FACULTY SENATE EXECUTIVE COMMITTEE

Minutes of March 22, 2006

(unapproved)

The Faculty Senate Executive Committee (FSEC) met at 2:00 p.m. on Wednesday, March 22, 2006, in 567 Capen Hall to consider the following **agenda**:

1. Approval of the minutes of February 22 and March 1, 2006
2. Report of the Chair
3. Report of the President/Provost
4. Report of the FS Grading Committee - WH Baumer
5. Discussion of MyUB - CA Fabian, R. Bernstein, R. Wright
6. Old/New business
7. Adjournment

Item 1: Approval of the minutes of February 22 and March 1, 2006

Both sets of minutes were approved after noting minor typographical errors.

Item 2: Report of the Chair

Chair Nickerson reported:

*   Vice President & CIO Voldemar Innus has left UB for a position at Buffalo State College. The FS Information & Library Resources Committee will continue their work with Acting Associate Vice President for University Libraries Steve Roberts, and the FS Computer Services Committee will now work with Acting Vice President for Information Technology Elias Eldayrie.

*   Professor Phil Stevens is chair of the Distance Education Subcommittee of the FS Committee on Teaching & Learning. His addendum to the Subcommittee's October

10, 2004, report was recently e-mailed to FSEC to clarify wording relating to EngiNet, which is regarded as "an exemplary system."

- The FS Affirmative Action Committee continues to work on guidelines for recruitment and retention.
- The Computer Services Committee has been looking at iprint implementation, which is currently being tested in Lockwood Library. Iprint will monitor printing in the Libraries and computer labs and charge for copies when UB students exceed a quota. Persons not affiliated with UB will be charged for all printing.
- Cyrusoft Webmail and Mulberry will be phased out (except for units requiring Mulberry-specific features) during the fall semester. Replacement e-mail interfaces are under consideration.
- Google.com will become UB's search engine. It will replace Ultraseek, which has been in use for the past several years.

Item 3: Report of the President/Provost

None

Item 4: Report of the Faculty Senate Grading Committee - W. H. Baumer

Professor William H. Baumer is chair of the FS Grading Committee, which is proposing revisions to five policies:

Academic Second Chance Policy - The original version was adopted in 2001 as a complete replacement for UB's "Fresh Start" policy. It was never promulgated, however, so the Fresh Start policy is still being followed. The revised version provides modifications requested by UB academic officers. It extends the delay in matriculated studies normally expected of a student requesting an academic second chance.

The proposed Academic Second Chance Policy states:
"Any student whose initial study in pursuit of a baccalaureate

degree at the University at Buffalo has been unsuccessful, i.e., has resulted in generally poor grades or uncompleted courses and may have resulted in academic probation or dismissal, may petition for an academic second chance and readmission as a matriculated student to baccalaureate study at UB. The student may request academic second chance readmission as of a term beginning at least thirty [30] months after the student's last enrollment as a matriculated student at UB, unless very exceptional circumstances justify earlier re-entry. Normally the student will submit this petition at least twenty-four [24] months after the student's last enrollment as a matriculated student at UB. The request for an academic second chance must be supported with evidence of significantly improved ability to pursue baccalaureate study successfully. Such evidence may include, but is not limited to, successful study at another post-secondary institution, work experience, full-time voluntary service with an eleemosynary organization, or honorable military service."

A motion was made, seconded, and passed to include this item on the agenda for the April 4th Faculty Senate meeting. Another motion passed to indicate FSEC's endorsement of the proposal.

Course Repetition Policy - This revision modifies grade replacement provisions of the *2005/06 UB Undergraduate Catalog* and the "Grade Replacement Policy" adopted by the FS in October 1998. It aims to improve and refine present policies by clarifying requirement and preventing misapplications.

The revised Course Repetition Policy states:
"A student may repeat a course to supplant a failing grade or to improve the student's record when the student's first enrollment resulted in a passing grade. These conditions apply:

a. When a course is repeated, the grade and credits of the first enrollment no longer count towards general degree requirements and are excluded from the student's credits attempted, credits completed, and UB grade point average [gpa], even if the repetition grade is lower than the initial grade.

b. When a course repetition results in a passing grade, i.e., a grade of "D" or higher, the grade and credits of this repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and gpa.

c. Whenever a course repetition results in a grade of "F," the course may be repeated again. The credits and grade for each and every failed course repetition are included in the student's credits attempted and gpa. Failed repetitions negatively affect the student's gpa; multiple failed repetitions may result in academic probation or dismissal.

d. When a course is repeated more than once and the last repetition results in a passing grade, the grade and credits for this last repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and gpa.

e. Whenever a course repetition results in a passing grade, the course may not again be repeated for credit. A student may, however, repeat again a course in which a passing grade has been achieved solely to demonstrate proficiency for a major or minor. Any such further repetition shall be required and approved by the department or program involved, shall carry no credit, but shall be included with the grade achieved in the student's record of study.

f. When a course is repeated, S/U grading is not an option.

g. Credits and grades of successfully repeated courses count towards major or minor requirements only at the discretion of the program."

A motion was made, seconded, and passed to include this item on the agenda for the April 4th Faculty Senate meeting. Another motion passed to indicate FSEC's endorsement of the proposal.

Incomplete Grade Policy - This revision governs the interim grade of Incomplete ['I'].

The revised Incomplete Grade Policy includes:
"For all courses, an interim grade of Incomplete ['I'] may be assigned if the student has not completed all requirement for the course. The 'I' shall be accompanied by a fefault grade that shall become the permanent course grade if the 'I' is not changed by formal notice by the instructor upon the student's completion of the

course."

"The default grade shall become the grade of record if the 'I' is not replaced by a permanent grade within twelve [12] months after the close of the term for which the 'I' is assigned."

"For all undergraduate courses the default grade accompanying an interim grade of 'I' shall be any one of: 'B', 'C', 'D' or 'F'. For all graduate courses the default grade accompanying an interim grade of 'I' shall be 'U'. Neither 'A', 'P', nor 'S' shall be assigned as a default grade."

A motion was made, seconded, and passed to include this item on the agenda for the April 4th Faculty Senate meeting. Another motion passed to indicate FSEC's endorsement of the proposal.

Course Registration Period Policy - This revision replaces the current "drop-add" policies and practices. It is supported by the Vice Provost for Undergraduate Education and the Vice Provost for Graduate Education.

The revised Course Registration Period Policy states:
"A student may unilaterally enroll in an open course during the first seven [7] instructional days, i.e., days UB classes are in session, of a term [Monday through the following Monday or Tuesday through the following Tuesday].

A student may unilaterally cancel enrollment in any course during the first six [6] instructional days of a term [Monday through Saturday or Tuesday through Monday]. Any course cancelled shall not be included in the student's record of study. If a student resigns a course after the sixth instructional day of a term, the course shall be included in the student's record of study with a grade of 'R'.

A student may be enrolled in or have enrollment cancelled for a course in the second week of a term through special registration procedures prescribed by the Vice Provost for Undergraduate Education or the Vice Provost for Graduate Education. An enrollment cancellation through these procedures shall delete the course from

the student's record of study. Student enrollments in courses during the second week of a term shall be at the discretion of the department or program.

Departments and programs shall provide complete course schedules in advance of the pre-registration period for each term, and shall finalize their course offerings by the first day of classes of the term."

Professor Schack objected to the last paragraph because it deprives departments of making conscientious decisions to add sections in response to student demand or to eliminate woefully under-enrolled sections after the first day of classes. A motion was made, seconded, and passed to return this proposal to the Grading Committee for further consideration.

Prompt Grade Submission Policy -- This revision replaces the policy that was adopted by the FS in April 1987.

The revised Prompt Grade Submission Policy states:
"Faculty shall submit grades for all courses within seven days [including weekends and holidays] after the last day of the term's final examination period or the last days of classes in the absence of a final examination period. Courses offered in a non-standard term, e.g., a non-standard summer session, may have a lesser time for grade submission. Grades may be obtained by students and advisors, through MyUB and DARS, the day after they are submitted."

A motion was made, seconded, and passed to include this item on the agenda for the April 4th Faculty Senate meeting. Another motion passed to indicate FSEC's endorsement of the proposal.

Item 5: Discussion of MyUB - CA Fabian, R. Bernstein, R. Wright

Director of the Educational Technology Center (ETC) Carole Ann Fabian introduced MyUB Team members Rebecca Bernstein and Rob

Wright. Their report focused on recent and forthcoming improvements to the MyUB Web portal and how it is being used by UB faculty. All faculty members have MyUB accounts, but only 45-60% are regarded as active users. Approximately 30% use MyUB only for submitting grades.

According to data gathered from a recent "snapshot" of MyUB usage, 46% of faculty have used MyUB in the past 14 days, 58% in the past month, and 84% in the past year. The features utilized most are the Teaching pages, WebMail, the MyUB home page, Search, My Library, UBLearns, and MyPage.

"MyPage" allows users to personalize the Web site by arranging the content and modifying the appearance to suit their preferences. MyPage customizations have indicated that the most-valued MyUB channels are: My Courses, My Academic Toolbox, Teaching Toolbox, Planning Resources, Textbooks/Course Materials, Today's Weather, Top Faculty Links, Academic procedures, Faculty Advisor Tools, UB News, Find People, and Buffalo News.

Evolving changes to MyUB are based on usage analysis of faculty, faculty user survey responses, suggestions submitted by faculty members, and interviews with 25 stakeholders and three committees.

Numerous improvements have already been implemented and many more are underway. Users can now turn off the MyUB top header to view the URL and facilitate printing. A less-cluttered interface and simplified menu navigation make it easier to find information. Google will replace InfoSeek as the search engine for all of UB's Web pages in June.

MyUB is being designed to serve as an information center for UB news, events, and announcements. Secondary pages will function as task centers. The "Need to Know" feature will be used to promote key events, news, and opportunities.

Item 6: Old/New business

None

Item 7: Adjournment

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Will Hepfer
Secretary of the Faculty Senate

ATTENDANCE (P = present; A = absent; E = excused)

Chair: Nickerson (P)
Secretary: W. Hepfer (P)
Architecture & Planning: GS Danford (P)
Arts & Sciences: J. Faran (P), R. Hoeing (E), SD Schack (P), D. Street (P), K. Takeuchi (E)
Dental Medicine: M. Donley (P)
Education: L. Malavé (P)
Engineering & Applied Sciences: C. Basaran (P), P. Alexandridis (P)
Informatics: J. Ellison (P)
Law: T. Miller (A)
Management: W. Lin (P)
Medicine & Biomedical Sciences: D. Amsterdam (P), M. Dayton (E), L. Harris (A), J. Hassett (E)
Nursing: P. Wooldridge (P)
Pharmacy: G. Brazeau (A)
Public Health & Health Professions: vacant
Social Work: Barbara Rittner (P)
SUNY Senators: W. Baumer (P), W. Coles (P), H. Durand (P), P. Nickerson (P)
University Libraries: HA Booth (E)
University officers: Provost S. Tripathi

Guests: R. Bernstein (Creative Services), M. Cochrane (Reporter), CA Fabian (Libraries), L. Labinski (Prof. Staff Senate), R. Wright (CIT), J. Xu (Grad. SA)