

<h1 style="margin: 0;">WCU FACULTY SENATE MEETING</h1>	Date: Friday, March 22, 2019
	Time: 3:00 p.m. – 5:00 p.m.
	Location: FHG Library Room 613

Facilitator:	Heather Schugar, President	Type of meeting:	Scheduled Meeting
Note Taker:	Dan Forbes, Recording Secretary	Misc.	

Attendees:	Members Present: <i>designated by an X</i>			
	Benedict, Kristopher	x	Mandel, Deborah	x
	Bolton, David	x	Metz, Stacie	
	Brenner, James	x	Moriconi, Christine	
	Burns, Michael		Olejarski, Amanda	x
	Cherry, Dan	x	Pierlott, Matthew	x
	Cooke, Laquana	x	Riley, Kathleen	<i>Proxy Michelle Wade</i>
	Daltry, Rachel	x	Saboe, Matt	
	Forbes, Daniel	x	Santori, Diane	
	Guerriero, Tara	<i>Proxy Yanira Rodriguez</i>	Sanz-Sanchez, Israel	x
	Haggard, Cynthia	x	Schugar, Heather	x
	Harrison, Barbara	x	Scythes, James	x
	Hill, Erin	x	Sestrick, Timothy	x
	Houser, Mary	x	Tennille, Julie	x
	Junius, Premalatha	x	Van Schooneveld, Jacqueline	
	Kolasinski, Kurt	x	Wade, Michelle	x
	Krulikowski, Anne	x	Wilbur, Veronica	x
	Lawton, Bessie Lee	x	Williams, York	
	MacPhee, Graham	x	Wiest, Julie	x
Adjunct Faculty Rep: Ann Hiloski-Fowler	x	Student Gov't Rep: Noelle Race	x	
Adjunct Faculty Rep: William Sawyer	x	ROTC representative: TBA		
APSCUF Rep: Julian Azorlosa				
<i>Guests in Attendance:</i>				

AGENDA ITEMS

Topic	Discussion	Action
Welcome to Senators, Proxies, and		

Guests (H. Schugar)		
Dr. Jeffery Osgood, Deputy Provost. Fall Break Feedback	<p>1. We have received feedback about the fall break. We've gone to SGA and Council of Trustees, and we want feedback from Faculty Senate. It's a two-year plan, so this fall is already set, but we want to make decisions about the following year.</p> <p>Q: In the Counseling Center it was a problem for student mental health—first year students did not have a chance to go home for nine weeks, and this created stress. Still hearing about it this semester!</p> <p>Q: Does the placing of fall break impact retention? There's some research.</p> <p>A: I have not heard about that. I'd like to know more about that.</p> <p>Q: In Applied Music students are very busy, and the absence of a fall break had a negative impact on those students. The long Thanksgiving break seemed to break momentum.</p> <p>Q: The day before finals seemed like when students were finally up to speed.</p> <p>Q: Students seemed more tired coming up to the Thanksgiving break.</p> <p>Q: Students seemed more stressed out in early November.</p> <p>Q: What was the feedback from SGA? I didn't notice a huge difference.</p> <p>A: There were a wide range of reactions.</p> <p>Q: What provoked the change?</p> <p>A: This happened before my involvement.</p> <p>2. We are working on the tenure reaccreditation process. Instead of 14 standards, there are now seven. Jen Bacon and I are co-chairing this. We'll host a site visit team in Spring 2021. The Chancellor tentatively will be coming May 3. Thank you to Faculty Senate for organizing Open Forums! We're working with Faculty Senate to discuss a good structure for Public Safety; this is why we are delaying that search to get VP for F & A in place first. We have fifteen commencements scheduled. We hope for more faculty participation, as these are more intimate ceremonies!</p> <p>Q: Some are scheduled for Friday evening—is this permanent?</p> <p>A: No, there will be a rotation.</p> <p>Q: Some courses have Friday night exam; some buildings were locked!</p> <p>A: We'll look into that. The stadium is no longer an option because of weather risks.</p> <p>Q: Where are the faculty going to sit now—on the platform?</p> <p>A: That's our goal; we need to forecast the number of faculty showing up, and make sure there's enough room. Staff are excited to be more involved in commencement.</p> <p>Q: This could involve student speakers.</p> <p>A: We've eliminated commencement speakers for the most part (few of them have provided donations). We don't want speakers to be selected based on GPA—some students who have a rough start (as I did) who have a great story.</p> <p>Q: What is parking going to look like? Have we talked with businesses? They're already booked for Mother's Day, and have no room for graduation reservations.</p> <p>A: All the parking garages will be totally open; the staggering of the ceremony times will help with that. Hollinger is going to be steered toward New Street Garage, and Philips will be M-lot. Students can now invite six guests. We had to get a second mace. Two honorary doctorates, for John Baker and Mit Joyner.</p> <p>Q: Ombudsperson update?</p> <p>A: I'm running a bit behind. We're aiming to advertise in April; training is in June. We need to finalize the job description, and then would like Faculty Senate look at it.</p> <p>Q: Chancellor is coming in May, and there's talk about system reorganization; what are your current thoughts about this, including positive and negative opportunities?</p> <p>A: I can only speak for myself. We've seen what it is like to share services with Cheyney; in my view this is a failure. We still haven't been reversed, and we'd like to end that relationship in a non-disruptive way. We can get resources from appropriation or reallocation of tuition and fees. We used to get appropriations based on headcount enrollment; after 2011 universities can keep tuition and fees. After last year there was some changes to the allocation model. The Chancellor is suggesting something that will reduce dollars for us, and is proposing consolidation of programs and services. My thoughts are that students are looking for different</p>	

	<p>experiences at different PASSHE schools. The Chancellor is focused on online education, and thinks there is an untapped market. I think there's a market, but it is difficult to tap into.</p> <p>Q: But this consolidation model is a problem for accreditation.</p> <p>A: This has had an impact on some course changes that the Chancellor has taken. Students at one school would be angry if they were subsidizing other students—that is appropriately done through taxation and state appropriations. Different PASSHE schools have different infrastructures, including SAP.</p> <p>Q: There are a number of institutions trying to tap into the online education market, and with varied success.</p> <p>A: Yes. PA Association of Community Colleges are trying to create an articulation agreement with a school in Colorado, and PA state schools would like to get that business!</p>	
<p>Tiffany Gray, <i>Senior Director, Center for Trans and Queer Advocacy</i></p>	<ol style="list-style-type: none"> 1. We were LGBTQA Services before. I started in Nov. 2017, and our administrative assistant started a year ago. So we're new. In Fall 2017, I did some benchmarking, and felt "LGTBQA Services" seemed a limiting name. There was a lot of conversation about the "letters" included—what do they stand for, what needs to be included? There was another conversation about the words "trans" and "queer." Some have negative reactions to these words, and some identify with them (particularly younger people). In my benchmarking I looked at what other universities did; this is now the only institution that centers trans people first. I don't want to see this as exploitation, but this does make us specially accountable. The name change discussion took a long time, and there was a lot of conversation with folks and alumni. The new name is The Center for Trans and Queer Advocacy. Our staff has grown and we have a new space. Please visit—Sykes 250, and we have a cool mural that is a new addition to our space! 2. We have changed our trainings. We have shifted from using language of allyship to the language of advocacy, which suggests action. Our trainings are more dynamic, e.g. Queer Media from the Margins, Queer Basics, and a "RAMping It Up" three-hour training. <p>Q: Advocacy can imply working for others; what about language about organizing?</p> <p>A: One person liked that we put the word "Center" first because it suggests centering those identities. As a queer person I sometimes have to talk on behalf of trans and nonbinary people. I have to do this in conversations about the preferred name policy, for example. In your classroom you hold some privileges that make you have the power to advocate for others. So I agree with both.</p> <p>Heather: What can we do for you?</p> <p>A: We have some talking points on our website. It explains some about the process of our name change: we wanted to be more inclusive to trans and queer; does this mean that the letters are gone? No, we will probably use LGBTQIA+, but we intend to use "trans and queer" as umbrella terms. We are happy to hear pushback on this, questions and critiques. "Queer" is perceived as a harmful word—some gay students had their parents use the word negatively; some LGBTQ youth use this word as their identity. Our argument to administrators is that these experiences are not stagnant; this name may not work in ten years. We hear that folks feel the word is negative and violent, but we counter that some do not. We would not force the word "queer" on a student who did not feel it worked for them. People may use the LGBTQ letters without knowing what they mean. Having folks say "queer" and normalizing that disrupts language. In our field a lot of people say "queer and trans," and we wondered what it would be like to say "trans and queer." Again, we don't call someone something that they don't identify with. We wanted to distinguish ourselves from SAGA and Women's and Gender Studies, so we didn't want to use "sexuality and gender" language.</p> <p>A: What does a culture shift on this campus look like? If we want to be dynamic and extraordinary, we need to move beyond fear, including the fear that might be associated with this name. Artists have to negotiate the tension with this fear. People who have positional power over marginalized spaces often do not identify with them. I ask some if their discomfort with the name comes from being in this position. We've received a lot of positive and negative feedback concerning the name change, and we are open to receiving more—please reach out to our office. This is about our students.</p> <p>A: You can help by knowing where our space is, stopping by and meeting our team. We'd like to have a partnership to your work as well. Students come to our space with experiences in the classroom. Some want to let their instructors know about preferred names and their preferred pronouns—to the extent that you can support students to make safer spaces.</p>	


	<p>A: We have an LGBTQIA Advocacy committee, primarily faculty but some staff, and we come together to talk about experiences and how they can be improved. If you are interested in being part of the group, please let us know.</p> <p>A: There are a lot of political unknowns right now, and our office is very aware of the impacts of this. The situation at the E O Bull Center had a big impact on trans students. These are things that we need to stay aware of, and this can be helpful.</p>	
Senate business	<ol style="list-style-type: none"> 1. Approval of Faculty Senate Minutes for 2/8/2019—approved by Senators and proxies present. 2. Elections for Faculty Senate Executive Team—Heather: Please consider running for the exec team; we'll run that election next meeting. The exec team meets the week before regular Faculty Senate meetings, as well as meetings with the WCU President. It's a great way to learn more about the campus! Talk to me or anyone on exec for more information, and if you are interested. 3. Administrative positions and updates—Heather: Michael Burns and Cynthia Haggard volunteered to serve on search for Director of Public Safety. VP for Finance search will actually occur first, since that person has a say in the Public Safety position. There is a current search for Associate Provost, related to accreditation and the Middle States self-study, a temporary two-year position; if this works out, a formal search for a permanent position will take place. Jim: Do we know what happened to Jim Lewis? Heather: There is a different VP of Facilities now. 4. Campus Climate updates—Heather: We took ideas relating to addressing sexual misconduct to administration, and they reacted positively. 	
Liaison reports	<ol style="list-style-type: none"> 1. Presidential Cabinet liaison – Jim Brenner—Went for first meeting in over a year! We shared some views on sexual misconduct; they were well received. There were some different perceptions about what was currently being done. Our technology infrastructure has problems, and this has impacts on reporting sexual misconduct. 2. HR Search – Senator Julie Wiest—We made an offer to Beth Glassman. 3. Title IX Search – Senator Erin Hill—We finished, two names were provided; no updates since. 4. LGBTQA Advocacy – Senator Julie Tennille—Heather: Based on conversation, is the name for Advocacy different? Julie: I don't think so. 5. Campus Climate Intervention Team – Senator Erin Hill—Hasn't met. 6. Faculty Mentoring Committee – No liaison. 7. Sustainability Advisory Council – Senator Kurt Kolasinski—Gave out three grants for research on campus, including on compostable food trays at lunch trucks, and things thrown out by students at the end of the semester maybe going to a sort of second-hand shop, and studying landscape. There will be posters and presentations on Research Day. 8. ADA – Senator Matt Pierlott—There was a facilities update; if you have questions I can share the minutes. There is an employee ADA accommodations discussion, and there will be forms. There is an updated caption policy—you have to use them to comply with federal law. Kaltura can produce an 80% accurate transcript, so you will have to check it. There is hope to create syllabus language relating to captioning. It's best to plan ahead rather than being reactive. Q: Are transcripts sufficient? Matt: If that's the best you can do. Q: Adjuncts do not have access to Kaltura. Matt: I'll bring that up! 9. University Forum – Senator York Williams—Not present. 10. APSCUF – Senator Cynthia Haggard—Updated Teacher-Scholar Models need to be reviewed. Consider excusing students for going to the PA Promise rally next week. All-Member Meeting will be scheduled soon. They are working on sexual misconduct policy as well as parking. Negotiations are ongoing. Phased retirement is under discussion. 11. Multicultural Faculty Commission (MFC) – Senator Israel Sanz-Sanchez—Friday, next week there will be a retreat. Discussion will include membership with National Center for Faculty Development, discussion of a survey from last semester, and tenure and promotion trends. Prema Junius will be representing Senate. 12. Council for Diversity, Inclusion and Academic Excellence – No liaison. 13. Budget Review Committee – Senator Kurt Kolasinski—No report; university negotiating with the Borough about obtaining Church Street from Rosedale to University; the Borough 	

	<p>has changed its position and is negotiating the lump sum. It's not agreed, but it is a big change.</p> <p>14. President's Commission on the Status of Women – Senator Kathleen Riley—Not present; meeting was canceled; will be meeting next week.</p> <p>15. Student Government Association – Noelle Race—No report.</p> <p>16. LMS Advisory Committee – Senator Dan Forbes—We'll be meeting next week.</p>	
Committee Reports	<p>Faculty Welfare/Ethics – Senator Deborah Mandel (Chair)—We're back on maternal leave, and looking at how it is addressed at other institutions; right now we are not competitive. We'll be looking at other policies and bring some options to the union.</p> <p>Student Welfare – Senator Julie Wiest (Chair)—Julie: No report. Rachel: There was a student death over spring break; please be aware of students who may ask for accommodations. Cynthia: There is a formal policy on notification of death of a student. It has not been implemented. [Policy attached to minutes]</p> <p>Membership and Elections – Senator Bessie Lawton (Chair)—Send me your names if you are interested in running!</p> <p>Communications – Senator Kurt Kolasinski (Chair)—No report.</p> <p>Research – Senator Israel Sanz-Sánchez (Chair)—Israel: Two pieces: we've been doing internal conversation relating to research and Strategic Plan; there's discourse about this, and we are considering how Senate can be represented in these conversations. Heather: We have some visibility as a body for administration to consult relating to research. In Dec. 2018 we were classified as large Master's university, a Masters 1, based on 2016 data; 2017 data would classify us as Research 2. There is a likelihood that we'll be reclassified next time around. We could be more proactive now about developing a vision relating to this—are we doing right by our students? Israel: The Carnegie classification is automatic, based on doctoral programs and research expenditures. We're M1 for the time being, so nothing has to change in the near term. But it does have an impact in the longer term, e.g. what the university pays for article database access based on its classification. It is a good time to start a conversation and planning so that we can maintain access to research resources. Barbara: We need more staff in the Office of Sponsored Research—would that change when our classification changes? Heather: Tenure and promotion standards wouldn't automatically change, though faculty and departments through their own efforts have increased those expectations. Erin Hill: Our priorities should be pushing for time, e.g. AWAs. We're held to a 4/4 load; we attract good scholars but this is a challenge for them. Cynthia: This is an issue in the contract negotiations—the growth in doctoral programs simply increases the workload; IRB can be an unwieldy process; etc. Erin: But we don't want two tiers of faculty either.</p>	
Committees	<p>Committee meeting:</p> <p>Faculty Welfare and Ethics - Chair: Israel Sanz-Sanchez, Chris Moriconi, Tim Sestrack, Michelle Wade, Cynthia Haggard, Kathleen Riley, Debi Mandel, Matt Pierlott, Amanda Olejarski</p> <p>Student Welfare - Chair: Julie Wiest; Jim Brenner, Rachel Daltry, Tara Guerriero, Mary Houser</p> <p>Communications - Chair: Kurt Kolasinski</p> <p>Research- Chair: Israel Sanz-Sánchez, David Bolton, Erin Hill, Anne Krulikowski, Bill Sawyer, Kurt Kolasinski, Prima Junius, Laquana Cooke, Dan Cherry</p> <p>Membership and Elections – Chair: Bessie Lee Lawton</p>	
Senate Exec Committee	<p>President: Heather Schugar</p> <p>Vice President: Bessie Lee Lawton</p> <p>Recording Secretary: Dan Forbes</p> <p>Corresponding Secretary: Kurt Kolasinski</p> <p>At-Large Members: Erin Hill and Julie Wiest</p> <p>Immediate Past President: Jim Brenner</p>	
	5 pm adjournment	
NEXT MEETING		
Day and Time:	Open Forum: April 12, 2:00pm, Philips Autograph Library	
Topics/ Presenters:	President Chris Fiorentino, Vice President and Provost Laurie Bernotsky, Deputy Provost Jeffery Osgood, Dr. Tracey Ray (Chief Diversity and Inclusion Officer), and Dr. Zeb Davenport (Vice President of Student Affairs)	

West Chester University

Student Death Notification Protocol

For more information or questions on this policy, please contact
Dean of Students – Dr. Gerald Martin gmartin@wcupa.edu



WCU Student Death Notification Protocol

In the event of the death of a currently enrolled student, it is the responsibility of the campus community to respond in a sensitive and sympathetic manner and, most importantly, with a measure of dignity toward the student and their family and friends. The death of a student can impact the entire campus community. The purpose of this document is to establish guidelines and responsibilities for student death notifications so that they occur in an orderly, effective, and caring manner.

Notification of a student death is coordinated by the Dean of Students. The Dean may receive notice about a student death from a variety of sources including the police, family, friends, or a campus faculty/staff member. Upon receiving notice of the death of an active student, the Dean of Students will implement this Notification Protocol. Should the student death occur in association with a campus emergency, this protocol would be utilized in concert with related protocols.

Responding to a Student Death

Initial Contacts

1. Response to any death occurring off-campus will be handled by the local police agency and/or hospital involved. It is the responsibility of these agencies to notify the next of kin. West Chester University Police will be notified if the local police agency or hospital is aware that the deceased student was enrolled at WCU.
2. In the event that a campus administrator is made aware of the recent death of a student, they should contact the Dean of Students or the Vice President of Student Affairs who will then initiate the response protocol.
3. If a death occurs during a university-sponsored trip, such as study abroad or a co-curricular trip, the campus staff member accompanying the trip should immediately contact local emergency services and the local law enforcement agency. Once the situation is secured the following should be contacted:
 - a. Center for International Programs (in the event of a study abroad trip)
 - i. After hours Study Abroad Emergency Phone if after 5pm, holiday or weekend
 - ii. The Center for International Programs has additional procedures to follow in the event of a death during a study abroad trip and would work directly with Student Affairs.
 - b. Dean of Students
 - c. Executive Vice President and Provost or Senior Vice Provost
 - d. President's Office and Chief-of-Staff
4. If a death of a university student occurs on campus, the University Police will handle the response and be responsible for contacting the following:
 - a. Dean of Students
 - b. Vice President for Student Affairs
 - c. Chief-of-Staff
5. The Vice President for Student Affairs and the Dean of Students will begin to make the following contacts:
 - a. The Vice President for Student Affairs will contact the President and other members of the President's cabinet

- b. Director of Counseling Center
 - c. Office of the Registrar
 - d. Executive Director of Communications
 - e. Director of Housing and Residence Life (if the student lived on campus)
 - f. Assistant Vice President for Identity, Health and Wellness
 - g. The Dean of the College or School in which the student was enrolled
 - h. Office of the Bursar
 - i. Office of the Chancellor (Initiated by the President's office)
6. All individuals notified will be made aware that this information cannot be shared publicly until the University Police, the local hospital, or the Coroner's office has confirmed next-of-kin notification.
 7. Upon confirmation of next-of-kin notification university colleagues listed above will be updated.

Media Involvement and Internal/External Communications

1. The Dean of Students or their designee will work directly with the Communications Department to draft and disseminate notification of a student death to the members of the WCU community.
 - a. Response to immediate social media postings will be managed by the Communications Department. The message will acknowledge the correspondence but not confirm circumstances.
2. Once it is confirmed that the next-of-kin has been notified, notification to the campus community will be facilitated through electronic mail. Given the varied responses to student deaths, specifically suicides, postvention strategies recommend a tailored response and services to the unique needs of the situation. The university will determine the student's circle of influence when determining recipients of the email, contacting individuals who were directly connected with the deceased. Recipients of the email will be reviewed on a cases-by-case basis by the following:
 - a. The location of the death
 - b. The wishes of the family
 - c. Location of student residency (on or off campus)
 - d. Date death occurred (i.e. length of time that has passed prior to being notified or if the campus is on break.
 - e. Student's campus connections (review student organizations, sports, performing arts, fraternity and sorority life, student government, campus employment)
3. The Dean of Students or designee and the Executive Director of Communications or designee will work with the Dean of the deceased student's academic college to determine who will send the message and the timeline for distribution. In most cases, the Academic Dean would send the message to faculty, staff, and students that are part of the college. The Vice President for Student Affairs would be responsible for sending a broader message to all students if dictated by the circumstances/situation.
4. The WCU Communications Department will be responsible for collecting the information and disseminating it to local/national media upon request. All requests for information should be forwarded to the Executive Director of Communications. It is important that University Police and Student Affairs work closely with Communications to maintain the accuracy of the information disseminated.
 - a. The Communications Department will be responsible for monitoring social media for any posts/tweets regarding the student death and responding only with factual and

approved messaging.

5. If a student death occurs on campus property or at an event under campus control, it is important that no person involved in the campus response speculate as to the cause of death or make statements assigning responsibility for the cause of death to any individual or group.
6. Via email the Dean of Students will contact the Dean of the college in which the student was currently enrolled to make them aware of the CARE Team and the debriefing services provided by this team. A similar email will be sent to all the instructors of the classes in which the student was enrolled at the time of death

Family Contact

1. Within 24 to 48 hours, the Vice President for Student Affairs or designee will contact the family to express condolences once next-of-kin notification has been made. During this call, the focus is on condolences and offering support. The family will be asked if there is any information they wish to share such as:
 - a. Funeral arrangements (location, date, and time)
 - b. Preference on contribution/donation information in memory of deceased student
 - c. Home address released for condolence, if desired by family

Student Support and Follow-up Actions

1. For on-campus or near-campus student deaths, the following team members will be called to meet the following business day after notice is received to review the incident and next steps:
 - a. Vice President of Student Affairs
 - b. Dean of Students
 - c. Public Safety Director
 - d. Chief-of-Staff
 - e. Communications, Executive Director & Web Specialist
 - f. Provost or Senior Vice Provost
 - g. Others as needed (legal counsel, responding staff, etc.)
2. Once the death is official and confirmed, the Office of the Registrar will update the student information system to close the student's official record so that further business communications, bills, etc. are terminated. If the student has earned at least 90 credits (undergraduate) or 21 credits (graduate), the deceased student may be eligible for a posthumous degree. The Office of the Registrar will work with the relevant parties in the divisions of Academic Affairs and Student Affairs to confirm eligibility. The Office of the Registrar then sends notification to the following offices asking them to close any other local records of the student:
 - a. Student's College/Division
 - b. Admissions
 - c. Alumni
 - d. Campus Card Services
 - e. Student Financial Services
 - f. Bursar
 - g. Office for Veterans & Military Personnel

- h. Parking Services
 - i. Student Health Services
 - j. Student Housing (either WCU housing or University Student Housing, LLC)
 - k. Information Services & Technology
3. The Counseling Center can arrange to be available to meet with student organizations, classes, faculty/staff, or other specific groups, if such services are requested.
 4. If the student lived on campus, the Director of Residence Life in collaboration with the Chief of Police/or their designee, Director of the Counseling Center and the Dean of Students will outline a plan of action to:
 - a. Work with the family in removing the student's possessions from their campus residence
 - b. Contact roommates, resident assistants, members of a themed learning community (if applicable), and other concerned parties
 - c. Evaluate the need for supportive services for students affected by the death
 5. Counseling Center services will be highlighted for any students affected by the death. Support resources for faculty and staff can also be noted (the Human Resources Office can advise on specific services available).

Students who are not currently enrolled

For students who are not currently enrolled or who have graduated or left the university in the past semester, the internal university notification process will match the process for currently enrolled students. Specific circumstances of the student's death will determine the audience of notification which will likely include academic program faculty, residential life staff, and student organizations.