

4-28-1989

Academic Standards & Curricula Review Committee 4-7-89 (received 4-14-89)

Marshall University

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Recommendations from Academic Standards and Curricula Review Committee

April 7, 1989

Recommendation #1

The motion was made to accept the No Credit policy recommendation for students who take courses for a Credit/No Credit grade in the event they withdraw during the WP/WF period. The motion was seconded and approved.

RATIONALE: The rationale for this recommendation is that the concept of Credit/No Credit will be maintained if students withdraw with a NC rather than a WF.

Senate President:

Approved Ramey Duke Date 4/28/89

Disapproved _____ Date _____

University President:

Approved Dee Feltz Date 5/7/89

Disapproved _____ Date _____

Recommendation #2

The motion was made to accept the mandatory attendance policy proposed by the Community College as revised. The motion was seconded and approved. (See attachment)

Senate President:

Approved _____ Date _____

Disapproved Ramey Duke Date 4/28/89

University President:

Approved _____ Date _____

Disapproved Dee Feltz Date 5/7/89

sent back to committee *

* Conflicts with BOR policy bulletins + Academic Rights + responsibilities. [Contact Joe Stone]

sent back to committee
DRAFT
REVISED

2/2/89
3/30/89

POLICY ON MANDATORY ATTENDANCE

The Community College faculty considers regularity of attendance and punctuality as two major elements in the maintenance of a satisfactory scholastic record. Each faculty member will at the beginning of class announce, provide in writing, and have each student sign his/her attendance policy. When a student exceeds the established limits, the faculty will notify the Dean.

In all courses, the attendance policy will conform to the following standards:

1. Definition of Absence

An absence is assessed each time a student is not in attendance during a regularly scheduled class period or laboratory session. In each semester, the assessment of absences begins with the first scheduled day of class.

Courses provided by the Community College have varied lengths for their class sessions. Absences will be assessed in proportion to the time spent in each session. In courses that have 50-minute sessions, missing one class session will constitute one (1) class absence. In courses meeting for 75 minutes, missing one class session will equal one and one-half (1 1/2) absences. In courses meeting for 150 minutes, missing one class meeting will constitute three (3) absences.

Absences resulting from illness and death in the immediate family may be excused at the discretion of the instructor. Absences for institutional activities (those approved by the academic deans, such as debate, artistic performances and athletics) are to be excused. To be considered for an excused absence, the student must report and verify the reason for the absence to the instructor in a timely manner. For such excused absences or other pre-arranged excused absences, the student should not be penalized.

Absence from a class, lecture, or laboratory session, excused or unexcused, does not relieve a student from the full responsibility for class work and assignments or accountability for the absence incurred.

2. Penalties for Class and Laboratory Absences

Faculty may impose an academic penalty for one (1) to six (6) unexcused absences or any part thereof.

A student who has more than six (6) unexcused absences will be required to meet with the Dean. Unless there are extenuating circumstances, the Dean will withdraw the student from the course. ~~and place the student under academic obligation.~~ If withdrawn, the student will receive the grade of W, WP or WF, depending on his/her date of withdrawal and class standing. The student's next registration will require the Dean's approval.

DELETE

3. Student Appeals of Administrative Withdrawal
The student has the right to appeal the administrative withdrawal. The appeal must be in writing and directed to the Community College Readmission Committee. The appeal must be received within five (5) working days from receipt of his/her notification of administrative withdrawal. The student is expected to attend class during the appeal period. The decision of the committee is final.
4. Penalties for Exam Absences

Students are required to take all regular examinations. If a student attends a course throughout the semester and is absent from the final examination without permission, the instructor counts the examination as zero and reports the final grade of "F". If the absence is the result of illness or some other valid reason beyond the control of the student, as determined by the instructor, the grade of "I" is reported, and the student may, upon application, take the examination at a later date. (See Catalogue for additional information on Incomplete Grades and Grade Appeals).

Recommendation #3

The motion was made to accept the course changes and additions as listed on the attached report (Items 1-4). The motion was seconded and approved.

Senate President:

Approved Rainey Duke Date 4/28/89
Disapproved _____ Date _____

University President:

Approved David F. ... Date 5/7/89
Disapproved _____ Date _____

MEMORANDUM

TO: Mahlon Brown, Chairman
Academic Standards & Curricula Review

FROM: Mary Etta Hight, Chairperson
Curriculum Sub-Committee

DATE: April 6, 1989

RE: Action Taken on Curricula 3 April 1989

The Curriculum Sub-Committee met on 3 March; members representing all colleges except COE were present. The following actions were taken:

1. APPROVED NEW COURSE
LAS 209 Administrative Agency Advocacy (3 credits)
2. APPROVED PROGRAM CHANGE
Legal Assistant Program
3. APPROVED "FYI" PROGRAM CHANGE
Office Technology Curriculum

NOTE ITEMS
1-4
←

4. APPROVED CHANGE IN COURSE
HST 125 American Business History (change from HST 354, same title)
In response to College of Business request, HST 354 is changed to a 100 level course so that business students can take the course at a more flexible time in their program. As a result, there will be less reading and writing required, but students will still read at least two books and take essay exams. Thus, the course will better serve COB students while, at the same time, fulfilling the needs of other students.

5. RETURNED NEW COURSE PROPOSAL
GEO 417/517 Coal Industries Studies: Past and Present
*This proposed course would be a cross-listing between the Geography and Social Studies Departments (SOS 410 Coal Industry Studies: Past and Present). At the present time there isn't a faculty member in social studies qualified to teach the class, but there is a qualified faculty member in geography.
*This course proposal was returned for the following reasons:
 - a. the title abbreviation exceeds 25 characters or less;
 - b. there is the absence of a pre-requisite for an upper division course; and
 - c. the procedure of cross-listing courses between departments is questioned.

6. DISCUSSED APPARENT ABSENCE OF POLICY ON CROSS-LISTING AND PREREQUISITES FOR UPPER DIVISION COURSES WITH RECOMMENDATIONS TO AS & CR

On February 6, 1989, this committee returned course proposal PHL 463/563 Philosophy of Feminism because, as an upper division course, it did not require a pre-requisite. The Philosophy Department added a pre-requisite, and the course was later approved.

On April 3, 1989, this committee returned course proposal GEO 417/517 Coal Industries Studies: Past and Present because, as an upper division course, it also lacked a pre-requisite. This proposal created another problem because it is to be a cross-listed course with the Social Studies Department (SOC 410). Thus, if GEO 417/517 is required to include a pre-requisite, a student could eventually elect to

take the cross-listed course in the Social Department which currently has no prerequisite even though it, too, is an upper division course.

Because of these incidences and inconsistencies, the Curriculum Sub-Committee makes the following recommendations to AS & CR:

1. To maintain the credibility of course work, all upper division level courses should require prerequisites unless strong justification can be presented to the contrary.
2. The procedure of cross-listing courses between departments should be studied. To avoid cross-listing, could faculty teach out of two departments?
3. Because the cross-listing of courses between departments can result in problems with consistency in pre-requisites, the catalog listings need to be studied, and a standard needs to be adopted which will clarify this confusion.
4. Until the questions concerning the cross-listing of courses and pre-requisites for upper division courses are resolved, the Curriculum Sub-Committee requests that AS & CR notify all departments that proposed courses falling into these categories will not be approved.