

**FORUM**  
**Minutes of the 2013 Year**  
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# Minutes of the Forum Meeting of Wednesday, February 27, 2013

Carl Chimi called the meeting to order on February 27, 2013, at 3PM in the Multi A., KUB

**Present:** William Harrar, Kristen Pelczarski, Carl Chimi, Mike Pugh, Marisa Huerta, Mark Decker, Deborah Stryker, Noah Wasielewski, Koo Hao Lee, Jennifer Whisner, Timothy Phillips, Darla Bressler, John Riley, Matthew Slotkin, Lori Metzger, Naz Fallahian, Gretchen Osterman, Jimmy Gilliland, Jean Downing, Claudia Thrush, Dione Somerville, Belinda DeLeon (Guest), Patricia Beyer (Guest), Barbara Wert (Guest), Mary Nagy, Seung Hoon Jang, Lam D. Nguyen, Brenda Cromley, Jim Hollister, Jonathan Lincoln, Sybil Holloway.

**1. Approval of the Agenda for February 27, 2013**

- a. A motion to approve the Agenda was made by John Riley; seconded by Mark Decker. The agenda was approved by voice vote.

**2. Approval of the Minutes of November 14, 2012**

- a. A motion to approve the Minutes was made by John Riley; seconded by Mark Decker. The Minutes were approved by voice vote.

**3. Reports by standing committees:**

- a. **BUCC:** Carl Chimi reported that one course proposal had passed. In addition, the 2013-2014 Academic Calendar was discussed and approved.
- b. **General Administration Committee:** Claudia Thrush reported that the first meeting will be held March 12, 2013.
- c. **Planning and Budget:** No Report
- d. **Student Life:** Dione Somerville reported that revisions to the student code of conduct are being made, and will be covered at the March Forum meeting.

- 4.** Current status of the general education (MyCore) program: Patti Beyer reported. She intended to give a PowerPoint presentation; However, it was not possible, due to technical difficulties. She offered to send her presentation via email. She reviewed the following notes she had with her. The new program started with incoming freshman last summer/fall. All new incoming students will be in the new program. Students already enrolled in the old program will remain in the old program. The tentative start date for transfer students (to come into the new program) is Fall 2014. Dr. Lincoln fielded certain questions regarding transfer students. There are approximately 1850 students in the new general education program. There are 145 approved classes in the new program for 38 different disciplines from all four colleges. There are courses available with general education points towards the ten general education goals.

**5. Open Forum:**

Carl Chimi spoke about the passing of Dr. Gloria Cohen-Dion, Bloomsburg University Faculty member.

- 6. Adjournment:** The meeting was adjourned at approximately 3:57 by Carl Chimi.

## Minutes of the Forum Meeting of Wednesday, March 27, 2013

Mark Tapsak called the meeting to order on March 27, 2013, at 3PM in the Multi A., KUB

**Present:** David Soltz, William Harrar, Mike Pugh, Marisa Huerta, Mark Decker, Noah Wasielewski, Koo Hao Lee, Timothy Phillips, Darla Bressler, John Riley, Matthew Slotkin, Lori Metzger, Naz Fallahian, Gretchen Osterman, Jean Downing, Dione Somerville, Mary Nagy, Lam D. Nguyen, Marika Handakas, Jennifer Raup, Craig Young, Michael McFarland, Wayne Mohr, Jerry Reed, Kevin Ball, Joyce Bielen, Jeff Long .

1. **Approval of the Agenda for March 27, 2013**
  - a. A motion to approve the Agenda was made by John Riley; seconded by Gretchen Osterman. The agenda was approved by voice vote.
2. **Approval of the Minutes of February 27, 2012**
  - a. The preparation of these minutes was delayed; Therefore, their approval will be pushed to the following meeting.
3. **Announcements:** Mark Tapsak announced that he will not be running for Forum Chair next year.
4. **Reports by standing committees:**
  - a. **BUCC:** Dr. Riley reported that the committee met twice in March. The committee had been working on the Master Course Syllabus form. The committee is also revising the Majors and Minors PRP.
  - b. **General Administration Committee:** Jerry Reed reported a change to the university smoking policy that clarifies its application to university vehicles. Previous versions of the policy did not clearly specify such locations.
  - c. **Planning and Budget:** No Report
  - d. **Student Life:** Jennifer Raup presented PRP 4802 --- Code of Conduct for a first reading. Student Life is charged with presenting the revised policy to the Trustees for their approval in June.
5. **Proposed Forum Delegate Change:** Dr. Irvin Wright reported that Academic Achievement is requesting to add one delegate to represent them at Forum. Mark Decker moved to add a seat for Academic Achievement. Mike Pugh seconded. Vote passed by voice vote.
6. **Middle States periodic review:** Dr. Stephanie Schlitz presented an overview of the accreditation lifecycle, standards and sections of the periodic review report. The presentation highlighted our responsibilities, as an accredited institution, to report on our status. In particular, we are required to report on the current state of the institution at the five-year point between decennial reviews. More information can be found at:  
<http://bloomu.edu/planning-assessment/middle-states>

**7. Introduction to the Bloomsburg University Climate Survey Report:** Heather Feldhaus, Sheila Dove-Jones, Cristina Mathews, and Nathan Elser presented a first look at the results of our BU climate survey report. Dr. Mathews shared a brief presentation on select findings, but encouraged the Forum members to review, and submit comments to, the online report. More information can be found at:

[http://bloomu.edu/climate\\_survey](http://bloomu.edu/climate_survey)

**8. Open Forum:** No comments.

**9. Adjournment:** The meeting was adjourned at approximately 3:47 pm.

# Minutes of the Forum Meeting of Wednesday, April 24, 2013

Mark Tapsak called the meeting to order on April 24, 2013, at 3PM in the Multi A., KUB

**Present:** David Soltz, William Harrar, Mike Pugh, Mark Decker, Timothy Phillips, Darla Bressler, John Riley, Matthew Slotkin, Lori Metzger, Naz Fallahian, Gretchen Osterman, Jean Downing, Dione Somerville, Lam D. Nguyen, Marika Handakas, Jennifer Raup, Michael McFarland, Wayne Mohr, Jerry Reed, Joyce Bielen, Jeff Long, Deborah Stryker, Jen Whisner, Seung Hoon Jang, Blair Staley, Jimmy Gilliland, Kathy Kollar-Valovage, Jim Hollister, Sybil Holloway, Ira Blake, Robert Marande.

**1. Approval of the Agenda for April 24, 2013**

- a. A motion to approve the Agenda was made by John Riley; seconded by Mark Decker. The agenda was approved by voice vote.

**2. Approval of the Minutes of February 27, 2013**

- a. A motion to approve the Minutes was made by John Riley; seconded by Gretchen Osterman. Blair Staley abstained. The minutes were approved by voice vote.

**3. Approval of Minutes of March 27, 2013**

- a. A motion to approve the Minutes was made by Michael Pugh; seconded by Marika Handakas. Blair Staley abstained. The minutes were approved by voice vote.

**4. Announcements:** No announcements.

**5. Reports by standing committees:**

- a. **BUCC:** John Riley reported on the following PRP's as information items:  
PRP 3233 – Required format for syllabi, was recently endorsed by BUCC,  
PRP 3870 – Graduate faculty appointments and renewals, was recently endorsed by BUCC,  
PRP 3602 – Majors, Minors, Career Concentrations and Teacher Certification.

John also stated that the BUCC is revising its bylaws. Items under discussion include the definition of a quorum. That is not specified in the current bylaws. The committee also discussed the sending of substitutes in the event that a regular member was not able to attend a meeting. The revised bylaws will be brought to faculty members for a vote once agreed upon at BUCC.

Lastly, the committee also discussed the Nursing Department's proposed Doctorate in Nursing Practitioner.

- b. **General Administration Committee:** Jerry Reed brought forward PRP 5253 for endorsement. He read through the language change that expanded the policy to include university controlled vehicles and enclosed cab equipment. GEC had discussed enforcement challenges and consequences. This is a 1<sup>st</sup> reading at the Forum for said policy.

- c. **Planning and Budget:** Ira Blake reported that a VRIP update was provided at their last meeting. It described the number of faculty who had signed an intent to retire. An Assessment Presentation was also given at the last meeting, identifying what is being done with incoming freshmen. For example, the ETS Proficiency Profile and Language Placement tests are being given to freshmen.

A middle states update was also given at the last meeting. Things are progressing nicely.

The Middle States Commission required an educational site visit to Lehigh Carbon Community College in regards to the Masters of Applied Science. The official document has not been received. It is expected in early May. Dr. Blake was present and reported that they were impressed with what we are doing.

Kim Slusser, Budget Committee, did a review of the performance indicators. A formal presentation will be given after additional adjustments are made.

No report was supplied from Space and Facilities, but they continue to proceed with the Masters Facilities Plan. The committee anticipates receiving a fall report on this plan.

Enrollment Management – Jonathan Lincoln gave a presentation on Gateway Programs and a new bridge program. Dr. Blake gave an advanced update on the Enrollment Management position. Phone interviews have been completed. Dr. Blake expects to receive a list of candidates who will be brought to campus within a few days.

- d. **Student Life:** Jennifer Raup primarily reported on one PRP, the second reading of 4802 Student Code of Conduct and Judicial Process. A motion to approve PRP 4802 was made by John Riley; seconded by Joyce Bielan. PRP 4802 was approved by voice vote. PRP 4802 will go before the Council of Trustees this summer.
- 6. **Adoption of new tailgating policy:** Dione Somerville reported on new PRP titled Tailgating. Dr. Somerville conducted a first reading (including a policy revision and one policy enactment on an emergency basis) and answered questions raised by Forum members. **This** PRP has been reviewed by our university attorney, the Secretariat, President’s Advisory Council, and now the Forum.
  - 7. **Open Forum:** Dr. Soltz thanked Mark Tapsak for chairing the Forum and asked Forum members to think about whom is going to step in.
  - 8. **Adjournment:** The meeting was adjourned at approximately 3:46 by Mark Tapsak.

# Minutes of the Forum Meeting of Wednesday, October 23, 2013

Mark Tapsak called the meeting to order on October, 2013, at 3PM in the Multi A., KUB

**Present:** Jonathan Lincoln, Theresa Bloskey, A. Blair Staley, Joyce Bielen, Michael McFarland, Faith Warner, Ron Lambert, Clay Corbin, Barry Nolt, Mike Pugh, Marika Handakas, Patricia Beyer, Daniel Roesch, Deborah Stryker, Noah Wasieleski, Jerry Reed, Brett McLaurin, Jeff Long, Timothy Phillips, Darla Bressler, John Riley, Matthew Slotkin, Kim Olszewski, Sheila Dove Jones, Naz Fallahian, George Agbango, Gretchen Osterman, Jimmy Gilliland, Robert Moschgat, Jennifer Raup, Dione Somerville, Belinda DeLeon, Bruce Candlish, William Hudon, Kaitlin Steward

## 1. Approval of the Agenda for October 23, 2013

A motion to approve the Agenda was made by Robert Moschgat; seconded by George Agbango. Robert Marande opposed. The agenda was approved by voice vote.

## 2. Approval of the Minutes of April 24, 2013

A motion to approve the Minutes was made by Mike Pugh; seconded by Robert Moschgat. George Agbango requested his name be added. The minutes were approved by voice vote.

## 3. Election of the Forum Chair:

A motion to open chair nominations was made by Gretchen Osterman; seconded by Mike Pugh. Gretchen Osterman then proceeded to nominate Mark Decker, Associate Professor from the English Department. A motion to close nominations was made by George Agbango; seconded by Mike Pugh. After an explanation by Dr. Tapsak that Mark Decker is on sabbatical leave but had expressed an interest in serving as chair, Dr. Decker was elected Forum Chair by voice vote. Because of the Sabbatical leave, Dr. Tapsak agreed to serve as Interim Chair for the October and November meetings. Mark Decker will begin his service beginning in 2014.

## 4. Reports by standing committees:

- a. **BUCC:** Bruce Candlish reported that since the last Forum meeting the BUCC has approved numerous course revisions and changes. Some of the highlights include:

A revision of the Omnibus Form was approved, along with the associated PRP 3602. The new form eliminates swing courses.

A Russian and East European Studies program (and minor) was approved. Also, a General Studies Program was approved. The General Studies Program has been renamed to the Interdisciplinary major with two tracks (Advanced Studies and University Studies). The Advanced Studies track is intended to appeal to students who have unconventional academic interests, superior ability, and exceptional self-discipline. These students can essential design their own major. The University track is designed to appeal to undergraduate students who are not able to fit into a particular major for some extenuating circumstance.

Work continues on the BUCC by-laws and the committee expects to present them to the faculty later this year.

PRP 3612 – General Education Policy is being reviewed. The General Education Council has made a number of recommendations to clarify some of the general education goals as well as to clarify its language.

The BUCC began also discussed various course repeat policies --- PRP 3452, PRP 3462, and PRP 3522. The two basic issues that are being reviewed is an alignment of these policies with BOG policy. They are also looking at the role a W grade designation plays in course repeats.

Professor Candlish requested that everyone in attendance of the Forum meeting, make the following announcement to their departments, “There is a policy available to students to appeal any policy whenever they are in trouble with a university policy. If a student, for example, is running into difficulty with course repeats they do have the option to appeal the number of repeats that are allowable for that particular class.

- b. General Administration Committee:** Mary Vezendy reported that GAC has met twice this semester (October 10 and 17, 2013). They are currently working on several policies that will be ready for the next Forum meeting. For the Forum they presented the following policies:

PRP --- 5222 Safety Policy; for first reading. Minor changes reflect a state requirement that we state within our Safety Policy that we are self-insured and that the current recording structure is clearly defined for the safety position. The other three policies on the agenda are for a second reading.

Mark Tapsak reported on:

PRP --- 2410 Screening Camp and Conference Employee/Volunteer Policy; second reading. Richard Rujan had to put this policy in place, as a request from PASSHE to align with state law regarding volunteers working with minors.

PRP --- 5253 Smoking Policy; second reading. This policy was modified to better define that the policy exists in the cab of University vehicles.

PRP --- 6210 Background Investigation Policy; second reading. This policy was put in place by Richard Rujan based on some language changes.

Motion to approve the above three policies was made by Noah Wasielewski; seconded by Jen Raup. John Riley had questions regarding PRP 2410 and the need for student and minor background checks. Mike McFarland reported that a working group continues to evaluate the implementation of PRP – 2410. He stated that from an athletic standpoint, they screen and background check anyone who has a significant interaction with minors, regardless of the activity, classroom setting or on field. Another member (John) questioned the fees related to the background checks. Mike McFarland reported that the cost is between \$50 and \$75. Most of the Nursing and Education students have these clearances. A Forum member then asked why the university does not cover the costs, if they are requiring the clearances. All clearances are required on a yearly basis. Individual departments may choose to cover the cost. However, this is not stated in the policy. Dione Somerville discussed the need for clearances based on the type of contact.

PRP --- 2410, 5253, and 6210 were endorsed by a majority voice vote (21 to 4 with two abstaining).

- c. **Planning and Budget:** Steve Kokoska reported that Planning and Budget met on Thursday, October 10, 2013. The following sub-committee reports were given:

*Budget* --- Presentation concerning the unrestricted net assets of the university. That presentation is now available on the s-drive.

*Space and Facilities* – did not report.

*Enrollment Management* --- Tom Fletcher, presented an update on strategic enrollment. He talked about the need for the university to appeal to the changing demographics in the state of Pennsylvania and the need to accommodate non-traditional students. Mr. Fletcher talked about the need to be prepared for the increase in the number of transfer students, focusing on off-campus expansion and key educational partnerships. He also suggested that new program development be considered in order to meet the needs of the Pennsylvania workforce.

Jerry Reed presented on the Comprehension Employee Development Initiative (PASSHE Academy). This is a committee that is comprised of HR directors from across the state system and some training managers. They share professional development resources. This presentation focused on participant eligibility, current priorities and requests.

Irv Wright presented on the equity score card. The Equity Score Card is a document that was developed at the Center for Urban Education and PASSHE has partnered with this group. Many of the mandatory performance indicators come from this for the university. The Equity Score Card Committee is developing a survey that will be given to all academic departments. The purpose of this survey is to determine department activities that are currently in the works or being used to improve retention and graduating rates for students.

Vince Basile presented on BAS (Bachelor and Applied Science) degree program, stating that approximately 30 students are enrolled in that program currently. This is the third semester of the program. The response from various schools, students and employers has been very positive. Some other schools are interested in this program.

- d. **Student Life:** Jennifer Raup reported that Student Life standing committee met on October 3, 2013. The next meeting is scheduled for November 5, 2013. The committee is in discussion of ways to evaluate the tailgating initiative in order to make sure that it is meeting its intended goals and that the initiative is working.
- 5. **Open Forum:** Dr. Riley addressed the Forum on the importance of the Middle States Accreditation. The Periodic Review Report draft will be distributed to campus in a few weeks. Feedback is welcomed.
  - 6. **Adjournment:** The meeting was adjourned at approximately 3:33 by Mark Tapsak.

# Minutes of the Forum Meeting of Wednesday, November 13, 2013

Mark Tapsak called the meeting to order on November 13, 2013, at 3PM in the Multi A., KUB

**Present:** Jonathan Lincoln, Theresa Bloskey, A. Blair Staley, Joyce Bielen, Michael McFarland, Faith Warner, Ron Lambert, Clay Corbin, Barry Nolt, Mike Pugh, Marika Handakas, Patricia Beyer, Daniel Roesch, Deborah Stryker, Noah Wasieleski, Jerry Reed, Brett McLaurin, Jeff Long, Timothy Phillips, Darla Bressler, John Riley, Matthew Slotkin, Kim Olszewski, Sheila Dove Jones, Naz Fallahian, George Agbango, Gretchen Osterman, Jimmy Gilliland, Robert Moschgat, Jennifer Raup, Dione Somerville, Belinda DeLeon, Bruce Candlish, William Hudon, Kaitlin Steward, Ira Blake, President Soltz

## 1. Approval of the Agenda for November 13, 2013

A motion to approve the Agenda was made by Noah Wasieleski; seconded by John Riley. A second motion to remove Agenda Items 4B 1, 2, and 3 was made by Dr. Blair Staley; seconded by John Riley. The amendment to the agenda was approved by majority voice vote. 14 in favor, 7 opposed, and 3 abstained. The amended agenda was approved by voice vote

## 2. Approval of the Minutes of October 23, 2013

A motion to approve the Minutes was made by John Riley seconded by Noah Wasieleski. Bruce Candlish requested a change. The Masters of Fine Arts degree is a terminal degree not a doctorate. The minutes (revised) were approved by voice vote.

## 3. Announcements: Mark Tapsak announced that newly appointed Forum Chair; Mark Decker will preside over the February Forum meeting

## 4. Reports by standing committees:

a. **BUCC:** Bruce Candlish reported that since the last Forum meeting the BUCC has considered a number of course proposals and other information items. Some of the highlights include:

PRP 3612 – General Education Policy was revised and approved. The General Education Council recommended changes to Goal #9. Those suggestions were rejected by BUCC. Goal #9 is and continues to be written as “participating in a physical activity and evaluate the consequences of health decisions”.

PRE 3452 was considered for first reading. Work to the language is being done to align it with PASSHE policy and to clarify the role of a W in course repeats.

BUCC also considered correspondence from CGA and as a result of that correspondence information on the institutional practice relative to dual degrees. That may or may not lead to future BUCC action.

b. **General Administration Committee:** Jerry Reed reported that GAC has met once since the last Forum meeting. They are currently working on several policies that will be ready for the next Forum meeting. For the Forum they presented the following policy:

PRP – 5221 Safety Policy; for second reading. Motion to approve was made by John Riley; seconded by Mike Pugh. Policy was endorsed by voice vote.

**c. Planning and Budget:** Ira Blake reported that Planning and Budget met on Thursday, October 10, 2013. The following sub-committee reports were given:

*Budget* - Presentation concerning the unrestricted net assets of the university. That presentation is now available on the s-drive.

*Space and Facilities* – did not report.

*Enrollment Management* - Tom Fletcher, presented an update on strategic enrollment. He talked about the need for the university to appeal to the changing demographics in the state of Pennsylvania and the need to accommodate non-traditional students. Mr. Fletcher talked about the need to be prepared for the increase in the number of transfer students, focusing on off-campus expansion and key educational partnerships. He also suggested that new program development be considered in order to meet the needs of the Pennsylvania workforce.

Jerry Reed presented on the Comprehension Employee Development Initiative (PASSHE Academy). This is a committee that is comprised of HR directors from across the state system and some training managers. They share professional development resources. This presentation focused on participant eligibility, current priorities and requests.

Irv Wright presented on the equity score card. The Equity Score Card is a document that was developed at the Center for Urban Education and PASSHE has partnered with this group. Many of the mandatory performance indicators come from this for the university. The Equity Score Card Committee is developing a survey that will be given to all academic departments. The purpose of this survey is to determine department activities that are currently in the works or being used to improve retention and graduating rates for students.

Vince Basile presented on BAS (Bachelor and Applied Science) degree program, stating that approximately 30 students are enrolled in that program currently. This is the third semester of the program. The response from various schools, students and employers has been very positive. Some other schools are interested in this program.

**d. Student Life:** No Report

**Open Forum:** Dr. Riley addressed the Forum on the importance of the Middle States Accreditation. The Periodic Review Report draft will be distributed to campus in a few weeks. Feedback is welcomed.

**5. Adjournment:** The meeting was adjourned at approximately 3:48 by Mark Tapsak.