Council will meet on Tuesday, October 16, 2012 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of October 2, 2012 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations Liaison Ballard Chair Beaschler
   b. Academic Affairs Moritz Moritz
   c. Student Activities Walton Walton
   d. Personnel Zekany Zekany

III. Reports from Operational Committees
   a. Athletics Crago Simmons
   b. Information Technology Hurtig Rieman
   c. Cultural & Special Events Allison Riess
   d. International Affairs Schertzer Keas
   e. Religious Affairs MacDonald MacDonald
   f. General Education Hurtig Hurtig

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

VII. Announcements

VIII. President Comments/Questions

IX. Unfinished Business
   a. Academic Affairs (Operational Procedures for Final Examination Committee) (Attachment A)

X. New Business
   a. Academic Affairs (Registration) (Attachment B)

XI. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler
B&A Received and discussed the Revised Budget for 2012-13 that was presented to the Board of Trustees. Reviewed a Budget Planning Timetable for FY 2013-14. Have begun, and will continue to have weekly discussions about the University Strategic Goals and Priorities Draft.

Academic Affairs – Traci Welch Moritz
University Council returned the proposed amendments to Appendix 15 of the Faculty Handbook and the committee made additional changes. Please see Old Business. A concern about the number and timing of the common exam times for Friday was also raised. There are 9 common exam times not including the 4:15-6:15pm time slot. Although student services do remain open should we ever need to institute the use of that time slot. See revised 2012-2013 Undergraduate Fall Final Exam Schedule at http://www.onu.edu/files/2012_2013_fall_final_exam_schedule.pdf Amendments to 3.4.7 page 56 in faculty handbook were proposed. (See New Business) The remainder of the meeting time was spent working on the Strategic Plan.

Student Activities – Jenny Walton
The Student Activities Committee met on October 8th. The committee approved the following student organizations:
Phi Gamma Delta
The American Society for Engineering Education
Polar Fit
The ACLU
The committee denied Women of Unity and The Secular Student Alliance.

Personnel – Kay Zekany
No report submitted.

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
Nothing to report.

General Education – Julie Hurtig
No report submitted.

OTHER COMMITTEES

Student Senate – Eric Ambos
Student Senate approved two organizations (Le Cercle Français and the American Choral Directors Association) at our meeting last Wednesday. Senate also sponsored refreshments during the Wednesday evening presentation of the movie Taken in conjunction with Safety Week.

Health Services Advisory Committee – William Ballard
No report submitted.
Attachment A

University Council returned the proposed amendments to Appendix 15 of the Faculty Handbook and the committee made additional changes.

Changes approved by the Academic Affairs Committee:

Change eight to nine in fourth paragraph to read:

There are nine available times for scheduling such examinations.

Continuing changes to paragraph four to read:

1. A common examination time is one in which all sections of a course will be given the same final examination; or if different examinations are given to different sections of the course, where the majority of the weight in evaluation of the examinations is based on a set of questions common to the examinations for all sections.
2. If the number of examination times is limited, then courses will be ranked for priority according to highest enrollment.
3. Only course from the same department will be scheduled for any one common examination time unless the course is cross-listed in another institution.
4. Approvals for common examination times are course specific and do not incorporate any other course or courses in the department or college.

Changes in paragraph five to read:

Any department or college wishing an assignment of a common examination time in the following academic year must submit a request to the registrar by April 1.
APPENDIX 15
OPERATIONAL PROCEDURES FOR FINAL EXAMINATION COMMITTEE

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 nine 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 is one in which all sections of a course will be given the same final examination; or if different examinations are given to different sections of the course, where 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.

2. If the number of examination times is limited, then courses will be ranked for priority according to the highest enrollment.

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

3. Only courses from the same department will be scheduled for any one common examination time unless the same course is cross-listed in another college or department.

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 in the following academic year must submit a request to the Registrar by April 1 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)
Amendments to 3.4.7 page 56 in faculty handbook were proposed.

3.4 Registration (9/1/87)

1. Undergraduate students register for courses after conferring with an advisor or advisors. Students can either register on the World Wide Web or go to the Office of the Registrar to complete registration by presentation of a course request form signed by an advisor. The signature is certification that the advisor has reviewed the request and has counseled with the student as necessary regarding normal progress in a curriculum toward meeting degree requirements and regarding course prerequisites, and if the advisor does not concur with the course request, that the advisor has informed the student of the advisor's concerns. The advisor should retain a copy of the student's course request and record appropriate notations in the student's file. The registration software will enforce course prerequisites, co-requisites, and registration restrictions (class, major).

2. Academic advisors and academic deans are available to assist students observe course prerequisites in registration. However, students are responsible for consulting the University Catalog or other authorized University publications and knowing course prerequisites.

3. Registration is completed in person during the periods assigned and published by the University Registrar. During each term a registration is conducted for the following term. All continuing students are expected to register and to complete fee payment within the designated period. The student is responsible for securing the approvals needed as indicated in the University Catalog or the Schedule of Courses. The student is expected to complete registration in the prescribed manner and to complete payment of fees by the required date to validate registration. Failure to do so will result in the cancellation of registration and the assessment of the late registration fee.

4. Undergraduate students requesting more than 19 hours must have the advisor's and dean's approval. Law students with less than 12 hours and more than 18 must have appropriate prior approval.

5. Outstanding financial obligations to the University must be paid by the student or satisfactory arrangements made prior to the completion of registration for a subsequent term.

6. Registration is conducted during the summer for the fall semester for new and/or re-entry students. New students and/or re-entry students unable to register for the semester are registered prior to the term during the period set aside for orientation and registration for new students.

7. Undergraduate students must obtain written approval from their academic dean the signatures of the two faculty instructors involved in order to register for a schedule of classes which contains a time conflict. In order to register for a schedule of classes which contains a time conflict, undergraduate students must obtain the signature of the two faculty instructors involved.

8. Each advisor is expected to be familiar with the registration procedure as set forth in the University Catalog and in informational bulletins and memoranda issued by the University Registrar.

9. The Office of the Registrar will permit another person to register or to change the schedule for a student only under extraordinary circumstances upon recommendation of the student's college dean.