

**MINUTES OF THE  
IUP UNIVERSITY SENATE**

**November 1, 2016**

Chairperson Piper called the November 1, 2016 meeting of the University Senate to order at 3:30 PM, in Eberly Auditorium.

Attendance at the Senate meeting can be found on the Senate website under Meeting Minutes.

11/1/2016

New certificate from the Communication Media department in Audio Production.

From the University-Wide Graduate Committee:

A. The following courses are approved by me and may be offered immediately:

ENGL 820 ó Quantitative Research in Composition and Applied Linguistics.

EDSP 758 ó Advanced Behavioral Assessment and Intervention

FDNT 522 ó Public Health Nutrition and Epidemiology

FDNT 571 ó Integrative Nutrition in Complementary and Alternative Healthcare

### **Chairperson's Report**

Chairperson Piper is glad to be back to work after the strike. He commended the administration and students for their patience and support

11/1/201

11/1/2016

MGMT 450	Case Studies in Arts Management	3cr	MGMT 450	Case Studies in Arts Management	3cr
MKTG 311	Arts Marketing	3cr	MKTG 320	Principles of Marketing	3cr

**Rationale:** After reviewing the current course offerings in the minor, faculty from both the business school and fine arts agreed that the courses in the minor need to be updated. Together we agreed on the adjustments according to expectations in the marketplace to





**Proposed Catalog Description:**

**INDS 118 Interior Design Graphics**

**1c-3l-3cr**

Introduces two- and three-dimensional traditional graphic skills including basic sketching, drafting, and perspective drawing as applicable to the responsibilities of interior designers. Emphasizes acceptable drafting standards, graphic layout and visual organization through projects.

**Rationale:** It is necessary to be certain that INDS 118 meets the standards as established by CIDA. The course description and course objectives are being revised to hone in on a specific skill set and the application of those skills that are required of interior design students.

**b. Catalog Description Change, Course Title Change and Course Revision**

**Current Catalog Description:**

**INDS 313 Materials and Finishes**

**3c-0l-3cr**

**Prerequisite:** FSMR 215

An introduction to the modern and historic use and maintenance of materials in architecture, construction, and interior design and the codes and costs that govern their use today. Consideration is given to contemporary methods of harvesting, preparation, and manufacture of building materials and the evaluation of the impact of these processes on the environment.

**Proposed Catalog Description:**

**INDS 313 Building Systems I: Materials and Finishes**

**3c-0l-3cr**

**Prerequisite:** Junior standing

Introduces the basic methods of structural and non-structural construction including ceilings, floors, walls, doors, and windows relative to interior space planning. Focuses on the materials and finishes used to complete the interior space as well as those used on furniture, fixtures, and equipment. Examines manufacturing techniques, application, specification guidelines, estimating, and installation methods. Considers relevant codes, environmental issues, and impact on the responsibilities and decision making of interior designers.

**Rationale:** It is necessary to update the course description as well as the course objectives to better meet the standards as established by the Council for Interior Design Accreditation (CIDA).

**6. Center for Career and Technical Personnel Preparation—Program Revision**

**APPROVED**

11/1/2016

**English:** ENGL 101, 202



11/1/2016

such a change would provide consistency with other IUP Teacher Education programs that require EDSP 477.

**7. Department of Communications Media—New Course, New Track and Program  
Description Change APPROVED**

**a. New Course:**

**COMM 206 History and Theory of Making Games 3c-01-3cr**

**Prerequisite:** COMM 150

Explores the origins of games and game play into the contemporary era of video and

With 21 credits of required out-of-department electives, communications media students in either track are highly encouraged to pursue a minor in another program that complements their program in communications media.

The department faculty offers a wide variety of experience in all areas of communications media. With the combination of classroom work and the required internship program, departmental graduates are competitive candidates for positions in various areas. Students graduating from this program have obtained positions in areas such as radio, television, cable television, public relations, advertising media, media relations, and corporate media relations.

Students changing majors from other academic departments within the university are required to be in good academic standing before the transfer will be approved.

### **Proposed Program Catalog Description:**

The department offers a Bachelor of Science degree program in Communications Media, with three tracks as well as a minor in Communications Media and a minor in Educational Technology. The Communications Media minor is an 18-credit program designed to complement any major. The Educational Technology minor is a 24-credit program designed for students who are completing a teaching degree.

Students majoring in Communications Media may select one of three tracks: Media Studies, Media Production or Media Marketing.

The Media Studies Track seeks to broadly educate students in communications media by encouraging them to develop their communication skills, written, oral, and visual. Courses include components to develop critical thinking, collaboration, and research skills. The flexibility of the program allows students to explore a range of courses in media theory, criticism, culture and current media issues. Beginning level production courses introduce concepts of producing media messages.

Students who seek a more rigorous production experience will find that in the Media Production Track. In this track, students will take a set of five COMM production courses that will help them to acquire higher-level production skills. Students will learn the foundational skills associated with their chosen production area and learn to use contemporary postproduction software and equipment. This more specialized track will prepare students for employment in various production fields, including video, audio, radio, graphics, photography and games.

With 21 credits of required out of department electives, Communications Media students in the Media Studies and Media Production tracks are highly encouraged to pursue a minor in another program that complements their degree in Communications Media.

The Media Marketing Track encourages students to develop skills in media promotion, communication consulting, media sales, and media management. This track includes courses

11/1/2016

from the Department of Marketing. These required marketing courses introduce students to broader marketing concepts in skill-based marketing courses.

The department faculty offers a wide variety of experience in all areas of Communications Media. With the combination of classroom work and the required internship program, departmental graduates are competitive candidates for positions in various areas. Students graduating from this program have obtained positions in areas such as radio, television, cable television, public relations, advertising media, media relations, and corporate media relations.

Students changing majors from other academic departments within the university are required to be in good academic standing before the transfer will be approved.

**c. New Track:**

**Bachelor of Science--**

11/1/2016

**Other Requirements:**

Additional courses outside Communications Media that augment the  
uwf gprvu o clqt eqwtug qhuwf { (cf xkuqt cr r tqxcn)

**Free Electives:**

11/1/2016

Environmental Applied Sciences is accredited by the Applied Sciences Accreditation Commission of ABET, <http://www.abet.org>

**Rationale:** The change to the program description is required by the Accreditation Board for Engineering and Technology (ABET). Specifically, the ABET 2016-17 Accreditation Policy and Procedure Manual section II.A.6. states the following: Institution catalogs and similar publications must clearly indicate the programs accredited by the commissions of ABET as separate and distinct from any other programs or kinds of accreditation. Each accredited

11/1/2016

**Proposed Catalog Description:**

**NURS 236 Fundamentals II Theory**

**3c-0l-3cr**

**Prerequisites:** NURS 211, 212 y kj c i tef g qhōCö qt dgwgt

**Prerequisite or Corequisite:** BIOL 240 with a grade qhōCö qt dgwgt

**Corequisites:** NURS 213, 214; or permission

**Rationale:** The course hours were increased from 2 credits to 3 credits. A half credit was removed from NURS 433 Psychiatric/Mental Health Clinical; and 0.5 credit was removed

was previously in NURS 331 which is also being revised. In order to provide the students with a stronger foundation of which to practice and apply clinical knowledge, content was shifted into the didactic course.

**d. Current Catalog Description:**

**NURS 331 Care of the Child and Family Clinical** **0c-7.5l-2.5cr**

**Prerequisites:** FDNT 212, PSYC 310, i tcf g qhōCö or better in BIOL 240, 241, NURS 213, 214, 236; or permission

**Corequisites:** NURS 330, 312 or 316; or permission

**Proposed Catalog Description:**

**NURS 331 Care of the Child and Family Clinical** **0c-6l-2cr**

**Prerequisites:** FDNT 212, PSYC 310, i tcf g qhōCö or better in BIOL 240, 241, NURS 213, 214, 236; or permission

**Corequisites:** NURS 330, 312 or 316; or permission

**Rationale:** The course hours were reduced. A half credit of this course is being placed into a sophomore fundamentals of nursing course. Content from this course was shifted into the didactic NURS 330 course.

**e. Current Catalog Description:**

**NURS 333 Maternal-Neonatal Clinical** **0c-7.5l-2.5cr**

**Prerequisites:** FDNT 212, PSYC 310; i tcf g qhōCö qt dgwgt kþ BIOL 240, 241, NURS 213, 214, and 236; or permission

**Corequisites:** NURS 332, 312 or 316; or permission

**Proposed Catalog Description:**

**NURS 333 Maternal-Neonatal Clinical** **0c-6l-2cr**

**Prerequisites:** FDNT 212, PSYC 310; i tcf g qhōCö qt dgwgt kþ BIOL 240, 241, NURS 213, 214, and 236; or permission

**Corequisites:** NURS 332, 312 or 316; or permission

**Rationale:** The course hours were reduced. The half credit is being placed into NURS 212. This change is based on our student data which indicates that we need to provide students with a stronger foundation for clinical practice.

**f. Current Catalog Description:**

**NURS 431 Public/Community Nursing Clinical** **0c-7.5l-2.5cr**

**Prerequisites:** NURS 312, 316; i tcf g qhōCö qt dgwgt kþ NURS 331, 333, 336, 337; or permission

**Prerequisites or Corequisites:** NURS 330, 332

11/1/2016

**Corequisite:** NURS 434

**Proposed Catalog Description:**

**NURS 431 Public/Community Nursing Clinical**

**0c-6l-2cr**

**Prerequisites:** NURS 312, 316; i tcf g qhōCö qt dgwt k NURS 331, 333, 336, 337; or permission

**Prerequisites or Corequisites:** NURS 330, 332



**Proposed Catalog Description:**

**NURS 437 Adult Health II Clinical** **0c-6l-2cr**

**Prerequisites:** NURS 312, 316; i tcf g qhõCö qt dgwgt kp NURS 330, 331, 332, 333, 336, 337; or permission

**Corequisites:** NURS 412, 436, 440; or permission

**Rationale:** The course hours were reduced. The half credit is being placed into a 1 credit internship of 40 48 hours with an RN during their senior year. This change is based on our student data which indicates that we need to focus more on a generalist curriculum model. Also our student advisory board request a senior year internship to be done over 14 weeks of a semester.

**i. Current Catalog Description:**

**NURS 440 Nursing Management Clinical** **0c-7.5l-2.5cr**

**Prerequisites:** NURS 312, 316; i tcf g qhõCö qt dgwgt kp NURS 330, 331, 332, 333, 336, 337; or permission

**Corequisites:** NURS 412, 436, 437; or permission

Provides an opportunity for students to incorporate delegation and prioritization skills when caring for multiple patients in an adult health acute care setting. Emphasizes leadership skills and management principles to ensure delivery of high-quality, evidence-based cost-effective care. Precepting with a Registered Nurse is an integral component of the course.

**Proposed Catalog Description:**

**NURS 440 Nursing Management Clinical** **0c-6l-2cr**

NURS 330 331 333

11/1/2016

The evaluation criteria was changed to incorporate the writing intensive component into the course grade.

**10. Department of Information Management and Decision Sciences—Course Revision and Catalog Description Change APPROVED**

**Current Catalog Description:**

**IFMG 460 Analysis and Logical Design**

**3c-01-3cr**

**Prerequisites:** IFMG 210, 230, 352, 390

Involves teaching the tools and techniques required for the analysis and design of a business

controlling emotions and stress in athletes. Focuses on the impact of social influence, group dynamics, and character development on sport performance. Examines aggression in sport as well as gender differences and cultural diversity issues.

**Rationale:** Content in this discipline has significantly increased over the last decade. The addition of a credit is more reflective of the amount of work and presented material associated with the course. Additional content has been added to the course.

## 12. Department of Theater—New Track and Program Description

**APPROVED**

The B.A. in Theater, Musical Theater Track degree offers students knowledge of and training in all aspects of musical theater within a liberal arts. Students entering the program will be advised to explore many dimensions of theater, music and dance and develop as singing actors with well-developed additional skills and knowledge. Successful graduates will be able to compete for employment opportunities in the entertainment industry where musical talent is utilized. They will be capable of applying their learning to a wide variety of career options including but not limited to performance. Fqt uwf gpwø kpvqvq c r tqhukqpcnctgt k p r gthqt cpeg, cf f kqpcn learning through free electives (and even a minor area of study) is advised in acting, voice training, music proficiency, and dance.

The program combines strengths of the voice program of the Music Department with the performance programs of the Theater and Dance Department. An audition for both departments is required for entry into this challenging program.

Musical Theater students will perform in main stage musicals of all genres, cabaret offerings, and studio performances.

### **Bachelor of Arts--Theater/Musical Theater Track**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications:

**Fine Arts:** MUSC 101 or with the followingIy>24 0Qgtehe enter1 Tm-5()-2252.98 reW\*nB1

11/1/2016

*or* 485 Dance Studio (Ballet) (2)  
THTR 116 Fundamentals of Theatrical Design *or*  
*or* 120 Stagecraft *or*  
*or* 122 Costume Workshop *or*  
*or* 221 Basic Stage Lighting *or*  
*or* 226 Stage Management  
THTR 240 Acting I (3)  
THTR 372 Musical Theater Auditioning  
**Experiential Learning:** (4)  
MUSC 126 Music Theater (5)  
MUSC 128 Opera/Musical in Production Ensemble (5)  
THTR 486 Practicum in Production (6)  
THTR 493 Internship  
**Electives:**  
DANC 270 Beginning Ballroom and Tap Dance  
DANC 485 Dance Studio (Ballroom and Tap)  
MUSC 153 Class Piano I  
THTR 340 Acting II  
THTR 350 Directing  
THTR 372 Musical Theater Auditioning

11/1/2016

At the bottom of it all, the Department of Theater and Dance at IUP seeks to replace its Interdisciplinary Fine Arts Degree (INFA) Musical Theater Track, with the title of BA in Theater--Musical Theater Track, discontinuing the Musical Theater Track of the INFA that has been offered since 2007. The new Bachelor of Arts in Theater--Musical Theater Track will provide comprehensive learning through study and practice of musical theater. It provides a complementary synthesis between two very strong programs at IUP that have achieved regional and national recognition for student outcomes: Voice in the Music Department and the performance programs in the T prong

11/1/2016

11/1/2016

11/1/2016



11/1/2016

--	--


11/1/2016

--	--

11/1/2016





11/1/2016


I. Nursing Core Courses (21 semester



11/1/2016

_____	Electives	6 cr.
<b>IV. Dissertation (12 semester hours)</b>		
<b>NURS 994</b>	Dissertation Seminar	3 cr.
<b>NURS 995</b>	Dissertation	9 cr.

<b>NURS 802</b>	Leadership in Nursing: A Case Study Approach <sup>2</sup>	3 cr.
_____	Electives	



## M.A. IN STUDENT AFFAIRS IN HIGHER EDUCATION

The Department of Student Affairs in Higher Education (SAHE) houses one graduate program, offering the M.A. degree in Student Affairs in Higher Education.

The SAHE program is designed to prepare graduate students for employment in higher education in entry-level or mid-management student affairs positions, dependent upon their previous experiences. Graduates will fill professional positions in two- and four-year colleges and universities in areas such as admissions, housing and residence life, student development programs, student activities, financial aid, career planning and development, and academic advising or other program areas.

Under the guidance of student affairs faculty and practitioners, requisite knowledge will be acquired through a balance of academic and practical experiences which stress critical thinking and encourage the development of professional behavior. Students will develop a broad range of skills, in-depth knowledge, and the ability to apply concepts and skills as effective practitioners. The program is organized in cohort groupings of students enrolled in a curriculum offering foundational and theory courses in the first year and application courses in the second year.

studies. A minimum of 42 hours (36 required course hours and 6 hours of electives or thesis) and the successful completion of a comprehensive exam are required to earn the degree. Students who complete a thesis are not required to take the comprehensive examination. This degree is typically earned over two years of full-time study in daytime classes.

In addition to graduate school admissions requirements, the SAHE program requires a 2.8 (3.0 is preferred) grade point average (GPA), an updated resume, a typed, 200-word writing sample addressing the Student Affairs field, and a personal interview. All graduate assistant candidates must come to campus for personal interviews. Admissions interviews can run concurrently with assistantship interviews

studies. A minimum of 42 hours (33 required course hours and 9 hours of electives or thesis) and the successful completion of a portfolio requirement

11/1/2016

<i>SAHE</i> 733	Management of Organizational Behavior in Higher Education	3 cr.
<i>SAHE</i> 634	Assessment and Evaluation in Student Affairs	3 cr.
<i>SAHE</i> 737	The American College Student	3 cr.
<i>SAHE</i> 740	Contemporary Issues in Higher Education	3 cr.

#### NON-SEQUENTIAL COURSES


---

--	--


**FOR INFORMATION:**

11/1/2016

**Awards Committee (Senator Lipinski)**

Nomination forms will be sent out later next week.

11/1/2016



11/1/2016

Dr. Wayne Bodle  
Dr. Rachelle Bouchat  
Dr. Eric Morschhauser  
Mu. Tj gtgug OøNgkn  
Dr. Bryna Siegel Finer  
Dr. Mary Stewart

**Student Affairs Committee (Senator Stocker)**

The committee will meet Tuesday, November 8 at 3:30 PM in the HUB.

**University Development and Finance Committee (Senator Wick)**

A ðhqt cevkpp kgo ö and c ðhqt kphqto cevkpp kgo ö i kxgp dgrqy i enerated significant debate and discussion that included the following:

The use of the different r j tcugu öi wk cpeg cpf r tqeguö xgtuwu öguidance and r tqegf wtguö kp vj g Fcekkkgu Ug Pqrk{ was noted by a senator. They advocated for choosing one of the two phrases to be used throughout the policy in order to have consistency.

A discussion about the policy (For Action Item) versus the procedures (For Information Item) also took place. Concern was raised about the procedures containing the substantial part of what will occur if the policy is approved by the Senate, while not being voted on.

**MOTION:** A motion was made to send the policy back to committee and it was seconded.

11/1/2016

**Scope:**

11/1/2016

*The following guidelines and procedures describe the terms, conditions, and operating criteria for the use of all university facilities and space with the exception of the Kovalchick Convention and Athletic Complex.*

*Procedures for scheduling, usage, and rental of the Kovalchick Convention and Athletic Complex shall adhere to the operations guidelines specifically developed for that facility and the process independently administered by the designated complex manager under the direction of the IUP vice president for Administration and Finance or his/her designee. Contact information for booking events at the Kovalchick Complex is available at [www.kovalchickcomplex.com](http://www.kovalchickcomplex.com).*

## **GENERAL TERMS and CONDITIONS**

### **Welcome**

Indiana University of Pennsylvania (IUP) endeavors to ensure that spaces at the Indiana, Northpointe, and Punxsutawney campuses, as well as other spaces controlled by IUP, continue to be available for faculty and staff members and students. To this end, some facilities may be held in reserve at various times of the year for the exclusive or priority use of the campus community. Campus facilities will be available for use in accordance with the following guidelines. Reservations will be made on a first-request basis, subject to the need of the facility for a higher-priority university use.

### **Priority Assignment of Facility Use**

- 1.

university-controlled facilities. In no case will the use of university facilities be approved when the purpose for use includes any of the following:

1. Activities for the purpose of advancing a single political candidate or party
2. Illegal, inherently dangerous, risky, or hazardous activities. This determination shall be made by the IUP director of Public Safety.
3. Intended sale of alcohol to attendees
4. The use of any form of tobacco

### **Set-up, Cleanup, Access, Safety and Security**

In addition to rental fees assessed for the use of the facilities, the user may be charged fees for custodial services, set-up, special security, parking, and overtime. It is the sole responsibility of the IUP director of Public Safety to determine and require payment for costs relating to additional security at certain events. It is the sole responsibility of the IUP Facilities Operations director to determine and require payment for additional costs relating to event set-up, tear down, and custodial services.

To gain access to a facility on the weekends or outside of normal hours of operation (8:00 a.m. to 4:30 p.m.), arrangements must be made through submission of a work order to the IUP Department of Facilities Operations. It is the sole responsibility of the IUP Facilities Operations director to facilitate access outside of regular hours of operation and to determine and require payment for costs, if any, associated with opening and closing activities. The requester is solely responsible for arranging for the opening and closing of the facility.

The unauthorized use of outside contractors and rental agencies for event-related support is strictly prohibited.

### **Safety of Minors**

All individuals accessing university facilities, including university employees; outside organizations; and the employees, volunteers, invitees, and guests of the university or the organization must adhere to all university policies and operating guidelines and all registration requirements relating to the safety of minors. Please reference the university policy and guidelines pertaining to the protection of minors at <http://www.iup.edu/humanresources/policies/protection-of-minors/>.

### **Food, Alcohol, Tobacco**

The use of an outside food services provider is strictly prohibited without the express written consent of the exclusive university food service provider. With university approval, the university food service provider may, but is not required to, waive its exclusive right to serve food and beverage products for a specific event. Any such waiver must be obtained by the university food service provider.

Alcohol may not be sold under any circumstances. The requester or sponsor of record for the use of the facility is responsible for ensuring compliance. Alcohol may be served (without sales) ONLY when approved in advance by the appropriate university vice president.



11/1/2016

2. Adhgtgpeg vj g wpxgtukv(ø Ptqgevkp qhMlpqtu Pqrk{, kpenw kpi cmPtqi tco

14. The reservation for university facilities or space may be rescinded for just cause. This action will be discussed with the Sponsor or Host as soon as possible. If appropriate, the university will attempt to offer another space for the requesting party.
15. Specific policies exist concerning the use of Breezedale, the Sutton Hall Blue Room, Fisher Auditorium, and Gorell Recital Hall and are detailed later in this document.
16. The IUP director of Public Safety, as directed by the IUP vice president for Administration and Finance, is solely responsible for evaluating safety and security requirements for each event and evaluating the viability of holding the event on IUP-controlled property based on these safety and security concerns.

### **PROCEDURES for FACILITY USE by NON-UNIVERSITY GROUPS**

The following guidelines and procedures may help the non-university requester when considering the use of university facilities and/or space. Scheduling and the coordination of all arrangements for facility use by Non-University Groups are the sole responsibility of the IUP Office of Conference Services: [www.iup.edu/conferenceservices](http://www.iup.edu/conferenceservices), 724-357-2227

1. Scheduling of campus venues and coordination of event details including but not limited to campus dining, housing, custodial, parking and security needs, and billing of facility rent, housing costs, dining, overtime, and related operating costs will be arranged and billed through the IUP Office of Conference Services.
2. A deposit or series of deposits may be required immediately following confirmation of the space reservation. Failure to pay deposits as scheduled will result in the cancellation of the reservation and the loss of paid deposits.
3. A charge for the facility requested will be assessed based on the fee structure appearing in **Table 1**. In addition, the user may be charged fees for overtime, access, custodial services, set-up, parking, and special security. Collection of all charges will be through the IUP Office of Conference Services.
4. Before a request is given final approval, the user must sign a facility use agreement including but not limited to the following:
  - A. A non-refundable deposit which may occur pursuant to the use of the facility by the non-university group.
  - B. Payment of meeting event registration requirements and providing all required information and assurances.
  - C. Showing proof of a minimum amount of liability and property damage insurance of \$250,000 for each person and \$1,000,000 for each occurrence for bodily injury and property damage naming the university as co-insured, which covers both the user and the university for the specific period of use.
5. The following users will be granted a 50 percent reduction of the rental fees outlined in this document:

11/1/2016



Zink Pool		N		Athletic Facilities Office	\$100/hr

**Table 1. The list above contains facilities/spaces which can be scheduled directly with the noted steward. Costs listed are for non-IUP sponsored or outside events administered by IUP Conference Services**

### **Special Requirements for Facility Use**

Certain facilities incorporate special requirements for use depending on various circumstances. The following information is intended to aid the requester when determining which facility to request.

#### **Athletic Facilities**

The Varsity Athletic Facilities Department is responsible for accepting applications for use and for approval of use for various athletic facilities, such as Memorial Field House pool and playing fields.

To request use of an athletic facility, submit a paper or electronic request form to the Athletic Facilities Office in Memorial Field House, Room 107. Electronic forms may be found on the Athletics website ([www.iupathletics.com](http://www.iupathletics.com)) and signed by the entity requesting the use of the facilities upon approval.

Requests from student groups/organizations must be signed by the accompanying advisor acknowledging the terms and conditions for use of the facilities before the processing of the application.

Athletic facilities are intended for the use of varsity athletics. The Athletic Department reserves the right to cancel reservations based upon the need of the facility for the use of a university varsity athletic team. Athletic facilities may not be used for private parties, weddings, wedding receptions, or private non-university fund-raising events.

Requests to schedule athletic facilities will be considered on the basis of the following guidelines:

1. A complete description of the planned event, including time needed for set-up, for the actual event, and for cleanup, should be provided with the Athletics Facility Request Form submitted electronically or delivered to Memorial Field House, Room 107.
2. All equipment requests should be included on request form.
3. For events that require food service, arrangements must be made with IUP Dining Services.
4. Events held must be finished by midnight (exceptions can be made for university groups such as Relay for Life, etc.)
5. Facility fees are an estimate. Group will be invoiced for actual costs after the event.

#### **Sutton Hall Blue Room**

11/1/2016

The Sutton Hall Blue Room is regarded as the premier entertaining space on campus. It is intended for university events such as receptions, dinners, speakers, small group events, formal

4. Breezedale Library is designated for special use only, i.e., receptions, formal meals, and other more formal events.

### **Fisher Auditorium**

Fisher Auditorium is designed for large performing arts events (theater, music, and dance) or lectures. Since the auditorium has a seating capacity of 1,450, estimates of attendance well below this figure should preclude use of the facility. The need to use the auditorium's technical resources and equipment, such as the large staging area, rigging system, and high voltage power source may justify exceptions for smaller events in the facility. The Fisher Auditorium technical director will determine appropriate use of the auditorium.

Priority for scheduling the auditorium will be given to events which meet the above criteria, are sponsored by an office or department of the university, and are open to the entire academic community.

Fisher Auditorium is neither designed for, nor recommended as, a location for academic testing. Requests for such use will be considered only if other locations are unavailable. Requests to schedule Fisher Auditorium will be considered in accordance with the following guidelines:

1. All requests to schedule the auditorium are to be made to the Fisher Auditorium Technical Director. Upon approval by the Technical Director, copies of the reservation form will be forwarded to the Scheduling Center for assignment of rental fees and notification of required personnel.
2. A complete description of the planned event must be provided to the Fisher Auditorium Technical Director. Technical support requirements for a given event must be discussed with the Technical Director before the request can be approved. Included in the discussion will be all work required to prepare the auditorium for the event. The Technical Director will make the necessary arrangements for all equipment specific to the auditorium and will advise the user regarding other required arrangements. Information will be made available to the user to assist with acquiring equipment from Media Resources or other departments.
3. Requests not supported by appropriate attendance estimates (see above) and/or the necessity to use the technical resources and equipment in Fisher Auditorium may be rejected by the Fisher Auditorium Technical Director. The request may be reconsidered only after attempts to schedule the event in question in some other university facility have failed.
4. The Fisher Auditorium Technical Director is to assess the need for providing technicians to supervise the use of all technical resources and equipment in Fisher Auditorium. If a supervising technician is deemed necessary, the scheduling group may not use any of Fisher's resources and equipment unless this is approved by the on-site supervising technician. Violation of this section of the procedures may result in the rejection of future facility requests by the sponsoring group.
5. The use of food and beverages is restricted to the lobby and mezzanine areas of the auditorium.



11/1/2016

Copies of the completed form will be sent to the department chairperson, the dean of the college  
k p y j k e j v j g e q w t u g y c u c w i j v c p f v j g u w f g p v t g e g k k p i v j g o l o f g u k i p c v k a p .

Upon completion of the course work, or notification by the student that the course work will not  
be completed, the faculty member must submit a Change of Grade form to indicate the final  
course grade.

*to satisfy prerequisites.*

## **REVISED – FOR ACTION**

### **I (Incomplete) Policy**

This policy applies to students who are unable to complete a course due to personal illness or other unavoidable reason. Changes of grade to convert  
an incomplete to a passing grade will be allowed only if the student is able to complete the course in the next regular (fall/spring) semester after the designation was assigned. If the faculty  
member does not agree to the change of grade, a Change of Grade Form, it will be converted  
to an F.

In rare circumstances, the student and/or faculty member may ask for an extension of the  
deadline. In this event, the dean of the college in which the course is taught may approve the  
extension, providing the faculty member concurs. To monitor designations, the registrar shall  
maintain a record of all designations and extensions.

### **Procedure**

A student who is unable to complete a course may request a change of grade. The student must  
submit a Change of Grade Form to the department chairperson, the dean of the college  
in which the course is taught, and the registrar. The department chairperson, the dean of the college  
in which the course is taught, and the registrar must agree to the change of grade. Copies of the  
completed form will be sent to the department chairperson, the dean of the college  
in which the course is taught, and the registrar.

Upon completion of the course work, or notification by the student that the course work will not  
be completed, the faculty member must submit a Change of Grade form to indicate the final  
course grade.

**Rationale:** Review found the policy to be accurate and effective as is. No changes  
recommended.

## **2. Classification of Students**

**APPROVED**

### **ORIGINAL**

## **Classification of Students**





11/1/2016

**Rationale:** Review found the policy to be accurate and effective as is. No changes recommended.

**4. Program Changes**

**APPROVED**

**ORIGINAL**

**Program Changes**

To ensure their quality and relevance, academic programs at IUP are subject to review and change by duly appointed and responsible university groups. Because of this, the university recognizes that provisions must be made to prevent hardship to students already enrolled in programs if changes later occur in specific or general program requirements. Students affected by changes in programs, policies, and regulations are therefore given the option of following those requirements that are in effect when the student was first enrolled in the program or those in effect at the time of expected graduation. The student cannot, of course, combine chosen elements of the two. Should a question of rule interpretation arise with respect to changes, the student, the uwf gpv u cf xkuqt, qt dqj uj qwf r gvkqp vj g eqngi g f gcp hqt c f gekqp cdqwy j lej requirements apply.

**REVISED – FOR ACTION**

**Program Changes**

To ensure their quality and relevance, academic programs at IUP are subject to review and change by duly appointed and responsible university groups. Because of this, the university recognizes that provisions must be made to prevent hardship to students already enrolled in programs if changes later occur in specific or general program requirements. Students affected by changes in programs, policies, and regulations are therefore given the option of following those requirements that are in effect when the student was first enrolled in the program or those in effect at the time of expected graduation. The student cannot, of course, combine chosen elements of the two. Should a question of rule interpretation arise with respect to changes, the uwf gpv, vj g uwf gpv u cf xkuqt, qt dqj uj qwf r gvkqp vj g eqngi g f gcp hqt c f gekqp cdqwy j lej requirements apply.

**Rationale:** Review found the policy to be accurate and effective as is. No changes recommended.

**University Planning Council (Senator Stocker)**

There was no report.

**Presidential Athletic Advisory Council (Senator Castle)**



11/1/2016

**Academic Computing Policy Advisory Committee (Senator Schaney)**