

**CU SENATE MEETING
AGENDA**

DRAFT FOR APPROVAL

Meeting Date: April 11, 2024

Session: AY 2023-24, Meeting IV

Time: 4 pm

Location: Via Zoom: <https://commonwealthu-edu.zoom.us/j/99944074151?from=addon>

Meeting ID: 999 4407 4151

Attendance: Heidi Warner, Kellie Forziat Pytel, Jonathan Rothermel, Ben Franek, Angela Boswell, Deb Rotella, Jennifer Demchak, Cori Myers, Robin Rockey, Heather Feldhaus, Karri Verno, Mark Decker, Carina Howell, Peggy Carl, Julie Cimino, Eun-Joo Kwak, Dina Clark, Matt McKeague, Brooke Lylo, Amy DeLozier, Stacy Wagner, Eric Ness, Karen Stefaniak, Madison Beck, Doreen Jowi, Mary Feeney, Terina Oman, Rick Lilla, Todd Hoover, Michael McFarland, Kevin Lally, Erik Evans, Hope Lineman, Rivka Dattlo, Andrea Swain, Brad Lint, Eric Hawrelak, Kevin Range, Jeanne Kagle William Walker, James Crowley, Karri Verno, Jamie Foor, Bob Sandow, Gretchen Osterman, Tiffany Welch, Barry Minemyer, Andira Dodge, Patrick Long, Michelle Lockwood, Kenny Hall, Greg Walker, Albert Jones, Xia Zhou, Lam Nguyen, Brooke Harlowe, Suzanne Williamson, Lynda Michaels, John Abplanalp, Stanley Berard, Christopher Lapos, Dan Knorr, Amanda Sanko, Atika Benaddi, Diana Rogers-Adkinson, Emmy Borst, Tena Maurer, Jody Russell, Stephen Lee, Cathy Workman, Erin Kennedy, Jennifer Turnbough, Edward Keller, Tess Fosse, Jackie Borst, Leo-Felix Jurado, Curtis M. Grenoble, Shawn O'Dell, Lisa Weaver, James Brown, Robert Green, Debra Minzola, Kimberly Harris, George Rusczyk, Rebecca Baker, Lynn Pifer, Eric Lippincott, Emily Powell Hodges, Latha Ramakrishnan, Ann Larson, Nicholas Delaney, Adrienne McEvoy, Trish Beyer, Lisa Lister, George Agbango, Chris Lapos, Bob Sandow.

- 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 (February 8, 2024)
 - A. Review the minutes on the CU Senate Website:
<https://www.commonwealthu.edu/documents/240208agendacusenateminutesfinal-0>
Deb Rotella, (Assistant Professor SSS), made a motion, Mark Decker, (English Professor and University Senate Vice President, Bloomsburg) seconded. Minutes Approved.
- III. Announcements
 - A. For the latest info on CU Commencement, go to this website: Vice Provost Gretchen Sechrist reminded everyone to RSVP to commencement.
<https://www.commonwealthu.edu/cucommencement>
 - B. Go to the CU Senate Website for the most updated information:
<https://www.commonwealthu.edu/commonwealth-university-senate>
Reminder about incoming President Mark Decker who has reached out to all committees.
- IV. Committee Reports
 - A. Academic Policy Committee: Deb Rotella reported that the committee continues to work on policies and prepare for fall.

- i. Enrollment Management Subcommittee: Chris Lapos, (Associate V.P. Undergrad & Transfer Admis) stated that the by-laws are approved and the Admissions policy is on deck for fall readings.
 - 1. By-laws approved by Senate Executive Committee
 - ii. Information Technology Subcommittee: Matthew McKeague, (Associate Professor) Five policies will be done by April will move forward to 1st reading in the fall. Temporarily put survey on hold to send out.
- B. Advancement Committee: Erik Evan, (VP Univ Advancement) reported on behalf of Jason Genovese that the by-laws are approved. Reviewed 2 policies that will go through 1st readings in fall.
- C. DEI Committee: Albert Jones, (Chief Diversity Equity & Inclusion Office) reported on behalf of Christopher Cummings that the DEI committee will have 2 policies ready for fall and have their by-laws done.
- D. Finance Committee: Dina Clark, (Associate Professor Accounting & Business Law) stated that their by-laws are approved and they will have 5 policies ready for fall.
 - i. By-laws approved by Senate Executive Committee
- E. Student Success and Campus Life Committee:
 - i. First Year Experience Subcommittee: Kelly Pytel, (Assistant Professor MS MH Counseling Lock Haven) on behalf of Rebecca Willoughby said that the First Year Seminar policy is ready for 2nd reading. April is the deadline for fall 2025 FYW proposals. They are working with Kim Hulslander, (Applications Developer 2) to develop a shared calendar for students.
- F. Elections Subcommittee: Mark Decker reported that the elections are concluded, there were no run-offs necessary and overall had great participation. Thank you to everyone to participated. Final results will go out April 15th, when new positions will officially begin.
 - i. Newly elected terms will begin on April 15
- G. Space and Facilities Committee: Dan Knorr, (Executive director of economic development and external affairs) stated that all elected positions are filled, as well as appointed positions for the committee. The executive committee is reviewing policies to see if there are any that can be lifted off of other committees and moved over to the Space and Facilities committee. Stacy Wagner, (Chief Facilities & Safety Officer) added that they have created a SharePoint site. They are still looking for 2 faculty and 2 students to join committee.

V. Notices

- A. Notice of Interim Policy on Emeritus Status and Procedure for Nominating and Granting Emeritus Status, Issued by VP for Administration & Chief of Staff, Suzanne Williamson (*Appendix A and B*) Suzanne Williamson, (Chief of Staff, VP for administration) explained the need for this interim policy is to consolidate for faculty. Brooke Harlow, (Professor Political Science) asked if there will be safeguards in place for quick retirement. That the faculty member retiring would not lose email before going through the emeritus process? Eric Hawrelak, (Professor BioChem Chemistry) asked if there are any appeals process for faculty who may not be in favor of their colleagues to go through Emeritus Status?

VI. Second Reading of Reviewed Policies (Go to CU Senate Website to review the latest DRAFTS: <https://www.commonwealthu.edu/commonwealth-university-senate> - scroll down to First Reading DRAFT Policies)

- A. Policy on Policies, Executive Committee: Kevin Range, (Professor BioChem Chem -Asst Chair) expressed concern regarding 4.2 of the Policy on Policies that it does not adhere to the spirit of the constitution. Feels that the procedures to make policy happen are outside of the constitution. Suzanne Williamson commented that the senate structure was modeled after the state system for policy creation, review and implementaion. Stanley Berard, (Professor Political Science) added that the state system is not a university. Things that are important to the institution should go through shared governance. Things that are policy in scope at the university are not as broad as policy at state level. Mark Decker explained that there are options on how to proceed with policy. Stanley Berard submitted that the policy is good as submitted, but that it could get questioned. He suggested that the language of “related to university policy” could be added to section 4.2 to amend the concern. So it would say, "Procedures, standards, and guidelines related to supporting a University policy may be issued, revised or rescinded by the Present..." Stanley Berard made a motion for the amendment, Nick Delaney seconded it. Approved to amend. Mark Decker made a motion to move the Policy on policies to 2nd reading. Lam Nguyen, (Professor Management Dept Chair) seconded it. Approved to go to 2nd reading.
- B. First Year Seminar Exemption Policy, FYE Subcommittee: Nick Delaney questioned on section 5.1.3 regarding students not being able to see the exemption form. Jennifer Demchak, (Professor) clarified that it is only for students working with an advisor. Erin Kennedy, (Professor of Psychology) asked for clarification if these are students who have not even connected with advisors yet, is there a situation that this could even happen? Brooke Harlow added that these specific issues should be handled in the summer or by the first week of classes or flag it ahead of time to avoid issues with scheduling or having to ask if students are FYS. Emmy Borst, (Executive Director of Student Success) explained that this would only affect a very limited number of students who could potentially go through this. It would not be true freshman, just transfer students. Mark Decker made a motion to approve policy. Adrienne McEvoy seconded. Policy approved to move to 2nd reading.
- C. Academic Integrity Policy, Academic Policy Committee: Brooke Harlow provided overview of what work has been done on policy and the adjustments based on first reading recommendations. Stanley Berard asked the question on how does the Senate announce development of procedures for policies? Suzanne Williamson answered that it can be pushed through Senate emails for awareness. Karen Stefaniak, (Asst Dir/Student and Residence Life LO) wanted to confirm if the students get accused and they do not accept the accusation, it goes to level 3, (student hearing)? Brooke Harlow explained that this is to protect due process of the student. Allows them to have grievance board. Jeanne Kagle, (Biology Professor) pointed out that section 4.5.4.1 states that resolution is required when there is no previous file. She thought that if there is no violation, it goes to level 3. If a student is accused at level 2, this will put a report on file. If student gets second accusation, the system will flag as second report. Kevin Range suggested to reorder the levels to make sense. Brooke Harlow accepted that revision. Suzanne Williamson clarified to remove 4.5.4.1 entirely as a friendly amendment. All in favor, approved as per friendly amendment. Adrienne McEvoy made a motion to move Academic Integrity Policy to second reading. Deborah Rotella seconded it. Approved.

VII. Other Business

- A. Consolidation of Student Emails to Commonwealthu.edu (Dan Knorr and CIO Dr. Ed Keller)
Dan Knorr said they met with Student Government Associations about merging emails to use

of “Commonwealthu.edu” emails, students were in favor. All emails will be forwarded from current email and there will be a plan put into place to ease students into this merge.

- B. Strategic Plan Update (Dr. Cori Myers) (*Appendix C*) Cori Myers, (Assoc VP of Institutional Effectiveness) explained the Strategic Plan Slide deck. Provided URL to dashboard in chat. Can also link to the KPI page for all priorities. Strategic planning will be meeting in May. Asked Senate members to please out all comments and concerns in the feedback form.

VIII. Remarks for the Good of the Order: Jonathan Rothermel provided promotion on ISEP. Diana Rogers-Adkinson provided her thanks and best wished to the Senate members as this will be her last meeting as Provost. Dan Knorr offered thanks to Jonathan Rothermel for his service as Senate President and welcomed Mark Decker as incoming president starting April 15th.

IX. Adjournment: Meeting adjourned 5:34pm.

Upcoming Fall 2024 Meetings

- CU Senate Executive Committee Meeting @4 pm via Zoom: Thursday, 9/5/24
- CU Senate Meeting @4 pm via Zoom: Thursday, 9/12/24
- CU Senate Executive Committee Meeting @4 pm via Zoom: Thursday, 11/7/24
- CU Senate Meeting @4 pm via Zoom: Thursday, 11/14/24



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Interim Policy on Emeritus Status

Commonwealth University of Pennsylvania

Issued Interim Policy 02-100 on XXX

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

Responsible Office: Office of the President

1. Purpose

This policy provides standards by which faculty members, managers and administrators, noninstructional employees, and athletic coaches are nominated and approved for emeritus status.

2. Scope

This policy applies to all retired or resigned faculty members, managers and administrators, non-instructional employees, and athletic coaches of the University.

3. Definitions, Roles and Responsibilities

3.1. Definitions

- 3.1.1. **Department:** the academic or other department of the faculty member being considered for emeritus status.
- 3.1.2. **University:** Commonwealth University of Pennsylvania, which includes the former universities of Bloomsburg University of Pennsylvania, Lock Haven University of Pennsylvania and Mansfield University of Pennsylvania.

4. Policy

- 4.1. To be considered for emeritus status, the individual must:
 - 4.1.1. Have retired or resigned as a faculty member, manager or administrator, noninstructional employee, or athletic coach at the University.
 - 4.1.2. Have served with distinction for a minimum of ten (10) years at the University in that capacity.



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- 4.1.3. If an employee other than the President, be nominated with a majority vote of the department concerned.
- 4.2. After an individual has retired or resigned, the department the individual resigned or retired from may consider emeritus status for that individual following the retirement or resignation in accordance with the Procedures for Nominating and Granting Emeritus Status.
- 4.3. The President of the University, having been delegated the responsibility by the Council of Trustees, may confer emeritus status on the retiring or resigning faculty member.
- 4.4. The President will report the conferral of emeritus status to the individual awarded such status and as part of a public meeting of the Council of Trustees.
- 4.5. If approved for emeritus status, the individual may be entitled to any privileges made available to all emeriti by the University, consistent with applicable laws and governing policies, procedures and standards.

5. Compliance and Enforcement

- 5.1. The Office of the President will maintain a list of all individuals granted emeriti status under this policy.
- 5.2. The Office of the President will review this policy every five years.

6. Additional Information

- 6.1. **Related Policies** – Issued as an Interim Policy by the Office of the President replacing:
 - 6.1.1. [PRP 6760 - Faculty Emeritus Status | Bloomsburg University \(bloomu.edu\)](#) issued on 5/1/1983 by Provost Wilson Bradshaw and approved by the COT on 12/7/1983; amended on 3/1/1996 and endorsed by Forum on 4/24/1996; amendments proposed at APSCUF Meet and Discuss on 10/4/2004, reviewed by the COT on 12/1/2004, endorsed by Forum on 2/2/2005, and issued by Interim Provost James Matta on 5/1/2005; revised and updated by the General Administration Committee on 3/13/2014 and 4/8/2014 to revise service requirements and approved by Forum on 4/23/2014.
 - 6.1.2. [PRP 8760 – Manager and Administrator Emeritus Status | Bloomsburg University \(bloomu.edu\)](#) issued on 4/16/1996 by the Vice President for Administration and Finance; revised and updated by the General Administration Committee on 10/17/2013; revised by Forum on 4/23/2014.
 - 6.1.3. [PRP 8761 – Noninstructional Emeritus Status | Bloomsburg University \(bloomu.edu\)](#) issued on issued on 4/16/1996 by the Vice President for Administration and Finance;



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revised and updated by the General Administration Committee on 10/17/2013; revised by Forum on 4/23/2014.

6.1.4. [PRP 8762 – Athletic Coach Emeritus Status | Bloomsburg University \(bloomu.edu\)](#)
endorsed by Forum on 4/23/2014.

6.2. **Related Procedures** - Procedure for Nominating and Granting Emeritus Status,
Procedure Number 02-100

6.3. **Contacts for Additional Information and Reporting**

Office of the President, Commonwealth University

Attn: Chief of Staff

universityaffairs@commonwealthu.edu

570.389.4526



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Procedure for Nominating and Granting Emeritus Status

Procedure Number 02-100

Commonwealth University of Pennsylvania

Responsible Office: Office of the President

Approved: Vice President of Administration, (Pending Review by Executive Committee)

Revised: N/A

1. Procedure Purpose

This procedure lays out the steps for nominating and considering a University employee for emeritus status, as well as detailing the privileges granted those who are granted emeritus status.

2. Content of Nominations

- 2.1. Nominations for emeritus status must include a summary of the individual's noteworthy teaching, scholarly, professional or other activities at the University, to include personal contributions beyond regular teaching duties, assigned duties or longevity of service, that enhance the reputation of the University or make significant major contributions to the University or the individual's profession.

3. Procedure for Nominating Faculty for Emeritus Status

- 3.1. For faculty to be considered for emeritus status, they must be nominated by a majority vote of the academic or other department the faculty member served in at the time of retirement or resignation within a year of the retirement or resignation of the faculty member.
- 3.2. The Chair of the department will forward the nomination of the faculty member, with comments if desired, to the Dean of the College.
- 3.3. The Dean of the College will forward the nomination, with comments if desired, to the Provost.
- 3.4. The Provost will forward the nomination, with comments if desired, to the President of the University, including any request for an exception to the time limitation for nomination for emeritus status.

4. Procedure for Nominating Athletic Coaches for Emeritus Status

- 4.1. For athletic coaches to be considered for emeritus status, they must be nominated by a majority vote of the athletic coaches at the campus the coach served at the time of retirement or resignation within a year of the retirement or resignation of the faculty member.
- 4.2. The Athletic Director of the relevant campus will forward the nomination of the athletic coach, with comments if desired, to the campus administrator overseeing campus athletics.
- 4.3. The campus administrator or other designed individual will forward the nomination, with comments, to the President of the University, including any request for an exception to the time limitation for nomination for emeritus status.

5. Procedure for Nominating Noninstructional Employees

- 5.1. For noninstructional employees to be considered for emeritus status, they must be nominated by a majority vote of the department the employee served in at the time of retirement or resignation within a year of the retirement or resignation of the employee.
- 5.2. The department supervisor will forward the nomination, with comments, to the division vice president.
- 5.3. The division vice president will forward the nomination, with comments, to the President of the University, including any request for an exception to the time limitation for nomination for emeritus status.

6. Procedure for Granting Manager or Administrator Emeritus Status

- 6.1. For managers or administrators to be considered for emeritus status, they must be nominated by a majority vote of the department the employee served in at the time of retirement or resignation within a year of the retirement or resignation of the employee.
- 6.2. The department supervisor will forward the nomination, with comments if desired, to the appropriate division vice president.
- 6.3. The division vice president will forward the nomination, with comments if desired, to the President of the University, including any request for an exception to the time limitation for nomination for emeritus status.

7. Privileges Afforded to Emeritus Upon Request

- 7.1. An email account administered by the University that designates the individual as an emeritus of the University.
- 7.2. A University identification card that designates the individual as an emeritus of the University.
- 7.3. A parking pass for select events and activities.
- 7.4. Access to campus publications.

- 7.5. Access to office space and use of facilities will be provided based on availability and the justification of ongoing voluntary or scholarly activities, as determined by the President or their designee.

8. Related Information

- 1.1. **Related Policies:** Interim Policy on Emeritus Status
- 1.2. **Related Procedures:** N/A
- 1.3. **Related Forms:** Emeritus Nomination Forms available from the Office of the President
- 1.4. **Frequently Asked Questions:** Frequently Asked Questions on Emeritus Status available from the Office of the President
- 1.5. **Other Related Information:** N/A

2. Responsible Office and Contact

- 2.1. **Responsible Office:** Office of the President
- 2.2. **Procedure Approved by:** Vice President for Administration
- 2.3. **Contact Information:** Vice President for Administration
- 2.4. **Email:** universityaffairs@commonwealthu.edu
- 2.5. **Telephone:** 570.389.4526

3. Procedure History

- 3.1. **Procedure History:** Issued as a new procedure on XXX.
- 3.2. **Procedure Update/Review Summary:** "N/A"





Senate Strategic Plan Update

April 11, 2024






Strategic Plan Priorities & Commitments

Priorities

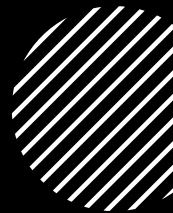
-  Academic Excellence and Innovation
-  Student Success
-  University Success
-  Welcoming and Inclusive Community

Core Commitments

-  Diversity, Equity, Inclusion, & Belonging
-  Thriving Faculty, Staff, and Students
-  Strategic Communications



Key Steps Completed



Continued with divisional and unit meetings



Launched the Nuventive Solutions Premier platform



Transitioned the Strategic Planning Committee's charge to plan oversight



Defined measures, targets, and data collection methods for undefined measures



Selected Key Performance Indicators

**Key
Performance
Indicators**

Priorities & KPIs

Academic Excellence & Innovation

- HC Enrollment
- Retention to Second Year
- 4-/6-Year Graduation Rates
- Faculty/Student Ratio

Student Success

- Average Unmet Need
- Placement Rates
- Student Success*

University Success

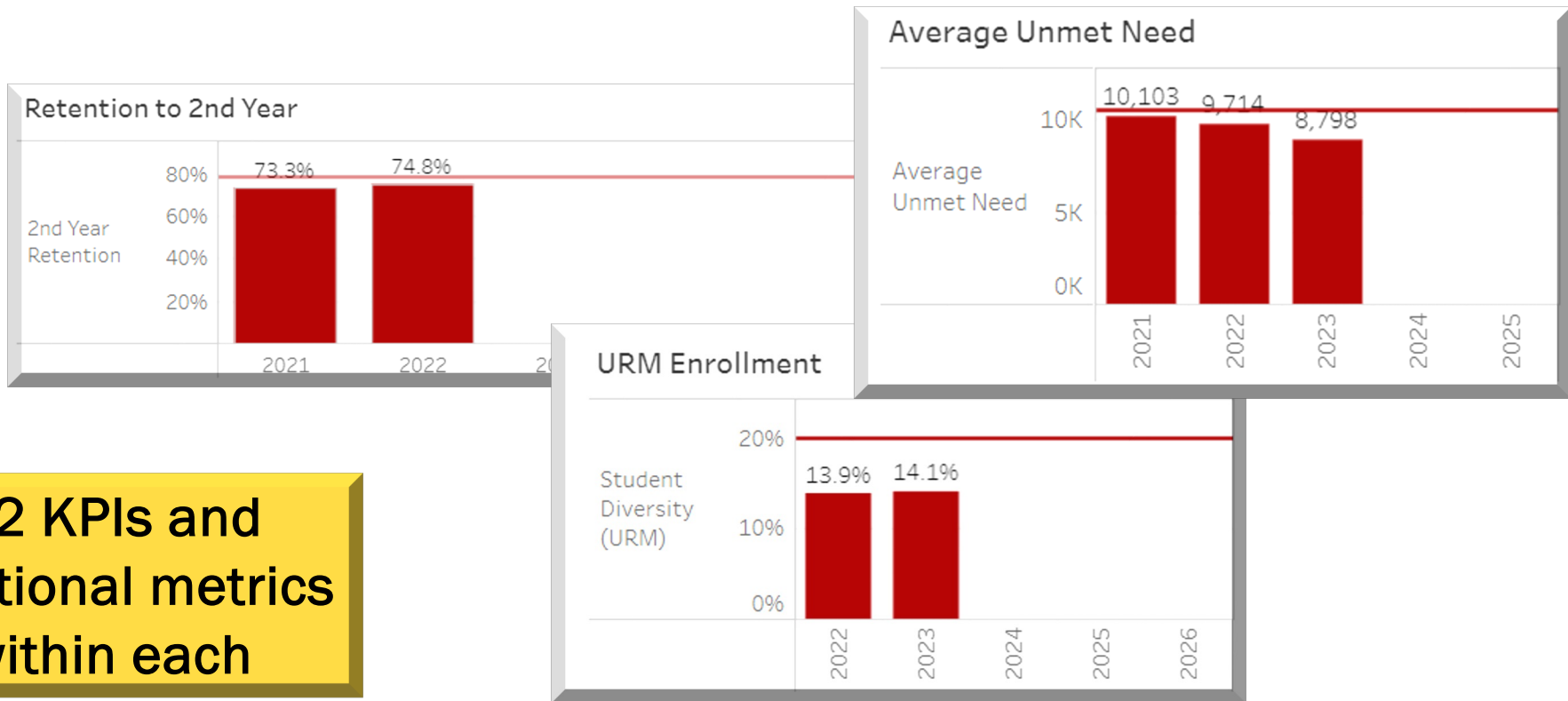
- Retention to Second Year – URM, Pell
- 4-/ 6-Year Graduation Rates – URM, Pell
- Net Operating Margin
- New Gifts and Pledges
- Student Diversity – URM, Pell
- Employee Diversity

Welcome & Inclusive Community

- Climate Survey
- Engagement with Local Communities*
- Strategic Communication*



KPI and Selected Metrics Dashboard



22 KPIs and additional metrics within each

priority

Strategic Planning Committee Responsibilities

- Represents key CU areas
- Meets at least twice a year
- Serves as a conduit of information
- Monitors progress on plan implementation
- Provides input regarding updates or refinements to aspects of the strategic plan



Next Steps



Collect and present data to gauge success



Consider feedback from CU, results data, studies, opportunities, challenges, or emerging strategic issues



Recommend changes to President's Cabinet

Questions

Bloomsburg | Lock Haven | Mansfield