

**INSTRUCTION COUNCIL
MINUTES
July 8, 2005
9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Adrienne Hyle, David Thompson, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Tom Wikle, Bill Ivy, Sharon Nivens, Gerry Auel, and Gail Gates.

1. Management of Study-Abroad Courses and Proposed Changes to Outreach Billing

Sharon Nivens briefly explained that the outreach billing will change this fall. Sharon noted that the colleges will be using a Continuity database which feeds into the bursar's system.

Sharon handed out a list of outreach short term study abroad courses presently being taught and asked Gerry Auel to discuss the need for a university-wide policy for faculty/student international or national travel. There is a need for a policy describing procedures to take to protect the faculty and students and to avoid litigation. The policy should include making sure faculty and students are properly insured and know expected responsibilities. Members noted that all study abroad courses should be overseen by the outreach office and follow the same policies and procedures. Members agreed with Gerry that we could identify "best practices" from courses across campus to use in the policy. Dr. Gates will discuss this topic in Dean's Council. (Mike Bale agreed to work with Gerry to complete the student travel policy.)

2. Procedure for Change of Grade Form

Jerry Montag stated that the registrar's office would like to make a change in the procedure for the "Change of Grade" form. The Registrar's Office had been receiving "Change of Grade" forms from staff and students giving an opportunity to alter the grade. Jerry would like to ask that all "Change of Grade" forms be placed in an envelope, sealed, and signed by the Dean's office on the back of the seal, then mailed or delivered to the Registrar's Office. Instruction Council suggested that the Registrar's Office provide an envelope specifically for the "Change of Grade" form. Members also suggested changing the form to include a list of grades and a box for checking the appropriate one. Dr. Gates offered that it might be beneficial to have an electronic web version of the form for faculty that would be submitted through Web for Faculty to the registrar's office. Jerry noted that he still has an ample supply of the forms and would like to use the existing forms before implementing the web version. It was decided by the council that the Registrar's Office continue to use the current "Change of Grade" forms, create an envelope for the forms and distribute the envelopes to the Associate Dean's office. Members also suggested developing a proposed electronic version of the "Change of Grade" form for review and approval from Instruction Council.

3. Faculty Council's Proposed Attendance Policy

Dr. Gates asked the council to review Faculty Council's proposed Attendance Policy and to decide if Instruction Council agreed to support this policy or to come back with revisions.

4. On-Line Graduate Plans of Study, Electronic Admissions Process, TOEFL Exam, and Setting New Cut Scores

Dr. Jordan asked that she be scheduled at the top of the agenda for our next meeting. The Graduate College intends to propose a change to the incomplete grade policy. She thought it would be beneficial to run periodic reports on the "I" for awareness purposes. Members discussed requiring faculty to assign a grade that would be placed on the transcript after the time limit (one year) if the student does not finish the incomplete portion of the class. This process will have to be discussed by Faculty Council. Deb noted that there is glacial progress on the electronic admission process and a few departments will work with them to test the process. The on-line Plan of Study will be developed later. The process of developing new TOEFL cut scores will take two years.

5. **Other Items**

Semester Course Plan

Dr. Gates asked the council how they prefer distribution of the memo on Semester Course Plans and noted that a policy regarding the fall break schedule had been added. Some members asked that the memo be sent electronically as a PDF file attached to an email and posted on the Academic Affairs website. Dr. Jordan requests that the statement from the catalog replace the "I" statement in the document. It was also asked that the title in the subject line of the memo be changed. Members asked that we send a few copies of the memo to each college and distribute them at the New Faculty and TA/Adjunct Workshops in the Fall.

A copy of the Semester Course Plan Memo was distributed to each member.

Adjourn: 10:45 a.m.