

Minutes of the Undergraduate Council
Monday, June 4, 2001
#8

Thomas Lowing, acting chair; Delmer Davis, secretary;
Samuel Chuah, Gerald Coy, Paula Dronen, Ann Gibson,
Pat Mutch, Bill Richardson, Brad Sheppard, Jack Stout

Charlotte Coy, Stephen Payne

Thomas Lowing

The Committee members voted to approve the minutes from May 7, 2001, with the following voted change of wording regarding test scores for "fast-track" admission: "Students with a GPA > or 3.0, with an ACT percentile of 70 or the closest SAT equivalent, and with no grade of "D" in Math or Sciences."

The committee voted the revised wording for policy 2:411:2, "Changes of Current Curricula." (See attached.)

The committee voted to restore the phrase "result in withdrawal" to policy 2:437:4:4. (See attached.)

Although the minutes of May 7, 2001, indicated that further data would be gathered regarding the "fast-track" admission process by June 4, 2001, Stephen Payne indicated that not enough materials had been accumulated and that it would be best to wait for the admission process to continue over the summer before there could be a further report to the committee. There was considerable discussion of the appropriate test scores for this type of admission, leading to the correction of numbers indicated in the action regarding the minutes of May 7, 2001. (See above.)

The committee voted to extend the pilot policy on "fast-track" admission to cover all admissions processed (including early admissions for 2002-2003) until a permanent policy can be put in place.

**VOTING MEMBERS
PRESENT**

**NON-VOTING
MEMBERS PRESENT**

PRAYER

**MINUTES VOTED WITH
CORRECTIONS IN
WORDING REGARDING
TEST SCORES FOR
"FAST-TRACK"
ADMISSION**

**VOTED: REVISED
WORDING FOR POLICY
2:411:2**

**VOTED: REVISED
WORDING FOR POLICY
2:437:4:4**

**DISCUSSION OF "FAST-
TRACK" ADMISSION
POLICY**

**VOTED: EXTENSION OF
PILOT "FAST-TRACK"
ADMISSION POLICY
UNTIL A PERMANENT
POLICY IS DEVELOPED**

The committee selected the following officers for the Undergraduate Council of 2001-2002: April Summitt, chair; Thomas Lowing, vice chair; Lynelle Weldon, secretary.

The committee voted the following members and officers for the 2001-2002 Academic Policies Sub-Committee:

Chair:	Emilio Garcia-Marenko
Secretary:	Julie Lee
Members:	Thomas Lowing Laun Reinholtz Gary D. Williams
<i>Ex-officio:</i>	Patricia B. Mutch April Summitt (Chair, UG Council)

The committee discussed at some length the terms of reference for the Admissions Sub-Committee. Stephen Payne wondered if this subcommittee was serving any useful function since it presently merely "rubber-stamps" what the deans of the schools have decided. The minutes of June 2, 1999, indicate a brief description of this subcommittee's terms of reference, but the accompanying "hand-out" mentioned in the minutes needs to be located for further information. The committee agreed to discuss the terms of reference again in the fall when further information has been located.

The committee agreed to the following officers and members for the 2001-2002 Admissions Sub-Committee:

Chair:	Stephen Payne
Secretary:	Charlotte Coy
Recording Secretary:	Molly Gray
Members:	Gerald Coy (COT) _____ (SED) _____ (Student Services) Donald May (CAS) Arpad Ronaszegi (Arch) Karen Tilstra (Acad. Needs) Carlotta Witzel (UCRAL) Jacquelyn Warwick (SBA)

OFFICERS OF THE UNDERGRADUATE COUNCIL SELECTED FOR 2001-2002

VOTED: ACADEMIC POLICIES SUB- COMMITTEE OFFICERS AND MEMBERS

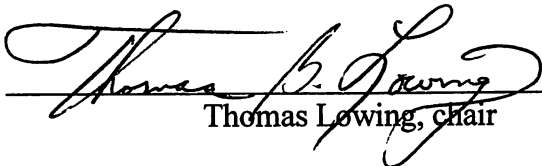
DISCUSSION OF TERMS OF REFERENCE FOR THE ADMISSIONS SUB- COMMITTEE

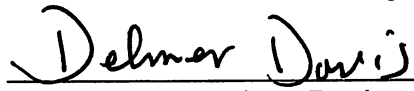
ADMISSIONS SUB- COMMITTEE OFFICERS AND MEMBERS

The committee voted the following officer and members for the 2001-2002 Program Review and Development Sub-Committee:

Chair:	Paula Dronen
Members:	Ben Magaud
	Malcolm Russell
	Brad Sheppard
	Lynelle L. Weldon
	Jan Wrenn
	Susan Zork
<i>Ex-officio:</i>	Patricia B. Mutch

**VOTED: OFFICER AND
MEMBERS FOR THE
PROGRAM REVIEW
AND DEVELOPMENT
SUB-COMMITTEE**


Thomas Lowing, chair


Delmer Davis, secretary

APPROVAL OF CURRICULA : POLICY MAKING

2:411

Minimum standards for all university curricula and the procedures for creating new curricula and reviewing existing curricula are determined and published by the Undergraduate and Graduate Councils. See the Undergraduate Manual and the Graduate Programs Manual for details.

Approval for New Curricula

2:411:1

Typically a curriculum coordinator or department chair presents to the dean a draft proposal prepared by the faculty that outlines the curriculum requirements, describes courses, and lists the faculty and library resources needed for a new program. The dean presents the draft outline to the other department(s) most directly concerned with the curriculum for comments. Next the dean presents the draft outline and pertinent comments to the school's committee on courses and curricula for its recommendation, which in turn is submitted to the school faculty for recommendation to the appropriate Council.

The Undergraduate or Graduate Council then reviews the recommended proposal for compliance with minimum standards against the duplication of courses and programs already offered by the University. The Council also ensures that relevant faculty personnel, library, support systems, financial resources, etc., have been assessed within the potential of the targeted markets. Implementation of approved curricula is subject to adequate funding as determined by the administration. Final approval of the appropriate Council is required before the curricula are made available to students.

Changes of Current Curricula

2:411:2

Authority for minor changes in an approved curricula which do not substantively change the degree lies with the department and school faculty through decisions made by the school courses and curricula committee or appropriate Professional Degree Council. (See 2:412 and Appendix 1:821) However, substantive changes that redirect the entire curriculum and in effect create a different degree from what was initially approved must be submitted to the appropriate Undergraduate or Graduate Council before implementation. See WP 1:815, 1:816.

Review of Current Curricular Programs

2:411:3

Departmental and School Review

2:411:3:1

Each year the dean reviews with the department chairs and/or curriculum coordinators the overall curricular offerings of the college/school. Information provided by the Annual Department Report on assessment results, department needs and student achievements through the curricula offered is used. Recommendations from this review are discussed with the department faculty. - A course not offered for two consecutive academic years is considered for deletion from the bulletin unless a decision has been made to offer the course during the period covered by the

1 ensuing bulletin.

2
3 ***Periodic Program Review***

2:411:3:2

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5 Further self-study and program review of current curricula occurs within policy provisions
6 prescribed by the Undergraduate and Graduate Councils. Review at the departmental level
7 includes peer evaluation of the quality, currency, sustainability and resources of the programs.
8 Such reviews are done on a scheduled basis by an elected faculty committee representing both
9 Councils. The advice of the deans and the vice president for academic administration is
10 considered before recommendations are made for program improvement, expansion, or deletion.

11
12 **APPROVAL OF COURSES:**

2:41:

13
14 Department faculty recommend courses to be offered, courses to be withdrawn, and courses to be
15 changed. The faculty also recommend minor curricular changes to improve the degree
16 program(s) offered. Such recommendations are made by the department in session and then
17 presented to the school committee on courses and curricula. The course and curricular changes
18 recommended by the school's committee then go before the school faculty for a vote of approval
19 or denial.

20
21 The faculty of a school may vote to delegate its authority for course and minor curricular
22 approval to its committee on courses and curricula; such a decision to delegate is valid only for
23 one academic year. In years when such a delegation of authority is voted, the minutes of the
24 committee on courses and curricula are circulated to the members of the faculty for review and
25 implemented only ten days after the faculty review period. If within that ten days a department
26 chair or a curriculum coordinator or ten percent of the members of the faculty request a school
27 faculty session to discuss the minutes of the committee, the committee action is held in abeyance
28 until the faculty discussion has taken place. An action by the faculty will override an action by
29 the committee.

30
31 **COURSES, COURSE OUTLINES (SYLLABI), STUDENT MANUALS**

2:41

32
33 The chair of each instructional department counsels with the members of the department
34 regarding each of the courses offered as to its scope (area or aspect covered), the way in which
35 the content will be presented (pedagogical design), the manner in which the course requirements
36 and schedule are announced (syllabus or student manual), and the reasonableness and clarity of
37 the course requirements and assignments, etc.

38
39 Guidelines for the minimum content of a course outline or syllabus are provided by the vice
40 president of academic administration and available from the dean of the school. Each syllabus is
41 to contain the minimum information described in these guidelines.

42
43 A copy of the syllabus (course outline or student manual) prepared by the teacher is to be filed
44 with the chair of the department and with the dean of the school by the first day of regular

March 28, 2001.

1 registration. All students are to receive the course outline or syllabus by the teacher of the course
2 on the first day of class or laboratory.

March 28, 2001.

Changes of Grades Revision of Grades

2:437:4

Updating Grades

2:437:4:1

Grade changes are made for "I" and DG symbols at the Registrar's Office. These are to be changed in the appropriate grade book, initialed and dated by the instructor of record (or relevant dean if should the instructor has have left the employment of the University).

Correction of Errors in Grades

2:437:4:2

To protect the integrity of the grading system, alterations to the official grade record occur are allowed only where in the case when instructor error is discovered. Grades are not changed because , and not because of additional work has been completed since the grade was assigned. These errors are reported on the official grade change form provided by the Registrar's Office and must be signed by the instructor and the dean. A written statement of explanation must be included On this form, which becomes is placed on file and shall be the basis for a corresponding correction in the record, a written statement of explanation must be provided .

Other Grade Changes

2:437:4:3

Grade changes require authorization in writing by the faculty member who is the instructor of record. Only where authorized by the faculty member in writing or in the case of the faculty member's departure from cessation of employment with the university or the death of a faculty member may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form. In such an event, the dean of the relevant school may signs for the instructor.

Timing of Grade Changes

2:437:4:4

Any change of grade must normally be made within the semester quarter following the term quarter for which the grade was assigned for any class taken on campus. In no case should revision of grades be revised made after two (2) semesters quarters. (Graduate grade changes may not be made after one semester quarter without the permission of the dean/program coordinator) following the term quarter in which the course was offered except as allowed provided for by a specific faculty voted policy. In the case of classes cases where the class is offered on an extension campus, the grade change must occur within two semesters three (3) quarters following the term quarter in which the course was taken. Any resulting changes in the grade point average subsequent to the issuing of the diploma shall not result in withdrawal or be cause for revision of the diploma.

Changes of Grades

2:437:4

Updating Grades

2:437:4:1

Grade changes are made for "I" and DG symbols at the Registrar's Office. These are to be changed in the appropriate grade book, initialed and dated by the instructor of record (or relevant dean if the instructor has left the employment of the University).

Correction of Errors in Grades

2:437:4:2

To protect the integrity of the grading system, alterations to the official grade record occur only where instructor error is discovered. Grades are not changed because additional work has been completed since the grade was assigned. Errors are reported on the official grade change form provided by the Registrar's Office and must be signed by the instructor and the dean. On this form, which becomes the basis for a corresponding correction in the record, a written statement of explanation must be provided .

Other Grade Changes

2:437:4:3

Grade changes require authorization in writing by the faculty member who is the instructor of record. Only in the case of the faculty member's departure from the university or the death of a faculty member may grade changes be effected without the specific signature of the faculty member on the official grade form or appropriate official change of grade form. In such an event, the dean of the relevant school signs for the instructor.

Timing of Grade Changes

2:437:4:4

Any change of grade must normally be made within the semester following the term for which the grade was assigned for any class taken on campus. In no case should grades be revised after two (2) semesters. Graduate grade changes may not be made after one semester without the permission of the dean/program coordinator following the term in which the course was offered except as allowed by a specific policy. In the case of classes offered on an extension campus, the grade change must occur within two semesters following the term in which the course was taken. Any resulting changes in the grade point average subsequent to the issuing of the diploma shall not result in withdrawal or be cause for revision of the diploma.