Council will meet on Tuesday, February 19, 2013 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of February 5, 2013 meeting

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

III. Reports from Operational Committees
   a. Athletics                Crago    Simmons
   b. Information Technology   Hurtig    Rieman
   c. Cultural & Special Events Allison Bell
   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. Chair/Faculty Comments

VIII. President Comments/Questions

IX. Unfinished Business

X. New Business
   a. Academic Affairs (Change of Grade Policy) (Attachment A)

XI. Announcements

XII. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler
B&A met on Feb 1, 2013. At this point in time, the best available information suggests we are running a deficit (net) unfavorable to budget. The committee was provided with December’s financials and noted that Financial Affairs is now caught up with the financials. Received the document that the President had sent out to the faculty and staff regarding the options for tuition. The administration is recommending a three percent or less increase in tuition to the Board.
Current predictions for Fall 2013 is 3134 FTE which would be a net decline of 63 students from Fall 2012. A large graduating class will be leaving and the classes below are smaller. The committee briefly discussed the 4 year guarantee proposal from the President.

Academic Affairs – Traci Welch Moritz
Amendments to 3.16, page 62-63 in the Faculty Handbook, were proposed. (See New Business.)

Student Activities – Jenny Walton
No report.

Personnel – Paul Logsdon
No report.

Committee on Athletics – Tom Simmons
No report.

Information Technology – Jeffrey Rieman
No report.

Cultural and Special Events – Laurie Bell
The Cultural and Special Events Committee met last on February 8, 2013. The Speakers subcommittee proposed the Carol Drinkwater project and this was approved by the committee as a whole.

International Affairs – Brian Keas
No report.

Religious Affairs – David MacDonald
The committee has been busy interviewing ten candidates for the five open Religious Life staff positions for next year. An announcement of new staff members will be made in Chapel on February 28th. There are currently two student groups--Ratio Christi and Young Life--seeking recognition as official campus Religious Life organizations. The committee expects to be able to act on these by the end of the semester. Finally, the office of the Chaplain will be hosting a panel discussion on the issue of human trafficking on March 12th at 11 a.m. in the Dicke Forum. This event is being co-sponsored by the department of Psychology, Sociology, and Criminal Justice, and will include participants from a wide variety of perspectives on fighting against human trafficking.

General Education – Julie Hurtig
No report.

OTHER COMMITTEES

Student Senate – Eric Ambos
No report.

Health Services Advisory Committee – William Ballard
No report.
Motion from Academic Affairs

Amendments to 3.16.1-4

3.16 Change of Grade Policy (12/17/91) (8/2011)

1. Only the faculty member may change the grade he or she has assigned to a student. The grade change form must be received by the Registrar within twelve (12) weeks after the beginning of the next regular semester. This time limit may be extended in cases where a student has appealed a grade to the Grade Appeals Committee, or in the College of Law to the Dean of the College. In such cases, the faculty member must decide whether or not to change the grade within ten (10) days after receiving the recommendation.

Addition to 3.16

5. This section does not apply to section 3.31, student grade appeals procedure.

Rationale
The time limit as stated in 3.16.1 is in conflict with the time frame documents in 3.31. The addition of #5 clarifies that the time frame and procedures listed in 3.16 applies to grade changes and not student grade appeals procedure as outlined in 3.31.
3.16 Change of Grade Policy (12/17/91) (8/2011)

1. Only the faculty member may change the grade he or she has assigned to a student. The grade change form must be received by the Registrar within twelve (12) weeks after the beginning of the next regular semester. This time limit may be extended in cases where a student has appealed a grade to the Grade Appeals Committee, or in the College of Law to the Dean of the College. In such cases, the faculty member must decide whether or not to change the grade within ten (10) days after receiving the recommendation.

2. Reasons for a change in grade include, but are not limited to:

   A. Mathematical error in calculating the grade.

   B. Reevaluation of graded materials and/or exercises.

   C. Reconsideration of method of assigning grades.

   D. Circumstances beyond the control of the student or the faculty member.

   E. Establishment of a breach in the Code of Student Conduct.

3. In order to change a grade, the faculty member must provide written notification to the student and submit a change of grade form to the Dean of the College to inform the Dean of his/her intention. Receipt of the form allows the Dean an opportunity to discuss the grade change with the faculty member and make appropriate recommendations. However, the faculty member has the sole responsibility to determine the final grade for the course within the stated time limits. No administrator, including the Dean, may veto a grade change within the stated time limits, or make a change without the faculty member's written approval. The change in grade form will be signed to verify that the Dean has been notified of the change, and will be routed by the Dean to the Registrar within five (5) working days. A copy of the change of grade form will be returned to the faculty member by the Registrar after the change has been recorded on the student's permanent record.

4. Under extremely unusual circumstances a faculty member may change a grade beyond the specified time limit. In such cases the faculty member must submit a change in grade form along with a full explanation of the circumstances to the College's Grade Appeals Committee, or in the case of the College of Law to the Dean of the College. It is then the responsibility of the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, to determine whether or not the circumstances warrant a change in grade.

If the Grade Appeals Committee approves the grade change, the Committee must submit the change of grade form along with a written statement of approval to the Dean of the College for informational purposes only. After signing the change of grade form the Dean must submit both the form and the Grade Appeals Committee's written statement of approval to the Registrar. In the case of the College of Law, if the Dean approves the grade change, the Dean must submit both the grade change form and a written statement of approval to the Registrar.

If the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, does not approve the grade change, it must inform the faculty member in writing of its decision within ten (10) days.

5. This section does not apply to section 3.31, Student Grade Appeals Procedure.