

**INSTRUCTION COUNCIL
MINUTES
October 7, 2005, 9-10:30 a.m.
101 Whitehurst Conference Room**

Present: Bruce Crauder, Cyril Clarke, David Thompson, David T. John, Bob Davis, Ed Miller, Deb Jordan, Shiretta Ownbey, Bill Ivy, Craig Robison, Greg Carney, and Gail Gates

1. Proposed Schedule for Curricular Requests for Spring 2007

Dr. Gates noted that there have been a number of complaints from departments regarding spring course changes not being reflected in the Fall catalog. The registrar's office noted that in order to make these changes in the catalog the schedule for curriculum changes must be revised. The registrar's office has provided a proposed schedule for curricular requests that should allow the registrar's office sufficient time to get the changes in the catalog. Greg Carney developed a proposed spreadsheet for the summary of course action requests.

IC agreed to accept the proposed summary sheets and schedule and agreed that it would be best to make curriculum course change requests at the same time. Members agreed to submit the spreadsheet for course changes and course actions and supplemental forms for new course requests. Courses that request changes in graduate credit will need to submit a syllabus. (Diane send electronic copies of the schedule)

(Note: After the meeting the registrar postponed implementation of the new schedule until next Fall.)

2. On-Line Student Survey of Instruction

Dr. Gates asked members if we wanted conduct another pilot test for on-line survey of instruction. Members agreed that the on-line survey would be most beneficial for on-line courses and it would be better to conduct the survey in the Spring semester. Dr. Gates will convene a meeting of outreach directors or other college representatives to develop a common survey for on-line courses.

3. Grade Appeal Policy

Members agreed with most of the proposed policy changes. However Instruction Council members proposed three changes: 1) the name of the appeals board should be changed to the "Grade Appeals Board", 2) the standard of evidence should be preponderance of evidence, and 3) appeals of board decisions should occur if there have been procedural errors and the case should go to a committee comprised of past chairs.

4. Proposed Academic Integrity Policy

Dr. Gates asked the Council to look over the proposed Academic Integrity Policy and asked members to provide feedback at the next meeting.

5. Special Fees Update

The Office of Academic Affairs will be sending out a memo regarding special fees. As in the past, undergraduate facilities/consumable material fee requests will be handled by the college and fees for graduate courses and other special fee requests will be sent to Academic Affairs.

6. Other

Instruction Council members asked the Graduate College to send the TOEFL/TELP/ITA proposal to the graduate coordinators and department heads with a copy to the Deans. Bob Davis asked about assessment fees. This item should be addressed by the Assessment Council.

Bill Ivy told members that the registrar plans to stop printing the class schedules and asked members for feedback. The Council asked Dr. Ivy if the first 7 pages could be available by paper copy and he didn't think this would be a problem. After further discussion, members noted that advisers would not be happy with the decision to discontinue printing of the schedule.

Members asked if we could implement an "S/U" or "I" for 6 week grades. This request will be forwarded to Institutional Research and Information Management.

Adjourn: 10:35 a.m.