

FORUM
Minutes of the 2014 Year
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Minutes of the Forum Meeting of Wednesday, February 26, 2014

Mark Decker called the meeting to order on February 26, 2014, at 3PM in the Multi A., KUB

Present: Theresa Bloskey, A. Blair Staley, Michael McFarland, Mike Pugh, Marika Handakas, Daniel Roesch, Deborah Stryker, Jerry Reed, Jeff Long, Darla Bressler, John Riley, Matthew Slotkin, Kim Olszewski, Sheila Dove Jones, Gretchen Osterman, Jimmy Gilliland, Robert Moschgat, Jennifer Raup, Dione Somerville, Bruce Candlish, William Hudon, William Harrar, Evren Eryilma, Jihyun Kim, Sybil Holloway, Jim Hollister, Dean Downing, Fan Jiang, Beth Mauch, John Loonan, David Soltz

1. Approval of the Agenda for February 26, 2014

A motion to approve the Agenda was made by Mike Pugh; seconded by Kim Olszewski. The agenda was approved by voice vote.

2. Approval of the Minutes of November 13, 2013, 2013

A motion to approve the Minutes was made by Robert Moschgat; seconded by Deb Stryker. Motion was made by Blair Staley to table approval of minutes until next Forum meeting because not all members had time to view them; seconded by Bruce Candlish. November 13, 2013 Minutes will be sent out with February 26, 2014 Minutes in March.

3. Announcements: Mark Decker announced that PRP's regarding Emeritus status will be brought to Forum as a block of 4.

4. Reports by standing committees:

a. **BUCC:** Bruce Candlish reported that since the last Forum meeting the BUCC has reviewed 20 program course proposals. Course Repeat policy has been reviewed and aligned with PASSHE policy. The Course Repeat policy has been sent to the Provost. A discussion took place between BUCC and CGA regarding the Second Degree and General Education policies. Bruce reminded the faculty in attendance of the importance to vote on the proposed revision to the By-Laws at the upcoming elections. The revised By-Laws were sent to all faculty members. Faculty members may email Bruce or Jill Whitenight if they need a copy.

b. **General Administration Committee:** Jerry Reed reported that GAC has not met this semester. Faculty Emeritus policy has gone back to GEC. They hope to bring this policy and the three other Non-Emeritus policies to the next Forum.

c. **Planning and Budget:** No report

Budget -

Space and Facilities –

Enrollment Management -

d. Student Life: Jennifer Raup reported that Student Life standing committee has not met this semester. The next meeting is scheduled for Friday, February 28, 2014. Work continues on updates to the Student Code of Conduct.

5. Open Forum: An attendee inquired about an update on the proposed question on how to save money, university wide. Jon Loonan reported that budget is still a work in process.

Jennifer Raup discussed the opportunity for formal hearing board training and offered to present a summary of this training at a future Forum meeting. Jennifer and Mark Decker will discuss this and possibly add it to a future agenda.

Sheila Jones reported on the Assessment Handbook.

6. Adjournment: The meeting was adjourned at approximately 3:15 by Mark Decker.

Minutes of the Forum Meeting of Wednesday, March 26, 2014

Mark Decker called the meeting to order on March 24, 2014, at 3PM in the Multi A., KUB

Present: A. Blair Staley, Michael McFarland, Mike Pugh, Marika Handakas, Deborah Stryker, Jerry Reed, Jeff Long, Darla Bressler, John Riley, Matthew Slotkin, Sheila Dove Jones, Gretchen Osterman, Robert Moschgat, Jennifer Raup, Dione Somerville, Bruce Candlish, William Hudon, William Harrar, Jim Hollister, Beth Mauch, John Loonan, David Soltz, Wayne Mohr, Ron Lambert, Clay Corbin, Kelly D., Debbie Stayer, Brenda Cromley, Kevin Ball, Angela Pang, Evren Eryilmaz.

1. Approval of the Agenda for March 26, 2014

A motion to approve the Agenda was made by John Riley; seconded by Bruce Candlish. The agenda was approved by voice vote.

2. Approval of the Minutes of November 13, 2013

A motion to approve the Minutes was made by John Riley; seconded by Wayne Mohr. The agenda was approved by voice vote.

3. Approval of Minutes of February 26, 2014

A motion to approve the Minutes was made by John Riley; seconded by Wayne Mohr. The agenda was approved by voice vote.

4. Announcements: Mark Decker reminded all attendees to sign-in. He also announced that there is a limited number of paper copies of the Agenda, Minutes and agenda items available to attendees. Paper copies will be available at future Forum meetings, as well.

5. Reports by standing committees:

- a. **BUCC:** Bruce Candlish reported that BUCC has met twice since the last Forum meeting. One meeting was a business meeting the other meeting was open in which no business was conducted. BUCC is currently reviewing a new credit hour policy. The current credit hour policy definition is out of alignment with PASSHE policy and US Department of Education policy relative with financial aid. A new policy should be submitted to the Provost shortly. BUCC is also reviewing PRP 3604 Undergraduate and Graduate Requirements. They are working to align it with PASSHE policy. The annual review of PRP 3230 and PRP 3233 is in process.

- b. **General Administration Committee:** Jerry Reed reported that GAC had completed their work to bring forward the tabled emeritus policies (PRP 8760, 8761, XXXX-Athletic Coach, 6760) from the previous Forum meeting. Mr. Reed reviewed the changes to those emeritus policies. John Riley suggested a language change to PRP 8760. Bill Hudon voiced concerns regarding PRP XXXX-Athletic Coach. Jerry will take back the concerns/suggestions to GAC. Discussion incurred regarding faculty members maintaining their email accounts following retirement. Council has advised against this practice.

First reading; PRP 8760 – Executive, Manager and Administrator Emeritus Status, PRP 8761 – Non-instructional Emeritus Status, PRP XXXX – Athletic Coach Emeritus Status, and PRP 6760 – Faculty Emeritus Status.

- c. Planning and Budget:** Ira Blake reported that Planning and Budget has had a number of presentations. A Winter Session report was given and it was reported that the first Winter Session was very successful. Over five-hundred students were in attendance. Most of the courses were online. The largest group in attendance were seniors. Net gain was approximately \$345,000. We are currently on target for spring enrollment. Periodic Review (PRR) process/Middle States report is available for community comment until April 1, 2014. Please provide feedback to Dr. Sheila Dove-Jones.
 - d. Student Life:** Jennifer Raup reported that Student Life standing committee has not met since the first meeting of the semester. Student Code of Conduct (Cleary, Campus Safe Act, Title 9 and Violence against Women Act (VAWA)) is being reviewed by an outside agency hired by PASSHE. Following their recommendations, the Student Code of Conduct will be revised to meet compliancy.
- 6. Tailgating Policy (PRP 4815) and Alcoholic Policy (PRP 4810):** Dr. Somerville presented on the Tailgating policy, PRP 4815 and provided updates on the Alcoholic Beverage policy, PRP 4810. In addition, she reviewed results of the tailgating survey conducted. A motion to endorse PRP 4815 and PRP 4810 was made by John Riley; seconded by Mike Pugh. PRP 4815 and PRP 4810 were endorsed by voice vote.
 - 7. Assessment Working Group Presentation:** Drs. Sheila Dove-Jones and Bill Calhoun presented on the Assessment Working Group.
 - 8. Middle States Report:** Drs. Riley and Dove Jones presented on the Middle States Report.
 - 9. Open Forum:** No report
 - 10. Adjournment:** The meeting was adjourned at approximately 4:16 by Mark Decker.

Minutes of the Forum Meeting of Wednesday, April 23, 2014

Mark Decker called the meeting to order on April 23, 2014, at 3PM in the Multi A., KUB

Present: A. Blair Staley, Joyce Bielen, Michael McFarland, Ron Lambert, Barry Nolt, Sybil Holloway, Mike Pugh, Marika Handakas, Jean Downing, Jimmy Gilliland, Jerry Reed, Jeff Long, Darla Bressler, John Riley, Matthew Slotkin, George Agbango, Robert Moschgat, Jennifer Raup, Bruce Candlish, William Harrar, John Loonan, Claudia Thrush, David Soltz, Debbie Stayer, Angela Pang, Evren Eryilmaz, George Agbango.

1. Approval of the Agenda for April 23, 2014

A motion to approve the Agenda was made by John Riley; seconded by George Agbango. The agenda was approved by voice vote.

2. Approval of the Minutes of March 26, 2014

A motion to approve the Minutes was made by Marika Handakas; seconded by John Riley. The minutes were approved with corrections as noted by voice vote.

3. Announcements: Mark Decker announced that copies of the agenda and minutes are available on the sign-in table. He also reminded attendees to sign-in.

4. Reports by standing committees:

a. BUCC: Bruce Candlish reported that the current credit hour policy has been aligned with PASSHE policy and US Department of Education policy relative with financial aid. The policy has been submitted to the Provost. BUCC has recommended modification of PRP 3604 (Undergraduate and Graduate Requirements) to the Provost. It has been aligned it with PASSHE policy. The committee continues to work on new By Laws. BUCC approved approximately forty departmental curriculum proposals. They received their first co-curricular learning experience (CLE) proposal from Student Affairs. It was approved for general education points and recommended to the Provost for approval.

b. General Administration Committee: Jerry Reed reported that first readings for emeritus policies (PRP 8760, 8761, XXXX-Athletic Coach, 6760) were held during the previous Forum meeting. Mr. Reed reviewed revisions to PRP XXXX-Athletic Coach Emeritus and PRP 6760 Faculty Emeritus. Mr. Reed reported that the Athletic Coach Emeritus PRP has been numbered 8762. It was recommended by Mona Bartholomew to number it in sequence behind non instructional and managerial.

Second Reading; PRP 8760 – Executive, Manager and Administrator Emeritus Status, PRP 8761 – Non-instructional Emeritus Status, PRP 8762 – Athletic Coach Emeritus Status, and PRP 6760 – Faculty Emeritus Status.

A motion was made to endorse PRP 8760, 8761, 8762, 6760 was made by John Riley; seconded by Mike Pugh. PRP 8760, 8761, 8762, and 6760 were endorsed by voice vote.

c. **Planning and Budget:** No report

d. **Student Life:** No report

5. **Updates to the Hazard Mitigation Plan:** Belinda DeLeon presented.

The Federal Government passed the Federal Mitigation Act of 2000 implementing regulations. This was published in February 2002 and requires local jurisdictions to have their own mitigation plan. PEMA has concluded that universities, especially state universities are their own jurisdiction.

Bloomsburg University first started working on a plan in 2007. PASSHE hired consultants to help with this plan. The consultants were hired through a grant. The plan was written in 2009. PEMA approved the plan in 2010. The plan needs to be updated every five years. Our plan is still current through July 2015.

Bloomsburg University is currently updating its Hazard Mitigation Plan. Once again consultants have been provided through PASSHE. A steering committee has been formed and a project website has been created. The 2009 Mitigation Plan can be viewed on this website. In addition, a survey is available on the website. Input from faculty, staff, students, and their surrounding community is being requested.

6. **E&G Budget Update-FY 2013-2014 (Current Year) and FY 2014-15 (Request Year):** John Loonan and Claudia Thrush presented. The E&G presentation and its content had been discussed with the Budget Sub-Committee and the Planning and Budget Committee in detail. This presentation was designed to brief the University Forum on where the budget process currently stands.

7. **Open Forum:** No report

8. **Adjournment:** The meeting was adjourned at approximately 3:48.

Minutes of the Forum Meeting of Wednesday, October 22, 2014

Mark Decker called the meeting to order on October 22, 2014, at 3PM in the Multi A., KUB

Present: Robert Wislock, Kate Bauman, Diane Novak A. Blair Staley, Michael McFarland, Matthew Polinski, Jim Hollister, Deborah Stryker, Jerry Reed, Safa Saracoglu, Darla Bressler, John Riley, Matthew Slotkin, Gretchen Osterman, Jimmy Gilliland, Robert Moschgat, Jennifer Raup, Dione Somerville, Bruce Candlish, William Hudon, William Harrar, Evren Eryilma, Angela Pang, Claudia Thrush, David Soltz, Joyce Bielen, Ron Lambert, Jack King, Eric Miller, Noah Wasielewski, Debbie Stayer, Angela Dawn Hess, Brenda Cromley, George Agbango, Craig Young, Matthew Barcus, Mark Decker, Stacey Potora

1. Approval of the Agenda for October 22, 2014

A motion to approve the Agenda was made by John Riley; seconded by Noah Wasielewski. The agenda was approved by voice vote.

2. Approval of the Minutes of April 23, 2014

A motion to approve the Minutes was made by John Riley; seconded by Joyce Bielen. The minutes were approved by voice vote.

3. Approval of Minutes of September 24, 2014

Minutes not available at this time. They will be presented at the next Forum meeting.

4. Election of the Forum Chair:

Mark Decker opened the floor for Forum Chair nominations. Gretchen Osterman nominated Mark Decker; seconded by Jerry Reed. A motion to close nominations was made by John Riley. Mark Decker was elected Forum Chair by voice vote.

5. Reports by standing committees:

a. **BUCC:** Bruce Candlish reported that approximately ninety curriculum proposals were approved by BUCC. Faculty approved proposed changes to the new by-laws through petition. Meet and Discuss is currently considering the revised by-laws.

Dr. Candlish discussed that a revision to the Omnibus Form is being completed to clarify that the box on the Omnibus forms requires a check mark whenever there is an issue of class size being presented during course proposal. The use of language from outside authoritative sources is recommended and particularly valuable to programs that have accreditation.

b. **General Administration Committee:** Jerry Reed reported that this committee has not yet met this semester. A meeting is scheduled for the week of October 27, 2014. PRP 5460 Disposal/Storage of Fixed Assets/Equipment is being considered.

c. **Planning and Budget:** Dr. Blake reported

Budget – Mr. Loonan reported on unrestricted net assets and how they relate to the overall institution. Unrestricted net assets are funds that can be used for repurpose.

These funds are normally committed to something. Mr. Loonan's report focused on the gap between our budgetary needs and the available tuition and state appropriations and how we utilize the net unrestricted assets.

Space and Facilities – Committee reported on operational space reallocation in Sutliff Hall. This reallocation did not impact faculty in terms of teaching and students in terms of instruction.

Tom Kresh presented on the proposal for a new residential hall which would be built where the Book Store and Black Box Theater are currently located. The Book Store would be moved to Kehr during the demolition and construction phase. Demolition and construction will take approx. fourteen months. The anticipated completion date is fall 2017. It will consist of seven stories producing 396 beds in the form of two and four person suites. The Book Store will then be relocated into that building on the lower floor along with specialized dining.

Enrollment Management – Dr. Blake reported that Tom Fletcher presented on the summer session 2014 and other initiatives for 2015. Enrollment and student credit hours were down, which means revenue was down. The committee has plans underway to generate more revenue and to better align the course offerings with student's needs, more academic progress, time of completion, and enrichment opportunities.

Chris Lappos reported on the fall 2015 enrollment which is slightly down, which again impacts revenue. Discussion on some of the strategies that are in place to see a return on enrollment. The largest decline was in graduate enrollment.

John Loonan presented a five-year summary which aligned revenue, budget and its relationship with enrollment. The report also included information on the differences between out of state and in state tuition and the difference between graduate and undergraduate tuition. In addition, the split between nonresidential student tuition and international student tuition.

Chris Lappos and Tom Fletcher also talked about strategic enrollment management efforts and opportunities that are being pursued. Graduate programs are being run online and off site. In-service teachers are in the process of discussing an Executive MBA with Geisinger, which would be delivered onsite. The Masters of Science and Technical Leadership is expanding to community colleges offsite and online. This relieves us of some of the facilities costs and the use of our services on campus.

Dr. Blake announced the Academic Affairs Retreat is being held at the end of the month with Chairs and Dean. Discussion will focus on more targeted strategic enrollment management; to address some of the particular areas of which we think we can recover some of the enrollment and to generate some revenue.

Craig Young posed a questions regarding the new buildings going up on campus and if family and gender natural bathrooms will be included in those buildings. In addition, he inquired about the decisions that are being made with dining facilities that are being brought in and if they would fall in line with campus anti-discrimination policies. He

asked where these discussions would be held and who to contact. Dr. Blake recommended contacting Dr. Somerville. She also indicated that the buildings are in the early design phases and there is time to discuss these concerns. Dr. Somerville responded and indicated that discussion has not been had regarding new dining facilities and that the new residential hall is suite style which elevates the need for gender natural bathrooms. She also indicated that a gender neutral bathroom would most likely be placed outside the Book Store.

- d. Student Life:** Jennifer Raup reported the committee met on October 3, 2014. PRP 4790- Student Sexual Misconduct and PRP 4802-Student Code of Conduct and Judicial Process were discussed. In addition, some minor updates that will need to be made to PRP 4802-Student Code of Conduct. The changes will be made and presented early in the spring semester. The committee spoke about providing feedback per Mike McFarland's request to the Athlete Code of Conduct. The committee will meet again on October 23, 2014 at 3:00 and discuss PRP 4424-Health History Record. The Health Center updated the policy regarding web information.
- 6.** PRP 4789 (formerly PRP 6814) Harassment and Discrimination; for first reading Dr. Wislock reviewed the changes to this policy.
- 7.** PRP 4790 - Student Sexual Misconduct; first Reading Jennifer Raup reviewed the changes to this policy.
- 8.** PRP 4802 – Student Code of Conduct and Judicial Process; for first reading Jennifer Raup reviewed the changes to this policy.
- 9.** Open Forum: None
- 10. Adjournment:** The meeting was adjourned at 3:57 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, November 12, 2014

Mark Decker called the meeting to order on November 12, 2014, at 3PM in the Multi A., KUB

Present: Robert Wislock, A. Blair Staley, Theresa Bloskey, Kim Olszewski, Tina Delahunty, Heather Kirkwood-Mazik, John Loonan, Chang Sup Park, Matthew Polinski, Jerry Reed, John Riley, Matthew Slotkin, Gretchen Osterman, Jimmy Gilliland, Jennifer Raup, Dione Somerville, Bruce Candlish, William Hudon, William Harrar, Joyce Bielen, Jack King, Eric Miller, Noah Wasielewski, Brenda Cromley, Mark Decker, Stacey Potora

1. Approval of the Agenda for November 12, 2014

A motion to approve the Agenda was made by John Riley; seconded by Bruce Candlish. The agenda was approved by voice vote.

2. Approval of the Minutes of October 22, 2014

A motion to approve the Minutes was made by John Riley; seconded by Noah Wasielewski. The minutes were approved by voice vote.

3. Reports by standing committees:

- a. **BUCC:** Bruce Candlish reported the committee has met once since the last Forum meeting. The committee approved proposals from the four colleges. Reviewed revision of the CLE Guidelines for General Education. The primary revision was the expectation of approximately 30 hours of student contribution as they complete GED points. PRP 3223 Graduate Degree Programs and PRP 3449 Graduate Courses in Senior Year; for first reading. PRP 3640 Academic Distinction; for second reading.
- b. **General Administration Committee:** Jerry Reed reported that the committee has not met since the last Forum meeting. The committee is preparing to bring two policies for review during the first Forum meeting of the spring 2015 semester. The first policy is in reference to surplus property and the second is regarding collection of cash in excess of ten thousand dollars.
- c. **Planning and Budget:** No report
- d. **Student Life:** Jennifer Raup reported that the Health Center is working on policy updates regarding students registering their information online. The committee is preparing to present the policy next semester.

4. PRP 4789 (formerly PRP 6814) Harassment and Discrimination; for second reading.

Dr. Wislock reviewed the changes to this policy. A motion to endorse PRP 4789 was made by John Riley; seconded by Joyce Bielen. PRP 4789 was endorsed by voice vote.

5. **PRP 4790** - Student Sexual Misconduct; for second reading Jennifer Raup reviewed the changes to this policy. The Non Discrimination policy will be added when the policy is endorsed. A motion to endorse PRP 4790 was made by John Riley; seconded by Gretchen Osterman. PRP 4790 was endorsed by voice vote.

6. **PRP 4802** – Student Code of Conduct and Judicial Process; for second reading Jennifer Raup reviewed the changes to this policy. The Non Discrimination policy will be added when the policy is endorsed. A motion to endorse PRP 4802 was made by John Riley; seconded by Noah Wasielewski. Bruce Candlish registered a concern to include PRP 3881 under Section H - Disruptive Classroom Conduct
PRP 4802 was endorsed by voice vote.

7. **Open Forum:** Mark Decker announced that the September 2014 Forum Minutes will be on the February 2015 agenda. He also announced that all spring 2015 Forum Meetings will be held in Andruss Library/ Schweiker Room.

8. **Adjournment:** The meeting was adjourned at 3:15 PM by Mark Decker.