

Minutes of the Forum Meeting of Wednesday, February 20, 2019

Mark Decker called the meeting to order on February 20, 2019 at 3:00 PM in Kehr Union, Room 345B.

Present: George Agbango, Joyce Bielen, Mark Decker, Ed Keller, Mindi Miller, Bill Hudon, Chulhee Jun, Jim Krause, John Loonan, Jerry Reed, John Riley, Dione Somerville, B. Blair Staley, Stephen Whisner, Mary Vezendy, Noah Wasielewski, Denice Wengryn, Greg Zimmerman, Tina Entzminger

1. Approval of the Agenda of February 20, 2019

A motion to approve the agenda was made by Noah Wasielewski; second by George Agbango.

The agenda was approved by acclamation.

2. Approval of the Minutes of November 28, 2018

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

The minutes were approved by majority vote: 15 approved; 0 opposed.

3. Reports by standing committees:

a. BUCC:

John Riley reported that BUCC met twice this semester, January 30, 2019 and February 13, 2019. The committee discussed a number of course proposals, one of these proposals is the Department of Nursing is moving there Nurse Anesthetist program from a master's level program to a nurse practitioner program. The committee sent some of the course proposals back to the departments for revision.

b. General Administration Committee:

Mark Decker reported that PRP 5232-Posting and Chalking Policy will be brought back to Forum in March. Jerry Reed reported that PRP 5232-Posting and Chalking Policy will be discussed at the next GAC meeting and will be brought back to Forum in March for a second reading.

c. Planning and Budget:

Jim Krause reported that the committee discussed the following:

- Winter Session Enrollment and Financials
- Update on Institutional Scholarships & Transfer Scholarships
- SEM (Strategic Enrollment Management) Update

d. Student Life:

Mark Decker reported on the following on behalf of Student Life, that Monica Johnson, Assistant Dean of Students, will be taking over for Jennifer Raup. Future information will be given by Monica.

4. Middle States Update:

Mark Decker reported on the following on behalf of Sheila Jones, who was unable to attend, Middle States will be here on March 24-27 and they want to engage with Faculty, Staff and Students. Jim McCormack confirmed that the visiting team will be arriving on March 24-27, 2019 and asked that everyone please review the self-study from your discipline. Mindi Miller asked everyone to please go out to the Middle States website and familiarize themselves with the information that was completed because anyone on campus could be contacted by a member of the middle states review board. Dr. Horvath will be on campus for a preliminary site visit on March 4, 5 and 6, 2019. <http://intranet.bloomu.edu/middlestates>

5. Informational Reading: BUCC PRP 3462:

The informational reading of PRP 3462-Undergraduate Course Withdrawal was completed by John Riley. He informed those in attendance that the timing of withdrawal has moved from the 10th week to the last day of instruction which will be effective date as April 1, 2019. Greg Zimmerman read prepared remarks expressing concerns with the policy. There was a general discussion about the pros and cons of the policy. Provost Krause indicated that the policy would be revisited next year when there was data on the impact of the policy.



Updated-Feb-15-20
19-PRP-3462.pdf

6. Second Reading: Revised Forum Bylaws:

Mark Decker asked for a motion to table the Bylaws until the March meeting due to attendance at this meeting. John Riley made a motion to table the Bylaws until the March Forum meeting; second by Noah Wasiliewski. The motion was approved by acclamation.



GovernanceDocum
ent (002).pdf

7. Open Forum:

Nothing to report.

8. Adjournment:

The meeting was adjourned at 3:35 p.m.

Minutes of the Forum Meeting of Wednesday, March 27, 2019

Mark Decker called the meeting to order on March 27, 2019 at 3:00 PM in Kehr Union, Room 345B.

Present: Rona Anderson, Joyce Bielen, Mun-Young Chung, Mark Decker, Tina Entzminger, Heather Feldhaus, Tom Fletcher, William Hudon, Monica Johnson, Chulhee Jun, Jeremy Jeffery, Peter Kelly, Jim Krause, John Loonan, Michael McFarland, John McKaig, Elizabeth Petre, Jerry Reed, John Riley, A. Blair Staley, Deborah Stryker, Noah Wasielewski, Denice Wengryn, Stephen Whisner, Greg Zimmerman, Deb Mucci, Sheila Dove-Jones

1. Approval of the Agenda of March 27, 2019

A motion to approve the agenda was made by Noah Wasielewski; second by Joyce Bielen.

The agenda was approved by acclamation.

2. Approval of the Minutes of February 20, 2019

A motion to approve the minutes was made by Noah Wasielewski; second by Michael McFarland.

The agenda was approved by acclamation.

3. Reports by standing committees:

a. BUCC:

John Riley reported that BUCC met twice since the last Forum meeting, once the week before spring break and last week was the open meeting. At the March 6, 2019 meeting they had a number of course proposals. At the open meeting there was a discussion about the following:

- open education resources for helping students
- recording in the classroom
- academic calendar and potential for Saturday classes
- placement rights for incoming students
- briefing from General Education taskforce

b. General Administration Committee:

Jerry Reed reported that GAC had their first meeting and had three items of business:

- PRP 5232-Posting and Chalking Policy revisited
- Reviewed indirect cost and how it is distributed
- Erik Evans submitted a proposed PRP for Advisory Boards

c. Planning and Budget:

Jim Krause reported that the committee discussed the following:

- Spring enrollment update and headcount
- Credit hours relating to in-state and out-of-state enrollment
- Strategic Enrollment Management efforts

- Headcount to see how close we are to the projection
- Enrollment discussion, regarding challenges and trends
- Great open house last week; up in deposits but down in applications; next open house is April 6.

d. Student Life:

Nothing to report at this time.

4. Middle States Update:

Sheila Dove-Jones thanked Mindi Miller, Jim McCormack and Deb Mucci for the tremendous work they did for Middle States. She also thanked everyone for the good work they did across campus to help with Middle States. Middle States made recommendations on items that the university is already completing. Bloomsburg University will receive a report in two weeks that will have to be responded to within a week. The outcomes will be received around the beginning of July.

5. Informational Reading: BUCC PRP 3516:

The informational reading of PRP 3516-Academic Examination Policy was completed by John Riley. The PRP was updated in part because of paper and pencil tests or blue book exams. A. Blair Staley read prepared remarks expressing concerns with the policy. There was a general discussion about the pros and cons of the policy. Interim Provost Krause asked that individuals email him with any concerns regarding the policy. After further discussion it was stated that the policy that was presented at Forum was not the latest revision and individuals asked for corrected version.



PRP 3516 Second Reading.pdf

6. Second Reading: Revised Forum Bylaws:

Mark Decker asked for a motion to accept the Bylaws with an amendment to page 9, Secretariat, Section II, Membership with (nonvoting) inserted after Chief of Staff. John Riley made a motion to accept the bylaws as written with the amendment as stated above; second by Michael McFarland. The vote of 14 approved and 1 abstention, the motion was approved by unanimous vote.



GovernanceDocument (002).pdf

7. Open Forum:

John Riley thanked Sheila Dove-Jones for all her hard work and dedication.

8. Adjournment:

The meeting was adjourned at 4:00 p.m.

Minutes of the Forum Meeting of Wednesday, April 24, 2019

Mark Decker called the meeting to order on April 24, 2019 at 3:00 PM in Kehr Union, Room 345B.

Present: George Agbango, Rona Anderson, Mark Bauman, Mun-Young Chung, Mark Decker, Tina Entzminger, Heather Feldhaus, Sybil Holloway, Monica Johnson, Michael Botts, Chulhee Jun, Ed Keller, Angela LaValley, John Loonan, Peter Kelly, Michael McFarland, John McKaig, Terina Oman, Elizabeth Petre, Jerry Reed, John Riley, Cassandra Sachar, Dione Somerville, A. Blair Staley, Johan van der Jagt, Joseph Hazzard, Amiee Wenta, Carrie Winship, Greg Zimmerman, Erik Evans

1. Approval of the Agenda of April 24, 2019

The agenda was approved by acclamation.

2. Approval of the Minutes of March 27, 2019

A motion to approve the minutes was made by John Riley; second by Ed Keller. With a vote of 10 approved, 0 opposed and 0 abstained, the motion was approved by unanimous vote.

3. Reports by standing committees:

a. BUCC:

John Riley reported that due to the discussion at the last Forum, PRP 3516-Academic Examination Policy was brought back to BUCC for further consideration. The committee also stated that the BUCC agenda would be sent out to everyone ahead of the next meeting via email. The committee discussed a number of proposals and also some of the following:

- Nursing-New nurse Anesthesia track being added to DNP curriculum
- Secondary Education track in Spanish, German and French are being put into moratorium
- Biological and Allied Health Sciences–Environmental Biology is being renamed Ecology Conservation and Field Biology

b. General Administration Committee:

Jerry Reed discussed the PRP 5232; PRP 2750 and the Advisory Board PRP below in the minutes.

c. Planning and Budget:

John Loonan reported that the Planning and Budget Committee met on April 4, 2019, which is the last meeting of the semester, and the following items were discussed at the committee:

- Space and Facilities Subcommittee report – change in classroom code overview
- Overview of Bloomsburg University financial risk assessment
- Interim budget update for Spring 2019
- System redesign updates
- Investment and budget committee that was formed statewide

- Update on student success collaborative
- Jump Start program which is replacing the Summer Prep Academy (SPA)

d. Student Life:

Monica Johnson and Michael Botts discussed PRP 460 below in the minutes.

4. General Education Council Yearly Update:

Angela LaValley gave the yearly General Education Council update on the following:

- Updated PRP 3612
- Updated GEC Bylaws
- MyCore Course Update
- Reports Available to Campus Community
- Future Directions



GenEd Slides
Forum Report 2019.

5. Informational: GEC Bylaws Revision:

Angela LaValley reported the following was added to the GEC Bylaws, procedural language regarding vacant positions.



GEC-Bylaws-2019Re
vision.pdf

6. Informational: PRP 3990 Institutional Review Board (IRB) for Human Subjects Research:

John Riley reported that BUCC recommended PRP 3990 to the Interim Provost for approval.



PRP 3990
Institutional Review

7. Information: PRP 3612 General Education Requirements:

Angela LaValley reported that following changes were completed on PRP 3612:

- Removed language regarding non-retroactive assignment of GEPs
- Clarified Equivalent GEP Credit options for Second Language requirement



PRP3612 Fall 2018
Revisions BUCC Sec

8. Second Reading: PRP 5232 Posting and Chalking Policy:

Jerry Reed reported that the second paragraph under 1. Rationale for Policy, has been in the policy since the policy has been drafted. He also reported that there has been clarification on page 7, E. Prohibited Locations, paragraph 3.

Mark Decker asked for a motion to endorse PRP 5232 Posting and Chalking. John Riley made a motion to endorse PRP 5232 as written, second by John Loonan. With a vote of 22 approved, 0 opposed and 1 abstained, the PRP was endorsed by unanimous vote.



PRP5232-Posting-C
halking UPDATED 0:

9. First Reading: PRP 2750 Use of Indirect Cost Funds:

Jerry Reed reported that PRP 2750 was last reviewed in 1987 and the policy has been reviewed and updated regarding how research based grant money is received and allocated (see section 4.A Policy).



PRP 2750_Use of
Indirect Cost Funds.

10. First Reading: Advisory Board PRP

Jerry Reed reported that GAC is working on a new policy in regards to Advisory Board, standardizing the boards with a best practices guidebook on how to establish an Advisory Board and ultimately develop relationships. Advisory Board members are not employed by Bloomsburg University or its affiliates. In considering and/or developing a new advisory board, the university liaison shall meet with the University Advancement VP to discuss best practices.



DRAFT - Advisory
Board PRP Revised C

11. First Reading: PRP 4650 Hazing Policy

Monica Johnson and Michael Botts reported on the following updates to PRP 4650: Timothy Piazza AntiHazing Law, robust definition of hazing, pertinent definitions, sanctions that more closely aligns with new AnitHazing law, and comprehensive antihazing program. Dione Somerville reported that this policy will be an interim policy and will be brought back to Forum at its first Fall 2019 meeting for a second reading and formal approval.



Bloomsburg
University Hazing Pc



PRP 4650 Hazing
Policy.pdf

12. Open Forum:

Peter Kelly reminded everyone that Chancellor Greenstein will be holding an Open Forum tomorrow, April 25, 2019 from 9:30 am – 11:00 am in Centennial Hall room 218.

13. Adjournment:

The meeting was adjourned at 3:53 p.m.

Minutes of the Forum Meeting of Wednesday, September 25, 2019

Mark Decker called the meeting to order on September 25, 2019 at 3:00 PM in Kehr Union, Room 345B.

Present: Nawal Bonomo, Mark Bauman, Paula Hopeck, Joyce Bielen, James Brown, Carrie Winship, Mark Decker, Luke Springman, Heather Feldhaus, Andrea Fradkin, Monica Johnson, Peter Kelly, John Loonan, Eric McCabe, Michael McFarland, Courtney Paddick, William Hudon, Weichun Zhu, Lijuan Sun, Tim Pelton, Jerry Reed, John Riley, Rebecca Bourgault, Johan van der Jagt, Amiee Wentz, Faith Warner, Greg Zimmerman, Cassandra Sachar, Jet Mboga, Thomas Tanner, Erik Evans, Claudia Thrush, Mary Vezendy, Charlotte Droll, Fan Jiang, Rona Anderson, Todd Shawver, Mun Young Chung, Deborah Stryker

1. President's Fall Update

Dr. Hanna asked for a moment of silence for the recent passing of our first-year student. The president reported on the following: see presentation on the president's webpage <https://intranet.bloomu.edu/president>

- Strategic Priorities
 - Ensuring Student Success
 - Leveraging BU's Strengths
 - Transforming Governance/Leadership Structure
 - Additional Goals
- Enrollment
 - Undergraduate Enrollment
 - Graduate Enrollment
- Retention Initiatives
 - Initiatives Piloted in 2018-2019
- Budget
 - E&G Budget Actual and Projected
- New Personnel
 - Dr. Diana Rogers-Adkinson, Provost and Senior Vice President for Academic Affairs
 - Dr. Todd Shawver, Dean of the Zeigler College of Business
 - Meaghan Fuhrman, Interim Director of Institutional Effectiveness
 - Dr. Heather Feldhaus, Interim Associate Vice Provost for Research and Sponsored Programs and Dean of Graduate Studies
- Additional Updates
 - Middle State Commission's Reaccreditation
 - Surveys
 - Arts in Bloom
- Construction Projects
 - SEKISUI Professional Experience Lab
 - New Pedestrian Bridge
 - Art and Administration Building

2. Approval of the Agenda of September 25, 2019

A motion to approve the agenda was made by John Riley; second by Michael McFarland.

The agenda was approved by acclamation.

3. Approval of the Minutes of April 24, 2019

A motion to approve the minutes was made by John Riley; second by Jim Brown.

The agenda was approved by acclamation.

4. Reports by standing committees:

a. BUCC:

John Riley reported that the committee met on September 4 and September 18. The committee discussed a number of course proposals and also some of the following PRPs:

- PRP 3627, Second Baccalaureate Degree
- PRP 3516, Academic Examination Policy

The committee is also working with the MAC-RB (Military Academic Credit Review Board) which is a board determining BU credit equivalencies.

b. General Administration Committee:

Jerry Reed reported that GAC met once this semester to review the draft Advisory Board PRP and discussed a common meeting time.

c. Planning and Budget:

John Loonan reported that the committee met last week and the following items were discussed:

- Space and Facilities
- Summer Enrollment and Programs
- Budget Update

d. Student Life:

Monica Johnson had no items to report at this time.

5. Summer College 2019 and Fall Enrollment:

Tom Fletcher reported on the following:

- Summer College, 2019
 - Planning Efforts
 - New for 2019
 - Summer Sessions Comparison
 - Student Headcount Demographics
 - Course Enrollments
 - Summer Revenue 2015-2019
 - Summer Faculty Expenses 2015-2019
 - Summer Net Revenue 2015-2019
- Fall 2019 Enrollment Update
 - Headcount Enrollment vs. F.T.E. Enrollment
 - Headcount Enrollment by Level
 - Undergraduate Headcount by Academic Load

- Graduate Headcount by Academic Load
- Undergraduate Headcount by Residency
- Graduate Headcount by Residency
- Undergraduate Continuing Students by Academic Load
- New Students
- Non-Degree Headcount by Academic Load



Summer 2019
Enrollment Data-Fo



Fall Official
Enrollment Update-l

6. **Budget Update:**

John Loonan reported on the following:

- E&G Budget Update
 - New Budget Process
 - Key Revenue/Expenditure Drivers
 - Operating Expense Reduction, Effective 2020-21
 - FY 2019-20 (Current Year)
 - FY 202-21 (Request Year)
 - FY 2021-22 (Future Year)
 - Board of Governors E&G Budget Request Summary (FY2018-19 through FY2021-22)
 - Key Unknowns
 - Institutional Reserve Balance
 - Strategic Initiatives Reserve Fund
 - FY2020-21 (Request Year) and FY2021-22 (Future Year) Budget Balancing Strategy Priorities
 - Financial Impact of Retention Declines Illustration



EG Budget
Update-Univ Forum

7. **First Reading: Advisory Board PRP:**

Jerry Reed presented the Advisory Board PRP with some changes to line items number 5 and 6 on page 3. The PRP is a guide and for clarity the addendums are just guidelines for consistency.



Advisory Board PRP
Revised 9-18-19 GAC

8. **Second Reading: PRP 4650 Hazing Policy:**

Monica Johnson presented PRP 4650, Hazing Policy, for approval. A motion was made by John Riley to endorse PRP 4650 as written; second by John Loonan. With a vote of 21 approved, 0 opposed and 0 abstained, PRP 4650 was endorsed by unanimous vote.



Hazing policy draft
9.18.19.pdf

9. Open Forum:

Nothing at this time.

10. Adjournment:

The meeting was adjourned at 4:25 p.m.

Minutes of the Forum Meeting of Wednesday, October 23, 2019

Mark Decker called the meeting to order on October 23, 2019 at 3:00 PM in Kehr Union, Room 345A.

Present: George Agbango, Rebecca Bourgault, James Brown, Mark Decker, Kerrie Devries, Heather Feldhaus, Tom Fletcher, Andrea Fradkin, Elizabeth Petre, Fan Jiang, Monica Johnson, Ed Keller, Peter Kelly, Eric McCabe, James McCormack, Charlotte Droll, Jerry Reed, John Riley, Diana Rogers-Adkinson, Cassandra Sachar, Todd Shawver, Luke Springman, Deborah Stryker, Lijuan Sun, Faith Warner, Denice Wengryn, Carrie Winship, Jet Mboga, Greg Zimmerman

1. Approval of the Agenda of October 23, 2019

A motion to approve the agenda was made by Ed Keller; second by Deborah Stryker.

The agenda was approved by acclamation.

2. Approval of the Minutes of September 25, 2019

A motion to approve the minutes was made by John Riley; second by James Brown.

The agenda was approved by acclamation.

3. Non-substantive changes to PRPs 2405 and 5481

Mark Decker reported that there were only non-substantive changes to PRP 2405, Space Request Policy and PRP 5481, Policy Statement Use of Physical Education and Athletic Facilities. Mark reminded the attendees that since this is only non-substantive changes that no formal vote is needed per the policy and he asked the attendees to direct any questions or concerns to the presenter on the PRPs, Dr. Michael McFarland.



PRP- 2405final.pdf



PRP-5481final.pdf

4. Update: Nonbinding Resolution 3

Mark Decker informed the group that a nonbinding resolution was submitted to him in response to clarification on PRP 4789, Harassment and Discrimination Policy, in regards to non-consensual and/or consensual relations between university employees and students. A recommendation was made to Dr. Bashar Hanna for a working group for suggested changes to PRP 4789. Per the discussion between Mark Decker and Dr. Hanna, Dr. Hanna asked to table the nonbinding resolution 3 because PASSHE is working on a policy and Dr. Hanna would like to have PASSHE's policy in place for the work group to utilize when making changes to PRP 4789.

5. Reports by standing committees:

a. BUCC:

John Riley reported that the committee met on October 2 and 16. The committee discussed multiple course proposals and are working on 2 PRPs: PRP 3516, Academic Examination Policy and PRP 3604, Undergraduate Graduation Requirements to align more with PASSHE. The committee is also looking to roll a couple of PRP's in to one and change the wording on policies from exam to evaluation. They are working on PRP 3344, Evaluation of Military Experience, which determines appropriate academically justifiable course credit which leads into another discussion on credit for experiential learning. A

report from the General Education Task Force was requested at the BUCC meeting. Their next meeting is next Wednesday.

b. General Administration Committee:

Jerry Reed reported that GAC met recently and discussed non-substantive changes to PRP 4789, Harassment and Discrimination Policy, to align with the correct department, phone numbers and titles.

c. Planning and Budget:

Diana Rogers-Adkinson reported that the committee met last Thursday and the following was reported on:

- Two-year Strategic Enrollment Plan Update
- Fall enrollment update
- Unrestricted net assets
- Space & Facilities along with a need for more signage

d. Student Life:

Monica Johnson had no items to report at this time.

6. Second Reading: Advisory Board PRP:

Jerry Reed presented the Second Reading of PRP 2725, Advisory Board PRP and asked if there were any questions. There were no questions so, Mark Decker asked for a motion to accept PRP 2725, Advisory Boards. A motion to approve PRP 2725, Advisory Board was made by George Agbango, second by Jet Mboga. With a vote of 22 approved, 1 opposed and 0 abstained, PRP 2725 was endorsed by unanimous vote.



DRAFT - Advisory
Board PRP Revised 1

7. Open Forum:

Nothing at this time.

8. Adjournment:

The meeting was adjourned at 3:17 p.m.