|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Present** | **Excused** | **Absent** | **Alternate** |
| Ronald Elsenbaumer |  | x |  |  |
| Michael Moore \*\* | x |  |  |  |
| Amy Austin | x |  |  |  |
| Jean-Pierre Bardet |  |  | x |  |
| Barbara Becker |  |  | x |  |
| David Bernard |  |  | x |  |
| Rebecca Bichel \*\* | x | x |  | Mary Jo Lyons |
| Beverly Black \*\* | x |  |  |  |
| Alaina Cardwell \*\* | x |  |  |  |
| Mary Cazzell | x | x |  | Lynn Cope |
| C. Y. Choi | x |  |  |  |
| Phil Cohen \*\* | x |  |  |  |
| Manfred Cuntz | x |  |  |  |
| Dana Dunn | x |  |  |  |
| James Epperson | x |  |  |  |
| Sergio Espinosa | x |  |  |  |
| Norma Figueroa | x |  |  |  |
| Jennifer Fox | x |  |  |  |
| Perry Fuchs | x |  |  |  |
| Donald Gatzke |  |  | x |  |
| Jeanne Gerlach |  |  | x |  |
| David Gray | x |  |  |  |
| Todd Hamilton |  |  | x |  |
| Jongyun Heo | x |  |  |  |
| Laureano Hoyos | x |  |  |  |
| Holly Hungerford-Kresser | x |  |  |  |
| Pamela Jansma | x |  |  |  |
| Richard Jimmerson \*\* | x |  |  |  |
| Dee Mackey | x |  |  |  |
| Albert Marichal |  |  | x |  |
| Gladys Maryol | x |  |  |  |
| Jeff McGee | x |  |  |  |
| Andrew Milson | x |  |  |  |
| Diane Mitschke | x |  |  |  |
| Ellen Murphy | x |  |  |  |
| Helen Myers | x |  |  |  |
| Karl Petruso \*\* | x |  |  |  |
| Elizabeth Poster | x |  |  |  |
| Jaime Rogers | x | x |  | Brian Huff |
| Scott Ryan |  |  | x |  |
| Salil Sarkar | x |  |  |  |
| Brent Sasley | x |  |  |  |
| Antoinette Sol \*\* | x |  |  |  |
| Jackie Stodnick | x |  |  |  |
| Chunke Su | x |  |  |  |
| Larry Watson |  |  | x |  |
| James Welch | x |  |  |  |
| James Williams |  | x |  |  |
| Judy Wilson | x |  |  |  |
| Beth Wright | x |  |  |  |
| Gergely Zaruba | x |  |  |  |

**Approval of Minutes.** The minutes of the regular meeting on March 27, 2012 were approved as published.

**Undergraduate Curriculum Committee**

Had nothing to present or vote on at this time.

**Revisions to Grade Exclusion & Grade Replacement Update –** Presented by Michael Moore

* This was a carryover from last semester – Revisions to grade exclusion & grade replacement were voted upon by Undergraduate Assembly, decidedly that things would stay as printed in the catalog.
* Student Congress President (Jennifer Fox) met with the students and they were not supportive taken by the decision made by the Undergraduate Assembly body.
* The President ultimately decided not to adopt the policy that was supported by the Undergraduate Assembly with a sort of equivalent /veto if you will of recommendation.

He wrote back to the Academic Standards Committee charging the committee with revisiting the issue with the idea of doing two things:

1. Abolishing it in its entirety
2. Developing a time table for how that might happen. Not necessarily abolished immediately but to phase it out.

* The Academic Standards committee met yesterday (9/10/12) for the first time this semester, and the above options were presented to them and they have taken the position they are not interested in re-visiting the policy.
* I provided the update to the President and that’s where the matter sits at the moment. I will keep the committee apprised as to how it continues to develop. As things stand right now there will be no change in the policy. We will continue to operate by the policy as it stands in the catalog.

**Speak of Jurisdictions and power of the Undergraduate Assembly Committee for new members**

* There are three large faculty bodies on campus

1. Faculty Senate
2. Undergraduate Assembly
3. Graduate Assembly

* Preview over two very broad areas.

1. Curriculum Matters related to Undergraduate re-programs, this is everything from new courses to approving degrees, making revisions in degrees, and minors. Many of you serve as representatives in your departments on the curriculum committee. Each academic unit has a representative, each department has a committee. When new faculty members are hired courses get proposed and they come up to the committee, they vet them, discuss them and decide what’s appropriate or not. They are parceled into two areas, those that don’t require approval by this body (Undergraduate Assembly) more minor items, like edits etc. Then there are things that need to be voted on by this committee.
2. Academic Standards is the other committee. There is also a representative from each academic unit, each college and school, from that group, along with ex officio members from Institutional Research, Office of records, and the Provost Office they look at recommendations related to GPA requirements for incoming freshman, transfer, and admissions standards. Right now for example they are involved in analysis on whether we need to re-visit admission standards for freshman, looking at success for our entering freshman and how they do on various cut points of their SAT and high school class rank. Last year they spent considerable time looking at transcripts. That also parallels what Graduate Assembly does as well. They look at Graduate admission programs, standards and also curricular changes. All other matters such as academic freedom, grievances policies, tenure and promotion those all fall to the faculty senate committee.

**Open Discussion on Course Policies –** Presented by David Silva

* **Syllabus Template** – Updated Information for posting

1. The course syllabus template is located on the Office of the Provost website,

and is updated in July for the coming year. Make sure you include all the required elements when setting up the syllabus

1. Make sure you use the current version of the template, not last year’s version.
2. Pass bill 2504 requires all course syllabus must be posted online for 2 years; this is why you can’t upload last year’s syllabus. You must create and post a new syllabus each year. Asked why we can’t post on the departmental website and it’s because it does not meet the letter of the legislation. The course Syllabus has to be gathered in a searchable data base and to be accessible to the public.
3. Be sure your course syllabus is up to date and is online in the faculty profile system.

* **Honor Code** – New aspect of the syllabus template

Heather Snow and I **c**o-chaired the task force to develop the new honor code. We spoke with the Faculty Senate, Undergraduate Assembly, and the Graduate Assembly letting them know it would be implemented this fall.

1. If you have gone to the syllabus template you will see we have changed the verbiage under academic integrity to now include the working of the honor code.
2. There is no centralized place the students read and sign the honor code where it is kept on record. So we let you know you can use the honor code in whatever way makes sense in your department / classes.
3. Use the honor code to your advantage to promote academic integrity it’s a new tool we all have to make sure we adhere to the highest standards of integrity here on our campus.
4. The Office of Student Conduct has made it clear that if you have suspected violations of academic integrity that you report it to them. For every case you decide to take on your own, one on one, what you don’t know is the same student may be committing the same infraction in other classes, when nobody speaks , nothing happens.
5. We have hired a new academic integrity officer who will help us promote the honor code, but to also help us manage the case load for academic integrity which unfortunately has grown in the past couple of years.

* **Student Feedback Survey –** Concerns

Faculty have concerns about the fact we have taken the surveys out of the classroom and put them online where they feel they no longer have control as to when the surveys are done.

1. Faculty plays the central role in the student feedback survey process.
2. I encourage the faculty to set aside 15 minutes at the end of the semester to have your students bring their laptops to class and access the surveys through Mav mail and do them as a class. Faculty who have used this process have enjoyed response rates of 75% in the survey process the same as when we used the paper process. I will say the online process right now response rate is 35% and I like to see us push this rate to at least 50%.
3. Contact the Office of the Provost if you would like the brochure we created on some of the best practices for the Student feedback survey’s and we are more than happy to work with you.

* **Early Alert System –** Website for Faculty to enter student information

1. This is a “One website stop” created for faculty to submit information about a student in which you might have concerns. That information will be forwarded to the appropriate office so they can contact the student to make the appropriate referral.
2. We are looking to get feedback in the freshman classes in weeks 4 and 8 and faculty have expressed concerns they have nothing to report because they have not yet given a test, and don’t have information to report.
3. The Office of the Provost has produced a brochure that will give some sense of what you can do with the information you have, and we have updated it in the last month. Please contact David Silva if you would like to have a copy for your department.

**Other Business**

* **Enrollment**

1. Enrollment number was flat from last year at 33,267 which is off by ½ percent from last year.
2. Freshman are up a little bit over ½ percent at .6, 2588 fulltime
3. We are finding we have higher quality students, SAT scores are 10 points higher, and 25 percent graduated in the top 10 percent of their class. 2/3 graduated in the top 4 of their class.
4. 30 percent of the students at the University take at least one online course right now, and 17 percent of that total takes completely online courses.

* We will have items to vote on for our October 16th meeting.

**If no other business, motion to adjourn, seconded, we stand adjourned.**

**Adjournment.** The meeting adjourned at 2:35 p.m.

Michael K. Moore

Secretary

MKM; dr