



## FACULTY SENATE

Faculty Senate Meeting Minutes

March 30, 2018

1:00 PM until adjournment

DSC A/B/C

I. Called to order at 1:05 pm and Roll Call

*Present:* **CALS**— Stone, R Street, LeGrand, Smith, Law, Kyong-McClain, Anson, Al-Shukri, M Douglas. **CB**—Vibhakar, Leonard, Hendon. **CEHP**— Evans, Otters, Grover, Vander Putten, Nolen, Stieve, Franklin. **CSSC**— Flinn, Blevins-Knabe, Lopez, Matson, Scranton, Craw, Golden, Giammo. **CEIT**— McMillan, Tramel, DeAngelis, McMillan. **LAW**— Boles, Fitzhugh. **LIBRARY**—Schmidtbauer. **EXOFFICIO** - Rogerson, Wright, Anson, Burton, Harper.

*Absent:* **CALS**— Nguyen, S Thibeault, Barrio-Villar, S Woolbright, Cheatham. **CB**— Wooldridge. **CEHP**— Fletcher, Atcherson, K Cates. **CSSC**— **CEIT** — Jovanovic, Berleant. **LAW** ---Foster. **LIBRARY**— Macheak **EXOFFICIO**— Gregory

II. Review of Minutes - next meeting we will catch up all minutes.

III. Airing of Grievances (2 minute limit)

E Anson: growing divide between faculty and administration. Recently and emeritus faculty was told policy forbids retired faculty from working with students, although policy does provide for it.

We could use the help of interested and committed emeritus faculty but this divide is preventing.

J Flinn: Faculty admin relationships and giving voice to faculty. I have not been

J Matson: Reports of criteria being added to the qualifications after the search has been launched. Is this true?

K ? : We have been told that candidates are being not hired because of criteria that are not explicit on the job search. We are interested in and capable of promulgating res

IV. Introduction of New Topics (2 minute limit)

M Tramel: I attend the Viet Nam vet memorial services and am grateful for the recognition.

V. Announcements

A Wright: The suicide prevention walk will be held this coming Saturday, starting at the DSC mall area at 12:30. I hope that some of you will join me to represent the Faculty Senate versus the Staff Senate.

Registration link:

https://afsp.donordrive.com/index.cfm?fuseaction=donordrive.event&eventID=5084  
Students promoting take back the night April 18, 2018 to promote safety and security.

C Macheak: Erin Russ memorial service April 21st 2 pm

VI. Election of Faculty Senate Catastrophic Leave Committee representative

We are seeking nominations for someone to replace S Fruechting

VII. Reports

- A. Planning and Finance Committee - Rosalie Cheatham [ E Anson] We are working on funding rules and procedures
- B. Graduate Council – Brian Berry
- C. Council on Core Curriculum and Policies – Belinda Blevins-Knabe email BBKnabe for upcoming events
- D. Undergraduate Council – Mike Tramel

VIII. Old Business

- A. **Motion FS\_2018\_2.** Executive Committee (Legislation. Majority Vote at One Meeting, no second required) Grades and Grading System changes

Be it resolved to adopt the following Policy on Grades (404.13) and supercede all prior legislation on grades (1968 LRU bulletin; repeated grades: 12/8/1983, 5/8/1975, 5/2/1973; credit/no credit: 5/2/1973; incomplete: 2/26/1987 ):

Undergraduate Grades

Permanent letter-grades are here indicated, together with the grade-point value of each grade:

- A -- superior work ..... 4 grade points
- B -- good work, above average ..... 3 grade points
- C -- average work ..... 2 grade points
- D -- passing work, below average ..... 1 grade point
- F -- failing work ..... 0 grade points

Graduate Grades<sup>1</sup>

Permanent letter-grades are here indicated, together with the grade-point value of each grade:

- A -- superior work ..... 4 grade points
- B -- average work ..... 3 grade points
- C -- unacceptable work ..... 2 grade points
- D -- failing work ..... 1 grade point

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<sup>1</sup> Grading at the William H. Bowen School of Law (the "Law School") is governed by the Law School's Academic Rules which comply with the American Bar Association Standards for the Accreditation of Law Schools. This section does not apply to the Law School.

F -- failing work ..... 0 grade points

**Other grading symbols:**

Credit (CR) or No Credit (NC) may be given in certain courses instead of the usual letter grades.

A student may elect to take no more than one course each semester on a CR/NC basis if the course instructor concurs provided this agreement is established at the start of the course. This course may not be used to meet the general education requirements, major requirements, or minor requirements. Courses in which a department requires CR/NC grading are not included in this limitation.

W -- withdrawal after the drop date during the early period of a course (see Attendance and Withdrawal Policy, 404.4).

A student may elect to take no more than one course each semester on a CR/NC basis if the course instructor concurs provided this agreement is

I -- incomplete course work

The designation, *I*, or incomplete, is appropriate where the instructor deems that circumstances beyond the student's control prevented timely completion of course requirements. The designation is given by the instructor only after consultation with the student and after the student has been informed in writing of the work to be completed and the date by which the work must be completed; additionally, a copy of the written notice must be filed with the department chairperson.

Expiration Date

The work must be completed and the ~~I converted by the instructor~~ must submit the change to the appropriate grade by the date grades are due during the next nine-month academic semester (fall or spring) for undergraduate courses, and within one year from the date grades were due for graduate courses. ~~The I will expire and be administratively changed to an F on the first business day following the above periods~~ If the instructor does not convert the incomplete grade or submit an extension request within the allowable time frames the Incomplete grade will expire.

A request to extend the deadline to complete an I must be completed by the instructor and forwarded to the Office of Records and Registration prior to the Expiration Date. The extension request must include a specific date by which all course work will be completed, and this date will be the new Expiration Date.

Regardless of any extensions that may have been granted, an unconverted I grade will expire on the date that grades are due in a semester where the student has applied for

graduation and be administratively changed to an F on the first business day following the date grades are due in the term immediately prior to graduation.

Once an I expires, it will be administratively converted to an F on a date to be set by the Registrar.

#### **In Progress (IP) Grade - graduate only**

The In Progress (IP) grade is distinct and different from the Incomplete (I) grade. An IP is used for thesis, dissertation, or other similar classes that have a time obligation that is longer than the traditional semester or session. IP indicates that the student is making satisfactory progress in that class. Students who do not make satisfactory progress will be granted no credit (NC). The IP grade is not calculated into the grade point average. In most cases upon the completion of the required work, the instructor will assign a grade of CR. An IP that has not been converted to a grade by the date that grades are due in a semester where the student has applied for graduation will be administratively converted to NC on a date to be set by the Registrar.

#### **Repeated Grades (undergraduate only)**

If a student repeats a course for credit, only the last occurrence of the course shall be counted toward credit hours or cumulative grade points, except in circumstances of academic integrity. The earlier grade will remain on the transcript with an "E" indicating exclusion from the grade point average. If there have been any changes in course numbers or titles, the student must obtain approval from the chairperson of the department offering the course to be assured it is an identical course. Once a degree has been awarded, a course included in that degree may not be repeated for credit.

#### **Changing Grades**

The course instructor has the responsibility for assigning grades. In the event that an instructor cannot issue a grade, the chair of the department offering the course may issue the grade, using whatever evidence is available.

Grades must be submitted to the Registrar by the date assigned in the academic calendar (see Calendar and Schedules Policy, 404.11). If the grade has not been entered by this deadline, the symbol MG (missing grade) shall be entered. Missing grades should be changed to a final grade no later than three business days prior to the first day of classes in the subsequent academic term. ~~five business days after grades were due.~~

Grades may be changed through the Grade Appeal process, through the conversion of an Incomplete to a grade, through the conversion of an IP to a grade, ~~through the replacement of a repeated course,~~ and through the Grade Change Process.

Grade Change Process: Under some circumstances not covered by an Incomplete or In Progress, a grade may be changed by the course instructor through submission of a

grade change request. The request must be reviewed by the chair of the department offering the course. ~~A grade may not be changed on the basis of a second final examination or additional course work undertaken or completed after the grade was issued.~~

### **Reporting Grades**

The schedule and method of reporting grades to the student are determined by the Registrar's Office.

**And be it resolved** that the implementation date for the graduate grade change policy will be Fall 2019.

**Commentary:** Many changes have occurred in the Grades and Grading System since the last time the faculty reviewed them (LRU, 1968). Some of these changes can be seen in Faculty Senate legislation (e.g., the incomplete legislation, 2/26/1987), but many changes cannot be found in Faculty Senate legislation.

This legislation is intended to reconcile current practices and fix a few issues, such as Spring incomplete grades being resolved in the summer when faculty are off contract and issues related to resolving situations where grades have not been issued.

In the case of summer incompletes, the intent of this legislation is that those grades be resolved during the academic semester (fall, spring).

Discussion of IP disposition. Language was written so that extremely uncommon

AW: continues to explain the changes

M DeAngelis: there are courses that can be taken more than once for credit. We do not want to lose that option.

J Matson: motion to amend with footnote to clarify "Repeated Grades"

B Berry: this sets the baseline. Programs can set a higher standard.

J Giammo: regarding academic clemency does academic clemency override this policy

NOTE: Academic clemency (2/26/1993) removes the grade from the transcript and gpa. It does not change the grade.

AW: May need to amend. We will review both policies for consistency and bring a motion to amend if necessary in April.

M Mathis: look back at potential expiration date on Incomplete If the I is awarded in the Fall, change effective next Spring, if Summer effective Fall. if effective

A Wright: explained the 4 point scale.

Calls vote: Motion carries

### IX. New Business

A. **Motion FS\_2018\_4.** Executive Committee (Legislation. Majority Vote at One Meeting, no second required) Final Exam Template

**Be it resolved** to replace the "Final Exam Template" legislation (12/5/2008) with (underline denotes addition, strikethrough denotes deletion):

Consultation Day will be the first business day after the last day of classes. Faculty should be available to consult with students during business hours (8:00 am - 4:00 pm).

Meetings and other required activities involving either students or faculty may not be scheduled on Consultation Day.

Final exams for the fall and spring semesters on the main campus will be scheduled during the period of five consecutive business days following consultation day, except for final exams in Math 1302 and 1321, which may be held on Consultation Day from 4:00pm - 6:00pm. ~~That the final exam schedule will remain constant.~~

All other final exams will be scheduled based on the Class Block:

|                        | <u>If your class meets:</u> | <u>Then your final exam will be:</u> |
|------------------------|-----------------------------|--------------------------------------|
| <u>M, W, F Classes</u> | <u>8:00am MWF</u>           | <u>W 8:00 - 10:00am</u>              |
|                        | <u>9:00am MWF</u>           | <u>F 8:00 - 10:00am</u>              |
|                        | <u>10:00am MWF</u>          | <u>W 10:30am - 12:30pm</u>           |
|                        | <u>11:00am MWF</u>          | <u>F 10:30am - 12:30pm</u>           |
|                        | <u>12:15pm MWF</u>          | <u>M 10:30am - 12:30pm</u>           |
|                        | <u>1:40pm MWF</u>           | <u>W 1:30pm - 3:30pm</u>             |
|                        | <u>3:05 pm MWF</u>          | <u>M 1:30pm - 3:30pm</u>             |
| <u>T, R Classes</u>    | <u>8:00am TR</u>            | <u>R 8:00am - 10:00am</u>            |
|                        | <u>9:25am TR</u>            | <u>T 8:00am - 10:00am</u>            |
|                        | <u>10:50am TR</u>           | <u>R 10:30am - 12:30pm</u>           |
|                        | <u>12:15pm TR</u>           | <u>T 10:30am - 12:30pm</u>           |
|                        | <u>1:40pm TR</u>            | <u>R 1:30pm - 3:30pm</u>             |
|                        | <u>3:05pm TR</u>            | <u>T 1:30pm - 3:30pm</u>             |
| <u>Evening Classes</u> | <u>4:30pm MWF or W only</u> | <u>W 4:00pm - 6:00pm</u>             |
|                        | <u>4:30pm M only</u>        | <u>M 4:00pm - 6:00pm</u>             |
|                        | <u>4:30pm TR or R only</u>  | <u>R 4:00pm - 6:00pm</u>             |
|                        | <u>4:30pm T only</u>        | <u>T 4:00pm - 6:00pm</u>             |

|  |                            |                           |
|--|----------------------------|---------------------------|
|  | <u>6:00pm MW or W only</u> | <u>W 6:00pm - 8:00pm</u>  |
|  | <u>6:00pm M only</u>       | <u>M 6:00pm - 8:00pm</u>  |
|  | <u>6:00pm TR or T only</u> | <u>T 6:00pm - 8:00pm</u>  |
|  | <u>6:00pm R only</u>       | <u>R 6:00pm - 8:00pm</u>  |
|  | <u>7:25pm MW</u>           | <u>M 6:00pm - 8:00pm</u>  |
|  | <u>7:25pm TR</u>           | <u>R 6:00pm - 8:00pm</u>  |
|  | <u>7:25pm T only</u>       | <u>T 8:00pm - 10:00pm</u> |
|  | <u>7:25pm W only</u>       | <u>W 8:00pm - 10:00pm</u> |
|  | <u>7:25pm R only</u>       | <u>R 8:00pm - 10:00pm</u> |
|  | <u>7:25pm M only</u>       | <u>M 8:00pm - 10:00pm</u> |
|  | <u>8:50pm TR</u>           | <u>T 8:00pm - 10:00pm</u> |
|  | <u>8:50pm MW</u>           | <u>W 8:00pm - 10:00pm</u> |

Classes which occupy more than one Class Block will use the earliest Class Block's Final exam time.

**Commentary:** When the class schedules changed, the final exam template needed to be updated. This legislation also defines consultation day. Although the practice on consultation day has been to reserve this time for consultation between faculty and students, there has been a trend to schedule activities on this day. In many cases, these practices interfere with the academic well-being of the students, so some reservation of faculty and student time is merited.

BBKnabe: Silent on online courses; Is this intentional?

AW: Yes, there are situations in which this doesn't apply.

J Hendon: Recommends we review the needs of online courses in this context.

Friendly amendment to strike 'regular'

Friendly amendment 'except for final exams in Math 1302 and 1321 [which may be held]

Is there room to add another day devoted to capstone, final projects and other special assignments?

AW: this is a topic for the calendar committee

Calls vote: Motion carries

X. Open Forum

XI. Adjourn



Below are notes from the March 30th Faculty Senate meeting:

- During the "airing of the grievances" portion of the program, a few folks (from different colleges) were concerned that in some recent faculty searches, after a candidate was identified for hire and the recommendation sent forward for approval, the administration applied additional criteria for hire thus eliminating the otherwise qualified individual and undermining the search.
- Announcements - a reminder about the Suicide Prevention Walk to be held on April 7th @ 12:30pm at the Fountain. The link to register is here: <https://afsp.donordrive.com/index.cfm?fuseaction=donordrive.event&eventID=5084>
- The Planning & Finance Committee will report to the Senate in April their findings about Summer Course Offerings. [Note: In the Fall, P&F was charged with the task of exploring how the different colleges approach summer course planning and the funding of summer classes. The charge was grounded in a concern that these approaches varied significantly across campus and some faculty benefited or were disadvantaged based on which college they happen to reside.]
- Old Business: Grades - the senate updated the grading policy (had not been updated since the '70's). Big changes you need to know about: *IP* has been updated, however there are a couple of holes in the new update that we will fix in the April meeting. Also, updated the portion of the policy about repeating courses to improve a grade to now allow graduate students to benefit. This does not include courses such as practicum, internships, or dissertation hours. This only applies to courses that cannot be repeated for credit.
- New Business: Final Exam template. The new template clearly defines consultation day and that faculty must be available for student consultation...that means that colleges/units cannot schedule retreats or all-day meetings on those days. Also, the Final Exam template has been re-organized so that it is much easier to read thus eliminating any confusion about when your final exam is based on your course time block. This only applies to main campus-based courses only.

Update Re: Board Policy 405.1, 405.4, and 407.1 - As I am sure you are aware, the Board passed the proposed changes made by the system office. While the revised Board policy makes tenured faculty more vulnerable, the Faculty Senate will address legislation in April that will build back in some protections for faculty. For example, as a campus we will define WHAT an overall "unsatisfactory" is, HOW and WHEN it may be administered, and WHO has the authority to administer an overall rating of "unsatisfactory". Most units on campus will have to revise their governance documents to comply with the new board policy anyway, so we thought we might as well move quickly to make these campus-level changes. As the Executive Committee starts working on this, Jane and I can seek your input/feedback. We will be working quickly on this so be on the lookout for language from us in the week or so.