Council will meet on Tuesday, October 2, 2012 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of September 18, 2012 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations Liaison: TBD Chair: Beaschler
   b. Academic Affairs Liaison: Moritz Chair: Moritz
   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: Rieman
   c. Cultural & Special Events Liaison: Allison Chair: Riess
   d. International Affairs Liaison: TBD Chair: Keas
   e. Religious Affairs Liaison: MacDonald Chair: MacDonald
   f. General Education Liaison: Hurtig Chair: Hurtig

VI. Other Reports
   a. Vice-Presidents
      i. Academic Affairs Liaison: Crago
      ii. Financial Affairs Liaison: Ballard
      iii. University Advancement Liaison: Block
      iv. Admissions and Financial Aid Liaison: Lesick
      v. Student Affairs Liaison: Thompson-Bradshaw
   b. Deans
      i. Arts and Sciences Liaison: Albrecht
      ii. Engineering Liaison: Baumgartner
      iii. Pharmacy Liaison: Sprague
      iv. Business Administration Liaison: Fenton
      v. Law Liaison: Veltri
   c. Student Senate Liaison: Ambos
   d. Health Services Advisory Committee Liaison: Ballard

VII. Announcements

VIII. President Comments/Questions

IX. Unfinished Business

X. New Business
   a. Academic Affairs Committee (see Attachment A)

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler

No report submitted.

Academic Affairs – Traci Welch Moritz

The Academic Affairs Committee has approved BIOL 2381 as a zero billing course. Rationale: BIOL 2381 is an emergency medical technician (EMT) course for students and community members who want to be certified to work on ambulance runs.

The committee is working on the strategic plan as tasked by the President and will concentrate on sections 2 and 3 of the document.

The committee has accepted the charge to review the grading appeals process.

Under new business, the Committee proposes a revision to Appendix 15, item 2. (Attachment A)

Student Activities – Jenny Walton

The first Student Activities Committee meeting will be on October 8th. The committee will be discussing the Phi Gamma Delta fraternity, The American Society of Engineering Education, Secular Student Alliance, ACLU, and Woman of Unity.

Personnel – Kay Zekany

Personnel Committee has been asked to review three items: first, regarding the changes to the University severance program and second, regarding the process of awarding Emeritus/Emerita status. At this point the committee recommends no changes in either although the committee continues to study the Emeritus/Emerita issue. The current program is within the range of programs offered at peer institutions. Third, the committee is examining the newest University Strategic Plan in hopes of strengthening it in places and recommending metrics to measure progress in meeting our objectives.

Committee on Athletics – Tom Simmons

No report submitted.

Information Technology – Jeffrey Rieman

No report submitted.

Cultural and Special Events – Nils Riess

No report submitted.

International Affairs – Brian Keas

No report submitted.

Religious Affairs – David MacDonald

No report submitted.

General Education – Julie Hurtig

No report submitted.
OTHER COMMITTEES

Student Senate – Eric Ambos

Student Senate has completed both rounds of Budget Appropriations and will now be accepting Special Budget Appropriation forms and Specific Event Requests on a rolling basis. Additionally, Senate had six new organizations seek approval from the General Assembly last week and will have three new organizations come before our meeting this week.

Health Services Advisory Committee – William Ballard

No report submitted.
Attachment A

**Motion:** The Academic Affairs committee proposes the following revisions to Appendix 15, item 2:

Original wording:

2. In assigning the limited number of common examination times, preference will be given to requests which involve all sections of a given course, although all requests regardless of the number of sections involved will be considered.

The proposed amended text:

2. A request for assignment of a common examination time, must be
   a. for a true common exam and
   b. for a course with multiple sections.
If the number of examination times is limited, then courses will be ranked for priority according to highest enrollment. Only courses from the same department will be scheduled for any one common exam time.

**Rationale:** With a limited number of common examination times and regularly over 20 requests for these spots, the committee deemed it desirable to list requirements for a class to be considered for one of the coveted slots.
APPENDIX 15
OPERATIONAL PROCEDURES FOR FINAL EXAMINATION COMMITTEE

(8/89) (9/96)

The Faculty Handbook Section 3.19, paragraph 9, establishes a Final Examination Committee. Paragraph 2 of Section 3.19 charges the Final Examination Committee with approval of requests for multiple section examinations “within the limits of the examination schedule” and states that “requests for multiple section exams will be evaluated on sound educational values within the limits of the examination schedule.”

Scheduling a common final examination time for the students in the sections of a multi-section course is an effort to enable greater equity in evaluation of course performance for students and reduce any potential effect of section registration on evaluation.

The following is an operational procedure which the Final Examination Committee feels is desirable and practicable in carrying out its charge.

The common final examination times are provided as an addition to the schedule resulting from setting examination time according to the normal meeting time of the course during the term. Each addition to this regular schedule increases the chances of a student having multiple examinations scheduled in a single day. There are eight available times for scheduling such examinations. In order for the Final Examinations Committee to make the choices of which courses will be assigned to the limited number of time slots, the following principles will be applied.

1. To qualify for consideration for assignment of a common examination time for a course, it is assumed that all sections of a course will be given the same final examination. If different examinations are given to different sections of the course, the majority of the weight in evaluation of the examinations must be based on a set of questions common to the examinations for all sections.

2. In assigning the limited number of common examination times, preference will be given to requests which involve all sections of a given course, although all requests regardless of the number of sections involved will be considered. A request for assignment of a common examination time, must be
   a. for a true common exam and
   b. for a course with multiple sections.
   If the number of examination times is limited, then courses will be ranked for priority according to highest enrollment. Only courses from the same department will be scheduled for any one common exam time.

3. Approvals for common examination time for multiple-section courses will be reapplied for three-year periods.

4. Approvals for common examination times are course specific and do not incorporate any other course or courses in the department or college.

Any department or college wishing an assignment of a common examination time, whether one is held now or not, was requested to submit a request by March 1, 2012, including the following information:

(1) Name of course and course number
(2) Number of sections offered in each of the semesters for which a common examination time is requested.
(3) Estimated total enrollment in the course.
(4) Statement that there will be a single examination for all sections, or if more than one examination is to be used, that a majority of the weight in evaluation of the examinations will be placed on questions common to all the examinations.

(Adopted by Academic Affairs Committee 4/19/89)