**MANSFIELD ASSEMBLY MINUTES**

**Assembly Meeting: October 19, 2023  
Session: AY 2023-24, Meeting II  
Time: 4 pm  
Location: 122 Grant Science Center or via Zoom: https://commonwealthu- edu.zoom.us/j/94948793424?pwd=aWtNOTZnKzh3a0hDTEw2ZHdEbTJFdz09**

In Attendance: J. Rothermel, B. Lint, A. Rose, P. Carl, J. Kagle, L. Pifer, S. Kasperek, E. Kwak, J. Carapella, J. Brayer, T. Shuey, S. Williamson, M. Wygmans, K. Schultz, J. Crowley, A. Swain, S. Lee, T. Maurer, S. Ji, E. Evans, S. Stout, Q. Eyster, E. Keller, J. Scott, G. Sechrist, S. Hazlett, J. Harris, J. Demchak, D. Rogers-Adkinson, A. DeLozier, H. Warner, D. Knorr, D. Rotella, M. Phillips, M. Feeney, W. Walker, B. Williams, J. Crowl, X. Zhou, S. Wagner, J. Kagle, E. Evans, K. Cobb, C. Myers, N. Lefelhoc, R. Parks

1. Call to order 4:01 PM
2. Announcements
3. Course registration for Spring 2024 begins on November 9 (priority registration). For a breakdown of when students are eligible to register, go here: https://www.commonwealthu.edu/offices-directory/registrar-office-0
4. Go to the CU Senate website for the latest information and membership lists:

https://www.commonwealthu.edu/commonwealth-university-senate

1. All current policies are interim policies, so everything needs to be presented at Local Assembly and move through the process.
2. Approval of Minutes (Lynn Pifer Moved, Peggy Carl second), minutes passed with one abstention
3. Committee Reports
4. Academic Policy Committee: Deb Rotella reported: attempting to move quickly. Rough draft of Bylaws should be to Senate by Oct. 27 deadline.
   1. Enrollment Management Subcommittee: Sean Stout: making some policy changes that should be coming to CU Senate shortly. Admissions: overall, applications are up right now, for MU, up 56% in applications compared to last year. Up 189 admits from last year. CU up 42% from last year in applications. Visits are also up. He thinks the marketing from last year is starting to bear fruit.
   2. IT Subcommittee: Shelly Ji: met twice, drafted Bylaws, discussed seeking feedback, drafting surveys to gather information about IT. DegreeWorks goes live Oct. 23, more training coming for We Connect rooms. Ed Keller showed how to access advisees from my.commonwealth.edu, and how to access training materials. DegreeWorks is being updated currently, also with the older catalogues.
5. Advancement Committee: Erik Evans: Introduced CU Senior Director of Philanthropy Kate Billmeyer. Elected a Chair and are working on drafting policies. There is an opening for an At-Large faculty member from MU on this committee.
6. DEI Committee: Shelly Ji: Met twice, elected a chair, Chris Cummings, two DEI officers at MU, Nichole Book and Ashley Ensminger. Many DEI activities on campus this year, working on bylaws, how to promote DEI on campus.
7. Finance Committee: Jimmy Guignard: met, elected Chair, in process of forming sub-committees. Two open areas within the Finance Committee, one is for the MU student representative, also for a Secretary. They also need to write Bylaws.
8. Student Success and Campus Life: Deb Rotella: Holly Jackson elected Chair. Looking at Policy and Bylaws so far.
   1. First Year Experience Subcommittee: Lynn Pifer: FYE has met, formalizing a policy for students who want to be exempt from FYS. Beginning to work on an assessment process for CU. Going to have a FYS instructor advice CTL meeting on Zoom Oct. 26 @12:30.
9. Elections Subcommittee: has a few open seats, the work has not really begun yet
10. Student Government Report: Quinn Eyster: COF is doing an audit, SGA is reviewing policies. Review of what Student Activity Fees are paying for. Homecoming Weekend. Working on budgets.
11. Campus Administrator Report (Dr. Marty Wygmans): ID card situation will be resolved quickly. All new IDs will be updated ones. There were issues with getting student Veterans certified in the system. That has been fixed. If there are problems, let her know. She will be in Mounties Coffee 9-10:30 tomorrow. Join her.
    * 1. Peggy Carl: Homecoming this weekend. Football plays at noon against Cornell. Field Hockey plays at 4:30. They are currently #9 in the country. August Lewis set the single-season shut-out record last night. Women’s soccer plays at 7. Friday evening, four new entries to MU Athletic Hall of Fame. Saturday morning is the Butsko Breakfast.
12. Provost Report (Dr. Kara Schultz): Working on getting the errors out of Banner. Close to being ready to get the college data, advisor data, etc. Schedule was built by Chairs, approved by Deans, Provost Office, and is now being built in Course Dog by the Registrar Staff. Supposed to go live tomorrow, Oct. 20.
    1. Degree Works Update: the current CU catalog is in there. Back catalogs are being scribed. When you look at your advisees, if you see any errors, let them know. This will probably take some time and back-and-forth to make sure everything reads correctly. The information for the back catalogs is still being updated, so there may be changes as it goes forward. You cannot yet see what the student would need it they switch between programs or Gen Eds. On the CU Advising Sharepoint site, there is an Excel tracking sheet where you can report issues. Steph Bissinger can add issues to the tracking sheet if you can’t get it to work.
13. OER Working Group Report (Ms. Jamey Harris): Shared results of CU Textbook Surveys. $163k saved as a result of OER use.
14. Mansfield Traditions Task Force: Ken Cobb: With Integration, lots of MU traditions have fallen through the cracks. The Task Force is trying to identify events and rank them in importance: Convocation, Showcase of Student Scholarship, Employee Recognition Luncheon, Outstanding Senior, etc. They are trying to figure out what the important events are for MU, and then try to find people to take over or share oversight of these events. Currently just soliciting thoughts about these activities. Please reach out to Maegan Borzok if you have activities that you feel should be on this list, or ideas as to where some of these things should live.
15. Identifying Problems/Seeking Solutions
16. Website Concerns: Bill Walker: Working on a combination of updating the legacy websites and building the CU website, which will go live next June. So we are in for several more months of doing double duty. It is an 18 month process to build the new site. Asking for the top priorities for updating the legacy website. Please share this link widely. Legacy sites will be maintained through June, and then everything will be migrated, so updates to Legacy sites will be migrated. New templates will be built so that everything will be consistent. For the most necessary webpage updates, there is a form: <https://form.asana.com/?hash=735bd7f1a05ff431baa47902f1fe16c41104539d9c8b3eddef9c5647c385018d&id=1130235121502361>. Sports websites will continue, but Mansfield.edu will be taken down.
17. Seeking to Fill Vacant Mansfield Positions on CU Senate/Committees: At-Large Coach Senator and Faculty At-Large on Advancement Committee.
18. Mansfield Assembly Spring 2024 Meetings: maybe a meeting in January (25) before the first CU Senate meeting, then another in March (21 or 28)
19. CU Senate
20. Policy Review Process Update: Jonathan Rothermel: in the process of letting committees know what policies they are tasked with reviewing
21. Agenda items for the November 9 meeting must be sent to CU Senate President by Friday, October 27
22. Remarks for the Good of the Order
23. Poetry reading this evening at 6
24. Changes to Financial Aid strategy: Southern Tier folks (6 counties) are going to be eligible for PA in-state tuition and scholarships. Scholarship deadline for Fall ’24 is Dec. 15, March 15 for transfer students.
25. Prism Concert Oct. 21 @7:30
26. Art Exhibition opens Monday, Kay Dartt, Aluminum Pour, 6:30-9 PM workshop
27. Washington Center is open for all majors, Nov. 13, presentations available for classes (~10 minutes)
28. Application is out for a Mansfield Student Trustee position, due Oct. 27
29. RBC is hosting a movie event Nov. 4, Blossburg Theater
30. Adjournment 5:23 PM

Upcoming Fall 2023 and Spring 2024 Meetings

* CU Senate Meeting @4 pm via Zoom: Thursday, 11/9/23
* CU Senate Meeting @4 pm via Zoom: Thursday, 2/8/24
* CU Senate Meeting @4 pm via Zoom: Thursday, 4/11/24
* Mansfield Assembly Meetings TBD