COUNCIL ON ACADEMIC AFFAIRS
MINUTES
August 17, 2006

Members Present: Allen Ault, Verna Freer, Gary Kuhnhehn, Gerald Pogatshnik, Heidi Terry, Janna Vice, Deborah Whitehouse, Becky Whitehurst, James Chapman, Chair, Aaron Thompson, Vice-Chair

Members Absent: Scott Amundsen, Byron Bond, Steve Byrn*, E.J. Keeley*, Sandra Moore, Carolyn Siegel, Liz Throop*

*indicates prior notification

Non-Members Present: Sheila Adkins, Mike Ballard, Mark Biermann, Julie Brewer, Sue Cain, Phillip Campbell, Randall Crist, Tina Davis, Diane Leggett, Rebecca Newsome, Linda Turner

To view amendments go to http://www.academicaffairs.eku.edu/committee/academicCouncil/

APPROVED
Council on Academic Affairs Minutes – May 18, 2006

OFFICE OF STUDENT LIFE

APPROVED
Graduation Regalia National Pan-Hellenic Council Effective: Fall 2006

ENROLLMENT MANAGEMENT

APPROVED
Pre-College Curriculum Requirements Effective: Fall 2006

APPROVED
Withdrawal Policy Effective: Spring 2007

UNIVERSITY PROGRAMS

APPROVED
Program Revision African/African American Studies Effective: Fall 2006 Minor

Program Revision African/African American Studies Effective: Fall 2006 Certificate

COUNCIL ON ACADEMIC AFFAIRS Minutes from August 17, 2006
Submitted by Rhonda Goode, Office of University Programs, AVP for Academic Affairs
TO: Council on Academic Affairs
FROM: Edward J. Keeley, Ph.D.
       Interim Assistant Vice President
       Enrollment Management
DATE: July 14, 2006
RE: Proposed Changes to Withdrawal Policy

I wish to put forward the attached proposal for the Council on Academic Affairs' consideration.

This proposed change to the withdrawal policy is intended to benefit students and faculty, and ultimately to enhance student success and persistence.

Thank you for your consideration.

Attachments
TO:  K.J. KEELEY, INTERIM ASSISTANT VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND EXECUTIVE DIRECTOR FOR INSTITUTIONAL EFFECTIVENESS

FROM:  TINA DAYIN, INTERIM REGISTRAR

SUBJECT:  PROPOSED CHANGES TO WITHDRAWAL POLICY

DATE:  06/09/06

RATIONALE

Current policy requires faculty to provide undergraduate students with a midterm grade no later than the 7th week of a full semester, with the student's deadline for withdrawing falling one week later. Often this requires faculty to make determinations of student progress based upon less than half a term's worth of work. Additionally, the current timing gives students only one week to contemplate the grade, seek advice, and/or attempt to meet with their instructor before the university deadline to withdraw.

Also note that in October of the year Fall Break occurs during the one week that exists between submission of midterm grades and the withdraw deadline, increasing any difficulty students may face in scheduling meetings with advisors or instructors to discuss any academic dilemma. In the Spring term should the student desire to use Spring Break to contemplate course options with their parents it would be too late as the withdraw deadline will have just passed.

Our research has revealed that withdraw deadlines vary widely at other institutions, falling everywhere from the 8th week to the last day of class. A deadline of the 10th week of class in a regular term is not uncommon. The proposal below has the support of Enrollment Management units as it is believed to better serve the needs of our students.

PROPOSAL

1. The deadline for submission of full semester midterm grades for undergraduate students will be the Sunday of the 8th week of classes.
2. The deadline for submission of midterm grades for partial term classes, (i.e. a duration less than the regular 16 week term), will be the halfway point of that partial term, as determined by the Registrar.
3. The university deadline for withdrawing from classes will be the Friday of the 10th week of classes for a regular full semester.
4. The deadline for withdrawing from partial semester classes will be prorated accordingly by the Registrar.
Senator Noblit moved, seconded by Senator Johnson, to postpone discussion on items 5 & 6 (new major/minor: Homeland Security) until the November meeting to allow time for input from other departments. Motion carried.

The motion to approve items 3 & 4 carried.

1. Withdrawal Policy (Information only - CAA approved 08-17-06)
2. Credit by Examination Policy (Information only - CAA approved 09-21-06)
3. Technical Agriculture (A.S.) - Program revision: changing to Technical Agriculture (A.A.S.)
4. General Business (B.B.A.) - Program revision: adding option: Global Supply Chain Management
5. Homeland Security (B.S.) - New Program
6. Homeland Security Minor - New Minor

Report on Arlington Board. Senator Flanagan announced that the Arlington Board will meet on October 17 at 6 p.m. at the Mulebarn. One of the items for discussion will be a possible increase in membership dues. Please encourage faculty who are Arlington members to attend the meeting.

GENERAL & STANDING COMMITTEE REPORTS

REPORT FROM THE EXECUTIVE COMMITTEE: Senator Eakin

Senator Eakin reminded standing committee chairs that written reports on the committees' progress are due to the Senate secretary by noon on the Wednesday preceding the Monday Senate meetings.

The Executive Committee discussed the continuation of the "Meet and Greet" sessions held one hour prior to the Senate meetings and the "Eat and Greet" luncheons. It was the consensus of the committee that it was sufficient to hold one "Meet and Greet" session each semester and one "Eat and Greet" luncheon each semester. Please send any recommendations on dates for these events to Senator Eakin. The Executive Committee will make the final determination.

REPORT FROM FACULTY REGENT: Senator Schloemann

Board Members attended the Council for Post Secondary Education (CPE) and 2006 Governor's Conference on Postsecondary Education Trusteeship in Northern Kentucky on September 17-18. The Theme was "Governance from the Ground Up".

The annual "Measuring Up" report was presented. This report is a state (not specific to any one institution) "report card" for higher education. Kentucky received the same or higher grades in all areas as last year. The two areas in which little or no improvement has been made are affordability and completion.

The CPE approved preliminary 2020 bachelor's degree targets. In 2004-05, EKU had 1787 bachelor's degrees. The target for 2020 is 3,397. Our fall, 2005 enrollment was 13,942. The target for 2020 is 23,786. These numbers are based on predictions of what would be necessary for Kentucky to reach at least the national average by 2020.

The day concluded with a dinner meeting during which the Acorn and Oak Awards were presented. Senate President David Williams and House Speaker Jody Richardson were the speakers.

The next Board meeting will be held in January, 2007.

REPORT FROM COSFL: Senator Ware

COSFL will meet on October 21.

Senator Ware reported that the CPE President, Tom Layzell, is retiring and the search for a replacement will begin soon.

REPORT FROM THE PROVOST: Senator J. Chapman

Senator J. Chapman provided the following updates in his written report for October.

The new Science Building is beginning to emerge from concept to reality. The committee and the professionals involved are developing the building in an inclusive and cooperative manner.
RECOMMENDATIONS

1. The Council on Academic Affairs abolish the present "WP" and "WF" grading system effective with the 1983-84 academic year. The new grading system, in the following statements will take effect Fall, 1984.

2. With the advisor's approval, a student may officially drop a course through the eighth week of classes during the regular semester (or the mid-point of any intersession, Summer Session, or non-standard course) with a grade of "W". Students who officially drop or stop attending a course after the eighth week or a regular semester (or the mid-point of any intersession, Summer Session, or non-standard course) will be assigned a grade of "F".

3. After the eighth week, students who are victims of extraordinary circumstances beyond their control may petition in writing for approval for Administrative Withdrawal from the University, or, in unusual cases, from selected classes. The petition must include the justification for withdrawal and should be addressed to the Vice President for Academic Affairs and Research. If Administrative Withdrawal is approved, the grade of "W" will be assigned and the instructors of classes for which the student is registered will be informed.

4. The following statement is presented as a recommended academic policy:

   Faculty are obligated to inform students, upon their request, of their academic progress prior to the last day during which they may drop a course with a grade of "W".

5. Recommended that the Council of Deans address and recommend policy and procedures for the withdrawal of students from the University.

Following Dr. Rowlett's presentation, Mrs. Shouse moved for approval of the Report of the Council on Academic Affairs. Mr. Harper seconded the motion and it passed unanimously by voice vote.

HONORARY DEGREES

President Powell reported that a Committee on Honorary Degrees was appointed and, following deliberations, presented the names of four individuals to the Faculty Senate for consideration for recommendation for honorary degrees. Upon approval by the Faculty Senate, it was determined that two of the nominees could not be present at eighth the May or August Commencement to receive the degree.

Accordingly, he recommended that the Board of Regents approve the award of honorary degrees to the following:

Mr. John S. Palmore, JR.  Doctor of Laws — May Commencement

Dr. Thomas Herndon  Doctor of Science — May Commencement

Mr. Keith made a motion to approve these degrees, it was seconded by Miss Ohmann and passed. A vitae on each recipient follows:
Senator Thompson seconded the proposal. Senator Cross inquired if the examination schedule is to be moved forward by two days to dovetail with the completion of classes. Senator Schwendeman informed Senator Cross that the examination schedule had been moved forward. Senator Gray inquired if advisors would have to arrive two days earlier at the beginning of the semesters to conduct advising. Again Senator Schwendeman responded to the question and stated that this appears to be correct. Senator Fox asked if the computerized system would accommodate oddball-type classes, i.e., classes with irregular meeting hours. Senator Schwendeman responded in the affirmative. Senator Blanchard asked how this system would affect future semesters. Senator Schwendeman stated that approval of this proposal only commits us in the future to sixteen (16) night meetings including final examinations and 36-38 hourly meetings for normal day classes plus the final examinations. Another senator asked how this adjustment would affect the graduation date. Senator Rowlett responded that this has not as yet been determined. Senator Myers stated that the calendar revisions will affect the conduct of business within the Office of Student Affairs because students will be returning to campus much earlier with little to do before classes commence. The Senate voted to favorably receive the report and were further invited to send any additional suggestions to Senator Schwendeman.

Senator Rowlett moved approval of the proposed change in policies and procedures for dropping/adding courses. Following a second to his motion, Senator Rowlett noted that a review of the historical records of the institution revealed that we have always provided a fail-safe period at the beginning of each semester for three to four weeks during which time a student may drop a class without a grade. Thereafter, a student who dropped a class must be awarded a "WP" or a "WF", based upon his/her existing grade at the time of drop. Further, the University traditionally has retained a no-withdrawal period, usually in the neighborhood of four-six weeks, prior to the end of the semester. Senator Rowlett noted that proposals in the document from the Council on Academic Affairs constitute no substantive change to the University's policies. If approved, these changes could be incorporated into the new catalog which is going to the printers at this time. Ms. LeVan noted that the proposal called for the advisor's approval and wondered about approval for juniors and seniors. Senator Schwendeman responded that he hoped that in the future, juniors and seniors would be under the advising control of designated advisors. Senator Cross inquired as to why we want to expand the fail-safe period to four weeks. Senator Rowlett responded that this was often the period of time before the first examination is given and therefore permits the student to better assess his/her progress to date. Senator Maclaren rose and asked permission to recommend a change to the proposal; Chairperson Thompson noted that Senator Maclaren's proposal was a substantive issue and therefore would be brought to the April meeting. Considerable discussion followed; then Senator Heberle moved to suspend the rules of the Senate to consider the proposal of Mr. Maclaren at this time. Following a second, the Senate voted 33 to 16 to suspend rules, achieving the necessary required two-thirds of those present and voting. Mr. Maclaren then moved to amend proposals in paragraph #3 and #5 by replacing the designation "WP" and/or "WF" with a "W". Senator McCann seconded the motion of Mr. Maclaren. Mr. Maclaren referred to the list of ten reasons why he supported this amendment. Chairperson Thompson asked Senator Rowlett the routing of the amended motion should it be passed. Senator Rowlett stated that normally substantive changes like this would be cause for the Faculty Senate to return the proposal to Council on Academic Affairs to rework and return
it to the Faculty Senate with a clearly coordinated recommendation after it had been considered by all agencies of the University. However, if the amended document is approved without such direction, it would be forwarded directly to the President for his consideration. Several senators spoke in favor of the amendment. Senator Kuhn noted that six of seven members of his Physics faculty were in favor of this policy. One senator reiterated a point of Mr. Maclaren's that variations among faculty in the award of "WP"'s and "WF"'s result in students doing equal work in different sections and receiving significantly different grades upon withdrawal. Senator LeVian spoke against the proposal, noting that it is now possible to have a "bankrupt" semester.

Following a vote on the call for the question, which was approved by the Senate, the Senate voted on the amendment, which passed 29 to 18. Following another vote on the call for the question, which was approved, the vote on the amended motion was delayed for a motion to table, which was made by Senator Batch and seconded by Senator Wehrum. After a vote of 20 in favor of tabling and 25 against tabling, the amended motion remained before the Senate. The Senate then voted on the amended motion, with 26 voting in favor and 19 against. The amended motion, therefore, passed. Senator Rowlett noted that this concluded the business of the Council on Academic Affairs.

Proposal of Senator Blanchard

Senator Blanchard requested that his item on the agenda under "New Business" be postponed until the April meeting.

Announcements

Senator Heberle was recognized to announce there would be a AAUP meeting this coming Wednesday, 3:30 p.m., Wallace Building. Mr. Rowlett will speak on the topic of potential reduction in student aid. There will be other speakers as well.

Adjournment

Senator Myers moved to adjourn. Following a second, the Senate voted its approval and stood in adjournment at 5:43 p.m.

Respectfully submitted,

[Signature]

James M. L. Karns
Secretary

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1This report has been distributed to all Senators and Chairpersons of the University, along with Agenda to this meeting. A copy will be retained along with the permanent records and the Minutes of March 1, 1982 meeting.

2A copy of this report will be retained along with the permanent records and the minutes of this meeting.
EASTERN KENTUCKY UNIVERSITY
Richmond, Kentucky 40475

OFFICE OF ACADEMIC AFFAIRS AND RESEARCH
Vice President and Dean of the Faculties

TO: Members of the Faculty Senate

FROM: John D. Rowlett

SUBJECT: Proposed Change in Policies and Procedures for Dropping/Adding Courses

DATE: February 19, 1982

The Council on Academic Affairs has approved a proposal modifying policies for dropping and adding courses. There are two essential changes:

1. During a regular semester the period of time when a student may drop a course without a grade has been extended from three weeks to approximately four weeks.

2. After the ninth week during a regular semester official dropping of courses will not be approved. Obviously, there will be exceptions to be dealt with and these will be handled on an individual basis.

Proposal

1. With the advisor's approval, changes in class schedule which involve the adding of a course(s) must be accomplished before the end of the first week of classes in a semester or before the end of the first three days of classes of a Summer Session or special session.

2. With the advisor's approval and during the first through the fourth week of a semester or through the tenth day of a Summer Session or a special session, a course(s) can be dropped without a grade.

3. With the advisor's approval, during the fifth week through the end of the ninth week of a semester a course(s) may be dropped and a grade of "WP" or "WF" will be recorded. The end of the fourth week of the Summer Session or the halfway point of a special session will be used for these terms in the application of this policy.

4. After the ninth week of classes of a semester, or the fourth week of a Summer Session or the halfway point of a special session, official dropping of courses will not be approved.

5. Students who officially withdraw from the University after the fourth week of a regular semester or the tenth day of the Summer Session or a special session will be awarded grades of "WP" or "WF."
J. J. Cammack, which motion was put, each member voting "aye".

It was voted that Mr. Charles T. Hughes be employed to do field
work for the institution for a period not to exceed two months
during the summer at a salary of $150.00 a month and expenses.

Mr. Donovan called the attention of the Board to
the fact that it would be essential to rebuild the boilers in
the Power Plant during the summer months. Mr. Weaver stated
that he had examined the boilers and that it was his opinion
that the quality of coal which the institution was forced to
use this year had caused the boilers to burn out. He stated
that he felt a refund was due the School on the coal used
during the year because of the excess amount of ash it showed.
The question of rebuilding the boilers was discussed at length
and upon motion of C. F. Weaver, seconded by J. W. Cammack,
which motion was put and carried, the matter was referred to
the Executive Committee with power to act.

Mr. Donovan transmitted to the Board a report from
C. F. Brock, Business Agent, stating that each year a number of
students fail to meet their financial obligations to the
College before withdrawing, and recommending that those stu-
dents who leave the institution before paying their debts to
the college be considered as having withdrawn dishonorably
and to have forfeited the privilege of having their credits
transferred to any other institution and to be denied the right
of graduation and certification until such accounts or dis-
honored checks shall have been paid in full, or an acceptable
note substituted therefor. The matter was discussed and upon
motion of J. A. Sullivan, seconded by J. W. Cammack, which
motion was put and carried, the following resolution was adopted
by the Board of Regents to become effective immediately:

"Any student who leaves the institution before
paying his debts to the college and paying in full
dishonored checks, shall be considered as having
withdrawn dishonorably, and to have forfeited the
privilege of having his credits transferred to any
other institution, and shall be denied the right of
certification and graduation honors until such
accounts or dishonored checks shall have been paid
in full, or an acceptable note substituted therefor."

Mr. Donovan submitted a further report from Mr. Brock,