

**INSTRUCTION COUNCIL  
MINUTES  
August 11, 2006  
9-10:30 a.m.  
101 Whitehurst Conference Room**

**Present:** Bruce Crauder, David Thompson, David T. John, Bob Davis, Ed Miller, Jeretta Nord, Jerry Montag, Mark Payton, Shiretta Ownbey, and Gail Gates.

**1. Faculty Textbook Policy – Bruce Crauder**

Dr. Crauder stated that Arts and Sciences department heads had been discussing the sale of faculty authored textbooks and if faculty should profit personally. According to the conflict of interest policy, faculty are required to report when the profit exceeds \$10,000. Members suggested developing a best practices guidelines for profits less than \$10,000 for posting on the Academic Affairs website.

\*See Attached

**2. "N" Honor Rolls – Jerry Montag**

Jerry noted that he was considering rewriting the honor roll policy in regards to the "I" grade. Currently when a student receives an "I" grade they are not allowed to appear on the honor roll. Possible solutions include: 1) changing the course syllabus so a grade can be assigned at the end of the term, 2) splitting credits between the semesters, 3) assigning a "P" grade, 4) running the academic history program more frequently, 5) allowing instructors to request that students in the course be placed on the honor roll when the incomplete grade is removed, 6) assigning an "N" grade, or 7) allowing the student to remain on the honor roll if he/she meets the criteria with 12 credit hours of completed courses. Members of Instruction Council agreed with the final solution.

**3. Summer Class Schedule**

Informal feedback from faculty and students regarding the summer class schedule indicated some faculty did not like the schedule, especially the 4 day schedule for the May (3 week) session. Members agreed the schedule for the May session should go back to the 5 day schedule and keep the 4 day 8 week session. Members asked if there was feedback on the housing discounts from Residential Life for summer school. Members suggested conducting a summer school survey for faculty and staff.

**4. On-Line Student Survey of Instruction – Gail Gates**

Dr. Gates noted that a task force of faculty and outreach staff developed a Student Survey of Instruction for on-line courses. The university has an opportunity to implement the new survey using the new Desire to Learn software. Members agreed to accept the proposed on-line survey but commented that they want to use their individual surveys for special on-line distance education programs such as the Great Plains Consortium in conjunction with the new on-line survey. Members approved the proposed On-Line Student Survey of Instruction.

**5. Other**

Undergraduate Labs Scheduled A Crossed Common Exams: Chris Nichols, Classroom Scheduling Assistant, noticed that there are a number of labs scheduled during common examination times. Dr. Gates noted if there were concerns to contact Chris. Dr. Gates urged members to contact faculty and encourage them to make sure the syllabus noted that students are allowed to take the common exams or make arrangements for a makeup exam.

Bill Ivy is stepping down as the chair of the Directors of Student Academic Services (DSAS) and Academic Affairs, Dr. Strathe will chair the committee.

Enrollment Management is conducting interviews for an Enrollment Program Director.

Bob Davis asked if it was okay to ask for the student's campus wide identification number on applications and it was noted that it was okay.

Jerry Montag thanked members for the submission of summer grades and noted that the students will receive a copy of the catalog on CD.

Dr. Gates asked members to review Auburn University's Directed Studies Policy and to let her know if they liked the idea.

**Adjourn:** 10:30 a.m.