

## Senate Scholastic Standards Committee 2015/2016

Meeting Minutes 11/19/2015

2.00 – 3.30 PM

Senate Conference Room, Hall Dorm

Members present: Brian Aneskievich, Karen Bresciano, Robin Coulter, Susanna Cowan, Joe Crivello, Lauren DiGrazia, Hedley Freake (chair), Katrina Higgins, Doni Ivanov, Jill Livingston, Gina Stuart, Ellen Tripp, David Wagner.

1. The minutes from 11/5/15 were approved with the addition of Eric Schultz to the list of attendees.

2. Old business

- a. Admissions bylaws

A minor change to the new proposed by-laws (deletion of the phrase “at any time” from the final paragraph concerning movement of non-degree coursework on the transcript) was approved unanimously (motion proposed Joe, seconded Robin).

It was decided to present the SEC and the Senate with the motion containing a clean version of the proposed text. The traditional format with text to be deleted struck through and new text underlined will also be supplied as a back up.

- b. Language for adding classes requiring instructor consent

A motion to reinsert a sentence into the recently revised by-laws section covering the Add/Drop regulations saying:

*If a particular course requires consent, a student must obtain that consent before adding that course*

was approved unanimously (proposed Joe, seconded Katrina).

- c. An MOU between RHSA and the Dean of students covering readmission after dismissal for students of the 2-year school was reviewed and found to be consistent with previous decisions of the committee.

- d. Grade-to-grade changes/Registrar’s audit

The internal audit of procedures in the registrar’s office considered in previous meetings revealed that the process currently followed for grade to grade changes by instructors differed from that described in the by-laws. The committee reviewed the current by-law language and agreed to recommend the following changes (deleted language struck through, new language underlined)

*Changes of Course Grades*

Grades are part of the student's permanent record. Therefore they should never be changed for reasons unrelated to course requirements or quality of work. An instructor may neither accept additional work nor give additional examinations once the grade in the course has been submitted. Nevertheless, there can be situations in which course grades may and ought to be changed. These comprise computational

errors, clerical errors, and the discovery of overlooked components in a student's body of work.

In cases when the instructor of record concludes that a course grade ought to be changed, he or she determines a corrected grade and initiates the grade change process. ~~The grade change must be approved by the head of the department offering the course (in departmentalized schools or colleges) and the dean of the school or college in which the course is taught in order to monitor grade changes and ensure that they are based only on the considerations mentioned above. If a grade change is approved, the dean will notify the instructor, student, and registrar in writing. The head of the department or program offering the course and the dean of the school or college in which the course is taught will be notified of grade changes to ensure consistency with the By-Laws.~~

The new language is consistent with current practice and preserves instructor control of grading provided that any changes in grade are for reasons consistent with the by-laws.

The committee discussed the issue of time limits on making grade-to-grade changes and decided formal limits were not needed. Extenuating circumstances might allow an instructor to change a grade after a considerable interval but he or she cannot be required to do so at any time.

Discussion on grade changes involving temporary marks (X/I/N) was deferred pending review of the relevant by-law language. A three part by-law change motion is envisaged for the spring that will cover grade to grade changes, changes to temporary grades and use of electronic signatures.

### 3. New Business

#### a. Minors

Discussions within the School of Business have led to the realization that there is no mention of Minors in the by-laws, including the rule that there should be no substitutions within them. The committee determined that while the specifics of a Minor should be left to the departments and schools/colleges that own them, it would be helpful to set out broad parameters for their governance in the by-laws. Katrina Higgins volunteered herself and Larry Gramling to produce draft language, based on that currently found in the catalog

#### b. Future business

A number of items were added to the future business docket

- i. dismissal of students in their first semester who fail all courses
- ii. Permitting students to complete 2 majors in different colleges without requiring 30 additional credits
- iii. The academic misconduct policy is not being uniformly enforced and also needs revision.

The meeting adjourned at 3.30 PM

The next meeting will be held Thursday 12/10 in the Senate Conference Room.