University of Idaho

FACULTY COUNCIL MINUTES

2001-2002 Meeting #8, Tuesday, November 6, 2001

Present: Bitterwolf (vice-chair), Chandler, Chun, Dickinson, Fairchild, Haggart (w/o vote), Kraut, Lillard, Murray, Nielsen, Norby, Pikowsky, Pitcher (w/o vote), Wagner Absent: Goodwin, Guenthner, Hong, Smelser, McCaffrey, McClure, Meier, Nelson, Olson, Thompson Observers: 4

Call to Order. Vice Chair Tom Bitterwolf presided over the meeting in the absence of Chair Ronald Smelser. A quorum being present, Professor Bitterwolf called the meeting to order at 3:35 p.m. in the Brink Hall Faculty Lounge.

Minutes. The council accepted the minutes of the October 30, 2001, meeting as distributed.

Vice Chair’s Report. Professor Bitterwolf said that he was chairing a new task force which was charged with evaluating and planning educational programs and processes at the U of Idaho for its top scholars. The goal is to research what would be termed as “best practices” for improving, retaining, and supporting these quality students. The task force will also prepare a vision statement and an action plan. Bitterwolf encouraged council members to send him their ideas on how to improve the “climate” for these top students.

Provost’s Report. Provost Brian Pitcher reminded the council that it would be appropriate for several faculty members to put together a “team” (perhaps one made up of council members) and apply for a grant from the American Association for Higher Education (AAHE) to participate in the AAHE Forum on Faculty Roles and Rewards. The forum will specifically address the issues of multidimensional forms of scholarly excellence and creating a broader conception/definition of scholarship. Pitcher also told the council that the next Leadership Luncheon would address the fiscal year 2003 budget crisis. He said that more details about the budget planning process would be forthcoming in the U of Idaho Register and that another campus community meeting would be held on November 28th to bring everyone up-to-date on the FY2003 budget planning process.

University Curriculum Committee Report. Vice Chair Bitterwolf invited Professor Jeff Harkins, chair of the University Curriculum Committee (UCC) to sit at the council table and present the items forwarded by his committee. Harkins introduced his resource team of experts from the Registrar’s Office – Wileen Anderson, Jessica Chivvis, and Suzanne Billington. All of the items before the council today come as seconded motions from the University Curriculum Committee. The previous and current set of proposed changes in U of Idaho regulations resulted from the deliberations of both the Registrar’s Office staff and the Council of Associate Deans this past summer. Each of the items were also reviewed, and in some cases, thoroughly debated and discussed by the UCC before being forwarded to the council.

FC-02-004A – Changes in Regulation L-9, Fresh Start. Professor Harkins said that the revised proposal attempts to address the procedural concerns articulated by the council at its meeting of September 25th. The “Fresh Start” program was designed to give a second chance to students who left the U of Idaho on probation/disqualification who have since “grown up” during their time away from school and now wish to return to the U of Idaho without being haunted by their past poor performance. Professor Harkins provided the council with background information on the requested changes and the representatives from the Registrar’s Office reviewed the history of their concerns with this regulation.

Regulation L-9 Changes

L-9. Fresh Start. Qualified undergraduate students who wish to reenter the university in a specific degree program after a period of absence will be allowed a one time only "Fresh Start" as described below.

L-9-a. To qualify for a Fresh Start, students (1) must not have been enrolled in any-college or university as a full-time matriculated student for at least the five consecutive years immediately before applying for the program; (2) must have a UI cumulative overall UI institution GPA of less than 2.00, and (3) must be approved for the program by the department administrator and the college dean that administers the academic program they wish to pursue.
L-9-b. Qualified students must apply to the Fresh Start Program no later than ten class days before the close of their first semester's return to the UI.

L-9-c. Fresh Start does not apply to any credits earned toward a previously completed academic degree.

L-9-b d. Once the student has completed an additional 24 credits of course work with a Fresh Start cumulative GPA of at least 2.00 and has been in the program at least two semesters with an institution GPA of at least 2.00 each enrolled semester, the cumulative overall institution GPA will be reset to 0.00 as of the time of for all terms prior to the student’s admission to the Fresh Start Program. All course work will remain on the student's record to ensure a complete academic history. Credits earned prior to Fresh Start may be used toward graduation requirements. A comment will be added to the student's academic record noting the term in which the student was admitted to the Fresh Start Program.

L-9-e. Following admission to the Fresh Start Program, students who have not met the qualifying criteria set in L-9-d and who have not been an enrolled UI student for two consecutive years, must renew their Fresh Start status by submitting an application to the department administrator and the college dean that administers the academic program they wish to pursue.

L-9-f. Students in the Fresh Start Program will be allowed a maximum of six credits of "W" during the first two qualifying semesters after following admission to the Fresh Start program. If the Fresh Start is successfully completed, the count for the 20-credit limit on withdrawals and repeated grades (see C-2 and E-5) will be reset to 0 as of the time of for the terms prior to the student’s admission to the Fresh Start Program.

L-9-e. University probation and disqualification regulations apply throughout the Fresh Start qualifying period process.

L-9-a. To graduate with honors, a student in the Fresh Start Program must have at least 56 credits in UI courses after the Fresh Start (see K-1). Fresh Start participants are eligible for the dean's list (see K-2) on a semester-by-semester basis.

L-9-l. Application forms and explanatory materials are available at the Registrar's Office.

Vice Chair Bitterwolf then opened the floor to discussion. Despite the fact that the UCC had revised its earlier rejected proposal, the revision created even more debate and discussion by the council than the original proposal.

Discussion points included:

- the fact that “fresh start” is not a new regulation – the registrar’s office and the committee were “cleaning up” an existing regulation that seemed vague and needed definition – students read regulations very carefully now
- how students find out about this regulation – eligible students are not notified, they must discover the opportunity by some other means – this needs to be addressed and students notified if they qualify for “fresh start” – advisors and faculty must be knowledgeable about this regulation
- why the debate is also as much about the “philosophy” of a “fresh start” program as it is about the “language” of the regulation – how this program fits in to the university’s strategic plan – is it still an appropriate program?
- how students find out about this regulation – eligible students are not notified, they must discover the opportunity by some other means – this needs to be addressed and students notified if they qualify for “fresh start” – advisors and faculty must be knowledgeable about this regulation
- how a “fresh start” appears on the student’s transcript – it is clear in the proposed changes that a “comment” would be added to the transcript
- why the revised regulation L-9-a is too restrictive – not being able to enroll in any school for the immediate past five years – with today’s market place the policy should be designed to make the window of opportunity larger, not smaller – it should remove the “threats” involved with returning to school and the policy should be more “user friendly”
- why evidence of a student taking just one course during that restricted 5-year period would prevent them from using “fresh start” – however, a student could probably successfully petition in those cases
- how a petition process is always an available means for students in any special situation
- why we should not be worried about when a student applies for a “fresh start” (L-9-b) – give them a wide latitude, recognizing that a student can only use this regulation once – others feel that you need a “fixed” starting date that applies to everyone
- what the impact would be on students applying for advanced degree programs – it would be noted on their transcript
- how the two different grade point averages (gpa) noted in the regulation are figured for a student’s academic record – what the impact would be on students applying for advanced degree programs – it would be noted on their transcript
- how the two different grade point averages (gpa) noted in the regulation are figured for a student’s academic record – what the legal definition is being enrolled in 8 or more credit hours of instruction – that is SBOE policy, not U of Idaho
- why an ad hoc committee might need to address the issues and propose a new or different strategy for “fresh start”
- how small the population of potential users of this regulation is – only 14 students during the past 5 years, 8 of which graduated after acceptance into the program – it makes one wonder about the time spent debating this regulation
- how some departments use this regulation as a recruiting tool – contacting students who dropped out and convincing them to use “fresh start” to return to the U of Idaho
- why the registrar’s office needs guidelines for this regulation – the need for firm regulation language
- why people in “special admissions” should be included in a discussion of this program – they have expertise in this area
- why the debate is also as much about the “philosophy” of a “fresh start” program as it is about the “language” of the regulation – how this program fits in to the university’s strategic plan – is it still an appropriate program?
There was brief consideration of calling the question (Lillard), but that was deferred in order to hear two motions to amend the regulation. **Motions were introduced** (Wagner) to change the language in section L-9-b and L-9-d. The first was a general wording change concerning the regulation deadline. The **motion died** for the lack of a second. The subsequent motion was a specific change, directing that the application time in L-9-a be changed from “no later than ten days before the close of their first semester” to “no later than two semesters after their return to the UI” and that the first two and one-half lines in L-9-d be cut and the section begin with the words “Overall institution GPA will . . .” That **motion also died** for the lack of a second.

After nearly 45 minutes of discussion and debate, it was **moved and seconded** (Lillard, Norby) that FC-02-004A be returned to the University Curriculum Committee; **to assess the purpose of the fresh start program; to assess the recruiting possibilities and the ramification on admissions, including special admissions; to recommend new draft wording; and to recommend a dissemination process with an eye to the role of the individual college.** After a brief discussion about word changes, the **motion was adopted** by a majority voice vote (5 yea, 4 nay, 3 abstaining).

**FC-02-009 – Proposed Changes to Regulations J-2 and J-7 – U of Idaho Course Requirements.** Professor Harkins provided the council with background material on the proposed regulation changes. Currently students can satisfy this requirement without earning any upper division credits at the U of Idaho.

**Regulation J-2 Changes**

**J-2. UI Course Requirements.**

J-2-a. After a student has completed 88 credits, he or she must complete a minimum of 32 credits in UI courses. A student must earn a minimum of 32 upper division credits in UI courses. No credits awarded for independent study, bypassed courses, credit by examination, College Level Examination Program (CLEP), or experiential learning can be counted among these 32 UI credits. Exceptions to this requirement are stated below; exceptions are also made for study abroad and student exchange programs with prior approval by the student’s academic department and dean.

J-2-b. Candidates for baccalaureate degrees at UI centers away from the Moscow campus and candidates whose curricula specifically include a distance learning component or require the completion of courses offered by institutions other than UI are exempt from the requirement stated in J-2-a. Instead, they must complete a minimum of 32 of the last 64 credits in courses taught at the University of Idaho.

J-2-c. Candidates for the B.S.Ed. degree in vocational education are exempt from the requirement stated in J-2-a; instead, they must complete a minimum of 64 credits in UI courses other than those offered by correspondence study.

J-2-d. J-2-b. Candidates for the B.S.Ag.Ec. degree with a major in agribusiness at the University of Idaho Center, Idaho Falls, are exempt from the requirement stated in J-2-a. Instead, they must complete a minimum of 32 of the last 64 credits in courses taught at the University of Idaho Center, Idaho Falls, and they must complete a minimum of 18 of the last 64 credits in courses taught by the University of Idaho.

Harkins also noted that **approving these changes in J-2 will require some minor changes in Regulation J-7-b and J-7-e for a consistent reference to the credits required for the second baccalaureate degree – in number and level. After a brief discussion concerning the approval level needed for study abroad and student exchange programs, the motion was adopted** by a majority vote (9 yea, 0 nay, 3 abstaining).

**FC-02-012 – Proposed Changes to Fees and Expenses (Part 2) and Regulation I (part 3).** Since this item is an administrative matter regarding the amount of fees charged for services, the votes of the University Curriculum Committee and the Faculty Council are to be regarded as advisory to the U of Idaho administration.

**Fees & Expenses Section (Part 2) Changes**

**Advanced Standing Exam Fee ($20).** Charged for each separate request or petition for extramural credit – except credit for experiential learning (see below) – that is processed subsequent to a student’s initial enrollment in the university. This fee applies without regard to the number of credits sought, requested, or granted. Examples of “extramural credit” are: credit by examination (see regulation D-4); credit for technical competence under such catalog entries as PTE 270, 370, 470, 480; and credit for bypassed courses (see regulation I).

**Experiential Learning Fee ($15 for filing and $10 for each credit granted).** The filing fee is charged at the time the student initiates formal action to have his or her work evaluated for the granting of credit for experiential learning (see regulation I-5). The per-credit fee is charged at the time the credit is granted.

**Extramural Credit Application Fee ($20), Extramural Credit Fee ($10 per credit granted).** Extramural credits earned under regulation I-2 must pay the application fee to the Student Accounts/Cashiers Office at the time of application. The per-credit fee is charged to the student’s account at the time the credit is granted.
Regulation I-1 Changes

I-1. Credit opportunities for exams/high school courses taken prior to becoming a degree seeking UI student.

I-1-a. College Board Advanced-Placement Exams (AP). Credit is granted for advanced-placement courses completed in high school in which a rating of 5, 4, or 3 is attained in College Board advanced-placement tests. For details, see Registrar’s website, www.uidaho.edu/registrar.

I-1-b. College Level Examination Program (CLEP). UI grants credit for the successful completion of tests under the College Level Examination Program, as approved for specific courses by UI departments. For minimum scores needed to earn credit, see Registrar’s website, www.uidaho.edu/registrar.

I-1-c. Other Exams. UI grants credit for students who achieve specific scores on the ACT, SAT, and COMPASS exams. See the Registrar’s Website for the minimum scores needed to earn credit.

Regulations I-2, I-3, and I-4 Changes

I-2. Credit opportunities while a degree-seeking student at UI.

I-2-a. Challenged Courses (Credit by Examination). Degree-seeking students may challenge UI lecture and associated laboratory courses—earn credit by examination—as follows:

I-2-a-1. Students must submit evidence to the instructor that they have sufficient knowledge to challenge a course. They must receive permission from the instructor of the course, from the department administrator of the department in which the course is offered and by his or her academic dean to challenge a course.

I-2-a-2. Undergraduates must score C or higher to pass and obtain credit. Graduates must score A or B to pass and obtain credit. A passing grade is entered as P and is not included in grade-point computations. The student's account will be charged the appropriate per-credit fee at the time the credits are recorded on the student’s transcript. If a student does not meet these standards, no entry is made on the student's record and no per-credit fee is charged to the student's account.

I-2-a-3. Results of the challenged courses must be forwarded to the registrar no later than the beginning of the last week of the semester. In the case of graduate students, the results are sent to the registrar via the chair of the student's major department and the vice provost for research and graduate studies.

I-2-a-4. No examinations under this regulation may be conducted during the last two weeks of any academic session.

I-2-a-5. Students are not permitted to challenge a prerequisite course after having completed the advanced course or to challenge a prerequisite course after already having received a grade in it. (See I.)

I-2-a-6. Credit in courses offered by the College of Law may not be obtained by this procedure.

I-2-b. Experiential Learning Credit. With the approval of an ad hoc committee consisting of representatives from the colleges and departments involved (convened by the registrar) and payment of the applicable fees, an undergraduate may be awarded lower-division and/or upper-division (100-499 series) credit in recognition of university-level knowledge or competence gained in work and life situations outside UI's jurisdiction, mass media, and independent reading and study. Examples of work and life situations outside UI's jurisdiction include knowledge or competence gained in business, industry, government, or community agencies; or through travel or private study; or while studying at a proprietary or non-accredited institution. Petitions for such credit must be approved by the student's departmental administrator and academic dean, and must be supported by such evidence as is needed to provide a sound basis for evaluating the student's achievements. Credits granted under this regulation are recorded as experiential learning and a grade of P is assigned. The department through which the degree is to be granted will determine the applicability of credits earned through experiential learning toward the satisfaction of specific degree requirements. (See I-5.) Petition forms for experiential learning credit are available on the Registrar’s website, http://www.uidaho.edu/registrar.

I-2-c. Technical Competency Credit. Technical competency credits may be granted for experience in areas of concentration related to bachelor's degrees in professional-technical education or industrial technology. Grades of P for the successful completion of ITED/PTE 270, 370, 470, PTE 480, and ITED 490-492, are normally recorded on a student’s transcript during their last semester or upon completion of all degree requirements. A maximum of 32 credits may be earned in a combination of ITED 270, 370, 470, 490, 491, 492 or PTE 270, 370, 470, 480. Applications and instructions for technical competency credits are available at the Division of Adult, Counselor, and Technology Education, see Part 2 for special fees for extramural credits.

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I-2-d. Credit for Vertically Related Courses. With prior approval by the administrator of the department concerned, undergraduate degree-seeking students may bypass an elementary course and enroll in a higher vertically related course. Unless subject mastery of the bypassed course is regarded by the department to be essential to the understanding of the advanced course, the student with a C or better in the advanced course is are eligible to receive credit and a grade of P for any bypassed courses in the same subject matter area. The lower vertically related courses in the same subject matter. Vertically related courses are listed in Part 6. Applications to receive credit for vertically related courses are available on the Registrar's website, http://www.uidaho.edu/registrar. See part 2 for special fee for extramural credits. Advisors should make sure that students are aware of this opportunity for obtaining advanced placement credit.

I-3. Students who have completed courses at other institutions after bypassing lower vertically related courses, but have not been awarded advanced placement credit for those bypassed courses, will be granted such credit on completion of a yet higher vertically related course at UI.

I-4. Advanced-placement credit. With the exception of experiential learning credit, other credit opportunities (such as those listed in F-1 and F-2) granted by other accredited institutions will be honored on transfer to UI. Students who have had advanced placement credit granted by a similar credits from non-accredited educational sources may submit a petition to have their advanced-placement credit reviewed for transfer to UI.

Professor Harkins provided background information on the proposal. He pointed out that currently, fees for what are identified as “other credit opportunities” (opportunities while a degree-seeking student at the U of Idaho – challenged courses, experiential learning credit, technical competency credit, vertically related courses, etc.) are not consistently charged. The proposal would place a $20 filing fee (assigned to the Registrar’s Office) and a $10 per credit fee (assigned to the department/college granting the credits). No fees would be charged for credits earned via advanced placement exams or high school courses earning university credit, prior to becoming a degree-seeking student at the U of Idaho.

Following a brief discussion concerning the advisability of charging fees for no identifiable work on the part of the departments awarding the credits, the motion was adopted by majority vote (7 yea, 3 nay, 2 abstaining).

FC-02-010 – Proposed Change to Regulation E-6 – Reports of Grades and Grade Changes. Professor Harkins provided the council with background material on this proposal. The current grade change policy is too ambiguous and open to possible misuse. The proposed changes would allow grade corrections only for computational or procedural errors, and the grades could only be corrected within a prescribed time period.

E-6. Reports of Grades and Grade Changes. Grades are reported to the registrar for all courses at the end of each academic session and at midsemester for undergraduate courses (see deadlines in the academic calendar). The assignment of grades and changes in corrections of grades are the sole prerogative of the instructor and are reported by the instructor directly to the Registrar's Office on forms provided by that office via the UI Faculty Web. With respect to grade changes, an instructor may only change a grade to a new grade that he or she could have assigned initially. After a grade has been reported to the registrar, it may not be altered except by a written request stating the reasons for the alteration, signed by the instructor who submitted the original grade. If it is determined that a grade change is warranted and the instructor cannot be reached, the departmental administrator may assume the prerogatives of the instructor in connection with the grade change. All grades except I and IP (see regulation F-1 and F-2) are considered final when assigned by an instructor at the end of a term. An instructor may request a grade correction when a computational or procedural error occurred in the original assignment of a grade. No final grade may be revised as a result of re-examination or the submission of additional work after the close of the semester. Grade corrections must be processed within one year of the end of the term for which the original grade was assigned. In the event the instructor leaves the university, the departmental administrator may assign the final grade.

After a brief discussion the motion was adopted by unanimous vote.

FC-02-011 – Proposed Change to Regulation F – Grades of Incomplete. Professor Harkins provided the council with background information on this proposal. The change in this regulation attempts to prevent misuse of “I” grades and provide a new maximum time limit for the removal of incompletes. The Registrar’s Office processes over 1000 “I” grades each semester. They also noted that the U of Idaho policy on issuing “I” grades is much more permissive than at other institutions. Under this proposal the on-line final grade roster would be programmed to require information about the student’s deficient work and this information would then be collected and made available to department heads on the Incomplete Grade Report (IGR). It was pointed out that both students and instructors misuse the “I” grade. The proposed wording would require the instructor and student to enter into an agreement concerning the work that needed to be completed and also the revert grade.
Regulation F—Grades of "Incomplete" Changes

F-1. A grade of "Incomplete" is assigned only when the student has been in attendance and has done satisfactory passing work up to a time within three weeks of the close of the semester, or within one week of the close of the summer session. It may be assigned in the case of withdrawal from UI only if the withdrawal occurs within the last three weeks of the semester, only upon agreement of the student and course instructor when extenuating circumstances make it impossible for the student to complete course requirements on time. If a final grade of "Incomplete" is recorded, the instructor specifies in writing on the class roster what the student must do to make up the deficiencies. The instructor also specifies the grade that is to be entered on the student's record in the event that the incomplete work is not made up by the deadline. Submitted, the instructor will assign a reversion grade in the event the missing work is not completed. The instructor must also specify conditions and requirements for completing the deficient work, as well as any time limits less than one semester. At the end of each semester, the Registrar's Office will send an Incomplete Grade Report (IGR) to the departmental administrators detailing every 1 grade submitted by their faculty that semester and the conditions for student completion.

F-2. Removal Completion of "Incomplete" Grades. Incomplete work should be made up within six weeks after the first day of classes of the following academic semester (not including summer session). A grade of "Incomplete" that is not removed before that date automatically converts to the grade specified by the instructor on the class roster (see F-1). Unless the student previously has filed with the registrar a "Permit for Extension of Time" card, signed by his or her academic dean and the instructor concerned. If the "Incomplete" grade is not removed within the six-week period, the period may be extended once for not more than one calendar year from the date such extension is approved. If an extension is granted and the work is not made up before the expiration date, the grade automatically reverts to the grade specified by the instructor on the class roster. It is the student's responsibility to see that the incomplete work is made up before the expiration date. The instructor must submit a "Removal of Incomplete" card to the registrar within 72 hours following the expiration date. In some cases, a student's eligibility to re-register is contingent on removal of "Incomplete" grades. In such cases, an extension of time for removal of the grades may not be granted. Moreover, if a student becomes academically disqualified (see L) when an "Incomplete" grade is removed, his or her registration may be cancelled. [See E-6 for further discussion on conditions for grade changes.] Final grades for Incompletes received in the Fall semester or Intersession must be assigned by the last day of the following Summer semester. Final grades for Incompletes received in the Spring semester or Summer Session must be assigned by the last day of the following Fall semester. When a student has completed the deficient work, the instructor will assign a final grade. An incomplete that is not completed within the time limit specified above would automatically be changed to the reversion grade assigned by the instructor at the time the incomplete was submitted. Instructors may assign a final grade anytime within the time period specified above. In the event the instructor leaves the university, the departmental administrator may assign the final grade. An incomplete remains on the student's permanent record and is accompanied by the final grade, for example, I/A, I/B, I/C, etc.

F-3. "Incomplete" Grades on Record at End of Final Term. A student cannot graduate with a grade of "Incomplete" on his or her record. At the end of the term in which the student applies for a degree will graduate, a grade of "Incomplete" in any UI course on that degree level (undergraduate, graduate, law, etc.) reverts to the grade that the instructor had specified on the class on-line grade roster (see F-1). Reversion grades that replace grades of "Incomplete" at the end of the final term are included in the computation of the student's cumulative grade-point average at graduation. Nonetheless, a student who has graduated may make up the incomplete work within the usual time limit in an effort to raise the grade on the permanent record.

After a brief discussion the motion was adopted by unanimous vote.

Adjournment. It was moved and seconded (Lillard, Chun) that the meeting be adjourned. Hearing no objection, Vice Chair Bitterwolf adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Peter A. Haggart
Secretary of the Faculty Council