

COUNCIL ON ACADEMIC AFFAIRS

385 Bricker Hall

January 26, 2011

3:00 PM – 5:00 PM

MINUTES

ATTENDANCE

Faculty:

- | | |
|--|---|
| ✓Dr. Leslie Alexander (History) | Dr. Ashok Krishnamurthy (Engineering) |
| ✓Dr. Marilyn J. Blackwell (Germanic Languages and Literatures) | ✓Dr. Barbara Polivka (Nursing) |
| ✓Dr. James W. Cogdell (Mathematics) | ✓Dr. Robert J. Ward (Music) |
| ✓Dr. John Fellingham (Business) | ✓Dr. John W. Wilkins (Physics) |
| ✓Dr. Jay S. Hobgood (Geography) | ✓Dr. Kay N. Wolf (Allied Medical Professions) |

Students:

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| ✓Mr. Niraj Antani (USG, Political Science) | ✓Ms. Sarah K. Douglas (CGS, History) |
| ✓Mr. Dheeraj Duggineni (USG, Biology) | ✓Ms. Sarah Lang (CGS, Education and Human Ecology) |

Administrators:

- ✓ Dr. W. Randy Smith, (Academic Affairs, Vice Chair)

Guests:

- | | |
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| Ms. Andrea Bour (Office of University Registrar) | Dr. Elizabeth A. Stasny (Statistics) |
| Dr. Peter Craigmile (Statistics) | Dr. David Stetson (Council on Enrollment and Student Progress; Evolution, Ecology and Organismal Biology) |
| Dr. Steve Fink (Council on Enrollment and Student Progress; English) | Dr. Bernadette Vankeerbergen (Curriculum Coordinator, Arts and Sciences) |
| Dr. Gerald Nelms (University Center for the Advancement of Teaching) | Dr. Valarie Williams (Arts and Sciences) |
| Dr. Shilpa Register (Optometry) | Mr. Andy Zirker (Education and Human Ecology) |

The Council came to order at 3:04 PM.

APPROVAL OF THE MINUTES OF THE MEETINGS OF DECEMBER 1, 2010 AND JANUARY 19, 2011

Cogdell moved approval of the Minutes of the meetings of December 1, 2010 and January 19, 2011. The motion was seconded by Lang and approved unanimously.

REPORTS FROM THE CO-CHAIRS – PROFESSORS JAY S. HOBGOOD, AND JAMES W. COGDELL

The next meeting, February 2, 2011, will be held in Room 385 Bicker Hall.

REPORT FROM THE VICE CHAIR – PROFESSOR W. RANDY SMITH

Each Subcommittee now will be supplemented with representatives from the Graduate Council to help with the heavy workload of semester proposal review. Their role is to help the subcommittees with the review of the graduate program proposals but they can be a part of the entire review process.

- Professor Theresa Early, College of Social Work, and Andrew Blasenak, graduate student Department of Theatre, will join Subcommittee A.
- Professor Catherine Montalto, College of Education and Human Ecology, will join Subcommittee B.
- Professor Enrico Bonello, Department of Plant Pathology, and Adam Newby, graduate student, Department of Horticulture and Crop Sciences, will join Subcommittee C.

DISCUSSION ON RULE CHANGES UNDER SEMESTERS – Professor Jay Hobgood (Guests: Professors Steve Fink and David Stetson)

The Council on Enrollment and Student Progress (CESP) reviewed all University rules pertaining to students' academic activities. They submitted a few rules to this Council for review and recommendations. The terminology used in the rule changes is:

- Semester: 2 regular 14 week instructional periods: Autumn Semester and Spring Semester;
- Session: 7 week instructional period within the semester; or the May session (4 weeks), Summer Session (7 week);
- Term: 12 week session, the May session plus the week of break and the 7 weeks Summer Session.

- **Rule: 3335-8-27.1 Freshman forgiveness rule.**

In this rule the credit hours were changed from:

(A) If a course in which an undergraduate student receives a grade of “D+”, “D”, “E”, or ”EN”, taken during the freshman year (the period during which the **first forty-four credit hours** are accumulated on the student’s official permanent record is repeated before the end of that student’s sophomore year (when the student will have accumulated a total of **eighty-nine credit hours**), the original course credit and grade will be automatically excluded from the calculation of the student’s cumulative point-hour ration and deficiency points, but will remain on the student’s official permanent record.

(A) If a course in which an undergraduate student receives a grade of “D+”, “D”, “E”, or ”EN”, taken during the freshman year (the period during which the **first twenty-nine credit hours** are accumulated on the student’s official permanent record is repeated before the end of that student’s sophomore year (when the student will have accumulated a total of **fifty-nine credit hours**), the original course credit and grade will be automatically excluded from the calculation of the student’s cumulative point-hour ration and deficiency points, but will remain on the student’s official permanent record.

The following sections of this rule were changed too:

- (1) If the grade in the original course was “D+” or “D”, a student may repeat the course for credit only upon the recommendation of the authorized representative of the dean, or director of the student’s enrollment unit. **Such a recommendation must be obtained before noon of the third Saturday of the semester term, in which the repeated course is taken.**
- (3) This rule might be applied for a maximum of **fifteen credit hours**.

During discussions the following issues were raised and clarifications provided:

- Council recommends that the deadlines for this rule be reviewed: “third Saturday” could be changed with “second Saturday” to align with Rule: 3335-9-17.1. Also “Saturday” could be replaced by “Friday” to align with the rest of the deadlines in the rules.
- This rule change was approved by CESP on December 7, 2010 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Antani, and carried with all in favor.

- **Rule: 3335-8.32 Withdrawal from courses or from the university.**

Section (A) of this rule had minor changes. The word “quarter” was replaced by “semester, term, or session”. Sections (C), (D) and (E) had the following changes:

(C) Until five p.m. of the third Friday of a quarter, semester, or session, or the second Friday of a summer term, a student may withdraw from any or all courses which began in the same quarter, semester, session, or term, and no record for the course(s) will be entered on the student's official permanent record.

(C) Until five p.m. of the fourth Friday of a semester, or term, or the second Friday of a session during autumn or spring semesters, the second Friday of a summer session, or the first Friday of May session, a student may withdraw from any or all courses which began in the same semester, term or session, and no record for the course(S) will be entered on the student's official permanent record.

(D) After five p.m. of the third Friday of a quarter, semester, or session and until five p.m. of the seventh Friday of a quarter, semester, or session, if a student withdraws from any or all courses which began in the same quarter, semester, or session, the university registrar is authorized to enter the mark "W" on the student's official permanent record for the courses withdrawn.

(D) After five p.m. of the tenth Friday of the semester, or term, the second Friday of a session during autumn or spring semesters, the second Friday of summer session, or the first Friday of May session, if a student withdraws from any or all courses which began in the same semester, term or session, the university registrar is authorized to enter the mark "W" on the student's official permanent record for the courses withdrawn.

(E) After five p.m. of the seventh Friday of the quarter, semester, or session, or the second Friday of a summer term, a student who because of circumstances beyond his or her control finds it necessary to withdraw from any or all courses, must file the appropriate petition with the authorized representative of the dean or director of the enrollment unit.

(E) After five p.m. of the tenth Friday of the semester, or term, the fifth Friday of a session during autumn or spring semesters, the fifth Friday of summer session, or the third Friday of May session, a student who because of circumstances beyond his or her control finds it necessary to withdraw from any or all courses, must file the appropriate petition with the authorized representative of the dean or director of the enrollment unit.

This rule change was approved by CESP on January 4, 2011 and was forwarded to this Council for review.

Hobgood moved approval; it was seconded by Blackwell, and carried with all in favor.

- **Rule: 3335-8-33 Conditions and procedures for disenrollment from a course.**

The following sections had minor changes (A) (1), (A) (3), (E) (2), (F), (F) (1), (F) (2).

(A)(1) After the third instructional day of the quarter, semester, session, or term, the first Friday of the quarter, or the student's second scheduled class session of the course, whichever occurs first, the student fails to attend the scheduled course without giving prior notification to the instructor.

(A) (1) After the third instructional day of the semester, term or session, the first Friday of the semester, term or session, or the student's second scheduled class meeting of the

course, whichever occurs first, the student fails to attend the scheduled course without giving prior notification to the instructor.

(A)(3) Before the third Friday of a quarter, semester, or session, or the second Friday of a summer term, and following completion of a placement examination, or another appropriate measure of preparation or ability, the student is judged to be registered in an inappropriate course.

(A) (3) Before the fourth Friday if a semester or term, the second Friday of a session during autumn or spring semesters, the second Friday of summer session, or the first Friday of May session and the following completion of a placement examination, or another appropriate measure of preparation or ability, the student is judged to be registered in an inappropriate course.

(E) (2) The student may appeal to the executive vice president and provost or designee for waiver of disenrollment under paragraph (E) of this rule, provided the appeal is filed within ten days of the disenrollment action. The executive vice president and provost shall make final determination on the appeal within seven days.

(E) (2) The student may appeal to the executive vice president and provost or designee for waiver of disenrollment under paragraph (E) of this rule, provided the appeal is filled within ten days of the disenrollment action. The executive vice president and provost shall make final determination on the appeal within seven days.

(F) (1) No mark, if the disenrollment occurs before five p.m. of the third Friday of a quarter, semester, or session course, or the second Friday of a summer term course; or

(F) (1) No mark, if the disenrollment occurs before five p.m. of the fourth Friday of a semester or term, or the second Friday of a session during autumn or spring semester, the second Friday of a summer session, or the first Friday of a May session course; or

(F) (2) The mark, "W," if the disenrollment occurs after five p.m. of the third Friday of a quarter, semester, or session course, or the second Friday of a summer term course

(F) (2) The mark, "W", if the disenrollment occurs after five p.m. of the fourth Friday of a semester or term, or the second Friday of a session during autumn or spring semester, the second Friday of a summer session, or the first Friday of a May session course.

This rule change was approved by CESP on January 4, 2011 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Blackwell and carried with all in favor.

- **Rule: 3335-9-17.1 Additions to approved schedules.**

This rule had minor changes in sections (A), (B), and (C) and the majority of the changes were made to section (D).

(A) Until the official closing time on the first Friday of a quarter additions to approved schedules in undergraduate colleges require the approval of the student's enrollment unit.

(A) Until the official closing time on the **first Friday of a semester, term, session of autumn or spring semesters, or summer session**, additions to approved schedules in undergraduate colleges require the approval of the student's enrollment unit.

(B) After the first Friday of a quarter and until the official closing time of the second Friday, additions to approved schedules require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit.

(B) After the **first Friday of a semester, term, session of autumn or spring semester, or summer session and until the official closing time of the second Friday**, additions to approved schedules require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit.

(C) After the second Friday of a quarter, additions to approved schedules require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or of the designated representative of the chair or the director), and the approval of the student's enrollment unit.

(C) **After the second Friday of a semester, term, session of autumn or spring semesters, or summer session, additions to approved schedules will not be permitted. Exceptions will be granted only by petition. Petitions must be filled with the authorized representative of the dean or director of the student's enrollment unit. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the student's control. Additions also require** the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or the designated representative of the chair or the director).

(D) After the third Friday of the quarter, additions to approved schedules will not be permitted. Exceptions will be granted only by petition. Petitions must be filed with the authorized representative of the dean or director of the enrollment unit. Petitions will be approved only on the basis of clearly documented clerical error or unusual and extenuating circumstances beyond the student's control.

(D) Because of the accelerated nature of the **May session courses**, deadlines for adding these courses are as follow: after the first day of classes until the official closing time of the first Friday of each **May session**, a student may add a course only with the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department) and the approval of the student's enrollment unit. After this date a student wishing to add a May session course to the approved schedule must **petition the authorized representative of the dean or director of the student's enrollment unit. Petitions will be approved only on the basis of**

clearly documented clerical error or unusual and extenuating circumstances beyond the student's control. Additions also require the permission of the instructor (or, with the instructor's concurrence, a representative as appointed by the department), the permission of the chair of the instructor's department or the director of the school (or the designated representative of the chair or the director).

This rule change was approved by CESP on January 4, 2011 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Ward and carried with all in favor.

- **Rule: 3335-9-25 Academic probation.**

This rule had minor changes. In section (A), first sentence was maintained: "Any student who has accumulated fifteen or more deficiency points shall be placed on probation." In section (B) the only change was replacement of word "quarter" with "semester".

This rule change was approved by CESP on January 4, 2011 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Wolf and carried with all in favor.

- **Rule: 3335-9-30 Requirements for an undergraduate baccalaureate degree.**

Sections (A) and (B) of this rule had minor changes: "forty-five quarter hours" has been replaced by "thirty semester hours", and "last quarter" has been replaced by "semester, term or session".

This rule change was approved by CESP on December 7, 2010 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Cogdell, and carried with all in favor.

- **Rule: 3335-9-32.1 Requirements for certificate of study.**

Section (A) (1) had minor changes; word "quarter" has been replaced by "semester, term or session". Section (A) (2) had also few changes:

(A) (2) Have earned through regular course enrollment a minimum of forty-five quarter hours credit in an approved certificate program. No certificate program shall require enrollment in and credit for more than ninety quarter hours. At least one-third of all quarter hours credit earned in a certificate program shall be at the 500-level or above.

(A) (2) Have earned through regular course enrollment a minimum of **thirty semester credit hours** in an approved certificate program. No certificate program shall require enrollment in and credit for more than **sixty semester credit hours**. At least **one-third of all semester hours credit** earned in a certificate program shall be at the **4000**-level or above.

This rule change was approved by CESP on December 7, 2010 and was forwarded to Council for review.

Hobgood moved approval; it was seconded by Duggineni and carried with all in favor.

- **Rule: 3335-8-21 Marks.**

Section (F) (1) had few substantial changes.

(F) (1) ... This credit, up to a maximum of forty-five credit hours, shall be assigned only upon the authorization of the chair of the department or the director of the school and with the approval of the authorized representative of the dean or director of the student's enrollment unit. Additional examination credit hours may be assigned specific curricular programs with the prior approval of the council on academic affairs.

(F) (1) ... This credit shall be assigned only upon authorization of the chair of the department or the director of the school and with the approval of the authorized representative of the dean or director of the student's enrollment unit.

During discussions the following issues were raised and clarifications provided:

- These changes were approved by CESP on November 23, 2010 and sent to Council for review.
- Members of the Council have different points of views regarding eliminating the exact number of credits which can be recognized as "EM" for registered students.

Hobgood moved approval of the Rule: 3335-8-21 (F) (1) in the format suggested by CESP. The motion was seconded by Blackwell and defeated with five in favor, five opposed and two abstentions.

- Council recommends that the rule include a maximum number of credit hours which can be recognize as "EM" and proposed the third phrase in this Rule 3335-8-21 (F) (1) to be: "This credit, **up to a maximum of thirty credit hours**, shall be assigned only upon the authorization of the chair of the department or the director of the school and with the approval of the authorized representative of the dean or director of the student's enrollment unit."

Antani moved approval of this recommendation; it was seconded by Blackwell and carried with eight in favor and four opposed.

- The Council also recommends that the deleted sentence: "Additional examination credit hours may be assigned specific curricular programs with the prior approval of the council on academic affairs" should remain a part of the Rule.

Cogdell moved approval; it was seconded by Douglas and carried with eleven in favor and one opposed.

The following sections (G) (3), (K) (2) (a), (K) (2) (b), (K) (2) (e) and (L) (2) had few changes.

(G) (3) The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Saturday of the quarter, semester, or session, following that in which the "I" was received. [...] An extension beyond the date grades are due for the quarter, semester, or session following that in which the "I" was received requires concurrence of the instructional unit's dean, director, or college secretary.

(G) (3) The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the seventh Saturday of the semester or term, following that in which the "I" was received. [...] An extension beyond the date grades are due for the semester, term or session following that in which the "I" was received requires concurrence of the instructional unit's dean, director, or college secretary.

(K) (2) (a) This grading pattern may be chosen for a maximum of thirty credit hours, provided the student has an accumulated point-hour ratio of 2.0 or higher.

(K) (2) (a) This grading pattern may be chosen for a maximum of **twenty credit hours**, provided the student has accumulated point hour ration of 2.0 or higher.

(K) (2) (b) Among these thirty credit hours, an undergraduate student may elect this option for courses in fulfillment of the curricular requirements of rule 3335-8-06 of the Administrative Code.

(K) (2) (b) Among **these twenty credit hours**, an undergraduate student may elect this option for courses in fulfillment of the curricular requirements if rule 3335-8-06 of the Administrative Code.

(K) (2) (e) Before five p.m. of the third Friday of a quarter or the second Friday of a term, a student must have declared intention to take a course on this basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from this option after five p.m. of the third Friday of a quarter or the second Friday of a term.

(K) (2) (e) **Before five p.m. of the fourth Friday of a semester or term, the second Friday of a session during autumn or spring semesters, the second Friday of summer session, or the first Friday of May session**, a student must have declared intention to take a course on this basis by filling the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from this session after five p.m. of the fourth Friday of a semester or term, the second Friday of a session, during autumn or spring semesters, the second Friday of summer session, or the first Friday of May session.

(L) (2) Before five p.m. of the third Friday of a quarter, semester, or session, or the second Friday of a term, a student must have declared intention to take a course for audit or to change from a credit to an audit basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from the audit option after five p.m. of the third Friday of a quarter, semester, or session, or the second Friday of a term.

(L) (2) **Before five p.m. of the fourth Friday of a semester or term or the second Friday of a session during autumn or spring semesters, the second Friday of a semester session, or the first Friday of May session**, a student must have declared intentions to take a course for audit or to change from a credit to an audit basis by filling the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from the audit option **after five p.m. of the fourth Friday, of a semester or term, the second Friday of a session during**

autumn or spring semesters, the second Friday of summer session, or the first Friday of May session.

- **Rule: 3335-8-26.1 Recalculation of cumulative point-hour ratio.**

This rule had minor changes. Section (C) had been changed to:

- (1) Thirty semester credit hours
- (2) Two academic semesters or terms

This rule change had been approved by CESP on December 7th, 2010 and was forwarded to CAA for review.

Hobgood moved approval; it was seconded by Douglas and carried with all in favor.

- **Semester Conversion: Department of Statistics - Master of Science Program in Statistics**

Fellingham presented the proposal. The changes to the program are intended to modernize this degree program. The program has a minimum of at least 33 hours of coursework, of which 28 hours are required courses. The goal of the program is to prepare students to enter positions in applied statistics in business, industry or government.

Fellingham moved approval of this proposal; it was seconded by Alexander and carried with all in favor.

- **Semester Conversion: Department of Statistics - Master of Applied Statistics**

Fellingham presented the proposal. This master's degree involves some modernization and re-packaging of course materials, but retains its essential character as a terminal degree or as preparation for the doctorate. Individual courses are replaced with comprehensive sequences, and the timing of qualifying exams is adjusted to provide early feedback to students, so that they can adjust coursework, resulting in a more useful degree. Careful attention ensures that the program is suitable as a starting point for the Ph.D. in both Statistics and Biostatistics. The new course added is: 6860 Foundations to the Linear Model.

Fellingham moved approval of this proposal; it was seconded by Ward and carried with all in favor.

- **Semester Conversion: Department of Statistics - Statistics Graduate Minor**
- **Semester Conversion: Department of Statistics - Statistical Data Analysis Graduate Minor**

Douglas presented both proposals. The Graduate Minor in Statistics had few minor changes:

- Requirement of two theory courses, Statistics 610 and Statistics 623, has been replaced by an envisioned, one-semester theory course, Statistics 6101, tailored to graduate students who want to take a minor.
- Design and Analysis of Experiments (Statistics 6410) and Applied Regression (Statistics 6450) are now mandatory for this program. Both courses provide graduate minor students with a solid, essential foundation in statistical modeling
- The list of elective has been updated to reflect the list of possible courses that will be available under semester.

The Graduate Minor in Statistical Data Analysis requires Statistics 5301 (4 credit hours) and Statistics 5302 (3 credit hours). At least 5 additional credit hours at the 6000-level are required and lists of elective courses and alternative electives are included in the proposal.

Douglas moved approval; it was seconded by Hobgood, and carried with all in favor.

The meeting adjourned at 5:10 PM.

Respectfully submitted,

W. Randy Smith

Liana Crisan-Vandeborne