

Dean's Council Notes  
September 28, 2005

Gaines Hunt brought forward a form to be used to report incomplete grades and the steps necessary to clear the grade. If an incomplete grade is not cleared within one calendar year, it changes to an "F". This form fills a need that the 2005-2006 bulletin lays out on page 43. It lists the student information and has area for the faculty to fill in with the reason the course was not completed, a date (no later than one calendar year from end of the current semester) that the work must be completed by, the grade average up to the time of the incomplete being assigned, an area to define what work is necessary to complete for the removal of the "I" and an area to describe how the final grade should be determined after the required work has been completed. Gaines and the Deans agreed that this form is necessary so that, if the faculty member is unavailable, someone (department? Registrar?) can explain what it takes to clear the incomplete. Some further tweaking is necessary so the form will be brought back to the Dean's council. Once the form is ready, it should come before the faculty senate as an informational matter.

Harriett McQueen brought forward a proposal on when a student can request a change in their major. Rather than allow a change in major at anytime (5000 were requested last year), she has proposed that "change of major" forms be accepted beginning the first Monday after late registration until three weeks prior to priority registration and, for summer I and II, change of major forms would be accepted the second week of the summer sessions. There would be certain exceptions allowed. This proposal would only apply to main campus. This proposal should come before the Faculty Senate for approval.

Harriet also reported that all deans and chairs can have access to a list of Academic Advisors. There is a program under the ACS menus on SIS that allows viewing of this information. A form would need to be filled out granting access to this program. Harriet also mentioned the problem of listing advisors on SIS and how it lists different names on Web for Faculty.

Harriet also proposed creation of an "NR" – "not reported code for grades not received on time from faculty. The Deans were all for this new code. Anna Murray is going to let the Deans know if the request to have the NR code rolls over to an F after 30 days. This new code would allow the distinction of grades not turned in versus a valid Incomplete (work still to be done by student).

Final grades are due at 10 AM, Monday Dec 19<sup>th</sup>. At 8:30 AM on Dec 19<sup>th</sup> a report will be provided to the deans and chairs reporting faculty who have not submitted grades for an entire class and/or have submitted class grades with missing grades. The Deans and chairs will then have 1 ½ hours to work with the faculty to get the grades turned in on time. (I imagine if this is successful, this process will continue in following semesters).

Harriet also pointed out, as a reminder, that faculty cannot assign the grade of W. If a faculty member has signed the paperwork to provide for a W but it does not appear in Web for Faculty, the faculty is to put in the grade at the time of withdrawal and the Registrars office will change the grade to the W when the paperwork is received by the Registrar.

Likewise, faculty cannot assign a grade to a student who is auditing their class. They need to put in AU as the “grade.” If they do assign a grade, the system will automatically change it to AU.

Stan Groppe again brought forward a proposed definition of Hybrid Course and Web Enhanced Course. These definitions were approved by the Online Course Committee. Further work on the definitions will be required

Distance Education has gotten a copy of the documentary “Declining by Degrees.” At the next joint Deans and Chairs meeting on October 21, 2:30 PM, this documentary will be shown. Other faculty are invited to view this documentary at that time.

Susan Calovini brought forward a suggested revision to Adjunct workload policy 5:015 to deal with the increase in teaching load credits for adjuncts and to deal with part time instructors assigned to both main and Ft Campbell campuses. Gerald Beaver pointed out the policies have changed concerning Ft Campbell, so Dr Calovini will have to work on it some more.

Dr Calovini also brought forward a draft of instruction sheet to be sent to department chairs concerning revising the Uniform Templates for retention, promotion and tenure in light of updated policy 5:060.

Don Carlin provided statistics on the library’s pilot of print cost recovery. In the seven months of statistics provided, there was a savings of approximately \$25,000 from paper and toner usage. He asked that the Dean’s support implementing this print cost recovery in other computer labs on campus. Don Carlin will be reporting this information on print cost recovery to the TAFF meeting on September 29<sup>th</sup>.