

The University Senate Of Michigan Technological University

Minutes of Meeting 364

30 January 2002

Synopsis: The Senate

- (1) approved Proposal 17-02, Late Course Add Policy.
 - (2) approved Proposal 18-02, Amendments to Proposal 27-95, Academic Integrity Policy.
 - (3) approved Proposal 19-02, 2002-2003 Academic Calendar.
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1. CALL TO ORDER AND ROLL CALL

President Bob Keen called University Senate Meeting 364 to order at 5:34 p.m. on Wednesday, 30 January 2002, in Room B45 EERC.

Secretary Craig Waddell called roll. Absent were At-large Senators Tony Rogers and Don Beck and representatives from Chemistry, Electrical and Computer Engineering, Mining and Materials Processing Engineering, Physics, Keweenaw Research Center, Enrollment Management, and Student Affairs and Educational Opportunity. Liaisons in attendance were Michelle Trim (GSC), Dennis Taylor (USG), and Becky Christianson (Staff Council).

2. RECOGNITION OF VISITORS

Visitors included Sharron Paris (OSRR) and Marcia Goodrich (*Tech Topics*).

3. APPROVAL OF AGENDA

Keen presented the agenda and asked for amendments. There were no amendments or objections to the agenda as presented. [**Appendix A**. NOTE: Only official senate and library archival copies of the minutes will contain a full complement of appendices.]

4. APPROVAL OF MINUTES FROM MEETING 363

Keen presented the minutes from meeting 363 and asked for corrections or amendments. One correction was noted, and the minutes were approved as corrected.

5. PRESIDENT'S REPORT

Keen sent Provost Wray two memos requesting administrative approval of Proposal 15-02, Procedures for a Financial Crisis, and Proposal 16-02, Procedures for Periods of Financial Stress. [**Appendices B-C**]

The Task Force to Revise Tenure Policy and Procedures submitted a draft report to Provost Wray for his review.

On behalf of the senate, Senate Alternate Sharon Haapala (Finance and Advancement) attended a meeting on mental health issues sponsored by the Office of Human Resources. The meeting has thus far resulted in no policies for the senate's consideration.

Senate officers met with the provost on January 29 and discussed several issues that might need to be addressed by the Instructional Policy Committee and other senate committees. Proposals will be submitted to the senate after these issues have been deliberated within the appropriate committees.

6. COMMITTEE BUSINESS/REPORTS

University Committee Elections

Keen said that nominees were still needed for various university committees. He said that Gary Campbell (School of Business and Economics), Barbara Lide (Humanities), and Blair Orr (School of Forestry and Wood Products) were nominees for the Sabbatical Leave Committee. Keen said that each senator will be allowed to vote for three persons on the list of all persons nominated. Names of the three persons receiving the largest number of votes will be sent to President Curt Tompkins as candidates for a vacancy on this committee. Tompkins will select one of the three to fill this vacancy. The committee currently consists of the following members: Ann Maclean, Mohan Rao, Gopal Jayaraman, Sandra Boschetto-Sandoval, and John Lowther. Keen opened the floor for additional nominees. There were none. There were no objections to closing nominations and approval of the slate of candidates. The slate will be forwarded to President Tompkins.

Keen urged senators to solicit nominees for the following committees: Conflict of Interest Committee, Faculty Distinguished Service Award Committee, and Inquiry Committee (Scientific Misconduct).

7. UNFINISHED BUSINESS

Proposal 13-02, Enterprise Minor [See minutes, page 9455, for a copy of this proposal.]

Senator Bruce Barna said that the proposal is still under review by the Senate Finance Committee.

8. NEW BUSINESS

A. Proposal 17-02, Late Course Add Policy [Appendix D]

Senator Bill Yarroch said that the Senate Instructional Policy Committee was surprised to learn that there is no late-add policy at Michigan Tech. Board of Control Policy 9.6, Late Registration, refers only to late enrollment in the university, not to late registration for a given course. The Instructional Policy Committee is concerned with students who want to add a class after the first week of classes. The committee tried to draft Proposal 17-02 to reflect current practice for addressing late registration for courses. Under this policy, students will be free to add and drop through the first five instructional days of the semester; to add a course during the next five instructional days, students must obtain the signature of the course instructor and of their academic advisor; after the tenth day of instruction, students may not add a course except under specific circumstances defined in Proposal 17-02.

Keen called for a motion to approve Proposal 17-02.

Senator Kelly Strong MOVED and Senator Carol MacLennan seconded the motion to approve Proposal 17-02.

Keen called for discussion.

Senator Bruce Barna asked if the senate could vote on new business.

Keen said that the senate could because the proposal had been circulated more than ten days prior to the meeting.

Yarroch said that one reason to expedite the proposal was that if it is approved, it will affect the academic calendar, which will be included in the catalog, which is under preparation.

There was no further discussion. The motion to approve PASSED on a unanimous voice vote of the academic senators.

B. Proposal 18-02, Amendments to Proposal 27-95, Academic Integrity Policy [Appendix E]

Yarroch said that the proposal was submitted to the Senate Instructional Policy Committee in late September. It resulted from a six-year review of the 1985 Academic Integrity Policy, conducted by the Office of Academic Affairs. The Instructional Policy Committee received a number of comments on the proposed amendments from the Graduate School. Hence, the committee returned the proposal to the

Office of Academic Affairs with the suggestion that they work with the Graduate School on a revised proposal. Yarroch said that Vice Provost and Dean of Student Affairs Marty Janners and Dean of the Graduate School Bruce Rafert have approved the revised proposal.

Keen called for a motion to approve Proposal 18-02.

Senator Jim Pickens MOVED and Senator Steve Seidel seconded the motion to approve Proposal 18-02.

Keen called for discussion.

Senator Dana Johnson asked if the proposal would be included in the catalog.

Yarroch said that it would be included in the undergraduate catalog and also provided to graduate students.

There was no further discussion. The motion to approve PASSED on a unanimous voice vote of the academic senators.

C. Proposal 19-02, 2002-2003 Academic Calendar [Appendix F]

Yarroch said that the proposed 2002-2003 calendar is similar to the 2001-2002 calendar except that--due to conflicts with athletic scheduling--Winter Carnival will be held during the fifth week of the Spring 2003 semester rather than during the fourth week.

Keen said that in 1992, the Board of Control defined in the senate's charter/constitution the academic calendar as being within the senate's purview. At that time, Keen urged the president to make approval of the calendar a routine item for the senate, even though it would be rubber-stamping what the administration would produce. Keen said that the former senate president was persuaded to do otherwise, with consequences that the senate is aware of.

Keen called for a motion to approve Proposal 19-02.

Senator Lee Oberto MOVED and Senator Scott Pollins seconded the motion to approve Proposal 19-02.

Keen called for discussion.

Senator Bill Gregg asked if the newly approved late-add policy would be automatically integrated into this calendar.

Yarroch said that it would be.

Sharron Paris, director of the Office of Student Records and Registration, said that the week-five Winter Carnival will go back to week four in future years.

Graduate Student Council Liaison Michelle Trim said that when there are two Friday holidays in the same semester (such as K-Day and Homecoming), it makes it difficult for instructors teaching on Mondays, Wednesdays, and Fridays to catch up on lost class time.

Keen said that this was the best compromise in the transition to semesters.

MacLennan asked if the university would be considering a 14-week calendar.

Keen said that he was making progress on that.

MacLennan said that if the senate approves the calendar as submitted, the university would have a 15-week calendar next year.

Keen said that at this point, it would not be possible to convert to a 14-week calendar for next year.

Senator Dieter Adolphs said that the committee had done the best that it could with the calendar given the constraints under which it was working. However, he suggested that significant changes be made in the next academic calendar, especially with K-Day and the Thanksgiving break.

Senator Dana Johnson asked why there were three rather than two weeks between the fall and spring semesters. She said that this results in only one week between the end of spring semester and the beginning of the summer term. She said that it would also be advantageous for students to complete spring semester one week earlier so that they could begin their summer jobs.

Senator Susan Martin said that she believed that in the first year of the transition to semesters, the administration wanted an extra week to address any Y2K problems that might occur.

Paris said that the third week was also needed to process grades.

Barna said that the 15-week calendar runs close to Christmas. Hence, it would be difficult to process grades in just two weeks.

Gregg asked how the senate could address the issue of on which day the spring semester should begin.

Keen said that the senate could move to forward a recommendation to the administration that the spring semester begin on any particular day.

Gregg asked if it was too late to do that for this year.

Keen asked Paris to respond.

Paris said that if the break between fall and spring semesters was cut from three weeks to two weeks, faculty would have to submit final grades to the Office of Student Records and Registration by December 24.

Keen said that final exams end on Friday, December 20.

Senator Debra Bruch said that this issue is connected to the issue of a 14-week calendar.

Barna said that faculty who grade design reports could not finish this work by December 24.

Trim said that the three-week break between fall and spring semesters is the only time many international students have to visit family.

Keen asked if there was any further discussion. There was none. The motion to approve PASSED on a unanimous voice vote of the academic senators.

9. ADJOURNMENT

Oberto MOVED and Bruch seconded the motion to adjourn. The meeting adjourned at 6:01 p.m.

Respectfully submitted by Craig Waddell
Secretary of the University Senate