

**MANAGEMENT/APSCUF MEET AND DISCUSS**

**Tuesday, November 25, 2008, 12:30 pm**

**Bentley S06—Session #380**

**Management representatives:** Roger Johnson, Linda Koch, David White, Albert Jones, Denise Shoemaker

**APSCUF representatives:** Fay Cook, Mark Cloud, Howie Congdon, Patrizia Hoffman, Matt Girton, Tara Mitchell, John H. Wilson, Shelley Schenck

**A. Approval of minutes for October 21, 2008 (Exhibit I)**

Approved and signed.

**B. Committee Reports**

**1. Summer School—AnnaMae Smith**

Changes in policy for 2009 include clearance by academic advisors, with separate clearances for each session, and increases in minimum enrollment: thirteen for a contract, ten to twelve for a contingency contract. Thirteen students is the minimum number for all courses, with no distinction between upper and lower levels. With fewer out-of-state students, revenue from tuition has decreased. Last summer was a loss, though graduate education made money, mostly due to the PA program. The summer schedule will be posted in January 2009. The date for issuing contracts will be May 1<sup>st</sup>. At least forty courses were offered last year, and higher numbers may reduce offerings by about 25%.

**2. Distance Education—Pamela Czapla**

The committee proposed requiring at least one DE course for all students but met resistance from the APSCUF Executive Council and the Academic Regulations Committee. The DE Committee thinks the proposal would contribute to lifelong learning and the laptop initiative, but DE courses would be difficult for the registrar to track, enrollment might grow out of control, and face-to-face classes are generally considered preferable. The DE Committee is also considering class sizes in DE courses and student evaluations, since forms are intended for face-to-face courses.

**C. Grievance Update**

Grievance Chair H. Congdon reported that Grievance 08-005LH—Article 31F (Individual) has been filed at Step Two.

**D. Management Searches**

**1. Provost—update**

L. Koch reported having received over thirty applications. The committee is contacting references for four candidates. Interviews will take place on campus during the first two weeks of classes in January 2009.

**2. Director Clearfield Campus—update**

A. Jones reported having received 57 applications, with seven selected for phone interviews before the end of the Fall semester. On-campus interviews will take place in the Spring. Online applications were accepted for this position and are likely to become more common in searches for management and eventually faculty and other positions.

**E. Overload issues**

F. Cook reported problems with registration: since overload has been taken away, students can't get classes they need. R. Johnson replied that LHU will continue to assign overload, but management is trying to avoid late additions of overload sections, after students have made other arrangements. Management is deliberately reducing overload and hiring new faculty instead, though the latter is more expensive. All non-contractual release time should be re-examined, since a lot of semi-managerial duties are assigned to faculty, and LHU can't afford to do that any more. Management would like to receive feedback from APSCUF. M. Cloud pointed out that fairness, transparency, and objectivity are most important in these decisions, and R. Johnson agreed. R. Johnson and D. White will confer about compiling lists of students who need classes. R. Johnson hopes to compare every transcript with every degree plan and schedule upper levels according to need.

**F. Foundations of Excellence—update**

L. Koch reported that the committees are up and running, with eighty people involved. The draft document will be completed at the end of May 2009, and implementation will be monitored in the next academic year.

**G. Promotions Document—terminal degrees**

No report

**H. Children in the workplace/classroom**

This proposal was not discussed at the Academic Affairs forum. R. Johnson has asked legal counsel if the policy is needed and how detailed it needs to be. All the suggestions will be collected.

**I. Distance Ed Enrollment**

Caps seem to be increasing to match regular class numbers. R. Johnson reported that management has no policy to increase numbers. Some courses were turned down because they lacked justification for web-based delivery. With fewer students enrolled, DE courses are less productive.

**J. Behavior Policy—task force report**

The proposed Policy for Student Behavior in the Academic Environment was distributed. Several suggestions: item #6 should be phrased in behavioral terms, policy should not prescribe faculty response, five days is not enough time to arrange an appeal, and the last page may not be necessary. The policy has to go through legal counsel. R. Johnson thanked the task force for quick and good work, though simplified versions will be needed for both faculty and students. L. Koch added that the Student Handbook is the place for the policy and asked who calls review panels. M. Girton asked how a student is to be graded after removal from class. Comments should be directed to F. Cook.

**K. Distance Ed Policy and Practice (management)**

R. Johnson noted the responsibility to adhere to Article 42 of the contract, which provides for training and qualifications in DE. Management has made exceptions for faculty to train while designing and offering DE courses. APSCUF requested that new hires expected to teach DE be told in their letters to take DE training.

**L. Hiring Practice discussion—faculty response**

APSCUF appreciates the opportunity to give input and asks that new hires be granted appropriate rank and salary.

**M. Winter Break Extension Agreement—grievances**

APSCUF requested an extension over break so that grievances don't expire. R. Johnson replied that management will comply if the dates are acceptable.

**N. Individualized instructions—approved by APSCUF**

1. S. Ruppertsberger POLI 315, sponsored by A. Musila
2. S. Ruppertsberger POLI 390, sponsored by L. Farley
3. S. Ruppertsberger ANTH 330, sponsored by Z. Hossain
4. S. Ruppertsberger ANTH 323, sponsored by J. Brink
5. S. Craft POLI 315, sponsored by S. Berard
6. C. Powell CRJS 305, sponsored by T. Six
7. S. Kirchnak HLTH 102, sponsored by A. Way

**O. Budget**

R. Johnson said that LHU has been asked to return another 3% of the budget, on top of the 4.25% already given.

**P. Next Meeting—January 20, 2009 at 12:30 pm in Bentley S06**

Respectfully submitted,  
John H. Wilson, APSCUF Secretary

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Roger Johnson  
Interim Provost & VP

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Fay Cook  
APSCUF Chapter President