

**Lock Haven Local Assembly  
AGENDA**

**Assembly Meeting:** SEPTEMBER 4, 2024

**Time:** 4 pm

**Location:** 105 Greenburg Auditorium, Willis Health Science Building; <https://commonwealthu-edu.zoom.us/j/97352617924?>

- I. Call to order
- II. Announcements
  - A. See CU Senate website for the latest information and membership lists:  
<https://www.commonwealthu.edu/commonwealth-university-senate>
  - B. CU Senate org and policy process charts (July 15, 2024 drafts): Appendix A
- III. Approval of Minutes (March 20, 2024 Local Assembly Meeting): Appendix B
- IV. Committee Reports
  - A. Executive Committee
    - i. Elections Subcommittee
    - ii. Space and Facilities Subcommittee
  - B. Academic Policy Committee
    - i. Enrollment Management Subcommittee
    - ii. IT Subcommittee
  - C. Advancement Committee
  - D. DEI Committee
  - E. Finance Committee
  - F. Student Success and Campus Life
    - i. First Year Experience Subcommittee
- V. Student Government Report (SGA President Loren Glossner)
- VI. Campus Administrator Report (Dr. Stephen Lee)
- VII. Provost Report (Dr. Michelle Kiec)

**VIII. Identifying Problems/Seeking Solutions/Updates**

A. Middle States Updates

B. PASSHE Faculty Council Update

**IX. CU Senate Business**

**X. Remarks for the Good of the Order**

**XI. Adjournment**

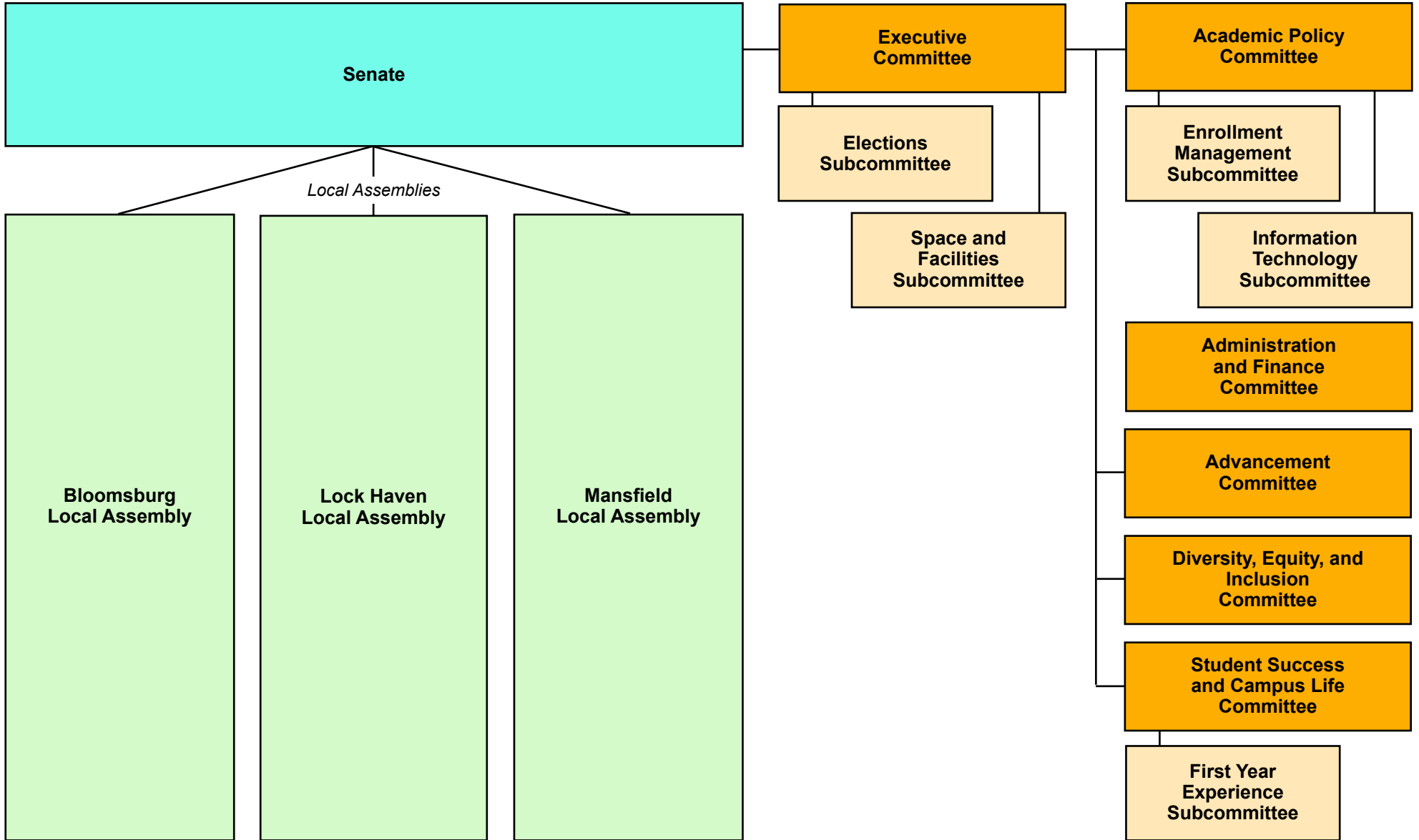
Upcoming Fall 2024 Meetings

- CU Senate Meeting @4 pm via Zoom: Thursday, 9/12/24
- Lock Haven Assembly Meeting @4 pm 105 Greenburg Auditorium, Willis Health Science Bldg;  
<https://commonwealthu-edu.zoom.us/j/94479877827?>: Wednesday, 10/23/24
- CU Senate Meeting @4 pm via Zoom: Thursday, 11/14/24

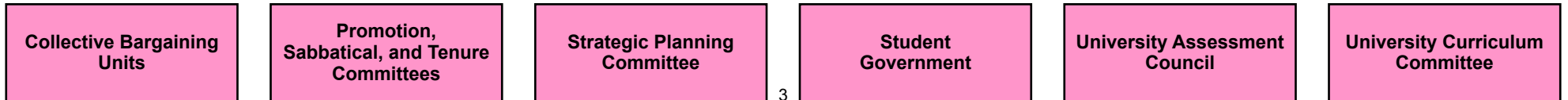
# Commonwealth University Senate

*Senate*

*Standing Committees and Subcommittees*

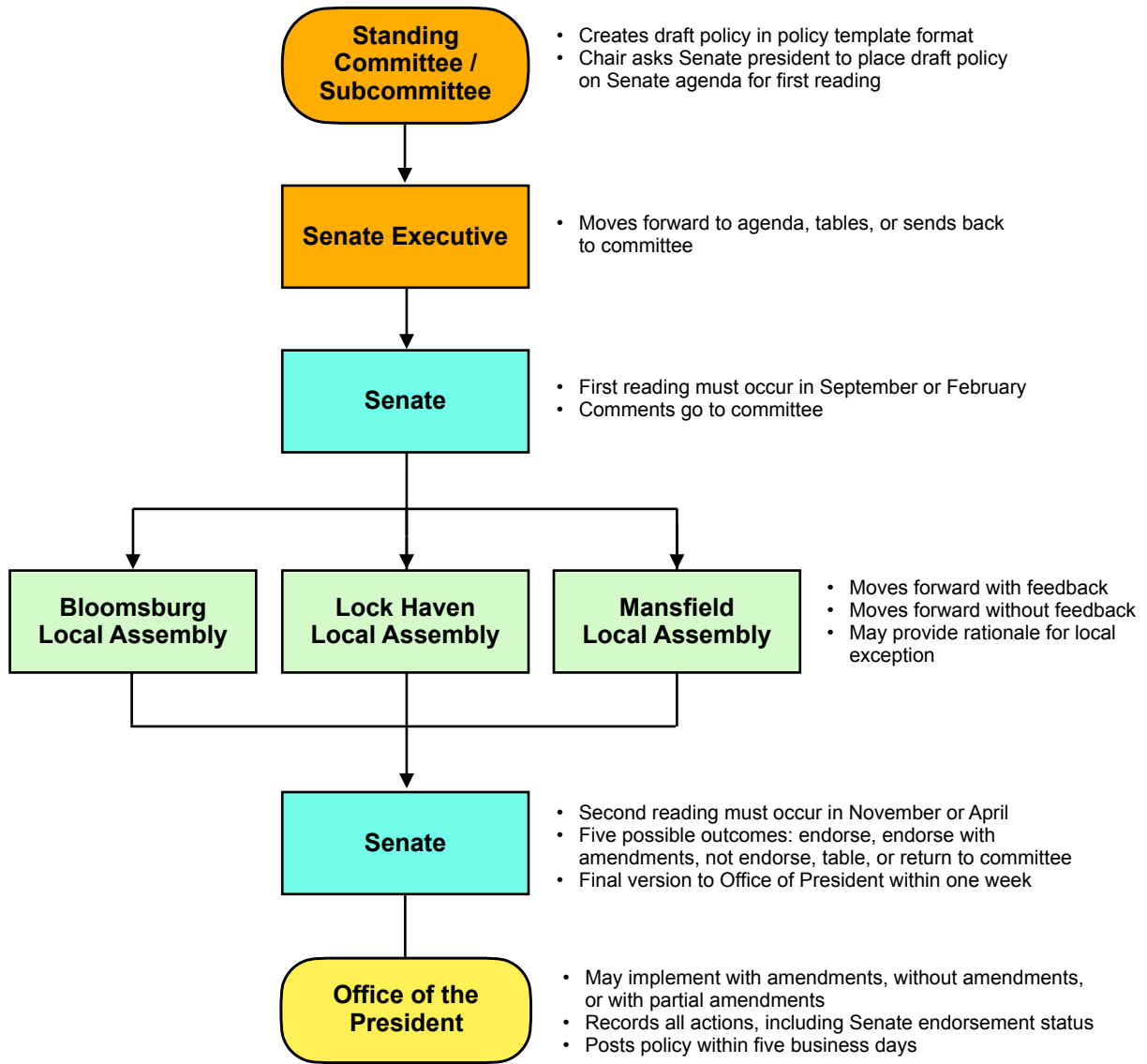


*Other Relevant Constituencies and Committees*



# Senate Policy Process

15 July 2024



## Interim Policy

The University President (or designee) may submit draft Interim Policy to Senate Executive for review. Interim Policy does not require Senate or Local Assembly review. Draft policies tabled or returned to committee may also be issued as Interim Policy. To remove the interim designation, however, policy must go through the Senate Policy Process.

**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 1<sup>st</sup> 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 1<sup>st</sup> 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 10<sup>th</sup>.

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 3<sup>rd</sup>, register to vote table. April 19<sup>th</sup>, All night volleyball. April 27<sup>th</sup>, 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 1<sup>st</sup> 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 years 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 dept, this is not new. CU is looking to use all resources, wherever possible and reduce long term dept. 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 8<sup>th</sup> 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 5<sup>th</sup>. 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 3<sup>rd</sup>. 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 15<sup>th</sup>. 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 9<sup>th</sup> 2024 at 6pm in Thomas Fieldhouse. Undergraduate ceremony, Saturday, May 11<sup>th</sup> 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