

**Faculty Senate
Clarion University
September 12, 2011
3:30 p.m., 246 Gemmell**

Minutes

Faculty Senate met on Monday, September 12 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, V. Bennett, B. Buchanan, J. Croskey, E. Donato, E. Foster, W. Hallock, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, C. McCarrick, s. Nix, L. Occhipinti, T. Pfannestiel, B. Register, S. Sentner, and B. Sweet. President K. Whitney and Provost R. Nowaczyk were also present, as were Student Senators J. Catalano and M. Liberto.

I. Call to Order

M. Franchino called the meeting to order at 3:30 p.m.

II. Approval of the minutes

R. Leary moved and L. Occhipinti seconded to approve the minutes from April 25, 2011.

III. Announcements

Y. Ayad announced that the 2011 GIS conference will be held Oct. 13 and 14 at Clarion University. It will feature two well-known leaders from the energy industry. B. Buchanan announced that the University-Wide Promotion Committee will host its annual promotion workshop on Sept. 23. All interested faculty, as well as department chairs and promotion committee chairs, encouraged to attend.

IV. President's Report: K. Whitney

K. Whitney officially introduced R. Nowaczyk, the university's new provost. She then provided reports on the following two subjects:

Enrollment. The official "freeze date" for 2011-12 enrollment is Sept. 19. So far, we know so far that the university's overall enrollment is down approximately 4.2 percent from last year. This can be attributed to a combination of fewer new students enrolled and fewer continuing students. However, the 4.2 percent decrease is not true for all university programs. K. Whitney and R. Nowaczyk will soon present additional information on our enrollment situation.

Budget: Over the summer, the PASSHE Board of Governors authorized a 7.5 percent tuition increase and doubled the technology fee for all PASSHE students. Clarion increased its technology fees by 4.5 percent and up, varying amounts, depending on whether the student is new, continuing, part-time or online. At the same time, H. Tripp and R. Nowaczyk are looking for ways to build up programs and services for online services, and to make the overall fee system more equitable. For example, in the past, many online students were using Clarion's services but not paying for them because they were not being assessed any fees. K. Whitney noted that administration wants to spread

costs equally across all students because as university enrollment grows, more and more students are likely to be enrolled either partly or fully online.

State budget cuts in summer 2011 reduced Clarion University's budget by almost \$9 million. The university passed one-third of this cut along to students, and is making up the other two-thirds by looking for added efficiencies within existing university programs. On Oct. 28, K. Whitney and R. Nowaczyk will host an open campus forum on the budget. All budget information will be available for all interested members of the university community. If anyone would like to review budget documents before Oct. 28, they should ask K. Whitney or R. Nowaczyk. K. Whitney reiterated her commitment to open dialogue in all university affairs.

V. Bennett thanked K. Whitney for initiating the Founder's Day Celebration and starting a new university tradition. K. Whitney replied that she had received lots of positive feedback from university employees for recognizing both faculty and staff at the celebration. All university employees deserved to be recognized.

G. Barboza asked K. Whitney which programs were suffering most from low enrollment. K. Whitney replied that enrollments in the College of Education and the College of Business Administration were somewhat lower this year. She added that university administrators are also reviewing Clarion's financial aid policies, including how it is awarded and administered. It is critical to retain students because each one is worth a tremendous amount of money over four years. This explains the university's early intervention and outreach efforts this fall for at-risk freshmen. K. Whitney asked everyone to consider how they might talk to students and faculty about this and act upon it. R. Nowaczyk said that his office had already identified at least 20 students of concern. Retaining them could mean an additional \$720,000 in future income for the university.

P. Kolencik asked K. Whitney whether the university is operating under new performance indicators this year. K. Whitney replied that this year falls under an interim period, and that the new base year is not until 2013-14. Some performance indicators that were not meeting good practice have been eliminated. The variables this time became simpler and more common sense. However, they still include retention, recruitment, demographics, and employability.

B. Sweet asked R. Nowaczyk whether, from a financial standpoint, an additional 400 students would put the university budget back to where it was last year. R. Nowaczyk replied that this would put the budget back to where it was two years ago. K. Whitney said that she is extremely focused on creating a stable financial environment and a balanced budget for Clarion University, and that 400 students would do much to improve the university's budget.

V. Student Senate

Student Senate President J. Catalano introduced herself and invited everyone to attend Student Senate meetings this fall. The meetings run on Mondays at 7:30 p.m. in 246 Gemmell.

Student senator M. Liberto gave a brief report on Student Senate efforts to raise student awareness of all available involvement opportunities, and to boost student involvement in campus life across the university.

VI. Committee Reports

A. Institutional Resources: Y. Ayad

The committee ended 2010-11 with several outstanding questions for Sam Puleio regarding the new e-mail system. Puleio is willing to work on this on a case by case basis. Faculty should let Yasser know if they need help with the new e-mail system.

Difficulties in implementing the new PeopleSoft system for degree audits were discussed. The new degree audits are inaccurate and are creating anxiety among many students. Hopefully, this will be resolved soon.

B. CCPS: B. Sweet

Special topics/experimental course proposals for Spring 2012 are due Sept. 15. Major proposals are due September 30. The deadline for filing objections is Oct. 20. CCPS will meet on Sept. 21 to discuss special topics and experimental courses. Read-ins will take place at the Sept. 26 Faculty Senate meeting. During Spring 2011, B. Sweet submitted a number of proposed changes to the CCPS manual. This effort needs to be revived and updated this year. B. Sweet will continue updates and circulate the draft to faculty senators.

C. Student Affairs: J. Croskey

Next week is "Meet Your Advisor" week. Anyone with special activities planned for that week should let J. Croskey know about them. J. Croskey also reminded everyone that all faculty must be sure and send back their freshmen attendance forms to his office. This fall, all university employees are making a special effort to reach out to these students and retain them.

D. CCR: E. Foster

The application deadline for Faculty Senate committees was Friday Sept. 9. Each committee received between six and eight applicants, which was an impressive number. The CCR will report the final committee rosters at the next Faculty Senate meeting.

E. Academic Standards: S. Sentner

The committee met the end of July and reviewed 32 appeals. They re-admitted 19 and upheld 13. In August, they reviewed 40 appeals, and split 20-20. T. Pfannestiel has contacted S. Heeter to work with the Accelerated Improvement process (AIP), a new model introduced by President Whitney. It is designed to identify problems and recommended solutions. The proposed model will then go forward to committee and full faculty senate.

F. Budget: S. Heeter

As the university budget is a major concern for everyone this year, S. Heeter encouraged all faculty to contact her with any specific concerns or questions. K. Whitney reiterated

her eagerness to meet with the budget committee to discuss the RCM model and any other budget-related issues that arise.

G. Faculty Affairs: B. Buchanan

B. Buchanan reported that the Faculty Affairs Committee kicked off the new faculty mentorship program August 22 with 13 new faculty, including three based at Venango. All were matched with mentors. B. Buchanan noted that no Venango faculty volunteered to serve as mentors with the result that the new Venango faculty were paired with mentors from main campus.

The faculty mentoring program will continue this fall with events including a dinner on Sept. 29, with additional events on Nov. 10 and on Feb. 9, 2012. All meetings run at 5 p.m. in Moore Hall. The Sept. 29 meeting will feature Women and Gender Studies, Partners in Teaching, and Career Services.

V. Bennett noted that some university organizations were left out of the new-faculty mentoring program in the past, and asked how the process might be updated to include them. B. Buchanan replied that he would make sure that going forward, all interested groups were invited to new-faculty mentoring events and dinners.

B. Buchanan and M. Franchino met over the summer with Associate Provost Susan Turrell to clarify and codify policies governing syllabi. In past years the Provost's office has sent out a memorandum at the beginning of each academic year articulating the university's various policies regarding syllabi. Dr. Turrell is requesting faculty input in developing a new memorandum to eliminate information in the document which is not based on policy. Once the committee has developed some specific suggestions, they will report back to Faculty Senate.

H. Venango – W. Hallock

On Tuesday Sept. 20, the Venango campus will host a workshop on promotion. All interested faculty and staff are invited to attend. On Friday Sept. 23, the Venango campus will host a workshop on evaluation.

VII. Old Business

None.

VIII. New Business

None.

IX. Adjournment

B. Sweet moved and P Kolencik seconded the move to adjourn. Faculty Senate adjourned at 4:10 p.m.

Respectfully submitted,
Andy Lingwall
Secretary, Faculty Senate

**Faculty Senate
Clarion University
September 26, 2011
3:30 p.m., 246 Gemmell**

Minutes

Faculty Senate met on Monday, September 26 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, J. Beal, V. Bennett, B. Buchanan, J. Croskey, E. Foster, W. Hallock, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, C. McCarrick, S. Nix, T. Pfannestiel, S. Sentner, and B. Sweet. Provost R. Nowaczyk, S. Wilson of the Students' Association, and Student Senator A. Moore.

III. Call to Order

M. Franchino called the meeting to order at 3:30 p.m.

IV. Approval of the minutes

B. Buchanan moved and P. Kolencik seconded to approve the minutes from Sept. 12 2011.

III. Announcements

T.Pfannestiel thanked everyone who attended the recent kickoff session on strategic planning. Two more open forums on strategic planning will follow on Oct. 18-19, from 2-4 pm in the Gemmell Multipurpose Room. More details will soon follow on the ALL listserv. The forums are open to all faculty, staff and students, and community members.

M. Franchino announced that the chair of the Middle States Association of Colleges and Schools Review Committee will be visiting Clarion University on Oct. 17 at 3:30 p.m. in 246 Gemmell. Faculty and administrative leadership will be notified via e-mail by Colleen McAleer and the President's Office. All faculty senators are welcome to attend this meeting.

IV. President's Report:

Provost R. Nowaczyk reported on several items:

Enrollment

Based on the Fall 2011 freeze date, university enrollment is down 4 percent for full-time undergraduates and down 9 percent for part-time undergraduates. Part-time freshmen were down 25 percent, but just 7 percent for overall freshmen. Undergraduate transfers were flat. Graduate enrollments as a whole were flat, but part-time graduate distance education enrollments were up by 27 percent. R. Nowaczyk noted that this trend marks an overall student transition from campus to online classrooms.

R. Leary asked for more details on the 7 percent overall drop in freshmen enrollment. R. Nowaczyk replied that statewide, the PASSHE saw an overall decrease in entering freshmen. University retention data must be studied because an enrollment dip will follow the university for four more years. R. Nowaczyk added that the university is utilizing social media channels and attempting to recruit more transfers to partially make up for the current shortfall. R. Nowaczyk said that the plan is to increase overall student enrollment by at least 400 for 2012-13. Finally, Clarion University administrators are working with deans and academic departments to develop at least six living-learning communities over the next year.

PASSHE approval of new programs

R. Nowaczyk said that in recent meetings with PASSHE, administrators discussed the guidelines for new programs, and what PASSHE is seeking in the approval process. Relevant factors include financial strength, an emphasis on the program's business plan, and market need for program graduates within the Commonwealth. Also, the proposed program must not create duplication within PASSHE schools. In some cases, two universities could work together on one program.

Faculty hiring

A multipurpose job ad for tenure-track faculty hires has been submitted to *The Chronicle of Higher Education*. All positions are listed as anticipated openings, in case the searches must be cancelled. Application dates run from Oct. 15 to Nov. 15.

V. Student Senate

Student Senator A. Moore reported that at a recent Student Senate retreat, 24 student senators worked on issues including fiscal responsibility, improving peer relationships, public perception, and planning community events. Members of Student Senate are also trying to educate the student body about how Student Senate works, and to increase overall interest in student life at Clarion University.

T. Pfannestiel urged A. Moore to tell all Clarion University students about the Good Neighbor program. All students must realize they are also neighbors to our town residents.

VI. Committee Reports

B. Institutional Resources: Y. Ayad

The Library Subcommittee met on Sept. 21 and heard a report from T. Latour on the library budget. Latour also discussed new resources including e-books and public computers. The subcommittee is now waiting to get the names of new members.

The Facilities Planning Subcommittee met on Sept. 22, and discussed the athletic facilities master plan. Preliminary plans recently came back from the engineering company at close to \$68 million, which is above the allocated budget of \$45 million. The

company then scaled back the plan to \$39 million. The current plan calls for renovating Tippin Gym, building a new natatorium, and adding a new training facility.

B. CCPS: B. Sweet

B. Sweet reported that CCPS met last Wednesday and went over the read-ins. Most were approved; several others needed modifications. This week marks the deadline for submission of major curricular proposals.

C. Student Affairs: J. Croskey

Two-week student attendance reports have now been released. J. Croskey's office staff is compiling the results, and will begin the next process of contacting students via advisors soon. J. Croskey thanked the many faculty who have responded to the new CAIR program, which turned up 400-500 students at-risk for dropping out.

J. Croskey recently attended the first Student Senate meeting. With eight new senators on board, Student Senate is promoting assistance for Bloomsburg students/residents due to the recent flooding. J. Croskey will continue to Student Senate meetings as often as possible throughout the semester. Also, thanks to everyone who participated in the Meet Your Advisor Week activities. This resulted in some useful ideas from various departments.

D. CCR: E. Foster

At K. Whitney's request, CCR Committee members are gathering candidate statements from those interested in being the faculty athletic representative for NCAA. So far, three people have submitted their names.

E. Academic Standards: S. Sentner

The committee recently met with T. Pfannestiel and S. Turrell to work with the Accelerated Improvement process (AIP), a new model introduced by President Whitney. It is designed to identify problems and recommended solutions. The proposed model will then go forward to committee and full Faculty Senate.

F. Budget: S. Heeter

No report.

G. Faculty Affairs: B. Buchanan

B. Buchanan reported that the first committee meeting will run this week. Members will be looking at several issues including the Silvis Memorandum and the Faculty Author Series. Some funding is in place for this program, and the committee will attempt to re-launch it this fall.

H. Venango – W. Hallock

No report.

VII. Old Business

M. Franchino reminded everyone that as a matter of course, the Honors Program is required to make periodic reports to Faculty Senate. This will take place at an upcoming meeting.

VIII. New Business

CCPS proposals were read in by CCPS Chair B. Sweet.

S. Wilson, business manager for the Students' Association and University Book Center, gave a report on the Higher Education Opportunity Act (HEOA) of 2008 and how it has impacted the bookstore's policies on book sales and buybacks. She also discussed new federal regulations governing the distribution of course materials information. S. Wilson also passed out a textbook ordering timeline that all university faculty must follow. Discussion ensued regarding the best way for students to get the books and course materials they need in a timely and cost-effective manner.

M. Franchino announced nominees for Honors Council: P. Kolencik, A. Turner, and R. Leary. In a unanimous vote, everyone voted to put their names forward.

CCR Committee assignments were voted upon as a whole. All candidates were accepted by unanimous vote.

IX. Adjournment

B. Sweet moved and S. Heeter seconded the move to adjourn. Faculty Senate adjourned at 4:45 p.m.

Respectfully submitted,
Andy Lingwall
Secretary, Faculty Senate

**Faculty Senate
Clarion University
October 10, 2011
3:30 p.m., 246 Gemmell**

Minutes

Faculty Senate met on Monday, October 10 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: G. Barboza, J. Beal, V. Bennett, B. Buchanan, K. Colvin-Woodruff, E. Donato, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, C. McCarrick, L. Occhipinti, T. Pfannestiel, R. Raehsler, B. Register, S. Sentner, and B. Sweet.

President K. Whitney and Provost R. Nowaczyk were also present, as was Student Senator A. Moore.

V. Call to Order

M. Franchino called the meeting to order at 3:30 p.m.

VI. Approval of the minutes

L. Occhipinti moved and B. Buchanan seconded to approve the minutes from September 26, 2011.

III. Announcements

M. Franchino encouraged all faculty senators to attend the Middle States accreditation site visit meeting at 1:45 p.m. on Oct. 17 in Moore Hall.

Y. Ayad invited all faculty senators to attend the GIS Conference October 14-15. The conference will include presentations from Clarion University and Allegheny College students.

T. Pfannestiel thanked everyone who attended the recent kickoff session on strategic planning. He noted that the next forums on Clarion University's strategic directions run Oct. 18-19 in the Gemmell Multipurpose Room. Anyone interested in the planning process can review it online at www.clarion.edu/planning Other forum dates are also listed on this website. More details will soon follow on the ALL listserv. The forums are open to all faculty, staff and students, and community members.

IV. President's Report:

K. Whitney reported that the university is now launching a major fundraising campaign for 2012-14. The campaign will be based on philanthropy, with a focus on the built environment and overall institutional desires including scholarships. Everyone should watch for reminders in upcoming months.

Whitney reported that she is asking for a complete review of university policies related to tenure, promotion and sabbaticals to better align them with the university's academic priorities and strategic direction. As the policies are written now, she said, they do not

accomplish that. Whitney said that within the 2012-14 timeframe, she expects to see these documents revised. Whitney suggested a joint effort with major input from all stakeholders across campus. She noted that Clarion APSCUF should start looking at these policies now.

Whitney reminded everyone that the new RCM guidelines are now posted on the planning website for everyone to review. As one example of how RCM will be used, Whitney said that Clarion University recently received \$1.8 million in performance funding – about \$600,000 more than what was expected. The RCM system will be used to distribute some of those funds across campus to the best performing RCs.

Whitney also reported that the university received \$402,000 in funding for campus capital projects through the 2011-12 Key 93 program. This will enable the university to make needed capital improvements in Becker Hall, Stephens Hall, Still Hall, the Carlson Bell Tower, and across the Clarion and the Venango campuses.

On Oct. 28, K. Whitney will be conducting two open forums on the university's financial planning process: one at 10 a.m. on the Clarion campus and another at 1:30 p.m. on the Venango campus. Whitney is holding the forums to present the university's financial outlook to the trustees, faculty and students. Everyone should watch the University Newswire for updates.

M. Franchino inquired about the status of the current facilities master plan, and whether Marwick-Boyd Hall would be upgraded anytime soon. K. Whitney replied that Marwick-Boyd is on the PASSHE capital improvement list, and that it often takes several years for each project to rise to the top of that list.

Regarding the 2012-14 fundraising campaign, J. Lyle asked whether this campaign would preclude faculty and staff from conducting other smaller campaigns for special projects. Whitney replied no. She added that to provide additional help to all units across campus, Foundation officers are assigned to each of the deans and by extension, the departments, to coordinate specialized fundraising efforts.

V. Student Senate

Student Senate representative Andrew Moore reported that during Homecoming weekend, Student Senate won first place for their float and banner in the Autumn Leaf Festival Parade contest. Also, during the last week, student senators have been meeting with students in the community to explain the university's Good Neighbor program. The idea is to remind all students of their responsibilities to their neighbors and fellow community members.

A. Lingwall asked Moore whether Student Senate was examining the Fifth Avenue corridor between Wal-Mart and Main Street. Lingwall said that the trash in the yards and deteriorated condition of fraternities and student housing along this road is a turnoff to prospective students, visitors and the rest of the Clarion community. Further, it is

damaging the Clarion University brand. Moore replied that senators were looking at this corridor and working hard to make students behave more responsibly.

Moore reported that student senators are now circulating petitions across campus to encourage PennDOT to move ahead with plans to build a sidewalk to Reinhard Villages along Greenville Avenue, so that students can walk to class and back safely.

Finally, Moore reported that Student Senate is now working with PRSSA-Clarion to kick off a Campus Cleanup Project. Efforts will begin with a program to reduce food litter in the Gemmell Student Center.

VI. Committee Reports

C. Institutional Resources: Y. Ayad

No report.

B. CCPS: B. Sweet

All fall course proposals were now posted. The objection deadline is Oct. 20. The draft of the new CCPS Procedure manual has been sent to the Faculty Senate Policy Committee. Next, it will go to the full Faculty Senate for review.

J. Beal asked where fillable CCPS documents might be located. The university needs to move to fillable .pdf forms or Word documents that are centralized and easy to find. B. Sweet said he would look into this and propose improvements.

C. Student Affairs: J. Croskey

No report.

D. CCR: E. Foster

The CCR is seeking self-nominations to the University-Wide Professional Development Committee. The October 11 deadline will be extended to accommodate anyone who may be interested.

E. Academic Standards: S. Sentner

The Admissions Subcommittee met recently and elected K. Murphy as chair. On Oct. 11, the Athletics Subcommittee will meet.

F. Budget: S. Heeter

S. Heeter reported that the Budget Committee will meet on Oct. 14.

G. Faculty Affairs: B. Buchanan

The Faculty affairs Committee met and discussed several issues, including the proposal to combine faculty and staff retirement receptions. Committee members expressed reservations about this idea, as APSCUF and AFSCME have always held their own ceremonies, and they are very different from one another. The committee will continue to plan on the regular faculty retirement reception and set a date for it. However, this could

be changed if a joint program is worked out for all employees. L. Occhipinti noted that APSCUF should be a part of this discussion.

B. Buchanan said that the Faculty Affairs Committee will soon be sending out a call for the Faculty Author Series. Some funding is in place for this program, and the committee will attempt to re-launch it this fall.

The joint project With S. Turrell to standardize course syllabi is still under way. More information on this will be available soon.

H. Venango – W. Hallock

No report.

VII. Old Business

None.

VIII. New Business

CCPS proposals were read in by CCPS Chair B. Sweet. Also, MATH 221 was read in as a course to be offered by the Virtual Campus for Winter Intersession 2011.

IX. Adjournment

B. Sweet moved and S. Sentner seconded the move to adjourn. Faculty Senate adjourned at 4:35 p.m.

Respectfully submitted,
Andy Lingwall
Secretary, Faculty Senate

Faculty Senate Minutes

Clarion University

October 24, 2011

3:30 p.m., 246 Gemmell

Faculty Senate met on Monday, October 24 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, J. Beal, V. Bennett, B. Buchanan, K. Colvin-Woodruff, J. Croskey, E. Donato, E. Foster, B. Hallock, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, S. Nix, L. Occhipinti, T. Pfannestiel, B. Register, S. Sentner, and B. Sweet.

Provost R. Nowaczyk was also present, as were Student Senators J. DeGennaro and A. Moore.

VII. Call to Order

M. Franchino called the meeting to order at 3:30 p.m.

VIII. Approval of the minutes

B. Buchanan moved and P. Kolencik seconded to approve the minutes from Oct. 10, 2011.

III. Announcements

T. Pfannestiel reminded everyone of the dates for university-wide strategic planning forums this week, and encouraged everyone to attend. Faculty should watch the University Newswire for announcements on upcoming forums.

IV. President's Report:

Provost R. Nowaczyk announced that on Friday Oct. 28, the President's Office will run two open forums on financial planning at the Clarion and Venango campuses. Topics will include the Responsibility Centered Management (RCM) launch and guidelines, the university's current operating budget, performance funding efforts, specific efforts taken to reduce expenses and increase revenues to ensure a balanced budget, efforts to develop a data-driven approach to setting program and service priorities, and an update on next year's (2012-2013) budget. Everyone is invited.

Nowaczyk said he is still working on comparison data for peer PASSHE institutions that received performance funding for 2011-12. This year, Clarion University received \$1.8 million, a \$600,000 increase from last year. He will have this information ready at the next meeting on Nov 7.

Nowaczyk passed out the Fall 2011 freeze data and discussed high points. In general, the total university headcount is down 4%; but in terms of FTE, the decrease is only 3.4%. This is mostly attributable to a slight dropoff in undergraduates. Graduate FTE is up by 3.7%.

Fall freeze data also showed that distance education enrollments are up 14% from last year. In all, Clarion University has 5,502 students enrolled on campus and 1,522 in distance education programs.

R. Nowaczyk also reported on advertising and public relations initiatives currently under way. The university has purchased data on potential students from ACT, and is pursuing social media advertising initiatives through Google and Facebook. Clarion University has also hired 10 students to work between Admissions and other university offices to monitor social media and respond to prospective students.

Y. Ayad emphasized the importance of recruiting local students from Clarion and surrounding counties; we may not be attracting enough of these students. Ayad suggested that recruiters should work local high schools more aggressively.

On Nov. 7, President K. Whitney and Nowaczyk will be meeting with the steering committee from Middle States to follow up on their recent site visit. Nowaczyk said that university team members are now trying to move from what's been done to the future, to the bigger implications, and toward "a sustainable culture of assessment."

Nowaczyk concluded his report by saying that he and K. Whitney are exploring the option of starting a new need-based scholarship fund to attract above-average students to Clarion.

V. Student Senate

A. Moore reported that student senators have now gathered more than 1,000 student signatures to encourage PennDOT to move ahead with plans to build a sidewalk to Reinhard Villages along Greenville Avenue, so that students can walk to class and back safely.

Student Senate is still working on its initiative to clean up the Clarion campus. This includes a public relations campaign that will be designed by members of PRSSA-Clarion. The effort will begin with a program to reduce food litter in the Gemmell Student Center.

Finally, A. More reported that the Social Equity Dinner will be held Nov. 9 in Gemmell Multipurpose Room. Everyone is invited.

VI. Committee Reports

D. Institutional Resources: Y. Ayad

The Technology Subcommittee will be meeting soon. Members should watch their e-mail boxes for updates. Y. Ayad is seeking ideas for any technology-related projects or tasks that need to be accomplished. He will gather suggestions from everyone and take them to the Technology Subcommittee. The Library Subcommittee will meet again Nov. 16 at 3:30 p.m.

B. CCPS: B. Sweet

The objection deadline for CCPS proposals was Oct. 20. Open hearings are scheduled for Nov. 2 at 3 p.m. in 246 Gemmell. All proposals will be brought before Faculty Senate on Nov. 7.

B. Sweet has sent the draft of the new CCPS Procedure manual to the Faculty Senate Policy Committee. It will be brought before Faculty Senate for review on Nov. 7.

C. Student Affairs: J. Croskey

The two student affairs subcommittees will meet on October 26 following the Academic Council meeting.

D. CCR: E. Foster

E. Foster asked for a vote on recommendations on nominations to the University-Wide Professional Development Committee. The roster included Nancy Clemente and Lana Smith of the Venango Campus, and Matthew Brigida, of the College of Business Administration. All were unanimously approved.

E. Foster also reported that Ken Staub had been recommended for the search committee for the Director of Budget and Planning position. Staub was unanimously approved.

E. Academic Standards: S. Sentner

The Athletics Subcommittee met recently and elected Jody Burns as chair.

F. Budget: S. Heeter

The Budget Committee will be meeting with R. Nowaczyk on Nov. 14.

G. Faculty Affairs: B. Buchanan

The Faculty Affairs Committee has sent out invitations to everyone, encouraging them to participate in the Faculty Author Series. Dates will soon be set for this event.

The Faculty Affairs Committee is still exploring the proposal to combine faculty and staff retirement receptions. The next Faculty Mentoring Dinner runs Nov. 9 in Moore Hall.

The joint project With S. Turrell to standardize certain items on course syllabi is still under way. More information will soon be available once appropriate language is drafted. A discussion ensued on the subject of which syllabi items may be standardized, and who has the right to make those changes. R. Leary noted that the right to control the curriculum is in the hands of faculty, as granted through the APSCUF CBA. Leary reminded Faculty Senators that no university committee should be in charge of syllabi, other than to apply guidelines that are already listed in the catalog.

H. Venango – W. Hallock

The Venango Campus Committee will meet Nov. 2.

VII. Old Business

B. Sweet asked all Faculty Senators to review the revised CCPS procedure manual and bring any updates to the Nov. 7 meeting.

VIII. New Business

V. Bennett reported that the Council on General education had created a new information literacy flag as part of the General Education requirements effective Fall 2011. The flags have been approved by the President and Provost. The Council is now seeking proposals for courses that meet the Information Literacy flag under the General Education requirement. Departments should forward these course titles to the Council. Everyone should watch for memos coming out soon via e-mail.

V. Bennett also reported that the Council is working on creating “a more sustainable culture of assessment” as suggested by Middle States, including elements of the LEAP assessment.

B. Sweet read in new course proposals. All were unanimously approved.

IX. Adjournment

B. Sweet moved and J. Croskey seconded the move to adjourn. Faculty Senate adjourned at 4:35 p.m.

Respectfully submitted,
Andy Lingwall
Secretary, Faculty Senate

Faculty Senate Minutes

Clarion University

November 7, 2011

3:30 p.m., 246 Gemmell

Faculty Senate met on Monday, November 7 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, J. Beal, V. Bennett, B. Buchanan, K. Colvin-Woodruff, J. Croskey, E. Donato, E. Foster, B. Hallock, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, C. McCarrick, S. Nix, L. Occhipinti, T. Pfannestiel, R. Raehsler, B. Register, S. Sentner, and B. Sweet. President K. Whitney and Provost R. Nowaczyk were also present, along with Student Senator A. Moore.

IX. Call to Order

M. Franchino called the meeting to order at 3:30 p.m.

X. Approval of the minutes

P. Kolencik moved and J. Croskey seconded to approve the minutes from Oct. 24, 2011. The minutes were unanimously approved.

III. Announcements

None.

IV. President's Report

K. Whitney reported that she and R. Nowaczyk met recently with the Middle States Steering Committee for an in-depth discussion on assessment. In March 2012, Clarion University is up for its 10-year site review. The Steering Committee report is due in late December. This will require input from deans, department chairs and other administrators.

K. Whitney reported that last week, she conducted two forums on the university's financial situation. The Powerpoint presentation is available online. K. Whitney is now seeking everyone's feedback on the budget process. R. Nowaczyk will be meeting with the Faculty Senate Budget Committee soon to discuss a number of these items.

Strategic planning continues this month under the leadership of T. Pfannestiel with community outreach forums at the Clarion American Legion and Venango campus. Language on the university's new mission and vision will hopefully be crafted before the end of this calendar year.

P. Kolencik asked about the status of the proposed Venango College. Discussion ensued on this proposal. K. Whitney said the new college proposal demonstrates the vibrance and growth the Venango campus has achieved in the past five decades. Everyone should read and respond to R. Nowaczyk's thought paper on the proposed college, which has

been distributed to faculty senators. K. Whitney said that if it is the will of the university faculty, she would like to announce the new Venango College at the April kickoff of the Venango campus' 50-year anniversary.

M. Franchino voiced faculty concerns related to the possibility of departments in the new Venango College being too small, with only one or two people in them. Such an arrangement places too much weight on a small number of faculty. This discussion should take place sooner rather than later, if the new college is to be announced in Spring 2012. M. Franchino will make sure that R. Nowaczyk's thought paper and the 2010-11 Venango College of Arts and Sciences Annual Report is distributed to everyone on Faculty Senate.

V. Student Senate

A. Moore reported that the Social Equity Dinner is taking place this week. Student senators have now gathered more than 1,600 student signatures to petition PennDOT to construct a sidewalk from Reinhard Villages to the Clarion University campus. Student Senate has now granted Recognized Student Organization status to the Muslim Student Association and Kappa Alpha Psi Fraternity. Finally, Jessie Snyder and Jessica DeGennaro have been named to the Student Affairs Subcommittee.

VI. Committee Reports

A. Institutional Resources: Y. Ayad

The Library Subcommittee will meet again on Nov. 16. The Facilities Planning Subcommittee will meet Nov. 17.

B. CCPS: B. Sweet

Open hearings were held last week.

C. Student Affairs: J. Croskey

At the most recent meeting of the Student Affairs Subcommittee, members voted to change the membership requirements for a faculty member to read, "representative." This would require a change in subcommittee bylaws.

D. CCR: E. Foster

No report.

E. Academic Standards: S. Sentner

No report.

F. Budget: S. Heeter

The Budget Committee will meet with Provost R. Nowaczyk on Nov. 14.

G. Faculty Affairs: B. Buchanan

The Faculty Affairs Committee has set April 25 as the tentative date for the faculty retirement reception in Moore Hall. Plans are contingent upon discussions with AFSCME and other employee groups regarding the possibility of combining retirement receptions.

The committee will be meeting again with S. Turell on Nov. 22 to continue its work on the syllabus memorandum.

H. Venango – W. Hallock

The Venango Campus Committee met last week and discussed the proposed Venango College. The committee will meet with C. Reber on Dec. 9 to explore the proposal. W. Hallock will ask C. Reber to meet with Faculty Senate before the end of this semester.

VII. Old Business

B. Sweet continues to seek Faculty Senate input on revisions to the CCPS procedure manual. The draft version has been circulated to all faculty senators with proposed edits highlighted. Discussion ensued on various sections of the document; faculty senators suggested a number of revisions, which were noted by B. Sweet.

K. Whitney asked about the role of the provost and deans in the course approval process. Whitney said that before signing any CCPS documents, she would first send them to the provost's office. Also, because S. Turrell sits on CCPS, she should be included in the process.

B. Sweet asked faculty senators to send him any proposed changes for the CCPS procedure manual as soon as possible. B. Hallock moved and L. Occhipinti seconded approval of the CCPS procedure manual with noted revisions. It was approved unanimously.

VIII. New Business

B. Sweet read in several CCPS proposals. He noted that all items submitted so far have received a positive recommendation from CCPS.

Discussion ensued on several individual CCPS proposals, including nos. 67, 79, 80, 99. B. Sweet then brought forth the remaining proposals. All proposals were voted upon and passed unanimously.

IX. Adjournment

B. Buchanan moved and B. Sweet seconded the motion to adjourn. Faculty Senate adjourned at 4:35 p.m.

Respectfully submitted,
Andy Lingwall
Secretary, Faculty Senate

Faculty Senate Minutes

Clarion University
November 21, 2011
3:30 p.m., 246 Gemmell

Faculty Senate met on Monday, November 21 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, V. Bennett, J. Croskey, E. Donato, E. Foster, B. Hallock, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, C. McCarrick, S. Nix, L. Occhipinti, T. Pfannestiel, B. Register, and B. Sweet. President K. Whitney, Provost R. Nowaczyk and Venango Campus Dean Chris Reber were also present, along with Student Senator A. Moore.

XI. Call to Order

M. Franchino called the meeting to order at 3:30 p.m.

XII. Approval of the minutes

Sonja Heeter moved and B. Hallock seconded to approve the minutes from Nov. 7, 2011. The minutes were unanimously approved with several minor amendments.

III. Announcements

None.

IV. President's Report

None.

V. Student Senate

A. Moore reported that the recent Social Equity Dinner was a success.

VI. Committee Reports

A. Institutional Resources: Y. Ayad

The Technology Subcommittee has received the most recent UTAC document and is now reviewing it. This document needs to be boiled down to at two-page simplified version.

The Library Subcommittee met recently and is still working on electing a chair. T. Latour reports that library funding is stable. The distance education librarian position is still temporary but secure. Funds are still available for books and other resources that faculty might need.

B. CCPS: B. Sweet

No report.

C. Student Affairs: J. Croskey

Who's Who student nominations are now available. Anyone interested should submit nominations through G. Lutz.

D. CCR: E. Foster

No report.

E. Academic Standards: S. Sentner

No report.

F. Budget: S. Heeter

The Budget Committee met with Provost R. Nowaczyk on Nov. 14. The group discussed a number of important issues, and the session was highly informative.

G. Faculty Affairs: B. Buchanan

No report.

H. Venango – W. Hallock

The Venango Campus Committee will meet with C. Reber on Dec. 2 to further explore the Venango College proposal.

VII. Old Business

B. Sweet read in proposals including the Gen Ed proposal: a W-Flag for ENG 365. This was approved unanimously.

M. Franchino circulated PASSHE's proposed 2013-14 academic calendar for Faculty Senate review.

VIII. New Business

K. Whitney, R. Nowaczyk and C. Reber reported on the Venango College proposal. C. Reber said that given the growth in programs and enrollment, national accreditations, and the addition of an honors program, it is a logical move. Moving to college status offers immediate benefits including enhanced credibility among students and all stakeholders.

C. Reber said that administrators envision an educational ladder approach to enhance Clarion University's overall mission. This includes the development of new certificate and associate degrees, but also niche bachelor and certificate programs. The idea is to find new ways to serve the region and its economy. C. Reber said the current proposal is a blueprint or starting point for everyone. The Venango College will not duplicate programs already offered on the main campus. Rather, it provides a way to better serve the region and bring new programs to the university.

Discussion ensued on the proposed 90-credit bachelor's certificate. Several Faculty Senators noted that it would be necessary to hire additional full-time faculty in order to increase department sizes. C. Reber responded that university administrators want to promote responsible growth. As enrollment grows, administration will add new faculty lines. V. Bennett said that in the Biology Department, it has been difficult to manage

many temporary instructors at once on the Venango campus. She said that all policies and procedures now in place must be used to help faculty clearly understand how the Venango programs are growing and how they will be staffed. C. Reber noted that any curricular changes will have to go through the normal university and CCPS processes, and that the Venango Campus meets the same standards of accountability as any other university program or department.

K. Whitney said that the challenge is not only to ensure collegiality, but to ensure that a “first class, second class” mindset does not develop between the two campuses. She asked what has worked in the past, and for some commonsense ways to ensure that both campuses work well together.

Further discussion ensued on the subject of pre-college preparation classes. Will the Venango College offer remedial courses to unprepared students? C. Reber said they already offer this coursework to admitted students who are not ready for college-level work. The larger idea is to look for ways to reach out to high-school students before they get to Clarion University.

K. Whitney pointed out that one-third of Clarion University’s new students this fall were special admits. We need to decrease this number dramatically, perhaps by reaching students when they are much younger. The high failure rates and low graduation rates of Clarion University students mean that we need more community college-style coursework for low-achieving students. She said that in reality, Clarion University is already acting as a community college-type institution for students in Western Pennsylvania. Throughout the development of the Venango College, we must ensure collegiality, along with checks and balances.

M. Franchino asked for clarification on the development timeline. He said that all faculty members are happy to educate students, but that both students and faculty need sufficient resources to do so. He asked C. Reber how he envisioned leadership operating at the Venango College, from faculty up to the dean level. C. Reber replied that this plan was still evolving, but that it all must be done carefully, and based on checks and balances.

K. Whitney said that the overall population in Western Pennsylvania is drastically under-educated. University officials want to increase the total number of students coming to both campuses. R. Nowaczyk added that many associate degree and adult programs offered on the Venango campus are not available on the main campus. It is a specialized niche with a separate mission. R. Nowaczyk said that administrators need Faculty Senate counsel and approval as to how we move forward with this initiative.

IX. Adjournment

L. Occhipinti moved and B. Sweet seconded the motion to adjourn. Faculty Senate adjourned at 4:55 p.m.

Respectfully submitted,
Andy Lingwall, Secretary, Faculty Senate

Faculty Senate Minutes

Clarion University

December 5, 2011

3:30 p.m., 246 Gemmell

Faculty Senate met on Monday, Dec. 5 at 3:30 p.m. in 246 Gemmell. M. Franchino chaired the meeting, with the following senators present: Y. Ayad, G. Barboza, V. Bennett, B. Buchanan, K. Colvin-Woodruff, J. Croskey, E. Donato, E. Foster, B. Hallock, S. Heeter, P. Kolencik, R. Leary, A. Lingwall, J. Lyle, C. McCarrick, S. Nix, L. Occhipinti, T. Pfannestiel, R. Raehsler, B. Register, S. Sentner, and B. Sweet. President K. Whitney, Provost R. Nowaczyk were also present, along with Student Senator A. Moore.

XIII. Call to Order

M. Franchino called the meeting to order at 3:35 p.m.

XIV. Approval of the minutes

Bill Buchanan moved and Val Bennett seconded to approve the minutes from Nov. 21, 2011. The minutes were unanimously approved.

III. Announcements

Student Senator A. Moore reported that Student Senate will be hosting free doughnuts and coffee at midnight during finals week in Carlson library.

IV. President's Report

K. Whitney applauded Student Government's work on the Reinhard Villages sidewalk petition. She said that university and foundation officials are now working closely with PennDOT to resolve this issue.

V. Student Senate

A. Moore reported that Student Senate approved the 2012-13 academic calendar. Student senators will be on hand to help with commencement ceremonies on December 17. The Eagle Commons cleanup campaign continues, with student flyers now posted. The vacant student trustee position has now been filled. The Safety Committee will be meeting soon to discuss drainage problems near Nair Hall and gate repair at the University Stadium. The Academic Affairs Committee met with the provost and will meet again soon to discuss advising, scheduling and living-learning communities. Finally, Student senators have submitted 800 student signatures to PennDOT to encourage construction of the sidewalk from Reinhard Villages to the Clarion University campus. The sidewalk could be completed as early as this summer.

VI. Committee Reports

A. Institutional Resources: Y. Ayad

The Facilities Planning Committee meets Dec. 15 at 3 p.m.

B. CCPS: B. Sweet

No report.

C. Student Affairs: J. Croskey

This committee met Dec. 2 and accepted at least nine applications for the Who's Who student awards. Nominations will be going forward soon. Anyone else interested should submit nominations through G. Lutz.

D. CCR: E. Foster

No report.

E. Academic Standards: S. Sentner

Hearings will be held Jan. 17. The committee is still trying to resolve several questions regarding the Accelerated Improvement Program. S. Sentner will present more information on this topic at the first Faculty Senate meeting of Spring Semester.

F. Budget: S. Heeter

No report.

G. Faculty Affairs: B. Buchanan

This committee will meet during Finals Week to finalize work on the syllabus memorandum, and continue meeting spring semester to resolve any outstanding issues.

H. Venango – W. Hallock

No report.

VII. Old Business

None. .

VIII. New Business

B. Sweet read in all outstanding CCPS proposals, along with General Education proposals 135-142. Discussion on general CCPS processes and procedures ensured. All proposals were approved unanimously.

T. Pfannestiel presented a report on behalf of the Strategic Directions Steering Committee. The report included a preview of the draft mission, vision and core values statement. He thanked committee members for their work and described the background of the process. The committee will host further university-wide forums in late January and early February 2012 to vet the document and further refine it. Committee members hope to finalize the document at the Feb. 16 Council of Trustees meeting. T. Pfannestiel also provided a rundown of remaining work to be completed during Spring Semester.

Further discussion ensued on the Strategic Directions process and draft document and its details. T. Pfannestiel noted that the entire process is collaborative, and that there will be many opportunities for all Clarion University stakeholders to attend upcoming meetings, respond to the draft document, and offer their ideas for the final version.

K. Whitney thanked the Strategic Directions Steering Committee for their work, and said that she supports everything in the draft document. The next step, she said, is to clarify it and improve it further.

IX. Adjournment

B. Sweet moved and B. Hallock seconded the motion to adjourn. Faculty Senate adjourned at 4:25 p.m.

Respectfully submitted,
Andy Lingwall, Secretary, Faculty Senate