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2-6-2020

Faculty Senate Chronicle December 5, 2019

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Recommended Citation

Howley, Heather. "Faculty Senate Chronicle December 5, 2019." *The University of Akron Faculty Senate Chronicle*, 6 Feb 2020. *IdeaExchange@UAkron*, <https://ideaexchange.uakron.edu/universityofakronfacultysenate/161>

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December 5, 2019

39 pages

SENATE ACTIONS

1. Adopted a resolution from the Academic Policies Committee regarding University Rule 3359-60-02 defining “transfer student” and establishing consistent criteria for admitting transfer students (Appendix A).
2. Adopted a resolution from the Academic Policies Committee regarding University Rule 3359-20-05.1 regarding the length of time instructors need to retain records of student grades and establishing a time period for students to challenge a given grade. (Appendix A).
3. Adopted the courses and approved programs brought by the Curriculum Review Committee (Appendix B)
4. Approved a motion brought by Graduate Council creating the process for approving the pathways that will allow the

undergraduate students to take master's level courses that could apply to both a bachelor's and master's degrees (Appendix C)

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MINUTES OF THE FACULTY SENATE MEETING OF

December 5, 2019

The meeting of the Faculty Senate took place Thursday, December 5, 2019, in room 286 of the College of Business. Senate Chair Linda Saliga called the meeting to order at 3:05 pm.

Of the current roster of 57 senators, 36 attended the meeting. Senators Chronister, Evans, Fielding, Haritos, Lashbrook, Mahajan, Nicholas, Scotto, Szalay and Walker were absent with notice. Senators Bible, Cole, Hreno, Kelly, Matejkovic, Seher, Simms, Tuesday, Xi, Zhang and Zheng were absent without notice.

I. Adoption of Agenda

On Senator Schwartz's motion, the agenda was adopted without dissent.

II. Adoption of Minutes of the November Senate meeting.

On Senator Hajjafar's motion, the minutes of the November Senate meeting were adopted without dissent.

III. Remarks of the Chair

This has been a semester of change. We've welcomed two new administrators and have had two new locations for our meetings. I apologize for the need to change location for today's meeting. We had a miscommunication

with the Law School as to our needs and they scheduled a final exam in the room at this time. We will be back there in February.

We have several items to consider today. APC is bringing forward two rule changes, the first defining a transfer student, and the second establishing a timeline for change of grade requests. CRC has 22 course proposals and 3 program proposals for our consideration. Finally, last night I sent everyone a report from Graduate Council requesting we approve a process to establish pathways from a bachelor's degree to a master's degree that allows students to take nine graduate level courses in their undergraduate program, at the undergraduate rate, that can be applied to the students' graduate program. I know our colleagues in the College of Engineering are chomping at the bit to get this process underway so I didn't want to wait until February to bring this forward.

The five items we approved last month were all supported by President Miller. Regarding the program review he stated that it is vital that we maintain a regular cycle of formative program review, both for continuous improvement of our offerings and accreditation, and that forming a standing committee is a positive move signifying institutionalization and faculty control of the process. Programs that need to participate in the second year of this cyclic review process will be notified in the next few days. You may recall from the report, last year one unit did not provide a self-study. It never occurred to me that a unit would not provide a self-study. We are all busy, none of us want to write these reports, and without consequences, why should we? One topic I intend to bring up in our next

meeting with the Interim Provost is what consequences there should be for units that refuse to participate in program review.

LinkedIn Learning is coming to UA on Monday. My understanding is that this is online training for lots of topics. It is single sign-in access, probably through My Akron. It will be available to the entire University community – faculty, staff and students. I logged into it a few days ago and was overwhelmed by the number of courses available. Look for details from IT on Monday.

In conclusion, I want to wish all of you a happy and relaxing holiday season, after an enjoyable week of exams.

This concludes my remarks.

IV. Special Announcements

Dr. Peter Guiler, a senior lecturer in the History Department, passed away. He was a very popular instructor for many years. He earned his Ph.D. at The University of Akron in History. He will be missed by his colleagues and his students.

V. Report of the Executive Committee

Senator Howley: The Executive Committee has met 4 times since the last regular meeting. On November 14th, the EC met with Interim Provost Uργο to set an agenda for the year. We also discussed the need to keep faculty lines in departments when tenure is denied, general education requirements and online courses, assessment, the summer schedule, workload, program review, the structure of OAA, and the functional integration of the branch campuses.

On November 21st, the EC met to prepare for the meeting with the President Miller and Interim Provost Uργο. We discussed the Graduate Council's proposal on combined bachelor's/master's degrees and the ODHE's requirements for such degrees. We also discussed the lack of faculty input with regard to the strategic plan in some units.

On November 21st, we met with President Miller and Interim Provost Uργο to discuss the strategic planning process, enrollment growth, enhancing student and faculty support, general education requirements, and the summer schedule. We also discussed the difference between Board rules and working policies and the need to post policies in a public way.

On November 26th, the EC met to prepare the agenda for the Faculty Senate meeting and alternative rooms for the December meeting. We also discussed overlap courses and combined bachelor's and master's degree programs, program review, and meeting schedules over break.

This concludes my report.

VI. Remarks of the President

President Miller recognized members of the Board of Trustees and thanked the body for their work. He received briefings from all three groups involved in the strategic planning process. The UC, aided by former president Green, mined the three-year plans for important items. The three-year plans were handed off to the Strategic Work Group ending the three-year planning process. The group will have completed their work by the middle of January. The Enrollment Work

Group made great headway and the Board will be briefed on a few elements to make sure they are in agreement with our strategies.

President Miller finished the visits to the colleges and has now turned to visiting units and community organizations. He wished members of the Faculty Senate a relaxing and renewing holiday.

Senator Shott asked about the search for the new provost and requested an update on the timetable.

President Miller commented the search was on track and noted that the schedule is posted on the website.

VII. Remarks of the Interim Provost

Interim Provost Urgo addressed the issue of summer school. He intended to use data mining to find specific information on courses most in demand and plans to offer a targeted approach to student advertisement and enrollment. He assured that summer courses would be offered and he was working on a profit sharing model with CFO Mortimer that would benefit the departments. He mentioned he always enjoyed teaching in the summer and summer courses were mutually beneficial to full-time faculty and students.

He discussed admissions and asked the faculty for help in recruiting students and volunteering at admissions events. He noted faculty contact plays an important role in convincing prospective students to select The University of Akron.

Interim Provost Uργο stated student success must become a top priority. He assured the Senate student success was not a code word for dilution but rather an intentional effort to retain students and help them achieve success. He discussed the need to develop co-requisite courses that would help students earn credit during developmental coursework. He discussed parachute courses that help students avert failure in bottleneck courses specific to a major by moving them into another section of the course designed for non-majors.

He thanked the body for the rules changes for admissions and changes for grade calculations. He expressed concern about our transfer rules and honors designations.

Senator Klein noted the APC has taken this issue up and stated it will be addressed in the spring. Klein also expressed support for Uργο's approach to summer school.

Senator Ramlo asked about our plans for addressing Stark State and wondered what was being done to challenge their marketing and poaching strategies.

Interim Provost Uργο stated he was not afraid of competition because we offer a better experience.

Senator McKnight stated developmental programs have a 70% pass rate and expressed concern a co-requisite model may work for the top students but that some students will not succeed.

Interim Provost Uργο agreed the issue was complex.

Senator Woyat talked about developmental math and stated it took too long with the current model.

VIII. Committee Reports

A. Academic Policies Committee—Chair Klein (Appendix A)

Senator Klein asked the body to approve the transfer student definition rule change. She summarized the rule change requested in the report.

Senator Makki asked for the rationale for the five-year waiting period and was concerned that the waiting period was arbitrary.

Senator Klein answered the five-year period was consistent with other Board rules relating to the issue.

The motion carries.

Senator Klein asked the body to approve a timeline for grade change requests and summarized the recommendations regarding records retention.

Senator Hazlett was concerned about the term gradebooks and wondered if it should be updated.

Senator Klein stressed the term gradebooks included Brightspace.

Senator Luttmer-Strathmann expressed concern regarding the five-week time period, since students sometimes disappear for longer. The senator also asked about exceptional circumstances.

Senator Klein explained the timeline for appeal and explained that exceptions could be made. This rule change specified a requirement to keep records for a time frame that covered most circumstances but not

exceptional ones. Exceptional circumstances were covered in other rules such as retroactive withdrawal.

Chair Saliga discussed records retention and the timelines for records retention.

Senator Howley explained that this rule specifies a timeline for records retention, which was previously not specified and specifies a process, or chain of command to ensure that students speak with their professor first to attempt to resolve the dispute.

Senator Woyat expressed concern about Title IX issues and that this rule would allow faculty to dispose of records that may be germane to a legal case.

Senator Klein asked if the body wished to specify an alternative timeline.

Chair Saliga clarified the policy was addressing the time to protest a grade rather than specifically focusing on records retention.

Senator Spiker noted that the policy before the body was based on policies from peer institutions.

Chair Saliga called for the vote.

The motion passes.

Senator Klein thanked the APC for their work and insights on the committee. She also expressed gratitude to Joe Minocchi as well as Heather Loughney.

B. Curriculum Review Committee—Chair Thornton (Appendix B)

Senator Thornton gave the report and asked the body to approve the curriculum proposals under consideration.

The motion carries.

Senator Thornton gave some pointers regarding the new proposal system. She noted that only faculty members can submit proposals and the general education fast-track process is over. She suggested it was best to assume that the reviewers do not know the jargon or the courses. The committee needs a rationale for all changes as well as syllabi. Changes require the new and previous syllabi as well as an explanation for the required changes.

She noted that proposals would not be sent back for typos and other minor edits, but major changes will need revisions.

She recommended using the tutorials to help answer questions and other resources provided to the committee.

C. Communications and Computer Technology Committee—Chair Bove
(Appendix D)

Written report accepted.

D. Part-time Faculty Committee Report—Senator Hazlett

Senator Hazlett suggested the three-year term for faculty senators may be shortened and electing an alternate since part-time faculty work is not consistent.

IX. Report of the University Council Representatives - Senator Evans

Chair Saliga discussed a competition called RooFit.

Senator Schulze asked about the Budget and Finance Committee's numbers and expressed concern about the lack of accurate financial data.

Chair Saliga noted that she joined the committee and was looking into the situation.

X. AAUP Standing Report—Senator Schulze

Senator Schulze conveyed her support for the union and shared that she joined the chapter because she believes in a strong and well-respected faculty. She encouraged members to join the union and reminded the body that contract negotiations were about to begin. She told members to expect a survey and asked for input about what is needed for the next contract. She also reminded the body that they needed to be members to vote on the union contract and asked if there were any questions.

XI. Graduate Council Report—Senators Graor & Hreno

Senator Graor discussed the documents regarding the overlap policy (Appendix C). She asked for support in approving the overlap policy, which would allow nine hours of approved graduate work at undergraduate prices and to count toward the undergraduate degree. Graor discussed the forms that would be filled out and the descriptive documents that described these rules. She discussed the proposal process that will require a specific documentation of accelerated degrees approved by ODHE.

Senator Klein asked about program reinstatement since many of the graduate degree programs were cut during program review. She stated that History already had such a program in place, but that it was cut.

Senator Hajjafar expressed concern that these programs would not be reviewed.

Chair Saliga explained that we already have policies in place for program review and for undergraduates taking undergraduate courses. There will be faculty oversight, but the curriculum proposal process would not be required because the programs and courses already exist.

Senator Graor showed that there would be many levels for faculty oversight by virtue of the forms and signatures required.

Senator Klein asked for additional clarification on how this would impact existing BA to MS programs.

Dean Saunders explained this process was requested by ODHE to ensure that the requirements for the degree are met when students overlap courses and go below 150 hours.

President Miller requested a fiscal note before it can be given full consideration.

Senator Schulze noted that we may see an increase in marrying two programs and offered that the program shows innovation.

Chair Saliga hoped this would create a positive financial gain, and although students would pay undergraduate tuition for a few courses, they would stay here to complete an additional degree.

Senator Makki was concerned that there was no official faculty vote on the approval of specific courses and was worried the faculty teaching the courses would not be informed undergraduates were enrolled.

Chair Saliga hoped the chair would give faculty input and courses would be designated with the approval of faculty.

Senator Klein drew comparisons to peer institutions efforts to attract new undergraduate students that have a graduate degree in mind.

Dean Saunders agreed that all the peer institutions are supporting it.

Senator Okocha asked if each department would define an exceptional student.

Senator Graor noted that the form defines it.

Senator Nofziger cautioned that these programs would be advertised so as not to overstate promises that cannot be kept.

Senator Tuesday outlined some of the challenges with combined programs.

Chair Saliga asked for approval.

The motion passes.

XII. GSG report—Senator Stefin

Senator Stefin updated the body on Graduate Student Government and the efforts to increase graduate student participation in governance. Stefin increased representation all over campus in all of the committees and all were filled in September. The GSG attended support fair and many other campus events and

orientations. They hosted a meeting and one of the biggest issues was the absence of health care. They also hosted a mental health event, *Maintaining Your Mental Health in Graduate School*, which was attended by Dean Saunders. Stefin requested faculty help to address mental health issues by spreading the word about mental health counseling. GSG is working to help students enroll in the ACA. The next general body meeting will be in January.

XIII. USG report—Senator Okocha

Senator Okocha summarized the role of Undergraduate Student Government and noted there was a high concentration of Political Science majors among the 50 representatives. He stated their guiding principle was building community and enhancing the student experience.

XIV. New Business

No new business.

XV. Good of the Order

Senator Roy announced AAUP's First Friday event and the end of the year event at the Thirsty Dog.

Senator Hazlett thanked the body for allowing part-time faculty to serve in the Faculty Senate. He encouraged people to get involved with their union. He characterized decisions in the classroom as political decisions and encouraged people to participate in shared governance.

XVI. Adjournment

The meeting was adjourned at 4:42 pm.

—Heather Howley, Secretary.

Questions and comments about the minutes can be emailed to
hhowley@uakron.edu or called in to x8914.

APPENDIX A

Report of the Academic Policies Committee to Faculty Senate, December 5, 2019
APC approved two rule changes. The edited rules have been sent via attachment.

- 1. Rationale for changes to rule 3359-60-02:** In its current iteration, this rule does not define the term, *transfer student*, nor does it specify how such students are evaluated for admission. This lack of concrete evaluation criteria has resulted in inconsistencies in the admission process. First, these edits define a transfer student as anyone who has attended another regionally accredited higher education institution following high school graduation, a definition consistent with the Integrated Postsecondary Education Data System (IPEDS) reporting standard. Additionally, these revisions establish a credit threshold of twelve earned hours, excluding developmental credit, above which transfer applicants will be evaluated for admission based solely on post-secondary grade point average. Applicants with fewer than twelve earned hours, excluding developmental credit, will be evaluated for admission based on high-school credentials (GPA and test score). These revisions also establish that transfer applicants must be in good standing at their prior institution, or must have a combined post-secondary GPA of 2.0 or higher from multiple institutions, to be eligible for admission. Lastly, these revisions establish a path to admission for applicants whose prior performance does not meet the above criteria but who have satisfied a five-year waiting period and have submitted a written statement outlining the causes of their prior poor performance and steps taken toward improvement. This five-year waiting period mirrors the waiting period options for adult applicants and students previously dismissed from the University of Akron.
- 2. Rationale for changes to rule 3359-20-05.1:** Per current language, this rule establishes that faculty members must maintain careful and orderly grade records in each course but does not specify a time frame for retention. In addition, this rule allows for change of grade without a concrete time frame. Absent a concrete time period for record retention, student grade appeals and other grade change requests have been difficult to resolve. APC discussed record-retention guidelines from the American

Association of Collegiate Registrars and Admissions Officers (current recommendation is retention for five years after course completion) and policies at peer institutions regarding grade appeal.

The attached revisions to rule 3359-20-05.1 establish that grade records should be retained until the end of the spring semester for grades earned in the prior fall semester, and retained until the end of the fall semester for grades earned in the prior spring or summer semester. A timeframe and process are established for students to initiate a grade appeal as follows:

A student who wishes to appeal a final grade must initiate the procedure by the end of the fifth week of the spring semester for grades received during the preceding fall semester, and by the fifth week of the fall semester for grades received during the preceding spring or summer semesters. For grades earned during the semester in which a student graduates, grade appeals must be initiated and completed before the degree is posted to the student's permanent record. Students must first review the matter with the instructor. If the matter is not resolved, or if the instructor is not available, the student must submit a written appeal to the department chair or school director.

Lastly, the same timeframe is established for an instructor to initiate a grade change due to miscalculation, transcription error etc.

3359-60-02 Undergraduate admissions.

(A) Admissions process.

The university of Akron operates under a policy of "rolling admissions" which means that successful applicants for admission receive a letter of admission as soon as all credentials are processed and have until May 1 to accept the offer of admission. The application/admission process may be through online or other mechanisms appropriate at the time. The university reserves the right to enforce a deadline for applications and admission, and to not consider applications received after such deadline. The university reserves the right to require official high school and prior college transcripts, and/or G.E.D./home-school documentation, before enrolling any applicant. The university reserves the right to require placement testing and/or advising of admitted and/or enrolled students. Admission procedures will vary for: recent high school graduates, home-schooled students, adult students, transfer students, postbaccalaureate students, special students, guest students and international students. Students shall be charged fees and/or tuition and other fees in accordance with schedules adopted by the board from time to time, and through online or other billing mechanisms appropriate at the time.

- (1) Prospective in-state and out-of-state students who have graduated from a regionally accredited secondary school and have taken one of the college

entrance tests are eligible to apply. An applicant may submit scores from either the "American College Testing Program" ("ACT") or from the "Scholastic Aptitude Test" ("SAT") of the "College Entrance Examination Board." Applicants may be admitted on the basis of the quality of the secondary schoolwork and scores on the entrance tests.

- (2) Admission is necessarily limited by the university's capacity to provide for student's educational objectives. The university reserves the right to approve admission only to those individuals whose ability, attitude and character promise satisfactory achievement of university objectives.

(B) Admission requirements.

- (1) Recent high school graduates.

Students who have not attended other regionally accredited higher education institutions, and who, within five years of date of application to the university of Akron, have either graduated from high school, or obtained an equivalent home-schooled education, or earned a G.E.D., are in this category. Effective September 1, 2013, all successful applicants will be admitted as follows:

A student's status as college-ready, emergent, or preparatory will be determined on the basis of the student's high school grade-point average (HSGPA) and ACT (or converted SAT) score using the following formula:

$$I = a(\text{HSGPA}) + b(\text{ACT}) + c$$

Where I is an admissions index score used to determine the student's status and a, b, and c are constants. The constants a, b, and c will be determined by an analysis of data from previous cohorts of entering students so as to maximize the accuracy with which the admissions index score (I) predicts students' first-year college grade-point averages.

Students whose admissions index score predicts a first-year college grade-point average of 2.5 or greater will be considered college ready. Those whose admissions index score predicts a first-year college grade-point average of less than 2.5 but greater than 2.0 will be considered emergent. Those whose admissions index score predicts a first-year college grade-point average of less than 2.0 will be considered preparatory. Students with an admissions index score that is slightly below the cut-off for college-ready status and documented extenuating circumstances may, at the discretion of the admissions office, be granted college-ready status. Students with an admissions index score that is slightly below the cut-off for emergent status and documented extenuating circumstances may, at the discretion of the admissions office, be granted emergent status.

- (a) College-ready status.

Students admitted and enrolled on college ready status may be eligible for direct admission to a degree-granting college. Individual degree-granting colleges may have established college-wide or individual departmentwide, or program-level criteria for direct admission. These criteria may include

but are not limited to minimum high school grade point average, entrance test scores, high school class rank, and curriculum pursued. Such criteria shall not be less stringent than the university-wide criteria.

College-ready students who are not directly admitted may, after meeting established admission standards for individual degree-granting colleges, transfer to the degree-granting college, per section (C) below.

(b) Emergent status.

Students admitted and enrolled on emergent status will be required to complete a set of prescribed courses and/or activities during the first year of enrollment as a condition for further enrollment. Such prescribed courses and/or activities may include, but need not be limited to, completion of college success coursework, tutoring, advising sessions, and achievement of standards for progress.

Students admitted and enrolled on emergent status are not eligible for direct admission to a degree-granting college.

Emergent students may, after meeting established admission standards for individual degree-granting colleges, transfer to the degree-granting college per section (C) below.

(c) Preparatory status.

Most applicants that would be placed on preparatory status will be referred to a community college or branch campus to begin their academic pursuits. They will be advised to apply to the university of Akron as transfer students after having successfully completed coursework elsewhere and having maintained an academic status commensurate with transfer to a college as noted in paragraph (B)(3) below. The number of preparatory status students enrolled by the university of Akron will decrease by approximately twenty five percent each year so that by the year 2017, few if any additional preparatory status students will be admitted.

Students admitted and enrolled on preparatory status will be required to complete a set of prescribed courses and/or activities each semester of enrollment as a condition for further enrollment. Such prescribed courses and/or activities may include, but need not be limited to, completion of college success coursework, tutoring, advising sessions, and achievement of standards for progress.

Students admitted and enrolled on preparatory status are not eligible for direct admission to a degree-granting college.

Preparatory status students may, after meeting established admission standards for individual degree-granting colleges, transfer to the degree-granting college per section (C) below.

(2) Adult students.

Students who have never attended other regionally accredited higher education institutions and who, more than five years prior to the date of application to the university of Akron, either graduated from high school, or

obtained an equivalent home-schooled education, or earned a G.E.D., are in this category. Admission and enrollment status decisions will be based on placement exams and individual advising.

(3) Transfer students.

A student applying for admission who has attended other regionally accredited higher education institutions following high school graduation is considered a transfer student. Such students are is ordinarily –generally eligible to transfer to the university if the student is eligible to re-enter the last institution from which transfer is desired or is a graduate of such institution. Transfer students with fewer than twelve earned credit hours (excluding developmental credits) will be evaluated for admission based on high school academic credentials. Transfer students with twelve or more earned credit hours (excluding developmental credits) will be evaluated for admission based on postsecondary academic credentials. A student on probation from another institution will not be admitted except in cases of documented extenuating circumstances. A transfer student on probation or dismissed from another institution will not be considered for admission until at least one calendar year after the dismissal; the combined post-secondary grade point average reaches 2.0 or higher, or until a five-year waiting period (without post-secondary enrollment) has been satisfied. A transfer student that has satisfied the five-year waiting period must submit a written statement outlining the causes of poor academic performance and steps taken toward improvement. A student dismissed from another institution for academic deficiency will not be admitted unless changes in the student's circumstances indicate a strong likelihood of academic success. A student dismissed from another institution for disciplinary reasons will not be admitted unless changes in the student's circumstances indicate a strong likelihood that the student will abide by the university's code of student conduct.

The student must present scholastic records judged to be satisfactory by university of Akron officials. The assessment of scholastic records may include consideration of prior courses, grade-point average, credit value and other such factors which the university or individual colleges use in evaluating, ranking, or otherwise determining admissibility to the university or to specific programs. Admission and enrollment status decisions will be based on these scholastic records, placement exams and individual advising.

(4) Postbaccalaureate students.

A student who holds a baccalaureate degree from a regionally accredited college or university and desires to obtain further education but has not been admitted to the graduate school should apply as a postbaccalaureate student.

(5) Special students.

A special student is enrolled as a non-degree seeking student to participate in a special short-term program. A special student may not

take more than fifteen credits unless official status as a regular student is gained.

(C) Transfer admission into degree-granting colleges, certain departments/schools and certified programs.

(1) Admission procedures and requirements vary for each of the university degreegranting colleges, some departments within the degree-granting colleges and certain certificated programs. Information about these admission procedures and requirements is available in the dean's office of the various degreegranting colleges.

(2) Except as otherwise stated herein, admission to the university of Akron does not, per se, entitle a student to admission into a degree-granting college, any department which has admission procedures and requirements, or certain certificated programs. Students seeking admission into these colleges, departments or programs must meet the requirements of the respective college, department or program as the situation may warrant.

(3) Admission procedures and requirements of the degree-granting colleges, any departments which have admission procedures and requirements, or certain certificated programs are subject to change from time to time when recommended by faculty senate and approved by the board of trustees. Students are advised to consult advisers within these colleges, departments or programs, the general bulletin, and other university documents that may apply to the discipline or program in which they seek admission to ascertain the current admission procedure and requirements for the college, department or program in which they seek admission.

(4) Unless explicitly stated otherwise in college - or program-specific criteria for inter-college transfer, only the university of Akron grade point average after successful completion of fifteen or more credits will be used to determine eligibility for students to inter-college transfer into their desired degreegranting college and major.

(D) International student program.

(1) The university of Akron welcomes qualified students from other lands and seeks to make their educational experiences pleasant and meaningful. These students represent numerous countries, and they pursue studies in a number of major fields.

(2) Admission procedures for international undergraduates.

(a) Applicants may be accepted for any academic term. All admission requirements should therefore be completed at least forty-five days prior to start of the term for which the student wishes to enroll.

(b) The following application procedures should be followed:

- (i) Apply through online or other mechanisms appropriate at the time.
- (ii) Submit official transcripts from all secondary or middle schools and all universities/colleges previously attended. Original academic records in languages other than English must be accompanied by exact English translations and certified by the school, an official translator or by a U. S. consular officer, and accompanied by appropriate verifications.
- (iii) Degree conferral.

Applicants must submit supporting documentation for all earned degrees indicated on the application. Provisional certificates may be accepted pending the award of a degree. High school/secondary school students must show proof of graduation before they will be permitted to register for their first semester.

- (iv) Proof of English language proficiency.

The university of Akron requires all students for whom English is not the native language to take the "Test of English as a Foreign Language" ("TOEFL") the "International English Language Testing System" ("IELTS"), or the "Michigan English Laboratory Assessment Battery" ("MELAB"). "TOEFL" applications may be obtained from bi-national agencies, "United States Information Service" ("USIS") offices, or from the "Educational Testing Service" ("ETS"). The "IELTS" is jointly administered by Cambridge ("ESOL"), British Council and IDP Education Australia. The "MELAB" is a secure test battery, and is administered only by the ELI-UM and ELI-UM authorized official examiners in the United States and Canada. Undergraduate students must achieve a minimum "TOEFL" score of seventy-one (internet-based test) or a corresponding minimum "IELTS" or "MELAB" score. "TOEFL", "IELTS", and "MELAB" scores older than two years are invalid and unacceptable.

- (v) Proof of adequate financial support.

An international student is required to submit a "Declaration and Certification of Finances" and official documents showing that the student has sufficient funds to cover the cost of the student's education, living expenses, and health insurance while attending the university of Akron and that these funds will be available to them in this country. Immigration regulations prevent the student from earning any substantial portion of these funds while studying in the United States. Each international student will be held responsible for obtaining and maintaining appropriate health and accident

insurance coverage while enrolled at this institution. This insurance coverage is mandatory as described below.

(vi) Student health insurance.

All international students will automatically be enrolled in the student major medical health insurance available through the university, the cost of which will be assessed as a fee and applied to the student's account unless prior to enrollment the student provides proof, as proscribed by the university, and maintains in full force and effect during enrollment, major medical insurance that meets or exceeds requirements established by the university.

(3) Orientation.

The international student is required to attend a special orientation program which is held prior to the beginning of fall/spring semester classes. A student admitted for summer semester must attend the fall semester orientation. The schedule for orientation will be mailed with the "Certificate of Eligibility" from the office of international programs' immigration specialists. During orientation, the international student is given an English language placement examination. This is in addition to the international proficiency examination. The student may be required to participate in noncredit English classes if it is felt the results of this placement examination warrant such action.

(4) English language institute.

The university of Akron offers an intensive English language institute program for the international student whose command of the English language has not reached the level of proficiency to enable the student to begin full-time coursework. The English language institute operates on a schedule of two fifteen-week semesters and a summer session. An applicant is required to pass a language proficiency test before being fully admitted for academic study. An international student enrolled in the English language institute may not enroll for undergraduate coursework at the same time.

Replaces: 3359-60-02

Effective: 02/01/2015

Certification: _____

Ted A. Mallo
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: Prior to 11/04/77, 08/30/79, 01/30/81,
05/15/82
01/30/87, 05/22/91, 8/31/92, 09/11/00,
10/30/05, 06/25/07, 06/30/11,
05/23/13, 06/27/14

3359-20-05.1 Grading system, discipline, academic probation and dismissal.

(A) Faculty grade records.

- (1) The faculty member is expected to maintain a careful and orderly record of each student's academic performance in each class. For fall semester courses, grade records must be retained until the end of the following spring semester. For spring or summer semester courses, grade records must be retained until the end of the following fall semester. The records may be maintained in grade books provided by the university and all such records are the property of the university. When a faculty member leaves the employ of the university, or accumulates grade records no longer needed, these records should be surrendered to the department chair for disposition.

- (2) The faculty member's grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance.

(B) Reporting grades.

- (1) By the end of the fifth week of classes in normal academic semesters (pro-rated for summer sessions), faculty members teaching one hundred-level and two hundredlevel classes will assign satisfactory or unsatisfactory performance indicators to all students. Such indicators will be assigned in the system used by the university registrar, and will be based on the faculty members' overall assessment of the students' classroom performance to-date. The system will in turn notify students of any unsatisfactory indicators and direct them to seek the advice of their faculty and/or academic adviser in order to improve their classroom performance.
- (2) At the time for reporting final grades, the university registrar provides each faculty member with appropriate instructions for the reporting of grades.

(C) Grading system.

- (1) Grades, as listed below, are used to indicate academic performance. Overall scholastic averages are computed on a quality point ratio basis, wherein the sum of the quality points earned is divided by the sum of the credits attempted. The quality point value per credit for each letter grade is shown in the following table:

grade	quality points	key
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	undergraduate/law courses
	0.0	graduate courses

D	1.0	undergraduate/law courses
	0.0	graduate courses
D-	0.7	undergraduate/law courses
	0.0	graduate courses
F	0.0	

symbol	quality points	key
I	0.0	incomplete
IP	0.0	in progress
AUC	0.0	audit
CR	0.0	credit
NC	0.0	no credit
WD	0.0	withdrawn
NGR	0.0	no grade reported
INV	0.0	invalid grade reported
PI	0.0	Permanent incomplete

- (2) Incomplete "I" means that the student has done passing work in the course, but some part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to complete the work by the end of the following semester (not summer session, except in engineering) converts the incomplete "I" to an "F." When the work is satisfactorily completed within the allotted time, the incomplete "I" is converted to whatever grade the student has earned.

It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to the university registrar's office on a change of grade form, which is available from each dean's office. If the instructor wishes to extend the "I" grade beyond the following term for which the student is registered, the instructor should submit an incomplete extension form, which is available from each collegiate dean's office, before the end of the semester.

- (3) In progress "IP" means that the student has not completed the scheduled course work during the semester because the nature of the course does not permit completion within a single semester, such as work toward a thesis. An "IP" grade should be assigned only in graduate courses.

- (4) Credit "CR" means that a student has shown college level competence by satisfactorily pursuing a regular university course under the credit/noncredit registration option. An undergraduate student who has completed at least fifty percent of the work toward a degree, or a postbaccalaureate student, may register for selected courses on a credit/noncredit basis. The student should consult his/her academic adviser for details.

Noncredit "NC" is assigned if the work pursued under this option is unsatisfactory. The student may secure information about this option from an adviser or from the university's "Undergraduate Bulletin."

- (5) Permanent incomplete "PI" means that the student's instructor and the instructor's dean may for special reasons authorize the change of an "I" to a "PI."
- (6) No grade reported "NGR" indicates that at the time grades were processed for the current issue of the record, no grade had been reported by the instructor.
- (7) Invalid "INV" indicates the grade reported by the instructor of the course was improperly noted and thus unacceptable for proper processing.

(D) Dropping courses - applicable to undergraduate and graduate students.

- (1) It is the responsibility of the student to determine the impact of dropping from courses on matters such as financial aid (including scholarships and grants), eligibility for oncampus employment and housing, athletic participation, and insurance eligibility.
- (2) Students may drop a course through the second week (fourteenth calendar day) of a semester or proportionally equivalent dates during summer session, intersession, and other course terms. No record of the course will appear on the student's transcript. For purposes of this policy, the course term for a course that meets during a semester but begins after the beginning of a semester and/or ends before the end of a semester begins when its class meetings begin and ends when its class meetings end.
- (3) Dropping a course shall not reduce or prevent a penalty accruing to a student for misconduct as defined in the code of student conduct.
- (4) Degree-granting colleges may supplement this policy with more stringent requirements.
- (5) This policy shall take effect at the beginning of the fall 2011 semester for all newly enrolled undergraduate students. In addition, this policy shall take effect at the beginning of the fall 2013 semester for all

currently and previously enrolled undergraduate students who have not graduated prior to the start of the fall 2013 semester.

(E) Withdrawing from courses - applicable to undergraduate and graduate students.

(1) It is the responsibility of the student to determine the impact of withdrawing from courses on matters such as financial aid (including scholarships and grants), eligibility for on-campus employment and housing, athletic participation, and insurance eligibility.

(2) After the fourteen-day drop period, and subject to the limitations below, students may withdraw from a course through the seventh week (forty-ninth calendar day) of a semester or proportionally equivalent dates during summer session, intersession, or other course terms. A course withdrawal will be indicated on the student's official academic record by a grade of "WD."

(3) This policy shall take effect for all students at the beginning of the fall semester of 2011. (F) Withdrawing from courses - applicable to undergraduate students only.

(1) Undergraduate students may not withdraw from the same course more than twice. If a student attempts to withdraw from a course after having withdrawn from it twice before, he or she will continue to be enrolled in the course and will receive a grade at the end of the semester.

(2) Full-time undergraduate students who need to withdraw from all courses for documented extraordinary, non-academic reasons (e.g., medical treatment or convalescence, military service) must obtain the permission of the dean of their college. For purposes of this paragraph,

(a) Students are considered full-time if they were enrolled as full-time students at the beginning of the term; and

(b) Courses for which the student has completed all requirements are excluded.

(3) Undergraduate students who withdraw from two courses either before they have earned thirty credits, or after they have earned thirty credits but before they have earned sixty credits, are not permitted to register for additional courses until they have consulted with their academic adviser. The purpose of this consultation is to discuss the reasons for the course withdrawals and to promote satisfactory academic progress by helping students develop strategies to complete their courses successfully.

- (4) Except as otherwise provided below, undergraduate students may not withdraw from more than four courses before they have earned sixty credits. Students who attempt to withdraw from more than four courses will continue to be enrolled in those courses and will receive grades at the end of the semester.
- (5) Undergraduate students who need to withdraw from all courses for documented extraordinary, non-academic reasons (e.g. medical treatment or convalescence, military service) may, after consulting with their adviser, submit a written petition to the dean of their college requesting that these courses not be counted toward the fourcourse withdrawal limit. The dean may grant this permission if, in the dean's judgment, it is consistent with the best academic interests of the student and the best interests of the university.
- (6) After the withdrawal deadline, undergraduate students may submit a written petition to the dean of their degree-granting college requesting partial withdrawal, after the deadline, for documented extraordinary, non-academic reasons (e.g. medical treatment or convalescence, military service). If the student is not yet admitted to a degree-granting college, the withdrawal request must be submitted to the dean of the student's intended degree-granting college or, if the student has not declared a major, from the deans of the degree-granting colleges offering the courses. The dean may grant this permission if the dean finds that the withdrawal is necessitated by circumstances beyond the student's control and is consistent with the best academic interests of the student and the best interests of the university.
- (7) Undergraduate students who have reached the four-course withdrawal limit as noted above may, after consultation with their adviser, submit a written petition to the dean of their college seeking permission to withdraw from one or more additional courses. The dean may grant this permission if the dean finds that the withdrawal is necessitated by circumstances beyond the student's control and is consistent with the best academic interests of the student and the best interests of the university.
- (8) Withdrawing from a course shall not reduce or prevent a penalty accruing to a student for misconduct as defined in the student code of conduct.
- (9) Degree-granting colleges may supplement this policy with more stringent requirements.
- (10) This policy shall take effect at the beginning of the fall 2011 semester for all newly enrolled undergraduate students. In addition, this policy shall take effect at the beginning of the fall 2013 semester for all

currently and previously enrolled undergraduate students who have not graduated prior to the start of the fall 2013 semester.

(G) Changing grades.

- (1) A faculty member who, because of an error, wishes to change a final grade already awarded to a student must submit a written request on the change of grade form for that change to his/her dean. Grade changes must be initiated by the end of the fifth week of the spring semester for fall semester courses, and by the end of the fifth week of the fall semester for spring or summer semester courses. The change of grade must be completed by the end of the semester in which it was initiated. Grade changes for grades earned during the semester in which a student graduates must be completed before the degree is posted to the student's permanent record. The dean notifies the faculty member and the university registrar of the decision.
- (2) A student who wishes to appeal a final grade must initiate the procedure by the end of the fifth week of the spring semester for grades received during the preceding fall semester, and by the fifth week of the fall semester for grades received during the preceding spring or summer semesters. For grades earned during the semester in which a student graduates, grade appeals must be initiated and completed before the degree is posted to the student's permanent record. Students must first review the matter with the instructor. If the matter is not resolved, or if the instructor is not available, the student must submit a written appeal to the department chair or school director.

~~(3)~~ Re-examination for the purpose of raising a grade is not permitted.

(H) Retroactive withdrawal.

- (1) A retroactive withdrawal may be granted only when a student has experienced unforeseen, documented extenuating medical or legal circumstances that he/she could not have reasonably expected.
- (2) The student must submit all retroactive withdrawal requests within one calendar year of resuming coursework at the university of Akron.
- (3) The student must initiate the withdrawal request by providing written documentation of the circumstances, a current university of Akron transcript, current contact information, and a cover letter of explanation addressed to the dean of the college in which he/she is enrolled.
- (4) Upon receipt of required materials from the student, the dean of the student's college will discuss the request with the instructor(s) of record, relevant chair(s), and other deans (if the student is requesting retroactive withdrawal from courses in other colleges). Based on these discussions, a coordinated joint response regarding the request will be formulated by

the dean. If approval of the request is recommended by the dean, the university registrar will initiate the retroactive withdrawal. The dean will notify the student of the action taken. If the student is not yet admitted to a degree-granting college, the withdrawal request must be submitted to the dean of the student's intended degree-granting college or, if the student has not declared a major, from the deans of the degree-granting colleges offering the courses.

- (5) Requests that have been denied can be appealed to the office of the provost.
- (6) This process addresses academic changes to a student's record only. Once the academic record changes have been made, the student has the right to submit an appeal for tuition and/or fee changes.

(I) Course credit by examination.

- (1) Qualified students may obtain credit for subjects not taken in a course by passing special examinations. The grade obtained is recorded on the student's permanent record and counts as work attempted whenever quality ratio calculations are made.
- (2) Any student desiring to take special examinations for credit, before beginning to study for the examination and before asking the course instructor for direction, must first receive permission from both the student's dean and the dean under whose jurisdiction the course is listed. After permission is granted, the student prepares for the special examination without faculty assistance. Faculty members may describe only the objectives of the course and the work to be covered. The examination must be comprehensive and demand more from the student than is expected on a regular final examination in the course. The faculty member will file copies of the examination and the student's answers with the faculty member's dean.
- (3) Credit by examination is not allowed during a student's last semester

before graduation. (J) Exemption from required courses.

Qualified students may be exempted from courses by examination, testing, or other means approved by the college faculty in which the course is offered.

(K) Faculty tutoring.

If a faculty member tutors a student in a credit course, the student's examination and other performance in the course must be planned and evaluated by another faculty member or by an approved faculty member from another university.

(L) Repeating courses.

Any course may be repeated twice by an undergraduate student subject to the following conditions:

- (1) To secure a grade ("A" through "F") a student may repeat a course in which the previously received grade was a "C-," "D+," "D," "D-" or "F," "CR," "NC," or "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (2) To secure a "CR," a student may repeat a course in which the previously received grade was a "NC." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (3) To secure a grade ("A" through "F"), "CR," "NC," a student may repeat a course in which the previously received grade was an "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (4) A graded course ("A" through "F") may not be repeated for a grade of "AUD."
- (5) A course taken under the "CR/NC" option may not be repeated for a grade of "AUD."
- (6) With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses must be repeated at the university of Akron.
- (7) Grades for all attempts at a course will appear on the student's official academic record.
- (8) Only the grade for the last attempt will be used in the grade point average.
- (9) All grades for attempts at a course will be used in grade point calculation for the purpose of determining graduation with honors and class rank if applicable.
- (10) For purposes of this policy, credit for this course or equivalent will apply only once toward meeting degree requirements.

(M) Approbation, probation, and dismissal.

- (1) An undergraduate student who carries twelve or more credit hours during a semester and earns a quality point average of 3.50 or better is listed on the dean's list of the student's college.

- (2) An undergraduate student who carries twelve or more credit hours during a semester and earns a quality point average of 4.00 is listed on the president's list of the university.
- (3) An undergraduate student whose cumulative grade point average falls below 2.0 is placed on academic probation and is subject to such academic action, including but not limited to mandatory repeat for change of grade, credit hour restriction, and student success programming, as may be imposed by the dean of the student's degree-granting college, or by the dean's designee. While on probation, an undergraduate student may not change major or transfer to another degree-granting college.

An undergraduate student whose cumulative grade point average falls below 2.0 for each of two consecutive semesters will be evaluated for dismissal from the university by the dean of the student's degree-granting college, or by the dean's designee. The dean may retain an undergraduate student for one additional semester if the term grade point average has improved significantly but the cumulative grade point average remains below 2.0. An undergraduate student whose cumulative grade point average falls below 2.0 for each of three consecutive semesters will be dismissed from the university. An undergraduate student not yet enrolled in a degree-granting college will be evaluated for dismissal, according to the criteria above, by the head of the division of student success, or by the head's designee.

- (4) Probation is a warning to the student whose academic record is unsatisfactory and who is in danger of being dismissed from the university. A student may, however, be dismissed without having previously been placed on probation.
- (5) Students dismissed from the university are not eligible to register for any credit courses. They may, however, register for noncredit work. To be eligible for readmission, the student must have either:
 - (a) Completed at a regionally accredited college or university, with a grade point average of 2.5 or higher, at least eighteen credit hours that will transfer to the university of Akron and apply toward a degree, or;

(b) Satisfied both of the following:

- (i) Wait a minimum of five calendar years from the date of dismissal, and;
- (ii) Submit a written statement describing the causes of poor academic performance and steps taken toward improvement since dismissal.

(6) Students readmitted under paragraph (M)(5) of this rule will be evaluated for dismissal immediately following the first semester after readmission, with the option to retain for one additional semester if the term grade point average has improved significantly, but the cumulative grade point average remains below 2.0.

(7) Students dismissed from the university for reasons other than failure to meet academic standards are readmitted by action of the president only.

(N) Auditing courses.

A student choosing to audit a course must elect to do so at the time of registration. The student pays the enrollment fee and may be expected to do the work prescribed for students taking the course for credit, except that of taking the examination. Any faculty member may initiate withdrawal for a student not meeting these expectations.

(O) Scheduling field trips.

The university encourages faculty members to arrange worthwhile field trips which they believe will add substantially to the course they teach. Before scheduling a field trip which is not listed in the university "Undergraduate Bulletin" as an integral part of the course, faculty members should receive approval from their dean. The request for approval should state the name and number of the course, the number of students and faculty members making the trip, the nature of the trip, the destination and the time required for the trip. If students will miss other classes, they must consult their instructors so that work missed because of an approved trip can be made up. Faculty members should contact the purchasing department about insurance coverage.

(P) Dealing with academic misconduct.

(1) The university reserves the right to discipline any student found responsible of academic misconduct in accordance with the code of student conduct. The student's faculty member shall refer the matter to

the office of student conduct and community standards or a designated representative of that office to investigate the alleged misconduct and determine the outcome.

- (2) A faculty member who has evidence that a student has cheated in any term papers, theses, examinations or daily work shall report the student to the department chair who in turn shall report the matter to the student's dean. Faculty members should be familiar with the student disciplinary procedures in order to protect the rights of students who have been alleged of academic dishonesty or other misconduct.

- (3) All tests and examinations shall be proctored except in colleges of the university with honors systems which have been approved by the faculty senate.

- (4) Members of the faculty of the school of law should consult with their dean as to procedures under the honor system of that school. Faculty members should become familiar with the student disciplinary procedures and the school of law honor system.

Effective: 4/20/2019

Certification:

 M. Celeste Cook
 Secretary
 Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: 11/27/89, 07/20/90, 05/22/91, 07/31/92,
 09/16/96,

02/01/03, 02/22/03, 03/20/03,
 06/25/07, 06/13/08,
 06/30/11, 07/30/11, 02/14/13,
 05/23/13, 07/05/13, 05/09/14,
 02/01/15, 08/27/2017

APPENDIX B

Course Proposals for Faculty Senate December 5, 2019				
Code	Title	Status	Initiator	Received
3100:131	3100:131: The Biology of Monsters	Added	hastley	11/26/2019
3100:475	3100:475: Comparative Biomechanics	Edited	hastley	11/26/2019
3400:210	3400:210: Humanities in the Western Tradition from Ancient Times to 1500	Edited	mlevin	11/26/2019
3600:210	3600:210: Logic for Lawyers	Edited	dg29	11/26/2019
3600:329	3600:329: Philosophy of International Law	Edited	dg29	11/26/2019
3600:411	3600:411: Plato	Edited	dg29	11/26/2019
3600:432	3600:432: Aristotle	Edited	dg29	11/26/2019
3600:434	3600:434: Kant	Edited	dg29	11/26/2019
3600:461	3600:461: Neuroethics	Edited	dg29	11/26/2019
3800:480	3800:480: Special Topics in Criminal Justice: TOPIC	Added	nmarion	11/26/2019
4600:311	4600:311: Fluid Mechanics II	Edited	ssawyer	11/26/2019
4800:220	4800:220: Biomedical Computing	Edited	rtimberlake	11/26/2019
4800:300	4800:300: Biomaterials	Edited	rtimberlake	11/26/2019
4800:365	4800:365: Mechanics of Biological Tissues	Edited	rtimberlake	11/26/2019
4800:420	4800:420: Biomedical Signal Image Processing	Edited	rtimberlake	11/26/2019
4800:460	4800:460: Experimental Techniques in Biomechanics	Edited	rtimberlake	11/26/2019
4800:491	4800:491: Biomedical Engineering Design I	Edited	rtimberlake	11/26/2019
4800:492	4800:492: Biomedical Engineering Design II	Edited	rtimberlake	11/26/2019
5200:319	5200:319: Integrated Expressive Arts in Primary Grades	Edited	peggy	11/26/2019
5200:333	5200:333: Science for Primary Teachers	Edited	peggy	11/26/2019
5500:628	5500:628: Literacy Assessment Practicum	Edited	gee1	11/26/2019
5500:690	5500:690: Educational Inquiry I	Edited	lmp	11/26/2019

APPENDIX C

Graduate Council Report

The Overlap Program Length Policy document describes what will be required by the Ohio Department of Higher Education for institutions to allow the overlap of 9 hours between a bachelor's and master's degree.

The Acceleration Degrees Student Form will ensure only exceptionally well-prepared students are admitted to the program.

The UA Accelerated Degree Pathway Timeline describes when the student will get each degree, ensuring a student who wishes to leave the program with only a bachelor's degree before finishing graduate level work can do so.

The combining of the bachelor's program with a master's program must be approved at all appropriate stages at the institution and by ODHE. We propose the following procedure for this approval:

1. Faculty in the department(s) that are combining programs fill out the Accelerating Degrees Program Form, getting signatures from the appropriate program chairs and college dean(s), and submit the form to the Graduate Council.
2. Graduate Council will review and, if everything is in order, approve the combination. The dean of the graduate school will sign off on the form.
3. Graduate Council will bring these forms to Faculty Senate for approval.
4. Once approved, Faculty Senate will forward the forms to the Provost's office, through the action memo sent to the President.
5. The Provost's office will submit the appropriate paper work to ODHE and notify the registrar's office of the State's approval.

APPENDIX D

A Report of the Computing & Communications Technologies Committee (CCTC) To Faculty Senate December 5, 2019

The Computing & Communications Technologies Committee (CCTC) met on November 22th. The CCTC Subcommittee on Web Conferencing Software met twice, on November 6th and November 20th. On November 22th, the Committee met for regular business. Wendy Lampner, CCTC Subcommittee on Web Conferencing Software Chairperson, reported on the subcommittee's November activities (see below). The Committee then drafted the document, *Best Practices for End of Course Evaluations*, and is considering logistical recommendations regarding the course evaluation system's support and function. The Committee will continue to improve these documents through January and anticipates a recommendation to the Faculty Senate at the February meeting.

On November 6th and November 20th, the *CCTC Subcommittee on Web Conferencing Software* met for regular business. The subcommittee drafted and distributed a survey to the university community. The results were collected and are being tabulated for review. Preliminary results indicate a low response rate from students, so there is a need to survey students again. Logistics for doing so are underway. The Subcommittee's timeline is very tight for action by May 2020, when the current license expires. John Corby proposed a one-year renewal of WebEx as an interim solution, and will follow up with the Subcommittee on the possibilities of an extension contract while the Subcommittee continues its fact-finding. The Subcommittee will next meet on December 11th.

In conclusion, the Committee would like to recognize Mary Hardin (CBA Dean's Office) and Dr. Mary Myers (Criminal Justice Tech) for outstanding service to the CCTC. They are both retiring at the end of the year, after many years of dedicated service to the students and the University. Thank you, Mary and Mary! We will miss your guidance.

Respectfully submitted:

Frank J. Bove

CCTC, Chairperson

November 26, 2019