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### *AGENDA FOR*
### *UNIVERSITY SENATE MEETING*

### *(Meeting #6, 2013-14)*

### *February 13, 2014*
### *4:00 p.m.*
### *Letterman Building (LB), Room 125*
### *PLEASE NOTE ROOM FOR SPRING, 2014*

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Approval of senate minutes of November 14, 2013

I.  Announcements

    A.  <u>Next Scheduled Meetings</u>
        Senate Agenda Committee – Monday, March 3, 2014, 2:00 p.m., Letterman Building (LB), Rm. 104
        University Senate – Thursday, March 20, 2014, 4:00 p.m., Letterman Building (LB), Room 125
        **PLEASE NOTE ROOM CHANGE FOR SPRING SEMESTER**

    B.  Program Information – Academic Posting 2013-14, Volume XLV-6
        <u>Revised Programs</u>
        Interdepartmental Programs
            Peace Studies and Conflict Resolution
                Minor in Peace Studies and Conflict Resolution
        College of Architecture and Planning
            Department of Landscape Architecture
                Master of Landscape Architecture (MLA)
        College of Fine Arts
            School of Art
                Visual Arts Studio
                Master of Fine Arts, Visual Arts
            Department of Theatre and Dance
                Major in Theatre
        College of Science and Humanities
            Interdepartmental Programs
                Teaching Major in Social Studies
                Senior High, Junior High/Middle School Education Program
            Department of Computer Science
                Major in Computer Science
        Teachers College
            Department of Special Education
                Minor in Exceptional Needs:  Early Childhood Special Education

    C.  Minimum Grade Requirements (Enclosure #1)

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II.     Recognition of Deaths

**Dorothy Johnson Burkhardt**
Instructor of French
Winter Quarter 1957-Spring Quarter 1981

**Margaret Hosey**
Professor Emerita of Psychology
 Educational Psychology and
 Director Emeriti of Professional Selection
Retired, 1979
20 Years of Service

**Thomas R. Mertens**
Distinguished Professor Emeritus of
 Biology Education
Retired, 1993
36 Years of Service

**Earl Yestingsmeier**
Head Golf Coach Emeritus and
 Assistant Professor Emeritus of Physical Education
Retired, 1998
39 Years of Service

III.    Committee Reports

  A.     Governance and Elections Committee – Ralph Bremigan, Chairperson

  B.     Faculty Council – Kip Shawger, Chairperson

  C.     University Council – Michael Gillilan, Chairperson

  D.     Campus Council – Kevin Thurman, Chairperson

  E.     Student Government Association – Chloe Anagnos, President

IV.     Report by Chairperson of Senate – David Pearson (Enclosure #2 - Issues in the Senate System)

V.      Questions Directed to the President

VI.     Question and Answer Period

VII.    Unfinished Business

  A.  Constitutional Amendments (**Tabled at 1/16/14 meeting,** Enclosure #3)

VIII.   New Business

  A.  Revision of Incomplete Grades Policy (Enclosure #4)

IX.     Other Items

X.      Adjournment

/mt

Members Present: 52                                                                            Members Absent: 14

1.  The meeting was called to order at 4:00 p.m., by the Chairperson of the University Senate, David Pearson.
    Roll Call was taken by initialing the roster located at the entrance to LB 125.
    Members Present:  S. Aegisdottir, E. Agnew, C. Anagnos, A. Beane, B. Brey, P. Buis, B. Byers, S. Byrum,
    D. Caristi, C. Corbin, E. Crawford, G. Dodson, J. Forbey, M. Gillilan, J. Gora, D. Grosnick, J. Gruver,
    J. Hammons, A. Harden, C. Hendershot, T. Hendricks, M. Hill, M. Holtzman, J. Huff, J. Jemiolo, J. Jones-Hall,
    T. King, K. Koch, K. Kreamelmeyer, M. Maggiotto, T. Mahfouz, E. Nesson, L. O'Hara, C. Pak, S. Pattison,
    D. Pearson, L. Pellerin, N. Perera, S. Rice-Snow, D. Shawger, D. Singh, C. Staggs, L. Sun, K. Thurman,
    C. Updike, D. Wheeler, S. Zhuk

    Substitutes:  Frank Groom for R. Bellaver, Dale Umbach for R. Bremigan, Robin Blom for M. Hanley,
    Matt Stephenson for L. Julian, Shannon Staton for G. Slater

    Members Absent:  J. Bolin, R. Butler, B. Canada, J. Chapman, M. Chiuini, R. Davis, J. Fitzgerald, L. Lehman,
    C. Munchel, T. Richardson, L. Slone, L. Stevens, J. Strauss, C. Thomas

2.  A motion was made and seconded (Shawger/Thurman) to approve the University Senate minutes of
    November 14, 2013.

      The motion carried.

3.  Announcements

    A.  Presidential Search Update –        R. Wayne Estopinal, AIA
                                            Trustee and Committee Chair
                                            Ball State University Board of Trustees


    The chair of the senate introduced today's speaker.  Mr. Estopinal welcomed those attending from the Presidential
    Search Committee.  The search committee has been meeting with Students, Staff, and Faculty this past week.
    They will meet with the Alumni Council on Saturday, January 18.  University Marketing and Communications is
    documenting comments made at each of these group meetings, as well as the Staff Council meeting held earlier
    today and today's senate meeting.  These comments, concerns and suggestions will be handed to the candidates to
    review prior to their interview.  All stakeholders are invited to forward any other comments to Mr. Jerry Baker
    from the search firm that has been hired to field applicants.  His email address is jabaker@baasearch.com.  He has
    a group of candidates (approximately 200) to send the position opening.  It will also be advertised in major higher
    education publications.

    *His questions to the senate were 1) What do you like or don't like about the present administration, and 2) after
    two years or so, what do you consider a success or what grade would you like to give the new president.*

    -  *Regarding academic credentials, do you think the new president needs to hold a Ph.D.?  Does an Ed.D. or a
       terminal degree in their area qualify?*

       …  Very uncomfortable with president without a Ph.D.; however, this is a professional position.
       …  One or two publications would be necessary
       …  Agree with what has been said, but would argue that book authorship is not a requirement in all
           disciplines.  An appropriate publication record should be necessary, however.

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1. *Should the new president come from a private or public institution?*

    … Public or private is okay
    … Should have a good grasp on public institutions and all that entails
    … Should have extensive experience with a public institution…agree but on the other hand, if someone was coming from a private institution but has experience in relationship building and funding.
    … Would like to see a president with a deep understanding and commitment to public higher education

- *A common theme from other groups was that they wanted someone to continue the good work in forming relationships in Indianapolis and managing a $339M corporation.*

Other comments from senate:
    … Would like to see in the next 5-10 years, more autonomy with departments
    … Hierarchy needs to be less rigid
    … President should both hear and understand what we say
    … The president should have a thorough financial background and be able to financially run the university and acquire money from legislature and students as well
    … Experience and commitment to international/global world.  Needs to be affordable to students.  Our reach is very much global
    … Rigorously recruiting underrepresented faculty and students to campus
    … Maintain sustainability – we have over a thirty year history, not just the geothermal project

- *Point came out that this is not really a stepping stone position, but a destination recruitment for the new president.  A lot of conversation came out about where we are with the community and the percentage of faculty and staff who do not live near the university.  Thoughts about connection with the community?  How important is that?*

    … Immersive learning has been a very good step in the efforts of improving town and gown.  Local politicians are probably more understanding of there being no work other than the university.  May need to think of long-term strategic direction.  We need to keep it going and push it even further. Community connection has certainly gotten better, but it could easily go the other way.  We do not need an isolated attitude about the campus and what the university means to the community.
    … Someone interested in faculty research
    … Retention of students
    … Encouraging technology – needs to continue to grow

- *How are we going to evaluate at the end of two years?*

    … Tied to strategic plan.  We need someone to buy into our strategic plan.  This would be the evaluating piece
    … There have been comments that we're not looking for someone to be a revolutionary change agent. The strategic plan does lay out a vision.
    … Major criteria would be improving conditions of faculty.  We need to make money for our teachers. After that, we will have a very good condition for our students.
    … The first year or two, the new president would build good relationships with departments/programs/colleges, and make those connections in a manner where there is a good feeling of going forward with confidence.

- *Absorb, listen, see, understand our vision through the strategic plan, and changes would be inclusive, openly discussed and be contextual changes. This position should not necessary be their legacy, but shared with others on campus.*

… Keeping the relationships with students
… Visibility and accessibility

Questions from senate

… Regarding process – will there be any other opportunities to have more input, meet candidates, see vitaes, prior to the announcement of a new president?

*The person we're looking for is doing an incredible job where they are right now. So the real answer is, probably not. We'll be reviewing hundreds of pages of vitaes, and we've been told to plan on 30 hours of that week reviewing documentation. The next meeting of the search committee is January 30. This will not be a public meeting; the committee will be working on an evaluation form for interviewing candidates. There will probably be no more public meetings; however, we will be as transparent as we possibly can be. All members of the search committee have signed a confidentiality agreement.*

*If you have names of candidates or educational institutions that should be contacted, please send them to Jerry Baker at the email address I gave earlier. Early March will be the major blitz on evaluating applications.*

At the conclusion of the discussion, the chair of the senate introduced Rick Hall, the newly elected President of the Board of Trustees and a Ball State alum.

Items I. B. (Next meetings), C. Revised Programs, and D. Editorial Revisions to the Constitution (Enclosure #1) were reviewed by the senate.

4. The Senate had a moment of silence to recognize the deaths of David Frances Foley and Paul A. Magro

5. Council/Committee/Student Senate Reports

A. Governance and Elections Committee – Lisa Pellerin, Secretary, reported the committee met on January 9 and discussed and approved the amendments to the handbook that are on today's agenda for a first reading. They also discussed the preference polls and suggestions for receiving more of them back after they are mailed electronically.

B. Faculty Council – Kip Shawger, Chairperson. Kip reported the Faculty Council met in November and discussed several items on today's agenda. The next meeting of the council will be Thursday, January 23, in this location. They will be reviewing incomplete grades submitted by the GEC and the Admissions and Credits Committee.

C. University Council – Michael Gillilan, Chairperson. Michael reported the University Council met the first week of December and had Associate Provost Bob Morris as a guest to discuss the policy on Conflict of Interest/Conflict of Commitment. The next meeting of the council is January 30, in this location.

D. Campus Council – Kevin Thurman, Chairperson. Kevin reported the Campus Council did not meet January 9 because there were no new items of business. The next meeting is February 6.

     E.   <u>Student Senate</u> – Chloe Anagnos, President, Student Government Association (SGA).  Chloe introduced herself and reported the SGA meets on Wednesdays and met yesterday (January 15).  Their upcoming conference on leadership development is at the end of the month.  This is the first conference for state-wide student government associations.

7.  David Pearson, Chairperson of the University Senate, reviewed the GANTT Chart (University Senate Agenda, 1/16/14, Enclosure #2) with the membership of the Senate.

Kip Shawger, member of the Salary and Benefits Committee, reported the Family Leave policy and the issue of Technology should have some kind of action and report from Business Affairs very shortly.

8.  <u>President's Remarks</u>
The President reported that the semester has begun and we have two days that we missed and will more than likely have to make up.  This was mentioned in the *President's Perspective* sent out this week.  We have a commitment to supply a certain amount of time for instruction.  The chair of the senate and faculty council both have informally spoken with the Provost and offered guidance with this issue.

The Provost reported it is a complicated situation in which we are obligated to fulfill.  There will possibly be some Saturdays, or online classes.  Classes meeting once a week will also be taken into consideration.

9.  <u>Question and Answer Period</u>

   There were no questions.

10. <u>Unfinished Business</u>

    A. <u>Constitutional Amendments</u> (University Senate Agenda, 1/16/14, Enclosure #3)
       **Tabled from 11/14/13 meeting**

       A motion was made and seconded (Shawger/Thurman) to take off the table for discussion and vote.
       Lisa Pellerin, spokesperson for the Governance and Elections Committee, reported the committee felt these revisions to the constitution were substantive and could not be revised without an amendment.  Both amendments affect each other.

       The vote on the amendments were conducted separately.

          Amendment #1 <u>carried</u>.
          Amendment #2 <u>carried</u>.

11.  <u>New Business</u>

    A. <u>Constitutional Amendments</u> (University Senate Agenda, 1/16/14, Enclosure #4)

       This is the first reading and no discussion may take place.  There are five amendments.

       A motion was made and seconded (Thurman/Shawger) to table until the next meeting.

         The motion to table the constitutional amendments <u>carried</u>.

12.  <u>Other Items</u>
    A. A question was asked regarding the construction around Cooper Science Building.  They are missing several parking spaces and there are several unoccupied service spaces behind the smokestacks.  The faculty member wondered if some of those spaces could be allocated to the missing spaces in the R11 lot by the building.  The

President will pursue the request and report back to the senate.

13. <u>Adjournment</u>
    The meeting adjourned at 5:10 p.m.


<u>February 13, 2014</u>


<u>David Pearson, Chairperson</u>       <u>Amy Harden, Secretary</u>


/mt

**Current statement in catalog:**

Minimum Grade Requirements (from last Spring)
All degree programs require that students earn a grade-point average of at least 2.0 overall and in each area of concentration. Some programs—for example, teacher education—have higher minimum requirements.

<div align="center">Current Undergraduate Catalog, Page 11</div>

**Proposed revision:**

Minimum Grade Requirements
All degree programs require that students earn a grade-point average of at least 2.0 overall and in each area of ~~concentration~~ <u>majors, minors, certificates, and the University Core Curriculum</u>. Some programs—for example, teacher education—have higher minimum requirements.

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Minimum Grade Requirements
All degree programs require that students earn a grade-point average of at least 2.0 overall and in each area of majors, minors, certificates, and the University Core Curriculum. Some programs—for example, teacher education—have higher minimum requirements.

*Rationale*:

*The Undergraduate Education Committee determined that they did not want each concentration area (formerly options) to have minimum GPA's. To do so gets to a level of detail that was not necessary. The major has a minimum GPA and that covers what is needed in their estimation.*

Issues in the Senate System  2013-14

| Issues | Committee | Start | End | 10% | 20% | 40% | 50% | 60% | 70% | 80% | 90% | 100% |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***FACULTY COUNCIL*** | | | | | | | | | | | | |
| Telecommuting | Salary&Benefits Business Affairs | 11/19/12 | | ▨ | ▨ | | | | | | | |
| Revision of Current Family Leave Policy | Salary&Benefits | 9/17/12 | | ▨ | ▨ | | | | | | | |
| **Issues** | **Committee** | **Start** | **End** | **10%** | **20%** | **40%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
| ***UNIVERSITY COUNCIL*** | | | | | | | | | | | | |
| Telecommuting | From Sen.Agenda to S&B, to Business Affairs | 11/19/12 | | ▨ | ▨ | | | | | | | |
| **Issues** | **Committee** | **Start** | **End** | **10%** | **20%** | **40%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
| ***CAMPUS COUNCIL*** | | | | | | | | | | | | |
| Cardinal Cash | | | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | |
| **Issues** | **Committee** | **Start** | **End** | **10%** | **20%** | **40%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
| ***AGENDA COMMITTEE*** | | | | | | | | | | | | |
| Faculty Load/Salary Adjustments | Faculty/Univ. Councils | 8/20/12 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | |
| Revision of current Family Leave Policy | Salary & Benefits | 9/17/12 | | ▨ | ▨ | | | | | | | |
| Bus Stop Shelters     SR-17-12/13 | MP&F | 8/19/13 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | | | |
| Waterless Urinals     SR-18-12/13 | MP&F | 8/19/13 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | | | |
| Water Bottle Refilling Stations     SR-19-12/13 | MP&F | 8/19/13 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | | | |
| Nepotism Policy | AF&Ethics | 11/4/13 | | ▨ | | | | | | | | |
| Special Assigned Leave Policy | Special Leave | 11/4/13 | | ▨ | ▨ | | | | | | | |
| Post Tenure Review | UP&T | 2/3/14 | | | | | | | | | | |
| **Issues** | **Committee** | **Start** | **End** | **10%** | **20%** | **40%** | **50%** | **60%** | **70%** | **80%** | **90%** | **100%** |
| ***GOVERNANCE AND ELECTIONS*** | | | | | | | | | | | | |
| Membership of Professional Education Committee | From Faculty Council to PEC | 1/26/12 2/2/12 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | | |
| Student Elections to USenate | | 8/23/13 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ |
| Committee Membership and Responsibilities (submitted by various committees | | 8/23/13 | | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | ▨ | | |
| Review of Constitution in Handbook | | 9/26/13 | | ▨ | ▨ | ▨ | ▨ | | | | | |

**<u>Constitutional Amendments – Second Reading</u>**


<span style="color:red">AMENDMENT #1</span>
<u>Online Distance Education Committee</u> – Move from University Council to Faculty Council Purview

> *Rationale:  Online is a vehicle for curricular and instructional delivery of courses and degrees and so should therefore be addressed by faculty council.*


<span style="color:red">AMENDMENT #2</span>
<u>Graduate Education Committee</u>

5.   Graduate Education Committee[30]

5.1   Membership – The membership of the Graduate Education Committee shall consist of the following:

    5.11   <u>Voting</u>

        5.111   Two members appointed by and from the Faculty Council who are members of the Graduate Faculty, for staggered two year terms;

        5.112   Eleven members of the Graduate Faculty elected by and from the regular Graduate Faculty, with the number of representatives from each college based on the ratio of that college's membership in the total Graduate Faculty, for staggered two year terms:

        5.113   Three members of the Graduate Faculty appointed by the Faculty Council upon recommendation by the Dean of the Graduate School for staggered two year terms:

        5.114   Seven graduate students appointed by the ~~Campus Council~~ **<mark>Student Government Association</mark>**, from each college offering graduate programs, for one year terms.

    5.12   <u>Non-Voting</u>

        5.121   The Provost and Vice President for Academic Affairs, ex officio, or a designee;

        5.122   The Dean of the Graduate School, ex officio, or a designee;

        5.123   The Assistant Dean of the Graduate School, ex officio, or a designee.

5.2   Responsibilities – The Graduate Education Committee is responsible for the following initiatives and activities:

5.21   To elect a Chairperson and a Secretary from its ~~appointed~~ <mark>voting</mark> faculty membership by majority vote for one year terms:

5.22   To forward minutes of each committee meeting to the Chair of the Faculty Council within a timely manner;

5.23   The officers and the Dean of the Graduate School, ex officio, or a designee, shall constitute an Executive Committee to prepare an agenda for each meeting and to expedite committee business.

5.24   To initiate and recommend policies and procedures for the administration of the graduate programs on matters relating to admissions, retention, curricular requirements, residence, research papers and theses, advanced standing, examinations, class sizes, and other duties necessary for the successful operation of the graduate programs;

5.25   To recommend the addition, deletion, or modification of graduate curricula and programs;

5.26   To evaluate and approve all interdisciplinary graduate courses and programs;

5.27   To evaluate graduate programs and to make recommendations, when appropriate;

5.28   To confer with other councils and committees when problems of mutual concern arise;

5.29   To initiate and recommend policies and procedures on matters concerning the establishment of qualifications for doctoral fellows, graduate assistants, and the proposed recipients of honorary degrees;

5.30   To evaluate and approve Graduate Faculty Policies.

4. Online Distance Education Committee [43]
    4.1  Membership – The membership of the Online Distance Education Committee shall consist of the following:
        4.11 Voting
            4.111 Seven faculty members, one representing each college, at least one of whom must be a member of the Faculty Council, appointed by the Faculty Council, for staggered two year terms;
            4.112 Three professional personnel, from appropriate representative areas, appointed by the University Council, for staggered two year terms;
            4.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.
        4.12 Non-Voting
            4.121 ~~The Associate Provost for Learning Initiatives, Division of Distance and Online Education, ex officio, or a designee;~~
            4.122 ~~The Dean of University Libraries, ex officio, or a designee.~~
            4.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

    4.2  Responsibilities – The Online Distance Education Committee is responsible for the following initiatives and activities:
        4.21 To elect a Chairperson and a Secretary from its ~~appointed~~ voting faculty membership by majority vote, for one year terms;
        4.22 To forward minutes of each committee meeting to the Chairperson of the ~~University~~ Faculty Council within a timely manner;
        4.23 Help to inform and advise for online distance education initiatives at Ball State that support the overall mission and strategic plan of the University;
        4.24 To consider and ~~develop~~ recommend policies ~~and procedures for the administration of extended, education programs of the University;~~ regarding support of faculty, staff and student activities that would be aided by faculty development and administrative services as they relate to online, distance and blended education;
        4.25 ~~To receive and consider~~ Make recommendations for improving ~~revisions and improvements in~~ services and support for online ~~and~~ distance education; ~~programs of the University;~~
        4.25 ~~To evaluate online distance education at the University and to make recommendations, when appropriate.~~
        4.26 Provide feedback on all policies, procedures and practices relating to teaching and learning online, via distance and through blended instruction.

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4. Online Distance Education Committee [43]
    4.1  Membership – The membership of the Online Distance Education Committee shall consist of the following:
        4.11 Voting
            4.112 Seven faculty members, one representing each college, at least one of whom must be a member of the Faculty Council, appointed by the Faculty Council, for staggered two year terms;
            4.113 Three professional personnel from appropriate representative areas, appointed by the University Council, for staggered two year terms;
            4.114 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.
        4.12 Non-Voting
            4.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;

    4.2  Responsibilities – The Online Distance Education Committee is responsible for the following initiatives and activities:

4.21 To elect a Chairperson and a Secretary from its voting faculty membership by majority vote, for one year terms;

4.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;

4.23 Help to inform and advise for online distance education initiatives at Ball State that support the overall mission and strategic plan of the University;

4.24 To consider and recommend policies regarding support of faculty, staff and student activities that would be aided by faculty development and administrative services as they relate to online, distance and blended education;

4.25 Make recommendations for improving services and support for online and distance education;

4.26 Provide feedback on all policies, procedures and practices relating to teaching and learning online, via distance and through blended instruction.

**AMENDMENT #4**
Academic Technology Committee

6.2 Responsibilities:

6.21 To elect a chairperson and a secretary, ~~who must be an elected member of Faculty Council, and a Secretary~~ from ~~its appointed~~ voting faculty membership by majority vote for one year terms;

6.22 To forward minutes to the Chairperson of the Faculty Council within a timely manner;

6.223 Help to inform and advise a strategic vision and plan for academic technology at Ball State that supports the overall strategic mission of the University;

6.224 Consider and recommend policies regarding support of faculty, staff and student activities that would be aided by Academic Technology Solutions;

6.225 Make recommendations for improving all technology services;

6.226 Provide feedback on all technology resources and alternatives and make recommendations to the Office of Information Technology.

**AMENDMENT #5**
Library Committee

7.2 Responsibilities – The Library Committee is responsible for the following initiatives and activities:

7.21 To elect a Chairperson and a Secretary from its voting ~~appointed~~ **faculty** membership by majority vote for one year terms;

7.22 To forward minutes of each committee meeting to the Chairperson of the Faculty Council within a timely manner;

7.23 To initiate and recommend policies and procedures for the operation of the University Libraries;

7.24 To receive and consider recommendations for improving library procedures and Practices;

7.25 To evaluate University Libraries services, particularly through departmental library representatives, and to make recommendations, when appropriate.

*Rationale: Small committee who does not always have a large number of faculty as members. Since the library affects and is used by all constituencies on campus, this change seems reasonable.*

Graduate Education Committee 11/12/13                                    University Senate Agenda
Graduate Education Committee 11/26/13                                               February 13, 2014
Admissions and Credits Committee  12/9/13                                               Enclosure #4
Admissions and Credits Committee 1/14/13 (Revision #1)
Senate Agenda Committee 2/4/13
Undergraduate Education Committee 2/18/13 (Revision #2)
Faculty Council 2/21/13
Admissions & Credits Committee 11/11/13
Senate Agenda Committee 11/4/13
Faculty Council 1/23/14

Proposed:

1.  Near the close of each session of the University, faculty members will be notified from the Office of Registration and Academic Progress of the time when grades for the current session are due.  After grades have been submitted , ~~in person, to the office of the chairperson of the department~~, they will be processed through the Office of Registration and Academic Progress and will be made available for student viewing on the web, and used at once for determining the student's eligibility to attend the next semester or term, to continue in sequential courses, to be recommended for graduation and often recommended for teaching certificate, for transcript of record to be sent elsewhere, and for other purposes.  A grade of "NR" will be recorded automatically by the Office of Registration and Academic Progress for any grade not properly reported.  Notification of an "NR" grade is sent by the Office of Registration and Academic Progress to the department and to the instructor.  If an "NR" grade is not removed by the fifth week of the following (Academic Year) term, the Office of Registration and Academic Progress will automatically change the grade to an F if it is a graded course or NC if it is a credit/no credit course.  The minimum of time has been allowed for all grade processing, and staff often work throughout the night.  Should any one faculty member fail to report all relevant grades by the hour they are due, the resulting situation is one of widespread inconvenience.  Therefore, it is essential that the faculty submit all grades in the period in which they are due.  It is essential that the grades be recorded ~~on the Final Grade Reporting Form or through the web~~ in the proper format.  Failure to submit the ~~Final Grade Reporting Form~~ grades to the Office of Registration and Academic Progress by the specified due date will result in the instructor submitting grades on the ~~Change of Grade Form~~ Supplemental Grade Report form for each student to the Office of Registration and Academic Progress.  Specific and detailed instructions will come directly from the Office of Registration and Academic Progress to all departmental secretaries/administrative coordinators.
2.  Students are graded in accordance with the system described in the Catalog. The student's work in a course is to be regarded as finished by the close of the semester or term.   A student whose work at the close of the semester or term is incomplete because of illness or some circumstances beyond the control of the student may be given an "I" grade and privileges of completing the work at a later time. Students who withdraw from a course under the terms specified for the mark of "W" may be given "W."
3.  The granting of an "I" must be approved at the end of the semester by the department head or chairperson.
4.  It is most important that the conditions for removing the "I" be as specific as possible. Removal of an "I" should be limited to as short a period as possible. ~~If  an "I" grade is not removed within the time agreed upon, it automatically becomes an "F".~~  An "I" grade will expire to become an "F".   ~~If an "I" grade is not removed within the time agreed upon, it automatically becomes an "F." The maximum time permitted for the completion of an "I" grade is twelve calendar months. After twelve calendar months, an "I" becomes an "F." An exception is made when an "I" grade is given for RES 697, THES 698, DISS 799, or for a graduate or  undergraduate course recommended by a department chairperson and approved by the  appropriate dean.~~

*Undergraduate Courses*
Unless an earlier completion date is specified by the instructor, an "I" grade awarded for an undergraduate course will expire as follows:  for Fall enrollment, by May 1; for Spring and/or Summer enrollment, by December 1.   An exception is made when an extension on the timeline has been recommended by a department chairperson and approved by the appropriate dean. The Registrar's Office will send an email reminder to the student and to the instructor of an "I" grade on the student record on or about the 15th of every month.

*Graduate Courses*
The maximum time permitted for the completion of an "I" grade for a graduate course is 12 calendar months. An exception is made when an extension on the timeline has been recommended by a department chairperson and approved by the appropriate dean.  The Registrar's Office will send an email reminder to the student and to the instructor of when an "I" grade appears on the student record on or about the 15th of every month. Incomplete capstone projects in CRPR 698, RES 697, THES 698, or DISS 799 may be handled in one of three ways: credit may be given on an on-going basis if the student is making progress with the understanding that the student cannot graduate until the project is submitted to and approved  by the Graduate School; instructors may assign a grade of NC and may change the grade to CR when the project is complete; or instructors may request an extension of the "I" grade.


Pages 307-308, Faculty and Professional Personnel online Handbook


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1. Near the close of each session of the University, faculty members will be notified from the Office of Registration and Academic Progress of the time when grades for the current session are due.  After grades have been submitted, they will be processed through the Office of Registration and Academic Progress and will be made available for student viewing on the web, and used at once for determining the student's eligibility to attend the next semester or term, to continue in sequential courses, to be recommended for graduation and often recommended for teaching certificate, for transcript of record to be sent elsewhere, and for other purposes.  A grade of "NR" will be recorded automatically by the Office of Registration and Academic Progress for any grade not properly reported.  Notification of an "NR" grade is sent by the Office of Registration and Academic Progress to the department and to the instructor.  If an "NR" grade is not removed by the fifth week of the following (Academic Year) term, the Office of Registration and Academic Progress will automatically change the grade to an F if it is a graded course or NC if it is a credit/no credit course.  The minimum of time has been allowed for all grade processing, and staff often work throughout the night.  Should any one faculty member fail to report all relevant grades by the hour they are due, the resulting situation is one of widespread inconvenience.  Therefore, it is essential that the faculty submit all grades in the period in which they are due.  It is essential that the grades be recorded in the proper format.  Failure to submit the grades to the Office of Registration and Academic Progress by the specified due date will result in the instructor submitting grades on the Supplemental Grade Report form for each student to the Office of Registration and Academic Progress.  Specific and detailed instructions will come directly from the Office of Registration and Academic Progress to all departmental secretaries/administrative coordinators.
2. Students are graded in accordance with the system described in the Catalog. The student's work in a course is to be regarded as finished by the close of the semester or term.   A student whose work at the close of the semester or term is incomplete because of illness or some circumstances beyond the control of the student may be given an "I" grade and privileges of completing the work at a later time. Students who withdraw from a course under the terms specified for the mark of "W" may be given "W."
3. The granting of an "I" must be approved at the end of the semester by the department head or chairperson.

4.  It is most important that the conditions for removing the "I" be as specific as possible. Removal of an "I" should be limited to as short a period as possible.  An "I" grade will expire to become an "F".


*Undergraduate Courses*

Unless an earlier completion date is specified by the instructor, an "I" grade awarded for an undergraduate course will expire as follows:  for Fall enrollment, by May 1; for Spring and/or Summer enrollment, by December 1.   An exception is made when an extension on the timeline has been recommended by a department chairperson and approved by the appropriate dean. The Registrar's Office will send an email reminder to the student and to the instructor of an "I" grade on the student record on or about the 15th of every month.

*Graduate Courses*

The maximum time permitted for the completion of an "I" grade for a graduate course is 12 calendar months. An exception is made when an extension on the timeline has been recommended by a department chairperson and approved by the appropriate dean.  The Registrar's Office will send an email reminder to the student and to the instructor of when an "I" grade appears on the student record on or about the 15th of every month. Incomplete capstone projects in CRPR 698, RES 697, THES 698, or DISS 799 may be handled in one of three ways: credit may be given on an on-going basis if the student is making progress with the understanding that the student cannot graduate until the project is submitted to and approved  by the Graduate School; instructors may assign a grade of NC and may change the grade to CR when the project is complete; or instructors may request an extension of the "I" grade.


Pages 307-308, Faculty and Professional