

MINUTES OF THE UNIVERSITY SENATE

The March 12, 1996 meeting of the University Senate was called to order by Chairperson Rafoth at 3:20 p.m. in Beard Auditorium.

The following Senators were excused from the meeting: Affaneh, Andrew, Bellak, Bradwick, Brown, Buterbaugh, S. Ender, Garg, Hall, Hovan, R. Johnson, Krevel, Krishnan, Kroah, Moyer, Nardi, Norman, Nunn, Rittenberger, Spielman, Staszkievicz, B. Walz and Willis.

The following Senators were absent from the meeting: Barker, Brandenburg, Bullard, Camp, Cauffiel, Conrad, Crocker, DeWitt, Eck, B. Ender, Ghen, Gilmore, Goldberg, Gonzales, Griffin, Harper, Hullings, C. Johnson, Juliette, Maggiore, Malley, McCreary, Mill, Mitchell, O Doherty, Peterson, Plasic, Plowchin, Reese, Roselli, Sadler, Sassone, Schildt, Soni, Strump, Talwar, Thompson, Vella, Vold, Wade, Welsh, Wheatley, White, Woolcock and Zimny.

The following corrections were made to the minutes of the February 6, 1996 meeting of the Senate:

Senator Rittenberger was excused from the meeting, not absent. On page 41, (item 11 the course GE 493) in two places the number 75 should read 57. The correct item is:

11. Current: GE 493 Internship var-1-12sh
Professional learning experience with emphasis on application of academic background. Open to majors and minors in geography with 75 semester hours and 15 hours in the major, respectively. See internship supervisor for additional information.

Proposed: GE 493 Internship var-1-12sh
Professional learning experience with emphasis on application of academic background. Open to majors and minors in geography with a total of 57 semester hours and 15 hours in the major. See internship supervisor for additional information.

RP 493 Internship var-1-12sh
Professional learning experience with emphasis on application of
academic
background. Open to majors and minors in regional planning with a total
of 57
semester hours and 15 hours in the major. See internship supervisor for
additional information.

The minutes of the February 6, 1996 meeting of the Senate were then
ACCEPTED.

Agenda items and order were APPROVED.

President Pettit gave a report. A copy of this report will be included in
the
minutes of next month.

Provost Staszkiewickz was excused from the meeting and consequently gave
no
report. There was no report from Vice Chairperson Kovacs.

Chairperson Rafoth presented a reply she received from the Sexual
Harrassment
Committee for Senate information. The reply follows:

Date: February 23, 1996

Subject: Proposed Sexual Harassment Policy

To: Dr. Mary Ann Rafoth, Chair
University Senate

From: Evelyn S. Mutchnick, Co-Chair Albert Bouffard, Co-Chair
Sexual Harassment Committee Sexual Harassment Committee

Thank you for the opportunity to share the draft of the proposed Sexual
Harassment Policy at the December 5, 1995 meeting of the University
Senate. The
Sexual Harassment Committee continues to convene and is working to
incorporate
many of the helpful suggestions made by the various campus constituencies
with
which we have met. When the documents is complete, we will be advancing
it to Dr.
Pettit as is the normal procedure for an ad hoc committee when its work
concludes. While I cannot speak for Dr. Pettit, I suspect that he will
share this
policy with you and others prior to his submission of the document to the
Council
of Trustees at their May, 1996 meeting.

Thank you for your interest in what we believe to be a most important
policy at

IUP.

pcw

cc: Dr. Lawrence K. Pettit
Dr. Mark J. Staszkiwicz
Dr. Steven Ender
Dr. Ronal Juliette
Dr. Terry Ray
Dr. Francisco Alarcon
Dr. Diane Duntley
Dr. Elizabeth Kincade

OLD BUSINESS (carryover from February 6, 1996 meeting)

STANDING COMMITTEE REPORTS

RULES COMMITTEE - CHAIRPERSON STINEMAN

Chairperson Stineman informed that elections for Senate Chairperson, Secretary, Faculty-at-Large and the IUP Foundation will be held in Ackerman Lobby from 8 am to 5 pm on March 27 and 28. APSCUF elections take place at the same time and place.

As you decide whether or not to run for Senate, we ask that you check with your chairperson or supervisor about your next two-year schedule, and take into consideration planned sabbaticals or extended leaves. Replacing members in the Senate and especially on committees, is time-consuming and frustrating. We are ending this semester with several committee vacancies.

Self-nomination forms have been mailed: if you intend to run for the 96-98 Senate, fill out and return your form now. It's due on March 15! We must prepare the Faculty ballot for the March 27 & 28 election and the Administrative and Staff voting must be done by mail. It is to be hoped that we can distribute a complete 1996-98 Senate Roster (sans Students), at the April 30 (May) meeting.

For Senate Information:

1. The Rules Committee hereby recognizes the following departments as eligible for Department representation on the Senate:

Advising & Testing Center
Athletics
Counseling & Student Development
IUP Academy of Culinary Arts.

Rationale: The above are designated as "departments" and each have a chairperson, therefore qualifying them for Senate membership.

This increases Senate membership as follows:

4	Department	(48)	52
4	Faculty-at-Large	(48)	52
3	Administrative	(33)	35
4	Undergraduates	(48)	52
			Total 191

For First Reading:

1. The Rules Committee recommends that the Constitution be amended to include

Senate representation for the branch campus faculty: (pg.2, ppg.3)

"Faculty" is herein defined to include . . . as an administrator). The faculty of the Armstrong and Punxsutawney Campuses also shall be included.

For the purposes of the Senate representation the professional . . . Association , and the Armstrong and Punxsutawney Campuses shall be considered as constituting departments.

Rationale: Each branch has faculty who have little or no contact with the main campus. Senate representation would grant them additional access. Configuration of Senate membership would change as follows:

2	Department	54
2	Faculty-at-Large	54
1	Administrative	35
2	Students	54
		Total 198

For Senate Information:

1. The Rules Committee recommends that the directors of the Armstrong and Punxsutawney Campuses be designated "ex-officio" members of the University Senate.

Rationale: The branch campuses are affected by actions taken by the Senate and should be insured participation in Senate meetings and decisions. No

revision to the Senate Constitution is necessary: ex-officio membership is

defined, "by virtue of their office."

This does not increase Senate membership, but does change the configuration of the 35 Administrative seats:

Ex-Officio:	Now = 11	Proposed = 13
Elected:	12	11
Appointed:	12	11

After some discussion the Senate APPROVED a Cunningham-Jackson motion to return this item to committee.

LIBRARY AND EDUCATIONAL SERVICES COMMITTEE - CHAIRPERSON CUNNINGHAM

Chairperson Cunningham informed that the committee would have its regular meeting next week.

NON-CREDIT COMMITTEE - CHAIRPERSON NARDI

For Senate Information:

The committee approved an evaluation instrument for use by the School of Continuing Education when offering short courses and workshops.

The School of Continuing Education is applying to the PA Department of Education to award Professional Development Units and to the American Bar Association to award Continuing Legal Education Units.

RESEARCH COMMITTEE - CHAIRPERSON NEUSIUS

Chairperson Neusius informed that the committee would have its regular meeting next week.

STUDENT AFFAIRS COMMITTEE - CHAIRPERSON KINCADE

Chairperson Kincade informed that the committee would have its regular meeting next week.

The Senate APPROVED the following two policies:

The following two policies amend the current Solicitation Policy (page 104-106 of the Student Handbook (The Source)) and Students Rights, Freedoms and Responsibilities (page 101).

SOLICITATION POLICY

A. Definitions

As used in these regulations, the term

1. Solicitation refers to the act of approaching another (in person, by mail, or through any electronic medium) with the intent to petition or request support (e.g., monetary support or personal commitment). Examples of solicitation include distributing literature, holding meetings, conducting surveys, and placing advertisements on bulletin boards.
2. Commercial solicitation refers to the solicitation of a sale of any lawful consumer product or service. Commercial solicitation includes the demonstration or explanation of such products or services. The term does not include the solicitation of sales of newspapers, magazines, journals, and similar printed media. Contract sales of newspapers and journals are, however, considered to be commercial solicitation.
3. Noncommercial solicitation refers to sales of newspapers, magazines, and books and acts of solicitation that do not involve an attempt to sell consumer products or services. Examples of noncommercial solicitation include political campaigning or lobbying; meetings of religious groups; or cultural associations.
4. Fund-raising for noncommercial purposes refers to fund-raising by a nonprofit educational, charitable, political, or religious association, organization, or corporation for the purpose of generating funds to support the entity's educational/charitable/political/religious activities or the educational/cultural/social missions of the university. The term includes the making of donations and can encompass sales as well as commercial and noncommercial solicitation.
5. Group solicitation refers to solicitation involving a gathering of more than two persons at the same time.
6. Sale refers to an actual transaction (e.g., the exchange of money, the signing of a written contract, or the making of a binding contractual commitment to purchase a product or service).

7. Recognized campus organization means any group, association, organization, or corporation officially recognized by or officially affiliated with the university or any organization whose primary mission as determined by the student affairs office of the university is to further the educational/social/cultural missions of the university.

8. Outside individual, group, entity, association, organization, or corporation refers to individuals who are neither university students nor university employees and to groups, entities, associations, organizations, and corporations that are not officially recognized by or affiliated with the university. The term includes university employees and students when they are conducting solicitation on behalf of themselves individually or when they are acting on behalf of groups, entities, organizations, associations, or corporations not officially affiliated with or recognized by the university.

B. General Requirement (formerly F)

Solicitation activities as outlined in these regulations will be permitted in the designated locations (i.e., residence halls, Hadley Union Building, public outdoor areas) on campus, provided the particular activity has complied with the specific procedures outlined in these regulations and provided the activity does not create undue noise or disruption or interfere with the activities that normally occur in the area in question or any activities which are being carried out by the university at that particular time. The university reserves the right to regulate the time, manner, and location of any and all solicitation activities on campus.

The university will request of outside individuals, groups, associations, organizations, and corporations engaged in the sale of consumer products a donation contribution of twenty percent of the profits resulting from the sales on campus fifty dollars to the

General University Fund for the privilege of soliciting anywhere on campus.

C. Solicitation and Facility Use in University Residence Halls (formerly B)

1. General Requirements and Prohibitions

a. Solicitation and facility use in the main floor lounge area and upper floor lounge areas. Priority in granting permission for the use of the foregoing facilities shall be on a first-come, first-served, space-available basis, subject to the following priorities:

- 1) Residence hall residents who wish to use the facilities for purposes directly related to their academic program of study and residence hall residents who wish to use the facilities for social, recreational, educational, and cultural purposes shall have first priority.
- 2) University students who do not reside in the residence halls and recognized campus organizations and organizations affiliated with the university shall have second priority.
- 3) Outside individuals, entities, associations, corporations, groups, or organizations who have received approval from the Office of Vice President for Student Affairs shall be given third priority.

b. Registration

- 1) Outside individuals, entities, groups, associations, organizations, and corporations are required to request approval to solicit in the residence halls from the Office of the Vice President for Student Affairs a minimum of seven ten days in advance. If the approval is granted from the Office of the Vice President for Student Affairs, the individual, group, entity, association, or corporation must then reserve a lounge by contacting the residence director of the facility a minimum of three days in advance.
- 2) Recognized campus organizations shall be required to request approval to solicit in the residence halls with the residence director of the facility a minimum of three days in advance.

c. Door-to-Door Solicitation

No door-to-door solicitation is permitted in the residence halls

of by an individual or group. Activities that advance the mission of the university as determined by the Office of Housing and Residence Life may be authorized.

d. Solicitation in Residence Hall Rooms

The occupant of a residence hall room will be permitted to invite individuals, groups, organizations, associations, and corporations to conduct group or individual commercial and noncommercial solicitation in his/her residence hall room, provided that such activity does not create undue noise or disturb either the occupant's roommate or occupants of nearby rooms. These gatherings may not extend out into the hallways.

e. Access to Residence Hall Residents Mailboxes

The university will allow only stamped U.S. Postal Service mail, official campus mail, individually addressed mail, and mail from the Residence Hall Association (RHA) and the Office of Housing and Residence Life to be placed in residence hall residents mailboxes.

f. Bulletin Boards

The university will reserve portions of bulletin boards for itself and for individuals, groups, associations, organizations, and corporations that have priority under section b1 C1 General Requirements and Prohibitions. (Please refer to Sign and Poster policy within this handbook in The Source for specific details.) Leafletting shall be permitted in the main floor lounge area of the residence hall.

2. Sales of Consumer Products and Services

a. The university will require outside individuals, entities, groups, associations, organizations, and corporations engaged in the sale of consumer products to donate twenty percent of the profits resulting from sales on campus to the General University Fund.

g. Group Sales (formerly 2b)

The university will limit all group sales of consumer goods and services to the main floor lounges and upper floor lounges.

2. Special Rules Governing Donations to
Political/Cultural/Educational/Religious Organizations and Sales
of

Newspapers, Books, and Other Printed Media include:
(formerly 3)

Individual distribution of newspapers/books/other printed media,
as well as the individual solicitation and donations to
political/cultural/educational/religious organizations, shall be
permitted in the residence halls to the extent that the invitation
and registration requirements set forth in section b1 C1 General
Requirements and Prohibitions are met.

D. Solicitation and Facility Use in the Hadley Union Building

1. Advance Registration and Permission

Recognized campus organizations as well as outside individuals, group
associations, organizations, and corporations shall be required to
request permission to solicit from the director of the Hadley Union
Building or his/her designee a minimum of three days in advance.

2. If Approval Is Granted

Priority in granting permission for booths and rooms shall be granted
on a first-come, first-served, space-available basis, subject to the
right of the Student

Cooperative Association to grant the following priorities:

a. Recognized campus organizations, organizations affiliated with the
university, university students, and university employees who wish
to meet in a room or set up a booth in order to engage in
noncommercial solicitation shall have first priority.

b. University students who wish to meet for purposes directly related
to their academic study and recognized campus organizations and
organizations affiliated with the university who wish to engage in
fund-raising for noncommercial purposes shall have second
priority.

c. Outside individuals, associations, corporations, groups, or
organizations who wish to engage in noncommercial solicitation or
fund-raising for noncommercial purposes shall have third priority.

d. Individuals, associations, corporations, groups, or organizations
who

wish to engage in commercial solicitation for profit shall be given last priority.

3. The Student Cooperative Association is required to limit commercial solicitation by individuals, associations, groups, or organizations to designated booths and rooms that have been reserved in accordance with item C2 of this policy.

4. Individuals, entities, associations, corporations, groups, and organizations, regardless of whether or not they are affiliated with the university, will be permitted to engage in group or individual noncommercial solicitation in any area of the Hadley Union Building open to the public.

5. Fees for Use of Booths and Rooms

The Student Cooperative Association is required to impose a users fee no all outside individuals, associations, corporations, groups, or organizations who wish to use booths and rooms for the purpose of engaging in commercial solicitation.

6. Bulletin Boards

The Student Cooperative Association will reserve portions of bulletin boards for its own use and use by individuals, groups, associations, organizations, and corporations that have priority as previously stated in item C2 . The HUB staff reserves the right to regulate the size and form of notices. Advance approval to place signs/notices in any location other than on bulletin boards must be obtained from the HUB service desk.

7. Special Rules Governing Donations to Political/Cultural/Educational/Religious Organizations and Sales of Newspapers/Books and Other Printed Media

a. Individual distribution of newspapers/books/other printed media, as well as the individual solicitation and making of donations to political/cultural/educational/religious organizations shall be permitted in all public areas of the Hadley Union Building.

b. Leafleting shall be permitted in the public areas of the Hadley Union Building.

D. Other University Buildings/Facilities

In all other university buildings/facilities (i.e., library, dining halls, academic buildings), solicitation is prohibited unless expressly

authorized by an authorized official of the university. If solicitation

activities are permitted in these facilities, the following procedures

must be followed:

1. Recognized campus organizations shall be required to request permission to engage in commercial or noncommercial solicitation activities with the building supervisor a minimum of three ten

days

in advance.

2. Outside individuals, entities, groups, associations, organizations,

and corporations shall be required to request from the Office of Vice

President for Student Affairs permission to solicit a minimum of seven ten days in advance. If approval is granted, the individual,

group, association, or corporation must then contact the individual

building supervisor to arrange the specific details (i.e., time, place, location).

3. The university will request of outside individuals, groups, associations, organizations, and corporations engaged in the sale of

consumer products a donation of twenty percent of the profits resulting from the sales on campus to the General University Fund.

E. Public Outdoor Areas

1. All activities involving commercial solicitation and/or fund-raising

for noncommercial purposes in public outdoor areas must be requested

and approved a minimum of seven ten days in advance by the Office of

the Vice President for Student Affairs.

2. Individual sales and distribution of newspapers/books/other printed

media shall be permitted on all walkways and outdoor areas open to the public, subject to the provisions of this policy.

3. Leafleting shall be permitted in outdoor campus areas.

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES

General Statement on Student Rights, Freedoms, and Responsibilities

The university commits itself to guaranteeing its students the rights discussed in the following paragraphs, insofar as 1) they do not contradict either state or federal statutes, all of which are binding upon IUP as a state-owned and operated institution, and 2) they are not incompatible with the instructor's freedom to teach.

A. Freedom of Access to Higher Education

All facilities and services at IUP are extended equally to all enrolled students, regardless of race, religious creed, color, gender, national origin, sexual orientation, ethnicity, age, or disabilities. In addition, the university seeks to guarantee all its students equal access to public facilities within the community. IUP will not condone discrimination of any kind directed toward its students.

B. Freedom of Expression

The faculty has an obligation to encourage free inquiry and expression, and students should be permitted rational and orderly disagreement with data and views expressed in or out of the classroom. The student, however, has an equal obligation to be responsible for learning the content of any course of study for which he or she is enrolled. The university shall provide reliable mechanisms to protect the student against prejudiced or capricious evaluation of academic work.

C. Freedom of Assembly--Demonstration Policy

Demonstrations may be held anywhere on the campus, so long as they do not disrupt the normal operation of the university or infringe on the rights of other members of the university community, except that no demonstrations are permitted inside university buildings. Any use of sound amplification equipment on the campus must have prior clearance through the Scheduling Office. The university reserves the right to regulate the time, manner, and location of any demonstration held on campus.

In order that demonstrators not interfere with the operation of the university or the rights of others, they shall not

1. Obstruct vehicular, bicycle, pedestrian, or other traffic
2. Obstruct entrances or exits to buildings or driveways
3. Interfere with educational activities inside or outside buildings
4. Harass passersby or otherwise disrupt normal activities
5. Interfere with or preclude a scheduled speaker from being heard
6. Interfere with scheduled university ceremonies or events
7. Damage property, including lawns, shrubs, or trees

8. Disturb the peace (as defined by local ordinances)

Students, personnel, or visitors to the university who interfere with the

operation of the university or the rights of others will be asked by Campus

Police to disperse and/or comply with this policy within a stipulated period of time. Failure to respond positively to such a request may result

in arrest by Campus Police and/or disciplinary action by the university

UNIVERSITY DEVELOPMENT AND FINANCE COMMITTEE - CHAIRPERSON HECKROTH

Chairperson Heckroth informed that the committee would meet at the usual time in

Breezedale s Blue Room, the usual location.

ACADEMIC COMMITTEE - CHAIRPERSON DUNTLEY

The Senate APPROVED the following policy:

IUP Student Grade Appeal Policy

[Narrative copy in boldface represents proposed revisions.]

GRADE REVIEW POLICY

If a student disagrees with the evaluation of his/her work by the instructor but has no basis for a charge of "discrimination" or "capricious

evaluation" or "error," the student should discuss the matter directly with

the instructor, and if unsatisfied, with the department chairperson, and if

still unsatisfied, with the dean of the college in which the course was offered. In such cases, the decision of the instructor shall be final.

If a student believes that an improper grade has been assigned, an appeal

may be filed on the following grounds:

1. Discrimination: On the basis of race, religion, national origin,

sex, age, ancestry, handicapped status, affectional or lifestyle preference, or political affiliation.

2. Capricious Evaluation: Significant and unwarranted deviation from

grading procedures and course outlines set at the beginning of the

course (ordinarily in a written statement during the first week of

whim or the course) or grade assigned arbitrarily on the basis of impulse. The student may not claim capriciousness if he or she disagrees with the subjective professional evaluation of the instructor.

3. Error: Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

PROCEDURES OF APPEAL

Level I: Informal Resolution

Every effort should be made to resolve the disagreement at Level I. The

student must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied

with the results, the student must then speak with the chairperson of the

department that offers the course. If still unsatisfied, the student must

discuss the matter with the dean of the college in which the course is offered. A Student Congress member may accompany and advise the student

during the Level I procedures. Only after all attempts for resolution at

Level I have been exhausted may the student initiate Level II.

Level II: Appeal Screening

A. Composition: Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of seven voting members: three

faculty members appointed by APSCUF, three members elected by and from

the Senate Academic Committee (one faculty, one administrator, one student), and one student appointed by the Student Congress. A

quorum consists of a majority of the committee. To take action, a majority of

those present must be faculty. If a quorum of the Level II committee is

not available to meet within the designated time limits, the Provost's

Office will seek additional members from the appointing bodies. If

these bodies are unable to respond in a timely manner, the Provost's

Office may select additional members from the appropriate groups.

B. Procedure to Initiate Appeal: To initiate Level II of the appeal, the student must file an appeal form with the Provost's Office. This form must be filed within sixty (60) calendar days of the beginning of the semester immediately following the semester in which the grade was received. The Provost's Office may extend the sixty-day limit only in unusual circumstances when equity demands it and when the student's own procrastination or misunderstanding did not substantially contribute to the delay. [Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.] The Provost's Office will notify the appropriate dean, department chairperson, faculty member, and the Student Congress president of the student's initiation of the Level II process.

C. Procedure to Process Appeal: The student will be expected to submit written documentation of his/her complaint and the faculty member will be expected to submit in writing the course grading procedure and any other pertinent information. Appeals based on discrimination will be reviewed according to current standards of nondiscriminatory action. Appeals based on capriciousness will be reviewed in light of the faculty member's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuance. Denial of appeal continuance must be by a negative vote of four members of the committee. This committee will inform the Provost's Office of its findings. Within five (5) class days of the receipt of the committee's report, the provost or designee will notify the student and the faculty member of the findings. If the basis for appeal is determined to be

substantive, the provost or designee will schedule a Grade Review Panel within fifteen (15) class days to be convened prior to the conclusion of the semester.

Level III: Appeal Review

A. Composition: The Grade Review Panel will consist of five voting members: one academic dean or associate dean and four faculty members.

The Student Congress Executive Committee designee may advise as requested by the student. The affirmative action officer will advise in

appeals based on discrimination. The panel will be constituted from the

Grade Review Pool by random selection. The panel chairperson will be

elected by and from the panel before each review.

B. Membership: The Grade Review Pool will be established in the spring

term to serve for the following academic year. Using random selection

methods, the pool and rotational order within the pool will be established by the Provost's Office. A pool of three deans or associate

deans and twelve full-time faculty members will be maintained. In establishing the membership for each review panel, prior to each review

the names of those designated as primary members of the specific panel

and available as alternates will be supplied to all parties involved. A

panel member may request (to the provost or designee) disqualification

due to a conflict of interest. The student and the faculty member may

eliminate names in proportion to the composition of the panel. Each may

eliminate only one dean/associate dean and four faculty. The instructor

and the student will be supplied a list of all primary and secondary

pool members. The opportunity to disqualify panel members will take

place only once. Resulting vacancies will be filled from the appropriate pool of alternates so that the panel will be composed

of one dean/associate dean and four faculty. If through self-

disqualification

and challenges a panel cannot be constituted from the pool, then the

Office of the Provost will supplement the pool using appropriate random selection methods.

C. Procedure:

1. Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer, with whom they may consult but who may not participate in the review.
2. The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the panel will constitute a committee of three appropriate faculty member (knowledgeable in the discipline but excluding the faculty member against whom the complaint was lodged) who will review the student's work and recommend the appropriate grade or suitable remedy. The panel will incorporate this information in its determination which it then forwards to the Provost's Office for implementation, ordinarily within 30 days. (The panel may recommend or the department may deem it appropriate that the grades of other students in the class be reviewed). The Provost's Office will initiate the processing of grade changes resulting from Level III decisions.
3. The written report sent to the Provost's Office will state whether the student's appeal is upheld or denied; if upheld, the committee's evaluation and remedy will be included. Both the student and the faculty member have the right to review all documents related to the appeal. All documents supporting the report will be sealed and kept only as long as necessary (normally one year) to ensure the

appropriate action is taken before being destroyed or returned to the individual presenting the evidence.

ANCILLARY PROVISIONS

A. Continuing Rights: This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the Government of the United States. Nothing in this policy abrogates or modifies any provisions of or rights under the Collective Bargaining Agreement.

B. Discrimination in this policy generally means unlawful discrimination. To the extent that any form of discrimination identified in this definition is not unlawful discrimination, this definition shall not be taken to create a cause of appeal against the university. In such cases, the final appeal procedures stated in this policy will be final and binding on the student.

C. Tenure and Promotion Committee Membership on Grade Appeals Committees: Members of the university-wide tenure and promotion committees may not serve concurrently on grade appeals committees.

D. Support Mechanism: The Provost's Office, after consultation with the Senate Academic Committee and APSCUF, will be responsible for identifying a pool of at least 10 faculty members well versed in the preparation of grade appeals who will be available upon request to help students or faculty prepare documentation for the grade appeals process.

E. Training/Support: The Provost's Office will offer yearly information sessions/workshops to assist deans, chairs, grade appeals panel/committee members, and members of Student Congress'/Academic Affairs Committee in identifying issues and to provide guidance for the resolution of grade appeals.

F. Dissemination of Grade Appeal Information: The Provost's Office will annually report to the university community a statistical summary of grade appeal data that does not compromise confidentiality including 1)

the number of appeals filed, 2) the resolutions at levels II and III, and
3) the final implementation of level III decisions.

G. Appeals on Procedural Grounds: Decisions may not be challenged merely because the Provost's Office fails to comply with Ancillary Provisions D, E, or F above.

H. Intentional Misrepresentation: Intentional misrepresentation in the filing of grade appeals by students will be referred to the university judicial system for students. Intentional misrepresentation by faculty in the grade appeals process will be referred to the Provost's Office.

I. Confidentiality: Students, faculty, administrators and staff involved in processing and hearing grade appeals must respect the confidentiality of all aspects of these proceedings. Those breaching confidentiality subject themselves to possible disciplinary action. This shall not abridge the First Amendment rights of the student appellant nor the instructor against whom the appeal has been filed.

J. Intended Purpose: The grade appeal procedures are designed simply as a means to resolve differences between students and faculty related to grading. Unless there is intentional misrepresentation, the results of a grade appeal may not be used for disciplinary action of personnel.

K. Faculty Compensation: If a Review Panel (hearing) is scheduled at a time in the summer when any faculty member involved is not under contract, the faculty member will be compensated under terms mutually agreed upon at Meet-and-Discuss.

L. Review of Policy: Every five years the Senate Academic Committee will review, in consultation with the campus community, the operation of the Grade Appeals Policy and recommend changes deemed appropriate.

M. * Amendment: Amendments may be implemented upon concurrence by University Senate, APSCUF Representative Council, and Meet-and-Discuss.

*Note: In the amendment process above, specification of University Senate implies the Council of Trustees' role in approving Senate actions and recognizes the Council of Trustees' final action to change policy.

AWARDS COMMITTEE - CHAIRPERSON WHEAT

Chairperson Wheat informed that the next meeting of the committee would be Fri. Mar. 22 in Wahler Hall.

CURRICULUM COMMITTEE - CHAIRPERSON KUZNESKI

For Senate Information:

Use of Technology Side Letter Agreement - Article VII
IUP

A. Definition of Technology to be used.

This agreement pertains to the use of telecourses and interactive technologies to provide undergraduate and graduate credit course instruction to students at off-campus locations. A telecourse is a series of video or visual presentations that is 1) shown during the term via broadcast tv, cable tv, or computer, or 2) provided to students in videocassette packages. The courses are prepared by major companies or locally by individual faculty members. Commercial packages of computer software are available to enable a faculty member to offer a course to individuals at distant locations. Normally, students receive such materials as study guides, textbooks, and selected articles to read at home. They are expected to complete assignments on a regular basis and correspond with the instructor via mail, telephone, or computer.

Interactive technology consists of a series of instructional presentations originating from IUP and transmitted condensed video via telephone lines. The presentation could be part of an on-load live class simultaneously transmitted to another site, or a separate section offered in addition to regular load and designed solely to reach one or more off-campus locations. The separate section would be offered under the aegis of the School of Continuing Education.

This agreement shall not affect the use of movies, filmstrips, videotapes, computers and their related technologies or other forms of aural or visual recordings to the extent that they are traditionally used as a part of course instruction.

B. Purpose

1. The purpose of teaching with technologies is to enrich and to increase the availability of the curriculum offerings of IUP.
2. The parties agree that the use of such technology is voluntary and shall NOT be used to reduce, eliminate, or consolidate faculty positions at IUP.

C. Procedure for Approval

1. New Course
 - a. Using the appropriate procedures developed by either the Graduate Committee or the University-wide Curriculum Committee, the faculty member shall submit a proposal through the department curriculum committee to adopt the material licensed from an outside source or developed through his/her own research as the basis of a new course.

It would be noted that the new course would be offered in a distance learning environment as a telecourse or via interactive tv or computer.

- b. The proposal would address the following questions in addition to those required by either the Undergraduate Curriculum Committee or the Graduate Committee:

- 1) What technology will be used?
 - 2) Will there be more than one section of this course offered using technology?
 - 3) How will students in the course be evaluated? Indicate specific procedures for administering, grading, and the return of examinations.
 - 4) How will the course and the delivery method be evaluated? See Appendix A for suggested items.
 - 5) What is the rationale for using this technology to offer this course? Indicate how technology will a) improve access, b) solve problems, or c) provide advantages.
 - 6) Are the students who might be enrolling in this course anticipated to be:
 - all on-campus students?
 - all off-campus students?
 - combination of both?
 - 7) What is the maximum enrollment for the course?
 - 8) Was the material developed by a faculty member or will it be

licensed from an outside source?

9) If telecourse, what activities will substitute for classroom time in order to achieve the objectives of the course? (Correspondence, office hours, assignments, exams?)

10) If telecourse, what is the schedule of broadcasts?

11) Will there be regular on-campus sections of this course offered during the same semester as this proposed course? How many sections?

12) Considering the students being served, how will your office hours accommodate their special needs?

13) If the technology is site to site, how many sites have been selected?

14) Will supplementary materials be reasonable available to students? How?

15) How will students be able to make up lessons or broadcasts missed?

c. Beginning with the department curriculum committee, the proposal shall be submitted for approval through normal channels, i.e., college curriculum committee, undergraduate or graduate curriculum committee, and Senate.

d. If the proposed course is designated to fulfill a Liberal Studies Requirement, the proposal must be submitted to the Liberal Studies Committee for approval.

e. Proposals for special topics courses which incorporate substantial use of technologies must answer the questions listed under C1b above and receive endorsement of the department curriculum committee [and the department chairperson].

2. Existing course

a. A faculty member shall submit a proposal to the department curriculum committee to offer an undergraduate or graduate course through the use of technologies. Examples of such courses include those that rely upon the following:

1) materials licensed from an outside source

2) materials developed through a faculty member's research

3) content delivered by a faculty member through interactive tv or computer.

b. The proposal must answer questions listed under section C1b on previous page.

c. The department curriculum committee may choose one of three options.

1) Forward to its college curriculum committee with recommendation for approval. Upon approval, the college curriculum committee shall inform the university-wide curriculum committee of its

Senate.] action [and the UWUCC will forward that information to
2) Decide that the syllabus of the proposed course is different
from the approved syllabus of the existing course. It must be
treated as a course revision, and approved by a university-wide
curriculum committee. If approved, an alternate course syllabus will
exist for the exclusive use of a technology format.
3) Reject the proposal.

D. Faculty

Faculty members who teach courses which incorporate substantial use
of technologies may, with appropriate approval, consider the course
either as "part-of-load" (including overload) or "additional load." The
faculty member must know whether the course is part-of-load or
additional load before he or she accepts the assignment.

Compensation

for courses that are "additional load" will be provided through
Article 27, the Continuing Education Article in the CBA. If approved by the
dean of the School of Continuing Education or the dean of the
appropriate college, a faculty member may spend up to \$500 for
material costs to modify an existing course to be offered in an interactive
mode through substantial use of technology. Modifications may include
computer graphics, slides, transparencies, etc. Increased
compensation or released time may be provided by the appropriate dean for the
development of a new course. Any royalties derived from the sale of
copyrighted materials, developed by a faculty member shall be awarded
to the faculty member in accordance with System policy.

Note: This policy is approved as an interim policy, without
establishing a precedent, not to exceed three years, or
until a System policy on intellectual property has been
established. Only distance learning where the University agrees not to
lay claim to any intellectual property will [be] permitted
through the use of technology under this interim policy [omit
"through the use of technology" from this sentence].

E. Evaluation

Evaluation of telecourses will follow the same procedures that apply to regular classroom courses. Additional questions may be added, pending approval of parties at local Meet and Discuss, to reflect the unique instructional system.

No videotape or other reproduction of a course taught by technology should be used for any evaluation purposes without the expressed written consent of the faculty member.

F. Review of Agreement

A review of this agreement may occur at any time upon the request of either party, but a review should begin no later than the 1999-2000 academic year.

Approved:

James Reber, Chairperson (date)	(date)	Nicholas Kolb, Chairperson
IUP APSCUF Meet and Discuss		IUP Management Meet and Discuss

The Senate APPROVED the following:

1. New program proposal from the Department of Theater--Minor in Dance
Catalog Description for the Dance Minor

The dance minor program provides a foundation for those interested in teaching dance, working with a dance company, managing a private dance studio, working with theater productions, or desiring a broad-based education within the dance discipline.

The Dance Minor is an 18 credit program with 9 required credits and 9 elective credits. The required credits include the pertinent foundation courses and higher level theory courses. The required courses also provide design elements of production, fundamental and historical theories

of dance, and dance choreographic and teaching theories that cannot be obtained in any of the elective courses. The elective credits include the technique courses.

The Dance Minor is based on the National Standards for Arts Education dance requirements. Using this basis for the program ensures fundamental preparation for a number of student needs, for example: the dance teacher, the performer, and/or the dance studio owner.

The program is also designed to fulfill the needs of a Liberal Arts minor in dance. Through advisement, the minor program can serve the individual student's needs. The program would be of interest to secondary elementary, elementary education majors, small business majors, recreation and physical education majors, and anyone else who has an interest in dance and wants to broaden their Liberal Arts education.

DANCE MINOR

Required Courses:	9	
TH 116 Fundamentals of Theatrical Design		3sh
One of the following:		
TH 102 Introduction to Dance		3sh
TH 150 Fundamentals of Dance		3sh
One of the following:		
TH 351 Choreography	3sh	
TH 353 Dance Curriculum & Instruction		3sh
Any three of the following as advised:	9	
TH 150 Fundamentals of Dance		3sh
TH 250 Contemporary Dance	3sh	
TH 260 Jazz Dance	3sh	
TH 270 Ballroom/Tap Dance	3sh	
TH 280 Ballet	3sh	
TH 290 Ethnic	3sh	
TH 485 Studio	3sh	

Total credits: 18

(The Dance Minor consists of 18 credits. Fundamentals of Dance can not be counted twice.)

2. New Course Proposal

TH 353 Dance Curriculum and Instruction 3c-01-3sh

Prerequisites: One of the following theater courses: 250, 260, 270, 280, 290, or 485; or permission of the instructor.

This course introduces the necessary teaching skills and curriculum development needed to understand the pedagogical structure for teaching dance. The class will learn the approaches to teaching that are unique to dance and will learn how to design dance curriculum.

3. Department of Spanish--Correction of hour designation

At the University Senate Meeting on 2-16-96, the following 4 new course proposals were approved:

SP 121 Spanish for Health Care Professionals I	3c-11-3sh
SP 122 Spanish for Health Care Professionals II	3c-11-3sh
SP 131 Spanish for the Hospitality Industry I	3c-11-3sh
SP 132 Spanish for the Hospitality Industry II	3c-11-3sh

At the request of the proposers of these courses and with approval of the chair of the Department of Spanish and Classical Languages, the dean of the College of Humanities and Social Sciences, and the Senate Curriculum Committee, the hour designation for these four courses is to be 3c-01-3sh.

Additionally, as a matter of maintaining accurate records, the hour designations for SP 101, 102 and 201 are to be zero lab (01).

GRADUATE COMMITTEE - CHAIRPERSON NASTASE

For Senate Information:

Course Number Change

FROM:

LP 601 Leadership Theories	3
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s.h.

TO:

LP 701 Leadership Theories	3
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s.h.

Rationale: The three core leadership courses for the doctoral program in

Administration and Leadership Studies are LP 601 Leadership Theories, LP 702 Leadership: A Case Study Approach, and LP 703 Leadership: Applied Practice. These were designed exclusively for doctoral students, and should be 700-level courses. Leadership Theories was numbered 601 by mistake.

The Senate APPROVED the following revision:

Minor Program Revision: Graduate Program in Student Affairs in Higher Education

Proposal: To change the program requirements in the Master s program in Student Affairs in Higher Education (SAHE)

from: 39 credits and the successful completion of a comprehensive examination.

to: 39 credits, the successful completion of a comprehensive examination and the equivalent of two academic years of full-time study.

Rationale: It is important that the two-year requirement be an integral part of the program s overall requirements. This requirement is part of the standards established for master s programs in Student Affairs by the Council for the Advancement of Standards in Higher Education (CAS). To meet CAS standards, IUP s SAHE program revised its curriculum in 1993 and increased its credit-hour requirement. The two-year requirement was intended to be part of that revision but was omitted from the 1993 proposal due to an oversight.

The Meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Francisco Alarcón

University Senate