Academic Standards Committee

Minutes of the February 4, 2011 Meeting

Members Present: Tricia Davis, Andriel Dees, Terry Ferriss, Brian Schultz (for Glenn Potts), Faye Perkins, Stan Schraufnagel, Stacey Stoffregen, Daniel Vande Yacht

Meeting started at 9 a.m.

Minutes of the December 1, 2010, meeting were approved.

AGENDA:

1. **Final Grades Policy for J-Term and Summer Sessions**

   Background: Review the policy/practice for due date submission of final grades for J-Term and Summer Sessions and recommend changes if necessary. Last fall when this committee finished discussing/reviewing the due date for grade submission for Fall 2010, the committee members requested to revisit the policy as it pertains to J-term and Summer Sessions.

   The Faculty Handbook states:

   8.2.14 Final Grades

   The class rosters with final grades recorded on them are due in the Registrar’s Office on or before the fifth working day following the last scheduled examination. The instructor is responsible for checking the accuracy of the information on each grade roster.

   August 26: Faculty must have Summer Grades entered on eSIS by 3:00 p.m.; after that, Grade Change cards must be submitted.

   - First session ends June 12
   - Second session ends July 3
   - Third session ends July 24
   - Fourth session ends August 14
   - Fifth session ends August 20th

   September 2: Classes begin for Fall 2011.

   Discussion: The current policy is a problem for students that are on probation following spring semester and the administration waits for the summer grades as part of the consideration as to whether or not the student should be admitted back for the fall semester. Not being able to review the student’s grade status until late August puts the administration in a position where they are unable to inform the students of their fall enrollment status in a timely manner. Students need time to arrange for financial aid and housing, etc. if they will be re-admitted.

   The delay in getting grades to students quickly after a course is completed also negatively affects teachers who need the grade reported to get a “Lane Change”, students applying for tuition reimbursement from employers and for students in general who have an expectation of knowing grades within a couple of
weeks of completing a course. Currently, faculty who complete a course in mid-June or anytime during summer have until August 26 to turn in grades. Students need quicker reporting time.

Dan Vande Yacht stated that grades are usually due based on the end of the term. There are quite a few of summer sessions set up almost 50 sessions because of the customization of classes schedules. Discussion centered around perhaps having the grades due 5 days after the end of any particular session.

There was a suggestion that instead of dealing with the exceptions to the policy, perhaps keeping the policy to the broader perspective would be appropriate. Discussion and suggestions to change the policy for summer and j-term was held.

A Motion to approve the following changes to the submission of grades policy was made by Tricia Davis and seconded by Brian Schultz. (deletions to the old policy are noted by striking out, additions are noted in bold and the original policy statements in regular case)

8.2.14 Final Grades Submission of Final Grades

8.2.14.1 Submission of Final Grades for Fall and Spring Semesters

The class rosters with final grades recorded on them are due in the Registrar’s Office on or before the fifth working day following the last scheduled examination. The instructor is responsible for checking the accuracy of the information on each grade roster. [ FS 04/05 #19 ]

8.2.14.2 Submission of Final Grades for J-Term/Winter Sessions and Summer Sessions

The class rosters with final grades recorded on them are due in the Registrar’s Office on or before the fifth working day following the last scheduled class for that course. The instructor is responsible for checking the accuracy of the information on each grade roster.

Motion passed unanimously. Terry will submit the motion to Faculty Senate. It will be recommended that this policy take effect immediately.

2. Military Service Class Absence Policy Update

Terry has forwarded the policy on veterans to Faculty Senate. It is on cue for discussion.

3. Policy on University Sponsored Off-Campus Activities and Field Trips

The Faculty Senate Executive Committee has forwarded a request for the committee to review the policy on university-sponsored, off-campus activities and field trips (Ch. 8, section 8.2.11) and recommend changes if necessary.
8.2.11 University Sponsored Off-campus Activities and Field Trips

Criticism arises due to the interruption of student programs by off-campus activities, especially during the spring term. Staff members can lessen criticism by careful scheduling. Scheduling field trips on Saturday is recommended or, if a weekday is essential, varying the hours and the days. Such activities should not be scheduled during the final exam period or one week prior to final examinations.

Students will not be penalized for missing class in order to participate in University sanctioned events. If class attendance is a requirement, missing a class in order to participate in a University-sanctioned event will not be counted as an absence. Such absences do not relieve the students of any of their class responsibilities (e.g., homework, exams, lecture notes, etc.). Students are responsible for completing course requirements that are due on the dates of University-sanctioned events per prior agreement with the instructor.

A University-sanctioned event is defined to be any extracurricular event (e.g., educational field trips or conferences, theatrical performances, intercollegiate athletic contests, musical performance or tours, etc.) as approved by the Provost and Vice Chancellor for Academic Affairs.

Departments sponsoring such events are responsible for obtaining the Provost and Vice Chancellor's approval prior to an event for it to be determined as sanctioned. Prior written notice of the student's absence due to a University-sanctioned event will be provided to the instructor by the sponsoring department.

Issues related to the review of this policy:
• where are University-sanctioned events reported (currently the procedure is to post on Falcon Daily);
• there are some instructors that still insist on written permission;
• Faye mentioned that the Dean’s Council brought up the issue about the approval process of going through the Provost has been dropped and is not being followed according to policy;
• this comes up in athletic events participation as an issue;
• faculty who award participation points struggle with students and how to treat everyone fairly – by missing a class will the student be penalized for attending these university sanctioned events?
• Other?

It was suggested that the committee find out from Faculty Senate Executive Committee as to what specific issue the individual(s) had when they asked the Senate to look into the policy. Terry will inquire and report back to the group.

Other issues for future meetings:
Suspension of students in the summer. Dan will bring the written policy.
Meeting adjourned at 9:50 a.m.