To: Members of University Council

From: Sherry Young, Chair

Re: Agenda for Meeting of October 18, 2011

The regular meeting of University Council will be held on Tuesday, October 18, 2011 at 6:00 p.m. in Dicke Hall 230.

AGENDA

I. Minutes of October 4, 2011 meeting

II. Reports from Constitutional Committees

   a. Budget & Appropriations    Liaison: Young    Chair: Beaschler
   b. Academic Affairs          Liaison: Lomax    Chair: Lomax
   c. Student Activities        Liaison: Walton    Chair: Walton
   d. Personnel                 Liaison: Zekany    Chair: Zekany

III. Reports from Operational Committees

   a. Athletics                 Liaison: Crago    Chair: Simmons
   b. Information Technology    Liaison: Hurtig    Chair: Gulbis
   c. Cultural & Special Events Liaison: Allison    Chair: Riess
   d. International Affairs    Liaison: Pickett    Chair: Crago
   e. Religious Affairs        Liaison: Stauber    Chair: Stauber
   f. General Education        Liaison: Hurtig    Chair: Hurtig

VI. Other Reports

   a. Vice-Presidents
   b. Deans
   c. Student Senate
   d. Health Services Advisory Committee

VII. Announcements

VIII. Questions for the President

IX. Unfinished Business

   a. Academic Affairs Committee (see Attachment A)(scheduling of final examinations)

X. New Business

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler
The committee will be meeting on October 31 with Michelle Mahoney, Controller, to discuss health and fringe benefits budgets.

Academic Affairs – John Lomax/Julie Hurtig
No report submitted.

Student Activities – Jenny Walton
No report submitted.

Personnel – Kay Zekany
The committee wishes to remind the faculty that sabbatical applications are due in by November 1.

Committee on Athletics – Tom Simmons
No report submitted.

Information Technology – George Gulbis
The Committee has no report.

Cultural and Special Events – Nils Riess
No report submitted.

International Affairs – Clyde Picket, David Crago
No report submitted.

Religious Affairs – Rory Stauber
No report submitted.

General Education – Julie Hurtig
The portfolio software is close to being launched for the first-time freshmen and those faculty instructing tagged courses. Thanks for your patience! The committee has processed over 25 course request forms during the past three weeks. All courses that need to be tagged for spring 2012 should either be approved already or a tag form should be submitted to the committee by Oct. 21, as all tags need to be identified prior to advanced registration in November.
OTHER COMMITTEES

Student Senate – Marsha McMunn

No report submitted.

Health Services Advisory Committee – Roger Young

No report submitted.
Attachment A

Motion: Modify the final examinations schedule to include additional times as follows:

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30→10:00</td>
<td>Time 1</td>
<td>Time 6</td>
<td>Time 11</td>
<td>Time 16</td>
<td>Time 21</td>
</tr>
<tr>
<td>10:30→1:00</td>
<td>Time 2</td>
<td>Time 7</td>
<td>Time 12</td>
<td>Time 17</td>
<td>Time 22</td>
</tr>
<tr>
<td>1:30→4:00</td>
<td>Time 3</td>
<td>Time 8</td>
<td>Time 13</td>
<td>Time 18</td>
<td>Time 23</td>
</tr>
<tr>
<td>4:30→7:00</td>
<td>Time 4</td>
<td>Time 9</td>
<td>Time 14</td>
<td>Time 19</td>
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<tr>
<td>7:30→10:00</td>
<td>Time 5</td>
<td>Time 10</td>
<td>Time 15</td>
<td>Time 20</td>
<td></td>
</tr>
</tbody>
</table>

In this schedule, the 1:30→4:00 and the 7:30→10:00 times of every day are allocated to common examinations.

Additionally, amend item 2 in Appendix 15 of the Faculty Handbook to read the following: “In assigning the limited number of common examination times, preference will be given to requests which involve courses that:

a. Administer a common final examination
b. Are offered in multiple sections
c. Have higher student enrollments

Finally, amend section 3.19.9 of the Faculty Handbook as follows: “The deans of the colleges of Arts and Sciences, Engineering, Pharmacy, Business Administration or a person whom a dean shall designate together with the University Registrar and Vice President for Academic Affairs shall constitute the Final Examination Committee.”

Rationale: The current final examination schedule in semesters allows for four common final examination periods. The demand for common examination periods far exceeds the availability of slots. By reducing the lunch and dinner times to 30 minutes and starting at 7:30 a.m. instead of 8:00 a.m., we can introduce five additional slots which will bring us to a total of 9 common examination periods. This is comparable to what we had under the quarter system and should thus accommodate the requests. Recall that students may seek relief from the registrar if they are scheduled for more than two examinations in one day.

The other two amendments provide additional guidance to the Final Examination Committee. The first establishes criteria for the committee, and the second allows deans to designate another person (likely an assistant dean) to represent a specific college.