

WINTHROP UNIVERSITY
ACADEMIC COUNCIL MINUTES
 November 4, 2005

Academic Council met on Friday, November 4, 2005 at 2:00 p.m. in 308 Tillman Hall.

Members:

Frank Pullano, Chair	Mathematics
Pat Ballard	Library
John Bird	English
Siobhan Brownson	English
Shaun Cassidy	Art & Design
Clarence Coleman	Acct, Fin and Econ
Michael Cornick	Acct, Fin and Econ
Jennifer Disney	Political Science
Chad Dresbach	Art & Design
Rebecca Evers	Center for Pedagogy

Barbara Heinemann	Modern Languages
Tom Polaski	Mathematics
David Pretty	History
Linda Schoonmaker	Health and PE
William Seyfried	Acct, Fin and Econ
Will Thacker	Computer Science
Bruce Thompson*	Music
Willie Lyles, III*	Student
Timothy Druke	Records/Registration

* Absent

Guests present: Tim Daugherty, Tom Moore, Don Rogers, and Margaret Williamson.

The meeting was called to order at 2:04 p.m. by Chair Pullano.

I. Minutes

The minutes of the October 7, 2005 meeting were approved via email.

II. Chair's Remarks

Chair Pullano reported that the University Task Force on Academic and Institutional Integrity would not report at this meeting. Its final report is pending and will be presented to the Council when it is complete.

III. Vice President of Academic Affairs' Remarks

Vice President Moore had no remarks at this time. He indicated he had one item for new business.

IV. Committee Reports

A. General Education

Tom Polaski, General Education committee chair reported that the committee met on Monday, October 10, 2005. The following items were approved by the committee and need Academic Council approval:

1. Inclusion of CSCI 327: Social Implications of Computing as meeting the Oral Communication requirement. The addition of the course in Oral Communication was approved without dissent.

2. Natural Science component goals

Tom Polaski reported the Natural Science component was approved two years ago with the understanding that the finalized goals would be forthcoming. The Natural Science Committee finally has completed its work and presented its goals for inclusion in the General Education Program. The following goals were approved by the General Education Committee:

The Natural Science Component

I. General Education Goals

Natural science courses should meet the following goals of the General Education Program at Winthrop University as stated in the 2003-2004 Undergraduate Catalog:

Goal One: To communicate clearly and effectively in standard English.

To achieve this goal, students should:

1. Read, write and speak standard English.

Goal Two: To acquire and appreciate quantitative skills.

To achieve this goal, students should:

1. Solve mathematical problems of the type necessary for living in today's and tomorrow's world;
2. Make valid inferences from data; and
4. Understand the concept and application of quantitative relationships.

Goal Three: To use critical thinking, problem-solving skills and a variety of research methods.

To achieve this goal, students should:

1. Identify sound and unsound reasoning;
2. Analyze and use a variety of information gathering techniques;
3. Conduct independent research;
4. Use computers competently; and
5. Use the library and other information sources competently.

Goal Five: To understand scientific knowledge in terms of its methods or acquisition, its specific quantitative nature, and its dynamic and contingent character.

To achieve this goal, students should:

1. Study areas of science that affect everyday life;
2. Identify and develop hypotheses, design studies, and collect data in light of these hypotheses;
3. Take accurate measurements and make detailed observations to reach valid empirical conclusions; and
4. Understand how scientific theories change over time

Goal Seven: To examine values, attitudes, beliefs, and habits which define the nature and quality of life.

To achieve this goal, students should:

2. Examine problems, issues, and choices that confront citizens of the world.

The goals were approved by the Council unanimously.

3. Dr. Polaski also reported that the General Education Committee clarified the role of writing in the Natural Science component at the request of the natural science faculty:

Each didactic course listed in the Natural Science list must provide the writing component within that course, unless the didactic course must be taken with a mutually co-requisite laboratory course. In that case, the writing component may be located within the laboratory course.

The clarification was reported back to the department chairs and Dean of Arts and Sciences by the Director of General Education.

B. Committee on Undergraduate Instruction

Clarence Coleman, chair of the Committee on Undergraduate Instruction presented the following items for approval of the Council.

COLLEGE OF ARTS & SCIENCES

Department of Biology

Modify BS in Biology to add BIOL 507 (4) Neuroanatomy as an option in the physiology/integrative category and delete PHYS 101 and PHYS 102 from the list of science electives used to satisfy the 11 additional hours of elective courses for non-majors.

The modification to the BS in Biology was approved by voice vote, without dissent.

Department of English

Modify BA English Writing Track to include WRIT 366 (3) Technical Communication as an option in the 9-12 hours electives under Writing for Business and Technology.

The modification to the BA in English, Writing Track was approved by voice vote, without dissent.

Department of History

Modify BA in History with certification to drop HIST 101 and HIST 102 and add “select two from HIST 111, 112, 113” as requirement in the major.

The modification to the BA in History with certification was approved by voice vote, without dissent.

Department of Political Science

Modify BA in Political Science with certification as secondary school teacher of social studies from “Requirements in the major: PLSC 201 (3 hrs); ANTH 201; ECON 215, 216; GEOG 101; GEOG 103, 104 or 306; HIST 101, 102, 211, 212; SOCL 101 (30 hrs)” to “PLSC 201 (3 hrs); ANTH 201; ECON 215, 216; GEOG 101, 103 or 104 or 306; HIST 211, 212; SOCL 101 (24 hrs); select two from HIST 111, 112, 113 (6 hrs)”.

The modification to the BA in Political Science with certification was approved by voice vote, without dissent.

The following items were approved by CUI; no Academic Council action was required.

COLLEGE OF ARTS & SCIENCES

Department of Biology

Add BIOL 507 (4:3-3) Neuroanatomy (new course).

Department of English

Add WRIT 366 (3) Technical Communication (new course)

Change title of WRIT 566 (3) from Technical and Scientific Writing to Writing for Science and Technology and description from “Intensive training in organization, format, and style of scientific and technical writing” to “Intensive analysis of and preparation to write for publication in the scientific and technical literature. Intended for advanced students planning careers in science and technology. Notes: Intensive Writing and Intensive Oral Communication course” (description change).

Department of History

Drop HIST 337 (3) History of Sub-Saharan African (drop course due to content change).

Add HIST 337 (3) Early Africa (add course with content change).

Add HIST 338 (3) Modern Africa (new course).

Department of Human Nutrition and Geography

Drop GEOG 103 (3) Geography of the Third World (drop course).

Drop GEOG 104 (3) Geography of Industrial Nations (drop course).

Add GEOG 201 (3) The Geography of World Regions (new course).

Department of Social Work

Add SCWK 521 (3) Older Adults: Policy and Services (new course).

Add SCWK 522 (3) Health/Mental Health: Policy and Services (new course).

Add SCWK 523 (3) Families and Children: Policy and Services (new course).

Add SCWK 531 (3) Older Adults: Practice and Trends (new course).

Add SCWK 532 (3) Health/Mental Health; Practice and Trends (new course).

Add SCWK 533 (3) Families and Children: Practice and Trends (new course).

Change SCWK 330 (3) Research Methods for Social Work from “Prerequisite: SCWK 200 (may be taken concurrently)” to “SCWK 200 (may be taken concurrently), MATH 141 or SOCL 316 or QMTH 205” (change prerequisite).

Drop SCWK 510 (3) Protective Services for Children and Families (drop course).

Drop SCWK 514 (3) Child Welfare: Policies and Practice (drop course).

Drop SCWK 516 (3) Social Work in Long Term Care (drop course).

Drop SCWK 517 (3) Human Services in Health Care Settings (drop course).

Drop SCWK 536 (3) Seminar on the Aging Family (drop course).

Drop SCWK 540 (3) Social Work with Alcoholic Families (drop course).

C. Grading Issues Committee

Dave Pretty presented the report from the Grading Issues Committee. The committee has been discussing two major topics, the course drop deadline and the grading scheme. The committee discussed anecdotal evidence on the effect of the late drop deadline, and reviewed data provided by the Office of Records and Registration reflecting the significant number of course withdrawals late in the semester. The committee reviewed policies from other institutions, with most having firm deadlines in the 6- to 10-week range. The committee also visited with faculty across campus and found that there seemed to be some agreement that a firm deadline be set, but many did not want to give up the discretion of awarding an N at the end of the semester. Willie Lyles consulted the Council of Student Leaders, and reported to the committee that the students were not in favor of an earlier drop deadline if it also meant that the faculty could not award an N at the end of the semester.

John Bird reported that the committee also discussed the fact that the faculty are using discretion with the N grade that, according to the catalog, should not be allowed. The other members of the committee, Sean Cassidy and Linda Schoonmaker, agreed that week 13 (the current deadline) is too late, and that week 5 (the current automatic N deadline) is too early.

The Council then entered into discussion on the report. Topics discussed were using the deadline to encourage the student to be committed to the course which should help his/her performance, having a rule that requires faculty to have graded a certain amount of the coursework so students have a sense of their progress, and the retroactive awarding of an N grade after the semester. Significant time was spent discussing the relative merits of specific weeks in the semester for the deadline: weeks 8, 9, and 10 were all discussed.

It was then moved and seconded to approve the first proposal from the Grading Issues committee. During discussion it was moved and seconded to amend the proposal by substitution “Dean of Enrollment Management” for “dean of the college in which the course is offered”. During discussion on the amendment, a motion to amend the amendment was made and seconded to add “or his or her designee” following enrollment management. The motion to amend the amendment passed. Then the original amendment was passed.

It was then moved and seconded to amend the proposal again by modifying the sentence beginning with “Documented extenuating circumstances may include...” to “Documented extenuating circumstances include the following...” This amendment was approved without dissent.

Discussion then returned to the actual deadline as expressed in the proposal from the committee. The council thought that the date as described was hard to specify. It was then moved and seconded to amend the proposal by adding the sentence: "Please consult the University Calendar for the exact date." after the second sentence of the second paragraph. The motion was approved without dissent.

Discussion returned to the deadline, as several members felt the halfway point was too early. A 10 – minute break was called to allow the Registrar to retrieve official calendar materials from his office. Upon his return, the meeting was called back to order. While the Registrar was able to specify the dates as described in the original proposal, it was evident the date would not be easily interpreted by many. After discussion regarding various dates, the length of a semester, the number of instructional days in a semester and the current use of percentages in financial aid adjustments, it was moved and seconded to amend the proposal changing the sentence regarding the deadline for withdrawing from a course to "If withdrawal is completed during the first 60% of the instructional days of a particular course the grade of N is assigned, indicating that no credit is awarded." The following sentence also changed: "Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed,..." The amendment changing the deadline to the 60% of instructional days point passed.

The proposal then was passed without dissent. The final proposal reads:

To substitute the material in the present catalog on pages 29 with the following:

Withdrawal From Courses

Students are expected to follow the courses of study selected at the beginning of the semester or summer term. There may be instances, however, when the student wishes to withdraw from a course. The decision to withdraw from a course is the student's alone, but consultation with the advisor or academic dean and with the instructor is required.

Forms for withdrawing from courses after the end of the registration period are available in the Office of Records and Registration. If withdrawal is completed during the first 60% of the instructional days of a particular course, the grade of N is assigned, indicating that no credit is awarded. Please consult the University Calendar for the exact date. **Withdrawal from a course may not occur after 60% of the instructional days of the course have been completed, unless documented extenuating circumstances should warrant withdrawal from the course with the assignment of an N grade.** Documented extenuating circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Dean of Enrollment Management or his or her designee no later than the last day of classes for the course in question.

Dave Pretty presented proposal two. This modifies the class attendance policy by removing the option for awarding an N grade at the end of the semester for those who miss too many classes. After discussion on awarding the N grade, it was moved and seconded to approve the second proposal. The proposal passed without dissent. The approved proposal reads:

To substitute the material in the present catalog on page 30 with the following:

Class Attendance Policies

[in place of last paragraph]

The instructor may establish the attendance requirements for the course. The following policy will be in effect unless the instructor specifies otherwise: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances as described in the previous section, a grade of F or U shall be assigned.

V. Unfinished Business

Chair Pullano reported on the status of the Psychology courses that were returned to CUI. After the last meeting it was brought to his attention, under the Graduate Council section in the Faculty Manual, it is stated that the Graduate Council has authority over classes numbered 599 and above. His interpretation is that this means the 500-level courses are undergraduate and under the purview of the Academic Council. There will not be a joint meeting of the Academic and Graduate Councils to discuss the Psychology courses.

VI. New Business

A. Complete Withdrawal from Winthrop

John Bird moved to modify the Withdrawal from Winthrop section of the Undergraduate Catalog to match the changes made in the course withdrawal policy. The motion to modify the Withdrawal from Winthrop section passed.

To update the material in the present catalog on page 29 with the following:

Complete Withdrawal from Winthrop

Students who find it necessary to discontinue their college work during a semester or summer session should officially withdraw from the University. Undergraduate students who wish to initiate the withdrawal process should go to the Office of the Dean of Enrollment Management, 102 Tillman Hall.

A student who withdraws before the course withdrawal date of the semester receives grades of N for all courses. If the student stops attending after the

withdrawal date of the semester, the student receives grades of F, U, or I, as the individual instructors deem appropriate. A student may withdraw after the course withdrawal deadline with documented extenuating circumstances. Such circumstances include the following: death of an immediate family member; traumatic and unforeseen circumstances which are considered beyond a student's control; prolonged emotional instability, physical injury or illness which has resulted in the student's inability to complete academic responsibilities; or a change in nonacademic employment beyond the student's control. Documentation of such circumstances must be definitive and must be presented along with a request for withdrawal with the assignment of an N grade to the Dean of Enrollment Management or his or her designee no later than the last day of classes for the semester in question.

Failure to withdraw officially may seriously affect a student's eligibility for future readmission or for transfer to another institution.

B. Post-Tenure Review

Tom Moore presented information regarding the Post-Tenure Review process. When the process was designed ten years ago, it was felt that including the college deans in the process was very important. This year it so happens that all four college deans are either up for post-tenure review or for promotion. Vice-President Moore asked the Council if it was willing to review the Post-Tenure Review process this academic year. This review might entail determining if deans should remain under this process or only be reviewed under the Administrative Review process, or if the process is still appropriate. The sense of the Council was that with the consideration of the grading scheme and the drop deadline, the Council was already fully committed at this time.

VII. Announcements

Chair Pullano reminded the Council that the next meeting will be January 13, 2006 at 2:00 pm in Tillman 308.

The meeting was adjourned at 4:12 pm.

Respectfully submitted,

Timothy A. Druke
Secretary