

MINUTES OF THE UNIVERSITY SENATE

The March 14, 1995 meeting of the University Senate was called to order by Chairperson Rafoth at 3:20 p.m. in Pratt Auditorium.

The following Senators were excused from the meeting: Alvine, Bellak, Bencloski, Black, Brown, Caraway, Cronk, Cunningham, Curey, Dahlheimer, Foltz, Gates, Hanrahan, Kline, Mack, Nunn, Peterson, Reese, Soni and Winstead.

The following Senators were absent from the meeting: Ackles, D. Barker, Burky, Camp, Cauffiel, Chapman, Crisafi, Donaldson, Dougherty, Elias, Ficco, Gibson, Gilarski, Griffith, Ralph Johnson, Juliette, Kincade, Kolb, Levrant, Marano, Mastalski, Mattis, McCreary, Merkezli, Miller, Monaghan, Mukasa, R. Mutchnick, Nastase, O'Laughlin, Ragantesi, Debra Richardson, Sanderson, Sechrist, Shildt, Soltis, Start, Storm, Towner, Vold, Wack and Wilson.

The following corrections were made to the minutes of the February 7, 1995 meeting: senator Cunningham was excused from the meeting not absent.

The minutes of the February 7, 1995 meeting of the Senate were then ACCEPTED.

The agenda was then ACCEPTED.

President Pettit's report is attached. (ATTACHMENT A)

Provost Staszkievicz's reports for February and March are attached. (ATTACHMENT B)

Vice Chairperson Taiani's and Chairperson Rafoth's reports are not included.

OLD BUSINESS (carryover from February 7, 1995 meeting)

STANDING COMMITTEE REPORTS

RULES COMMITTEE - CHAIRPERSON STINEMAN

Chairperson Stineman provided the following items for senate information:

1. Grace Ann Rosile replaces Manton Gibbs as the Management Department's Representative for the rest of the semester.
2. A reminder that the Faculty-at-Large and APSCUF elections are March 28 and 29, 8 am to 5 pm in the lobby of Ackerman Hall. There are 29 candidates on the ballot for 25 Faculty-at-Large openings. There are nine candidates for the two openings in the Foundation Board.

3. The next meeting of the Rules Committee will be Tuesday March 21st at 3:30 in 5B Uhler Hall.

4. The following people were elected to fill the Staff Representative openings:

Terry Rittenberger a 2 year term serving on the Lib. & Ed. Committee.

Susan Krevel a 2 year term serving on the Student Affairs Committee.

Marlene Joyce a 1 year term serving on the Rules Committee.

The Senate APPROVED the following changes in the By-Laws:

A. Rules Committee

2. Membership,

- a. Appointed: The parliamentarian of the University Senate.
- b. Elected: Eight faculty and two administrative members shall be elected by and from the Senate.
- c. Four undergraduate student members and one graduate member shall be appointed by and from the Student Congress.
- d. One staff senator may serve on the Rules Committee.

E. Library & Educational Services Committee

2. Membership,

- a. Ex officio: Director of Libraries and Media Resources and the Associate Vice President for Computing.
- b. Elected: Seven faculty members and one At-Large member shall be elected by and from the University Senate.
- c. Four undergraduate Students appointed by and from the Student Congress.
- d. One graduate Student appointed by and from the Graduate Student Assembly.
- e. One staff senator may serve on the Library & Education Committee.

G. Student Affairs Committee

2. Membership,

- a. Ex officio: The Vice President for Student Affairs and the Executive Director for the Student Cooperative Association.
- b. Elected: Ten Faculty members and one At-Large member shall be elected by and from the University Senate.
- c. Fourteen students shall be appointed by and from the Student Congress.
- d. One staff senator may serve on the Student Affairs Committee.

H. Development and Finance Committee

2 Membership,

- a. Ex officio: The Vice President for Finance and the Director of Campus Physical Planning.
- b. Elected: Seven Faculty members and one At-Large member shall be elected by and from the University Senate.
- c. Three students shall be appointed by and from the Student

- Congress.
- d. One staff senator may serve on the Development and Finance Committee.

J. Non-Credit Instruction Committee

2. Membership,
 - a. Ex officio: The Dean of the School of Continuing Education.
 - b. Elected: Four Faculty members and one additional Administrator/Manager from the School of Continuing Education shall be elected by and from the University Senate. There shall be no student members on the Committee.
 - c. One staff senator may serve on the Non-Credit Instruction Committee.

Rationale: The Rules Committee felt that Staff could have interest in the activities of the above five committees since some of their areas of responsibility concern all or part of the staff employees.

GRADUATE COMMITTEE - CHAIRPERSON NASTASE

Senator Hill-Hudson presente the following item for Senate information:

Graduate Committee
 Business Log
 AY 1994-95
 Page 1

Action	Date	Date	Committee	Senate	
	Received	Distributed	Distributed	Action	
(Pending from AY 1993-94)					
CH 512 Structural and Synthetic Methods in Inorganic Chemistry	9/91	4/16/93		W	
HI 511 Rise and Fall of Hitler's Empire	11/19/92	12/4/92		A	A
Education of Exceptional Persons: Major Program Revision	3/19/93	3/19/93		A	A
MA 551 Numerical Methods for Supercomputers	3/23/93	4/16/93		A	A
Biology: Minor Program Revision		9/2/93		A	A
HI 567 Native American History	8/2/93	9/2/93		A	I
ED 693 Student Teaching in Secondary English	9/14/93	9/21/93		A	
MG 652 Comparative Management	10/27/93	11/2/93		A	
MG 654 Managing Global Competition	10/27/93	11/2/93		A	
Scheduling 3-Credit Graduate Assigned Courses in 2.5-Hour Time Blocks	2/15/94			R	
Sociology: Minor Program Revisions	3/9/94	3/15/94		R	
GE 516 Computer-Assisted Cartography	4/12/94	4/15/94		A	I

(A) Approved; (D) Defeated; (T) Tabled; (W) Withdrawn; (R) Under Review;
 (I) Information

Graduate Committee
 Business Log
 AY 1994-95
 Page 2

Action	Date	Date	Committee	Senate
	Received	Distributed	Distributed	Action

AY 1994-95				
GE 517 GIS Applications Development	10/4/94	10/7/94	A	A
Business Education: Minor Program Revisions	10/6/94	10/7/94		R
Nurse Anesthesia: New Program	10/7/94	10/11/94		R
School Psychology: Minor Program Revisions	10/7/94	10/11/94	A	A
Food and Nutrition: Minor Program Revisions	10/17/94	10/17/94	A	
Early Childhood: Minor Program Revisions	11/8/94	11/8/94		R
SO 850 Thesis (Credit Correction)	11/10/94	11/22/94	A	I
M.A. in Criminology: Program Variability	1/20/95	1/24/95	R	
Policies				
Policy on Variability in Delivery of Graduate Programs			A	I
GRE Policy				A I

 (A) Approved; (D) Defeated; (T) Tabled; (W) Withdrawn; (R) Under Review;
 (I) Information

Revised 2/17/95

1. The Senate APPROVED the following new courses:

a. MG 652 Comparative Management
3c-01-3sh

Prerequisite: MG 613

Study of management theory and practice in different cultures.

This course analyzes international similarities and dissimilarities in management functions, processes, structures, and factors.

It also relates these topics to socio-cultural, economic, political, and physical dimensions of the environment. A variety of comparative management systems, models, and theories are addressed, and research findings are examined.

b. MG 654 Managing Global Competition
3c-01-3sh

Prerequisite: MG 613

Changes in technology and world trade contribute to unstable managing environments. This course focuses on strategies to enhance the firm's ability to compete on a global basis. Fundamental business issues such as managing for the future, innovation, strategic alliances, success factors in the international environment, and long-range concerns of top management will be discussed.

2. The Senate APPROVED the following minor revision to the M. S. Program in Food and Nutrition:

Proposal: a) to increase the degree credit requirement from 30 to 33 credits for the thesis option and from 33 to 35 credits for the non-thesis option; b) to revise the department's core credit requirements to read as follows:

FROM: "Department Core Courses:
Students must elect 12 credits (four
courses) from the following list
(may choose no more than one 500
level course, course selection must
include either FN 645 or FN 646):"

FN 544 Food Composition and
Biochemistry

3 cr.

FN 547 Nutritional Aspects of Food
Technology

3 cr.

FN 564 Food and Nutrition Research
Methods

3 cr.

FN 612 Administration of Food
Service Systems

3 cr.

FN 641 Eating Behaviors and Food
Habits

3 cr.

FN 642 Contemporary Issues in Food
and Nutrition

3 cr.

FN 645 Proteins, Carbohydrates and
Fats

3 cr.

FN 646 Vitamins and Minerals

3 cr.

FN 711 Nutrition in the Life
Cycle

3 cr.

FN 743 Clinical Dietetics

3 cr.

TO: "Department Core Courses:
Students must elect 15 credits (five
courses) from the following list
(may choose no more than one 500
level course, course selection must
include FN 645, FN 646, and one
course in life cycle nutrition such
as FN 711)":

FN 544 Food Composition and
Biochemistry

3 cr.

FN 547 Nutritional Aspects of Food
Technology

3 cr.

FN 564 Food and Nutrition Research
Methods

3 cr.

FN 612 Administration of Food
Service Systems

3 cr.

FN 641 Eating Behaviors and Food
Habits

3 cr.

FN 642 Contemporary Issues in Food
and Nutrition

3 cr.

FN 645 Proteins, Carbohydrates and
Fats

3 cr.

FN 646 Vitamins and Minerals

3 cr.

FN 711 Nutrition in the Life
Cycle

3 cr.

FN 743 Clinical Dietetics

3 cr.

Rationale: During our five year review (1993) of the graduate program for the American Dietetic Association Approval, we found that the 1992 curriculum changes only partially remedied course selection options. We now propose to strengthen the department core requirement by increasing the number of core credits and the total credit requirement for graduation. In addition, the current non-thesis option of 33 credits which, includes 2 credits of seminar courses and 10 three-credit classes, adds to 32 not 33 credits. To resolve this issue, we are requesting a 35 credit non-thesis program of 2 seminar credits with 11 three-credit classes.

M.S. in Food and Nutrition

Current Program:

I. Thesis Degree Requirements (30 sh)

A. Professional Core Courses include:

BI 602 Biometry or GR 516 Statistics I
3 cr.

GR 615 Elements of Research
3 cr.

FN 713 Seminar
1 cr.

(to be taken twice for a total of 2 cr.)

FN 850 Thesis
4 cr.

B. Department Core Courses: Students must elect 12 credits (four courses)

from the following list (may choose no more than one 500 level course,

course selection must include either FN 645 or FN 646):

FN 544 Food Composition and Biochemistry
3 cr.

FN 547 Nutritional Aspects of Food Technology
3 cr.

FN 564 Food and Nutrition Research Methods
3 cr.

FN 612 Administration of Food Service Systems
3 cr.

FN 641 Eating Behaviors and Food Habits
3 cr.

FN 642 Contemporary Issues in Food and Nutrition
3 cr.

FN 645 Proteins, Carbohydrates and Fats
3 cr.

FN 646 Vitamins and Minerals
3 cr.

FN 711 Nutrition in the Life Cycle
3 cr.

FN 743 Clinical Dietetics
3 cr.

C. Electives: Students will elect additional courses from the IUP Graduate

Catalog with the approval of their adviser.

SUGGESTED ANCILLARY COURSES

FN 562 Advanced Experimental Foods
3 cr.

FN 698 Internship
1-6 cr.

AC 620 Introduction to Adult and Community Education
3 cr.
AC 621 The Adult Learner
3 cr.
GR 517 Statistical Methods II
3 cr.
HP 343 Physiology of Exercise
3 cr.
HP 510 Exercise Prescription
3 cr.
HP 512 Physical Activity and Stress Management
3 cr.
HP 513 Physical Activity and Aging
3 cr.
HP 601 Sport and Society
3 cr.
HP 632 Assessment of Human Physiological Functions
3 cr.
LR 631 Human Resource Management in the Public Sector
3 cr.
NU 617 Issues in Health Care
3 cr.
NU 640 Dynamics of Health in the adult
3 cr.

II. Non-thesis Degree Requirements (33 sh)

A. Professional Core Courses include:

BI 602 Biometry or GR 516 Statistics I

3 cr.

GR 615 Elements of Research

3 cr.

FN 713 Seminar

1 cr.

(to be taken twice for a total of 2 cr.)

B. Department Core Courses: Students must elect 12 credits (four courses)

from the following list (may choose no more than one 500 level course,

course selection must include either FN 645 or FN 646):

FN 544 Food Composition and Biochemistry

3 cr.

FN 547 Nutritional Aspects of Food Technology

3 cr.

FN 564 Food and Nutrition Research Methods

3 cr.

FN 612 Administration of Food Service Systems

3 cr.

FN 641 Eating Behaviors and Food Habits

3 cr.

FN 642 Contemporary Issues in Food and Nutrition

3 cr.

FN 645 Proteins, Carbohydrates and Fats

3 cr.

FN 646 Vitamins and Minerals

3 cr.

FN 711 Nutrition in the Life Cycle

3 cr.

FN 743 Clinical Dietetics

3 cr.

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HP 510 Exercise Prescription
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HP 512 Physical Activity and Stress Management
3 cr.
HP 513 Physical Activity and Aging
3 cr.
HP 601 Sport and Society
3 cr.
HP 632 Assessment of Human Physiological Functions
3 cr.
LR 631 Human Resource Management in the Public Sector
3 cr.
NU 617 Issues in Health Care
3 cr.
NU 640 Dynamics of Health in the adult
3 cr.

M.S. in Food and Nutrition

Proposed Program:

I. Thesis Degree Requirements (33 sh)

A. Professional Core Courses include:

BI 602 Biometry or GR 516 Statistics I
3 cr.
GR 615 Elements of Research
3 cr.
FN 713 Seminar
1 cr.
(to be taken twice for a total of 2 cr.)
FN 850 Thesis
4 cr.

B. "Department Core Courses: Students must elect 15 credits (five) courses from the following list (may choose no more than one 500 level course, course selection must include FN 645, FN 646 and must include one course in life cycle nutrition such as FN 711)"

FN 544 Food Composition and Biochemistry
3 cr.
FN 547 Nutritional Aspects of Food Technology
3 cr.
FN 564 Food and Nutrition Research Methods
3 cr.
FN 612 Administration of Food Service Systems
3 cr.
FN 641 Eating Behaviors and Food Habits
3 cr.
FN 642 Contemporary Issues in Food and Nutrition
3 cr.
FN 645 Proteins, Carbohydrates and Fats
3 cr.
FN 646 Vitamins and Minerals
3 cr.
FN 711 Nutrition in the Life Cycle
3 cr.
FN 743 Clinical Dietetics
3 cr.

C. Electives: Students will elect additional courses from the IUP Graduate Catalog with the approval of their adviser.

SUGGESTED ANCILLARY COURSES

FN 562 Advanced Experimental Foods
3 cr.
FN 698 Internship
1-6 cr.

AC 620 Introduction to Adult and Community Education
3 cr.
AC 621 The Adult Learner
3 cr.
AC 622 Program and Process Development in Adult and Community
Education
3 cr.
AC 623 Organization and Administration in Adult and Community
Education
3 cr.
AC 625 Teaching and Learning in Adult and Community Education
3 cr.
EP 616 Applied Research Methods
3 cr.
EP 715 Doctoral Seminar in Applied Educational Research
3 cr.
GR 517 Statistical Methods II
3 cr.
HP 510 Exercise Prescription
3 cr.
HP 512 Physical Activity and Stress Management
3 cr.
HP 513 Physical Activity and Aging
3 cr.
HP 601 Sport and Society
3 cr.
HP 632 Assessment of Human Physiological Functions
3 cr.
LR 631 Human Resource Management in the Public Sector
3 cr.
NU 617 Issues in Health Care
3 cr.

II. Non-thesis Degree Requirements (35 sh)

A. Professional Core Courses include:

BI 602 Biometry or GR 516 Statistics I
3 cr.
GR 615 Elements of Research
3 cr.
FN 713 Seminar
1 cr.
(to be taken twice for a total of 2 cr.)

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 FN 612 Administration of Food Service Systems
 3 cr.
 FN 641 Eating Behaviors and Food Habits
 3 cr.
 FN 642 Contemporary Issues in Food and Nutrition
 3 cr.
 FN 645 Proteins, Carbohydrates and Fats
 3 cr.
 FN 646 Vitamins and Minerals
 3 cr.
 FN 711 Nutrition in the Life Cycle
 3 cr.
 FN 743 Clinical Dietetics
 3 cr.

C. Electives: Students will elect additional courses from the IUP Graduate Catalog with the approval of their adviser.

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FN 562 Advanced Experimental Foods
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 FN 698 Internship
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 AC 620 Introduction to Adult and Community Education
 3 cr.
 AC 621 The Adult Learner
 3 cr.
 AC 622 Program and Process Development in Adult and Community Education
 3 cr.
 AC 623 Organization and Administration in Adult and Community Education
 3 cr.
 AC 625 Teaching and Learning in Adult and Community Education
 3 cr.
 EP 616 Applied Research Methods
 3 cr.
 EP 715 Doctoral Seminar in Applied Educational Research
 3 cr.
 GR 517 Statistical Methods II
 3 cr.
 HP 510 Exercise Prescription
 3 cr.
 HP 512 Physical Activity and Stress Management
 3 cr.

HP 513 Physical Activity and Aging
3 cr.
HP 601 Sport and Society
3 cr.
HP 632 Assessment of Human Physiological Functions
3 cr.
LR 631 Human Resource Management in the Public Sector
3 cr.
NU 617 Issues in Health Care
3 cr.

LIBRARY AND EDUCATIONAL SERVICES COMMITTEE - CO CHAIRPERSONS MICCO AND SONI

Co Chairperson Micco presented the following item for Senate information:

1. This is to be a procedural appendix to the section on serials in the Libraries Policy.

APPENDIX 2: PROCEDURES FOR CANCELING SERIALS
(created by the responsible committee of the University Senate)

To cease subscribing to a serial the Director of Libraries shall consider the general guidelines for serials established in the Libraries Policy, the usage as best it can be determined, and the cost. Before the decision is reached and in a timely fashion the Director shall

- (1) notify the appropriate dean(s) and department(s) concerned, asking for a response;
- (2) discuss the response(s) with the Subject bibliographer and the departmental liaison(s);
- (3) develop a list of all those titles in categories:
 - a. most likely to be cut,
 - b. possibly cut, and
 - c. cut only as a last resort;
- (4) distribute the list to all departments, all deans, and the University Senate, and shall also notify all faculty individually of the list, asking for responses;
- (5) consider all the information collected in determining the cancellations.

The Senate APPROVED the following Serials Policy:

1. Proposal Purpose: To add to the comprehensiveness of the Library Policy passed by the University Senate in 1992.

Propose to insert the underlined material into the present policy as passed by the Trustees on May 15, 1992.

Policy of the University Libraries and Media Resources

I. MISSION

The mission of the University Libraries and Media Resources of Indiana University of Pennsylvania (hereafter known as the "Libraries.")

is to support the current and anticipated needs in instruction, research, and public service of the faculty, staff, and students of Indiana University of Pennsylvania at all sites of the University, and,

in addition, to support needs of the citizens of the Commonwealth, out-of-state visitors and others using interlibrary-loan services by:

- A. developing and preserving collections of books, serials, archives, film, microform, and other media;
- B. linking bibliographically these collections to assure users appropriate access to its collections;
- C. providing suitable access to the collections through circulation and scheduling;
- D. engaging in such cooperative efforts as necessary to make additional resources available;
- E. creating an environment appropriate for the use of the resources;
- F. teaching library skills to all members of the University Community.

The University affirms the Library Bill of Rights and the statement

of Intellectual Freedom, as determined by the American Library Association. (See Appendix 1 below.)

II. GENERAL PRINCIPLES

[The General Principles section was inadvertently omitted in the 1992 Library Policy passed by the Senate.]

- A. There shall be one main library, centrally located.
- B. All library materials shall be cataloged through the main library.
- C. There may be college/department reading rooms housing reference type materials that are operationally independent of the University Libraries. The following guidelines apply to reading rooms: (a) all single-copy holdings should also be housed in the main library; (b) with the exception of the master copy, multiple holdings may be

housed in school/college or departmental collections--or all may
be housed in the main library; (c) no materials shall circulate
from reading rooms without posted circulation policies in place.

III. POLICIES

A. Collection Development and Acquisitions

1. The Libraries shall acquire a broad range of material in a variety of formats that is consistent with the academic programs and research needs of the University.
2. Library Faculty and the rest of the Faculty shall share responsibility for the selection of materials, both print and non-print, consistent with the stated mission of the University.
3. Procedures for acquiring materials are the responsibility of the Director of the Libraries and Media Resources.
4. The Library and the ISCC shall jointly plan and develop the campus wide information system for IUP.
5. Serial Policy
 - a. The Libraries shall purchase and maintain serials to support the curricular, instructional, research, and general needs of the University community.
 - b. The Director of Libraries shall determine serials to acquire upon recommendations from academic departments, the subject bibliographers, the librarian responsible for Collection Development, the Serials Librarian, and other appropriate persons.
 - c. General Considerations for subscriptions are:
 1. appropriate subject content for the undergraduate, graduate, and service

2. programs;
 3. accessibility through indices maintained by the Libraries;
 4. number of potential users;
 5. relationship to other serials already in the Libraries;
 6. physical format;
 7. languages appropriate to the needs of IUP;
 8. currency; and
 9. cost.
- d. The Libraries shall maintain lists of serials supporting each discipline, which shall be preferably reviewed at least every five years, as a part of each department's five-year review. Adjustments to the Library serials subscription list for the department should take place at this time.
- e. Reference serials are particularly important and particularly expensive. In consultation with academic departments through their liaison, the reference librarians shall constantly review them.
- f. The Libraries shall maintain a core collection that list of approximately six hundred titles that the Director determines to be basic to the function of the library. The titles may vary following review by the Librarians, and the list shall be maintained for inspection.
- g. Multiple copies of serials and single issues with of periodicals are not normally purchased funds of the university Libraries.
- h. The Director of Libraries may accept donations of subscriptions or issues, subject to tax laws and the guidelines for exchanges of periodicals.
- i. The Director may also dispose of such by offering them to other SSHE institutions or other appropriate institutions, or dispose of them according to current University policies.
- j. Director To cease subscribing to a serial, the of Libraries shall follow the procedures established by the responsible committee of the University Senate. At times of fiscal

crisis when it is necessary to discontinue many serial subscriptions, the Director

shall

explain the problem and necessary procedures clearly to the faculty and shall take all steps in the process openly, realizing that all faculty are significant partners in this Community of learning.

(See Appendix 2 regarding cancellation of

serials.)

B. Access

1. The Libraries collections and services shall be available for use to all members of the University Community for instructional purposes in accordance with (1) legal obligations, (2) restrictions that a professional association may place upon use

of

specialized materials, and (3) restrictions placed upon materials because of concerns

with

conservation and preservations.

2. The Libraries shall establish, post in and maintain a schedule of hours when collections and services are available for

public,

use

in accordance with the needs of the

University

Community and fiscal constraints.

3. The Libraries shall establish regulations the use and circulation of its materials. Faculty, support staff, and administrative personnel shall return or renew all

for

materials

checked out of the Libraries prior to the

end

of each May.

4. The Libraries shall create regulations necessary to protect the resources from and damage and to establish an atmosphere within the Libraries conducive to learning.

theft

5. Users of the Libraries shall access its collections through bibliographic resources,

and

such as catalogues, electronic data bases,

other indices and abstracts. The Libraries shall provide access to materials and collections not owned by the University through interlibrary loan, memberships in consortia, and through linkages to on-line bibliographic databases. The Libraries may out of necessity produce in house certain media materials.

6. The Library personnel shall catalog and organize the collections according to professional standards for academic librarians.

C. Administration and Staffing

1. Resources

The Director of Libraries and Media shall administer the combined resources of the University Libraries and Media Resources.

The

Director is responsible to the Provost and Vice-President for Academic Affairs for preparing and administering the budget, developing and acquiring collections and programs, and preparing reports and

memoranda

through the Library Faculty and support

staff.

2. The Libraries shall employ and develop qualified library personnel, both faculty and support staff, in order to provide appropriate services to the Libraries users.

D. Services

1. meeting

The Library Faculty shall assist faculty, students, staff, and administrators in

using

their needs in locating information and resources [replaces references]. This will

be

done in conjunction with the ISCC where appropriate. These resources include: a) materials held by the Libraries; b)

electronic

information available on and off campus.

Similar services shall be available to non-resident scholars, residents of Indiana and surrounding communities, and other citizens

of

the Commonwealth of Pennsylvania.

2. The Library Faculty, in conjunction with the ISCC where appropriate, shall offer instruction to students, faculty, administrators, and others in the access and use of information resources.

E. Archival Policy

1. Required materials to be sent to the University Archives according to the RECORD RETENTION AND DISPOSITION SCHEDULE, December 1971, Department of Education, Office of Management Services:

- a. ACCREDITATION AND STATISTICS
Documents relating to Middle States Association of Colleges and Universities and Council for Accreditation of Teachers Education.

- b. AGENDAS AND MINUTES OF MEETINGS (ACADEMIC/ADMINISTRATIVE POLICY)
Official record copy of agendas and minutes

of

meetings of the Council of Trustees, the University Senate and its committees, the President's departmental meetings, or others having power to formulate policy, standards, rules and regulations governing college administration.

- c. AGENDAS AND MINUTES OF MEETINGS (OPERATING POLICY)
Official (record) copy of agendas and

minutes

of meetings of clubs, societies, student and other organizations of the university.

- d. AGENDAS AND MINUTES OF MEETINGS (CLUB AND SOCIETY)
Official (record) copy of agendas and

minutes

of meetings of clubs, societies, student and other organizations of the university.

- e. ADMINISTRATIVE CORRESPONDENCE FILE
Correspondence of documentation relating to university policy; organization, planning, significant methods and techniques; rules

and

procedures which that university adopted to carry out its responsibility. This file

would

include executive policy documentation on: material legal opinions; correspondence or memoranda delegating powers or responsibilities; procedural manuals, directives, rules and regulations, circulars,

instructions; or other issuances that establish a course of action for any organizational unit of the university.

2. Other Materials To Be Collected are:

a. Administrative or departmental documents of historical nature.

b. Faculty publications

c. Academic courses of study, handbooks, outlines, instructional manuals.

d. Documents of University organizations, clubs,

e. The official University budget and any or societies.

f. Student scrapbooks, class memorabilia, photographs.

g. Records of APSCUF and AFSCME.

h. Pictures of the University community.

[3. Materials are to be sent to the University Archives, Library. Eliminate all of 3]

4. Confidentiality of archival materials is to be maintained. The author or office of origin may restrict access to material. The conditions of the restriction shall be determined in consultation with the University

Archivist and may not conflict with regulations regarding freedom of information.

APPENDIX 1: INTELLECTUAL FREEDOM

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. (Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.)

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the

community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or limited because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

RESEARCH COMMITTEE - CHAIRPERSON NEUSIUS

STUDENT AFFAIRS COMMITTEE - CHAIRPERSON BARKER

UNIVERSITY DEVELOPMENT AND FINANCE COMMITTEE - CHAIRPERSON RADAKOVIC

ACADEMIC COMMITTEE - CHAIRPERSON DUNTLEY

AWARDS COMMITTEE - CHAIRPERSON WHEAT

CURRICULUM COMMITTEE - CO CHAIRPERSONS MILL AND KUZNESKI

NON-CREDIT COMMITTEE - CHAIRPERSON NOWELL

BEAUTIFICATION COMMITTEE - CHAIRPERSON VERNA

NEW BUSINESS

The Meeting was adjourned at : P.M.

Respectfully submitted,

Francisco Alarcón
University Senate