

FORUM
Minutes of the 2007 Year
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Approved 10/10/2007

Minutes of the Forum Meeting of Wednesday, September 19, 2007

Chairperson Michael Coffta called the meeting to order on September 19, 2007, at 3 PM in the Multipurpose-B Room, Kehr Union.

Present: Joseph Andreacci, Shahalam Amin, Alana B. Atchinson, Richard Baker, Liza Benedict, Christopher W. Bevan, Michael Krolikowski (in for Veronica Breisch), Michael Coffta, Drue Coles, Mark Decker, Vincent DiLoretto, Sheng Ding, James Ermatinger, Ralph M. Feather, Jr., Jimmy Gilliland, John Grandzol, William Green, Anita Hakim, Steven Hales (in for Gary Hardcastle), W. R. Harrar, David Heineman, H. Preston Herring, Todd Hoover, C. J. Hoppel, Ghassan Ibrahim, Barry Jackson, Jessica Kozloff, James Mackin, Robert Marande, Christine Mehlbaum, James Mullen, Margaret O'Connor, Gretchen Osterman, Timothy Phillips, Conrad Quintyn, Jennifer Raup, Alicia King Redfern, John H. Riley, Richard H. Rugen, Safa Saraçoğlu, Deb Sanders, Luke Springman, Ann Stokes, Mark A. Tapsak, Barbara Wilson, Mary Vezendy, Yang Xia, Kathryn Yelinek. and Gregory Zimmerman.

Guests who signed in: Bill Barnes, Eric Foster, Sybil Holloway, Jonathan Lincoln, Jeff Long, James Matta, and Virginia Rinkus.

1. Approval of September 19, 2007 Agenda

Richard Baker moved that the Agenda be approved; seconded by Ralph Feather. The motion was approved by voice vote.

1. Approval of April 25, 2007 Minutes

Todd Hoover moved that the Minutes be approved; seconded by Mark Decker. The motion was approved by voice vote.

3. Announcements

Michael Coffta welcomed everyone to the Forum meeting and briefly explained how the Forum works. He invited participation and asked that suggested topics be sent to him for placement on the Agenda or discussed in Open Forum. He announced that he and his wife now have three daughters; their twin girls were born this past July.

4. Reports by Standing Committees:

a. BUCC

Michael Coffta reported for John Riley, BUCC Chair, that this committee has not met this semester. September 26 is their first meeting of the semester.

b. General Administration Committee

Vince Diloretto reported that this committee has not met.

c. Planning and Budget

James Mackin reported that this committee met last week and had subcommittee reports. They had an enrollment update with a history of enrollment and number of faculty. They had an update on the budget and action plans. They will increase department operating budgets and fund a number of university-wide action plans. Parking was also discussed.

d. Student Life

Jen Raup reported that this committee has not met.

e. Middle States Steering Committee

Richard Baker reported that this committee has met twice. They were able to start discussion of findings and issues when they met this morning. They will recommend that a separate group outside of the Middle States Steering Committee be formed with regard to the general education portion of assessment.

5. Nominations for and Election of University Forum chair

Chair Michael Coffta opened the nominations for Forum chair. Gretchen Osterman nominated Michael Coffta for Chair of the Forum; seconded by William Harrar. Michael Coffta accepted the nomination. Richard Baker moved that the nominations be closed; seconded by Tim Phillips. The motion to close the nominations was approved. By unanimous voice vote, Michael Coffta was re-elected as Forum chair.

6. Opening of School Remarks

a. AFSCME

Michael Krolikowski thanked Dr. Kozloff for her 13 years of dedication to BU. He discussed challenges and the good working relationship with management. He asked for more training and education for staff as they assume the responsibility to do more with less.

b. SCUPA

Gretchen Osterman introduced herself and wished everyone a great year. She noted that they are currently in negotiations at the state level.

c. Student Representative

Chris Bevan announced that they had met Monday afternoon with a full senate. Committee assignments will be in place this week.

d. President Kozloff

Dr. Kozloff discussed enrollment, the budget, and system accountability measures. BU is very close to projections for fall enrollment with an increase in undergraduate FTE. BU is more heavily undergraduate than our sister universities, and the goal is to remain stable in undergraduate with growth in graduate

programs. She hopes that next month the Master's program in Exercise Science will be approved. She thanked Chris Keller, Director of Admissions, for doing a great job.

With regard to the proposed budget, assuming tuition stays the same, any increase is due to increase in enrollment, with BU's budget need being \$3,799,898. There is a big increase in contracts and wages due to an increase in number of FTE. BU is one of the few who have not had to cut personnel. She noted that one of her proudest accomplishments at BU is that she has never had to cut faculty. With about a 1.2 increase in enrollment, there has been an increase in faculty of 15.86 FTE. Dr. Kozloff stated that BU is in good financial shape and has been able to weather past budget reduction requests.

She described the system accountability measures for 2006-07 as measured by three categories: baseline, self- improvement, and compared with previous year. Dr. Kozloff described meeting faculty productivity measures in credit hours per instructional faculty and how this allows BU to hire additional faculty. Noting that the funding formula is based on growth, BU plans to grow in the areas of distance education and graduate programs. BU measures last in minority executives and female faculty but ranks second in four- and six-year graduation and retention rates.

e. APSCUF

Dr. Stephen Kokoska discussed the new quad, Ben Franklin renovations and the large classrooms in the new McCormick annex. He gave a number of examples of his experiences in teaching large classes. He discussed the advantages and disadvantages of large classes for different subjects.

7. Open Forum

Liza Benedict invited members to hear the final report on branding that will be held on October 15 at 10 AM and 2 PM in KUB Multipurpose-B.

Luke Springman asked to discuss how a faculty senate could be formed at a future meeting.

8. Adjournment

John Riley moved that the meeting be adjourned; seconded by Alana B. Atchinson. The meeting was adjourned at 4:19 PM by consensus.

Approved 10/31/07

Minutes of the Forum Meeting of Wednesday, October 10, 2007

Chairperson Michael Coffta called the meeting to order on October 10, 2007, at 3:08 PM in the Multipurpose-A Room, Kehr Union.

Present: John Hintz (in for Shahalam Amin), Joseph Andreacci, Alana B. Atchinson, Richard Baker, Christopher W. Bevan, Veronica Breisch, Nogin Chung, Michael Coffta, Noreen Chikotas (in for Linda Cook), Drue Coles, Mark Decker, Sheng Ding, Jean Downing, Ralph M. Feather, Jr., Anita Hakim, Jimmy Gilliland, John Grandzol, W. R. Harrar, David Heineman, C. J. Hoppel, Barry Jackson, Jonathan Lincoln (in for James Mackin), Robert Marande, Dianne Mark, Rand Martin, Samantha Mason, Christine Mehlbaum, Margaret O'Connor, Gretchen Osterman, Timothy Phillips, Conrad Quintyn, Alicia King Redfern, John H. Riley, Richard H. Rugen, Safa Saraçoğlu, Luke Springman, Ann Stokes, Mary Vezendy, Barbara Wilson, Yang Xia, Kathryn Yelinek, and Gregory Zimmerman.

Guests who signed in: Alison Stone-Briggs, Eric Foster, Marika Handakas, and Sybil Holloway.

1. **Approval of October 10, 2007 Agenda**

John Riley moved that the Agenda be approved; seconded by Richard Baker. The motion was approved by voice vote.

2. **Approval of September 19, 2007 Minutes**

Ralph Feather, Jr. moved that the Minutes be approved; seconded by Gretchen Osterman. The motion was approved by voice vote.

3. **Announcements**

No announcements.

4. **Reports by Standing Committees:**

a. BUCC

John Riley reported that the BUCC met on September 26. They reviewed the 2009-2010 Academic Calendar and sent it to the Provost. They discussed substantive 2008 Summer Calendar changes that were presented by Tom Fletcher. They passed a Concept Approval for a Master of Arts in Public Policy and International Affairs from the Department of Political Science. They approved and recommended to the Provost, PRP 3463, Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements. They had a first reading of PRP 3506 Class Attendance. The proposed revisions to this policy will address short-term military obligations. Their next meeting is October 24; this will be their open forum meeting.

b. General Administration Committee

Richard Rugen reported for Vince Diloretto that this committee will meet tomorrow.

c. Planning and Budget

Jonathan Lincoln reported for James Mackin that this committee will meet next week. He announced that they will fund an additional \$187,000 of action plan proposals, mainly for items for accreditation and updating equipment and software.

d. Student Life

No report.

e. Middle States Steering Committee

Richard Baker reported that this committee met October 3. They will recommend to the administration and to the BUCC chair that a task force on general education be established.

5. Role and Function of the University Forum/Shared Governance

Michael Coffta lead a discussion on the role of the Forum and shared governance. This role has been mentioned at the Forum previously and discussed at the Secretariat. He researched other State System Universities and found variations on our current system. The three variables in governance bodies are membership (appointed or elected at large), constituencies represented, and amount of authority. He reviewed the stated purposes of the Forum, including that it is a recommending body. He asked members to consider if they wanted to change the current Forum structure, and what changes they would suggest, or if they wanted to leave the current structure in place.

Members discussed past recommendations on policies, such as arming the police and the alcohol policy. Since the Forum only has the power to recommend, some members felt that it lacked authority. Some members felt that more power needed to be created, while others felt that they were not using the power that they already have. Many members felt that their concerns were heard and taken seriously. They discussed a faculty senate, number of representatives, student involvement, continuous improvement, the power to disagree with policies and programs, and how to bring proposals to the Forum. Suggestions included fewer meetings, fewer data related reports, more senior representatives, and inviting discussion on topics brought in "Everyone" emails. John Riley thanked Michael Coffta for providing background for this discussion.

6. Open Forum

Ralph Feather, Jr. expressed his concern for the safety of students crossing Second Street. He asked if Town Police would place signs indicating that students have the right-of-way. It was suggested that the roadway be marked for this purpose also. Michael Coffta will check into this.

7. Adjournment

John Riley moved that the meeting be adjourned; seconded by Dean Dianne Mark. The meeting was adjourned at 4:12 PM by consensus.

Approved as corrected 11/14/07

Minutes of the Forum Meeting of Wednesday, October 31, 2007

Chairperson Michael Coffta called the meeting to order on October 31, 2007, at 3:05 PM in the Multipurpose-B Room, Kehr Union.

Present: Shahalam Amin, Joseph Andreacci, Richard Baker, Lisa Benedict, Veronica Breisch, Nogin Chung, Michael Coffta, Mark Decker, Sheng Ding, Jean Downing, Ralph M. Feather, Jr., Richard Ganahl, Jimmy Gilliland, Anita Hakim, W. R. Harrar, David Heineman, Karen Hicks, Todd Hoover, C. J. Hoppel, Ghassan Ibrahim, Jessica Kozloff, Jonathan Lincoln, James Mackin, Rand Martin, Christine Mehlbaum, James Mullen, Margaret O'Connor, Gretchen Osterman, Jennifer Raup, Alicia King Redfern, John H. Riley, Richard H. Rugen, Deb Sanders, Safa Saraçoğlu, Ann Stokes, Maximilian VanderMark-Geary, Walter Zilz (in for Barbara Wilson), Kathryn Yelinek, Yang Xia, and Toni Bell (in for Gregory Zimmerman).

Guests who signed in: Marika Handakas, Sybil Holloway, and James Matta.

1. Approval of October 31, 2007 Agenda

John Riley moved that the Agenda be approved; seconded by Richard Baker. The motion was approved by voice vote.

2. Approval of September 19, 2007 Minutes

John Riley moved that the Minutes be approved; seconded by Richard Baker. The motion was approved by voice vote.

3. Announcements

Michael Coffta announced that at the last Forum meeting, Ralph Feather requested that signs be posted on Second Street because of the high rate of vehicle speed and the danger to pedestrians. Michael contacted Bob Klinger, Director of University Safety and Police, and he will post appropriate signs. His department will also continue a traffic safety education and enforcement program.

4. Reports by Standing Committees:

a. BUCC

John Riley reported that they met last week as their open meeting. Barry Jackson gave a presentation on the effect of student alcohol use and class performance. Jonathan Lincoln discussed the impact on BU's academic policies when the PASSHE Campus Management System, SAP, is implemented. Some of our policies will need to be changed. They had a recommendation from the Middle States Steering Committee to form a task force to review general education, but they did not have time to discuss this item. Another item with no time for discussion was the developing relationship with Fisk University and the possibility of our students spending a semester at Fisk University. Discussion will need to be held as to whether or not this would meet BU's diversity requirements.

b. General Administration Committee

Richard Rugen reported for Vince Diloretto that this committee had met and will send a draft of the Smoking Policy to the Secretariat.

c. Planning and Budget

Jonathan Lincoln reported for James Mackin that this committee had met, and they had a Board of Governors' budget report from Dr. Rugen and Dr. Kozloff. They had presented and explained BU's budget process to the Board of Governor's Finance Committee. BU has a strong fund balance that is designated to projects. They received 5-year program summaries for review. They discussed action plan funding and strategic plans.

d. Student Life

Jen Raup reported that they had met on October 23. The Student Code of Conduct is in its final draft stages to be sent to the Secretariat. Their next meeting is November 6.

e. Middle States Steering Committee

Richard Baker reported that this committee has not met but the working groups have been meeting. He asked members to respond fully if contacted by any of the working groups. This is the time to provide information so that there are no surprises later on.

5. Protests on Campus

Michael Coffta led a discussion about the recent protest on campus by the group, Repent America. He stated that BU students conducted themselves very well, showed restraint, and did not over-react. The University Police were to be commended on performing their job very well. Bob Klinger stated that they are to provide for the safety of both sides to insure free speech and First Amendment Rights. Any group has the right to demonstrate and express their right of free speech. They do not have the right to be violent, pose a danger, nor interfere with the operation of the university. Members discussed freedom of expression and notification when, if known, protest groups will be on campus.

6. Performance and Accountability

President Kozloff stated that as a part of the cycle of institutional effectiveness, they are required to bring data reports to different groups, such as the Forum. She discussed the system accountability plan and how the university did in certain performance measures. Performance is measured in three areas: baseline, benchmarks, and system performance target. With this system, one of our sister institutions has to lose in order for someone to gain. BU will receive more than \$2.8 million in performance funding. Provost Mackin explained the full accountability matrix that contributes to performance funding. BU is number eight overall as compared to our sister institutions, which is down a little from last year. We are number two on the list in retention and graduation rates, and number four in faculty productivity. The Board of Governors can seek improvement in institutions by regulation or incentive. With performance funding, some institutions have improved.

7. Open Forum

Dr. Steven Cohen explained that when he retires he will lose his email account and asked if something could be done to prevent this from happening. President Kozloff explained that according to Chief Counsel this is Commonwealth property that BU cannot give away. She recommended that he secure an alumni email account in order to maintain his university relationships, as she has done in preparation for her retirement.

Provost Mackin announced that they have made changes to the Summer Calendar for a number of reasons and this has been discussed with BUCC and Department Chairs. There will now be one less six-week session and the calendar will start one week earlier. This will free up classroom space, will encourage growth in enrollment, and will make payroll much more efficient. There is an overlap for teachers who are still teaching in schools of three weeks rather than the two weeks with past schedules. President Kozloff had asked Dr. Mackin to simplify our Summer Calendar. This request was made after she attended a meeting with sister universities that revealed that BU's Summer Calendar was very complex in comparison with the other universities.

Michael Coffta thanked the delegates and the alternates that attended for them today.

8. Adjournment

John Riley moved that the meeting be adjourned; seconded by Richard Baker. The meeting was adjourned at 4:11 PM by consensus.

Approved 1/30/2008

Minutes of the Forum Meeting of Wednesday, November 14, 2007

Chairperson Michael Coffta called the meeting to order on November 14, 2007, at 3:05 PM in the Multipurpose-B Room, Kehr Union.

Present: Tim McConnell (in for Joseph Andreacci), Richard Baker, Christopher Bevan, Nogin Chung, Drew Coles, Jackie Davie, Mark Decker, Vincent Diloretto, Jim Brown (in for James Ermatinger), Michael Coffta, Ralph M. Feather, Jr., Richard Ganahl, Jimmy Gilliland, W. R. Harrar, Nicole Defenbaugh (in for David Heineman), Todd Hoover, C. J. Hoppel, Ghassan Ibrahim, Jessica Kozloff, James Mackin, Dianne Mark, Rand Martin, Christine Mehlbaum, Margaret O'Connor, Gretchen Osterman, Timothy L. Phillips, Jennifer Raup, Alicia King Redfern, John H. Riley, Richard H. Rugen, Safa Saraçoğlu, Luke Springman, Deb Sanders, Ann Stokes, Barbara Wilson, Kathryn Yelinek, and Gregory Zimmerman.

Guests who signed in: Harrison Henne, Sybil Holloway, Adam Kocher, Jeff Long, and James Matta.

1. Approval of November 14, 2007 Agenda

John Riley moved that the Agenda be approved; seconded by Richard Baker. The motion was approved by voice vote.

2. Approval of October 31, 2007 Minutes

John Riley moved that the Minutes as amended be approved; seconded by Todd Hoover. The motion was approved by voice vote.

3. Announcements

M. Coffta updated the Forum on the progress of posting traffic signs on East Second St. near Elwell Hall. M. Coffta spoke to Bob Klinger, who indicated that small but conspicuous signs, like the ones on Main St. in Bloomsburg, would be positioned soon.

He was also pleased to announce that Ethan Krupp, Communication Studies, has agreed to set up a web page for the Forum. It will include minutes and all related Forum documents.

4. Reports by Standing Committees:

a. BUCC

John Riley reported that they met November 7. New courses approved for recommendation to the Provost were from the following Departments: Early Childhood Education and Elementary Education, Audiology and Speech Pathology, and Exercise Science and Athletics. In addition, they recommended the development of a Minor in Chinese for the Department of Languages and Cultures, and gave approval of a concept, M.Ed. in School-Based Speech-Language Pathology, for the Department of Audiology and Speech Pathology. They approved changes for the Department of Business Education and Business Information Systems. They did not approve the policy on Class Attendance. Jonathan Lincoln will continue revising the policy to clarify student responsibilities. They briefly discussed the General Education Task Force.

b. General Administration Committee

Vince Diloretto reported that this committee had met and will be bringing a draft of the Smoking Policy revisions to the Forum next semester.

c. Planning and Budget

Jim Mackin reported that this committee will meet tomorrow.

d. Student Life

Jen Raup reported that they had met on November 6. The Student Code of Conduct is in its final draft stages to be sent to the Secretariat. Their next meeting is November 27.

e. Middle States Steering Committee

Richard Baker reported that this committee has not met but the working groups have been meeting weekly. He thanked the members of the working groups. He also thanked those members of the BU community who have responded so completely to providing the needed data.

5. Revisions to the Governance Document

Michael Coffta outlined the proposed revisions to the Governance Document. Maria Kuhn, as a member of a working group with the Middle States Steering Committee, recommended that the Governance Document be revised. Revisions are suggested in three areas: a firm outline of the structure of the Secretariat; adding the Chairs of Middle States Steering and Interim Review Committees to provide reports to the Secretariat and Forum; and removing University Relations, as this title is no longer in existence. Members agreed that this reading qualified as a First Reading.

6. Open Forum

President Kozloff announced that she has met with President-Elect David Soltz, appointed yesterday by the Board of Governors as BU's next President. She feels very confident that the University will be in very good hands with Dr. Soltz. She thanked the BU community for the overwhelming response to her challenge to establish a scholarship. With the receipt of over \$209,000, they will be able to establish eight \$1000 awards. The faculty and student must apply together with the money to be given to the student. Their plan is to offer two "Kozloff Scholarships" to each college.

Michael Coffta thanked President Kozloff for all the good things that she has contributed to the university and congratulated her on her retirement.

Members discussed smoking and nonsmoking on campus. Vince Diloretto discussed the revisions to the Smoking Policy that his committee will propose next semester. The revisions list the Quad area, and all adjacent areas, as smoke free areas. The success of the policy rests with cooperation between smokers and nonsmokers and education and awareness of the policy.

7. Adjournment

John Riley moved that the meeting be adjourned; seconded by Richard Baker. The meeting was adjourned at 3:25 PM by consensus.