
MINUTES
Faculty Senate Executive Committee
Monday, April 28, 2003 3:30 pm
Dean's Conference Rm (Salina) / Union 205

Present: Bradshaw, Cochran, Cox, Dandu, Gehrt, Maatta, Montelone, Schumm, Spears, Zabel

Absent: Haddock, Jurich, Krstic, Mathews, McCulloh, Quaife, Prince, Ross, Smith, Thompson, Verschelden

- I. President Al Cochran called the meeting to order at 3:45 p.m.
- II. The minutes of the March 31, 2003 meeting were approved.
- III. Announcements
 - A. Faculty Senate Leadership Council **ATTACHMENT 1**
 1. Budget/Salary/Targeted Excellence - President Cochran reported that Leadership discussed with President's staff frustrations with faculty salaries as well as implementation of Targeted Excellence in this time of budget constraints. The President's staff is working with students to develop student-centered enhancement priorities for the increased tuition revenue. A contingency fund will be established with some of the tuition revenue in FY 2004, and then will be moved to targeted excellence funding in FY 2005.
 2. Degree Discontinuance - Jackie Spears reported that Leadership discussed the discontinuance of degree programs and minors as outlined in a recent Provost memorandum. The Provost clarified that degrees and minors are not considered full "programs" and therefore not subject to the program discontinuance policy as detailed in Appendix K of the University Handbook.
 3. University Distinguished Professor Selection - President Cochran reported that Leadership very briefly discussed this process with President's staff. Provost Coffman has requested that Faculty Senate review the process and make suggestions for change, if applicable.
 - B. Kansas Board of Regents meeting **ATTACHMENT 2**

President Cochran reported that the Viron energy plan was approved by the Board. There has been continued discussion on the university performance agreements.
 - C. Report from Student Senate - none
 - D. Other - none
- IV. Honor System Constitutional Change - Phil Anderson **ATTACHMENT 3**
- V. Presentation on budget issues at Faculty Senate - Deans Ralph Richardson and Dennis Law
- VI. Reports from Standing Committees
 - A. Academic Affairs Committee - Jackie Spears
 1. Course and Curriculum Changes

a. Undergraduate Education

Senator Spears moved to place approval of all of the following course and curriculum changes on the Faculty Senate agenda.

1. Approve Undergraduate Course and Curriculum Changes approved by the College of Education February 25, 2003.

Department of Secondary Education

Change the curriculum leading to licensure to teach Business (6-12)
See white sheets for details.

MINOR MODIFICATIONS:

EDSEC 710 Occupational Family and Consumer Sciences Education to: EDSEC **510**

Secondary Speech/Theatre (EDSPH)

Change requirement from SPCH 322 OR SPCH 326 to SPCH 322 **AND** SPCH 326
Rationale: Revised KSDE standards require knowledge of both small-group and interpersonal communications.

Journalism (EDJOR)

Add MC 410 and MC475. Change requirement of 12 hours of MC electives to 6 hours of MC electives. Other changes reflect minor updating of course offerings, titles, etc.
Rationale: Revised KSDE standards require knowledge of electronic media production.

Secondary English/Journalism (EDENJ)

Change requirement from 3 to 4 British and American literature surveys to one British and one American literature survey. Add ENGL 400. Drop 320 or above ENGL elective and 600-level literature elective. Add MC 410 and MC 475.
Rationale: Revised program reflects changes in KSDE standards.

Secondary Education - Second Teaching Option

Changes to the courses for Journalism as a second teaching option

2. Approve Undergraduate Course and Curriculum Changes approved by the College of Business Administration March 6, 2003.

Department of Accounting

CHANGE:

ACCTG 442 Auditing I

3. Approve Undergraduate Course and Curriculum Changes approved by the College of Technology and Aviation March 14, 2003.

Engineering Technology

ADDITIONS:

CET 210 Introduction to Construction Computer Applications

CET 320 Construction Materials

MET 381 Quality Control

DELECTIONS:

MET 383 Advanced CAD/CAM

MODIFICATIONS:

MET 314 Computer-Aided Solid Modeling to: Computer-Aided Design and Modeling
MET 333 Advanced Material Science
MET 365 Machine Design Technology II
MET 471 Thermodynamics and Heat Transfer
MET 481 Automated Manufacturing Systems II

CURRICULUM MODIFICATION (CET):

Associate of Technology in Civil and Construction Engineering Technology(CET)
All courses having a CNS prefix will be removed from the existing CET curriculum and replaced with the equivalent CET courses.

Rationale: Construction Science and Management has requested that no courses on the Salina campus utilize the CNS prefix, thus, minimizing the confusion among CNS students on the Manhattan campus. CNS courses have been replaced with equivalent CET courses.

*See page 6 - 7 of white sheets for further details.

CURRICULUM MODIFICATION (METB):

Bachelor of Science in Mechanical Engineering Technology

Changes that are part of a comprehensive revision of the METB curriculum.

*See page 8 of white sheets for details.

4. Approve Undergraduate Course and Curriculum Changes approved by the College of Engineering March 13, 2003.

Chemical Engineering

NEW:

CHE 110 Current Topics in Chemical Engineering
CHE 416 Computational Techniques in Chemical Engineering
CHE 497 Undergraduate Research in Chemical Engineering
CHE 535 Transport Phenomena Laboratory

DROP:

CHE 522 Chemical Engineering Laboratory I
CHE 532 Chemical Engineering Laboratory II

CHANGE:

CHE 320 Introduction to Process Analysis to: Chemical Process Analysis
CHE 520 Ch.E. Thermodynamics I
CHE 521 Ch.E. Thermodynamics II
CHE 531 Transport Phenomena II
CHE 542 Chemical Engineering Laboratory III to: Unit Operations Laboratory

CURRICULUM CHANGES:

Curriculum changes for Chemical Engineering degree

*See pages 6 - 9 of white sheets for details

Civil Engineering

CHANGE:

CE 572 Highway Engineering and Management

CURRICULUM CHANGES:

DROP:

NE 385 Engg Comp Tech	2 cr
Option Elective	4 cr
Total	6 cr

ADD:

CIS 209 C Programming for Engineers	3 cr
Option Elective	3 cr
CE015 Engineering Assembly (1st semester)	0 cr
Total	6 cr

*See page 11 of white sheets for details.

Curriculum changes for Civil Engineering degree

*See pages 12 -13 of white sheets for details.

Computing and Information Sciences

Curriculum Changes:

DROPPED:

CIS 505 Programming Languages3
TOTAL3

ADDED:

Free elective3
TOTAL3

*See page 14 of white sheets for details.

Curriculum changes for Computing and Information Sciences degree

*See pages 15 - 16 of white sheets for details.

Electrical & Computer Engineering

NEW:

EECE 210 Introduction to Electrical Engineering

DROP:

EECE 501 Electrical Engineering Laboratory I

CHANGE:

EECE 502 Electrical Engineering Laboratory II to: Electronics Laboratory

EECE 510 Circuit Theory I

EECE 511 Circuit Theory II

EECE 512 Linear Systems

EECE 525 Electronics I

EECE 557 Electronmagnetic Theory I

CURRICULA CHANGES:

DROP:

EECE 501 EE Lab I	2
EECE 557 Electromag. Theory I	4
Net changes involve	6 hours

ADD:

EECE 210 Intro. To Elect.Engg.	3
EECE 557 Electromag. Theory I	3
Net change involve	6 hours

No change in total degree hours

CURRICULUM CHANGES for Bachelor of Science in Computer Engineering

*See pages 21 - 22 of white sheets for details.

CURRICULUM CHANGES for Bachelor of Science in Electrical Engineering

*See pages 23 -24 of white sheets for details.

Industrial and Manufacturing Systems Engineering

CHANGE:
IMSE 252 Welding Laboratory
IMSE 530 Industrial Project Evaluation to: Engineering Economic Analysis
IMSE 541 Statistical Quality Control
IMSE 560 Introduction to Operations Research I to: Operations Research I

Mechanical & Nuclear Engineering

NEW:
NE 250 Reactor Operations Laboratory

Dean of Engineering

NEW CERTIFICATE PROGRAM:
ADD: Leadership in Undergraduate Technical Studies Certificate Program
*See pages 31 - 33 of white sheets for details.

CHANGES AFFECTING ALL ENGINEERING CURRICULA:
ADD: Satisfactory Academic Progress Policy for all KSU Engineering Students
*See pages 34 - 35 of white sheets for details.

DROP:
Present "C" Prerequisite Policy for all courses in the College of Engineering
Rationale: The implementation of the new "Satisfactory Academic Progress" policy is expected to negate the need of the "C" policy. Students will quickly learn it is in their best interest to not earn D and F grades.
*See page 35 of white sheets for details.

5. Approve Undergraduate Course and Curriculum Changes approved by the College of Human Ecology March 14, 2003.

School of Family Studies and Human Services

CHANGE:
FSHS 506 Middle Childhood and Adolescence

Department of Apparel, Textiles, and Interior Design

UNDERGRADUATE CATALOG CHANGE:
Page 216-217, KSU Undergraduate Catalog, 2002-2004
*See pages 21 -22 of white sheets for details.

6. Approve Undergraduate Course and Curriculum Changes approved by the College of Agriculture March 17, 2003.

Agronomy

CHANGE:
AGRON 330 Weed Management to: Weed Science

CHANGE IN COURSE PREFIXES FROM ASI to FDSCI

ASI COURSES

ASI 302 Introduction to Food Science to: FDSCI 302 Introduction to Food Science
ASI 305 Fundamentals of Food Processing to: FDSCI 305 Fundamentals of Food Processing

ASI 307 Applied Micro for Meat and Poultry Processors (DCE only) to:
FDSCI 307 Applied Micro for Meat and Poultry Processors (DCE only)
ASI 430 Food Product Evaluation to: FDSCI 430 Food Product Evaluation

ASI 501 Food Chemistry to: FDSCI 501 Food Chemistry

GENAG COURSES

GENAG 500 Food Science Seminar to: FDSCI 500 Food Science Seminar

*See list of courses on third page of white sheets.

CURRICULUM PROPOSALS:

Agricultural Communications and Journalism

Agricultural Option

Rationale: Changes to the curriculum to ensure that the 45 hour rule is met.

CHANGE:

Major with 6 options to:

Business & Industry

Crop Consulting

Soil and Water Science

Science

Range Management

*See white sheets for details.

Major with 5 options

Business and Industry (includes modifications)

Consulting and Production (combination of
Crop Consulting Production and Production
options with modifications)

Soil and Environmental Science (name change
and modifications of Soil and Water Science
Option)

Plant Science and Biotechnology (name change
and modifications of Science option)

Range Management (no change)

Bakery Science and Management

Changes to the Cereal Chemistry Option

*See white sheets for details.

Food Science and Industry

Changes to the Science Option

*See white sheets for details.

Changes to the Food Business & Operations Management Option

*see white sheets for details.

7. Approve Undergraduate Course and Curriculum Changes approved by the College of Education March 25, 2003.

Educational Administration and Leadership

NEW:

EDADL 350 Culture and Context in Leadership

MINOR MODIFICATION:

Leadership Studies Minor

Add a fourth required core course focusing on leadership across cultures and contexts to the current three required core courses. The total number of credit hours in the minor will remain 18.

*See white sheets for details.

Secondary Education

MINOR MODIFICATIONS:

1) Biology

1. Add BIO 330 (Public Health Biology; 3cr.)

2. Add the option of BIOL 450 (Modern Genetics;4 cr.) or ASI 500 (Genetics; 3 cr.)
3. Add BIOL 541 (Cell Biology; 3 cr.)
4. Add CHM 230 (Chemistry II; 4 cr.) and CHM 350 (General Organic Chemistry; 3cr.)
5. Drop BIOL 455 (Microbiology; 4 cr.)
6. Drop MATH 312 (Finite Applications of Mathematics; 3cr.)

2) Chemistry

1. Drop the requirement of MATH 312 (Finite Applications of Mathematics; 3 cr.)

3) Earth Science

1. Require GEOL 502 (Mineralogy; 3 cr.)
2. Add CHM 230 (Chemistry II; 4 cr.)
3. Drop the requirement of MATH 312 (Finite Applications of Mathematics; 3 cr.)

4) Physics

1. Replace MATH 210 (Technical Calculus I; 3 cr.) and MATH 211 (Technical Calculus II; 3 cr.) with MATH 220 (Analytical Geometry and Calculus I; 4 cr.) and MATH 221 (Analytical Geometry and Calculus II; 4 cr.)
2. Drop MATH 312 (Finite Applications of Mathematics; 3 cr.) as a requirement.

Rationale: These changes reflect new licensure standards from the Kansas State Department of Education.

DROP PROGRAM:

SPEECH - Second Teaching Option

Rationale: It is no longer possible to meet Kansas State Department of Education licensure standards with any program other than the major.

MINOR MODIFICATIONS:

Modern Language Teaching fields:

Rationale: The proposed changes in French, Spanish, and German teaching fields address new Kansas State Department of Education licensure regulations as well as some minor content and numbering alterations in the Department of Modern Languages.

*See white sheets for details.

MODIFICATIONS:

Social Studies teaching fields:

Change the social studies program design from specific discipline teaching fields to a comprehensive social studies program.

Rationale: The Kansas State Department of Education will no longer license teachers in individual social science disciplines. The proposed program addresses the new licensing standard requiring a single comprehensive social studies endorsement.

*See white sheets for details.

8. Approve Undergraduate Course and Curriculum Changes approved by the College of Arts and Sciences April 3, 2003. (BIOL 198 Principles of Biology is not included and will be discussed at the May 6, 2003 Academic Affairs meeting.)

Art

CHANGE:

ART 410 BFA Exhibition or Portfolio Presentation

Biology

DROP:
BIOL 560 Human Oncology

English

CHANGE:
ENGL 079 Pronunciation and Speaking Skills for Non-native Speakers of English

ADD:
ENGL 085 Teaching and Cultural Orientation for International Teaching Assistants

Geology

CHANGE:
GEOL 520 Geomorphology

UNDERGRADUATE CATALOG CHANGES:
CHANGE: (page 115, undergraduate catalog)
Geology Option
Rationale: To accommodate change to course GEOL 520
*See page 10 of white sheets for further details.

Kinesiology

ADD:
KIN 592 Sports and Exercise Personality

UNDERGRADUATE CATALOG CHANGES:
CHANGE: (page 123, undergraduate catalog)
Rationale: The content of KIN 655 and 625 is appropriate for inclusion in Categories B and C, respectively. Their adoption will provide students with additional options in meeting graduation requirements.
*See page 11 of white sheets for further details.

Modern Languages

ADD:
CHINE 201 Chinese III
CHINE 202 Chinese IV

Sociology, Anthropology, and Social Work

CHANGE:
ANTH 420 ~~Ethnography of Language~~ to: ANTH 514 Language and Culture
ANTH 570 North American ~~Indian~~ Archaeology to North American Archaeology

Arts and Sciences

UNDERGRADUATE CATALOG CHANGES:
CURRICULUM CHANGES: (page 92, undergraduate catalog)
Literary or rhetorical arts
*See page 9 white sheets for further details.

Motion passed.

b. Graduate Education

Senator Spears moved to place on the Faculty Senate agenda approval of Graduate Course and Curriculum Changes approved by Graduate Council April 1, 2003.

CHANGE
ACCTG 642 Accounting Research

ACCTG 844 Design of Accounting and Business Information Processes
 ACCTG 845 International Accounting
 EDCEP 829 Learning Principles
 EDSEC 621 Program Planning in Vocational Education
 EDSEC 710 (510) Occupational Family and Consumer Sciences Education
 EDSP 778 Technology for Special Education
 EDSP 841 Interventions: Functional Special Education
 EDSP 848 Transitions in Special Education
 EDSP 885 Practicum in Education of Individuals with Functional Special Education Needs
 LAR 645 Professional Internship Report
 MANGT 867 Enterprise Information Systems Management
 PHYS 562 (662) Introduction to Quantum Mechanics
 PHYS 564 (664) Thermodynamics and Statistical Physics
 PHYS 709 Applied Quantum Mechanics
 STAT 713 Applied Linear Statistical Models
 STAT 717 Categorical Data Analysis

ADD

ACCTG 870 Problems in Accounting
 ACCTG 884 Enterprise Information Systems Assurance
 EDCEP 835 Foundations of Academic Advising
 EDSP 849 Interventions: Autism Spectrum Disorders

CERTIFICATE PROGRAM

Proposal for certificate in **Academic Advising** within the College of Education

Motion passed.

c. General Education

Senator Spears moved to place on the Faculty Senate agenda approval of general education course proposals approved by the General Education Council March 24, 2003.

ECON 682 Economics of Underdeveloped Countries
 LAR 758 Land Resource Information Systems
 PLAN 315 Introduction to Planning
 POLSC 326 U.S. Politics, Honors

Motion passed.

2. Senator Spears moved to place on the Faculty Senate agenda approval of additions to graduation lists:

December 2002

Brandy Sue Hearting, Technology & Aviation - BS-Airway Science, Professional Pilots degree code UI
 Patrick Cory Lafferty, Engineering - Computer Engineering
 Janine Elizabeth Nunes, Technology and Aviation-, Associate of Science-Applied Business, degree code U3

August 2002

Matthew T. Saylor, Business Administration - BS-Marketing and International Business

Motion passed.

3. Approve proposed change to Section F in University Handbook **ATTACHMENT 4**
 4. Approve proposed change to Open House Policy **ATTACHMENT 5**
- B. Faculty Affairs Committee - Eric Maatta
Senator Maatta reported that Roger Adams has been selected as the committee chair for next year.
 - C. Faculty Senate Committee on University Planning - Walter Schumm
Senator Schumm reported that Provost Coffman attended the last FSCOUP meeting to discuss budget issues.
 - D. Faculty Senate Committee on Technology - Beth Montelone
Senator Montelone reported that Roger Terry, Chair of Security team and CNS staff members updated the committee on security improvements to university systems.
- VII. Old Business
- A. Calendar Issues
- VIII. New Business
- A. Professors of the Week for fall
 - B. Request for portal demonstration
President Cochran reported that Rebecca Gould and Jane Rowlett would like to give a portal demonstration to Faculty Senate at the June meeting. There was a suggested starting time of 3:00 p.m.
 - C. Council of Faculty Senate Presidents' research collaboration initiative
 - D. Ombudspersons' reports
The committee agreed to place these reports on the June agenda.
 - E. Selection process for University Distinguished Professors
Faculty Affairs is reviewing this process.
 - F. Degree discontinuation - see Faculty Senate Leadership Council announcements.
- IX. For the Good of the University - none
- X. Adjournment - The meeting was adjourned at 5:00 p.m.

Leadership Council Meeting with
President and His Staff
4-24-03

1. Budget/Salary/Targeted Excellence—Extended discussion regarding the outlook for the 2004 FY budget, possible salary increases, and funding for Targeted Excellence. VP Rawson distributed a document entitled “Implementing the Second Year of the Five-Year Tuition Strategy” and discussed the factors that affect how new tuition money might be spent, including requests from faculty, staff, and students. The draft model for FY 2004 expenditures, a part of the document mentioned above, included Information Technology Infrastructure, Library Acquisitions/Operations, Departmental OOE, Targeted Excellence, Student Minimum Wage Increase, GTA, GRA, and GA Salary Increase, Student Readership Program, Diversity Programming, Classroom Improvements, Academic Advising for A&S and Business, and Other Student Initiatives. Also factored in were a base budget inflationary increase and need-based financial aid.
2. Degree discontinuation—Discussion regarding letters sent by the Provost to Jackie Spears and Jim Guikema regarding possible discontinuation of degrees, minors, centers and institutes. These decisions have been made with the input of the deans. Some degrees are on a watch list with the hope that increases can be made in student enrollment.
3. Selection procedures for University Distinguished Professors—Brief discussion of this topic, which was limited due to time constraints. Agreement that it will appear on next month’s agenda.

Kansas Board of Regents Meeting
April 16-17, 2003

1. Council of Chief Academic Officers (COCAO) - (a) Performance agreements were discussed once again. Consensus that the language of bill 647, which has provisions that performance will be a factor regarding funding, applies only to new money. As before, the discussion also included the issue of qualitative vs. quantitative measures. (b) Discussion regarding new doctorates from regional institutions resulting from ESU's proposal earlier this year for a doctorate in Education. (c) No progress was made by the BOR or staff regarding Chairman Wempe's initiative to re-examine geographical jurisdictions for the Regents' institutions. (d) Discussion occurred regarding degree proposals with majors that contain fewer than thirty hours. (e) Discussion of an initiative at ESU that tracks high school students' progress at their university. (f) Discussion of a research project on faculty retirement that FHSU is conducting. Comment made that the number of faculty members who are aged 70 years or more is increasing.
2. System Council of Chief Academic Officers (SCOCAO) - There was a surprising difference of opinion among members as to when the Performance Agreements were slated to begin. This prompted the BOR to release a time line drafted in December of 2002 to clear up any confusion.
3. State University Council of Presidents (COPS) - (a) Discussion of budget reform (block funding and general use budgeting), including the special requests from KSU and KU regarding ESARP and KUMC, where tuition revenues are either non-existent or very small. Regionals concerned that KSU and KU would be going directly to the legislature; they oppose this. Consensus that such would not be the case. (b) Approved KSU's Bachelor of Science Athletic Training degree.
4. Council of Faculty Senate Presidents (COFSP) - (a) The majority of the discussion centered around increased research cooperation among Kansas Regents' universities. (b) Concern expressed about issues related to alternative teacher certification.
5. Board of Regents - (a) Discussion regarding performance agreements, clarifying timeline, etc. (b) Consideration of Southwest Kansas Access Group Proposal—funding mechanisms, essential value to state, etc. (c) Accepted COPS recommendation regarding putting KSU's BS in Athletic Training on the May agenda. (d) Agreed with COPS proposal regarding special KSU/KU funding for ESARP and KUMC that it be kept within the block grant mechanism. (e) Received ten-minute presentations regarding each university's tuition increase plans. (f) Approved energy performance contracts at KSU and KUMC. (g) KSU shared its proposal for a clinic in Wichita, which was well received.

ATTACHMENT 3

Article II.1. ADD: "and the College of Technology & Aviation which is represented by four student members and four faculty members. In addition, the Dean of Student Life will appoint three student affairs staff and the Associate Provost for Diversity will appoint three students to serve on the Honor Council. The Honor Council will total 44 members."

PROPOSED CHANGE TO UNIVERSITY HANDBOOK
Appendix F (p. 64)
Examinations
(Revised 4/13/03)

FROM:

F70 Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performances, and these courses, the last examination (last unit or comprehensive test) in a course must be given during the examination period specified by the Joint Committee on Academic Policy and Procedures and which is published in the class schedule. Once the final examination time for a course is published in the class schedule, it may be changed only with the concurrence of the Joint Committee on Academic Policy and Procedures, university provost, president of Faculty Senate, and president of the student body. No examinations other than those listed above may be given during the last five calendar days before final examinations. Classes may have take-home examinations, projects, papers, or other media in lieu of written final examinations as the last evaluation instrument in the class. In such instances, a deadline for submittal of the medium may not be earlier than the time of the end of the scheduled examination period for the course published in the class schedule. (FSM 3/20/90)

TO:

F70 Semester final examinations are scheduled by the Committee on Academic Policy and Procedures. Once the final examination time for a course is published on the web under "Course Schedules," it may be changed only with the concurrence of the university provost. Faculty members may assign take-home examinations, projects, papers or other media in lieu of a written final examination. In such instances, the deadline for submittal of the alternative assessment may not be earlier than the end of the scheduled final examination period for the course.

Except for honors, problems, seminar, reports, research, laboratory practical, language, studio and fine arts performance classes, the last examination (either unit or comprehensive) must be given during the final examination period published on the web. No examinations (unit or final) may be scheduled during the seven calendar days prior to the first day of the academic calendar reserved solely for semester final examinations.

Rationale

In a letter to President Wefald and Provost Coffman dated October 31, 2002, John O'Hara (Student Senate Chair) and Seth Bridge (Academic Affairs and University Relations Chair) requested that no examinations (unit or comprehensive) be given during the last seven calendar days before final examination week. They cite "the students' need to be free during the week preceding the most important week of the semester, finals week. For many students the grade that they will receive for the semester relies heavily on their performance on the final exam. We believe that it is essential to allow students the freedom to put in the necessary work that will ensure success on their final exams. " In a letter to Al Cochran and Jackie Spears dated November 7, 2002, Provost Coffman conveyed his and President Wefald's support of the change.

Effective: Fall 2003

ATTACHMENT 5

Proposed Change - Open House Policy
Found in Memo Sent by Provost
(Revised 4/13/03)

FROM:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to the All-University Open House. Classes will be canceled starting at 1:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible, then instructor prerogative will determine whether classes will be canceled; this determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Faculty are encouraged to reschedule classes and laboratories that will be canceled on the afternoon of XXXXXXXX. Thank you for your support of this recruitment activity and community event.

TO:

This reminder is being sent early to facilitate planning for the XXXXXXXX semester. The All-University Open House is scheduled for XXXXXXXX. I am writing to inform you that we will again cancel classes on Friday afternoon prior to Open House. Classes will be canceled starting at 2:30 p.m. on Friday, XXXXXXXX. If instances arise where rescheduling in specialized classroom or laboratory environments is not feasible **or canceling sections of a multi-section course would result in the loss of an entire class day**, then instructor prerogative will determine whether classes will be canceled. **In these cases, faculty members choosing to hold classes at or after 2:30 PM must notify Room Scheduling by the start of the Spring Semester to ensure that their classrooms will be available.** This determination should be clearly noted on the course syllabus handed out at the beginning of the semester so that students are aware of it far in advance of Open House. Thank you for your support of this recruitment activity and community event.

RATIONALE:

The request for this change to the policy arose out of two concerns. First, the Standard Class Time Policy will shift some of the two-hour laboratories that meet once a week to a 12:30 PM - 2:30 PM time slot. Dismissal at 1:30 PM falls in the middle of that time slot. Second, faculty who teach sections of a multiple section class have expressed frustration with losing an entire class day because of the policy and questioned whether students actually participated in Open House preparations during the time they were released. An analysis of the classes for Spring 2003 revealed that the current policy (classes released at 1:30 PM) affected a total of 299 courses/course sections involving 9403 students. Of these, 124 sections are part of multiple section courses. Moving the dismissal time to 2:30 PM decreases the number of sections involved to 125 and involves 4932 students. That still leaves 57 sections of multiple-section courses affected, involving 2249 students directly. If faculty who teach multiple-section courses feel that they must dismiss the entire day of classes to accommodate the loss of a day for those sections meeting after 2:30 PM, then even more students are involved. Conservative estimates suggest that canceling an entire class day to accommodate Open House would affect approximately 10,000 students. Data gathered by Dr. Bosco's office suggest that approximately 1500-2000 students are involved in Open House.

Members of the Faculty Senate Academic Affairs Committee expressed strong support of Open House and the learning opportunities made available to the students. However, the data suggests that far more students are affected by the policy than actually participate in Open House. Moving the dismissal time to 2:30 PM reduces the number of students affected significantly. Giving faculty who teach multiple-section courses the option to hold class rather than lose an entire class day of instruction seems justified.