

WINTHROP UNIVERSITY
ACADEMIC COUNCIL MINUTES
January 16, 2004

Academic Council met on Friday January 16, 2004 at 2:00 pm in 308 Tillman Hall.

Members:

Jo Koster, Chair	English
Pat Ballard	Library
John Bird	English
Shaun Cassidy	Art & Design
Ray Dockery	Education
Barbara Fuller	Business
Barbara Heinemann	Modern Languages
Gloria Jones	English
Peter Judge	Religion
David Letourneau	Finance
Paul Martyka	Art & Design

Sue Peck	Education
David Pretty	History
Frank Pullano	Mathematics
Mesgun Sebhatu	Physics
William Seyfried	Economics
Sandra Wilson	Education
Jennifer Moss	Student
Timothy Druke	Records/Regis.

* Absent

Guests present: Debra Boyd, Mark Herring, Karen Jones, Brien Lewis, Tom Moore, Marilyn Smith, Roger Weikle, and Margaret Williamson.

I. Minutes from the October 31, 2003 meeting

The minutes from the October 31, 2003 meeting were approved via e-mail on November 11, 2003. The final approved version of the minutes may be found on the Academic Affairs minutes web page: http://www.winthrop.edu/acad_aff/Minutes/minutes.html

II. Chair's Remarks

Chair Jo Koster reported that according to the schedule set last year, we are on track with the program approval process. She thanked all involved in the process and indicated this is a good sign for the rest of the semester.

III. Vice President for Academic Affairs' Remarks

Vice President Tom Moore added his thanks and appreciation for all involved and encouraged everyone to keep up the good work.

IV. Committee Reports

Chair Koster asked the Registrar to report on the progress of the approval of the degree programs. Registrar Druke reported that in our agenda today are all programs from the College of Business Administration, all but the teacher education programs in Arts and Sciences, and most of the programs from the Richard W. Riley College of Education. The Arts and Sciences Teacher Education Programs are on the agenda for the January 20, 2004, Teacher Education Committee meeting. The programs for Visual and Performing Arts and the remaining programs from the College of Education are on the agenda for the next CUI meeting. The only questions he had are the status of the two degree programs on hold: Chemistry Education and Middle Level Education. Chair Koster thanked the Registrar for all his work in coordinating the approval process. The Council expressed its gratitude with a round of applause.

A. Committee on Undergraduate Instruction

Prior to introducing CUI Chair David Letourneau, Chair Koster expressed her thanks to the members of CUI: Chair Letourneau from the College of Business, Shaun Cassidy from the College of Visual and Performing Arts, Sandy Wilson from the College of Education, and Peter Judge from the College of Arts and Sciences.

CUI Chair Letourneau reported that the Committee on Undergraduate Instruction had reviewed all degree programs it had received at meetings held on November 11, December 9 and December 10. Nearly all changes were to accommodate the new General Education program or prerequisites changes based on the new course sequence. He indicated the Committee is confident all General Education issues were addressed. Dr. Letourneau asked if there were any questions on items on the minutes from the two meetings. Paul Martyka asked several questions to clarify points in the minutes. Each question was answered to his satisfaction by various persons in attendance. After the questions were answered, Dr. Letourneau moved to have all presented degree program changes approved. As a motion from a standing committee a second was not required. There was no additional discussion and the motion passed by unanimous voice vote. Chair Koster once again thanked the Committee on Undergraduate Instruction for their work.

B. General Education

General Education committee chair Sue Peck presented the latest list of courses approved for inclusion in the general education program. These courses were approved unanimously.

Dr. Peck also presented the committee's proposal for accepting writing component credit in the new general education program. Dr. Peck reported that this proposal was developed by several members of the English Department and reviewed at the last General Education Committee meeting with the Student Services directors and the Registrar. The basic points of the proposal are: the first four General Education courses

that transfer do not need to be evaluated for a writing component; if the student has completed the equivalent of WRIT102, that course can count as writing component courses 5 and 6; other courses that may meet the writing component requirements may be presented to the Oral and Writing Intensive course committee for review; and students may exempt the second four courses by presenting for review or by completing a second Writing Intensive course.

Dr. Peck then moved to accept the proposal with clarification of the writing intensive course standard. As this was a motion from a standing committee, a second was not needed. The following proposal was approved by unanimous voice vote:

Guidelines for Transferring General Education Courses That Now Have a Writing Component

Students can transfer up to four courses* to meet Winthrop General Education requirements for courses with a writing component without a formal review. Any courses beyond the first four must be shown to have met the General Education writing component. A Compensatory Writing Experience will be required of students having five to eight courses without evidence that the courses they transfer provide equivalent writing experiences to their counterparts at Winthrop. That compensatory writing experience will take the form of successfully completing a second writing-intensive course while enrolled at Winthrop.

Students wishing to demonstrate that they do not need to complete a compensatory writing experience may do so in three ways:

1. The student may apply for exemption by demonstrating that his/her transferred courses meet Winthrop's General Education Writing Component (at least eight pages of evaluated writing or at least four evaluated assignments; see <http://www.winthrop.edu/universitycollege/GenEd/NewGenEdProgram.htm>). The student will do so by filling out an Application for Writing Component Exemption form (see attached) and submitting it to the Office of Records and Registration by the end of the second full week of the term in which they enroll at Winthrop (defined as the same date set by the Office of Records and Registration as the last day to apply for or change S/U status). Registration will forward all such applications to the Oral and Writing Intensive Course Committee, which will read the applications, act on them, and provide its decisions to the Office of Records and Registration before the beginning of pre-registration advisement in that semester, so that students are aware of the decision before seeking advisement. The application will require the student to specify details about the courses being transferred and to provide copies of the relevant course syllabi for the committee's examination.
2. The student may apply for exemption by demonstrating that at least one of the transferred courses meets Winthrop's standards for a writing-intensive course (an upper-division course requiring a total of 4,000 or more words written;

opportunities for revision; written feedback from the instructor; use of a text that provides instruction in writing; explicit instruction in documentation). The student will be expected to provide a syllabus for the course, along with **original graded** copies of the written work s/he submitted in the class, as proof. Deadlines and procedures are the same as for Exemption #1. This course **may not be used both** to meet Winthrop's Writing-Intensive requirement **and** to exempt the Compensatory Writing Experience.

3. A student who seeks exemption based on life or professional experiences gathered **outside the classroom since high school** may submit a portfolio of his/her non-fiction writings to the Oral- and Writing-Intensive Committee, under the same deadlines and conditions as Exemptions #1 and #2. A set of guidelines for these portfolios will need to be developed by the Committee, but it should follow the lines and spirit of the similar option offered for Cultural Events credit (<http://www.winthrop.edu/culturalevents/portfolioguide.htm>). The portfolio will be evaluated by the members of the Oral- and Writing-Intensive Committee.

Students who cannot qualify for any of these three exemptions but whose progress toward their degrees might be unduly hampered by completing the Compensatory Writing Experience have recourse, as do all other Winthrop students, to the University Petitions process (<http://www.winthrop.edu/recandreg/pdf/petition03.pdf>).

*Because of the nature of the courses, transfer credit given for Advanced Placement and International Baccalaureate courses will be counted as having met the writing component requirement. Additionally, a course transferring in as WRIT 102 will be considered to have met the equivalent of the writing component of two courses. Students who change catalogs from older versions to the versions where this experience is required will be "grandfathered in" since they presumably have been taking the revised versions of these courses and gotten the writing experience that way.

Dr. Peck then asked all Council members to send her any comments, thoughts or suggestions for the General Education Committee to consider including regarding the review and assessment of the program. She also reported the department chairs of courses affected by the logic, language and semiotics component of the new program were discussing the requirements for course inclusion. Dr. Peck reminded the Council that if the content of a previously approved course is changed significantly, the course must be reviewed again for continued inclusion in the program.

V. Old Business

A. Merit pay policy

Ray Dockery reported for the Ad hoc Faculty Salary Policy Committee. Dr. Dockery reported that last year the Council was presented with the Faculty Salary Policy and

Procedures document that was approved as a part of the SACS review. The ad-hoc committee reviewed this document as well as similar documents from other institutions to develop the document on merit pay presented to the Council. Their biggest concerns were that the merit pay awarding process was handled differently in the various colleges; that most faculty did not know if what they received was ‘good, average, or below average’; and the process for coming to decisions was not known. Several questions were raised by the Council regarding the bullet point in the proposed document regarding ‘informing the faculty member of the percentage increase and rank order in the department.’ The members of the ad-hoc committee indicated their intent to ensure consistency across campus and to make it easier for the faculty member to understand the relative value of the merit pay increase. The Council was reminded that Winthrop has not received merit pay increases for some time, and that the relatively recent equity corrections should not be considered a part of any merit pay calculations. Vice President Moore reminded the Council that any system of evaluation is very complex to develop and implement and he would argue for more flexibility due to the complex nature of such a system. After additional discussion regarding the percentage levels listed in the document, Chair Koster asked Ray Dockery and Paul Martyka to review the document and incorporate ideas from this discussion. Chair Koster asked for additional volunteers to assist them in this task. Shaun Cassidy and Dave Letourneau volunteered. Vice President Moore agreed to meet with the group to discuss the issue.

B. Task Force on University Integrity

Chair Koster reported that the Task Force had met several times and that the Council of Student Leaders was developing a survey to be administered to Winthrop students. The survey has been delayed due to needing approval from the Committee on Research using Human Subjects. Once the survey instrument is complete and approved, it will be administered to students across campus. Faculty are urged to cooperate in its administration.

VI. New Business

None

VII. Announcements

Marilyn Smith announced Faculty Conference is meeting on January 23, 2004, with Aramark providing refreshments afterward in the Meeting House.

Chair Koster reminded the Council that the next meeting will be February 6, 2004.

The meeting was adjourned at 3:30 p.m.

