

4-19-2013

2013-04-19 Minutes of the Academic Senate

University of Dayton. Academic Senate

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Approved
Minutes of Academic Senate
Friday, April 19, 2013; 3:00 p.m.
KU West Ballroom

Present: Paul Benson, Caroline Merithew, Sheila Hughes, Linda Hartley, John McCombe, Kurt Mosser, Dominic Sanfilippo, Leno Pedrotti, Carissa Krane, Andrew Ewvaraye, Arthur Jipson, Laura Leming, Carolyn Phelps, Paul Bobrowski, James Dunne, Ralph Frasca, Kevin Kelly, Corinne Daprano, Phil Anloague, John White, Ruth Monnier, Tony Saliba, Vinod Jain, George Doyle, Jarred White, Harry Gerla, Robyn Bradford, Kathy Webb, Emily Hicks, Karen Swisher

Guests: Katie Willard, Eric Taglieri, Jamie Ervin, Jonathan Hess, Terence Lau, Yong Song, Myrna Gabbe, Katie Kinnucan-Welsch, Katy Kelly, Heidi Gauder, Andy Zavaks, Andrew Slade, Shawn Cassiman, Pat Donnelly, Judith Huacuja, Deb Bickford, James Farrelly

Absent: Anthony Whaley, Sarah Kerns, Janet Greenlee, Hussein Saleh, Monish Chatterjee, Paul McGreal, Donald Shimmin, Allie Michel, Joseph Saliba

Opening Meditation: Art Jipson opened the meeting with a meditation.

Minutes: Minutes of the March 15, 2013 meeting were approved.

Committee Reports:

Academic Policies Committee (APC). L. Pedrotti reported on the work of the APC during the 2012-13 AY (academic year). See attached APC final report.

Student Academic Policies Committee (SAPC). G. Doyle reported that the SAPC dealt with five issues during the 2012-2013 AY. See attached SAPC final report.

Faculty Affairs Committee (FAC). L. Hartley reported on the work of the FAC during the 2012-13 AY. See attached FAC final report.

Executive Committee of Academic Senate (ECAS). C. Phelps reported on the work of the ECAS during the 2012-13 AY. See attached ECAS final report.

Announcements:

Outside Employment Policy. P. Donnelly reported that minor changes were made to the FAC's proposed document (DOC 2012-10). The revised document was supported by the Provost's Council and will be sent to the President's Council for review. Currently, the existing outside employment policy is in force.

Campus Smoking Policy. C. Phelps reported that the campus smoking policy is being revised to include designated smoking areas. Faculty, staff, and students wishing to provide input regarding this policy revision are invited to attend an open forum on Friday, April 26 from 11 AM to 12 noon in Science Center 114. Questions or feedback can also be submitted to smoking@uclax.edu.

Senate Documents:

Discontinuation of BSE in Art Education (DOC 2013-03). K. Kelly reviewed the proposal to discontinue the Bachelor of Science in Education in Art Education document.

K. Kelly made a motion to approve Senate DOC 2013-03. The motion was seconded by T. Saliba. **The motion to approve Senate DOC 2013-03 "Proposal to Discontinue the Bachelor of Science in Education in Art Education" was approved by a vote of 29 approved; 0 opposed; 0 abstained.**

Discontinuation of the University Graduation and General Competency Program and the Establishment of an Ad Hoc Committee on Information Literacy (DOC 2013-04). L. Pedrotti reviewed the proposed document and rationale for discontinuing the General Competency program. He also reviewed the possible impact of dropping the program: 1) the CAP (Common Academic Program) curriculum would not change; 2) there would no longer be a University-wide requirement that certain courses be passed with a C- or better; 3) University oversight of the Competency program would end however the student learning (competency) outcomes in the four areas (information literacy, reading and writing, oral communication, quantitative reasoning) are generally embedded in the CAP curriculum. He also reported that the APC proposal calls for the establishment of an Ad Hoc Committee on Information Literacy in order to ensure that policies and procedures are established that foster an intentional strengthening and assessment of student outcomes related to information literacy.

L. Pedrotti made a motion to move Senate DOC 2013-04 to the floor. The motion was seconded by J. White. A discussion of the proposed document commenced.

K. Webb clarified that the basic information literacy outcomes prescribed in the Competency program are embedded in ENG 100/200 courses. C. Phelps added that they are also embedded in PSY courses. L. Pedrotti responded that the APC's proposal seeks to affirm the importance of these outcomes.

J. Farrelly argued that the APC's proposal abandons assessment of the competencies in terms of the HLC (Higher Learning Commission) accreditation process. He suggested that there will be no university wide committee to oversee the competencies once they are dropped. If the General Competency program is dropped how will the competencies continue to be assessed? L. Pedrotti responded that the CAP learning outcomes will be assessed and that there is some overlap/redundancy with the competencies. P. Donnelly added that two of the five HLC criteria deal with the assessment of learning and teaching. He indicated that we will need to build our assessment of CAP and other university wide requirements into our HLC assessment efforts as we move forward. J. Farrelly asked whether UAC (University Assessment Committee) would have the responsibility of assessing the competencies. He added that the HLC mandated that we assess graduation competencies and departments cannot certify that graduate competencies are being met and/or assessed university wide. P. Donnelly suggested that a recommendation be made regarding the appropriate oversight of the University student learning outcomes.

After the conclusion of the Senate's discussion, L. Pedrotti reviewed several editorial amendments to the original document that was submitted to the Academic Senate. L. Pedrotti made a motion to accept minor editorial amendments to Senate DOC 2013-04. The motion was seconded by H. Gerla. **The motion to amend the document was approved by a vote of 30 approved; 0 opposed; 0 abstained.**

S. Hughes made a motion to approve amended Senate DOC 2013-04. The motion was seconded by L. Leming. **The motion to approve Senate DOC 2013-04 "Discontinuation of the University Graduation and General Competency Program and the Establishment of an Ad Hoc Committee on Information Literacy" was approved by a vote of 30 approved; 0 opposed; 0 abstained.**

Amendment to Processes and Procedures of the Academic Senate (DOC 2007-05). C. Phelps reviewed the amendment to Senate DOC 2007-05. C. Phelps made a motion to approve amended Senate DOC 2007-05. The motion was seconded by E. Hicks. **The motion to approve the amended Senate DOC 2007-05 "Amendment to Processes and Procedures of the Academic Senate" was approved by a vote of 30 approved; 0 opposed; 0 abstained.**

The meeting was adjourned at 4:05 pm.

Respectfully submitted by Corinne Daprano

Report on Activities of the Academic Policies Committee (APC)
of the Academic Senate AC2012-2013
Submitted by Leno Pedrotti

Members: Paul Benson, Deb Bickford, Paul Bobrowski, Jim Dunne, Vinod Jain, Laura Leming, Kurt Mosser, Leno Pedrotti (Chair), Karen Swisher, Paul Vanderburgh, John White

The work of the APC this year involved:

Work continued from last year

- CAP Competency Committee Oversight
 - Approval of all but section 4.8 of the CAP Competencies Committee bylaws. (10-15-2012)
 - Approval of the CAP Competencies Committee bylaws section 4.8. Periodic Departmental Course Review. (4-12-2013)
 - Oversight of the CAP online approval process.

New work completed this year

- Department and Program Change Proposal
A proposal governing proposals for changes to departments and graduate and undergraduate degree programs was developed and is ready for final approval by the APC in Fall 2013.
- DOC 2013-01 Master of Physician Assistant Practice (MPAP) Program
- A proposal for an undergraduate certificate in Teaching English to Speakers of Other Languages (TESOL) was reviewed and approved by the APC (2-22-2013). The Executive Committee of the Academic Senate determined that action from the full Academic Senate was not needed since there is no Senate policy governing undergraduate certificate programs.
- Proposal to Discontinue the Bachelor of Science in Education in Art Education
DOC 2013-03 Proposal to Discontinue the Bachelor of Science in Education in Art Education was approved by the APC and moved to the agenda of the 4-19-2013 meeting of the Academic Senate
- Status of the Competency Program
DOC 2013-04 Discontinuation of the University Graduation and General Competency Program and the Establishment of an Ad Hoc Committee on Information Literacy. This proposal is to be considered at the April 19 2013 meeting of the Academic Senate.

Ongoing

- Monthly (or as needed) updates on the activities of the CAP Competencies Committee
- Formal approval of the CAP Competencies Committee bylaws. (All sections of this document have been approved but the final document with final approved edits has not been submitted to the APC.)
- Department and Program Change Proposal: This document is nearly complete and has been reviewed by the Graduate Leadership Council. The GLC made some suggestions for edits to the graduate degree program approval process which could be considered early in Fall 2013.
- The Executive Committee of the Academic Senate suggested that the APC look at the possible development of a policy governing the development of undergraduate certificate programs.
- If DOC 2013-04 is considered and passes at the 4-19-2013 Senate meeting, the APC will have oversight responsibility for the ad hoc Committee on Information Literacy. If DOC 2013-04 is not considered or does not pass at the 4-19-2013 Senate meeting, the APC will need to consider how to proceed regarding the Competency Program and its relationship to the Common Academic Program.

SAPC Year-end Report
2012-2013

Committee: Philip A Anloague, Robyn Bradford, George Doyle, Andrew Ewwaraye, Terence Lau, John P McCombe, Paul McGreal, Allison Michel, Tony Saliba, Tom Skill (ex-officio)

The SAPC dealt with five issues during the 2012-2013 school year:

1. Eighteen Credit Hours for full time students: The Senate passed a Consultation Policy, 95-3, requesting that all undergraduate students be allowed to carry up to 18 credit hours at the cost of full time tuition. Previously it had been up to 17 credit hours for full time tuition. The administration responded with the following policy. "The eighteenth hour will not be charged to students with 45 hours or more of completed (graded) coursework prior to the first day of the upcoming registration period." Most students, registering during their third semester, for their fourth semester would not have completed 45 hours, so they would have to wait until midway through their fourth semester, during which time they will register for their fifth semester – junior year.

It was requested that the 45 hours constraint be eliminated. The administration responded that it would permit sophomore students and above be allowed to take 18 credit hours without being charged extra tuition.

The policy is interpreted as follows. Students who will have earned 30 semester credit hours by the end of the semester in which they are registering (typically second semester first year) will be able to take 18 credit hours without being charged extra tuition. Earned credit hours include University of Dayton hours, transfer hours, AP hours, tested-out-of hours, and waived hours. Students who will have earned less than 30 semester credit hours by the end of the semester in which they are registering may petition their dean to take the eighteenth credit hour without extra charge the following semester.

2. Scholarship Distribution: Currently, scholarships are distributed as a fixed amount each of eight semesters. As the tuition increased yearly, the ratio of the scholarship to the total tuition decreased. It was suggested that scholarships be given as a percentage of the tuition for eight semesters. As it turned out Enrollment Management had already developed a plan to keep the tuition and fees constant for eight semesters. So SAPC's suggestion was already superseded, and the idea was dropped.

3. Summer Tuition: There has been a noticeable decline in student enrollment during the summer term. The summer tuition per credit hour has been determined by the fall or spring tuition divided by 15. It was suggested that dividing by 17 would be a fairer policy and might attract more students. Because Enrollment Management has developed a completely different strategy on tuition and fees for the fall and spring semesters, changes to the summer tuition have been put on hold.

4. Tuition Refund: Currently, students receive a partial tuition refund if they withdraw from a course in the first few weeks. It was suggested by a faculty member that students be allowed to withdraw during the first week of classes with a full tuition refund.

Discussions with the dean's offices indicated that if a full refund was allowed during the first week, some students would likely "game" the system. Students would sign up for multiple classes, possibly causing closed out sections, and then they would withdraw. This would result in other students not being able to sign up for a closed course. There was also the possibility that a course would not be financially viable if students dropped out the first week. The idea was dropped.

5. Online courses Dishonesty: With more courses being offered online there was a concern that cheating would become a major problem, and steps were needed to protect the integrity of testing. A survey of faculty who had taught online courses at UD was conducted. The result was that those faculty did not believe cheating was a problem at UD. However, it was reported that faculty at other institutions have concerns with cheating associated with online courses. Any further work on this situation was put on hold.

FACULTY AFFAIRS COMMITTEE OF THE ACADEMIC SENATE 2012-2013 ISSUES LIST & REPORT

DOC #	ISSUE	ACTION	Description of further information	Sent to ECAS	Senate decision
12 09	University Guidelines for the Allocation of Faculty Responsibilities	Consultative	Began discussions in January 2012. Please see FAC and Senate minutes for more information.	November, 2012	Passed
12 10	Revision to Description of Faculty Outside Employment and Additional Services	Consultative	Began discussion in April 2012. Please see FAC and Senate minutes for more information.	March, 2013	Not passed
13 02	Sabbatical Leave Policy Revision	Legislative Authority	Began discussion in February 2013. Please see FAC and Senate minutes for more information.	March, 2013	Passed

Potential issues for 2012-13: (no formal request as of yet)

- 1) Intellectual Property Policy revisions
- 2) Policy on part-time tenure positions
- 3) Changing the description of the role of the Department Chair in Faculty Handbook

MEMBERS:

Partha Banerjee (Fall), Monish Chatterjee (Spring), Corinne Daprano, Pat Donnelly (ex-officio), Ralph Frasca, Harry Gerla, Linda Hartley (co-chair), Emily Hicks (co-chair), Sheila Hughes, Art Jipson, Kevin Kelly, Carissa Krane, Paul McGreal, Caroline Merithew, Donald Shimmin, Kathy Webb

Reported submitted by Linda Hartley and Emily Hicks, FAC Co-Chairs, April 19, 2013

Report on Activities of the Executive Committee (ECAS)
of the Academic Senate AY2012-13

Members: Paul Benson, Robyn Bradford, Corinne Daprano, George Doyle, Ralph Frasca, Harry Gerla, Sheila Hassell Hughes, Emily Hicks, Ruth Monnier, Leno Pedrotti, Carolyn Phelps (chair), Hussein Saleh, Joe Saliba

Guest from Faculty Board: Jim Farrelly

Summary of the work conducted this year:

- Document checking. The Senate documents were checked for remaining personal information (i.e., social security numbers). Documents have been clean of this information.
- Documents. The Senate reviewed and approved 5 documents, 3 involved legislative authority (2012-04, 2013-01, 2013-02) and 2 involved consultation (2012-09, 2012-11). Two more documents involving legislation, 2013-03 and 04, are pending approval today. Document 2012-10 which involved consultative action was brought before the Senate for vote but was not supported.
- Consultation. A subcommittee of ECAS was formed to address ongoing issues regarding consultation between the Senate and the administration and the Senate and its constituents. The committee examined practices and procedures. New practices were discussed with ECAS and a draft of a procedures document was shared with ECAS. This work should continue in the fall.
- CAP Competency Committee. The committee began reviewing and approving courses for the CAP.
- SET Committee. The SET committee performed two pilots this year. The fall pilot was used to examine the factor structure of the measure in order to select a small number of items (6-10) which would assess the breadth of factors related to teaching effectiveness. Additionally, response rates and ways to increase response were examined. The SET committee presented their findings on the fall pilot in numerous settings (i.e., CCPD, open forum) in order to share information and obtain feedback from faculty. The spring pilot is currently being conducted. The committee plans to pilot again during the summer using a second vendor. The committee will present results and recommendations to the Senate in the fall.
- UNRC. The UNRC was not active this year.
- 18th credit hour. Doc 1995-03 The 18th Hour Policy was a consultative document which received support by the Senate in 1995. It allowed for fulltime tuition to cover 12-18 credit hours for all undergraduate students. The administration decided that it allow fulltime tuition to cover 12-18 credit hours only for those students who had completed 60 credit hours. This issue was raised last year by members of the SAPC. ECAS followed up with discussion. As a result, the administration has changed the policy. Fulltime tuition now covers 12-18 credit hours for students who are sophomore or above. Additionally, first year students, with permission, may also take 18 credit hours at fulltime tuition.
- Other issues discussed in ECAS on which the committee decided action was not within the Senate's purview or would not be taken at this time: change in the information background check forms and several items in the Faculty Handbook (i.e., summer teaching policy; nature and position of the Department Chairperson; physical relations between instructors and students). Additionally questions raised regarding summer tuition were set aside until the new tuition model is in place.

Issues to address in 2013-14

- Doc 2013-05 Initiation, suspension, discontinuation, reactivation, and renaming of degree programs and creation, discontinuation, merging, splitting, and renaming of academic departments is finished in committee and is ready for review by ECAS. If approved by ECAS, this document could be placed on the agenda for the first Senate meeting of 2013/14.
- Consultation. Work on consultation, including discussion of the current draft on procedures should be addressed in ECAS. Gerla (author of the document) and Phelps will continue on ECAS in the fall to provide continuity

- CAP Competency. The form and process of the CAP Competency committee should be evaluated in Spring 2014 to determine if their processes are effective in working with the College and Schools for approval of courses for CAP.

Respectfully submitted,
Carolyn Phelps
4/19/13