

DATE: April 21, 2016

TO: Jacqueline Huntoon
Provost & VP for Academic Affairs

FROM: Brian Barkdoll
Senate President

SUBJECT: Senate Proposal 37-16

COPIES: Glenn D. Mroz, President
Dale R. Tahtinen, Secretary of the Board of Trustees

At its meeting on April 20, 2016, the University Senate approved Proposal 37-16, "Amendments to Final Exam Policy 602.1". The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.


Response of the Administration to Senate proposal 37-16:

Discussions among department chairs after this proposal was approved by the Senate indicated that this proposal had not had sufficient review by faculty within departments across campus. The proposal is disapproved at this time in order to allow for additional review and discussion by faculty across campus.

Some of the comments submitted by the chairs suggest that this policy may need additional changes to better accommodate varying kinds of "finals" - including performances, individual or group presentations, etc. There are many forms of "evaluations" that don't fit into the current scheduled time blocks, and current policy states that they cannot be done the last week of class "in place of a final." Thus, faculty do not know when to do these non-traditional types of evaluations, which are becoming more common.

DISAPPROVED:


Jacqueline E. Huntoon, Provost & VP for Academic Affairs


Date

DISAPPROVED:


Glenn D. Mroz, President


Date

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The University Senate of Michigan Technological University

Proposal ~~xx~~37-16 (editorial changes 04-20-16)

(Voting Units: Academic)

"Amendments to Final Exam Policy 602.1"

Overview

In order to support the university strategic plan to emphasize action-based learning this proposal changes the final exam policy to refer to final evaluations instead of exams or tests. The policy also changes wording that emphasized knowledge accumulation to wording that emphasizes student development and growth.

Amendments to Final Exam Evaluation Policy 602.1

Final evaluations are those evaluations scheduled for a special period following the last week of instruction that is referred to as "final evaluation week". This period begins and ends with the first and last officially scheduled final evaluations. Each department shall designate all courses or sections of courses in which final evaluations are to be given.

A comprehensive final evaluation designed to measure the student's overall development is considered good teaching policy. However, no regulations shall attempt to govern the content or form of a final evaluation. A final evaluation could be either incremental or comprehensive.

No final evaluation will be given earlier than the final evaluation week. In classes which do not have final evaluations the instructor may not give any major tests or evaluations during the last week of regularly scheduled classes, because such an evaluation would be in effect a final evaluation given earlier than the final evaluation week. However, departments with lab courses can choose to exempt lab evaluations from this policy. Make-up evaluations for illness or other excused absences may be administered before or after the scheduled time, consistent with maintenance of evaluation security.

No final evaluations shall be scheduled on Sunday, unless the regular instruction periods are also scheduled on Sunday.

No regular instruction is to be continued during the final evaluation week, except that the final evaluation time assigned to a course can be used for instruction if an instructor so desires.

The University shall not schedule, nor shall the students participate in, any official function during the scheduled final evaluation period, except events whose date is beyond the control of the University.

It is the responsibility of the chair of each department to prevent violations of the final evaluation policy. Students may report violations of the policy to the chair of the instructor's department either in person or by anonymous note. Students may similarly report violations to the office of the Dean of Student Affairs; these reports will be forwarded to the departmental chair for appropriate action.

Any departures from an officially scheduled evaluation time must be approved by the scheduling office.

Absences from final evaluations need not be excused when caused by a student scheduling courses with conflicting final evaluation times.

No student shall be required to take more than three evaluations per calendar day. Students who have accommodations should refer to Policy 605.1 which may further limit the number of evaluations.

Conflicts will be resolved by the Dean of Student Affairs.

Adopted by Senate: October 25, 1995
Approved by Senate: January 3, 1996
Became Senate Policy 602.1

Proposal 39-15:
Introduced to Senate: 01 April 2015
Approved by Senate: 15 April 2015
Approved by Administration with Editorial Change: 22 April 2015
Senate Approved Editorial Change: 09 September 2015

Proposal 37-16:

Introduced to Senate: 06 April 2016
Editorial changes made: 20 April 2016
Approved by Senate: 20 April 2016