

**CU SENATE MEETING  
AGENDA**

**MEETING MINUTES**

**DRAFT FOR APPROVAL**

**Meeting Date:** February 8, 2024

**Session:** AY 2023-24, Meeting III

**Time:** 4 pm

**Location:** Via Zoom: <https://commonwealthu-edu.zoom.us/j/92801827700?pwd=Rmd6SEc1eFdQS0t1V2V2TWxNbTJ4UT09>

ATTENDANCE: Jonathan Rothermel, Heidi Warner, Chris Lapos, Ben Franek, Kevin Lally, Matt McKeague, Erin Kennedy, Lisa Lister, Jennifer Demchak, Brad Lint, Kevin M Range, Peggy Carl, Deb, Julie Cimino, Nichole Lefelhoc, Mary Feeney, Stephanie Bissinger, Amanda Sanko, Robert Green, Chris Lapos, Jessy Defenderfer, Brooke Lylo, Mark T Decker, Suzanne Williamson, Jill Scott, Michael McFarland, Kenneth Hall, Lynn Pifer, Eric Hawrelak, Dan Knorr, Brooke Harlowe, Christopher Cummings, John Shaffer, Bill Walker, Dina Clark, Robert Green, Carina E. Howell, Stephen Lee, Rick Lilla, Stanley Berard, Michelle Lockwood, Greg Walker, Bob Sandow, Tena Maurer, Barry Minemyer, Rivka Dattlo, Jeanne Kagle, Andira Dodge, Edward Keller, Jason Genovese, Curtis M.Grenoble, Justin Madaus, Xia Zhou, Heather Feldhaus, Debra Minzola, Bashar Hanna, Marty Wygmans, Leo-Felix Jurado, Jackie Borst, Eun-Joo Kwak, Diana Rogers-Adkinson, Lisa D. Weaver, Rodger Benefiel, Hope Lineman, Stacy Wagner, George Agbango, Jody Russell, Luke Betley, Terina Oman, Eric Ness, Judi Brayer, Karri Verno, Lynda Michaels, Angela Boswell, Dorween Jowi, Tess Fosse, Atika Benaddi, Jeanine L. Page, Erin Heidlauf, Madison Beck, Albert W. Jones, Cori Myers, Eric Ness, Madison Beck, Emmy Borst, Curtis M.Grenoble, Rodger Benefiel, Cathy Workman, Dina Clark, Robin Rockey, Debra Minzola, Erik Evans, Maegen Borzok, Justin Madaus, Nicholas Delaney, Adrienne McEvoy, Amy Downes, Kevin Lally, Erin Kennedy, Greg Walker

- I. **Call to order** - Dr. Jonathan Rothermel (Associate Professor, History, Philosophy & Political Science, President of CU Senate, Mansfield) called the meeting to order at 4:01pm.

II. **Approval of the Minutes (November 9<sup>th</sup>, 2023)**

A. **Review the minutes on the CU Senate Website:**

<https://www.commonwealthu.edu/documents/231109agendacusenate-meeting-minutes-final> - Dr. Jonathan Rothermel called for motion on approving the minutes, Lisa Lister (Associate Professor Mathematics, Bloomsburg) made a motion. Mark T. Decker (English Professor and University Senate Vice President, Bloomsburg) seconded. Minutes Approved.

III. **Announcements**

- A. Student Ready Strategies (SRS) training session: Developing Institutional Policy Capacity – scheduled via Zoom on Thursday, February 22 from 3:00-4:30 pm. – Dr. Jonathan Rothermel stated that the SRS training will be recorded for those that cannot attend.
- B. Discussed the CU Senate SharePoint set up for all Senate committee members to work in their respective folders on policies and any other documentation that they would like to store there.

IV. **Committee Reports**

- A. **Academic Policy Committee** – Brooke Harlowe (Professor of Sports Studies, Lock Haven) – No Report.

- i. **Enrollment Management Subcommittee** – Christopher Lapos, chair (Associate V.P. Undergrad & Transfer Admis, Bloomsburg) – Reported that the Enrollment Management Subcommittee is working on Admissions Policy (PRP3333) and putting it in the new CU Senate Template. They reviewed their bylaws and terms.
  - ii. **Information Technology Subcommittee** – Matthew McKeague, chair (Associate Professor, Media and Journalism, Lock Haven) – working on restructuring 3 policies and putting them into the new policy template.
- B. **Advancement Committee** – Jason Genovese, chair (Associate Professor, Media & Journalism, Bloomsburg) – Bylaws were passed by executive committee. Working on 3 policies. Next meeting in March.
- C. **DEI Committee** – Christopher Cummings, chair (Associate Professor, Tutorial Services, Mansfield) – Meeting week of 2/1/2024. Working on Americans with Disabilities Act (PRP2100) and Bylaws.
- D. **Finance Committee** – Dina Clark, chair (Associate Professor, Accounting, Bloomsburg) – Submitted bylaws to executive committee to review at next meeting. Working through first 6 policies on finance committee list.
- E. **Student Success and Campus Life Committee** – No Report
  - i. **First Year Experience Subcommittee** – Lynn Pifer (Professor, Assistant Chair, English, Mansfield) report for Rebecca Willoughby (FYS chair) – Working on making rubric clearer for students. Bylaws are on the agenda for next meeting. Accepting submissions for FYS course instructors. Lynn discussed the process for applying to teach FYS courses.
- F. **Elections Subcommittee** – Jonathan Rothermel for Nick Delaney, chair – Elections coming in March for CU Senate.

#### V. Ratification of Interim Appointment to Fill Vacant Seat

- A. **Tiffany Welch, At-Large Faculty (Mansfield), Enrollment Management Subcommittee**
  - i. Motion made by Lynn Pifer for ratification of interim appointment. Michelle Lockwood (Associate Professor of Art and Art History, Mansfield), seconded. All approved.

#### VI. Notices

- A. **Notice of Interim Policy on Policies, Issued by VP for Administration & Chief of Staff, Suzanne Williamson.** Suzy Williamson explained that the document is there to be used as a guide on how policies should be structured.
- B. **By-Laws for Advancement Committee and SSCL Committee Approved by Senate EC** (Appendix 1 and 2)

#### VII. First Reading of Reviewed Policies – Jonathan Rothermel explained the 1<sup>st</sup> Readings process for reviewing and approving by the CU Senate.

- A. **Policy on Policies, Executive Committee** (Appendix 3) – Jonathan Rothermel opened for discussion. No discussion.

- B. **First Year Seminar Exemption Policy, FYE Subcommittee** (Appendix 4) - Jonathan Rothermel opened for discussion. Lynn Pifer explained that this policy is for high school students who have taken concurrent college courses who may be exempt from having to take FYS course.
- i. Barry Minemyer (Associate Professor, Mathematical and digital sciences, Bloomsburg), suggested the third paragraph be updated to say, "Prior to Enrollment."
- C. **Academic Integrity Policy, Academic Policy Committee** (Appendix 5) – Jonathan Rothermel opened for discussion. Brooke Harlowe has concerns with interim policy that was adopted in 2021. The committee tried to clarify the policy. They used PRP 3512 as preamble. There was no reference to the procedure, the committee referenced the student handbook. Most of the language in the policy is still from the Bloomsburg policy. Technical language had to be updated to bring current.
- i. Eric Hawrelak (Professor BioChem Chemistry, Bloomsburg), shared concerns about the length of time stated on Page 3 option 1; 30-day language being too long. Brooke Harlowe explained that it was brought over from the Lock Haven policy to include a statute of limitations, but they are open to a different period of time. Eric Hawrelak suggested 2 weeks (14 days) so that the timing is not drawn out. Jackie Borst (Assistant Professor Physician's Assistant, Lock Haven), Argued for the 30-day time period. Brooke Harlowe agreed that the committee needs to find a happy medium on the length of time. Jonathan Rothermel suggested using language like "timely fashion" to avoid a given amount of time. Brooke Harlowe included text in chat from Lock Haven Academic Integrity policy language: *"When an instructor observes a student engaging in an act of academic dishonesty in the classroom, such as cheating on a test, the instructor has the authority to confiscate the materials at that time and place, and discreetly inform the student that the student is required to make an appointment with the instructor to discuss the alleged incident. During that meeting between instructor and student, the instructor shall inform the student of the accusations against him or her. The accuser shall have thirty calendar days to notify the student of the allegations. In the event an incident occurs at the end of the spring semester, the thirty-day notification may apply to the following fall semester, with the consensus of all parties. If no consensus exists, the Provost or designee will decide whether or not to carry over the action...."*  
<https://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf>
  - ii. Roger Benefiel (Associate Professor Criminal Justice, Bloomsburg) asked if there is a notice of this violation or if a violation is simply charged. Brooke Harlow was unclear if there are any notices given. Suzy Williamson stated she would provide Brooke Harlow with some language on sending out notices.

## VIII. Other Business

- A. **Approval of the Establishment of the Space and Facilities Subcommittee** (Appendix 6) – Dan Knorr (Executive Director Economic Development and External Affairs, Presidents Office Bloomsburg) explained reasons for the subcommittee to review utilization of all square footage on each campus and "right sizing" of all physical assets. This subcommittee will allow for student and faculty feedback, collaboration on current review processes. Stacy Wagner (Chief facilities and safety officer, Bloomsburg) added that the subcommittee will work to provide feedback to facilities group to help meet needs.
- i. Brooke Harlowe made a motion to amend the membership section to include 3 elected at-large coaches from each campus. Peggy Carl (Assistant Professor, Director of Athletics at Mansfield) seconded the motion but offered a friendly amendment to modify Dr. Harlowe's amendment to read "three (3) elected members of the athletic department, one elected at-large by each campus" – that friendly amendment was accepted by Dr. Harlowe. Motion carried with the amended proposal.

- ii. Mark Decker made motion to approve the establishment of the Space and Facilities Subcommittee as amended. George Agbango (Professor Political Science, Bloomsburg) seconded it. Motion passed.

**IX. Remarks for the Good of the Order** – Nick Delaney (Counseling and Human Development, Mansfield) Question on standing policy for students that owe \$1000 to enroll at Lock Haven and Bloomsburg, but \$5000 for Mansfield students. Julie Cimino (Student Billing Office Manager, Mansfield) clarified that the amount was \$3000, not \$5000. The billing office did not receive information on who was getting any foundation money or grants. Did not know how much money would be dispersed. It was Fall 2023 only and will be \$1000 going forward. George Agbango questioned why it would not be the same across all three campuses? Dr. Bashar Hanna (Commonwealth University President) explained the reason for the decision Fall 2023 was that there was \$1M dollars held up at the state level budget. Mansfield community foundation also changed the way they distributed money and was not distributed until November. Dr. Hanna made the decision to allow it for only Fall 2023.

- A. Jonathan Rothermel added ISEP study abroad programs are now available to all three campuses. Deadline to apply for the Fall 2024 semester exchange program with ISEP is March 1<sup>st</sup>. ISEP application link: <https://www.isepstudyabroad.org/>
- B. Maegen Borzok (Assistant Professor BioChem, Mansfield) Professional Experience Grant applications are due March 1<sup>st</sup>, open to all students. Professional Experience Grant application: <https://www.commonwealthu.edu/professional-u>

**X. Adjournment:** Meeting was adjourned at 5:06pm

#### **Upcoming Spring 2024 Meetings**

- Lock Haven Assembly Meeting @ 4 pm in Willis 105 or via Zoom: 3/20/24
- Mansfield Assembly Meeting @4 pm in 122 Grant Science or via Zoom: 3/21/24
- Bloomsburg Assembly Meeting @3 pm in Hartline Science Center G40 or via Zoom: 3/27/24
- CU Senate Executive Committee Meeting @4 pm via Zoom: Thursday, 4/4/24
- CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24

**DRAFT**

**Senate Advancement Committee  
Bylaws**

**Article I – Charge of the Advancement Committee:**

- A. Serve in an advisory capacity to the Vice President for Advancement to ensure that the fundraising policies are equitable and functional and provide feedback on the effectiveness of fundraising.
- B. Provide a yearly update on advancement activities to the Senate. This report will be given during the September Senate meeting and will discuss the previous fiscal year, including Advancement Campaigns, projects and activities.
- C. When directed by the Vice President for Advancement, initiate, review, and recommend policies and procedures related to Advancement.

**Article II - Membership of the Advancement Committee:**

- A. Consistent with the Constitution and all appendices to the Constitution, the following individuals shall comprise the membership of the Advancement Committee:
  - 1. The Vice President for Advancement (or designee), as ex-officio, non-voting member.
  - 2. Three (3) elected faculty members, one elected at-large by each campus, in accordance with the faculty election process adopted by the Elections Subcommittee of the University Senate.
  - 3. Three (3) staff members, one from each campus appointed the Vice President for Advancement (or designee).
  - 4. Faculty Members appointed at the discretion of the Vice President for Advancement (or designee).
  - 5. At least one (1) undergraduate student appointed at the discretion of the Vice President for Advancement (or designee).
- B. The Committee shall strive to maintain diverse representation and inclusivity.
- C. The following terms shall apply:
  - 1. Elected faculty members shall serve staggered terms.
  - 2. Appointed student representatives shall serve one-year terms.
  - 3. Appointed staff members or faculty members shall serve staggered terms.

### **ARTICLE III: Duties and Responsibilities**

- A. The Committee shall hold a regular meeting at least once per semester to discuss and review matters related to its scope of duties. Additional meetings may be scheduled as necessary.
- B. The Committee shall elect a Chairperson from among its members to preside over meetings, facilitate discussions, and represent the Committee when required.
- C. Committee members are expected to actively participate in meetings, contribute their expertise, and collaborate with other members.
- D. The Committee may form working groups as necessary to address specific tasks or projects.
- E. The Committee shall designate a member to make reports to each Local Assembly and to the Senate.
- F. A quorum, consisting of a majority of the Committee, must be present to conduct official business.
- G. Recommendations shall be made by a majority vote of the Committee members present.

### **ARTICLE IV: AMENDMENTS**

- A. These bylaws may be amended by a majority recommendation from the Advancement Committee, with approval by the Senate Executive Committee.
- B. Proposed amendments to the bylaws shall be shared with all Committee members in a reasonable amount of time prior to the meeting.

These bylaws are hereby adopted on February 1, 2024, and shall supersede any previous bylaws or rules of the Committee.

[Signature and date of the Committee Chairperson]

[Signature and date of the Committee Secretary]

BYLAWS OF THE STUDENT SUCCESS AND CAMPUS LIFE SUBCOMMITTEE

**ARTICLE 1: SUBCOMMITTEE MEMBERSHIP**

**Section 1: Purpose**

The purpose of these bylaws is to define the membership and outline the scope of duties of the Subcommittee.

**Section 2: Membership**

The Subcommittee shall consist of the following:

1. The Vice President for SSCL or a designee as an ex-officio, non-voting member
2. Student Success and Campus Life professionals appointed by the Vice President for Student Success and Campus Life from each of the following areas:
  - a. Student Success
  - b. Campus Life
  - c. Dean of Students
  - d. Auxiliaries and Operations
  - e. Student Conduct
  - f. Health Centers
3. Six elected faculty members, two from each campus (Bloomsburg, Lock Haven, and Mansfield)
4. An elected at-large SCUPA representative from each campus (Bloomsburg, Lock Haven, and Mansfield)
5. Six undergraduate representatives, two from each campus (Bloomsburg, Lock Haven, and Mansfield)
6. At least one graduate representative

Elected faculty members shall be elected in accordance with the faculty election process adopted by the Elections Subcommittee of the University Senate. Appointed members shall be named by the respective Vice President or designee. Undergraduate students shall be appointed by the Chair of the Subcommittee, following consultation with each campus' student government. The graduate student representative(s) will be identified by the Associate Provost and Dean of Graduate Education.

Elected faculty members shall serve for a term of three years, with the possibility of reelection. Elected member terms shall be staggered so that about one-third of the elected representatives are replaced each year. Student members shall serve for a term of one year. Appointed members shall receive notification of their appointment via email.

The Committee shall strive to maintain diverse representation and inclusivity.

### **Section 3: Removal and Resignation**

Any member of the committee failing to regularly attend meetings during the academic year will be considered for removal by the Executive Committee.

A Committee member may resign from their position by providing written notice to the Committee chair or appointing authority.

## **ARTICLE II: SCOPE OF DUTIES**

### **Section 1: Purpose**

The purpose of the Committee is to:

1. Serve in an advisory capacity to the Vice President for Student Success and Campus Life. The jurisdiction and responsibilities of the committee shall coincide with those of the Vice President for Student Success and Campus Life.
2. Initiate, review, and recommend policies and procedures to the Vice President for Student Success and Campus Life.
3. Inquire in matters relating to the physical, mental, and social welfare of students.
4. Establish working groups as are deemed appropriate.
5. Identify areas of improvement and solutions that coincide with services, policies, and procedures within the Division of Student Success and Campus Life.

### **Section 2: Duties and Responsibilities**

The Committee shall meet regularly to discuss and review matters related to its scope of duties. Committee members are expected to actively participate in meetings, contribute their expertise, and collaborate with other members.

The Committee may form working groups as necessary to address specific tasks or projects.

The Committee shall provide recommendations, reports, or any required deliverables to the appointing authority or relevant stakeholders, as specified.

The Committee shall designate a member to make reports to the Local Assembly for each campus and to the Senate.

### **Section 3: Chairperson and Officers**

The Committee shall elect a Chairperson from among its members to preside over meetings, facilitate discussions, and represent the Committee when required.

The Chairperson shall serve as a member of the Executive Committee and represent the Committee when called upon.



The Chairperson shall serve a term of one academic year, unless otherwise agreed upon by the membership. The Chairperson may be re-elected if desired.

The Committee may appoint additional officers, such as a Vice-Chairperson or Secretary, to assist in the functioning of the Committee as deemed necessary.

### **ARTICLE III: MEETINGS**

#### **Section 1: Frequency**

The Committee shall hold regular meetings at least two times per semester.

Additional meetings may be scheduled as necessary or upon the request of the Chairperson or a majority of Committee members.

#### **Section 2: Quorum and Decision-making**

A quorum, constituting 51% of voting members of the Committee, must be present to conduct official business.

Decisions shall be made by a majority vote of the Committee members present, unless otherwise specified in these bylaws.

The Chairperson may call for a vote to be conducted online if the need arises. Alternative voting mechanisms require a quorum of votes cast by members and decisions shall be made by a simple majority vote. Any committee member may object to the call for an online vote and request a meeting for the vote to be held.

### **ARTICLE IV: AMENDMENTS**

These bylaws may be amended by a majority vote of the Committee members, with approval by the Senate Executive Committee.

Proposed amendments to the bylaws shall be shared with all Committee members in a reasonable amount of time prior to the meeting.

### **ARTICLE V: ADOPTION AND REVIEW**

These bylaws are hereby adopted on February 1, 2024 and shall supersede any previous bylaws or rules of the Committee.

These bylaws must be reviewed at least every three years, beginning with AY 2026-2027.

New bylaws must be approved by the Executive Committee.

## **Policy on Policies**

### **Policy Number 0-01**

Commonwealth University of Pennsylvania

Issued as Interim Policy 0-01 on XXX

Issued by Suzanne Williamson, Vice President for Administration & Chief of Staff

Responsible Office: Office of the President

#### **1. Purpose**

Policies are critical to creating and maintaining an environment that fosters excellence, integrity, and accountability. The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at Commonwealth University (CU) of Pennsylvania.

#### **2. Scope**

All members of the Commonwealth University of Pennsylvania community, including students, faculty, staff, officials, volunteers, visitors, and contractors may be impacted by CU policies or related procedures, standards or guidelines.

#### **3. Definitions, Roles and Responsibilities**

##### **3.1. Definitions**

3.1.1. **University:** shall mean Commonwealth University of Pennsylvania

3.1.2. **Policy:** A formal statement of principle which may or may not apply to all University locations consistent with the statutory authority granted under Act 188 of 1982, as amended. A policy mandates, specifies, or prohibits conduct in order to enhance the institution's mission, strategic objectives, ensure coordinated compliance with applicable laws and regulations, promote operational efficiency, and/or reduce institutional risk. The University President (or designee) may issue separate procedures, standards, or guidelines related to supporting a University policy.

3.1.3. **Interim policy:** An interim policy is a policy issued by the President and/or a Vice President of the University due to developing needs or situations, such as the emerging health, safety, and welfare issues of the University community; changes to applicable law, regulation or governing policy concerning University matters; upon the advice of legal counsel; to avoid liability; or other matters that require implementation of a policy governing University business.

- 3.1.4. **Procedure:** A Procedure is a written description of the operational processes necessary to implement and support a policy. A procedure represents required actions, and may include mandatory forms.
- 3.1.5. **Standard:** Standards are established criteria or requirements that define a level of quality, performance, compatibility, or consistency that is expected to be met. A standard describes required criteria, and may include mandatory forms.
- 3.1.6. **Guideline:** Guidelines provide recommendations, interpretations, administrative information, best practices guidance, or frameworks for the University administration, students or employees to follow under particular circumstances. Guidelines are informational and not mandatory.
- 3.1.7. **PASSHE:** The Pennsylvania State System of Higher Education.

## 3.2. Roles and Responsibilities

- 3.2.1. The process for posting policies on the University's website and the process for issuing related procedures, standards and guidelines shall be determined by the Office of the President.
- 3.2.2. The format of policies, procedures, standards and guidelines shall be determined by the Office of the President. Each policy and related procedure, standard and guideline will be numbered according to a subject matter category by University division or functional operation.
- 3.2.3. The Office of the President will be responsible for maintaining and posting to the University website an Index of Policies and related Procedures, Standards and Guidelines.

## 4. Policy

- 4.1. Issuance of policies will be in accordance with this policy and the related shared governance processes described in the University Senate Constitution.
- 4.2. Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee).

## 5. Compliance and Enforcement

- 5.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 5.2. All policy reviews will be conducted by the responsible division/office to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

## **6. Additional Information**

### **6.1. Supporting Documents**

6.1.1. University Policy Template:

<https://www.commonwealthu.edu/documents/2024-cu-policy-template>

6.1.2. Commonwealth University Senate Constitution:

<https://www.commonwealthu.edu/documents/senate-constitution>

### **6.2. History**

6.2.1 Issued as an Interim Policy by the Office of the President, replacing [BLOOMSBURG UNIVERSITY PRP 0101 - POLICIES, RULES, AND PROCEDURES \(PRPS\) ISSUING PROCEDURES](#) issued by President Bashar W. Hanna effective 9/26/2018 which replaced Bloomsburg University PRP #0101,0102,0103 dated 8/24/81; Cabinet Concurrence 7/9/94; GAC 10/27/94; Revised by GAC 2/16/95; Approved by Forum 3/22/95; Revised 2/22/01; Revised by GAC 4/5/18; Approved by Forum 9/26/18

6.2.2. Effective Date – XXX

6.3. **Related Policies – N/A**

### **6.4. Contacts for Additional Information and Reporting**

Office of the President, Commonwealth University, Attn: Daniel Knorr,  
[dknorr@commonwealthu.edu](mailto:dknorr@commonwealthu.edu), 570.389.4655

### **FYS (First Year Seminar) Exemption/Exception Policy**

New undergraduate students matriculating at Commonwealth University beginning in the fall 2023 semester are required to complete a First-Year Seminar (FYS) as part of the General Education Curriculum.

#### **Course Description**

FYS 100 promotes the retention of first year students by introducing them to skills in support of their academic success, encouraging them to engage with the wider university community outside of the classroom, helping them foster their personal development and wellness, and promoting a greater understanding of diversity and social responsibility. These courses pair this core curriculum with a topic that reflects the instructor's pedagogical or personal interests.

#### **Some students may be exempt from FYS.**

The exemption policy applies to ***any student who has completed one semester as a full-time, degree-seeking student, with a minimum of 12 credits, at least half of which are completed in face-to-face modality.***

- This supports the mission and goals of the FYS 100 course within the general education curriculum.
- This policy allows for transfer students to be exempt from the class.
- Other considerations will be made if a student has proof of taking FYS-equivalent coursework at another institution (e.g., transfer in FYS 100 or another equivalent, such as ISTD 199).

#### **Students re-enrolling after more than one academic year may elect to opt-in to First-Year Seminar.**

Regardless of the number of incoming credits, **dual-enrollment students will select an FYS course.**

#### **Students should consult with their academic advisor to discuss alternatives or special circumstances.**

#### **Exemption form process:**

1. An exemption form not accessible to students (and on the whole not advertised) would be initiated by the student's advisor or other faculty member for the student to complete. *(Please see attached Undergraduate Petition from MA as an example).*
2. Addendums to this form provided by the student would allow the student to demonstrate that they had met the SLOs of the FYS 100 course via previous coursework at another institution or via dual-enrollment.
2. That form, when complete, would route to the Chair, then Dean, then Registrar as a petition for exception.

# POLICY xx-xxxx

## Academic Integrity Policy

### Draft

**Note:** This policy supersedes the interim academic policy approved by the Bloomsburg University Secretariat, August 21, 2022 and BU Legacy Policy 3512 (last revised Fall 2006).

Academic Integrity refers to the adherence to agreed-upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty. The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty.

## What is Academic Dishonesty?

The following types of behaviors are examples of academic dishonesty. This list is not, and cannot be, exhaustive. Students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

1. Cheating: (a) Using notes, study aids, or information on an examination which are not approved by faculty; (b) Altering graded work after it has been returned and submitting the work for regrading; (c) Allowing another person to do one's work and submitting that work under one's own name; (d) Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. Plagiarism: Submitting material that in part or whole is not one's own work without attributing those same portions to their correct source.
3. Fabrication: (a) Falsifying or inventing any information, data, or citation; (b) Presenting data that were not gathered in accordance with standard guidelines that defined the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. Misrepresenting Circumstances: (a) Lying; (b) Presenting a professor (verbally or in writing) with false or incomplete information.
5. Impersonation: (a) Representing oneself as another student in an examination; (b) Signing another's name on an attendance roster; (c) In general doing the work required of another student and/or allowing another to do your work; (d) unauthorized use of Artificial Intelligence (AI) in classroom attendance and or to complete an assignment or exam.
6. Obtaining an Unfair Advantage: (a) Stealing, reproducing, circulating or otherwise gaining access to examination material prior to the time authorized by the instructor; (b) Stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) Unauthorized collaborating on an academic assignment; (d) Retaining, processing, using or circulating previously given examination materials, where those materials are to be returned to the instructor at the conclusion of the examination; (e) Intentionally obstructing or interfering with another student's academic work; or (f) Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
7. Aiding and Abetting Academic Dishonesty: (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) Providing false information in connection with any inquiry regarding academic integrity.
8. Falsification of Records and Official Documents: (a) Altering documents affecting academic records; (b) Forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
9. Unauthorized Access to Computerized Academic or Administrative Records or Systems: (a) Altering computer records; (b) Modifying computer programs or systems; (c) Releasing or dispensing information gained via unauthorized access; or (d) Interfering with the use or availability of computer systems of information.

## **How can faculty encourage Academic Integrity?**

It is necessary for the administration and faculty to do all that is possible to encourage high standards of academic integrity. Steps that could be taken include:

1. Course Requirements: Have the syllabus clearly state what is and is not acceptable in the course. This may include a statement of an individual or department's policy on what constitutes plagiarism, the scope of permitted collaboration, testing behaviors, policy on recycling assignments and papers, and missed assignments or exams.
2. University Policy: Briefly review the university Academic Integrity Policy on the first day of class, orally or by reference to a syllabus.

3. Examination Security: Safeguard examinations. In no event should the student be given access to, custody of, or any responsibility over examinations prior to their administration.
4. Examination Environment: Consider preventive techniques, such as alternate seating or alternate exam formats, and reasonable proctorial activities.
5. Availability of Past Examinations and Assignments: Establish individual and/or departmental policies for returning examinations for students to keep, collecting and securing examinations, and/or placing copies of old examinations on reserve in the library.
6. Student Responsibility: Faculty are encouraged to state in all syllabi that students who are unsure if an act is academically dishonest have a duty to consult their professor before engaging in the act.

## **What happens when a student is suspected of Academic Dishonesty?**

The first step in any alleged case of academic dishonesty will be for the faculty member to inform the student that dishonesty is suspected and that steps will be taken to resolve the issue.

If the faculty member would like to resolve the issue informally and if the student accepts the charges and the penalty, then the faculty member chooses between Options I and II.

Option III is required when the student does not accept the charges or the penalty, or the faculty member believes that a penalty greater than failing the course is appropriate.

The faculty member has 30 days from the date the infraction was discovered to notify the student that an infraction has occurred.

If dishonesty is discovered at or after the end of the semester, the faculty will not enter a grade for that student; thus the student will receive an "X" grade. The faculty member will either contact the student directly to set up the initial meeting or contact the Office of Academic Affairs who will notify the student of the need for such a meeting.

### **Option I: Informal Confidential Resolution**

The faculty member may resolve the charge confidentially with the student, discussing the alleged offense and explaining any penalty that might follow; students who dispute the fairness of the charge or penalty may elect to have the matter arbitrated by the Academic Grievance Board.

The professor has a range of sanctions within the boundaries of the course in which the dishonesty occurred. Possible sanctions include verbal and written reprimand, an



appropriate additional assignment, and lowering the grade on the assignment on which the dishonesty occurred. If the professor wishes to impose more severe sanctions, including lowering the course grade, he or she must file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students.

The faculty member is strongly encouraged to have this agreement in writing, and to keep that document and any evidence in a secure location.

### **Option II: Informal Resolution with a Filed Report**

The faculty member may follow the guidelines given in Option I, Informal Confidential Resolution, and, in addition, file an Academic Integrity Policy Violation Report Form with the Office of the Dean of Students. The Report Form explains the offense and penalty and includes an acknowledgment by the student of the offense and penalty. The penalty agreed to on the Academic Integrity Policy Violation Report Form will be void if the student has a record of a previous offense. A second or repeat offense requires resolution by the Academic Grievance Board.

### **Option III: Formal Resolution by the Academic Grievance Board**

If the student accepts the charges (1) but does not accept the penalty or (2) has had a previous offense, the sanction will be determined by the Provost (or his/her designee) in consultation with the Office of the Dean of Students.

If the student does not accept the charges, the case will be arbitrated by the Academic Grievance Board. The faculty member should fill out the Academic Integrity Formal Resolution Notification Form. Once it is determined that a case will be heard by the Academic Grievance Board, the Office of the Dean of Students will notify all involved parties of the need to convene the Board. The Office of Academic Affairs will provide the student with written notification of the time, place, and modality of the hearing and with a copy of any written charges. The hearing will be recorded and a recommendation made to the Provost as to whether a policy violation occurred.

The Provost will make the final determination as to whether academic dishonesty occurred. If the student is cleared of the charges, the initial report form will be destroyed and the student's record will be totally clear of the event. If it is determined that a violation did occur, the Provost will determine the appropriate sanction in consultation with the Office of the Dean of Students.

The decision of the Provost will be final.

### **Academic Integrity Form**



## BYLAWS OF THE SPACE & FACILITIES SUBCOMMITTEE

### ARTICLE I: SUBCOMMITTEE MEMBERSHIP

#### Section 1: Purpose

The purpose of these bylaws is to define the membership and outline the scope of duties of the Subcommittee. This subcommittee shall serve in an advisory capacity to the Chief Facilities & Safety Officer when requested to provide feedback on space and facilities related topics.

Provide a yearly update on facilities activities to the Executive Committee.

When directed by the Chief Facilities & Safety Officer, initiate, review, and recommend policies and procedures related to Facilities.

#### Section 2: Membership

The Subcommittee shall consist of the following members:

1. The Vice President for University Affairs (or designee), as ex-officio, non-voting member.
2. Three (3) elected faculty members, one elected at-large by each campus.
3. Three (3) Campus Administrators.
4. Associate Vice President of Facilities Management.
5. Director of Planning & Construction
6. VP of Advancement or designee
7. CIO or designee.
8. Three (3) Students, one from each campus
9. SSCL representative chosen by the VP of SSCL.

Elected faculty members shall be elected in accordance with the faculty election process adopted by the Elections Subcommittee of the University Senate. Appointed members shall be named by the respective Vice President or designee.

The initial term of each appointed Subcommittee member is set forth in the attached Roster for Membership, renewable upon agreement of both the subcommittee member and the appointing authority.

The term of elected subcommittee members shall be commensurate with the term of their initial appointment.

The subcommittee shall strive to maintain diverse representation and inclusivity.

### **Section 3: Removal and Resignation**

Any member of the subcommittee failing to regularly attend meetings during the academic year will be considered for removal by the Executive Committee.

A subcommittee member may resign from their position by providing a written notice to the subcommittee chair or appointing authority.

## **ARTICLE II: SCOPE OF DUTIES**

### **Section 1: Purpose**

The purpose of the subcommittee is to:

1. Operate in tandem with the Mission of the University
2. Support and advance the Strategic Plan of the University
3. Attain a safe, healthy, accessible, and sustainable campus environment
4. Provide the best possible learning, living, and working environment for students and members of the University community
5. Assist with operational efficiency and economy. Utilize the PASSHE guidelines on square footage based on enrollment with a growth factor of 20% as the target of right sizing campuses.
6. Provide a process to effect change to space to ensure adherence to the PASSHE guidelines.
7. Work along with other University Policies including Furnishings and Technology Policies
8. Validate Facilities policies to maintain they are in line with changes in space and operation.

### **Section 2: Duties and Responsibilities**

The subcommittee shall meet regularly to discuss and review matters related to its scope of duties.

Subcommittee members are expected to actively participate in meetings, contribute their expertise, and collaborate with other members.

The subcommittee may form working groups as necessary to address specific tasks or projects.

The subcommittee shall provide recommendations, reports, or any required deliverables to the appointing authority or relevant stakeholders, as specified.

The subcommittee shall designate a member to make reports to executive committee.

### **Section 3: Chairperson and Officers**

The subcommittee shall elect a Chairperson from among its members to preside over meetings, facilitate discussions, and represent the subcommittee when required.

The Chairperson shall serve for a term as set forth in the attached Roster for Membership and may be re-elected if desired.

The subcommittee may appoint additional officers, such as a Vice-Chairperson or Secretary, to assist in the functioning of the subcommittee as deemed necessary.

## **ARTICLE III: MEETINGS**

### **Section 1: Frequency**

The subcommittee shall hold regular meetings at least three times per semester. Additional meetings may be scheduled as necessary or upon the request of the Chairperson or a majority of subcommittee members.

### **Section 2: Quorum and Decision-making**

A quorum, constituting 8 voting members of the subcommittee, must be present to conduct official business.

Decisions shall be made by a majority vote of the subcommittee members present, unless otherwise specified in these bylaws.

## **ARTICLE IV: AMENDMENTS**

These bylaws may be amended by a majority recommendation from the subcommittee, with approval by the Senate Executive Committee.

Proposed amendments to the bylaws shall be shared with all subcommittee members in a reasonable amount of time prior to the meeting.

These bylaws are hereby adopted on [date] and shall supersede any previous bylaws or rules of the Committee.

[Signature and date of the subcommittee Chairperson]

[Signature and date of the subcommittee Secretary]

DRAFT

2023-2024 Roster for Membership on the  
Space & Facilities Subcommittee of the Executive Committee

	Name	Campus	Term (Years)	Other
VP of University Affairs or Designee		Bloomsburg	N/A	Ex Officio (non-voting)
Chief Facilities & Safety Officer	Stacy Wagner	Bloomsburg		
CIO or designee				
BL Campus Administrator	Diana Rodgers-Adkinson	Bloomsburg		
LO Campus Administrator	Stephen Lee	Lock Haven		
MA Campus Administrator	Martha Wygmans	Mansfield		
Faculty at Large		Lock Haven		Elected Chair Local Assembly Rep
Faculty at Large		Bloomsburg		Elected Local Assembly Rep
Faculty at Large		Mansfield		Elected Local Assembly Rep
Director of P&C	Emil Mikle	Bloomsburg		
VP of Advancement or designee				
SSCL representative				Appointed
Undergraduate Student		Bloomsburg		Appointed
Undergraduate Student		Lock Haven		Appointed
Undergraduate Student		Mansfield		Appointed