

**THE UNIVERSITY OF TOLEDO**  
**FACULTY SENATE**  
**Minutes of the Senate Meeting of April 11, 2006**  
<http://www.facsenate.utoledo.edu>

Approved @ 8/29/06 FS mtg.

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**Highlights**

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Note: The remarks of the Senators and others are summarized and not verbatim. The taped recording of this meeting is available in the Faculty Senate office or in the University Archives.

**Chair Jorgensen** called the meeting to order. **Steve Martin, Executive Secretary** called the roll.

***I. Roll Call –2005-2006 Senators***

**Present:** Ahmed, Barden, Barlowe, Barnes, Barrett, Bischoff, Bopp, Bowyer, Bresnahan, Cluse-Tolar, Edwards (Sullivan), Floyd, Fournier, Hoover, Hudson, Humphrys, Jorgensen, Kennedy, King, Kunnathur, Lambert, Lipman, Lipscomb, Lundquist, Martin, Morrissey, Niamat, Olson, Piazza, Poling, Pope, Ritchie, Sherman, Skeens, Stoudt, Suter, Teclehaimanot, Tramer, Tucker (Hottell), Wilson, Wolff (41)

**Excused:** Fridman, Komuniecki, Spongberg, Templin, Traband, (5)

**Unexcused:** Reid, Schultz, Thompson-Casado, (3)

**A quorum was present.**

***II. Approval of Minutes***

Minutes of March 14, 2006 approved.

***III. Executive Committee Report***

**Report by Chair, Andrew Jorgensen**

There is a resolution for the President and I would like all senators to sign it. We will then get it framed and present it to President Johnson at the next Board meeting. I call your attention to the minutes of March 14. Approval has been moved and seconded. Any additions or corrections to the March 14 minutes? Minutes sent to you yesterday have two corrections that were made from the ones sent to you last week. All in favor of the minutes as distributed, please say “Aye”, opposed, same sign. ***Minutes approved.***

We had a discussion by email about the minutes and want you to think about the cost of distributing paper copies of the minutes to everyone. There are some arguments in favor, there are others who are not senators that read the minutes. I know the Board members read the minutes because they comment on them, as well as the administrators. It does cost several hundred dollars to distribute every set of Senate minutes. Think about whether you have a recommendation that we continue to do it by paper for everyone, all the faculty, or just the senators.

The election winners for senators are being called at the present time. If you were called, hopefully you said yes. We will have an election of the officers in two weeks. In fact, we will have our last meeting two weeks from today. We will elect officers and Dr. Jacobs, Pres. of MUO will be joining us the last 30 min. of that meeting.

We will probably approach officer elections in a slightly different manner. In addition to what we already do, which is to take nominations from the floor for senate officers, anyone who might be

interested or has a nomination of a person to run for one of various offices will be invited to give their names to Deb Stoudt, our Elections Committee Chair. She will work with John Barrett, our Chair of Constitution and Rules Committee to prepare a summary document with rules for officer elections as well as suggestions on continuity. For example, for chair and vice-chair the candidates must be someone who has been in the Senate previous year. If you are going off the Senate you will not be voting. The officers are chair, vice chair, executive secretary, two members-at-large, and another member to the Board, plus an alternate for this last position. If you're interested in any of those posts, and want to be nominated, you are invited to submit your name to Deb Stoudt.

**Senator Tecelehaimanot:** Is it possible to have a brief bio of the candidates for senators?

**Chair Jorgensen:** For all the positions or just the top?

**Senator Tecelehaimanot:** All the positions.

**Chair Jorgensen:** Let's say that people are invited to provide it if they would like. They don't have to. For some of the positions there have been a few nominees.

**Senator Tecelehaimanot:** The new senators, we really do not know who those people are.

**Chair Jorgensen:** We did start a new tradition last year, that the candidates for chair do speak for a few minutes, and we will continue that. Those of you who are going off the Senate, might want to give some advice to new senators.

**Senator Stoudt:** We could forward to all senators biographical information for individuals who are nominated in advance, and individuals nominated from the floor could provide the information at that time. Whichever way is fine, just as long as there is consistency. The presentation of biographies will slow the election process a bit.

**Chair Jorgensen:** Anything else on elections?

- Book orders; faculty members remind your college to get your orders to the Bookstore;
- Tenure and Promotion Workshop is this Thursday afternoon at 1:30, and we have a number of reservations for that;
- Core curriculum - extensive information and a full set of forms is now on the web;

### **First report on UT-MUO Faculty Synergies Task Force**

Several documents from this group were sent to you by email. One of them will be shared with the Executive Steering Group (ESG) tomorrow, the top level merger group on which Larry Elmer and I represent the faculty. The document – The Faculty Task Force statement on college alignment - is going to both Senates today, and we will go to future meetings. This discusses principles related to college alignment changes, a very hot topic among the faculty. You are welcome to present comments now, or in the next couple of weeks, as it will go to the ESG in two weeks.

- Part I - it states principles related to college alignment: faculty consultation, instructional research needs;
- Part II – Health & Human Services matters;
- Part III – Improved transportation system; makes college alignment issues less critical when it's easy to commute;
- Part IV – Committee regarding logistic curriculum and budgetary challenges as a result of the change.

Any comments at this time?

**Senator Bresnahan:** Is there any effort to make sure there are separate committees representing each area?

**Chair Jorgensen:** Both Pharmacy and Health & Human Services have cross memberships, so our people on those committees are on our committee as well. That was done intentionally to make sure there is cross communication.

One of the hand-outs you picked up is a summary discussion on the structure of the College of Arts & Sciences, and also the grid of Colleges of Arts & Sciences at similar institutions. The shaded boxes indicate placement of the indicated department in a traditional A & S college. Ten typical departments were taken as indicative of the structure. The location of these departments in other colleges is also given. The two-sided document is a summary of ideas that were shared at the meeting ten-days ago with Dr. Jacobs and Dr. Gold of MUO, from this campus the Provost, Carol Bresnahan, Patsy Komuniecki, Dawn Rhodes, Kay Patten Wallace and myself.

**Senator Lipman:** Let the minutes reflect that, with the exception of Carol Bresnahan representing the Provost's office, there isn't a Social Sciences, a Humanist or a fine arts faculty member among this group that is considering the partitioning off this college.

**Chair Jorgensen:** The group is not considering whether it would be partitioned, the group is considering whether or not a possible split should be on the table.

**Senator Lipman:** When there are ideas about something as critical as the composition of the College of Arts & Sciences, we think there would be some disciplinary graph.

**Chair Jorgensen:** Duly noted. One week from today, in this very room, Dr. Jacobs will be speaking to the Arts & Sciences Council at 4:30pm.

#### **IV. Reports:**

**Steve Peseckis,** Chair, FS Undergraduate Curriculum.

We had hundreds of courses to go through and we finalized quite a few for the catalogs. Today we have 9 (nine) courses to consider in Arts & Sciences, two new courses: *Issues in ESL Writing* and *American National Politics: Multicultural Perspective*. These recommendations will need approval by the Faculty Senate.

**Chair Jorgensen:** Moved by the Committee, needs no second. The floor is open for discussion.

( insert )

### **Course Modifications and New Courses Approved by the Faculty Senate on April 11, 2006**

#### **College of Arts and Sciences**

##### **New Course**

LING 4210 Issues in ESL Writing 3 ch

PSC 1300 American National Politics: Multicultural Perspectives 3 ch

##### **Course Modification**

EEES 1130 Human Ecology 3 ch

Change course title to "Down to Earth: Environmental Science

Update catalog description

EEES 3050 Fundamentals of Ecology 3 ch

Change Course title to "General Ecology"

EEES 3060 Fundamentals of Ecology Laboratory 1 ch

Change course title to "General Ecology Laboratory"

PSC 2300, 3210, 3240, 3250, 3260, 3500, 3510, 3520, 3730, 4210, 4230, 4280, 4350, 4530, 4570

Change prerequisite from “PSC 1200 or 1400” to “PSC 1200, 1300, or 1400”

### **College of Education**

#### **Course Modification**

TSOC 3000 Socio-Cultural Analysis 3 ch

Change course title to “Schooling and Democratic Society”

### **College of Health and Human Services**

#### **Course Modification**

LGL 1010 Introduction to Law for Legal Assisting 3 ch

Change course title to “Introduction to Law”

#### **New Course**

RCRT 2310 Volunteerism 1 ch

### **University College**

#### **New Course**

SKLS 0960 Getting Ready For College and the ACT 4 ch

**Steve Peseckis:** All those in favor, please say “Aye”, those opposed? *Motion Passed.*

There are three course modifications in EEES that have changes in titles.

Any questions on these?

All those in favor, please say “Aye”, those opposed? *Motion Passed.*

In the College of Education there is a proposed course title change from *Social-Cultural Analysis to Schooling and Democratic Society*.

**Senator Edwards:** It says in the new title ‘*Domestic Society.*’ It should read, ‘*Democratic Society.*’

**Steve Peseckis:** It should say, ‘*Democratic Society.*’

Any further discussion to recommend these changes?

All those in favor, please say “Aye”, those opposed? *Motion Passed.*

In the College of Health & Human Services, there is one course modification and one new course proposed. The course modification we are proposing is the title change to *Introduction to Law*. The new course proposed is *Volunteerism*, which would be one credit hour.

**Senator Barden:** One credit hour course would meet once a week?

**Steve Peseckis:** Yes. One credit hour per semester it would mean 15 contact hours.  
per semester.

**Senator Barrett:** The Law School used to have an *Introduction to Law* program. My understanding is that it’s currently inactive, but I’m just wondering as a matter of clarification, if we wanted to reinstate that program and use the name *Introduction to Law*, can two courses have the same name, or would this block ours out? I don’t think that anybody will be confused about the fact that this isn’t a Law School class. It’s a 1,000 (thousand) level course, it has LGL.

**Steve Peseckis:** The course number is probably different, and it would not be a problem. Also, this is an undergraduate level course.

**Senator Barrett:** Right, but that would be the only reason Law would care about the name of this course, if it would preclude the use of the name for us.

**Senator Bowyer:** I don't see the title would be the problem; it's the number that determines the course. I'm sure we have multiple courses with probably very similar titles. I don't think that matters. There may be some confusion to the students.

**Senator Barrett:** I can't imagine a law student being confused, and an undergraduate cannot register for one of our courses.

**Senator Bowyer:** What I was told is that the logic was that legal assisting per se is not a program or a title used in some older terminology they wanted to get rid of.

**Senator Lipman:** On the RCRT 2310, *Volunteerism*, is that a service course, or is that a broader course in volunteerism?

**Bruce Groves:** I might be able to address this, it's my course. Yes, that would be included as a component in the class.

**Senator Lipman:** Is it a state requisite?

**Bruce Groves:** No, it's not.

**Steve Peseckis:** This is the first time that's offered. Any other questions? If not, all those in favor to accept the proposed course changes, please say "Aye", opposed. *Passes*.

Lastly, in the University College, we are proposing SKLS 0960 *Getting Ready for College and the ACT*. It's a 4 (four) credit hour course that would be taught in conjunction with the Toledo Public Schools.

**Chair Jorgensen:** As part of the discussion of this class as well as various other initiatives with the Toledo Public Schools, I have asked Rob Sheehan to summarize the components of this cooperation, of which this course is one.

**Rob Sheehan:** As you mentioned, this is a part of the memorandum of understanding, it really is involving a much stronger working relationship between TPS and the University of Toledo.

- This first component is the course that will be offered only to students who have had Algebra II and pass the OGT (Ohio Graduation Test). This is the top level of the students in the district right now. This will give us an early head start in establishing a linkage with students who are currently not coming to UT. One component is that we have been working carefully with the University College, and our instructors who developed this course, who will provide an oversight over this course, and who will report back on this pilot effort.
  - Right now we have about 350 students who are ready to register for this course in the Toledo area. Right now each high school in the district arranges its own financial aid with whatever college contacts it might have, often times not at the University of Toledo.
- The second part of this memorandum of understanding is that the University of Toledo will actually run financial aid nights in each of the high schools. We will get consistent information out there, and will also get very current information about the financial aid availability from our own campus.
- The third part is really exciting too. If you're an advisor and you are in the Toledo Public Schools, you often times find yourself working with individual students at a lunch table or a hallway, because there is no designated space, that is called Advisory for College. We have asked and received permission to have a designated area, preferably a room that can be locked, which is UT space in which the advisement can occur. We can store materials there, so each of the high schools in the UT district will have a permanent presence there. This is not something that is being offered to other colleges or universities.
- The fourth part is that the TPS has offered to increase our access to official high school transcripts, so that we can work more quickly with students to get them ready for college. So this is an unprecedented relationship that is being established between UT and TPS. Its goal is to increase the college going rate for TPS students.

- There are 500 college-bound seniors in any given year out of 1,500 students who are seniors. We would like to increase that. But more importantly we would like to increase the preparation levels of students who come. So it seems to be a win-win situation.
- The district would pay for our direct cost associated with managing this ACT class. We will not exactly receive subsidy for this particular class. So this will not be a diversion of subsidy either from other areas of our curriculum, or from other colleges or universities. We see this as a partnership. We have received permission from the chancellor to move forward with this rather unique partnership. Much of the content that is in this class is very consistent with the skills course work that we already do.
- We will be working with a higher preparation level of students who have passed the OGT, and more importantly, they will have taken the Algebra II as well. Dennis Lettman, will you speak of the content of this class?

**Dennis Lettman:** The goals of the course are to have more TPS students prepare for the ACT class and to get a better score. The course is divided into three sections:

- Section I: deals with study skills, test taking skills, note taking;
- Section II: deals with ACT practice tests to establish a baseline;
- Section III: The Provost or Vice Provost goes around to visit each class in various high schools. It would show them that they are welcome, and they are something special.
- A UT week to bus the students to our campus, take them through the Financial Aid process, Admissions and various other resources and expose them to the various other opportunities in college.

**Chair Jorgensen:** Details are available on the web. The provost received very strong support from the Faculty Senate Executive Committee on these initiatives. This is what a metropolitan university does. Fortunately, the TPS has been extremely cooperative. I am appalled that only 1/3 (one third) of high school graduates from the TPS go to any college. More of them go here than any other college. Still not very good numbers. Any other questions or comments?

**Senator Barden:** Any subsidies for this?

**Chair Jorgensen:** No. TPS will cover the cost.

**Senator Stoudt:** Who is teaching these courses?

**Rob Sheehan:** The courses are being taught by high school teachers at TPS, many of them are adjuncts, but we'll be working closely with them. From Dennis' area, we will be bringing faculty from our campus and involving them as well.

**Senator Stoudt:** You mentioned something about space, I didn't quite catch that. We get space at the schools?

**Rob Sheehan:** That's part of the memorandum of understanding that has recently been signed by the president and the superintendent of schools.

**Senator Stoudt:** So that won't affect the space available on our campus?

**Rob Sheehan:** No, that's in the high schools.

**Dennis Lettman:** The courses are going to be in the high schools.

**Rob Sheehan:** We have recruiters who are already out in the high schools; we have a dedicated recruiter who works exclusively with the TPS. They work very closely with Sammy Giles and the recruiting side of the house. Jennifer Rockwood is very excited about some of the early orientation opportunities.

**Senator Stoudt:** We have fewer people working in offices such as Financial Aid and they are asked to do more. I appreciate the fact that we want to help the high schools, but Financial Aid barely seems to have enough time to process students who apply to UT. We need to take care of our own first.

**Rob Sheehan:** This is not a Financial Aid discussion. This is not part of the course. This is a separate issue. They have financial aid nights at these high schools all the time. This will just provide us more direct access and control over the content of those financial aid nights. TPS is the

best urban school district in the state right now. They have the highest going-to-college rate and the highest retention level. We're really working with the school district that has its act together. Their focus on preparation is really out-front of any of the other school districts.

**Senator Fournier:** How does this differ from the Capstone courses that a lot of the high schools offer to prepare for the ACT?

**Rob Sheehan:** One of the things that this does is provide the kind of Kaplan courses that suburban schools and suburban students and their families can afford to pay for. I think it would be better than those Kaplan courses. It addresses motivation to go to college and the ability to go to college for a group of students who right now may or may not be motivated or may not know that they can afford to do so. So this also has the wonderful opportunity of being something that we can return throughout the entire academic year. So it's not compressed. It's not dealing with just getting a score.

**Senator King:** I am not trying to be critical but why are we giving college credit for this? Is there some advantage for the students?

**Rob Sheehan:** Our leaders are enrolling these students at TPS and the University of Toledo when the content of the skilled courses is very similar to the content of existing skill courses that we have at the University. And we think it's an opportunity from very early awareness that students know they are being transcribed. They're going to be getting into having a transcribed college experience right from the start. It's something that makes the relationship much more balanced.

**Chair Jorgensen:** According to an enrollment consultant who produced a report for us, it's not the money that motivates the students going to college, it is relationships which are established.

**Senator Stoudt:** Is there a reason why this is a 4 (four) credit-hour course?

**Dennis Lettman:** The course will meet five days per week for 50 minutes per day for 18 weeks. The contact hours are more than enough for a 4 (four) credit hour course.

**Rob Sheehan:** And it's consistent with the credit hour earning on the high school side.

**Senator Humphrys:** The course was approved contingent upon the course also being approved by the University College curriculum Committee.

**Steve Peseckies:** I don't have copies.

**Chair Jorgensen:** Any other comments or questions?

**Dennis Lettman:** I will seek approval from the College curriculum committee and apologize for the oversight.

**Chair Jorgensen:** Should we vote on it consistent with approval of the college? I just checked the form. It is signed by the department curriculum committee but not the college committee. Rather than table it now and bring it up at the next meeting, I propose that we approve it contingent on approval from the college. Any further questions or comments?

All those in favor, please say "Aye", opposed, same sign. *Motion Passes.*

Steve, you probably want your usual statement about the summer?

#### **Proposed from the Curriculum Committee:**

"The Faculty Senate authorizes the chair of the Undergraduate Curriculum Committee to approve minor course modifications when failure to do so would adversely affect students for the Fall Semester 2006. Such modifications may include correction of clerical errors, refinement of catalog descriptions, and related matters. The chair of the committee will report any such changes to the Faculty Senate at the earliest possible date following resumption of the Faculty Senate in Fall 2006."

**Steve Peseckis:** For the summer we have been doing this six or seven year. If something comes up during the summer, I would like to make a motion that the Senate authorizes the chair of the Curriculum Committee to approve modest course modifications for classes to be taught in the Fall semester. Any such changes would then be communicated back to Faculty Senate.

**Chair Jorgensen:** This can be a slight title change, or a pre-requisite being straightened out, but it all goes back to the Senate in the Fall for approval. Any more discussion on this? All those in favor of getting the Chair of the Curriculum Committee restored for the summer, please say “Aye”, opposed, same sign. *Motion Passes.*

**Report on Academic Regulations**

Next report from Mary Ellen Edwards, Chair of the Academic Regulations Committee. You received a hand-out on your way in, and it was emailed to you on Friday.

**Senator Edwards:** The Academic Regulations Committee:

- IW Policy and the different ways that the current policies regarding the IW grade are implemented by the faculty have become a problem for all of us. The main issue with the IW Policy is timing. There is currently no late IW Policy. There is no academic approval for giving IW grades after the 10<sup>th</sup> week yet this is done over and over again. We are recommending that the student withdrawal (W) period be extended to the 10<sup>th</sup> week so that withdrawing from a class is totally up to students, and we separate attendance reports from course grades. The recommendation that came out of the Academic Regulations Committee is that there is a change from the original 8<sup>th</sup> week to the 10<sup>th</sup> week. The recommendation of the Committee is based on a lot of gathered information from the Registrar.
- Next issue – attendance. Students who are reported absent, or never attended on the third week will have their absence recorded by the Registrar. There will be no grade associated with the attendance report. These changes suggest eliminating the IW Grade, and students will be reported as never attended. Then, there really is no need for the IW grade. The reason for using some type of attendance report if the IW policy will be ending is that the University needs some type of attendance report for the Federal Financial Aid. The present situation has faculty assign grades for attendance when we don’t have to.
- Next issue - grade delete policy. We currently have students who purposely try to earn a lower grade, by failing finals so that they have a grade of ‘C-’ or lower, so that they can repeat that course. It is recommended that University policies on repeated courses be amended as follows:
  - That a student petition to have a grade deleted from his GPA computation, before petitioning, a student must earn a higher grade.
  - All other conditions and recommendations of this policy remain in effect.

(insert)

Log Item Response

The University of Toledo Faculty Senate

TO: The Faculty Senate Executive Committee      Date: 12 April, 2006  
Andrew Jorgensen, Chair

From: FS Academic Regulations Committee  
Mary Ellen Edwards, Chair

Log Item: 0506-06

Title: Review UT’s academic policies in the context of student-centeredness.

***Motions passed by Faculty Senate April 11, 2006: Effective Fall 2006 session***  
**Instructor Withdrawal (IW) Grade and the student generated withdrawal (W)**

Resolved , that the University policies concerning withdrawing from a class be amended as follows:

The official withdrawal period for the student initiated withdrawal (W) be extended from the current 15<sup>th</sup> calendar day of each academic term through *Friday of calendar week 8* for fall and spring terms to *Friday of calendar week 10*. The current policy of proportional adjustment of the withdrawal period for other terms will remain. Only policies related to the change in the time period will be changed, all other policies regarding the withdrawal process will remain.

The withdrawal by instructor process will be ended and the Instructor Withdrawal (IW) grade will be eliminated.

Students who are reported by instructors as “never attended” on the week 3 roster, or as “stopped attending” on the week 8 roster will have this absence recorded by the registrar. The registrar will then notify students of this report. The report will become the official record for purposes of determining eligibility for financial aid. Students will still be responsible for returning to the class or withdrawing within the specified deadline.

### **Grade Delete Policy**

Resolved , that the University policies concerning grade deletion for repeated courses be amended as follows:

A student may petition to have any grade deleted from her/his GPA computation. Before petitioning, a student must earn a higher grade in the course retaken.

All other conditions and requirements of this policy remain in effect including the exclusion of graduate and post-baccalaureate professional studies from this policy.

**Chair Jorgensen:** For further background we invited the Interim Director of Financial Aid to explain this Federal requirement.

**Lisa Hasselschwert:** It’s really a matter of never attended, is required to establish the fact that the student is really eligible for disbursement that happens on the first day of the term. If we are notified of the attendance, the student will lose some of their eligibility for grants. During auditing it is very important that we are able to confirm and document that the student attended at least one class. It really becomes an issue when a student stops attending all their courses. That’s where it really becomes important because if the student left the institution all together based on the data we have, we are required to determine how much of the money in their account that they are entitled to. That’s where the distinction is between the two, whether there is an “F” or an “IW” as long as we can back up with some sort of documentation to identify an “F” that was earned, verses an “F” that was given because the student never attended.

**Chair Jorgensen:** As I understand it is mandated by federal policy for financial aid. We report attendance for all our students. Financial Aid will support a student who takes a class and gets an

“F”. They can still get financial aid. If they don’t come to class or stop coming to class, that is considered a violation of policy. Part of this is meeting the federal requirements, not UT requirements.

**Senator Edwards:** Financial aid regulations do require that students make satisfactory progress in their educational programs.

**Senator Lipman:** It would appear to me that potentially a faculty member who marks the student absence could be called in to a legal situation where that student is seeking financial aid in the future, but has been marked for lack of attendance in prior semester. It would seem to me that we have to have very verifiable records in our classrooms. Anything less than that it would leave the instructor open for legal action.

**Lisa Hasselschwert:** The policy for identifying the ‘never attended’ or ‘stopped attending’ isn’t going to change. Whatever sort of records the faculty have, whether it’s homework turned in, attendance was taken, whatever was established and kept track of to identify their attendance record will be on record.

**Senator Lipman:** Can anyone speak to the fact whether this invites potential legal action against a faculty member?

**Chair Jorgensen:** When we issue an IW (never attended IW), does a student lose financial aid?

**Lisa Hasselschwert:** Potentially.

**Chair Jorgensen:** One aspect of this is, we have an obligation to the Federal Government to report whether our students are in our classes or not. The University receives financial aid from the Federal Government in the name of that person.

**Senator Bowyer:** Normally, I don’t take attendance in my class. Some days I do. If I don’t take attendance, if they have not turned in any assignments and not taking any classes, then I would submit that they have “never attended.” They may have attended, but if they picked a bad day to attend and if they are not doing any of the work that they could get a grade for, that’s the way I do it. I never heard of anyone getting in legal trouble for that.

**Chair Jorgensen:** Do we have any problems with IW’s now?

**Lisa Hasselschwert:** I wouldn’t say we have problems, there are cases when a student will come back and wants his attendance adjusted, and with proper documentation from the instructor it can be reversed. Then their financial aid can go back in place. The one thing that I would caution where it talks about notification. We need to let them know what is happening. Right now we don’t have a lot of IW’s.

**Senator Bowyer:** Potentially it’s not a problem, but we have been dealing with it for the last ten years.

**Senator Pope:** What if a student is not on campus and not in class? I give a series of quizzes, they don’t have to take them all. So a student could potentially go for weeks and I never see the name pop-up and could still be legal. The other issue with repeating for a grade, some of the courses we have in the College of Business if we allow more students to retake will have capacity problems. For example, if a student is getting ready to graduate and lacks quality points, has a ‘D’ in Finance and a ‘B’ in Marketing, what do I want to do, re-take Finance or Marketing. He probably would re-take the Marketing, but Marketing courses are full. So are we going to be allowed to limit those courses, cut them off, or restrict them based on the number of times a student has taken them?

**Chair Jorgensen:** We limit instructional capacity of classes in various ways.

**Senator Pope:** It’s first come first served.

**Senator Edwards:** Right now colleges have different regulations on the grade delete and IW, and that is in the policy.

**Senator Pope:** So we can override this and have our own policy.

**Chair Jorgensen:** Not override, but you can make it more restrictive.

**Senator Pope:** That's overriding.

**Senator Bowyer:** My concern about the grade delete policy is, and I do agree with Dr. Pope that there is an issue relative to capacity. My other question is that there are restrictions to about 12 hrs., but if there is no restriction if I got a "C" in a course, and the next time I took it I got a "B", and the next time I take it I get an "A", I could in theory take the same course three times.

**Chair Jorgensen:** Students do this right now.

**Senator Bowyer:** Correct. But this opens up more students who will want to retake classes. I'm just concerned that we in the College of Business do not have the resources to have students doing this on a regular basis.

**Chair Jorgensen:** Twelve hours is the maximum by the University policy. College of Business could say, "no", it's not. Julie, from the Registrar's Office you wanted to say something?

**Julie Quinonez:** The portion of the current policy that remains unchanged states that the policy applies only to the first recorded grade in a course that a student has repeated. If the student repeats the course more than once, only the first occurrence can be affected.

**Senator Edwards:** You still have to go through the petition process.

**Senator Bowyer:** The petition process is only based on cheating, or dishonesty, and not based on how many times you take them.

**Chair Jorgensen:** If this passes you will not see less students purposely getting zero on their final exams to lower their average to C- or less.

**Senator Barrett:** As a very minor side issue, I would love to see the last line of the Grade Delete Policy include language saying, "exclusion of graduate and professional studies," rather than just graduate, just to make it a little clearer. The bigger issue for us in the Law School is the IW. We would like the IW to continue for the Law School and continue through the end of the semester. The ABA requires us to have a mandatory amount of attendance, our students sign attendance sheets every day in the class, and if they do not attend, they are withdrawn by the instructor with the approval of the dean. We wish to keep that in place. It's important for our accreditation, and failing the student does not seem to us an appropriate alternative, for two reasons:

- In the Law School you don't get the grade deleted for any reason;
- Nobody would have the incentive to stop attending or to take an exam to get a poor grade in Law School, because of how they're doing currently. In 99% of our classes you take one exam at the very end of the semester and your entire grade is based on it. So, you don't know that you are doing poorly in class, other than you have not been attending, and you are not mastering the material. So giving somebody an "F" for withdrawing seems unduly penal.

**Chair Jorgensen:** Just recently I found out what the Law School does with the IW. The Law School is not consistent with the present FS policy. There has to be another means of straightening it out.

**Julie Quinonez:** I'm aware of that issue and talked to Valerie Parra in Law School about the policy. We thought that it would not be a problem for us even if the IW goes away because we'll use a late withdrawal, a W grade. We would still do what you need us to do. We just would not use the IW to get it done.

**Senator Barrett:** And the student would have no grade?

**Julie Quinonez:** No, we would assign a W grade.

**Senator Barrett:** But they wouldn't have an "F".

**Julie Quinonez:** That's right.

**Senator King:** One thing that happens is that in the 15<sup>th</sup> week, the students come to the faculty wanting a withdrawal. What happens under this policy?

**Chair Jorgensen:** According to the present policy, you don't take any action. The present policy does not permit an IW after the 10<sup>th</sup> week.

**Senator King:** What's going to happen under the new policy? No withdrawal is possible?

**Chair Jorgensen:** Yes, after the 10<sup>th</sup> week.

**Senator Edwards:** There is the administrative withdrawal policy.

**Chair Jorgensen:** One of the hand-outs is on the Administrative Adjustment. There are about 10 (ten) means for which a student can be withdrawn from a class.

**Senator Bopp:** If we eliminate the IW grade, I would urge that there be wide publicity about this given to the faculty and students. This is a very important change. I have been around long enough to remember the confusion when we eliminated the DR grade. The students really need to be informed about this. I can also say that I am guilty in giving late IWs. My experience with late IW's has been basically that students have forgotten and missed the deadline. We senators never forget or ever miss a deadline, but students do. Frankly, I feel I am giving students a break by giving them the IW grade. I see a number of administrative reasons for going along with the change in the IW policy. I don't think we are being more student-centered by doing this.

**Senator Edwards:** I think it's still open for us to go through the administrative withdrawal policy, due to job changes or death in the family, and there are other factors.

**Senator Bopp:** I would again urge that the administrative withdrawal policy be widely publicized to the faculty; until I came to Senate today I never even knew such a form existed.

**Chair Jorgensen:** Let me comment, moving the withdrawal deadline from the 8<sup>th</sup> week to the 10<sup>th</sup> week is a major change. Relieving the students of responsibility is not necessarily student-centered.

**Senator Bopp:** If the FS is basically saying that I have to be a hard ass, then so be it. I suppose the Senate has that power. I certainly will go along with the elimination of the IW grade.

**Chair Jorgensen:** Adam, our student representative wants to comment on it.

**Adam Kopchian:** I plan to present the actual proposal passed by Faculty Senate to Student Senate. I have already informed Student Senate of the initial proposal and it was warmly received. Most if not all students were in support of extending the deadline even though the proposal called for the elimination of Instructor withdrawals. As students, we understand that we are ultimately responsible for our education and do not feel that this initiative contradicts the Student-Centeredness mission of this University.

**Senator Bresnahan:** The Student-Centeredness Committee considered this issue, and its response corresponds with what Adam is saying. In general, the committee was very receptive. In particular, the students on the committee thought it was a good idea to have students responsible for withdrawing from a course, and to give them more time to do so. By the tenth week, most students have some feedback from instructors about their grades.

**Senator Bowyer:** In response to Bernie's comment, I put on my syllabus that I do not give IWs under any circumstances. If someone has a problem, they can go to the Registrar's Office. The problem I have and the students come in and say, why are you being such a 'hard ass'. And the reality is, I 'm following the rules. I think it's important to have a consistence so that students know that it's not just Lynda Bowyer being mean and nasty, but all faculty have the same set of rules and all students have the same set of rules. When they go out in the workforce and get a job, there are rules, there are deadlines, and we need to send a message that they need to take care of those things. I think students understand that and we need to understand as well.

**Senator Pope:** I think it's pretty clear in graduate studies, what about professional studies, like Business and Engineering, etc. are they excluded from this?

**Chair Jorgensen:** Add the word 'post baccalaureate' to it. What about Law, is Law considered graduate or not? It refers specifically to Law. And Pharmacy after the 4<sup>th</sup> year, right?

**Senator Martin:** Pharmacy, yes.

**Senator King:** I really do think we should publicize this well. I'm personally aware of a number of students seeking IWs after the 10<sup>th</sup> or 15<sup>th</sup> week, I'm aware of which faculty will give them, and which will not in my department. It does need to be advertised, and the process of late withdrawal, if there is going to be one, is with the dean. Is this correct?

**Chair Jorgensen:** Yes. The college dean or the Dean of Students. It sounds to me like the FYI classes should be addressing this. Two issues were raised by the Registrar's Office:

- When will the policies be enforced, will it be the start of the Fall semester; assuming we pass them;
- Their suggestion was the second attendance be before the 8<sup>th</sup> week instead of the 9<sup>th</sup>, so there is enough time to get emails out to students, so the students have it until the 10<sup>th</sup> week.

**Senator Barrett:** I understand that the Registrar was saying that through an Administrative Adjustment we can continue to have withdrawals through the end of the semester in the Law Schools,

**Chair Jorgensen:** It wouldn't be an Administrative Adjustment.

**Julie Quinonez:** We have been using the Administrative Adjustment to make that happen, it doesn't mean it has to stay that way.

**Chair Jorgensen:** We are talking about the undergraduate, not professional.

**Senator Barrett:** My point was if we are getting rid of the IW, not this policy, the other motion, I would like something, as a friendly amendment that indicates that Law would continue to be able to withdraw students for non-attending through the end of the semester. That's very important to us. I think if we just adopt the policy as it's written on the other page, we're actually in worse shape than we are now. If we are violating the policy now we're going to violate even more down the road. Let's clean this up while it's here.

**Senator Barden:** I am trying to figure out whether in the motion the exclusion of graduate studies should be in that resolution as well.

**Senator Edwards:** There are withdrawals from graduate classes.

**Chair Jorgensen:** Instructor's withdrawal is now issued for graduate classes too.

**Senator Bowyer:** This policy is for both, undergraduate and graduate?

**Chair Jorgensen:** Yes.

**Julie Quinonez:** I did want to make it clear that the Petition for Administrative Adjustment form is designed to address issues that come up outside of current policies and deadlines, that's why we use it for Law there is a withdrawal deadline. In certain cases that involve extenuating circumstances, that form is used.

**Chair Jorgensen:** I understand that the Medical Withdrawal is being modified. Right now the Medical Withdrawal is very difficult to obtain. In the future this will be liberalized somewhat to make it more rational.

**Senator Barnes:** The advisors at the University College think that all that will change under the new proposal is that we will have to issue 5,000 W's instead of 5,000 IW's, which they don't see as a significant improvement. Their problems with the grade deletion proposal are as follows:

- Any student can repeat any class regardless of the grade,
- All grades are calculated in the HED GPA anyway, so it will not help them with selective admissions programs or honors.
- Most competitive programs only take the first two enrollments in required classes anyways, regardless of how many times the classes were actually taken.
- Only 105 out of 500 people in Pharmacy (for example) will be accepted, so why falsely raise the hopes of the other 395?

**Chair Jorgensen:** The second one is incorrect. All grades are in higher education GPA, but in the competitive admissions programs grade deletes can be considered.

**Rob Sheehan:** Without trying to prejudice this one way or another, we are now in the second printing of the catalog. I am very concerned about the student medical policy that's taking so long. It's not going to work for two more years relative to getting the policy. If you are able to get some closure on this today, it will go in the catalog and we will get this changed, but pretty much after today we're done.

**Chair Jorgensen:** Julie, is there anything else from the Registrar's?

By the way, right now we're getting an IW roster; in the future that may be electronic rather than paper.

**Julie Quinonez:** We are in support of you passing this change. We know we have to get to work, and figure out how it will work. Also, rather than an electronic roster, we may develop a form for a faculty member to submit that list to students that never attended or stopped attending along with their last date of attending.

**Chair Jorgensen:** It will be simplified, but there will still be a report in a 3<sup>rd</sup> week of classes.

**Senator Wolff:** I was looking over the Petition for Administrative Adjustment form and I am a little concerned about a couple of things. Number one, I see that one of the potential reasons a student can give is that the prerequisite is not met. I know that many faculty members will allow a student to take their class without the stated prerequisite if it appears that the student can succeed in the course. Are such students given a free ride in that if things don't turn out as well as they had hoped then they can appeal for an administrative adjustment? Secondly, who are the people that are making the decision about whether to grant an administrative adjustment?

**Chair Jorgensen:** Julie, do you want to answer that?

**Julie Quinonez:** We are actually revising the administrative adjustment form a little bit, and that's one of the problem areas that has students saying, "I've got an 'F', but I never had the prerequisite for the course so I should be allowed to drop the course, and of course we didn't do that. And many times what a student requests on the form is not in his/her best interest financially, or otherwise. There is a committee with Susan Andrews, I'm representing the Registrar's office for Linda Bishop, Lisa Hasselschwert from Financial Aid, Brenda Holderman from the Bursar's Office, Chris Habrecht representing the academic side. We are trying to look at this from all angles because many times a student will request something but it's really not in the student's best interest financially. They will actually end up getting a bill for \$1,500 because they lose their aid and they don't realize that when they're requesting it.

**Chair Jorgensen:** If I understand correctly, if the semester is over and the student gets an 'F', he cannot get an Administrative Withdrawal after the grade is issued.

**Julie Quinonez:** Yes. We have been doing a lot of emailing to advisors and faculty. Sometime the student will say, he/she 'got misadvised'. We don't approve based on that, we contact the advisor and ask for verification of that.

**Chair Jorgensen:** No more debate involved? All those in favor of calling the question, please say, "Aye", opposed, same sign – two opposing. **Motion Passed.**

**Chair Jorgensen:** At this point, it is modified. We could make another addendum to it if we need to in the future. In the Law School issue, all those in favor of the policy as modified, please say "Aye,", opposed, same sign – two opposing. **Motion Passed.**

Thank you to the Academic Regulations Committee and the Provost's Office.

Any old business or new business that needs to come before us?

If you arrived late, please sign the resolution for President Johnson. Also, refer to the comments on elections, if you are interested in running for an office, please inform Debby Stoudt.

## **V. Calendar Questions**

None

## **VI. Other Business**

Old Business: None

New Business: None

## **.VII. Adjournment: Chair Jorgensen adjourned the meeting at 4:25 p.m.**

Respectfully submitted,  
Steven J. Martin  
FS Executive Secretary

Tape summary: Kathy Grabel  
Faculty Senate Office Admin. Secretary

