

LOCK HAVEN LOCAL ASSEMBLY AGENDA

DRAFT

Assembly Meeting: March 20, 2024

Time: 4 pm

Location: Greenberg Auditorium, Willis Health Sciences Bldg. OR via Zoom:

<https://commonwealthu->

[edu.zoom.us/j/92355955537?pwd=K3pTczAxWC9pYk4xSjNIMWM2SHR5QT09](https://commonwealthu-edu.zoom.us/j/92355955537?pwd=K3pTczAxWC9pYk4xSjNIMWM2SHR5QT09)

ATTENDANCE: Robert Sandow, Heidi Warner, Suzy Williamson, Erin Kennedy, Aaron Russell, Todd Nesbitt, Mark Decker, Emily Powell Hodges, Stacy Wagner, Angela Boswell, Jacquelyn Borst, Bryson Purcell, Rick Lilla, Bernadette Heiney, Eric Lippincott, Cori Myers, Brooke Harlowe, Stanley Berard, Raymond Heffner, Amy Way, Matt McKeague, Stephanie Bissinger, Nicholas Delaney, Marty Wygmans, Philip Burlingame, Carina Howell, Jeanine Page, Rosana Campbell, William Walker, Bashar Hanna, Peter Campbell, Hope Lineman, John Gradel, James Brown, Dan Knorr, Shawn O'Dell, Curtis M. Grenoble, Emmy Borst, Melissa Buck, Rick Goulet, Gretchen Sechrist, Judi Brayer, Cathy Workman, Latha Ramakrishnan, Eric Ness, Jess Heid, Denise Tyson, Michael McSkimming.

- I. **Call to order** – Robert Sandow, (acting president for Lock Haven Local assembly and Assistant Chair, Professor of History), called the meeting to order at 4:02pm.

II. Announcements

- A. Go to the CU Senate website for the latest information and membership lists:
<https://www.commonwealthu.edu/commonwealth-university-senate> - Robert Sandow provided overview of senate website.

- III. **Approval of Minutes (October 11, 2023, meeting) (Appendix A)** – Robert Sandow called for motion to approve minutes from October 11, 2023 meeting. Stanley Berard, (Professor Political Science), made a motion. Aaron Russell, (Head/M&W CC & Ind/Out T&F Coach), seconded. All in favor, no abstentions.

IV. Committee Reports

- A. **Academic Policy Committee** – Brooke Harlowe, (Professor Political Science), reported that the committee is working on more policies.
 - i. **Enrollment Management Subcommittee** – Bryson Purcell, (TWOC Interim Director of Admissions LO), voted on submitting the bylaws and working on admissions policy and undergraduate recruitment.

ii. **IT Subcommittee** – Matthew McKeague, (Associate Professor, Media & Journalism), reported that the IT Subcommittee has 6 policies in the works.

B. Advancement Committee – Amy Way, (Professor Health Science), said that the Advancement Committee by laws have been approved. Working on 3 policies to submit for 1st reading.

C. DEI Committee – No Report

D. Finance Committee – No Report

E. Student Success and Campus Life – Emily Powell-Hodges, (Instructor, Counseling and Human Development), Met two times with committee, working on three policies.

i. **First Year Experience Subcommittee** – Jeanine Page, (Associate Professor Health Sci-Asst Chair), Exemption policy is going through 1st reading, and revisions are being made. Currently review proposals for staffing for fall courses.

F. Elections Subcommittee – Nick Delaney, (Counseling and Human Development), reported that the elections subcommittee have been working furiously over the last couple of weeks. Need one faculty member nomination for Lock Haven. Elections will be finalized by April 10th.

i. Elections will be held on April 1.

V. Student Government Report (SGA President Loren Glossner) - Robert Sandow on behalf of Lauren Glossner, Upcoming events – April 3rd, register to vote table. April 19th, All night volleyball. April 27th, Campus clean-up for Earth Day.

VI. Campus Administrator Report (Dr. Cori Myers) – See Appendix E for full report.

VII. Provost Report – No Report

VIII. CU Senate Business - First Reading Notices/Feedback – Robert Sandow explained 1st reading process through the senate. Mark Decker, (Vice President of CU Senate and Professor Department Chair), stated that the local assembly can request a local exception, to take into account local variances.

A. Policy on Policy (Appendix B) – Suzanne Williamson, (Chief of Staff, CU), explained the reason for the policy and how it can be used as a guide for re-writing policies. Brooke Harlowe expressed concern with separating out policy vs. procedure. Would also like

Senate to have larger role in providing feedback on policies. Stanley Berard added, when policies impinge upon academic work, it makes sense that there are instances where procedure is the policy. Suzanne Williamson explained that it is not a one size fits all and suggested we separate out the mundane policies from procedures and take a closer look at those that should have both included.

- B. First Year Seminar Exemption Policy (Appendix C)** – Jeanine Page provided context on policy in that the subcommittee really tried to make a clear path for the students that need an FYS course and cannot get out of it vs. those that do not need and it can be exempt from having to take it. Brooke Harlowe is hoping that next year's process goes better than this year's and is worried that this policy is too dependent on Admissions getting their piece done. Gretchen Sechrist, (Interim Vice Provost & Dean of UG Ed), replied to Brooke Harlowe's concern that they are working to adjust admissions issues and clean up these kinds of problems. Jeanine Page clarified that the intent is to try and catch students who may run into this problem with more advanced notice. Erin Kennedy, (Professor of Psychology), asked if determining First Year Seminar course requirements is solely admissions job now? Byrson Purcell explained that it is a new transfer. Process for admissions and they are working with the registrar's office to role these students into Banner. Admissions took it on through Slate. There will be training for faculty, and they will be able to see the framework.
- C. Academic Integrity Policy (Appendix D)** – Brooke Harlowe narrated the Academic Integrity policy on behalf of the committee. Said that the bones of the policy are from Bloomsburg legacy policy from 2008. Many updates were to bring the language to a present-day sense. One big concern was the use of AI (Artificial Intelligence) by students. Pros and Cons were provided by the local assembly on this concern. The policy leaves room for faculty preference to use or not. The wording was changed from "options" to "levels" regarding the infraction resolutions. There are still 3 levels to resolve on. If accused of academic infraction, students can escape the penalty by dropping the class. If student drops the class, the faculty will have the option to raise the level, (i.e. file a report). This will give a record for all instances. Aaron Russell asked how is an assessment done on whether a student is using AI? Is there an assessment tool being used? Stanley Berard answered that there is a software that uses an algorithm to determine if something is being plagiarized or now. However, professors should use discretion when using this software. If students are found not responsible, the report does get taken out of the database. Suzanne Williamson suggested that instead of being taken out or purged that it instead states "Found not responsible" on the file.

IX. Identifying Problems/Seeking Solutions/Updates

- A. Press Enterprise (March 10, 2024) article on CU debt** (President Hanna)- President Bashar Hanna (CU President), wanted to provide additional context to the article in 4 categories. 1. All state system schools under PASSHE have long term debt, this is not new. CU is looking to use all resources, wherever possible and reduce long term debt. 2. Scholarships are not being reduced. CU is seeing a rise in enrollment and

scholarships will be appropriated. 3. There is no plan for reduction in faculty. Every position is assessed for need and demand. Provost has been given approval to hire additional faculty where needed. 4. Regarding the Governor's budget address; The address called for a 15% increase but is contingent on new system being up and running. CU has requested a 6.25% increase to the board of governors to help freeze tuition for the 8th year in a row. Commonwealth University has been aware of the level 2 dept putting us under a "high risk" category term since integration.

- B. **Middle States Commission on Higher Education (MSCHE) Update** (Dr. Eric Lippincott) – See Appendix F for full update. Dr. Eric Lippincott, (Professor Hlth&Exc Dept Chair), provided reaccreditation updates. Stated that the team has received overall positive feedback from outside consultant. They are looking for feedback on the working groups reports (link in presentation) from Faculty, Staff and Students. Feedback is due April 5th. Suzanne Williamson stressed the student engagement piece of this and wanting their feedback.
- C. **APSCUF Update – Tentative Contract** (Dr. Stan Berard)- Stanley Berard reported that the APSCUF have signed a tentative agreement and is going through the ratification process. Voting will begin April 3rd. Any members who would like to view the contract can log in using their APSCUF credentials.
- D. **Leadership Transition on April 15** – Introducing Dr. Mark Decker, incoming CU Senate President – Robert Sandow introduced Mark Decker as incoming CU Senate President starting April 15th. Mark stated that his big focus this coming year will be to prioritize policies and work to clean up policies that can be expedited. He would like to work on a 5-year plan for all policy work to be completed. If there are any policies that are problematic, he would like to hear from the committees and offer assistance.
- E. **CU-Lock Haven Commencement (Heidi Warner)**
 - i. CU Commencement Website: <https://www.commonwealthu.edu/cu-commencement-> Heidi Warner, (Executive Associate, President's Office), stated the upcoming Spring 2024 commencement dates for Lock Haven campus: Graduate ceremony, Thursday, May 9th 2024 at 6pm in Thomas Fieldhouse. Undergraduate ceremony, Saturday, May 11th at 11am at Hubert Jack Stadium.

X. **Remarks for the Good of the Order** – Dan Knorr, (Exec Dir Econ Develop & Extern Affairs), called attention to the Student Ready Strategies recording that is now available on the CU Committee sharepoint to use as an additional reference when working on policies, as well as the templates.

XI. **Adjournment** – Stanley Berard made a motion, Brooke Harlowe seconded. Meeting adjourned at 5:27pm

Upcoming Spring 2024 Meetings

- CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24

APPENDIX A

Lock Haven Local Assembly AGENDA

Assembly Meeting: October 11, 2023

Time: 3:00 pm

Location: Greenberg Auditorium, Willis Health Sciences Bldg. OR Zoom: <https://commonwealthu-edu.zoom.us/j/95370337561?pwd=cUFFTEFQTGRsVUV4RTZkt21lcUJ1Zz09>

Attendance: (*In-person*)- Bob Sandow, Rick Lilla, Bernadette Heiney, Kevin Range, Matthew McKeague, Jaimee Kester, Lisa Weaver, Erin Kennedy, Greg Walker, Cori Myers, Norm Gordon, Peter Cambell, Robin Rockey, Jody Russell, Emmy Borst, Stephen Lee, Kara Shultz, Albert Jones, Stacy Wagner, Cengiz Yakut, Dan Gales, Heidi Warner, Rick Goulet. (*On zoom*)- Abernathy, Jessica, Abplanalp, John M. (Mike), Amy Smeal, Amy Way, Arnold, Elizabeth J., Ashley Conrad, Barbara Collins, Bashar Hanna, Bomboy, Christine M., Bower, Kristy L., Calli Ackels, Dan Knorr, Dixon, Valerie J., Dr. Ashley A. Pechek, Dr. Denise Tyson, Dr. Erica Jones, Emily Powell Hodges, Force, Courtney, Franks iphone, Grenoble, Curtis M., Harlowe, E. Brooke, Howell, Carina E., Jackie Borst, Jackson, Amanda J., John Vitale, Kimberly Harris, Kysor, Darwin V., Larson, Ann E., Lippincott, Eric, Loren Glossner, Lou, McSkimming, Michael J., Meeker, Krisy, Melissa Gioglio, Mia Swales, Michael Hall, Michaels, Lynda, Miller, Bo, Nicole Burkholder-Mosco, Noah Porter, Page, Jeanine L., Parker, Eveleen D., Poehner, Priya M., Pytel, Kellie F., Raymond Heffner, Rogers-Adkinson, Diana, Rosana Campbell, Rusczyk, George J, Russell, Aaron, Schillig, Lisette T., Shuey, Timothy, Stanley Berard, Taryn Bartholomew, Tom Gioglio, William Walker, Williamson, Suzanne, Wise, Christine A., Workman, Catherine M., Wygmans, Martha, Yakut, Cengiz

I. Call to order – Meeting called to order by Rick Goulet at 3:04pm

II. Announcements

- A. CU Senate / Local Assembly Vacancies: Seeking volunteers for Interim Positions
 - i. R. Goulet read through open positions for interim positions.

III. International Committee update (Rosanna Campbell) – CU is now able to issue I-20s for International students to attend CU. Study Abroad Programs, exchange agreements under review. Goal is to have same programs available to all 3 campuses.

- A. (Q) Brooke Harlowe – Standing International Education Committee at LH - not meeting; (A) Rosana – establishing a Global Engagement Council to bring together various stakeholders to discuss International Education/Study Abroad for CU; Upper administration – looking for professors with experience to participate in this Council.

IV. Committee Reports

- A. Academic Policy Committee (Brooke Harlow) Legacy policies and sub sub policies (work stopped in January of 2021 – picked up in Fall of 2022 by Bloomsburg secretariat)

- i. Enrollment Management Subcommittee (Jaimee Kester) started work on policy process
 - ii. IT Subcommittee (Matt McKeague) Met 10/11/23, putting survey together on what to prioritize
- B. Advancement Committee – No rep present
- C. DEI Committee (Albert Jones) Nov. 2nd meeting. Looking at student centered policies, campus life, student services.
- D. Finance Committee (Tim Shuey) Met September 11th, next meeting TBD. Need Undergrad student rep and local assembly rep. Understanding policy terminology.
- E. Student Success and Campus Life (George Rusczyk) Meeting on 11/11, examining policies
 - i. First Year Experience Subcommittee (Janine Page) developing policies on students not needing FYS services.
- F. Elections Subcommittee (Carina Howell for Dan Spooner) Met in May, No chair elected yet, need 2 more reps for fall 2023. *Lisa Weaver and Erin Kennedy volunteered for rep positions.*
- V. Student Government Report (SGA President Loren Glossner) Updates: Hosting all night volleyball (Nov 11th). Peace Rally Nov 16th at 4:30 (transportation from other campuses)
- VI. Campus Administrator Report (Dr. Stephen Lee) Updates See Appendix A
- VII. Provost Report (Kara Shultz) Schedules being finalized. Working on “Degreeworks” to provide info. Degree Audits and Degree Planner are two main parts of Degreeworks. Working with Ferrilli to troubleshoot issues. Validating that programs are working accurately. Ferelli offers video and PDF for trainings. Offering open office hours for registration period. 2023/2024 catalogs are done. Working to offer block scheduling registration for certain programs. CourseDog is used to feed schedules to banner, providing real time analytics.
 - A. (Q) Erin Kennedy - When will transfer evals be complete?
 - i. (A) K. Shultz – working with Ferelli on this to help articulate
 - B. (Q) Emmy Dorst – Is there an automated process?
 - i. (A) K. Shultz – No, but looking at frameworks. Helping to identify clear workflow (I.e. 30 credit framework)
- VIII. Identifying Problems/Seeking Solutions (Issues):

- A. Testing Center Update? (Amy Way) (A) Cori Myers – LH testing center has opened 1 day a week for ETS and Piercen View testing. Staff is not available. Pulling staff from BL to staff LH one day a week.
- B. Clearfield Issues: Safety and WIFI concerns;
 - i. LH East does not require a badge/ID to open the building... safety concern.
 - ii. Classrooms at Clearfield not shut to lock if the door shuts. No law enforcement on campus. As a practice, all external doors are locked (Curtis/Val/Stacy)
 - iii. WiFi / Cellular Concerns – spotty service creates safety concerns
 - 1. (Bo Miller) Cellular service is terrible on Clearfield Campus. Have met with carriers, very expensive fix.
- C. Departmental Website updates (Q) Erin Kennedy)– Legacy websites not being updates, but Bloomsburg seems to be updated.
 - i. (A) Bill Walker – Link to request updates for department websites. Updates should be made to both legacy and CU websites.
 - ii. <https://form.asana.com/?hash=735bd7f1a05ff431baa47902f1fe16c41104539d9c8b3eddef9c5647c385018d&id=1130235121502361>

IX. CU Senate

- A. Interim Policies and Policy Review Process (Dan Knorr) – 50 Academic policies put in place as interim. 1st order is to go through this list. Senate officers declared “owners” of which policies to review. Will be sent out to committees and subcommittees.
 - i. Trainings with SRS (Student Ready Strategies) will be set up to review policies.

B. Thursday, November 9, 2023 at 4 pm via Zoom

X. Remarks for the Good of the Order

No Comments

XI. Adjournment – Meeting adjourned at 4:38 by R. Goulet

Upcoming Fall 2023 Meetings

- CU Senate Meetings @4 pm via Zoom: Thursdays, 11/9

Athletics_____

- Football is off to its best start through six games in over 20 years. Already the most wins since 2016.
- The women's golf team opened the season with a victory over Susquehanna. It's the second win in team history since the program debuted in 2021.
- Tennis capped the dual portion of the fall schedule with a perfect 4-0 record.
- First-year head coach women's soccer Sunny Gelnovatch picked up her first career victory in conference play and first-year head volleyball coach Mike Kraft has the team off to their best start since 2019.
- The 2023 Lock Haven Athletics Hall of Fame Class was officially enshrined during Homecoming Weekend. The Class included Mark Waite (Men's Soccer), Blair Wynne (Field Hockey), Coach and Professor Dr. Ken Cox (Wrestling, Boxing), Ward Hile (Baseball) and the 1957 Football Team.
- Chance Marsteller, a Former two-time NCAA Division I men's wrestling All American, Chance Marsteller represented Team USA the World Wrestling Championships in Serbia. Marsteller is a 2019 graduate.

Student Success_____

- Student Success has begun mid-term outreach based on grade concern flags raised via the CU Succeed Survey. We will be receiving a mid-term grade report for all students from the registrar's office hopefully by the end of the day Thursday and will complete mid-term outreach as soon as possible.
- Student Success will be hosting a series of How To Schedule in Banner Workshops throughout later October and November these are NOT advising sessions but rather how to use Banner. We will be walking students through how to use the Plan function to be prepared for their advising meetings or once they receive a plan from their advisor how to put it on their schedule. We will also be going through how to utilize the course catalog in order to search for classes they want/need.
- Student Success (with assistance from enrollment management) will be hosting an incentive program on November 1st to incentivize students seeing their advisor to get cleared to register, more details to come as we solidify that. Erin Kennedy has been working with Rebecca Willoughby on that.

Foundation/Advancement/Alumni_____

1. Ended FY23 with over \$2.9 million in new gifts and pledges
2. Goal for FY24 is \$3.5 million in new gifts and pledges
3. Our Scholarship Brunch will take place in the spring this year, April 14, 2024
4. The 10th Annual All In Day of Giving will take place on April 18-19, 2024

Homecoming_____

Jerome Manley – Executive Director of Early College

Haven Cupboard Open House

Admissions

Application numbers

- VIP Day 2022: 10 students attended
- VIP Day 2023: 39 students attended
- Columbus Day IDD 2022: 9 students attended
- Columbus Day IDD 2023: 30 students attended
- If you could just update/remind about open house on Saturday 10/14 – we have 140 students registered. Our largest open house in quite some time. Both open houses last fall had 116 students registered and our spring one had 113.
- Please highlight that visits are up across the board this year and are close to our 2019 numbers. We host regular visits Monday – Saturday.
- We're also still planning major showcase days this fall if any departments would like to host one they may contact me.

Scholarship changes

- Enforcing Deadline
- BOG Scholarships
- Aligning criteria and reduction in OOS

GPA Range	In-State Yearly Amount	Out-of-State Yearly Amount	Local Yearly Amount
3.8 - 4.0 95% - 100%	\$5,000	\$10,500	\$7,000
3.5 - 3.79 90% - 94%	\$3,000	\$9,500	\$6,000
3.0 - 3.49 85% - 89%	\$2,000	\$8,500	\$4,000
2.5 - 2.99 80% - 84%	\$1,750	\$7,750	\$3,000
2.01 - 2.49 75% - 79.9%	\$1,500	\$7,250	

APPENDIX B

Policy on Policies

Policy Number 0-01

Commonwealth University of Pennsylvania

Issued as Interim Policy 0-01 on XXX

Issued by Suzanne Williamson, Vice President for Administration & Chief of Staff

Responsible Office: Office of the President

1. Purpose

Policies are critical to creating and maintaining an environment that fosters excellence, integrity, and accountability. The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at Commonwealth University (CU) of Pennsylvania.

2. Scope

All members of the Commonwealth University of Pennsylvania community, including students, faculty, staff, officials, volunteers, visitors, and contractors may be impacted by CU policies or related procedures, standards or guidelines.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **University:** shall mean Commonwealth University of Pennsylvania

3.1.2. **Policy:** A formal statement of principle which may or may not apply to all University locations consistent with the statutory authority granted under Act 188 of 1982, as amended. A policy mandates, specifies, or prohibits conduct in order to enhance the institution's mission, strategic objectives, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk. The University President (or designee) may issue separate procedures, standards, or guidelines related to supporting a University policy.

3.1.3. **Interim policy:** An interim policy is a policy issued by the President and/or a Vice President of the University due to developing needs or situations, such as the emerging health, safety, and welfare issues of the University community; changes to applicable law, regulation or governing policy concerning University matters; upon the advice of legal counsel; to avoid liability; or other matters that require implementation of a policy governing University business.

- 3.1.4. **Procedure:** A Procedure is a written description of the operational processes necessary to implement and support a policy. A procedure represents required actions, and may include mandatory forms.
- 3.1.5. **Standard:** Standards are established criteria or requirements that define a level of quality, performance, compatibility, or consistency that is expected to be met. A standard describes required criteria, and may include mandatory forms.
- 3.1.6. **Guideline:** Guidelines provide recommendations, interpretations, administrative information, best practices guidance, or frameworks for the University administration, students or employees to follow under particular circumstances. Guidelines are informational and not mandatory.
- 3.1.7. **PASSHE:** The Pennsylvania State System of Higher Education.

3.2. **Roles and Responsibilities**

- 3.2.1. The process for posting policies on the University's website and the process for issuing related procedures, standards and guidelines shall be determined by the Office of the President.
- 3.2.2. The format of policies, procedures, standards and guidelines shall be determined by the Office of the President. Each policy and related procedure, standard and guideline will be numbered according to a subject matter category by University division or functional operation.
- 3.2.3. The Office of the President will be responsible for maintaining and posting to the University website an Index of Policies and related Procedures, Standards and Guidelines.

4. **Policy**

- 4.1. Issuance of policies will be in accordance with this policy and the related shared governance processes described in the University Senate Constitution.
- 4.2. Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee).

5. **Compliance and Enforcement**

- 5.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 5.2. All policy reviews will be conducted by the responsible division/office to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

6. Additional Information

6.1. Supporting Documents

6.1.1. University Policy Template:

<https://www.commonwealthu.edu/documents/2024-cu-policy-template>

6.1.2. Commonwealth University Senate Constitution:

<https://www.commonwealthu.edu/documents/senate-constitution>

6.2. History

6.2.1 Issued as an Interim Policy by the Office of the President, replacing [BLOOMSBURG UNIVERSITY PRP 0101 - POLICIES, RULES, AND PROCEDURES \(PRPS\) ISSUING PROCEDURES](#) issued by President Bashar W. Hanna effective 9/26/2018 which replaced Bloomsburg University PRP #0101,0102,0103 dated 8/24/81; Cabinet Concurrence 7/9/94; GAC 10/27/94; Revised by GAC 2/16/95; Approved by Forum 3/22/95; Revised 2/22/01; Revised by GAC 4/5/18; Approved by Forum 9/26/18

6.2.2. Effective Date – XXX

6.3. Related Policies – N/A

6.4. Contacts for Additional Information and Reporting

Office of the President, Commonwealth University, Attn: Daniel Knorr,
dknorr@commonwealthu.edu, 570.389.4655

APPENDIX C

FYS (First Year Seminar) Exemption/Exception Policy

New undergraduate students matriculating at Commonwealth University beginning in the fall 2023 semester are required to complete a First-Year Seminar (FYS) as part of the General Education Curriculum.

Course Description

FYS 100 promotes the retention of first year students by introducing them to skills in support of their academic success, encouraging them to engage with the wider university community outside of the classroom, helping them foster their personal development and wellness, and promoting a greater understanding of diversity and social responsibility. These courses pair this core curriculum with a topic that reflects the instructor's pedagogical or personal interests.

Some students may be exempt from FYS.

The exemption policy applies to ***any student who has completed one semester as a full-time, degree-seeking student, with a minimum of 12 credits, at least half of which are completed in face-to-face modality.***

- This supports the mission and goals of the FYS 100 course within the general education curriculum.
- This policy allows for transfer students to be exempt from the class.
- Other considerations will be made if a student has proof of taking FYS-equivalent coursework at another institution (e.g., transfer in FYS 100 or another equivalent, such as ISTD 199).

Students re-enrolling after more than one academic year may elect to opt-in to First-Year Seminar.

Regardless of the number of incoming credits, **dual-enrollment students will select an FYS course.**

Students should consult with their academic advisor to discuss alternatives or special circumstances.

Exemption form process:

1. An exemption form not accessible to students (and on the whole not advertised) would be initiated by the student's advisor or other faculty member for the student to complete. *(Please see attached Undergraduate Petition from MA as an example).*
2. Addendums to this form provided by the student would allow the student to demonstrate that they had met the SLOs of the FYS 100 course via previous coursework at another institution or via dual-enrollment.
2. That form, when complete, would route to the Chair, then Dean, then Registrar as a petition for exception.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

DRAFT

[Name of Policy]

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated.

2. Scope

Commonwealth University of Pennsylvania students, faculty, staff, academic and student life officers.

3. Definitions, Roles and Responsibilities

3.1. **Definitions** [Define any terms used in the policy that have a specialized meaning, with the Term in bold, followed by a colon and the definition in plain text]

3.1.1. [**Academic Integrity:**] refers to the adherence to agreed-upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty.



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The following types of behaviors are examples of academic dishonesty. This list is not, and cannot be, exhaustive. Students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

- 3.1.1.1. **[Cheating:]** (a) Using notes, study aids, or information on an examination or assignment which are not approved by faculty; (b) Altering graded work after it has been returned and submitting the work for regrading; (c) Allowing another person to do one's work and submitting that work under one's own name; (d) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- 3.1.1.2. **[Plagiarism:]** (a) Inclusion of a particular idea or term which one has obtained from another source, and which is presented as one's own opinion or idea; (b) Submitting material that in part or whole is not one's own work without attributing those same portions to their correct source; (c) weaving into the text random writings of others without proper identification of the sources; (d) paraphrased and abbreviated restatement of the analysis and conclusions of another, without the due acknowledgment of the author's text as the basis for recapitulation; (e) reusing your own work without citation.
- 3.1.1.3. **[Fabrication:]** (a) Falsifying or inventing any information, data, or citation; (b) Presenting data that were not gathered in accordance with standard guidelines that defined the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- 3.1.1.4. **[Misrepresenting Circumstances:]** (a) Lying; (b) Presenting a professor (verbally or in writing) with false or incomplete information.
- 3.1.1.5. **[Impersonation:]** (a) Representing oneself as another student in an examination; (b) Signing another's name on an attendance roster; (c) In general doing the work required of another student and/or allowing another to do your work; (d) Unless expressly permitted by a faculty member, using generative artificial intelligence (AI) for any test or assignment.
- 3.1.1.6. **[Obtaining an unfair advantage:]** (a) Stealing, reproducing, circulating or otherwise gaining access to examination material prior to the time authorized by the instructor; (b) Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) Unauthorized collaborating on an academic assignment; (d) Retaining, processing, using or circulating previously given examination materials, where those materials are to be returned to the instructor at the conclusion of the examination; (e) Intentionally obstructing or interfering with another student's academic work; or (f) Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.



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- 3.1.1.7. **[Aiding and Abetting Academic Dishonesty:]** (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) Providing false information in connection with any inquiry regarding academic integrity.
- 3.1.1.8. **[Falsification of Records and Official Documents:]** (a) Altering documents affecting academic records; (b) Forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
- 3.1.1.9. **[Unauthorized Access to Computerized Academic or Administrative Records or Systems:]** (a) Altering computer records; (b) Modifying computer programs or systems; (c) Releasing or dispensing information gained via unauthorized access; or (d) Interfering with the use or availability of computer systems of information.

3.2. Roles and Responsibilities

3.2.1 **Provost or their designee.** For Academic Integrity policy cases adjudicated at Level III, the Provost makes the final determination on whether a policy violation has occurred. If the student(s) are found to be responsible, the Provost determines sanctions for violations in consultation with the Dean of Students.

3.2.1.1 **Office of Academic Affairs** provides accused student(s) written notice of the time, place, and modality of the Academic Grievance Board hearing, providing the student with a written copy of the charges.

3.2.2 **Dean of Students** convenes Academic Grievance Board hearings.

3.2.2.1 **Executive Director of Student Conduct** receives and processes Academic Integrity Report forms, maintaining an information database of previous offences.

3.2.3 **Academic Grievance Board** is convened when a student does not accept the charged violation of the Academic Integrity Policy or does not accept the assigned penalty. In such cases, an Academic Grievance Board determines whether the student is responsible for the charges and suggests sanctions to the Provost.

3.2.4 **Faculty** encourage high standards of academic integrity. They instruct students on ways to avoid academic dishonesty. Faculty investigate suspected cases of academic misconduct from their classes. Faculty charge students with violations of the Academic Integrity Policy with options for resolving the issue informally or with formal charges at Level I, II, or III.

3.2.5 **Students** are expected to be familiar with what constitutes academic dishonesty and to abide by the University's policies and procedures.



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4. Policy

- 4.1. Commonwealth University prohibits academic dishonesty in all forms.

5. Procedures, Standards, and Guidelines

The first step in any alleged case of academic dishonesty will be for the faculty member to inform the student that dishonesty is suspected and that steps will be taken to resolve the issue.

If the faculty member would like to resolve the issue informally and if the student accepts the charges and the penalty, then the faculty member chooses between Level I and II.

Level III is required when the student does not accept the charges or the penalty, or the faculty member believes that a penalty greater than failing the course is appropriate.

The faculty member has 30 days from the date the infraction was discovered to notify the student that an infraction has occurred.

If dishonesty is discovered at or after the end of the semester, the faculty will not enter a grade for that student; thus the student will receive an "X" grade. The faculty member will either contact the student directly to set up the initial meeting or contact the Office of Academic Affairs who will notify the student of the need for such a meeting.

5.1 Level I: Informal Confidential Resolution

The faculty member may resolve the charge confidentially with the student, discussing the alleged offense and explaining any penalty that might follow; students who dispute the fairness of the charge or penalty may elect to have the matter arbitrated by the Academic Grievance Board.

The professor has a range of sanctions within the boundaries of the course in which the dishonesty occurred. Possible sanctions include verbal and written reprimand, an appropriate additional assignment, and lowering the grade on the assignment on which the dishonesty occurred. If the professor wishes to impose more severe sanctions, including lowering the course grade, he or she must file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students.

The faculty member is strongly encouraged to have this agreement in writing, and to keep that document and any evidence in a secure location.

If the student accepts the charges but withdraws from the course before the end of the semester, the faculty member has the option to upgrade the resolution from Level I to Level II. If the student does not accept the charges but withdraws from the course before the end of the semester, the faculty member has the option to use Level III.



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5.2 Level II: Informal Resolution with a Filed Report

The faculty member may follow the guidelines given in Option I, Informal Confidential Resolution, and, in addition, file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students. The Report Form explains the offense and penalty and includes an acknowledgment by the student of the offense and penalty. The penalty agreed to on the Academic Integrity Policy Violation Report Form will be void if the student has a record of a previous offense. A second or repeat offense requires resolution by the Academic Grievance Board.

If the student withdraws from the course, the Academic Integrity Policy Violation Report remains on file with the office of the Executive Director for Student Conduct.

If the student does not accept the charges but withdraws from the course before the end of the semester, the faculty member has the option to use Level III.

5.3 Level III: Formal Resolution by the Academic Grievance Board

If the student accepts the charges (1) but does not accept the penalty or (2) has had a previous offense, the sanction will be determined by the Provost (or his/her designee) in consultation with the Office of the Dean of Students.

If the student does not accept the charges, the case will be arbitrated by the Academic Grievance Board. The faculty member should fill out the Academic Integrity Formal Resolution Notification Form. Once it is determined that a case will be heard by the Academic Grievance Board, the Office of the Dean of Students will notify all involved parties of the need to convene the Board. The Office of Academic Affairs will provide the student with written notification of the time, place, and modality of the hearing and with a copy of any written charges. The hearing will be recorded and a recommendation made to the Provost as to whether a policy violation occurred.

The Provost will make the final determination as to whether academic dishonesty occurred. If the student is cleared of the charges, the initial report form will be destroyed and the student's record will be totally clear of the event. If it is determined that a violation did occur, the Provost will determine the appropriate sanction in consultation with the Office of the Dean of Students.

The decision of the Provost will be final.

[Academic Integrity Report Form](#)

5 Compliance and Enforcement



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

- 5.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 5.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

5.3 Supporting Documents

- 5.3.1 [Include title of supporting documentation here.] [\[Link\]](#)

5.4 History

- 5.4.1 The policy supersedes Bloomsburg University PRP 3512 – Academic Integrity Policy, Effective date: 5/28/98 Revised by BUCC 2/22/06, Reported to Forum 3/1/06 Effective date; Fall 2006.
- 5.4.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 5.4.3 Revised - [Date of Revision]
- 5.4.4 Next Review Date - [Date of Revision]

5.5 Related Policies - [Reference related policies]

5.6 Contacts for Additional Information and Reporting

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

APPENDIX E

Athletics

- Men's Basketball LH player Eli Washington was named the 2023-24 PSAC Champion Scholar for men's basketball and swimmer Sydney Houck was named Champion Scholar at the PSAC Swimming Championships. For context, the PSAC Champion Scholar Awards are modeled after the NCAA's Elite 90 award and honors the student-athlete with the top GPA competing at each site of the PSAC's finals.
- The men's basketball team won their first ever PSAC Eastern Division regular season title. Mike Nestor was named the PSAC East Coach of the Year and Justice Smith was named the PSAC East Player of the Year. The Bald Eagles advanced to the PSAC semifinals.
- The women's basketball team's historic season ended in the second round of the NCAA Division II National Tournament. It marked Lock Haven's first NCAA Tournament appearance since 1991. The team set a program record 29 in-season wins and hosted the PSAC Tournament, falling in the finals. Head coach Jennifer Smith was named the PSAC Eastern Division Coach of the Year, while Alana Robinson was named the league's defensive player of the year. Rhlyn Rouse was named the PSAC East Freshman of the Year following the season.
- LH Men's Wrestling is set to compete this week at the NCAA Division I Championships. The Bald Eagles will be represented by Anthony Noto, Gable Strickland and Wyatt Henson. Noto is a returning All-American, who was fourth in 2023. All three were also Mid-American Conference champions. The national championships are scheduled for Thursday – Saturday in Kansas City. The team is ranked 24th in the nation.
- The nationally ranked women's wrestling team capped another impressive season at the recent national championships. In all, Lock Haven crowned three All-Americans including national finalist Kaelani Shufeldt. The Bald Eagles sent a school-record six wrestlers to the national championship event and Lock Haven finished seventh at the national championships, the highest finish in school history.
- For the first time since 2016, the Lock Haven women's lacrosse team is 5-0, hopefully remain unbeaten after today's game at Mercyhurst

Financial Aid:

- Following the Department of Education's difficulties and delays new FAFSA form, we have started to receive FAFSAs and plan to send out financial aid awards for first-time freshmen and transfers in mid-April.

Admissions:

At this point, we are up in nearly all categories of applications, admits and deposits for LH first-time, freshman, transfers, and graduate students. For first-time freshman deposits, we are up 17.81% (292 to 344 deposits or by 52 deposits). For transfers, deposits are up 17.39% (from 23 to 27) and graduate deposits are up 16.26% 9 (an increase from 123 to 143).

FIRST-TIME FRESHMAN																							
	INQUIRIES					APPLICATIONS						ADMIT						DEPOSIT					
	Year			Difference 23-24		Year			1st	Difference 23-24		Year			1st	Difference 23-24		Year			Difference 23-24		
	2022	2023	2024	Change	%	2022	2023	2024	choice	Change	%	2022	2023	2024	choice	Change	%	2022	2023	2024	Change	%	
Bloomsburg	16366	22752	13338	(9414)	(41.38%)	6,752	6,527	7,308	6,626	781	11.97%	5,024	5,098	5,631	5,175	533	10.46%	804	887	880	(7)	(0.79%)	
Clearfield	90	308	413	105	34.09%	69	285	157	76	(128)	(44.91%)	41	169	61	35	(108)	(63.91%)	10	14	15	1	7.14%	
Lock Haven	11771	10256	6993	(3263)	(31.82%)	1,986	2,740	2,942	2,030	202	7.37%	1,603	1,941	2,212	1,561	271	13.96%	294	292	344	52	17.81%	
Mansfield	6241	6429	3902	(2527)	(39.31%)	1,953	1,367	1,648	1,090	281	20.56%	1,432	932	1,263	835	331	35.52%	151	138	169	31	22.46%	
TOTAL	34468	39745	24646	(15099)	(37.99%)	10,760	10,919	12,055	9,822	1,136	10.40%	8,100	8,140	9,167	7,606	1,027	12.62%	1,259	1,331	1,408	77	5.79%	
FIRST-TIME TRANSFER																							
	INQUIRIES					APPLICATIONS						ADMIT						DEPOSIT					
	Year			Difference 23-24		Year			1st	Difference 23-24		Year			1st	Difference 23-24		Year			Difference 23-24		
	2022	2023	2024	Change	%	2022	2023	2024	choice	Change	%	2022	2023	2024	choice	Change	%	2022	2023	2024	Change	%	
Bloomsburg	324	667	788	121	18.14%	490	517	641	605	124	23.98%	227	229	335	312	106	46.29%	72	75	94	19	25.33%	
Clearfield	54	50	36	(14)	(28.00%)	46	49	30	20	(19)	(38.78%)	7	16	10	8	(6)	(37.50%)	3	2	5	3	150.00%	
Lock Haven	250	314	258	(56)	(17.83%)	226	249	229	182	(20)	(8.03%)	120	102	110	85	8	7.84%	32	23	27	4	17.39%	
Mansfield	169	176	161	(15)	(8.52%)	148	153	147	121	(6)	(3.92%)	65	77	80	68	3	3.90%	19	16	17	1	6.25%	
TOTAL	797	1207	1243	36	2.98%	910	968	1,047	928	79	8.16%	419	424	535	473	111	26.18%	126	116	143	27	23.28%	
FIRST-TIME GRADUATE																							
	INQUIRIES					APPLICATIONS						ADMIT						DEPOSIT					
	Year			Difference 23-24		Year			1st	Difference 23-24		Year			1st	Difference 23-24		Year			Difference 23-24		
	2022	2023	2024	Change	%	2022	2023	2024	choice	Change	%	2022	2023	2024	choice	Change	%	2022	2023	2024	Change	%	
Bloomsburg	428	445	560	115	25.84%	428	445	449	-	4	0.90%	204	267	277	-	10	3.75%	90	82	134	52	63.41%	
Clearfield	0	0	24	24	100.00%	0	0	0	-	0	0.00%	0	0	0	0	-	0	0.00%	0	0	0	0	0.00%
Lock Haven	672	761	936	175	23.00%	672	761	936	-	175	23.00%	150	182	204	-	22	12.09%	94	123	143	20	16.26%	
Mansfield	7	10	52	42	420.00%	7	5	23	-	18	360.00%	1	0	8	-	8	100.00%	0	0	7	7	100.00%	
TOTAL	1107	1216	1572	356	29.28%	1,107	1,211	1,408	-	197	16.27%	355	449	489	-	40	8.91%	184	205	284	79	38.54%	

Global Engagement:

- CU is now a member of ISEP, a non-profit organization that partners with more than 300 institutions in over 50 countries. ISEP reputable programs are available to students at all three locations while legacy exchange partnerships will remain separated by campus. Students pay CU tuition and fees while participating in either ISEP opportunities or exchange partnerships.

Commonwealth University Middle States Commission on Higher Education (MSCHE) Update



MSCHE Timeline Overview

**AUGUST –
DECEMBER 2022**



Learn and Plan

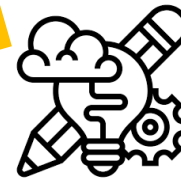
**JANUARY –
JULY 2023**



Design
Approach

**AUGUST 2023 –
JULY 2024**

We are
here



Collect, Study,
and Write

**AUGUST 2024 –
JUNE 2025**



Finalize, Host
Visit, and
Respond

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MSCHE Standards and Requirements

7 Standards
and 50+ Criteria

Standard 1

Mission
and Goals

Standard 2

Ethics
and Integrity

Standard 3

Design and
Delivery of the
Student Learning
Experience

Standard 4

Support
of the Student
Experience

Standard 5

Educational
Effectiveness
Assessment

Standard 6

Planning,
Resources, and
Institutional
Improvement

Standard 7

Governance,
Leadership, and
Administration

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CU's Self-Study Institutional Priorities

- **Academic Programs and Support:** Explore curricular innovations, career pathways, high-impact practices, and holistic student support strategies designed to address goals for recruitment, retention, and credential completion
- **Diversity, Equity, and Inclusion:** Analyze survey results, studies, and data to inform institution-wide DEI initiatives designed to attract a more broadly diverse employee complement and student body and cultivate a more welcoming community
- **Financial Sustainability:** Evaluate possible revenue generation and cost containment measures to achieve greater financial sustainability
- **Communication:** Examine survey data and strategies that will promote more effective communication with internal and external constituencies

Progress Update

- Continuing to address gaps
- Identifying evidence & verifying information
- Collecting examples of successes and assessment-driven changes
- Completing first full drafts of Working Group Reports
- Seeking your input

Your role

- Go to CU [Middle States Reaccreditation 2025 Web Page](#)
- Scroll to and expand Working Group Reports
- Find the report(s) that interest you
- Offer feedback on content via the link on the page
- Consider what examples you can offer to support the narrative

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MIDDLE STATES REACCREDITATION 2025

ONGOING COMMUNICATION

As the Self-Study process continues, this page will serve as your gateway to information about the process and the University's progress on the Self-Study. We will also use it to invite your participation at public meetings and to solicit feedback to posted materials. Co-Chairs Dr. Cori Myers and Dr. Amy Way look forward to engaging students, faculty, and staff further in this important process of self-reflection and continuous improvement.

CHE Steering Committee and Working Groups



Working Group Reports



Self-Study Design Document



News & Communications



Your Role

- Keep MSCHE in your conversations, especially with students, to create awareness and educate them about the process
- Respond to requests for information, evidence, examples, etc.
- Ask questions of the Steering Committee Co-Chairs and Committee Members.

MSCHE Self-Study Steering Committee

Dr. Amy Way, Co-Chair Steering Committee

Dr. Cori Myers, Co-Chair Steering Committee

Dr. Sherry Griggs, At-Large Member

Ms. Amy Osborne, WG1

Ms. Amy DeLozier, WG1

Mr. Kenny Hall, WG2

Dr. Heather Feldhaus, WG3

Ms. Holly Jackson, WG3

Dr. Eric Lippincott, WG3

Ms. Jessica Heid, WG4

Mr. George Rusczyk, WG4

Dr. Ed Bowman Professor, WG5

Dr. John Bodenman, WG6 (on Sabbatical)

Mr. Eric Ness, WG6

Ms. Amy Laubscher, WG6

Dr. Mark Decker, WG7

Dr. Brad Lint, WG7

Ms. Andrea Swain, Evidence Inventory

Dr. Amy Downes, Evidence Inventory

Mr. Mike Abplanalp, Data/Analysis

Ms. Rachel Shaffer, SCUPA Rep

Mr. Shane Jones, Administrative IT support

Ms. Jessica Thomas, Administrative support

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Questions?

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