

**INSTRUCTION COUNCIL
MINUTES
December 9, 2005
9-11:00 a.m.
101 Whitehurst Conference Room**

Present: Bruce Crauder, Cyril Clarke, Bob Davis, Ed Miller, Jeretta Nord, Deb Jordan, Jerry Montag, Shiretta Ownbey, Bill Ivy, Russ Rhinehart, and Gail Gates.

1. Academic Forgiveness Policy

Instruction Council approved the Academic Forgiveness Policy.

2. Reinstatement Policy

Instruction Council approved the Reinstatement Policy and asked that the word "thereafter" be inserted in #2.02 in the following sentence, "The student must earn a minimum of 2.0 each semester **thereafter** or raise his or her graduation retention GPA to 2.0 or above in order to avoid suspension."

3. Proposed Academic Integrity Policy/Procedure

The updated policy/procedure will be presented to Faculty Council Tuesday, December 13, 2005, and voted on in January. Members suggested making a footnote in the policy/procedure defining academic integrity. Dr. Gates asked if the types of violations and details should be specified in a different location on the procedures or kept on a different document. Members suggested changing the wording from "confront" to "inform" when discussing student responsibilities. Graduate Council would like to have instructor defined in the policy and in the procedure. Other comments were that creating a formal meeting might cause a burden and it was explained that the 3rd person would be present to act as an impartial advocate for academic integrity and hopefully help decrease the number of appeals. It was suggested that "school day" be defined in the procedures. Instruction Council suggested waiting for an approval motion until after the Faculty Council vote.

4. Two Day Summer Enrollment Proposal– Bill Ivy

Bill handed out the Two Day Summer Enrollment Proposal and noted they probably won't require transfers with fewer than 24 or 30 hours to participate in the freshman program. He also noted that the two-day sessions would be held on a Thursday and Friday and could include lunch. Bill stated that if approved this change would be marketed to students and parents and especially out-of-state students. It was suggested to include University Academic Services and Career Services on the schedule. Enrollment/Management will be developing a proposed program in January. Instruction Council agreed with this proposal.

5. Adding Courses After the Deadline Date – Jerry Montag

Jerry noted that the policy allows courses to be added through the second week in the semester. If there is an exception to the this policy the request would have to be approved by the Dean of the College.

6. Records Retention – Jerry Montag

The Registrar's Office keeps permanent records on grades, grade changes, all grade related files, and litigation files. Jerry proposes with the permission of the archive office, Bill Ivy, Marlene Strathe, and the state; other records would be retained for 5 years (i.e. records for students who graduated, passed away, or stopped attending) and then destroyed.

7. Proposed Schedule for Curricular Requests – Jerry Montag

Discussed having a deadline for the revised schedule in January or February and Jerry will let members know the plan for next year. With the earlier request for curricular changes, Jerry also asked the committee if they wanted to remain with the twice a year curricular request or go to once a year curricular request. Members were asked to discuss the once a year and twice a year proposals with their units.

8. Six Week Grades – Junior and Senior

The members agreed not to request 6 week grades on Junior and Senior courses at this time and wanted to know what the objective is in obtaining this information.

9. Other

“I” Grade Proposal

Faculty Council Academic Standards and Policies Committee has been asked to consider our proposal to require faculty who submit an “I” grade to also specify a grade that the student will earn if they do not complete the missing work within one year. If the student completes their work within one year, the instructor will submit a change of grade form. If the student does not complete the work within one year, the student will receive the other grade.

Adjourn: 10:30 a.m.