

Minutes of the Forum Meeting of Wednesday, November 28, 2018

Mark Decker called the meeting to order on November 28, 2018 at 3:00 PM in Kehr Union, Room 230.

Present: George Agbango, Joyce Bielen, Mark Bauman, Mun-Young Chung, Mark Decker, Betina Entzminger, Tom Fletcher, William Hudon, Chulhee Jun, John Loonan, Eric McCabe, John McKaig, Elizabeth Petre, Ed Keller, Jennifer Raup, Jerry Reed, John Riley, Cassandra Sachar, Dione Somerville, A. Blair Staley, Deborah Stryker, Mark Tapsak, Adrian Van Rythoven, Mary Vezendy, Noah Wasielewski, Denice Wengryn, Greg Zimmerman

1. Approval of the Agenda of November 28, 2018

The agenda was approved by acclamation.

2. Approval of the Minutes of October 24, 2018

A motion to approve the Minutes was made by John Riley; second by John Loonan.

The minutes were approved by majority vote: 11 approved; 0 opposed.

3. Reports by standing committees:

a. BUCC:

John Riley reported that BUCC met on November 14, 2018. The committee discussed a number of course proposals. The committee also reviewed the Interdisciplinary Curricular Approval policy.

b. General Administration Committee:

Jerry Reed reported on the first reading of PRP 5232 – Posting and Chalking Policy (see below).

c. Planning and Budget:

Tom Fletcher reported that Planning and Budget met on November 8, 2018. The committee discussed the following:

- Space and facilities updates, with room changes in Carver Hall.
- Institutional scholarship, this is E&G funded scholarships. Three specific scholarships were reported on: Academic Excellent Scholarships, Academic Success Scholarship and Good Neighbor Out-of-State Scholarship.
- Summary on Year 1 of the Strategic Enrollment Plan, which was from Fall 17 to Fall 18 and discussed the strategies on retention.
- Return on Investment for much of the Strategic Enrollment Planning efforts.
- Support of the overall retention and the decline in 1st time fulltime freshmen rate. Retention is our priority.

d. Student Life:

Jennifer Raup reported that the committee met on October 29, 2018. The committee discussed the following:

- Minor changes in the Student Code of Conduct and Judicial Process.
- Preferred Name Use Policy
- Some concerns regarding the student organization reregistration, an open forum meeting is being schedule.

4. Second Reading: PRP 3870 - Graduate Faculty Appointment/First Reading: PRP 3516 – Academic Examination Policy:

John Riley reported that BUCC had a second reading on PRP 3870 – Graduate Faculty Appointment and the first reading of PRP 3516 - Academic Examination Policy.

5. First Reading: PRP 5232 – Posting and Chalking Policy:

Jerry Reed reported on the following changes in the Posting and Chalking Policy:

- There was virtually no substance change to the policy, a lot of it was formatting and bringing it in line with the way we have other PRP's.
- Safe Zones were discussed.
- Prohibited Locations and how items are displayed.

There was discussion regarding Section 4.E.2 and the last sentence. The individuals at Forum would like clarification on this section. The concerns will be taken back to the committee for review.

6. Second Reading: Revised Forum Bylaws:

Mark Decker reported that the bylaws have been amended to add the Chief of Staff. The Chief of Staff has been added to the list of Secretariat Membership (page 9 of the Forum Bylaws).

George Agbango made a motion to amend the bylaws to the Chief of Staff with adding nonvoting member in parenthesis after Chief of Staff, 2nd by Bill Hudon. The votes are 8 approve, 9 oppose the amendment to the Chief of Staff as a nonvoting member. The motion has failed.

A motion was made by Elizabeth Petre to table the revised forum bylaws to the next forum, 2nd by John Riley. The votes are 9 approve, 4 oppose tabling the revised forum bylaws to the next forum meeting. The motion has passed to table the bylaws to the next forum meeting.

7. Open Forum:

Nothing to report.

8. Adjournment:

The meeting was adjourned at 3:42 p.m.

Minutes of the Forum Meeting of Wednesday, October 24, 2018

Mark Decker called the meeting to order on October 24 26, 2018 at 3:00 PM in Kehr Union, Multipurpose 345A.

Present: George Agbango, Joyce Bielen, Mark Decker, Tina Entzminger, Tom Fletcher, Rubayya Hoque, Bill Hudon, John Loonan, Michael McFarland, Mindi Miller, Terina Oman, Gretchen Osterman, Elizabeth Petre, Jerry Reed, John Riley, Casandra Sachar, Todd Shawver, Dione Somerville, A. Blair Staley, Faith Warner, Noah Wasielewski, Denice Wengryn, Greg Zimmerman, Leslie Fogle, Jimmy Gilliland, Caitlin Bendigo, Mun-Young Chung, Carrie Winship, Kayla May, Jodie Roth, Darlene Perner, Rebecca Willoughby, Kristin Austin, Jen Weston, Chulhee Jun, John Sanow, Edward Keller

1. Approval of the Agenda of October 24, 2018

A motion to approve the Agenda was made by John Riley; second by Tina Entzminger.

The agenda was approved by acclamation.

2. Approval of the Minutes of April 25, 2018

A motion to approve the Minutes was made by John Riley; second by Edward Keller.

The minutes were approved by acclamation.

3. Reports by standing committees:

a. BUCC:

John Riley reported that BUCC met on October 3 and 17 of this month. The committee is working on PRP 3516 (Academic Examination Policy). He stated that PRP3343 (Evaluation of Undergraduate Transfer Credits) was approved by the Provost. The committee discussed Interdisciplinary Studies/Programs at their October 17 meeting. Middle States was present and spoke at their meeting on October 17.

b. General Administration Committee:

Jerry Reed reported that GAC met earlier today. The committee discussed interim PRP 5232 (Posting and Chalking Policy) and they are working on PRP 6211 (Complement Control Form).

c. Planning and Budget:

John Loonan reported that at the last meeting they briefed on the University's unrestricted net assets status (presentation can be found on the budget webpage), discussed impact to our budget from last year and going into the 2 coming years on our unrestricted net assets balances. The committee also discussed the presentation on fall enrollment from strategic enrollment management planning, status of incoming class and BU's continuing students. The presentation also included the overall update on strategic enrollment planning status, this conversation was deferred to the next meeting because of the extensive conversation regarding strategic enrollment.

d. Student Life:

No report was given at this time.

4. Middle States Update:

Sheila Dove-Jones, Mindi Miller and James McCormack reported on the following:

- Work continues on the self-study, focusing on the reducing redundancy on documents.
- Visit went well from Jenny Horvath from Middle States and she gave some good suggestions.
- Draft timeline:
 - November 5 – Giving 100 pages to Bonnie Mordan for editing
 - November 19 – Draft sent to Administrators
 - November 27 & 30 – Middle States conference
 - December – Compliance will be submitted
 - December 7 – Feedback back to leadership team for final information to be put on the draft
 - December 14 thru 23 – Up load Middle States information into their portal
 - January 7 – Bonnie Mordan will be completing another editing session
 - January 15 – Submit for final signatures

5. First Reading – Revised Forum Bylaws:

Mark Decker reported that there are changes to the Forum Bylaws. Some of the changes included the following: department names, college names, Chief of Staff was added as a voting member of Secretariat, and Deputy to the President was removed. Mark also reported that Secretariat sets the agenda for Forum and reviews what action need to be taken on a non-binding resolution.

6. State of the University Update:

Dr. Hanna reported on the following: see presentation at the following link, <http://intranet.bloomu.edu/documents/president/Fall2018-PresidentialPresentation.pdf>

- System Priorities
 - Ensuring student success
 - Leveraging university strengths
 - Transforming the governance/leadership structure
- Updates
 - Enrollment
 - Retention
 - Graduation Rates
 - Our Brand
 - 2018-19 Strategic Priorities

Dr. Hanna encouraged individuals with any questions regarding the State of the University to submit their questions to: studentsuccess@bloomu.edu.

7. Open Forum:

Nothing to report.

8. Adjournment:

The meeting was adjourned at 4:30 p.m.

Minutes of the Forum Meeting of Wednesday, April 25, 2018

Mark Decker called the meeting to order on April 25, 2018 at 3:00 PM in KUB Multipurpose 345B.

Present: Cassandra Sachar, Joyce Bielen, Michael McFarland, John Riley, Greg Zimmerman, Rona Anderson, Adrian Van Rythoven, Deborah Stryker, Lijuan Sun, William Hudon, Amit Arora, Luke Springman, Michael Coffta, Dennis Frohlich, Mindi Miller, George Agbango, Gretchen Osterman, Heather Feldhaus, John Loonan, Tom Fletcher, President Hanna, Denice Wengryn, Jeanne Dayhoff

1. Approval of the Agenda of April 25, 2018

A motion to approve the Agenda was made by John Riley; George Agbango seconded.

The agenda were approved by acclimation.

2. Approval of the Minutes of March 28, 2018

A motion to approve the Minutes was made by John Riley; John Loonan seconded by.

The minutes were approved by acclimation.

3. Reports by standing committees:

a. BUCC:

John Riley reported that BUCC had met on April 4 and April 18 and had a very large number of proposals come through. He reiterated that he was very proud of the campus community for their efforts. He showed PRP 3506 Classroom Attendance Policy and stated it now has language in it about religious observances. There was discussion back and forth and the audience was asked to give feedback to Jim Krause as the PRP is now in the Provost Office for approval. Some stated the flexibility in the policy was appreciated while others stated it needed more guidelines.

b. General Administration Committee:

Jerry Reed stated the committee had not met.

c. Planning and Budget:

John Loonan reported that the committee was briefed on BU branding, Space and Facilities discussed the transfer of spaces and the new Waller building, Claudia Thrush discussed the Interim Budget Report and Tom Fletcher discussed the new Strategic Enrollment Groups.

d. Student Life:

No report was given.

e. **Forum:**

Mark Decker stated the Non-Binding Resolution that was given at Secretariat did not move forward. There is a Chalk and Marking PRP that will address this item. John Loonan stated he hopes to have this updated for a first reading by the fall. He also said that the policy will cover more of where things can be posted than what can be posted. When the policy is distributed Mark stated he would make it clear to the campus community to read the policy carefully because of the nature of the item.

4. **Middle States Update:**

Sheila Jones updated the Forum audience on the status of Middle States. Town Halls have been held for feedback and there will be another one on September 7. She stated on the Middle States website the campus community can view the document and send comments until May 14.

5. **State of the Campus Update:**

President Hanna gave a State of the Campus Update. He discussed observations during his first few months as well as his commitments to the campus. During his first year, he observed block party, had many alumni social events, met with the Employee Survey Task Force, and with over 200 faculty and staff employees.

He stated from the NCHEMS results three priorities have been adopted.

- Ensure student success
- Leverage the strength of the 14 universities
- Transform the governance/leadership structure

Items that need to be improved upon:

- Freshman and Sophomore retention
- Graduate student population
- International students
- Begin right sizing
- Working with the Strategic Enrollment Task Force
- Launch Inclusion and Diversity Task Force

He thanked everyone for a great year.

6. Spring Budget Presentation:

John Loonan presented the budget update. Items discussed included:

Key Revenue/Source Variance Drivers
Key Expenditure/Transfer Variance Drivers
Interim Budget Update
Institutional Reserve
Key Assumptions
Key Unknowns



2017-18 and 2018-19
EG Budget Update-Fo

George Agbango questioned getting international students to help with the deficit. To this Tom Fletcher stated they are doing a search for a Director of Global Education and will also be looking for a full time recruiter that will travel over-seas to help obtain these types of students. He reminded however that there are a lot of regulations around this topic.

7. First Readings: PRP 0101 and 2450:

Jerry Reed presented both PRP 0101 and PRP 2450. He noted the changes are marked. He stated PRP 0101 helps keep policies current. If there are policies that are deemed no longer effective and approved by the president they will be repealed. When there is such an item the campus community will be notified. William Hudon had some suggestions of language around this item and Jerry ask that the changes be emailed to him. Changes and suggestions will be taken into account and Jerry looks to have a second reading on PRP 0101 in the fall.

PRP 2450 was discussed and Jerry stated the changes are highlighted on the document. He stated this policy was last updated in 1980 and therefore needs updated.



PRP 0101 Policy on
Policies 4-3-18 Draft F



PRP 2450 - PRP
Format - Draft Final.d

8. BU Branding Initiative:

Jennifer Umberger presented on BU Branding. Firms will be on campus the week of finals to present. By fall, Marketing should be working with one of the firms chosen. She asked the

campus community to please reach out to the department so they can get an idea of the needs of the campus.

9. Open Forum:

Nothing to report.

10. Adjournment:

The meeting was adjourned at 4:45.

Minutes of the Forum Meeting of Wednesday, March 28, 2018

Mark Decker called the meeting to order on March 28, 2018 at 3:00 PM in Kehr Union room 230.

Present: Mark Bauman, Mark Decker, Jerry Reed, Mindi Miller, George Agbango, Terina Oman, Jennifer Raup, John Loonan, Tom Fletcher, Jeanne Dayhoff, Jim Krause, Cassandra Sachar, Joyce Bielen, John Riley, Greg Zimmerman, Elizabeth Petre, Rona Anderson, Deborah Stryker, Noah Wasielewski, Lijuan Sun, Bill Hudon, Amit Arora, Michael Coffta, Dennis Frohlich, Alan Baker, Pam Cook, Debra Mucci, Tom Kresch, Jim McCormack,

1. Approval of the Agenda of March 28, 2018

A motion to approve the Agenda was made by George Agbango; Noah Wasielewski seconded.

The agenda were approved by acclimation.

2. Approval of the Minutes of February 21, 2018

A motion to approve the Minutes was made by Noah Wasielewski; John Loonan seconded by.

The minutes were approved by acclimation.

3. Reports by standing committees:

- a. **BUCC:** John Riley reported that BUCC had met twice since the last Forum. During the first meeting proposals were discussed, first reading of the Omnibus form revision, and the first reading of the class attendance policy. The open meeting had some good discussion as well which included Policy 3990 and 3991, Exam Policy, Omnibus form second reading, and GE discussion. Jen Raup asked if her department could get a copy of the attendance policy because they deal with this issue with many students.
- b. **General Administration Committee:** Jerry Reed stated the committee has not met yet. The committee should be meeting within the next week. They will be working on a schedule for reviewing policies.
- c. **Planning and Budget:** John Loonan stated the committee met on March 8. Space and Facilities approved a room to be converted into a Digital Forensics lab. Tom Fletcher and Claudia Thrush discussed enrollment. John Loonan gave a brief on Risk Assessment. Strategic Enrollment reported on the action teams.
- d. **Student Life:** Nothing to report.

4. PRP ##### Preferred Name Policy

Malik Muhammad presented the Preferred Name Policy to Forum for a second reading. The policy will help make the university more inclusive.

George Agbango made a motion to endorse the Preferred Name Policy. Jen Raup seconded the motion. The motion passed with 22 votes for the policy. There were no votes against the policy.



Preferred Name
Policy PRP Draft 121.d



Preferred Name
Request Form Draft 1:

5. **Middle States:** Mindi Miller, Jim McCormack, and Tom Kresch gave an overview of where the university is at in regards to preparing for Middle States. Tom Kresch was thanked for his service as he is now retired. Mark Decker stated that Middle States will now have a place holder for discussions on both the Secretariat and Forum committee agendas.

A timeline of events was displayed and discussed (below). Dr. Virginia Schaefer-Horvath will lead the Middle States team that visits the university. The report is now ready to be vetted. Jim McCormack stated that the self-study is currently 174 pages and needs to be revised down to 100 pages. Approximately 80 people helped to write the self-study. Deb Mucci works on the logistics and updating the website and was thanked for her hard work. She will be putting a more detailed timeline out on the website.

Mindi stated the draft will be active on the website and everyone is encouraged to submit their refinements/suggestions. John Loonan suggested keeping a log of substantial changes on the website. President Hanna stated adding a suggestion panel on the website could perhaps make the process easier. During this process, there will be approximately 4 emails sent to the campus community with the first one having a letter from President Hanna attached.

Information on Middle States can be found at <http://intranet.bloomu.edu/middlestates> .

Middle States Commission on Higher Education (MSCHE) BU's Self-Study Condensed Timeline – As of 03/28/2018

- **04-09-18 to 04-30-18** Self-Study draft placed on BU's website
- **04-11-18 or 04-12-18** Steering Committee meeting to vet
- **04-24-18** Campus Town Hall 2:00-3:00 pm Schweiker
- **04-25-18** Campus Town Hall 8:00-9:00 am Schweiker
- **04-30-18** Website feedback ends
- Summer – BU Leadership Team continues revisions and hyperlinks
- 2nd week fall semester, final vetting
- **09-17-18** Self-Study draft to Dr. Virginia Schaefer-Horvath
- **10-01-18 to 10-02-18** Dr. Horvath's visit
- October - Leadership Team refines Self-Study Report
- November – Editor revisions
- **12-15-18** Self-Study Report deadline
- January **2019** Digital packaging of report
- **03-03-19 to 03-09-19** Additional Site visits
- **03-24-19 to 03-27-19** Visiting Team on campus

6. **Open Forum:** Nothing to report

7. **Adjournment:** The meeting was adjourned at 3:45 PM by Mark Decker.

Minutes of the Forum Meeting of Wednesday, February 21, 2018

Mark Decker called the meeting to order on February 21, 2018 at 3:00 PM in KUB Multipurpose 345B.

Present: Mark Bauman, Joan McDonald, Shawn Makar, Joyce Bielen, Kathleen Heitzman, Sue O'Donnell, John Riley, Greg Zimmerman, Elizabeth Petre, Darlene Perner, Deborah Stryker, Noah Wasielewski, Mark Decker, Jerry Reed, Amit Arora, Pam Cook, Mindi Miller, George Agbango, Jimmy Gilliland, Heather Feldhaus, Terina Oman, Jennifer Raup, John Loonan, Tom Fletcher, Dione Somerville, Mark Tapsak, Amanda Biddings, Jeanne Dayhoff

1. Approval of the Agenda of February 21, 2018

A motion to approve the Agenda was made by John Riley; Noah Wasielewski seconded.

The agenda were approved by acclimation.

2. Approval of the Minutes of October 25, 2018

A motion to approve the Minutes was made by Noah Wasielewski; John Riley seconded by.

The minutes were approved by acclimation.

3. Reports by standing committees:

a. BUCC:

John Riley reported that BUCC has met two times (1/31, 2/14). Proposals approved included Nursing, Supply Chain, and Spanish 203. BUCC is currently working on the Religious Observation Policy. The next meeting will be 2/28/18 followed by an open meeting on 3/21/18.

b. General Administration Committee:

Jerry Reed stated the committee had met on 2/1/18. PRP 0101 is currently being revised. John Loonan stated the committee is working on having a rolling cycle for each division to review their policies. Only when there is a substantial change needed will the policy go all the way through the process. This will show the university is proactive on updating policies.

Planning and Budget:

Mark Bauman stated the committee met last week. He noted during the last meeting that Space and Facilities was approved for adding office space in Carver Hall lobby. Tom Fletcher gave the committee data on the winter session. Claudia Thrush stated the revenue trend showed small growth. There are three new action plan teams (Transfer, Adult Non-Traditional and Distance Education). John Loonan stated there are growth opportunities for online courses in the winter session. He also stated that the

pedestrian bridge is currently being worked on with plans of possibly being ready by fall 2018.

c. Student Life:

Jen Raup stated the Student Life Committee has not met yet. They will be holding two meetings this coming week (Monday, Thursday).

4. Transitional Performance Funding Update

Tom Fletcher gave an update on Transitional Performance Funding. He stated there are now 5 measures instead of 10. Four of the measures are quantitative and one is university specific. He reported enrollment has increase slightly.



Forum 2-21-18.pptx

5. PRP ##### Preferred Name Policy

Malik Muhammad presented the Preferred Name Policy to Forum for a first reading. The policy will help make the university more inclusive. This has been worked on since 2015. PASSHE Board of Governors recently updated the diploma policy. Malik gave examples of where the preferred name would appear and not appear. A record will be kept of all names for a person. The legal name will always be associated with the student. The preferred name will be an added field in the system. He noted the card center will waive their fee one time for this reason. Mark Bauman gave thanks to all that worked on the policy.



Preferred Name
Policy PRP Draft 121.d



Preferred Name
Request Form Draft 1:

6. Open Forum: Nothing to report

7. Adjournment: The meeting was adjourned at 3:41 PM by Mark Decker.