final wording on all of the above two policies, she will circulate them to all Faculty Senate members.

Whitney asked Faculty Senate members to remind their colleagues to always report possible student conduct code violations to Matt Schaffer, even if they are in doubt about them. This will enable the university to proactively investigate all potential violations.

Moving to a discussion of the 2014-15 academic calendar, S. Sentner reported that it will not be possible to change the MLK holiday to require students to come to campus for service activities for January 2015. However, Whitney and Nowaczyk have agreed to discuss the possibility of this change for academic year 2015-16 and beyond. Whitney encouraged Faculty Senate to tell her about any proposed changes now so that she can present them to PASSHE all at once.

McCarrick moved to take the proposed 2014-15 academic calendar off the table. It was unanimously approved.

## **VII. New Business**

Nowaczyk said that some faculty members had expressed interest in a “common hour,” at which no classes are held. Sentner will survey faculty to determine their interest and report back to Nowaczyk.

Sweet read in all curricular proposals.

Sentner announced that Ray Moneta would be visiting Faculty Senate at an upcoming meeting. She needs more information on what Faculty Senate members would like to hear from him. What should be the proposed format – large group, small group or one-on one?

S. Boyden said that it would be useful to present a small department or program as a “case study” so that Faculty Senate members can see how the scorecard numbers are actually generated. McAleer offered to use her department for this purpose. Before the next meeting, Sentner needs to know of any other questions or suggested approaches to the presentation.

McAleer questioned the manner in which the university’s graduation and persistence rates are calculated. She said they should be calculated by cohort, not by individual student. Whitney asked McAleer to report this issue to Moneta.

Sentner announced that P. Woodburne, McCarrick, Sweet, Nowaczyk, and G. Goodman met recently to discuss the four proposed general education learning outcomes. She said that Faculty Senate will need to act on this proposal fairly soon, as the Middle States monitoring report is due in April 2014. Sentner said that a series of faculty forums will run the coming weeks to explain the four outcomes so that they are widely understood before Faculty Senate votes on them. She encouraged all faculty members to attend at least one of the forums.

McCarrick said that the significance of the four proposed general education learning outcomes go beyond Middle States and the Spring 2014 monitoring report. At this point, the university is gathering Fall 2013 data based on the original 16 general education learning outcomes, which will be included the Middle States report.

Nowaczyk suggested that T. Pfannestiel, who is authoring the monitoring report, attend a future Faculty Senate meeting to explain the report content and writing process.

### **VIII. Adjournment**

McAleer moved and Croskey seconded a motion to adjourn. Faculty Senate adjourned at 4:40 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
November 18, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday November 18th at 3:30 p.m. in 246 Gemmell. S. Sentner chaired the meeting, with the following senators present: Y. Ayad, D. Clark, J. Croskey, E. Donato, E. Foster, B. Hallock, J. Heard, S. Johnson, C. McAleer, J. O'Donnell, N. O'Neil, S. Prezzano, B. Register, M. Robinson, A. Roberts, A. Shannonhouse, B. Sweet, and L. Taylor. President Karen Whitney and Student Senate representative Michaela Hardy were also present, along with a number of other faculty members for CCPS business.

**I. Call to Order**

S. Sentner called the meeting to order at 3:30 p.m.

**II. Approval of the minutes**

C. McAleer moved and B. Hallock seconded to approve the minutes of Nov. 4, 2013. They were unanimously approved.

**III. Announcements**

J. Croskey received the Outstanding Faculty Member Award at the recent Social Equity dinner.

The Clarion University Council of Trustees will meet on Nov. 21 at 7 p.m. in 107/108 Eagle Commons. All faculty members are invited to attend to comment on the university's proposed workforce plan.

**IV. President's Report**

K. Whitney reported that The Educational Advisory Board meets on Nov. 20 to discuss national trends in university undergraduate enrollments and upturns in graduate education. All members of the university community are invited to attend.

**V. Student Senate**

M. Hardy reported that the recent Social Equity dinner was a success. Also, some Student Senators worked at the university's open house event this past Saturday.

**VI. Committee Reports**

**A. Institutional Resources – A. Roberts**

The Facilities Planning Committee meets Nov. 21.

**B. CCPS – B. Sweet**

No report.

**C. Student Affairs – J. Croskey**

The committee will be meeting the first week of December.

**D. CCR – B. Hallock**

No report.

**E. Academic Standards – D. Clark**

The Admissions Subcommittee has elected Pat McCarthy as chair.

**F. Budget – S. Johnson**

The Budget Committee met recently and will provide a report at the next Faculty Senate meeting.

**G. Faculty Affairs – C. McCarrick**

No report.

**H. Venango – E. Foster**

The Venango College Committee met recently. A subcommittee is now looking at grants to support projects related to peer support and mentoring to boost student academic success and retention.

**VI. Old Business**

None.

**VII. New Business**

CCPS Chair B. Sweet introduced CCPS proposals. Faculty Senators indicated they had questions on proposals 007, 008, 048, 054, 056, 070, and 088. All remaining proposals were unanimously approved.

Faculty Senate then moved to questions on the following proposals:

007: ANTH 362. A. Roberts asked why specific prerequisites were required for this course. S. Prezzano explained that the prerequisites in anthropology courses were important to student success in this course. Faculty Senate then voted on the proposal, passing it unanimously.

008: Deletion of CMST 112. S. Johnson asked if this course might be needed in the future. Sweet replied that the course is no longer being offered. Faculty Senate then voted on the proposal, passing it unanimously.

048: FIN 474G. A. Roberts noted that graduate students will also be taking this course and asked how the final presentation differs for them. M. Brigida answered that graduate students are required to do the final presentation by themselves. Faculty Senate then voted on the proposal, passing it unanimously.

054: HIST 314. E. Foster asked for clarification on the title of this course, noting that it sounded more like a sociology course. B. Frakes explained the reasoning behind the course title. Faculty Senate then voted on the proposal, passing it unanimously.

056: ED 512. Roberts asked whether an identical course was already being offered. S. Courson replied that the titles were identical, but that this one is a graduate-level course. It is more advanced and targets students who are not teacher candidates. Faculty Senate then voted on the proposal, passing it unanimously.

070: Online B.S. in Criminal Justice Administration. Foster asked why students entering this program must already have an associate degree. D. Lott replied that this is a bachelor's degree program designed for working adults. Faculty Senate then voted on the proposal, passing it unanimously.

088: B.S. in Nursing. Foster asked whether this program might inadvertently draw students away from the A.S. in Nursing program at the Venango College. N. Falvo explained that the B.S. in Nursing is aimed at an entirely different market, and that it should attract a wide pool of students from across Pennsylvania and beyond. Also, the A.S. in Nursing program draws primarily from the local market. Faculty Senate then voted on the proposal, passing it unanimously.

Todd Pfannestiel, who is authoring of the Middle States monitoring report, provided updates on the report, which is due in April 2014. He noted that Standards 12 and 14, which address student learning assessment for general education and majors, will be a major component of the report.

Two months ago, all department chairs were told they needed to assess at least one outcome within their own department to contribute to the monitoring report. Pfannestiel added that in each of the previous four years, four of the 16 general education outcomes have been assessed. These will become part of the report. A good-faith effort is in order to show Middle States that the university is making good progress in its assessment efforts.

Pfannestiel also reported that the university has assessed the reading, writing, critical thinking skills of 400 freshmen through ETS. The university is on target to assess 600 freshmen this year.

C. McAleer said that Middle States reviewers will be reading Clarion's recently submitted Progress Report at their next meeting late this month. They are expected to contact the university within a week or so regarding the status of the report.

K. Whitney said that faculty members at Clarion University must determine a core curriculum that is best for the university, and that she would serve as an advocate for them in this regard.

### **VIII. Adjournment**

McAleer moved and Sweet seconded a motion to adjourn. Faculty Senate adjourned at 4:25 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate

**Faculty Senate  
Clarion University  
December 2, 2013  
3:30 p.m., 246 Gemmell**

**Minutes**

Faculty Senate met on Monday December 2 at 3:30 p.m. in 246 Gemmell. S. Sentner chaired the meeting, with the following senators present: Y. Ayad, S. Boyden, D. Clark, J. Croskey, E. Donato, E. Foster, J. Heard, S. Johnson, B. Martin, C. McAleer, C. McCarrick, L. Occhipinti, J. O'Donnell, J. Overly, N. O'Neil, S. Prezzano, B. Register, M. Robinson, A. Roberts, A. Shannonhouse, B. Sweet, and L. Taylor. G. Goodman, D. Lott, and P. Woodburne were also present, along with President Karen Whitney, Provost Ron Nowaczyk, and Student Senate representative Michaela Hardy.

**I. Call to Order**

S. Sentner called the meeting to order at 3:30 p.m.

**II. Approval of the minutes**

C. McCarrick moved and M. Robinson seconded to approve the minutes of Nov. 18, 2013. They were unanimously approved with minor amendments.

**III. Announcements**

Sentner announced that on Nov. 21, the Middle States Association of Colleges and Schools accepted Clarion University's evaluation report with a reminder that the university's monitoring report is due in May 2014.

**IV. President's Report**

Nowaczyk reported that he continues to host informal talks with any interested faculty or staff members. Any university-related topic is open for discussion.

Reporting on first-year retention, Nowaczyk said that 81% of freshmen students from Fall 2013 are now registered for Spring 2014. University staff is reaching out to uncommitted students through community assistants and others, looking at financial aid, academics, and other issues that may be preventing students from registering for classes. Nowaczyk said that his goal is to achieve 90% retention from Fall to Spring Semester.

**V. Student Senate**

M. Hardy reported that Student Senate is meeting tonight, and making preparations to work at Winter 2014 commencement.

**VI. Committee Reports**

**A. Institutional Resources – A. Roberts**

The Facilities Planning Committee met Nov. 21. Committee members expect to receive an updated copy of the Facilities Master Plan in January. Phase I renovation of Becht Hall is now complete. Work on the Tippin Gym redesign is now under way, with plans now due. Construction of the sidewalk from Reinhard Villages to campus has again been delayed by PennDOT. Roberts will provide an updated report at the January 27 Faculty Senate meeting.



Sentner said that the D2L system maintenance on Dec. 14 poses problems for faculty members who are trying to finalize Fall Semester grading and prepare for Winter Intersession courses. She asked Nowaczyk whether it is possible to change the maintenance date. Nowaczyk said he would ask, but that it might not be possible. Sentner suggested that the Technology Subcommittee further explore this issue. Nowaczyk said he would also investigate it and get back to Faculty Senate soon with possible solutions.

**B. CCPS – B. Sweet**

L. Hepler in the Office of the Registrar will soon be adding a link to the CCPS website to explain the CIP codes for each academic program. There has been some faculty confusion surrounding the codes.

**C. Student Affairs – J. Croskey**

Nomination forms for the “Who’s Who” student awards are now available; the submission deadline is Dec. 3. Nominations for the “Who’s Eagle-tastic” awards are also available; the submission deadline is Jan. 6.

**D. CCR – B. Hallock**

CCR is seeking faculty to serve on search committees for the School of Education Director and Assistant Provost positions. Sentner suggested that Faculty Senate put a call out now for committee members so that they can begin work early in Spring Semester.

**E. Academic Standards – D. Clark**

The Athletics Subcommittee and Academic Appeals Committee have now been formed for 2013-14.

**F. Budget – S. Johnson**

The Budget Committee has formulated a list of questions related to university expenditures at the Barnes Center. Nowaczyk said he would provide answers to these questions, along with tours at the Barnes Center.

**G. Faculty Affairs – C. McCarrick**

The faculty retirement reception has been tentatively scheduled for April 30, 2014.

**H. Venango – E. Foster**

Lana Smith will take Foster’s place on the Policy Committee for Spring Semester 2014.

**VI. Old Business**

Faculty Senate again considered CCPS Proposal 087: Revised General Education Outcomes. Sentner said that Faculty Senate needs to act quickly on this proposal in order to satisfy Middle States accreditation requirements. Sentner then showed a Powerpoint presentation on this subject, detailing university goals, Middle States assessment guidelines, and how Clarion’s 16 existing general education outcomes map onto the four new proposed outcomes. Sentner also recapped Clarion’s current general education program and outlined a path forward for the university with regard to planning and assessment.

S. Boyden moved to open the floor for discussion, seconded by C. McCarrick. Discussion ensued around wording of the four learning outcomes. McCarrick underscored the importance of documentary assessment, adding that it needs to be done in real time as the course runs.

B. Sweet recapped the original Proposal 087, which was tabled at the May 6, 2013 meeting. He showed Faculty Senators the revised proposal, which illustrated how the 16 existing learning outcomes map onto the four new proposed outcomes.

J. Heard called the question and moved for a vote, seconded by E. Foster. The four new learning outcomes were unanimously approved, with J. Overly abstaining.

### **VII. New Business**

R. Nowaczyk circulated a draft proposal for revision of the associate degree residency requirement. The proposed language would change the requirement from "Venango College" to "Clarion University." C. McAleer moved to approve the proposal, seconded by J. Overly. The measure passed unanimously.

J. Croskey said that the university needs to review the 30-credit requirement for the associate degree. Students do not always stick to the checklist and may take the wrong courses. Individual departments and advisors must carefully advise students and remind students that they are enrolled in an associate degree program. Nowaczyk said he would look into this issue and report back to Faculty Senate at the Jan. 27 meeting.

K. Whitney said that as an institution, we need to think more intentionally about our associate degree students. They are a growing and vital group of students that will play an important role in Clarion's future.

### **VIII. Adjournment**

Sweet moved and Robinson seconded a motion to adjourn. Faculty Senate adjourned at 5:15 p.m.

Respectfully submitted,

Andy Lingwall  
Secretary, Faculty Senate