Academic Standards Meeting

Location: Blue and White Room – Student Center
Date: February 20th 2018

Present:

- Micheal Bartone
- Mary Pat Bigley
- Julie Schnobrich-Davis
- Monique Durant
- Eugena Givens
- Stephen Bloc
- Wangari Gichiru
- Segun Odesina
- Fan He
- Paul Hapeman
- Rick Roth
- Carmela Pesca
- Steve Kirstukas
- Segun Odesina

The meeting was called to order at 3:06 pm

Minute 1: Approval of the Minutes from November 28th 2017

- Rick said that on page 2 of the minutes from November 28th, it was Patrick who asked the question in regards to the president’s announcement and not Steve.
- Julie made the motion was made to approve the minutes, Rick Roth seconded the motion.

Minute 2: Committee Reports: Online Learning Committee – Paul Hapeman

- Paul said that there was a proposal will be going to the Senate that will formalize course evals as a way of evaluating online courses that will be submitted by Joe.
- Paul said that he is working an online submission instead of a paper one. He said that he saw the draft version of what it was going to look like.
- Paul also said that there was some discussion for people doing distance education, that there was going to be a ‘U-Card’ that they end up getting for verification and that Distance courses were going to start using it for *review*...and that it seemed like they were tied together and he was not sure how far along that verification was.
- He added course evaluations for on the ground classes, there was discussion that that it was too expensive to do. If people on the ground wanted their evaluations done, that they could request that to start moving in the direction of doing it online.
• Paul said that if a person doing an on the ground class wanted to have their course evaluation done, that they could contact Paul who would then track down the person that they needed to contact.

• Paul said that for a couple months discussion for funding for new online classes and those will get diverted because there is no specific language in contract for people to do that. So, after also of discussion, he said that it was decided that individual teams will be left to make decisions on how they compensate people doing such classes. Paul said that there was no formal language for that in the contract.

• Rick thought it was diverted to training…contractual language on how that would work

• Question: Julie asked whether, “the course evaluations would be standardized online so that everyone would have the same or would all departments still have their own?”

• Paul responded that yes, there was a very small subset of questions which are attached to everybody’s individual questions from their department. So, secretaries from the various departments can bring the questions and they would help to get them into the system.

• Carmela said that they had done with last year and that they had had their own set of questions for languages and for humanities that were different. She said they got in contact with Amy who was the one who did that for them. She said that the difference was that the chair does not have access to evaluations for every single faculty member and that this was a problem in her department because they have a lot of part timers and Standards and as such needed their chair to have access to those evaluations. She said that if this year it was the same again, that her department would go back to paper evaluations.

• Paul said that he can bring that up in the next meeting as a concern

• Monique asked people in the school of business have had it for some time now and wondering what the experience was as far as the response rate was because there was concern that the response might be quite low even though there were reminders.

• Paul responded that he had a sheet with numbers they received at their last meeting and it looks like the lowest on that list was a cross section survey of 57% but mostly it was high 60’s to 100%

• Fang said that in his department they set for one class do their teaching evaluation online because though not everyone a majority are taking that class.

• Michael said in some universities, one cannot get their grade until they will out the evaluations.

• Paul said that that was something they talked about on how do they get students to fill out the evaluations.

• Rick asked when should we anticipate the proposal form to be developed and go to the committee for review.

• Paul said that it was hinging on the course eval. language being approved by the senate, that for some reason that had to go first and then the form could be fully developed. It has most of the language on it but there was one piece on there that was related to course eval. so, they could not just hand out the form…

• Rick said that he was talking about the original, if we wanted to propose a new course

• Paul said they were still waiting to see if anybody’s going to teach on line, and they have to go through that paperwork. He said that that should be something that should be going out right now, that every semester people should be printing out a prototype of that form for
online, but that there was wording in there that relates to course evals. that had to be approved, then the form can then be developed and be accessible to all.

- Rick said then that meant we were are not talking about Fall.
- Paul said that no time line was given.

**Minute 3: Announcements from Julie:**

a) Julie gave the members a heads up that she was forwarded an email from Student Government that said that the students wanted representation on the Academic Standards Committee. She said that there were two spots for students and as such, we might be having student representation at our next meeting.

b) The minor policy that was approved at the last meeting has been moved to the Faculty senate

c) Online stuff, Julie wanted to thank Mary Pat for putting stuff up. She said that the meeting dates she had on, said 2017 and not 2018. The students had alerted her that they could not find any of the meeting dates.

**Minute 4: Unfinished Business – Residency Requirements**

- Julie said the Residency requirement proposal from two meetings ago about the residency requirements. The NEASC had required us to require the university to have $\frac{1}{4}$ of the courses done here which translates to 30 credits unless you have a major program that requires more than the 120. It also said that the substantial amount of those credits need to be at the advanced level. So, the substantial amount was then operationalized as 12 credits at the 300 or 400 level.

- She further said that it went to subcommittee and the full curriculum committee and there was some discussion. There resulted in one amendment at the full curriculum committee that, instead of having 12 credits at the 300 or 400 level, they amended it to 300 or above because of those students who take 500 level courses in their undergraduate programs.

- Julie asked if someone would like make a motion to put that proposal back on the table. Mary Pat moved and Rick seconded. Julie asked if there was further discussion. There being none, Julie asked everyone to move forward with the language that says, “…12 credits at the 300 level or above”. This was done.

**Minute 5: New Business – Proposal to clarify undergraduate commencement requirements**

- Julie said that Patrick had talked about this at the prior meeting regarding commencement requirements. The president has said that we are not having winter commencement ceremonies so that requires us to go back and us to look at some of the graduation policies and update those.

- Julie said that even though Patrick was not here for the meeting, that she had discussed it with him that we were going to bring it forth because she wasn’t sure that the March meeting would run and we want to get it in place for Fall 2018.

- **Question:** Mary Pat asked that under the proposal, it said that, “they complete the graduation requirements during the spring or summer… and then, that they must apply for graduation for the semester that they anticipate completing the final graduation requirements.” She continued to say that, if the person thinks that they are going to complete their graduation
requirements in the summer, they apply for summer, but then the next paragraph down you give them a 6-credit leeway, so if they apply for their graduation in the summer and they don’t take their 6 credits till the fall, its seems that they should be going to the December commencement and not the Spring Commencement.

- Julie said then that if people have 9 credits they can graduate in the May commencement and finish those 9 credits in the Summer or Fall.
- Mary Pat did not understand why they were getting a 6-credit break. She understood if they were to finish that in the summer, but it extended into the Fall, then she believed that they should go to Fall commencement. She clarified that she meant applying for graduation not the ceremony itself.
- Even Rick agreed with what Mary Pat said, he added that the concern was space because it has to be in Welte.
- Mary Pat said a lot of students might fall into that trap of thinking that they graduated and they don’t come back to complete the remaining credits. Which she said, was not of benefit to the student when we let them think that and they and their families would be confused especially if they want to walk with their roommates or friends during the graduation.
- Rick said that they wanted wiggle room of 6 credits because who took a course and the transfer credits did not get in yet or they collect a course and the credits were not there yet.
- Julie asked if there was a way to reword this.
- Rick said that if someone is finishing in the summer, then they would have the option of attending both.
- Mary Pat that someone who is finishing in the summer if it shows so in their degree evaluation, then let them walk in May, which is the way its worded that “if they apply for summer, then they can attend the May graduation which gives them a leeway to be taking six credits in the Fall.” There has to be a separate paragraph that addresses the summer people who apply for summer.
- Segun suggested we could take out the wording after graduation completely and add /summer after the... on the second paragraph.
- Rick said that if there are additional people going to the winter commencement, they are concerned about running out of room. He is going on the basis of 1800 seats with potentially 600 graduands including graduate student in that ceremony, with just two tickets per family.
- Julie said we are doing the winter commencement for the first time in the university history.
- Mary Pat said that was not true that we had done it before.
- Rick said we should not wait till the end of march because of the catalogue.
- Rick suggested that we he could consult with Patrick on the following day to get this explanation and the possibly do an online vote to make sure it gets in before the next senate meeting.
- Mary Pat asked if in May, they were going to do it by schools, 2 schools at 9 a.m. and 2 schools at 3 p.m. She suggested that potentially, they could do the same thing in December if they are worried about 800 seats.
- Rick said that the Deans and the President have to be available for both ceremonies...causing a strain.
- Mary Pat even if we don’t get it approved by March that it was not so bad because it was more about entering students, where the catalogue date is not so critical because, by the time someone entering in Fall 18 gets around to graduation, we could have changed it anyway.
- Rick asked if the committee would have any objection to doing an electronic vote.
• Steve Kirstukas asked if there was a possibility of a further discussion by email because he would be uncomfortable to just say ‘yes’ or ‘no’.
• Mary Pat said that we did not have enough information.
• Julie said that we could have an emergency meeting to discuss it.

• Mary Pat, going back to the whole idea of the catalogue, suggested that it should say, “that this goes into effect for students graduating in 2018 or 2019 or later.

• Question: Steve Kirstukas said that this was about student participation in the ceremonies. He asked whether there was any talk about faculty participation because there is a relatively small number of faculty that participate in the summer graduation and it would be expensive in terms of time and gown rentals and all that and so is there any expectations or thoughts about how that would change in the winter.

• Julie said no because ours, was just about the policy concerning people’s ability to graduate. She said there was a commencement committee that was working out the other details about the different schools and different times, the winter commencement ceremonies at Welte and other things they are discussing. She said she was sure that must have come up in their discussions.

• Mary Pat said that Joe Paige is the head of the commencement committee.

• Julie asked for a motion to table or postpone the voting till further notification.

• Rick made motion that “we wait on tabling for further discussion until we have a chance to consult with Patrick, and then get back to the committee with possibilities.” Segun seconded the motion.

**Minute 6: Minor Changes to the Graduation Honors policy**

• Julie asked if anyone has questions about the minor changes in the graduation policy.

• Rick said its purpose was to simply the wording to a simpler middle paragraph because the current one was huge and confusing. There was also the changing the 62-credit requirement in residence to 60 credits which was based on 50% of the 120, as opposed to the former 122.

• Julie asked for a motion for discussion.

• Rick moved a motion for discussion and Segun seconded.

• There being none, Julie asked for a motion to approve “the proposed minor changes in the graduation policy”.

• Mary Pat said we make clear if this was effective for people entering the university in 2018

• Rick and Julie said it was effective for students graduating.

• Mary Pat said that then, that should be made clear.

• Carmela asked that there was a change in policy in the post bacc. She asked where does that proposal go?

• Mary Pat said she would think about it.

• Carmela said she would share that proposal with Mary Pat.

• Julie said maybe it a question for Patrick or Gynchronis or Matt Bielawa.
There being no other matters to discuss, the meeting was adjourned at 3:48 p.m.