

**CU SENATE MEETING
AGENDA**

DRAFT FOR APPROVAL

Meeting Date: February 20, 2025

Session: AY 2024-25, Meeting 3

Time: 4 pm

Location: Via Zoom:

Participants: Heidi Warner, Sherry Moore, Aaron Russell, John Kula, Ben Franek, Deb Rotella, Angela Boswell, Michael McFarland, Christopher Lapos, Mark Decker, Audra Halye, Rick Lilla, Michelle Lockwood, Barb Rossi, Matt McKeague, Krisy Meeker, Cori Myers, Daymon Adams, Michael Golubiewski, Dan Knorr, Jason Genovese, Eric Hawrelak, Asa Kelley, Hunter Hartford, Kim Hulslander, Rick Goulet, Jessica Bentley-Sassaman, Bryson Purcell, Heather Feldhaus, Brooke Harlowe, Jackie Borst, Stephanie Bissinger, Curtis Grenoble, Michael Collins, Lam Nguyen, Melinda Phillips, Yvette Ingram, Tess Fosse, Ryan McNamara, Justin Madaus, Scott Duncan, Suzanne Williamson, Emmy Borst, Jim Crowley, Bob Thorn, Elizabeth Dickinson, Tricia Mann, Ashley Pechek, Kenneth Hall, Madison Beaver, Michelle Kiec, Nick Delaney, Doreen Jowi, Robert Green, Greg Walker, Rachel Shaffer, Terina Oman, Amanda Sanko, Jeanne Kagle, Atika Benaddi, Bashar Hanna, Amy Way, Monica Johnson, William Kluge, Nikki Keller, Kelly Foran, Brad Lint, Kendra Rockwell, Mary Feeney, Kimberly Olszewski, Jennifer Raup, Samantha Shoup, Barb Rossi, Carina Howell, Erin Kennedy, Taylor Donahue, Lindsey Mays, Hunter Hartford, Robin Rockey, Jennifer Demchak, Stanley Berard, Lisa Weaver, Doug Spatafore, Lynda Michaels, Gretchen Sechrist, Erik Evans, Rebecca Baker, Karri Verno, Maegen Borzok, Eun-Joo Kwak, Justin White, Emil Mikle, Stephen Filipiak, Pamela Kathcart, Trinity Werstler, Gretchen Osterman, George Agbango, Nichole Lefelhoc, Stephen Lee, Rodger Benefiel, Peggy Carl, Kara Workman, Austin Borocho, Christopher Cummings, Brandy Hower, Jen Turnbough, Thomas Kresch, Amy Downes, Reed Mellinger, John Gradel, Carina Howell, David DeVallance, Blair Brown, Ryan McNamara.

- I. Call to order: Meeting called to order by Mark Decker, ((CU Senate President and Department Chair) at 4:00pm.

II. Announcements

- A. Policy Review Spreadsheet: Mark Decker explained that because the spreadsheet was turned over to Middle States as an official document, Senate will not be distributing the spreadsheet until after the Middle Visit and review.
- B. Feedback Forms
- C. Policies Superseded by 8/22 Interim Academic Policies: Mark Decker explained superseded policies and new policy crosswalk to help find superseded policies. Brooke Harlowe, (Professor Political Science, CU) asked what will be done with poorly written policies? Mark Decker answered that we will continue to work through these policies to fix them. If they are really bad, an interim policy can be issued to correct it immediately. Stanley Berard had a question about item "I. PRP 3361 Academic

Renewal” and that is superseded by the academic dismissal policy, which is a fragment of a sentence. The concern is that we have a policy that we've been using that apparently hasn't been a policy because it superseded by the interim policy that was adopted two years ago. Deb Rotella, (Assistant Professor SSS, CU) offered that the Academic Policy Committee is working on policies in tandem so that they make sense. Academic Dismissal is up for 1st reading today and round of feedback. Mark Decker provided that within the constraints of the constitution and the senate process one solution to this problem would be to issue the new academic dismissal policy as an interim policy immediately. Brooke Harlowe was not in favor of Mark Decker standing on the process instead of trying to get things done. Mark Decker invited any VPs on the call to issue an interim policy and welcomes further conversation and happy to help explain any process.

- i. PRP 3361 Academic Renewal
- ii. PRP 3420 Choice of Curriculum/Declaration of Major
- iii. PRP 3422 Double Major
- iv. PRP 3439 Undergraduate Student Scheduling Policy
- v. PRP 3442 Definition of Full-Time Student
- vi. PRP 3446 Undergraduate Academic Retention Standards
- vii. PRP 3450 Undergraduate Credit by Department Examination
- viii. PRP 3452 Course Repeat
- ix. PRP 3454 Undergraduate Pass/Fail
- x. PRP 3456 Auditing of Courses
- xi. PRP 3462 Undergraduate Course Withdrawal
- xii. PRP 3506 Class Attendance Policy
- xiii. PRP 3512 Academic Integrity Policy
- xiv. PRP 3522 Grades, Quality Points, and Quality Point Averages
- xv. PRP 3536 Grade Change
- xvi. PRP 3557 Academic Dismissal and Appeals Procedure
- xvii. PRP 3602 Majors, Minors, Career Concentrations, and Teacher Certification
- xviii. PRP 3603 Credit Hour Definition
- xix. PRP 3604 Undergraduate Graduation Requirements
- xx. PRP 3627 Second Baccalaureate
- xxi. PRP 3640 Academic Distinction
- xxii. PRP 3670 Mid-Semester Grade Reports

III. Committee Reports

- A. Academic Policy Committee: Deb Rotella explained that the committee has 3 policies up for 1st reading. The first is the Academic Dismissal Policy which they are proposing a model where that does away with different layers and the terminology which students, staff, and faculty are confused by and are simply basing on academic dismissal. It's a tiered approach, depending on how many credits a student has attempted, it gives our newer students the opportunity to improve over time and still avoid dismissal if they're within that period. The appeal process is also written in the policy. Emmy Borst, (Executive Director of Student Success, CU) asked about the term “warning” as it is defined in the top portion of the policy, how that is needed or how a warning situation would occur for students? Deb Rotella explained that students should receive

communication from their college is they are on warning (student with less than 2.0 GPA). Deb agreed that there may need for some elaboration. Emmy Borst then asked if there was going to be a separate academic standing policy that explains each of the standings? Deb Rotella offered Emmy Borst to join the next meeting to talk about what might be helpful for this area. Robin Rockey, (Project Manager for EM/SA, CU) asked if there was going to be a separate Academic renewal policy? Deb Rotella answered that there will be a separate one and they are working to have these policies align. Rachel Schaffer, (Success Specialist, Bloomsburg, CU) asked if there was going to be a chart for GPA ranges for automatic dismissals? Her concern is that the policy might hurt transfer credits of transfer students. We know that a student isn't unviable for graduation just because they slip below 60 credits or 2.0 when they have 60 credits, could you explain where the committee came up with that? Deb responded that in the past they have added a clause that gives transfer students one semester to recover. Deb offered to take this back to the committee for review. Gretchen Osterman, (Academic Advisor, CU) noted that the students she works with that have defined health issues, both mental and physical often do need the extra semester to recover their grades. Rodger Benefiel, (Associate Professor Criminal Justice, CU) asked if there are any due process issues involved in dismissing automatically prior to some type of hearing? Rodger's concerned about the challenges to the policy as it's written. Suzanne Williamson, (Chief of Staff & VP for Administration, CU) offered to connect the committee with legal counsel to review the policy for any due process concerns, as with any committee should they need legal counsel. Amanda Sanko, (Associate Dean of Students, Mansfield, CU) asked if someone could speak to how staff would be incorporated as it states in 3.1.9, it says staff would be, but then further down when it's talking about representation on the review board, it doesn't mention staff at all. Deb Rotella requested that Amanda Sanko provide this input at the Academic Policy Committee meeting.

Tess Foss, (Chief Accessibility Officer, CU) introduced the next two Academic Policies up for 1st reading. The first, the Course Load Policy, deals with how many credits a student can take in a semester. Concerns were brought to the committee around approval of course loads that seemed unmanageable or unrealistic. This policy puts a cap into place for a traditional semester, (fall or spring), and then what that would look like over summer and winter sessions. Rodger Benefiel asked if there was any language in the policy about students being financially responsible for anything over 18 credits? Tess Fosse offered to take that question back to the committee.

The second policy is the Priority Registration Policy. Tess explained that this policy is trying to figure out the best approach moving forward in making sure that priority registration still serves its purpose. That the needs are met appropriately, and the benefits still exist. Veterans and active military by law get priority registration, students with approved accommodations, get priority registration. Priority registration would still include the other subsets that have been included in the past, ROTC, TRIO, honor students, athletes. Determined by year credit bases so to be classified as priority based on your grouping. Priority seniors go first, then seniors, priority juniors and then juniors, etc. Try to alleviate some of that backend work of freshmen students taking courses or registering for courses that need to be intentionally saved for upperclassmen. Rodger Benefiel asked if language pertaining to anyone with priority registration can only select 12 hours before registration opens? Tess Fosse explained the way the policy reads now is it's 16 credits they can do within priority registration; beyond that they need to wait until everyone has access. Brooke Harlowe spoke to the fact that some departments scaffold their classes with prerequisites, making it more difficult for underclassmen to

choose an upper division course. Kelly Foran, (Instructor Dir TRiO Student Support, Bloomsburg, CU) noted concern about the kind of scaffolding of priority within students for TRIO is contradictory to what's currently in the grant proposals. It was committed for the students to all have priority scheduling, not by credits. TRiO is currently in the process of getting renewed for the next 2025 to 2030 grant cycle, and it was committed in all three campuses for all students to have traditional priority registration. Tess Fosse welcomes additional conversation around this matter. Aaron Russell, (Head Men's & Women's Cross Country & Indoor/Outdoor Track & Field Coach, Lock Haven, CU) stated his concern that priority registration for athletes has historically been about making sure the athletes are in the classroom as much as possible instead of when needing to be on the road, having to making things up. This allows for them to choose classes that work better with their schedules. Brooke Harlowe added that for athletes, the priority registration is restricted to their championship season or during their season, as opposed to all athletes, at all times. Brooke share collected data on number of student athletes during one season who get priority registration. John Gradel, (Asst Dir/Center for Global Engagement, CU) asked where the study abroad students fall into priority registration as they do not have previous coursework put into Banner? Tess Fosse offered that there are certain pre-programmed banner functions that might work better for these students outside of the priority registration. Deb Rotella stated that the more students who have "priority", the harder it is for some smaller campuses to get classes. Rodger Benefiel asked where the ROTC students fall into this as part of the requirements under Act 46? Tess Fosse answered that she did not find that they fell under this through her research so they are in a separate category of priority tiered system of ROTC seniors, seniors, ROTC juniors, juniors, etc.

- B. IT Subcommittee: Matthew McKeague, (Associate Professor Media & Journalism, CU) reported that the committee met last week and started a survey for new policies that may be needed.
- C. Enrollment Management Subcommittee: Christopher Lapos, (Associate VP Undergrad & Transfer Admis, CU) met for a second time this semester and are working on the Transfer Policy.
- D. Advancement Committee: Jason Genovese, (Assoc Prof Media & Journalism Asst Chair, CU) will be discussing the Fundraising Policy during the 1st readings.
- E. DEI Committee: Christopher Cummings, (Associate Professor, CU) working on the Time, Place and Manner Policy as well as the ADA policy which is being worked on by a subgroup.
- F. Finance Committee: Eric Hawrelak, (Professor Chemistry, CU) stated that he is the new committee chair. No new policies coming forward, so met with Bob Thorn, (Interim Chief Financial Officer, CU) who will be giving us a report on a regular basis about the finances of the university. Space and facilities will come as a guest and give an idea about what monies they have for and their different accounts and where that would be going towards benefiting our infrastructure of the university. A least once a semester, we would have Stephen Lee come in and give us an enrollment update.

G. Student Affairs Committee: Justin Madaus, (Assistant Professor, CU) reported that they are working to integrate the feedback from the 4 policies that were up for 2nd reading in November and were tabled; Hazing policy, Damages in Residence Halls policy, Tailgating policy and Posting and Chalking policy. They are back up for 1st reading.

H. First Year Experience Subcommittee: Jennifer Demchak, (Professor Environmental Sciences, CU) said that they have been meeting every two weeks. Anxious to hear from two colleagues who recently attended the FYE seminar in New Orleans. Still need faculty for fall, especially in Bloomsburg. If interested, get ahold of Rebecca Willoughby.

I. Elections Subcommittee: Nicholas Delaney, (Instructor, CU) recently passed an interim policy for tiebreakers. This will help to solve the issue of having multiple runoffs in the upcoming election. Call for elections and nominations will be coming out Monday. Great opportunity to get involved.

J. Space and Facilities Subcommittee: Yvette Ingram, (Professor Athletic Trainer Education, CU) stated that both the bylaws and Inclement Weather policy are on the agenda to be discussed later.

IV. First Readings

A. [Financial Obligations](#)

B. [Damages in Residence Halls](#)

C. [Hazing Policy](#): Erin Kennedy, (Professor Psychology, CU) stated that there is a new federal stop campus hazing law that will need to be incorporated into this policy. More editing will need done.

D. [Red Flag Identity Theft](#): Suzanne Williamson explained that this is a federal requirement.

E. [Tuition Waiver Policy](#): Suzanne Williamson stated that this policy is mostly from bargaining agreements and following the PASSHE policy.

F. [Midsemester Grades Policy](#): Eric Hawrelak would like the word “must” to be in this policy instead of “should”. The faculty MUST report instead of SHOULD because should is not a directive. Jacquelyn Borst, (Associate Professor, CU) noted that she is in favor of the word “Should” because the way their course is structured to be a modular program, when midterm grades have to be entered, they haven’t even started the material yet, so they are unable to enter a grade. Tess Fosse is in favor of “Must” because the students that they work with really rely on midterm grades and right now there doesn’t seem to be buy-in from faculty to report the midterm grades. Brooke Harlowe added that we need to be talking with administration and management about how to improve buy-in for reporting midterm grades. George Agbango, (Professor Political Science, CU) would like to get away from policies that are too rigid and is in favor of the word “Should”.

G. [Fundraising Policy](#): Erik Evans, (VP University of Advancement, CU) explained that this policy is about coordination of fundraising efforts and details how to go about that.

H. [Posting and Chalking Policy](#)

I. [Tailgating Policy](#): Justin Madaus said that they have received a lot of good feedback from students and they are working to incorporate that.

J. [Behavioral Intervention Policy](#): Nick Delaney commented on section 2 which addresses situations where students are displaying behaviors and would like to see more added

into the scope of what is being done because it is way more than what we see. Nick also asked if FERPA is addressed in the policy? Jen Turnbough, (Sr Assoc Dean of Students SS, Leadership, CU) explained that in one of the supporting documents it talks about the scope and practice and addresses FERPA. Yvette Ingram questioned if any clinical athletic trainers have been included in any of these discussions. Jen Turnbough answered that they would welcome the discussion.

K. [Accelerated Programs and Pathways](#)

L. [Graduate Faculty](#): Heather Feldhaus, (Assoc Provost & Dean Graduate Education, CU) explained that this policy discusses multiple reasons someone might get designated as grad faculty. The policy addresses these different layers of a tenured faculty member, a pre-tenured faculty member, and then a third category for someone who might not be tenure track or might be in a different department or might be even from outside the institution. The department chair in consultation with their faculty recommends a person for graduate faculty status. They recommend that to the dean and if the chair and the dean agree, then that person is appointed. Mark Decker asked what would happen if a department that does not have significant graduate teaching could they be on the committee? Heather Feldhaus answered that it would be the decision of the chair where the grad program is. Curtis Grenoble, (Associate Professor, CU) asked about the opposite end of that, where the program only has graduate courses offered, what would happen someone were to lose their graduate faculty status? Heather Feldhaus responded that his would be a contractual process.

M. [Honorary Degree](#): Michelle Kiec, (Provost, CU) provided that this is an update of a prior policy which had been in place for years, and it is updated to the current academic structure in terms of the naming conventions of current colleges.

N. [Priority Registration](#)

O. [Dismissal](#)

P. [Course Load](#)

V. Second Reading of Reviewed Policies (Go to CU Senate Website to review the latest DRAFTS: <https://www.commonwealthu.edu/commonwealth-university-senate> - scroll down to Second Reading DRAFT Policies)

A. [Student Use of Assigned Email Accounts](#): Matthew McKeague explained the concerns from the student body governments from last semester. After meeting with the SGAs, the committee clarified some of the language and used some different words in there to try to make it a little more understandable. Also added an FAQ for common student questions in the policy so they could click on that link. Erin Kennedy made a motion to endorse the policy. Hunter Hartford, (SGA President, Lock Haven, CU) second it. Voting via zoom poll, motion passed. Policy will be prepared and forwarded to President Hanna for final endorsement.

VI. Withdraw: Mark Decker went through reasons for withdrawn policies.

A. [PRP 3612 General Education Policy](#)

B. [PRP 4802 Student Code of Conduct](#)

C. [PRP 6211 Compliment Control](#)

Brooke Harlowe made a motion to withdraw PRP3612 and PRP6211 But not PRP4802. Nick Delaney 2nd it. Zoom poll to continue with withdraw of PRP 3612 and PRP 6211. Poll passes.

VII. Consent Agenda Items: Mark Decker reviewed the consent agenda items, no discussion.

- A. [Minutes Review the minutes on the CU Senate Website](#)
- B. [In-Kind University Donations Policy](#)
- C. [Third Party Provider Policy](#)
- D. [Third Party Provider Procedure](#)
- E. [IRS Requirement to Report Cash Transactions](#)

VIII. New Interim Policies and Bylaws Reviewed at Senate Executive Committee

- A. [Space and Facilities Committee Bylaws](#): Yvette Ingram explained that the changes made to the bylaws are increasing the committee by 3 APSFME members and 3 SCUPA members.
- B. [Records Retention Interim Policy](#) and [Records Retention Interim Standard](#): Suzanne Williamson explained that this policy was put together based on middle states requirements. It is from an old Lock Haven policy with input from various divisions on how they keep their records. The standard accompanies the policy on the practice of how we need to purge or keep records.
- C. [CU Elections Interim Policy](#): Previously discussed during the committee reports by Nick Delaney.
- D. [Inclement Weather Policy](#): Yvette Ingram stated that this is an abbreviated policy from what is used to be. One question that still needs to be addressed in the policy is the determination of who is deemed to be an essential employee. Gretchen Osterman added that additional questions have been raised around what the front facing offices are. Stanley Berard asked what is defined as level 1 and level 2 in the event of campus closures to online classes and the expectations of faculty and students. It is not always easy to switch from in person to online. Yvette Ingram replied that she will take additional questions back to the committee for review.

IX. Other Business

- A. Middle States Update: Dr. Cori Myers, (VP of Institutional Effectiveness, CU) the site visits to Mansfield and Lock Haven are going to take place on March 10th and 11th with the team chair. The Bloomsburg visit will take place March 23rd through the 26th. Cori asked that everyone please be prepared to share your unit's accomplishments, student successes, and how you and your colleagues have really dug in and have done the hard work. What might lead to a positive outcome.

- X. Remarks for the Good of the Order: Erik Evans informed the Senate that a new policy regarding naming rights will be presented to the Council of Trustees on March 7th. Since the power to review and provide input to the president concerning the use of institutional facilities and property is granted to the Council of Trustees under Act 188, this policy will not be sent through for review through the Senate's shared governance process. However, to ensure transparency and invite input from the university constituencies we will be sharing the policy with all members of the Senate body. If anyone would like to provide feedback, they can do that at the council meeting during the public phase of the meeting, or they can send it to Erik Evans to be shared with the trustees at their March 7th meeting.

XI. Adjournment: Meeting adjourned by Mark Decker at 5:42pm.

Upcoming Spring 2025 Meetings

- CU Senate Executive Committee Meeting April 3 @4 pm via Zoom
- CU Senate Meeting April 10 @4 pm via Zoom

[Superseded Policy Crosswalk](#)