*Minutes*

September 1, 2015 at 10:00 a.m. in I-225

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Christy Gilfert | X |  |
| Dr. Martin McClinton | X |  |
| Dr. Larry Miller | X |  |
| Dr. John Meyer | X |  |
| Dr. Mary Myers | X |  |
| Gail Murphy |  | X |
|  |  |  |
| Michelle Fanslau | X |  |

1. **Minutes from August 4, 2015**
   1. No changes submitted
2. **Discussion of ARC membership**
   1. We need to have members for this committee according to the pending COP
   2. One member from each School
      1. Two from Science volunteered
   3. This membership needs to be determined soon so Dr. Wright can send out an announcement
      1. Names submitted so far
         1. Shawn Moore (Arts, Humanities, and Social Sciences)
         2. Angela Vitale (Health Professions)
         3. Caroline Seefchak (Education
      2. Remaining Deans should send committee members to Dr. Wright within the week
      3. There will be two ARC meetings this Fall
      4. The ARC website is up and running at <http://www.fsw.edu/ospr/arcgrant>
3. **Writing the Case Workshop discussion (attachment)**
   1. All who have received invitations should accept the meeting
   2. Officially, this is for the 5 schools to write their case statement
   3. The case statement is then used by the Foundation
   4. Dr. DeLuca can help Dr. Miller
   5. Jeff Gibbs and Mary Myers are also invited
   6. Think about the kinds of things you would ask for, large and medium
   7. Look for wow things and bring ideas
   8. Dr. Traina thinks there are those out there who will provide the funds to name the Schools
   9. Who else would attend the meeting with the Dean: Associate Deans and Faculty. Three is the recommended number from each school.
   10. Will another invitation for the event come out?
       1. Bonnie will send out another invitation with the meeting location.
4. **B term courses for Fall**
   1. At this time, there is no Fall B classes with room left for new students
   2. Moving forward, if we want a B term we need to put the courses out there
   3. Early students are registering for the B term
   4. Dr. Meyer can add some
   5. Dr. Alford indicated that they would be adding B term classes as well
   6. Dr. Meyer spoke with Andrae, who then decided they did not want B term classes
      1. We will tell Advising when classes are available for Fall B
   7. Let Dr. Wright know when B term courses have been added
   8. There is one section of SLS 1515 schedule for B term. The section is full. Currently, there are no additional faculty available to add another section.
5. **Faculty Senate Executive Committee meeting (9/10) items**
   1. Incomplete grade form and process to be discussed
      1. The form and process will hopefully become official effective Spring 2016
   2. Class attendance/excused absence COP (attached)
      1. Dr. Wright debated on how specific to make the COP
      2. Athletes will be traveling
      3. Student activities students will be traveling as well
      4. This COP does not apply to course only-related travel
      5. Does this include students who travel to games? No
      6. Change to: *students who are required to attend an officially sanctioned college activity*
      7. Who qualifies as an authorized college official?
         1. What if it is research-based travel?
         2. Should the decision come from an academic administrator? No
            1. Other students are traveling for student affairs-related events
         3. Change college official to *Administrator*
      8. Is this a good opportunity for us to discuss excessive unexcused absences with faculty?
         1. Dr. Wright is not prepared to discuss a college-wide attendance policy with faculty at this time
   3. This discussion brought up the issue of students who are traveling for course-related activities and approval for that travel
   4. Dr. Allbritten will now be attending the Faculty Senate meetings
6. **General education/advising discussion**
7. We added 9 new general education courses
8. Currently students are taking these courses, but the courses do not apply to any catalog other than 2015-2016.
9. LIT 2000 is a good example because it has ENC 1101 as a prerequisite
10. To avoid credit review requests, Dr. Wright is submitting a blanket memo to have the courses count retro-actively. The Credit Review Committee will make this decision on Thursday.
11. Garnett was very supportive, but was concerned about what it would do to the degree audits
    1. Dr. Wright has asked Garnett to change only the AA audits for the past 4 catalogs
    2. All advisors will be notified
    3. Graduation office will be notified
    4. Faculty can be notified
12. Dr. Wright will send out the information
13. Dr. Wright consulted with other institutions who are doing the same thing Dr. Wright is proposing
14. **Common start times/Spring schedule discussion**
    1. Dr. McClinton used common start times and common end times
    2. The idea is to make scheduling easier for students
    3. Remember that common end times can be used when needed
    4. Dr. McClinton has a few different start or end times because of lab availability
    5. Dr. Collins worked with Bonnie for some assistance
15. **Moving guidelines (attachment)**
    1. Document is from the Vice President, Administrative Services
    2. The moving guidelines were taxed this semester
    3. Facilities thought that there were unrealistic expectations to get things completed
16. **Other items**
    1. Dr. Alford asked about exam week and faculty responsibilities
       1. It is a paid duty day and faculty need to be available
       2. The faculty are indicating that the COP is not what they thought it would be
       3. The intent was to stop faculty from giving the final exam during the regular semester
    2. Dr. Alford asked about the orientation schedule
       1. Classes were cancelled and orientations continued after
       2. The Deans were not notified about the orientation schedule and the registrations that would occur so close to the start of the term
       3. Dr. Wright has already had a discussion with the appropriate VP about this issue
       4. Dr. Wright does not think we will have late registrations next year
          1. It is usually last in, first out for late registering students
          2. It is problematic for students to have only online courses to select from right before the start of the term
          3. This causes problems with retention as well
          4. We will also be looking at the add/drop schedule in the future
          5. There was a lot of delay with financial aid processing
    3. Dr. Miller asked about payment drops
       1. Is there some holding space for students who have not had financial aid processed
       2. The thing to do to get students to pay is cancel their classes
    4. Dr. DeLuca reminded everyone that the deadline for unit plans was last week
       1. For the program reviews, the fields (e.g. enrollment, completion, course data, success) are now populated into the program unit plans
       2. Goals need to be entered even though the results are already ~~listed~~ available
       3. Program review data produced by the Institutional Research Office and emailed to the Deans by Dr. DeLuca should be copy and pasted into the “Results” section.
       4. Dr. DeLuca’s office can assist anyone with this process
       5. Unit plans do not automatically go to other platforms
          1. Data can be pulled from one platform and provided to another system
    5. Dr. Gilfert brought up the issue about the “M” grade in MAT 0057 and financial aid
       1. The “M” grade does not impact GPA; however, is treated like a failure for financial aid purposes
       2. Students have to pay for the course when they take it again
       3. Students were not notified that they had to complete MAT 0057 in the first term
       4. Dr. Wright is working with Dr. McClinton to resolve the issue
          1. Is an Incomplete Passing possible?
          2. A MAT 0058 class is in discussion
          3. The way the course is being taught may be an issue
    6. Dr. McClinton brought up academic-related events that are costing facility fees
       1. There is no way now to waive the fee
       2. Dr. Allbritten made the decision that there would be no fee waivers
       3. Myrtha has worked with Judy Pultro for percentage waivers
       4. There is a mission-related fee structure in place

Submitted by Michelle Fanslau, 9/1/2015