

University Senate Executive Committee

Monday, October 6, 2008

3:30 – 5:00 PM

UNH 306

John Delano, Chair

AGENDA

- ❖ (3:30-3:40 PM) **Approval of SEC Minutes** of May 2, 2008 and September 8, 2008 meetings
- ❖ (3:40-3:50 PM) **Interim President's Report** (Susan Phillips)
- ❖ (3:50-4:00 PM) **Interim Provost's Report** (Susan Phillips)
- ❖ (4:00-4:05 PM) **Chair's Report** (John Delano)
- ❖ (4:05-4:10 PM) **SUNY Senators' Report** (Bill Lanford; Michael Range)
- ❖ (4:10-4:25 PM) **Council/Committee Chairs' Reports**
 - i. CAA – Henryk Baran, Chair
 - ii. CAFFECOR – Malcolm Sherman, Chair
 - iii. CERS – Carolyn MacDonald, Chair
 - iv. COR – Lawrence Schell, Chair
 - v. CPCA – Eric Lifshin, Chair
 - vi. GAC – Laurence Kranich, Chair
 - vii. GOV – Michael Range, Chair
 - viii. LISC – Lawrence Raffalovich, Chair
 - ix. UAC – Joan Savitt, Chair
 - x. ULC – Dan Smith, Chair
 - xi. UPC - Reed Hoyt, Chair
- ❖ **New Business**
 - (4:25-4:50 PM) UAC items (please refer to next pages)
- ❖ **Old Business**
 - (4:50-5:00 PM) Update on GAC (IRCAP proposal; information about combined WSS/SOC program)
- ❖ **Adjournment**

UPC Report

The UPC met on 16 September and has established its two committees. We should be bringing legislation to the Senate at the November meeting regarding name changes. We shall be meeting on 16 October to finalize language on the pending proposals and to discuss a new certificate proposal

UAC Bill (1)

Bill: that the proposed underlined addition to the requirements for a syllabus be approved. That the bill take effect for the spring, 2009 semester.

Rationale: Instructors establish the standards for awarding grades in the courses they teach. Since each grade on the UA scale is assigned a value for purposes of calculating a student's GPA, students expect that intermediate grades such as A- or D+ will be assigned if they are merited. It is possible that not all grades will be used in a particular course because of how the students perform. However, if it is the intention of an instructor to never award certain grades, students must be told in advance. The purpose of such notification is to clarify procedures for the course and to avoid the filing of grievances.

Syllabus Requirement (from the on-line UG bulletin, new text underlined)

The instructor of every section of an under-graduate class at the University at Albany shall provide each student in the section a printed or web-published copy of the syllabus for that section distributed during the first week of the class (preferably on the first regularly scheduled day the section meets). This syllabus must contain at least the information defined below. Each instructor retains the right to modify the syllabus and give notice in class of any modifications in a timely fashion. Students are responsible to apprise themselves of such notices. This requirement became effective with the fall 2002 semester.

Minimum Contents of a Class Syllabus:

- Catalog number and title of the course
- Term and class number of the section
- Location(s) and meeting times of the section
- Instructor's name and title
- If applicable, name(s) of teaching assistants in the class
- Instructor's contact information (e.g., e-mail address, office phone number, office location, fax)
- Instructor's office hours
- Course description, overview and objective(s)
- If applicable, General Education category/categories met by the course and how the course fulfills those General Education objectives
- Prerequisites of the course. The instructor should specifically indicate those prerequisites that are critical to success in the class and that are enforceable.
- Grading scheme: Whether the course is A-E or S/U graded and overall method by which grades will be determined ("weights" of exams, class participation, etc.) **Instructors who do not use the full grading system defined in the Undergraduate Bulletin must enunciate the scale that will be employed.**
- Course requirements, including but not limited to: Required textbooks; other required materials, purchases; fees (when applicable)
Projected date and time of class exams, papers, projects, midterm, and final; Attendance policies for the class; General paper, project, and test requirements; Requirement of Internet for course work, when applicable
- Safety policies (when applicable)

The course syllabus may also include such additional information as the instructor deems appropriate or necessary.

Academic integrity: "While it is strongly recommended that faculty specify in their syllabi information about academic integrity, as well as a description of the possible responses to violations, claims of ignorance, unintentional error, or personal or academic pressures are not sufficient reasons for violations of academic integrity. Students are responsible for familiarizing themselves with the standards and behaving accordingly, and UAlbany faculty are responsible for teaching, modeling and upholding them. Anything less

undermines the worth and value of our intellectual work, and the reputation and credibility of the University at Albany degree.”
(University’s *Standards of Academic Integrity Policy*)

UAC Bill (2)

(1) UAC members present on Sept. 25, 2008 voted in favor of the bill below (vote 2.0), with the understanding that Sue F would suggest which office or committee should logically receive the appeal. If you have an opinion on that, please speak up/ share your comments with the full UAC membership by hitting “reply to all”.

The discussion of who should receive the appeal went approximately as follows:

In favor of the Dean’s Office: since professors are responsible for grade changes, and since the rules for Dean’s list are specified in the bulletin, the Dean’s Office could review the appeals themselves, verify the student’s new GPA, and place the student on the Dean’s List.

In favor of a committee action involving faculty governance: review by the committee would be more appropriate and would not be a problem, even in the summer, because the committee is appointed for and at least a large number of its members are available for the full calendar year. My sense of the UAC discussion was that if we accepted that faculty assigned I grades and extended them only when appropriate, there would be no reason why a group would need to make this determination.

(2) I have added an effective date of Spring, 2009. Does anyone think that should be different??

(3) The Rationale is suggested text composed by me, also open to discussion.

Rationale:

The Undergraduate Bulletin states that an Incomplete is a “temporary grade requested by the student and assigned by the instructor only when the student has nearly completed the course requirements but because of circumstances beyond the student's control the work is not completed. The date for the completion of the work is specified by the instructor, but may not be longer than one month before the end of the semester following that in which the incomplete is received. The instructor assigns the appropriate academic grade no later than the stated deadline, or extends the existing incomplete grade to the next semester.”

Ordinarily, to earn a place on the Dean’s List, a student must complete all coursework within the time frame of a single semester. However, since I grades are granted because of circumstances beyond the student’s control, UAC believes that students who meet Albany’s high academic standards should not be penalized when they must request them. The current Undergraduate Bulletin wording does not allow for any I grades and it does not allow for any appeal if there are. This addition will make appeals possible, and inform the students as well.

It is UAC’s intention that the student initiate this appeal once the work has been completed. Students have access to their own audits and can verify their change in status once the I grades have been changed. The Dean’s office does not have the capacity to identify students who subsequently qualify for Dean’s List after the original term’s statistics have been generated.

(4) This is the wording that was voted on Sept. 25. We still have not finished determining the wording on where the appeals will be filed. See (1) above.

BILL: That the underlined text be added to the Undergraduate Bulletin and that the appeal process take effect with the Spring, 2009 semester.

Dean's List

For students matriculating Fall 2004 and thereafter: A full time student shall be placed on the Dean's List for a particular semester if the following conditions are met: Within the award semester matriculated students must have completed at Albany a minimum of 12 graduation credits in courses graded A-E, with no grade lower than a C, and with no incomplete (I) grades. Once an incomplete (I) grade has been changed to a grade not lower than a C, the student may file for appeal through the Office of Undergraduate Education(??Committee on Academic Standing of the UAC). For a student's first matriculated semester at the University, the student's semester average must be 3.25 or higher; for all other students, the semester average must a 3.5 or higher.

Dean's Commendation for Part-Time Students

For students matriculating Fall 2004 and thereafter: A part-time student shall receive the Dean's Commendation for Part-Time Students for a particular semester if the following conditions are met: Within the award semester matriculated students must have completed at Albany a minimum of 6 graduation credits in courses graded A-E, with no grade lower than a C, and with no incomplete (I) grade. Once an incomplete (I) grade has been changed to a grade not lower than a C, the student may file for appeal through the Office of Undergraduate Education (??Committee on Academic Standing of the UAC). For a student's first matriculated semester at the University, the student's semester average must be 3.25 or higher; for all other students, the semester average must a 3.5 or higher.

NOTE the underlining is only to assist the reader. The additional text will not be underlined in the Undergraduate Bulletin.

UAC Bill (3)

UAC members present 9/25/08 voted unanimously in favor of this bill (vote 3.0). How about you who weren't there?

The Rationale is by me. Suggested revisions welcome.

I am trying to capture the discussions of yesterday that brought out how changes of grades entered by someone into myUALbany/PeopleSoft would not automatically trigger a review of a student's record by a different person in the Registrar's office (or the Dean's office). Students have to clear all their Igrades before they can graduate, so this language is only addressing changes of grades that had already been assigned. In an era of declining resources, looking for changes like this become absolutely cost-prohibitive, even if the programming could be written to identify students who then qualify for something they didn't qualify for at the normal time. The student, as most interested party, is charged with beginning the process. joan

(1) Present text (2008-2009 Undergraduate Bulletin, page 49)

Degree with Honors

University-wide honors are conferred at graduation. A student will be graduated: Cum Laude with an average equal to or greater than 3.25 but less than 3.50; Magna Cum Laude with an average equal to or greater than 3.50 but less than 3.75; Summa Cum Laude with an average equal to or greater than 3.75.

HONORS RESIDENCE CRITERIA: For graduation with honors, students must have completed a minimum of 56 credits in courses for which they registered at this University, including a minimum of 40 University at Albany credits graded on the A-E basis.

IMPLEMENTATION NOTE: These criteria apply to all undergraduates graduating in August 2000 and thereafter.

(2) BILL: that the section on Degree with Honors be amended and supplemented as follows:

Strike IMPLEMENTATION NOTE from Undergraduate Bulletin

The following section will be added to the Undergraduate Bulletin 2008-2009 regarding Degree with Honors changes:

“GRADE CHANGES AFTER GRADUATION AFFECTING HONORS:

A student who has received a change of grade following graduation may appeal for graduation with honors through the Registrar’s office.”

(3) Rationale:

There is currently no language in the Undergraduate Bulletin which addresses this issue.

We note that existing policy requires that all I grades be cleared prior to graduation to assure that all students have the requisite overall 2.0 GPA. Therefore, this policy will only apply when there have been changes of one A-E or S/U grade to another or another change brought about as the result of an appeal.

A student might chose to graduate from Albany even while appealing a grade. It is not possible to predict how long the appeals process which results in a change of grade for a student will take. Therefore, this language does not establish a final date by which such appeals can be made.

It is UAC’s intention that the student initiate this appeal once a grade change has been made [that](#) enables the student to meet the requirements for honors. The Registrar’s office does not have the capacity to monitor such changes and identify students who subsequently qualify for graduation with honors after the original term’s statistics have been generated. It is, however, capable of researching and verifying a change for a particular student when the student so requests.