

# MINUTES

## FACULTY SENATE MEETING

11 July 1996

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Chairperson D. Eidam called the meeting to order at 4:05 p.m. in Roddy Science Center, Room 137. All departmental senators attended except those from the Business Administration, Counseling and Human Development, Educational Foundations, and Special Education Departments.

### Minutes

Senate approved the 7 May 1996 meeting minutes with the following correction: on page 4013, fourth paragraph down, seventh line down, change "...now a small class..." to "...a class of 70 students..."

### Reports

#### Chairperson's Report

Chairperson D. Eidam began his report by recognizing senator M. Warmkessel to speak to senate. Warmkessel said that senators who have Email accounts on Marauder (MU's Sun Workstation) are aware of senate's Marauder account. Currently the account exists because of senate's Web page. While she originally did not think of the account as a mechanism for sending mail, Warmkessel asked if senators wanted to encourage students and others to communicate with them. She suggested the possibility of establishing an official reflector. Incoming email for senate would be reflected to all senators with Marauder accounts.

Eidam said he had mixed feelings about the reflector. At the time senate discussed plus/minus grades, he received some hate mail from students. He proposed that the topic be an agenda item for the next meeting. Eidam distributed a copy of the senate committee lecture openings for the Fall to senators and asked the secretary to attach it to the minutes (see Attachment A).

Eidam recognized senator C. McLeod to speak to senate. McLeod moved that effective immediately, the senate Chair shall send two (2) copies of each curricular proposal that is submitted to senate to the Director of Academic Advisement. the motion passed. Eidam said that in the future he would need five copies of course proposals--two for the Director of Academic Advisement, two for the Provost, and one for himself.

### Administrative Officers

## **Vice President for Finance and Administration**

Vice President for Finance and Administration B. Rydell discussed MU's budget picture. she said the budget for 1996-1997 is not final as of today. it will be final in August when PAC meets. There are three reasons for delaying the final budget. The first has to do with the tuition increase for the coming year. The Board of Governors normally acts on the tuition increases. this year they will act July 18. there is speculation of the Board approving a 4.5% tuition increase.

Because MU is not receiving an increase in appropriations for 1996-1997, students for the first time will bear the major cost of their education and not the commonwealth. If appropriations do not increase, students will continue to assume more of the burden in the future. A 4.5% increase will mean about a \$145 increase in tuition for an instate and about \$369 for an out of state student given that out of state is about 2.5 times instate tuition. There is also a proposal to limit the out of state tuition increase to \$145.

The second reason for dealying the final budget is summer enrollments. while undergraduate enrollments are meeting MU's projections in both sessions, graduate enrollments are not. While the summer session is not over, the dollar shortfall may be about \$350,000. The third reason for dealying the final budget is the Fall enrollment. Until this week, MU was pessimistic about them. There is a problem. MU develops its budget based on instate and out of state students. Suppose MU does meet its total projected Fall and Spring enrollment. However, if there were fewer out of state students, revenue could go down.

Some events have helped our budget this year. All bargaining units are negotiating now and AFSCME workers have settled their contract. We still do not know when three units--APSCUF, the police, and health center nurses--will settle on contracts. For the coming year we are not in bad shape. About \$600,000 from the 1995-1996 budget will move to the 1996-1997 budget.

## **Associate Vice President for Academic Affairs**

Associate Vice President for Academic Affairs J. Stager discussed the enrollment situation. Summer enrollments in the graduate area are down about 15 percent from last year and from our projections. The drop will have a large financial impact on the University.

For our Fall enrollments we have about 100 more deposits from students than we would like to enroll. In the past we have had about 13-15 percent falloffs of students from the number of paid deposits. This year MU delayed taking depostis until June. A month ago MU projected that we would have less students in the Fall. About 70 June-January students were allowed to enroll in the Fall. Now enrollments are closer to projections. The registrar is agitating for more seats and sections.

Stager discussed the plus/minus grade issue. Dean's Council has started to discuss it. They have not approved what senate passed. Council will look at implementation issues and see what is involved. It will not be in place this coming year except on an experimental basis.

Stager discussed two other items. Almost two years ago senate passed an Academic Amnesty policy. Stager clarified the question of who is eligible for academic amnesty. Two items are minimal requirements. A qualifying student must not have been enrolled in MU for at least five years and must not have been in good academic standing (less than a 2.0 cumulative) when she left MU. Students with higher than a 2.0 cumulative are ineligible. MU will enforce this rule.

Students will need to apply for academic amnesty at the time they reenroll; they are ineligible for amnesty several semesters after they reenrolled. MU will send students who reenroll at MU and are eligible for academic amnesty a brochure that describes the academic amnesty program.

Senate passed a program criteria policy in 1991 concerning academic minors (see page 70 in the current Governance Manual). Now a problem has arisen with program criteria item 12 in the Governance Manual. Item 12 says, "Students are prohibited from choosing any minor in which the courses needed to fulfill the requirements for the minor would duplicate one or more courses in their major department and are counted by the students in their major." item 12 prevents students from majoring in Mathematics and minoring in Statistics. Mathematics majors cannot use the same statistics courses to satisfy major and minor requirements. A student must take 18 credits beyond her major requirements to obtain a minor.

## **Committee Reports**

### **UCPRC**

Substituting as Undergraduate Course and Program Review Committee chairperson, B. Grosh introduced four courses under the two meeting rule:

**CSCI330:**Programming Languages and Software Engineering, a new four credit hour nonGeneral Education course to be first offered in the Spring of 1997 if approved.

**CSCI380:**Operating Systems, a new four credit hour nonGeneral Education course to be first offered in the spring of 1997 if approved.

**PSYC356:**Health Psychology, a new three credit hour nonGeneral Education course to be first offered in the Spring of 1997 if approved.

**PSYC417:**Tests and Measurements, a new three credit hour nonGeneral Education course to be first offered in the Spring of 1997 if approved.

Grosh said the Earth Science Department has asked for the deletion of **ESCI241:**Meteorology from the list of approved General Education courses. She also introduced changes in the prerequisites and some course numbers for the following Biology courses:

**BIOL254 (154):**Human Anatomy and Physiology I

**BIOL255 (155):**Human Anatomy and Physiology II

**BIOL256:**Nutrition

## **BIOL261 (161):Clinical Microbiology**

Biology 100 or demonstrated competency in biology would be no longer required as a prerequisite for the four courses. Senator J. Piperberg asked for senate's unanimous consent to approve the Biology course changes at today's meeting. The reason is the changes are necessary in response to requests from the Administration of Lancaster General Hospital School of Nursing. Senate approved the changes.

Senator D. Hutchens asked that the two Computer Science courses be on the 3 September 1996 meeting agenda. Senate approved the two courses as needing only one meeting of approval.

## **Academic Standards Committee**

Academic Standards Committee chairperson J. Piperberg said the committee met June 4 and 5, 1996. He submitted a report on the meetings (see Attachment B). Piperberg made the report an addendum to this year's annual report.

## **Faculty Emeritus**

A M. Warmkessel/R. Benson motion to recommend Associate Professor of Librarianship Catherine Glass for faculty emeritus status passed unanimously (see Attachment C).

## **Proposed Courses**

Senate approved one undergraduate course:

**HUMN302:Confession, Apology, Memoir: Autobiographical Writings in the Greco-Roman World**, a new three credit hour General Education and Perspectives course to be first offered in the Spring of 1997.

Senate approved one undergraduate minor and one graduate program:

Undergraduate Minor

**African American Studies Proposal**, an 18 credit hour minor proposal

Graduate Program

**Master of Education Degree in Athletic Management and Athletic Coaching**. (See Attachment D for a list of new courses included in the program. The proposal documentation was too large to attach to the minutes).

## **Business**

## **Report of the Class Schedule Audit Task Force**

Dean A. Hoffman, Class Schedule Audit Task Force chairperson, presented the Task Force's summary report (Although it is only a summary report, it is still too large to attach to the minutes. Contact Hoffman's office for a copy. the complete report is available in Ganser Library.) The Task Force consisted of S. Casselberry, M. Gonzalez, J. Rousseau, L. Suskie, and A. Hoffman. Provost F. McNairy charged the Task Force with conducting an analysis of the Fall and Spring master schedules to determine if there are patterns of redundancy, inequities, inefficiencies, density problems, or other trends that reflect "red flags."

Hoffman began by noting the source of the data that the Task Force used for the report. He said the committee based the report on three semester's class section data. Based on its review of the class schedules and room use, the Task Force offered some general observations: (A sample of the observations follow.)

--Schedules should be driven by student needs, not faculty wishes, with courses scheduled from 8:00 a.m. to 5:30 p.m. and during evenings across the week (Monday through Friday plus some weekend sessions).

--Departments are reminded that they have a service mission to provide adequate numbers of seats and courses for an appropriate range of General Education as well as for their majors.

--It is possible that, if more large classes are created, more large instructional spaces will be needed. New or renovated classrooms should be equipped with the latest technologies that facilitate large-group instruction.

--The Registrar should be charged with reviewing and evaluating current classroom assignments in terms of appropriate use of all instructional spaces. Classes should be assigned to rooms in order to maximize efficiency rather than permit room size to dictate class size. the Registrar, in consultation with school deans, should distribute time slots in large classrooms to each department in a fair and efficient manner.

**Proposal for Changes in MU's Class Attendance/Grading Policy**--Returned to the Agenda

The Academic Policies Committee is recommending changes in MU's class attendance/grading policy (see Attachment A, pp. 3991-3993 of the 16 April 1996 senate minutes). Because time was running late, senate agreed to adjourn and return the item to the agenda of the next meeting.

**Appropriate Curricular Review Process for Departmental Guidebooks and Handbooks**--Returned to the Agenda

Senator R. Benson will move that senate refer to the Academic Policies Committee the question of the appropriate curricular review process for departmental handbooks and guidebooks.

**Blue Sheets for Departmental Degree Requirements** --Returned to the Agenda.

Senator R. Benson will move that senate refer to the Academic Policies committee the determination of a requirement that a department that offers an undergraduate degree must specify and distribute to students the degree's requirements.

Senate adjourned at 5:45 PM. The next meeting will be Tuesday, 3 September 1996, from 4:05-5:45 p.m. in Chryst 210.

Respectfully submitted,

Marvin Margolis, Secretary  
Faculty Senate

## Action Summary

11 July 1996

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### 1. Course and Program Approvals

Senate approved one undergraduate course:

**HUMN302:** Confession, Apology, Memoir: Autobiographical Writings in the Greco-Roman World, a new three credit hour General Education and Perspectives course to be first offered in the Spring of 1997.

Senate approved one undergraduate minor and one graduate program:

Undergraduate Minor

**African American Studies Minor**, an 18 credit hour minor

Graduate Program

**Master of Education Degree in Athletic Management and Athletic Coaching**

Senate approved changes in the prerequisites and some course numbers for the following Biology courses:

**BIOL254 (new number: 154):** Human Anatomy and Physiology I

**BIOL255 (new number: 155):** Human Anatomy and Physiology II

**BIOL256:** Nutrition

**BIOL261 (new number 161):** Clinical Microbiology

Biology 100 or demonstrated competency in biology is no longer required as a prerequisite for the above four courses.

### 2. Sending course and program proposals to the Director of Academic Advisement

Effective immediately, the senate Chair shall send two (2) copies of each curricular proposal that is submitted to senate to the Director of Academic Advisement.

## Attachment A

### Faculty Senate Minutes

**11 July 1996**

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DATE: 11 July 1996  
TO: Regular Faculty  
FROM: Don Eidam, Faculty Senate  
RE: **Fall Committee Elections**

Current faculty memberships of all committees for which Faculty Senate conducts elections follow. Vacancies to be filled by regular faculty at Senate's 9/3/96 meeting **are boldfaced**

For information on most committees, see *Governance Manual*; for most standing Senate committees, also see attachments to the 5/7/96 Senate minutes; for Judicial Board, see *Student Handbook*.

Nominations may be made by any Senator between now and 9/3/96.

CS chair/Senator  
CH chair  
MS member/Senator  
ME member  
HU Humanities & Fine Arts rep.  
ED Education rep.  
NO non-School rep.  
SO Social Sciences rep.  
SC Science & Mathematics rep.  
AL Alternate  
MP member apptd. by Provost  
-- expiration year follows prefix  
--"()" term length  
--"[]" incumbent  
--"{}" not elected by Senate  
+ Senate standing committee  
# 2-term limit for members  
\* not eligible for reelection  
& <=2 from same academic unit  
\$ <=1 from same department



% serving partial term

**ACADEMIC OUTCOMES ASSESSMENT + # (CH3, ME2)**

*MEETS 3RD WED., 4-5*

CS98 Mainzer

ED97 B. Grosh

**HU98 [Schneller]**

NO98 Backels

SC98 **vacant**

SO97 **vacant**

MP97 {Weis}

MP96 {Scharnberger}

**ACADEMIC POLICIES + # \$ (CH3, ME2)**

*MEETS 2ND & 4TH WED. 4-6*

CS97 Nakhai

**ED98 [Haferkamp, Psyc]**

ED97 Hauck, IndTech

**HU98 [Birnie-Henke, Comm&Theat]**

**HU97 (vacant)**

**NO98 [S. Anderson]**

**SC98 [Yoder, Chem]%**

SC97 France, Math

**SO98 [Casselberry, SocAnth]**

**SO97 (vacant)**

**ACADEMIC STANDARDS + # (3)**

*MEETS FULL DAYS AFTER END OF FALL, SPRING, AND SS II SEM.*

CS97 Piperberg

**ME99 [Sigler]%**

**ME99 [G. Benson]**

**ME99 [Yoder]**

ME97 Schultz

ME97 Wenrich

ME98 Shanahan

ME98 Sciarretta

**COOP. EDUCATION + (3)**

**CS99 [Dorman]**

**FAC.-STUDENT ATHLETIC + (3)**

CS98 Erickson

**ME99 [Stengel]**

**ME99 [McCaskey]**

ME98 Frerichs

**GEN. ED. REVIEW + \$ (CH3, ME2)**

*MEETS 2ND & 4TH TUES., 4-6*

**CS99 [Wisner]%**

**ED98 [Y. King, EEd]**

ED97 McCade, IndTech

**HU98 [Stameshkin, Phil.]**

HU97 Duncan, Engl

NO97 White, Lib

**SC98 <[Zimmerman, Nurs]**

SC97 Schultz

**SO98 [Lo, BuAd]**

**SO97 (vacant)**

**GRADUATE COURSE & PROGRAM REVIEW + (3)**

*MEETS LAST WED. OF MONTH 3-5*

CS98 Erickson

**INTERNATIONAL SELECTION + & \$ (ME2,AL1)**

{CH: Hamid}

**AL97 (vacant)**

**ME98 [Meckley]**

**ME98 [Meckley, EEd]**

ME97 Tsutsui, Math

MP97 {Gaudry-Hudson, ForLang}

MP96 {K. Bookmiller, PolSci}

**INT'L STUDIES CURR. + (3)**

CH98 Borger-Reese

**JOINT SENATE CONF. + (1)**

{CH97 Piperberg}

**MS97 [Lynch]**

**MS97 [Dorman]**

**MS97 [Erickson]**

**UNDERGRADUATE COURSE & PROG. REV. + # \$ (CH3, ME2)**

*MEETS 2ND & 4TH TUES. 4-6*

**CS97 (vacant)**

**ED98 [Luek, Psyc]%**

ED97 Erickson, EdFound\*

**HU98 [Schneller, Engl]**

HU97 Iglesias, ForLang

NO97 Sciarretta, DevStud

**SC98 [Turchi, Chem]**

SC97 Fenwick, Math\*

**SO98 [Guo, BuAd]**

**SO97 (vacant)**

**UNIV. HONORS PROGRAM + # (3)**

CS98 Warmkessel

**UNIV. THEME + (CH2, ME3)**

CS97 Piperberg

ED97 Denenberg

HU98 >Schneller

NO98 Lotlikar

SC98 Schultz

SO97 Nakhai

**COMMENC. SPEAKER # (2)**

{CH: Eckert}

**ED98 [B. Grosh]**

HU97 T. Miller

**NO98 [Glass]**

SC97 Shao

SO97 Krumske\*

**CULTURAL AFFAIRS (3)**

{CH: elected by comm.}

**ME99 [Heintzelman]**

**ME99 [R.G. Wise]**

ME98 James Henke

ME98 Yeager

ME98 Wenrich

**FINANCIAL AID (2)**

{CH: Thomson}

**ME98 [A. Kelly]**

ME97 Haferkamp

**HONORARY DEGREE (2)**

{Convener: Eckert}

**ME98 [O'Brien]**

**ME98 [Leinberger]**

**JUDICIAL BOARD (ME2, AL1)**

{CH: Redmond}

**AL97 [Szollos]**  
**AL97 [Lotlikar]**  
**ME98 (vacant)**  
ME97 Green

**NOONAN FUND (2)**

{CH: Labriola}  
**ED98 [Tuleya-Payne]**  
**HU98 [Houlahan]**  
NO97 D. Harris  
**SC98 [Hoover]**  
SO97 Stine

**ADMISSIONS, ADVISEMENT & STUDENT AFFAIRS + # (3)**

CS97 Houlahan  
**ME99 [Borozny]**  
**ME99 [Schultz]**  
ME97 Lynch  
ME97 Hoover  
ME98 Belgrade  
ME98 Litowitz  
ME98 Schneller

To: Faculty Senate  
 From: Joel B. Piperberg, Chair, Academic Standards Committee  
 Date: July 11, 1996

**ADDENDUM**

**1995-96 Report of the Academic Standards Committee**

1. The Academic Standards Committee met on June 4 and 5, 1996 from 8:30 AM until 5:00 PM to hear the appeals of those students dismissed at the end of the Spring 1996 semester. The following table summarizes the results for this semester. The results include one case heard later in the summer due to scheduling difficulties for the student involved. These cases were heard by Joel Piperberg and Mariano Gonzalez.

Categories	Number (Percentage)
Total number of dismissals	136
Total number of appeals	67 (49% of dismissals)
Number of appeals granted	43 (64% of appeals)
Number of dismissals upheld	24 (36% of appeals)

Following appeals, 93 students still remain in dismissal status.

**SUMMARY INFORMATION**

**A. Race and Gender Data\***

54 (39.7%) females 82 (60.3%) males 83 (70%) white 29 (21%) minorities

**B. Total Credits Earned by Students Dismissed\***

45 (33%) 0-29 credits  
 55 (40%) 30-59 credits  
 29 (21%) 60-89 credits  
 6 (4%)  
 1 (0.7%) >120 credits

**C. School/Major of Students Dismissed\***

# (%) of Students	School	Mode Major
59 (43%)	HMSS	BUAD (24)
28 (21%)	SCMA	BIOL/CSCI (7/7)
16 (12%)	EDUC	ITEC, OSHM, EDTE (8)
33 (24%)	NONE	UND

\*Data were provided by the Registrar's Office.

Every student received verbal notification of the Committee's decision immediately following their hearing and a formal (written notification approximately one week later from the Committee Chairperson. Students whose appeals were granted received recommendations appropriate to their needs (e.g., counseling, academic advisement, career planning, repeating courses, etc.) in order to assist them in quickly reestablishing a satisfactory academic standing.

2. The Committee also heard five requests for readmission to the University under the terms of the Academic Amnesty policy. Four requests were approved by the Committee and notification of the Committee's approval was sent to the Registrar. One request was denied because the student had not been away from the University for the full five year period.
3. Since the June meetings, one belated appeal has been heard by Joel Piperberg and Mariano Gonzalez. The appeal was granted and appears in the table above.

### ACADEMIC DISMISSALS/APPEALS

#### FALL 1989-FALL 1995

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Term	No. Dismissed*	No. Appeals	No. Appeals Approved	No. Final Dismissals**
FA89	--	--	--	90
FA90	120	--	--	72
FA91	117	59	33	83
FA92	112	37	72	
FA93	105	44	37	72
FA94	118	55	36	77
FA95	117	55	32	79

#### SPRING 1990-SPRING 1996

Term	No. Dismissed*	No. Appeals	No. Appeals Approved	No. Final Dismissals**
SP90	139	--	32	97
SP91	124	59	27	97
SP92	98	51	32	60
SP93	117	63	45	64
SP94	120	63	46	70
SP95	128	63	46	79
SP96	136	66	42	94

\*Number of students initially identified as subject to dismissal.

\*\*Number of students currently on registration probation table with dismissal code for term indicated

Report compiled for M. Gonzalez by P. Koenig

7/5/96

## Attachment C

### Faculty Senate Minutes

**11 July 1996**

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TO: Millersville University Faculty Senate  
FROM: Library Department  
RE: Resolution for Emeritus Status for Associate Professor Catherine Glass  
DATE: July 11, 1996

#### RESOLUTION

- WHEREAS Catherine Glass, Associate Professor, Catalog Librarian, retired in July 1996, after 28 years of service to Millersville University; and
- WHEREAS Professor Glass has been a dedicated and exemplary librarian both to the department and to the profession as a whole; and
- WHEREAS Professor Glass, as head cataloger since 1976, guided the library in its transition from printed catalog cards to an automated online catalog and has cataloged a variety of materials including monographs, textbooks, videocassettes, filmstrips, pictures, rare books, maps, prints, and broadsides; and
- WHEREAS Professor Glass has regarded service to the University community as a top priority, walking to the library in rain, snow, sleet, and ice storms in order to provide library services; and
- WHEREAS Professor Glass was responsible for selecting the library's children's books during the past 25 years, resulting in a very strong Juvenile Collection that is well used by students taking Education courses; and
- WHEREAS Professor Glass was an approachable and effective reference librarian, willingly assisting students and other researchers in their quest for information; and
- WHEREAS Professor Glass served as an academic advisor to numerous students having undeclared majors; and
- WHEREAS Professor Glass for many years lent her time and expertise to the Library Science Department, serving as faculty advisor to Alpha Beta Alpha, supervising independent studies, and teaching cataloging; and
- WHEREAS Professor Glass served on many departmental committees and task forces including the Faculty Evaluation, Promotion and Tenure Committee, Strategic Planning Committee, Social Committee, Disaster Planning Committee, Serials Planning Committee, and numerous departmental search committees; and
- WHEREAS Professor Glass has served on many campus wide committees including the Faculty Senate, Noonan Committee, and the Commencement Committee; and
- WHEREAS Professor Glass served on Student Service Inc's Board of Directors from 1972-1996 and on the Faculty Student Athletic Committee for many years; and
- WHEREAS Professor Glass was an active member of APSCUF, elected as treasurer of APSCUF-MU and serving three terms, elected as a delegate to the Legislative

Assembly and serving as Chair of the Social Committee; and  
Professor Glass was active professionally, holding membership in the American  
Library Association, the Association of College and Research Libraries,  
WHEREAS Pennsylvania Library Association, and others, and was elected treasurer of  
numerous organizations including Southcentral Pennsylvania Continuing  
Education Council, local chapter of Phi Delta Kappa, and the Friends of Ganser  
Library; and

THEREFORE, BE IT RESOLVED: That Associate Professor Catherine Glass be  
granted the honorary title of Associate Professor of Librarianship Emerita.



**Attachment D**

**Faculty Senate Minutes**

**11 July 1996**

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TO: Provost McNairy  
FROM: Don Eidam  
DATE: 07/11/96  
RE: Actions of the Faculty Senate on 07/11/96 Requiring your Response

(1) NEW MINOR

Minor in African American Studies (18 credits)\*\*

(2) NEW M.ED. DEGREES AND NEW GRADUATE COURSES\*\*\*

Master of Education Degrees in Athletic Management and Athletic Coaching (36 credits each).

Approval of proposal includes approval of all proposed new courses:

HPED601, 602, 603, 604, 605, 610, 611, 615, 581, 551, 582, 616, 617, 618; BUAD612, 551

(3) NEW UNDERGRADUATE COURSE

HUMN302 (3 credits, P, effective Spring 1997)\*\*

\*\*--documentation attached

\*\*\*--documentation not attached--Dr. Kahler provided you with a special copy

cc:B. Markley

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MEMORANDUM

TO: Professor Donald Eidam  
Faculty Senate Chairperson  
FROM: Francine G. McNairy  
Provost and Vice President for Academic Affairs  
SUBJECT: APPROVAL OF FACULTY SENATE CURRICULAR RECOMMENDATIONS  
DATE: June 6, 1996

As the President's designee, I am informing you of the approval of the following Faculty Senate Curricular actions:

1. Faculty Senate actions at April 2, 1996, meeting.  
--AFAM210: Introduction to African American Studies  
Approved.  
--AFAM496: Topics in African American Studies  
Approved.

2. Faculty Senate actions at May 7, 1996, meeting.  
--HPE350: Sport in America  
Approved.  
blm

cc: Mr. Mariano Gonzalez, University Registrar  
Ms. Candace Deen, Academic Information Officer  
Deans' Council

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MEMORANDUM

TO: Professor Donald Eidam  
Faculty Senate Chairperson

FROM: Francine G. McNairy  
Provost and Vice President for Academic Affairs

SUBJECT: APPROVAL OF FACULTY SENATE CURRICULAR RECOMMENDATIONS

DATE: May 15, 1996

As the President's designee, I am informing you of the approval of the following Faculty Senate Curricular actions:

1. Faculty Senate actions at June 13, 1995, meeting.

Archeology option.

ACTION: Approved

2. Faculty Senate actions at February 6, 1996, meeting.

BIOL463 Virology

ACTION: Approved

Biochemistry minor.

ACTION: Approved

BIOL345 Applied Ecology

ACTION: Approved.

MATH161, 162, 261 Calculus I, II, and III (prerequisite changes)

ACTION: Approved

2. Faculty Senate actions at April 2, 1996, meeting.

EDUC578 Strategies for Classroom Management

ACTION: Approved

PSCI327 Canadian Government and Politics

ACTION: Approved effective retroactive to the 1995 Spring Semester. An exception to the General Education moratorium is granted since student enrolled in the course did so with the expectation of receiving Perspectives credit. For consistency with other Perspectives courses, the class size should be raised to a maximum of 30 students.

Biology, Admission to Major Policy

ACTION: Approved.

BIOL254-255 Human Anatomy & Physiology I and II, prerequisite change

ACTION: Approved.

blm

cc: Mr. Mariano Gonzalez, University Registrar  
Ms. Candace Deen, Academic Information Officer  
Deans' Council

## Attachment A

### Faculty Senate Minutes

*16 April 1996*

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TO: Faculty Senate  
FROM: Behnam Nakhai, Chairperson  
Academic Policies Committee  
RE: **Proposal for Change in the Class Attendance/Grading Policy**  
DATE: April 16, 1996

Please consider the following rationale in relation to the proposed changes in the Class Attendance/Grading policy as recorded on page 83 of the Governance Manual.

#### **Class Attendance/Grading Policy**

[Governance Manual, P. 83]

##### **Current Policy**

Students are expected to attend all of their classes and must accept full responsibility for a decision not to attend a class unless official authorization to miss has been received by the instructor teaching the course.

1. Authorized absences are those granted because of:
  - a. student illness
  - b. death in the family
  - c. participation in outside-of-the-classroom educational activities
  - d. participation in University-sponsored activities or programs
  - e. religious holidays
2. Officially authorized absences can only be obtained from the Registrar's Office. Other than in the case of illness or death in the family, no authorization to miss class will be given to a student after he/she has already missed the class.
3. Arrangements to make up a missed class must be made before the fact rather than after.
4. Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.
5. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for an officially authorized reason, then he/she is entitled to make up the missed work but only at the convenience of the instructor.
6. Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) may be removed from a class roll by the instructor.

7. The registrar's office must be informed of this action no later than the third class meeting.

### **Proposed Changes**

--Delete the opening sentence and items 1, 2, and 3. Insert the following instead:

**1. Subject to the discretion of individual instructors and based on compelling reasons provided by the students, students will not be excused from any more than three class meetings per semester.**

--Paragraph 4--Change(s) noted in bold:

**2.** Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.

--Paragraph 5--Change(s) noted in bold:

**3.** Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for **a reason authorized by the instructor**, then he/she is entitled to make up the missed work but only at the convenience of the instructor.

--Paragraph 6--Change(s) noted in bold:

**4.** Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) **must** be removed from a class roll by the instructor. **The instructor must inform Registrar's Office of this action no later than the end of the first week of classes.**

--Paragraph 7--Deleted

### **Proposed Policy After Above Changes:**

1. Subject to the discretion of individual instructors and based on compelling reasons provided by the students, students will not be excused from any more than three class meetings per semester.

2. Each instructor will establish his/her own grading policy based on classroom participation, homework, unannounced quizzes, etc., a written copy of said policy to be distributed at the beginning of the course.

3. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student. However, a student may make up missed work at the discretion of the instructor. If a student misses class for a reason authorized by the instructor, then he/she is entitled to make up the missed work but only at the convenience of the instructor.

4. Any student who has not contacted his/her professor by the end of the second class meeting (for classes meeting two or three times per week) or previous to the beginning of the second class meeting (for classes meeting only once a week) must be removed from a class roll by the instructor. The instructor must inform Registrar's Office of this action no

later than the end of the first week of classes.

### **Rationale**

1. Currently, there is no official acceptable maximum number of class sessions that a student may miss without any penalty.
2. An approved authorized absence issued by the Registrar's Office allows students to miss any number of class sessions and requires the instructors to allow students to make up the work for the classes missed. Increasingly, students are abusing the system. For example, during the month of March 1996 alone, the Registrar's Office has issued over 1035 authorized absences.
3. It seems most appropriate to let the instructor to excuse the absences and determine whether the missing class work can be made up by the student.
4. The proposed policy would allow a student to be absent for a maximum of three class meetings for each course. Any additional absences will be at the discretion of the instructor.
5. The instructor of each course is well in the position to determine whether the work for classes missed can be made up by the student.
6. The proposed policy obligates the student to take on more responsibility and to attend classes/complete work as required.

I will be happy to further explore the rationale for the above proposal in the Senate. Thank you for your consideration.