

Minutes  
Senate Scholastic Standards Committee (SSSC)  
April 8, 2014  
Hall Dorm, Room 123, 12:00-1:30 PM

SSSC Members (attending in **BOLD**): **Felicia Pratto (Chair)**, Robin Chazdon, **David Clokey, Joseph Crivello, Susanna Cowan, Dipak Dey, Lauren DiGrazia**, Johann Peter Gogarten, **Lawrence Gramling, Katrina Higgins**, Elena Innes (Undergraduate student representative), Jennifer Lease Butts (ex-officio), **Jill Livingston**, John Meyers (Undergraduate student representative), Thomas Recchio, Christopher Tomaszewski (Graduate student representative).

1. Review/Approval of minutes from 3-25-14 meeting.

This agenda item was postponed to the April 22 meeting.

2. Report from Senate meeting re our By-Laws proposals re addition of Associate Deans for grade appeals and changing name of Office of Student Services and Advocacy to Dean of Students Office (Jill Livingston)

Tom Recchio presented three items at the April 7, 2014 Senate meeting. The first two were for informational purposes—a vote to be held at the May 5, 2014 Senate meeting.

PRESENTATION of a motion to revise the By-Laws, Rules, and Regulations of the University Senate, Section II. E.10. Appeals of Assigned Course Grades for vote at the May 5, 2014 Senate meeting (new language underlined below)

“the Dean of the school or college offering the course” or his or her designated Associate Dean” should be substituted for “Department Head” when the grade in question is in a course offered in a non-departmentalized school or college.

PRESENTATION of a motion to revise the By-Laws, Rules, and Regulations of the University Senate, Section II.E.12.a. Semester Examinations and Final Assessments for vote at the May 5, 2014 Senate Meeting

This proposal changes “Office of Student Services and Advocacy” to “Dean of Students Office.”

VOTE on a motion to add a new section to the By-Laws, Rules, and Regulations of the University Senate, Section II.I.5. Syllabi as presented at the March 3, 2014 Senate meeting.

After much discussion and two motions to amend the motion, a majority vote passed the motion.

The motions to amend attempted to 1) add a time designation for when syllabi must be provided to the students and 2) to specify that syllabi must be “written or posted.” Jeremy

Teitelbaum supported the notion that syllabi should be required but felt that this authority should lie in schools and colleges, not within the purview of the By-laws.

3. Bunched finals practice and rules
  - a. Consider Felicia's/Larry's edits to the By-Laws (proposed changes appended)
  - b. Discuss, modify, possible vote on motion to the Senate

Paragraph 1) The SSSC discussed whether exceptions to the rule requiring exams to be held during regularly scheduled class periods should be posted in the Directory of Classes (current policy) or course syllabi. The concerns were both that students need to know about exceptions prior to enrollment in a course and that there are instances when exceptions will need to be noted for sections of courses, rather than a course as a whole. It was determined that since the Directory of Classes currently posts exceptions specific to course sections and because this document is available to students prior to their enrollment in a course, this was the best place to post exceptions. Language shall be added to the By-laws (underlined) noting that "*Sections of courses* for which such exceptions has been granted shall carry a footnote..."

Paragraph 2) The SSSC decided to change the word "consonant" to its more straightforward synonym, "consistent." SSSC also decided to specify who shall determine the assessment. The second paragraph will be edited as follows: "Instructors of all undergraduate courses shall provide a clear form of assessment of student work that shall be consistent with and sufficient for the learning goals of the course."

Paragraph 7) The SSSC discussed the implications that faculty provide a two-hour period for each final exam on the Testing Center. SSSC also discussed whether the bunched finals policy should be applied to 4 exams over two consecutive days (current policy). The decision was that the policy should only apply to three or more examinations schedule for the same-day. Student Welfare will be provided with an opportunity to discuss this change.

Paragraph 8) It was determined that this section is policy and not a section of the By-Laws, but that it should be consistent with the By-Laws.

Action Items: Felicia will redraft By-law language prior to the April 22, 2014 SSSC meeting. Lauren will update the policy (paragraph 8) on the website.

4. Katrina Higgins: "Unclassified students" by-laws issues
  - a. Change in terms for Sections II.A and II G.2.

All changes in nomenclature only were approved. It was noted that admissions requirements stipulated in II.A.1.b. are out of date with current requirements. The requirement for math do not account for middle school students who take high school level math. The requirement for course work in computer skills could be met by preparation in computer skills.
  - b. Policies and procedures changes in Section II.A.6

Additional changes suggested and approved to reflect current practice.

Action Items: Felicia will invite a representative from Admissions to our next meeting to discuss required high school course work. She will also contact the Senate Nominating Committee to ask

that a member of Admissions be added to the slate of nominees for SSSC for 2014-15. Katrina will redraft language approved by SSSC for future review prior to the April 22, 2014.

5. Lauren Di Grazia: Changes in course grades to By-Laws Section II.E.9

The University recently underwent an audit of PeopleSoft. The auditors noted areas of practice in OSSA, Dean of Students Office, and the Registrar's Office that leave the University vulnerable. Lauren went through the By-Laws and tried to find language that would enable us to implement the auditor's suggestions. She proposed changes to the By-Laws 11.E.9 regarding the length of time grade changes must be resolved. The SSSC suggested multiple improvements to the By-Laws that clarify process. SSSC also recommended that the length of time allotted for grade resolution be consistent with the length of time the State requires faculty to retain records.

Action Items: Lauren will revise the proposed changes to the By-Laws prior to the April 22, 2014 meeting. She will verify that 1-year is the length of time faculty are required to keep records.

6. Head's up: Annual report due April 28

JL 4.11.2014