

FORUM
Minutes of the 2016 Year
TABLE OF CONTENTS

[Contents](#)

Minutes of the Forum Meeting of Wednesday, February 24, 2016	2
Minutes of the Forum Meeting of Wednesday, March 23, 2016	4
Minutes of the Forum Meeting of Wednesday, April 20, 2016	6
Minutes of the Forum Meeting of Wednesday, September 28, 2016.....	8
Minutes of the Forum Meeting of Wednesday, October 26, 2016	10
Minutes of the Forum Meeting of Wednesday, December 7, 2016.....	12

Minutes of the Forum Meeting of Wednesday, February 24, 2016

Mark Decker called the meeting to order on February 24, 2016, at 3:05 PM in the Schweiker Room, Andruss Library.

Present: George Agbango, Joyce Bielen, John Loonan, Johan van der Jagt, Jerry Reed, John Riley, Jessy Defenderfer, Terina Oman, Elizabeth Mauch, Mark Decker, Stacey Patora, , Dione Somerville, Tom Phillips, Michael Coffta, Heather Kirkwood, Dennis Frohlich, Devon Manney, Wayne Mohr, Michael McFarland, Deb Walberg, Bruce Candlish, Evren Eryilma, Erin Bennett,

1. Approval of the Agenda of February 24, 2016

A motion to approve the Agenda was made by John Riley seconded by Deb Walberg.
The minutes were approved by voice vote.

2. Approval of the Minutes of November 11, 2016

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

3. Announcements

Bruce Candlish announced the details for the BU Players production of The Laramie Project.

4. Reports by standing committees:

a. **BUCC:** Bruce Candlish reported the committee has met _____ since the last Forum meeting.

b. **General Administration Committee:** Jerry Reed reported the committee is continuing to work on policies surrounding the Clery Act-Timely Warnings and Timely Alerts and

c. **Planning and Budget:** George Agbango requested informal reports from Eric Ness, Facilities Management and Tom Fletcher, Strategic Enrollment.

d. **Student Life:** No Report

5. **Active Shooter Presentation:** Tom Phillips, University Police Chief and Dan Erdman, University Police Corporal.

6. **PRP 5201- Emergency Notification/Response and Evacuation; for first reading**

7. **Open Forum: None**

8. **Adjournment:** The meeting was adjourned at 4:00 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, March 23, 2016

Mark Decker called the meeting to order on March 23, 2016, at 3:02 PM in the Schweiker Room, Andruss Library.

Present: President Soltz, George Agbango, Joyce Bielen, John Loonan, Johan van der Jagt, Jerry Reed, John Riley, Jessy Defenderfer, Terina Oman, Elizabeth Mauch, Mark Decker, Stacey Patora, Dione Somerville, Tom Phillips, Michael Coffta, Heather Kirkwood, Rebecca Toothaker, Wayne Mohr, Michael McFarland, Deb Walberg, Bruce Candlish, Evren Eryilma, Erin Brummett, William Harrar, Dennis Frohlich, Matthew Slotkin, Rona Anderson, Robert Moschgat, Monica Johnson

1. **Approval of the Agenda of March 23, 2016**

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

2. **Approval of the Minutes of February 24, 2016**

The minutes will appear on the April 20, 2016 Forum agenda.

3. **Announcements-** None

4. **Reports by standing committees:**

- a. **BUCC:** Bruce Candlish reported the committee has met twice since the last Forum meeting. During the March 2 meeting, the committee reviewed proposals from Economics, English, Information and Technology Management, and Mass Communications. The committee also endorsed changes in the General Education Assessment Plan that were recommended by General Education Council.

On March 16 the committee held its semi-annual open meeting and discussed the academic calendar, and learned the PASSHE presidents would be revisiting the concept of the common calendar. Dr. Blake will report to BUCC when she has further information.

The committee took a step toward a comprehensive review and revision of academic PRPs. Over the summer, a work group reviewed all the academic policies for consistency with several different sets of PASSHE policies and procedures. During spring break, prior to submission of the final report to the BUCC, the work groups report (with the help of the provost) was updated with latest revised Board of Governors policies, Office of the Chancellors Standards and Guidelines, Pennsylvania Department of Education requirements, and Middle States Standards. The report was present at the BUCC's open meeting and the committee will begin the process of revising PRP's at its next meeting.

Dr. Candlish discussed the recommended BUCC bylaws that were distributed to all faculty via email. A petition will be distributed to the departments for the faculty to sign, approving the by-law revisions. Additional details can be found in the email.

- b. **General Administration Committee:** Jerry Reed reported the committee will be meeting one more time in April before breaking for the semester to review at least one more policy.
 - c. **Planning and Budget:** Tom Fletcher reported he represented Dr. Blake at the March 3rd Planning and Budget meeting. He provided the following update from that meeting.
 - i. **Budget Sub-Committee:** They addressed the dollar value of performance funding question from the previous meeting.
 - ii. **Enrollment Sub-Committee:** Tom Fletcher and Claudia Thrush provided an update on enrollment and the financials for the spring 2016 semester. The ending target number did not meet the final target, causing a budget shortage of approximately \$370,000.
 - iii. **Strategic Enrollment Management Sub-Committee:** Tom Fletcher reported on the new Graduate Recruiter, Candy Ryan and the consulting project with Ruffelo, Noll, Levitz. New programs recently approved include, post baccalaureate, certificate credit based programs in both COST and COB. Additionally, beginning in fall semester 2016, COB and COST will offer programs at PASSHE Center City in Philadelphia.
 - iv. **Space and Facility Sub-Committee:** Dr. Kehoe-Forutan reported on six agenda items, BU Toy Library/Language and Literacy Resource Center was temporarily relocated on the third floor of McCormick, Faculty office changes in Mass Communications, space code changes in Nursing, office changes in Audiology and Speech Pathology, and code change to create the Center for Supply Chain Management in the College of Business, Sutliff Hall.
 - v. Tom Fletcher and Dr. Beyer gave an update about student success collaborative.
 - d. **Student Life:** No Report
- 5. **PRP 5201- Emergency Notification/Response and Evacuation; for second reading**
A motion was made to endorse PRP 4802 by John Riley; seconded by Bruce Candlish. PRP 5201- Emergency Notification/Response and Evacuation was endorsed by majority voice vote.
 - 6. **PRP 5202-Timely Warning:** for first reading
 - 7. **PRP XXXX-Information Security:** for first reading
 - 8. **Open Forum:** President Soltz announced Governor Wolf allowed the budget to move forward without signature. An additional 20.6 million dollars. This is the first budget increase in seven years. The passed budget will allow us to reduce our deficit.
 - 9. **Adjournment:** The meeting was adjourned at 3:34 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, April 20, 2016

Mark Decker called the meeting to order on April 20, 2016, at 3:00 PM in the Schweiker Room, Andruss Library.

Present: Joyce Bielen, John Loonan, Johan Van der Jagt, Jerry Reed, John Riley, Jessy Defenderfer, Elizabeth Mauch, Mark Decker, Stacey Patora, Tom Phillips, Michael Coffta, Wayne Mohr, Michael McFarland, Deb Walberg, Bruce Candlish, Evren Eryilma, Erin Brummett, William Harrar, Dennis Frohlich, Matthew Slotkin, Robert Moschgat, Monica Johnson, William Hudon, Devon Manney, Brenda Cromley, Dan Knorr, Claudia Thrush

1. Approval of the Agenda of April 20, 2016

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

2. Approval of the Minutes of February 24, 2016

A motion to approve the Minutes was made by Deb Walberg; seconded by Bruce Candlish. The Minutes were approved by acclamation with changes, as noted.

3. Approval of the Minutes of March 23, 2016

A motion to approve the Minutes was made by Michael McFarland; seconded by John Riley. The Minutes were approved by acclamation.

4. Announcements- Mark Decker announced a committee will be put together to look at the Forum Governance document and make some changes. The changes will make the Forum a better conduit for information. The first Forum meeting of 2016-2017 academic year will not be the traditional state of the university address. Regular business will be conducted at the first meeting as well as Forum on the Forum.

5. Reports by standing committees:

- a. **BUCC:** Bruce Candlish reported the committee acted on 59 proposals since the last Forum meeting. The committee is in the middle of a comprehensive review of all Academic Policies. PRP's 3439 – Student Scheduling, 3640 – Academic Distinction, and 3434 – Change to Undergraduate Schedule were taken through BUCC at its last meeting have been recommended to the Provost.
- b. **General Administration Committee:** Jerry Reed reported the committee met last week. The committee is considering the Tuition Waiver policy to be consistent with the CBA. In addition, a specific addition that talks around visiting scholars. The committee hopes to bring the revised policy to a fall Forum.

c. **Planning and Budget:** Robert Gates reported on behalf of Dr. Blake. The committee meeting for April 21 has been cancelled. Information was emailed to committee membership and includes:

- Summer work schedule, visit [bloomu.edu/documents/facilities/lower campus](http://bloomu.edu/documents/facilities/lower-campus) for details.
- Update on summer enrollment

1. **Budget Sub-Committee:** N/A

2. **Enrollment Sub-Committee:** N/A

3. **Strategic Enrollment Management Sub-Committee:** N/A

4. **Space and Facility Sub-Committee:** N/A

d. **Student Life:** No Report

6. **Interim Budget Report:** John Loonan – The same briefing was briefed in detail to the Budget Sub Committee, Planning and Budget, Presidents Advisory Council.

7. **PRP 4789 Harassment and Discrimination; for first reading**

8. **PRP 5202-Timely Warning; for second reading**

A motion was made to endorse PRP 5202 by John Riley; seconded by Bruce Candlish. PRP XXXX-Timely Warning was endorsed by majority voice vote.

9. **PRP XXXX-Information Security:**

A motion was made to endorse PRP XXXX by John Riley; seconded by Michael Coffta. PRP XXXX-Information Security was endorsed by majority voice vote with one abstention.

10. **Open Forum:** None

11. **Adjournment:** The meeting was adjourned at 3:30 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, September 28, 2016

Mark Decker called the meeting to order on September 28, 2016, at 3:00 PM in the KUB Ballroom.

Present: Jim Krause, John Loonan, Deborah Stryker, Jerry Reed, John Riley, Mark Decker, Stacey Patora, Michael McFarland, Alan Baker, Robert Moschgat, William Hudon, Brenda Cromley, Dan Knorr, Claudia Thrush, Conrad Quintyn, Minda Miller, Chansé Moyer, Cheryl Howlett, Chris Donohue, Rona Anderson, Kate Bauman, Robert Wislock, George Agbango, Jamie North, Doreen Jowi, Steven Welch, Rebecca Toothaker, Gretchen Osterman

1. Approval of the Agenda of October 28, 2016

A motion to approve the Agenda was made by John Riley; seconded by Doreen Jowi. The agenda were approved by voice vote.

2. Approval of the Minutes of April 20, 2016

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

3. Announcements-None

4. Reports by standing committees:

- a. **BUCC:** John Riley reported BUCC has met three (3) times since the last Forum meeting. Many course proposals have been reviewed. Most significantly, is that the Department of Physics is modifying their Electronics Engineering Technology degree to the Electrical Engineering degree. An academic course proposal from Bob Heckrote to make two GEP's, co-curricular learning experience and military experience in Cultures and Diversity. This would be for military personnel who have had a significant immersion in another culture. During the last meeting of the year in April, BUCC finished a revision of the bylaws for approval by the faculty. The revisions were reviewed by Meet and Discuss on September 16. BUCC will be asked to approval a change to the bylaws – mostly to reflect the current structure of the university. BUCC bylaws require approval of fifty percent of the faculty. A petition will be given to each department chair for faculty signatures to approve the changes.
- b. **General Administration Committee:** Jerry Reed reported the committee has met once this semester. The committee will begin looking at their portion of the governance document.
- c. **Planning and Budget:** Jim Krause reported the committee has met once this session. It was largely informational with sub-committee reports presented from Budget Sub-Committee, Strategic Enrollment Management Sub-Committee and Space and Facility Sub-Committee. Six action plan processes are ongoing.

- d. **Budget Sub-Committee:** No report
 - e. **Enrollment Sub-Committee:** No report
 - f. **Strategic Enrollment Management Sub-Committee:** No report
 - g. **Space and Facility Sub-Committee:** No report
 - h. **Student Life:** No report
5. **Budget Presentation** by John Loonan. Presentations can be found on the President's website, Administration and Finance website, as well as the Budget website.
 6. **GEC Chair's Annual Report for 2015-2016** by Mindy Miller. See attachment.
 7. **PRP 4789 Harassment and Discrimination; for second reading** A motion was made to endorse PRP 4789 by John Riley; seconded by Gretchen. A motion was made by John Riley; seconded by Gretchen Osterman to amend the document to replace the word accused with the word respondent. PRP 4789- Harassment and Discrimination was endorsed as amended by majority voice vote.
 8. **Information Items: BUCC PRP's** – John Riley reported for informational purposes on the following policies:
 - 3516-Academic Examination**
 - 3920-Honorary Degrees**
 - 3230-Course, Co-Curricular Learning Experience, and Academic Program Development Policy and Proposal Requirements**
 - 3233-Master Course Syllabi**
 9. **PRP 6538-Tuition Waiver;** first reading
 10. **Forum Chair Election:** A motion to nominate Mark Decker as Forum Chair was made by John Riley; seconded by Jerry Reed. Mark Decker was approved as Forum Chair by voice vote.
 11. **Open Forum:** None
 12. **Adjournment:** The meeting was adjourned 4:01 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, October 26, 2016

Mark Decker called the meeting to order on October 26, 2016, at 3:00 PM in the KUB Ballroom.

Present: Jim Krause, John Loonan, Deborah Stryker, John Riley, Mark Decker, Stacey Potora, Michael McFarland, Alan Baker, Robert Moschgat, William Hudon, Brenda Cromley, Angela Crossley, David Soltz, Mindi Miller, Joyce Bielen, Deb Walberg, Tung Cu, Sarah Bartra, Matthew Polinski, Doreen Jowi, Winona Cochran, Devon Manney, Jimmy Gilliland, Chad Blackburn, Garratt Grant, Terina Oman, Jennifer Raup, Rosalee Rush, Aimee Wenta, Meaghan Fuhrman, Sheila Jones, Jessica Heid, Beth Mauch, Erin Bielski

1. Approval of the Agenda of October 26, 2016

A motion to approve the Agenda was made by John Riley; seconded by Terina Oman. The agenda were approved by voice vote.

2. Approval of the Minutes of September 28, 2016

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

3. Announcements-None

4. Reports by standing committees:

a. BUCC: John Riley reported BUCC has met once since the last Forum Meeting. The committee continues the work on updating PRP's. BUCC approved PRP3536 and PRP3627 at the last meeting. Both PRP's had updating and also some references to other polices within them. Any comments on the PRP's should be directed to Dr. Riley. The next BUCC meeting will be held on November 2, 2016.

b. General Administration Committee: John Loonan reported on the committee. The committee is looking at their portion of the governance document.

c. Planning and Budget: Jim Krause reported the committee did not meet last week, therefore there is no update.

d. Student Life: Jen Raup stated the committee has not met. However, they will be reviewing the policies by spring.

5. PRP 6538-Tuition Waiver: John Loonan stated the second reading incudes improving and expanding definitions.

Motion to endorse PRP 6538 made by John Riley. Motion was seconded by Jen Raup. The motion was approved by voice vote.

6. Revitalizing the Forum Update: Dr. Decker reviewed the Governance Document for the Forum. In the description of the Forum Chair it has been suggested that there should be a Co-Chair from one of the non-instructional bargaining units. Forum does not allow the Campus Community to originate concerns and bring them forward and articulate. The Forum is considering how to send concerns raised back to the committees in which they belong in instead of having several Non-Binding Resolutions at each meeting. Dr. Decker is hoping to have something on this by the next meeting. There have been no revisions to the document since January 2008. Another change should be to add language to the document to allow for name changes of departments as needed. Dr. Soltz suggested to, in a timely fashion, revise the Bylaws of the Forum. Perhaps consider making a simple document that puts together the Forum and the major committees. Joyce Bielen suggested an organizational chart that puts all the pieces into place. The Middle States Reviews as well as the Middle States Standard of Excellence can assist in designing the document.

7. Open Forum: None

8. Adjournment: The meeting was adjourned at 3:31 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, December 7, 2016

Mark Decker called the meeting to order on December 7, 2016 at 3:00 PM in KUB 345B.

Present: Wayne Mohr, Jim Krause, Cassandra Sachar, Shawn Makar, Joyce Bielen, Deb Walberg, John Riley, Tung Cu, Deb Stryker, Jerry Reed, Michael Coffta, Charlotte Droll, Dennis Frohlich, Alan Baker, Rebecca Toothaker, David Soltz, Brenda Cromley, Angela Crossley, Garrett Grant, Chad Blackburn, Conall Smith, Gabby Zukowski, Enmi Tejeda, Terina Oman, Jennifer Raup, John Loonan, Dione Summerville, Elizabeth Mauch, Jeanne Dayhoff

1. **Approval of the Agenda of December 7, 2016**

The agenda was approved by acclamation.

2. **Approval of the Minutes of October 26, 2016**

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

3. **Announcements-None**

4. **Reports by standing committees:**

- a. **BUCC:** John Riley reported BUCC has met three times since the last Forum Meeting. The committee continues the work on updating PRP's. BUCC approved PRP3612, PRP3820, PRP3581, PRP 3462, and PRP 3454 at the last meeting. John stated that some of the proposals there were approved were International Business, Pre-Med Study Certificate, BSTL, and the Doctorate of Nursing Program.
- b. **General Administration Committee:** John Loonan reported on the committee. The committee is still looking at their portion of the governance document.
- c. **Planning and Budget:** Jim Krause reported the committee met on November 17, 2016. Unrestricted Net Assets, Institutional Scholarship Initiative, and an update on Performance Funding Measures by Karen Slusser was discussed. Strategic Enrollment planning is moving forward.
- d. **Student Life:** Jen Raup stated the committee has not met. However, they will be reviewing the policies by spring and hope to have the Student Code of Conduct completed by then.

5. **PRP 3612, PRP 3820, PRP 3581, PRP 3462, PRP 3454:**

John Riley stated that BUCC passed the above PRP's. He noted that the Transfer Section needs work on PRP 3612.

6. Revitalizing the Forum Update:

Dr. Decker reviewed the Governance Document for the Forum. He would like to have a first reading in February and a second reading in March. He stated that the new Governance would house all of the Bylaws of the committees on campus and would be used as a tool to help new faculty and students that want to get involved. The Update Section is new. This will allow the Forum Chair to update each committee every year as their information changes. The committees will be contacted at the end of the year for updates to their respective sections. The updates will then be refreshed in to the Forum Document once received from the committees. Other major changes included the addition of Co-Chairs as well as the Non-Binding Resolution section and the addition of an Organizational Chart. Suggestions were made and Dr. Decker requested that the audience send their suggestions via email so he could organize them and adjust accordingly.

7. Open Forum: None

8. Adjournment: The meeting was adjourned at 3:57 PM by Mark Decker.