

Minutes of the May Session of the Faculty Senate

The Faculty Senate held its May session on Thursday, May 10, 2012, in LIBR 101. Chair Christopher Herr called the session to order at 3:32 p.m. Dr. Eric Shade served as parliamentarian.

Substitutes: Eduardo Acuna for Mary Harges, FL; Michael Hudson for Allan Liggett, SM; Bill Agnew for Cynthia MacGregor, CL; and Tom Dicke for Stephen McIntyre, HI;

Absences: Sandra Bailey, FI; Deanne Camp, Grad Chair; Andrew Cline, MJ; Melissa Hudson, AG; Daniel Kaufman, PH; Hui Liu, CS; Saibal Mitra, PA; Patti Salinas, CR; John Satzinger, CI; John Schmalzbauer, RE; Sharmistha Self, EC; and Kerry Slattery, IM.

Guests: James Philpot, ARC Chairman; Char Berquist, CM; Joshua Lambert, B&P; Rose Utley, NR; Zach Durham, SGA; Helen Reid, CHHS; Hillary Mayes, CHHS; John Catau, Provost; Elizabeth Strong, Study Away; Daniel Hellman, MU/PEC; Colette Witkowski, CHHS/BS; Etta Madden, ENG/Gen Ed Task Force; and Pauline Nugent, MCL.

ROLL CALL BY THE SECRETARY OF THE FACULTY

Secretary Kathy Gibson read the names of the Faculty Senate Members for 2012-13.

APPROVAL OF MINUTES

The April 2012 minutes were approved as posted.

ANNOUNCEMENTS

There were no announcements.

ELECTION OF MISSOURI ASSOCIATION OF FACULTY SENATES DESIGNATED VOTER AND ALTERNATE

The Chair reminded the Senate that the Senate Chair and Chair-elect are traditionally selected as designated voter and alternate voter and attend the Missouri Association of Faculty Senates (MAFS) meetings twice a year in Jefferson City. With no objection from the floor, the Faculty Senate Chair and Chair-Elect were elected as the designated voter and alternate voter to MAFS.

RESOLUTION FOR THE 2011-2012 SENATE CHAIR, DR. TERREL GALLAWAY

Senator Ridinger read and moved the Resolution for Dr. Galloway to the floor.

Dr. Galloway addressed the Senate and thanked the Faculty Senate Executive Committee.

Resolution passed unanimously
SR 1-12/13

RESOLUTION FOR THE 2011-2012 SECRETARY OF THE FACULTY, DR. CINDY HAIL

Senator Weaver read and moved the Resolution for Dr. Hail to the floor.

Resolution passed unanimously
SR 2-12/13

RESOLUTION FOR THE 2011-2012 PARLIAMENTARIAN, MR. ED DE LONG

Senator Richter read and moved the Resolution for Mr. De Long to the floor.

Resolution passed unanimously
SR 3-12/13

ACTION ON CURRICULAR PROPOSALS

New Program: Bachelor of Science in Health Services

Moved by Senator Craig: **APPROVED**

SA 1-12/13

New Program: English for Speakers of Other Languages Minor BA and BS

Moved by Senator Weaver: **APPROVED**

SA 2-12/13

REPORT FROM BUDGET & PRIORITIES

Dr. Joshua Lambert, committee chair, presented the committee's charge. The Senate discussed the report.

REPORT FROM ACADEMIC RELATIONS COMMITTEE

Dr. James Philpot, committee chair, presented the report and recognized the committee members. The committee's charge from the Faculty Senate Executive Committee involved the retention of records by faculty members. There is a university policy in the faculty handbook related to record retention. The policy on gradebooks was not clear. The committee suggested that a departing faculty member provide one year of grade reports.

Senator Jones moved the Action on Grade Appeal and Academic Grievances to the floor.

Motion passed.

SA 3-12/13

Senator Zhang moved the Resolution on Course Records Retention to the floor.

Senator Rosenkoetter proposed an amendment to the following paragraph:

4.5.1.4. Class Records

All faculty members must keep accurate accounts of grades and attendance so that they will have factual information for a fair evaluation of each student.

Faculty members are expected to retain course grade books and supporting documentation (unless returned to students) for one year after the **end of the semester for which the grades were awarded** ~~award of course grades~~. Upon leaving the employ of the University, all faculty members must provide their Department Heads/directors copies of course grade books from the latest year. In accordance with the Family Educational Rights and Privacy Act (FERPA) student grades are not to be publicly posted.

Amendment passed.

Motion to forward the Resolution as amended to the Faculty Handbook Revision Committee passed.

SR 4-12/13

REPORT FROM AD HOC COMMITTEE ON STUDY AWAY

Dr. Dan Beckman presented the report and the committee's charges. Senator Michalczyk moved the Action for Creation of a Study Away Review Committee to the floor.

Motion passed.

SA 4-12/13

REPORT FROM TASK FORCE ON GENERAL EDUCATION

Dr. Etta Madden thanked those on the Senate who took part in the April session. The draft will be considered by CGEIP and the Senate in the Fall Semester. It can be found on the Provost website. The task force for gen ed has ended for the semester—and are due to work with CGEIP on call for proposals and the assessment plan. A transition team will continue and work closely with CGEIP next year.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Chair Herr adjourned the meeting at 4:20 p.m.

Kathy Gibson
Secretary of the Faculty

Resolution in Honor of Dr. Terrel Gallaway

2011-2012 Faculty Senate Chair

Whereas, Dr. Terrel Gallaway has diligently and energetically served the faculty, the University, and the community during his term as Chair of the Faculty Senate.

Whereas, Dr. Gallaway has provided steady leadership during a time of transition and change, representing the faculty to the Board of Governors and the administration.

Whereas, He has cultivated a good working relationship with Interim President Clif Smart and other administrators.

Whereas, He has encouraged an atmosphere of civility and openness in Faculty Senate discussions, helping meetings to run smoothly while accommodating diverse viewpoints.

Whereas, He has presided over fruitful discussions of General Education and other important matters.

Whereas, He has conducted Senate meetings with a sense of decorum and fairness, gently ensuring that this body follows proper procedure and stays on task.

Whereas, His good cheer and positive outlook cast doubt on the reputation of economics as the “dismal science.”

Whereas, He has led this body during a challenging period in the history of Missouri State; therefore, be it

RESOLVED, That the Faculty Senate of Missouri State University expresses its sincere and heartfelt appreciation for the service of Dr. Terrel Gallaway as Chair of the Faculty Senate.

Resolution in Honor of Dr. Cindy Hail

Secretary of the Faculty, 2011-12

Whereas, The service of Dr. Cindy Hail as Secretary of the Faculty during the 2011-12 academic year has been exemplary; and

Whereas, She has provided thoughtful, conscientious service to the Faculty Senate and the University as Secretary for two consecutive academic years, 2010-11 and 2011-12; and

Whereas, She has willingly shared her experience and insight with her colleagues through her service on the Executive Committee, the Rules Committee, the Task Force on General Education, and the Professional Education Committee, among other varied duties; and

Whereas, She has, as Secretary of the Faculty, served with diligence and attention to detail, but also with unwavering good humor, tact, and collegiality; and

Whereas, She has always placed the welfare of the faculty and of the University as the highest priority; therefore,

Be It Resolved, That the Faculty Senate of Missouri State University commends Dr. Cindy Hail and expresses its sincere gratitude for her tireless commitment to the faculty of Missouri State University and for the excellence and dedication with which she has carried out the duties of Secretary of the Faculty.

Resolution in Honor of Mr. Ed DeLong
2011-12 Faculty Senate Parliamentarian

Whereas, Mr. Ed DeLong's service as Parliamentarian of the Faculty Senate in 2011-12 has been exemplary; and

Whereas, his dedication to the faculty and the Faculty Senate are evidenced in his tireless work as Parliamentarian; and

Whereas, he has offered freely the great benefit of his years of experience on Senate, a member of the Executive Committee, and a Faculty member at Missouri State in the service of shared governance; and

Whereas, he has ably, quietly, clearly, and graciously guided the Senate and his fellow members of the Senate Executive Committee in carrying out their goals, both in Senate meetings and in the day to day activities of the Executive Committee; therefore, be it

Resolved, That the Faculty Senate of Missouri State University commends and sincerely thanks Mr. Ed DeLong for his strong commitment to the faculty of Missouri State University, and for his care and skill in carrying out his duties as Parliamentarian.

Senate Action 1-12/13

Adopted by Senate on May 10, 2012

Right of Challenge Expires June 8, 2012

New Program: Bachelor of Science in Health Services

A complete copy of the above curricular proposal can be viewed in the Faculty Senate office.

Senate Action 2-12/13

Adopted by Senate on May 10, 2012

Right of Challenge Expires June 8, 2012

New Program: English for Speakers of Other Languages Minor BA and BS

A complete copy of the above curricular proposal can be viewed in the Faculty Senate office.

Right of Challenge Expires June 8, 2012

Senate Action on Grade Appeal and Academic Grievances

- Whereas** the University does not have a standard deadline for initiation of grade appeals by students, and
- Whereas** Missouri State University's benchmark institutions range from no grade appeals to a one-year appeals period, with the norm deadline falling sometime during the semester following the semester in which the grade was awarded, and
- Whereas** a standard grade appeal deadline will give faculty members clear guidance for retention of course records, and such a deadline will be clear and unambiguous to students, and
- Whereas** Missouri State University maintains a mechanism for appeals after an extended time in those few instances involving students with documented exceptional circumstances,
- Be it resolved** that University Operating Policy 3.04-28 be amended as follows (deletions are shown in ~~striketrough~~ and additions are underlined):

Op3.04-28 Grade Appeal and Academic Grievances

A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

1. write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. provide the following information in the letter: name and BearPass Number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College. A faculty member may not change an F grade to ~~an~~ a W grade in those cases in which the student did not follow the proper procedures for dropping the course.

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

1. present the appeal first to the faculty member's department head;
2. then to the college dean;
3. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
4. then to the Provost, who may refer the appeal to his/her designee for a hearing and recommendation;
5. finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of

his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy.

Requests for Grade Changes Made After an Extended Period

Appeals for changes in a student's academic record that are not made within one ~~calendar year~~ semester (excluding summer) of receipt of grades must be submitted to the Office of the Provost. Those appeals with documented exceptional circumstances will be considered on a case-by-case basis by the Scholastic Standards and Revision of Records Committee, and the committee will make its recommendation to the Provost.

Grade Re-evaluation Based On Exceptions to University Policy

In those cases in which the grade received by the student is the result of the University policy (e.g., an F resulting from failure to remove an Incomplete grade in the time allowed or failure to officially drop a course) rather than a faculty member's evaluation of performance in a course, the student's written appeal must be directed to the Office of the Provost within one calendar year of receipt of grade(s). Such appeals will be considered by the Scholastic Standards and Revision of Records Committee, and the Committee will make its recommendation to the Provost.

This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Senate Resolution on Course Records Retention

- Whereas** the University does not have a clear, standard policy for how long a faculty member should retain course records and supporting documentation, and
- Whereas** maintenance of course records by faculty members facilitates clarification—and if appropriate, revision—of course grades when appealed in a timely manner by students, and
- Whereas** the responsibility to address student questions regarding course grading persists after a faculty member has separated from service to the University, and
- Whereas** a reasonable, clear and standard deadline will guide faculty in maintenance, retention, removal and discard of course records and materials,
- Be it resolved** that the Faculty Senate refers to the Faculty Handbook Revision Committee for consideration the following proposed changes in the Faculty Handbook:

Present Text:

4.5.1.4. Class Records

All faculty members must keep accurate accounts of grades and attendance so that they will have factual information for a fair evaluation of each student. All faculty members must leave with their Department Heads/directors all grade books or a copy of all grade sheets at the time of leaving the employ of the University. In accordance with the Family Educational Rights and Privacy Act (FERPA) student grades are not to be publicly posted.

Proposed Text:

4.5.1.4. Class Records

All faculty members must keep accurate accounts of grades and attendance so that they will have factual information for a fair evaluation of each student. Faculty members are expected to retain course grade books and supporting documentation (unless returned to students) for one year after the end of the semester for which the grades were awarded. Upon leaving the employ of the University, all faculty members must provide their Department Heads/directors copies of course grade books from the latest year. In accordance with the Family Educational Rights and Privacy Act (FERPA) student grades are not to be publicly posted.

Right of Challenge Expires June 8, 2012

Faculty Senate Action for Creation of a Study Away Review Committee

Whereas the responsibility for dealing with curricular matters is assigned to the faculty by the Board of Governors (ART VI SEC 1); and

Whereas the current curricular process does not include a faculty review process for faculty-led short term study away courses; and

Whereas the University has projected an increase in study away participation, establishing a long-range goal of 450 Study Away students by 2016.

Be it resolved that the Faculty Senate agrees, that a review process is desirable and necessary to assure consistency, quality, and an appropriate mix of locations for faculty-lead short term Study Away programs, and so recommends that an ad Hoc Study Away Review Committee be established as the first step in creating a permanent standing committee of Senate. The purpose of this committee will be to work with the Study Away office to make recommendations on the approval of faculty-led short-term Study Away proposals, and to assist with decisions on allocating course development and exploratory travel funds as they are made available; and

Be it further resolved that no later than the November 2012 meeting of the Faculty Senate, the Ad Hoc committee will report to the Senate with recommendations on how to make the Study Away review committee a standing Senate committee, including recommendations on the makeup of the committee and its roles in the approval and allocation processes.

Be it further resolved that no such standards shall in any way interfere with, or be interpreted to interfere with, the academic freedom of any faculty member teaching any such course.