Council will meet on Tuesday, February 18, 2014 at 5:30 p.m. in Dicke Hall 230.

I. Minutes of January 21, 2014 meeting

II. Reports from Constitutional Committees
   a. Budget & Appropriations   Ballard   Beaschler
   b. Academic Affairs    Hassan   Hassan
   c. Student Activities    Walton   Walton
   d. Personnel     M. Govekar  M. Govekar

III. Reports from Operational Committees
   a. Athletics Crago  Simmons
   b. Information Technology Hurtig  Rieman
   c. Cultural & Special Events Lobenhofer  Bell
   d. International Affairs Thompson-Bradshaw  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 Kier
      iv. Business Administration Fenton
      v. Law Bales
   c. Student Senate Railey
   d. Health Services Advisory Committee Ballard

VII. Chair/Faculty Comments

VIII. President Comments/Questions

IX. Unfinished Business
   a. Academic Affairs: Common Syllabus Content Policy (Attachment A)

X. New Business
   a. Academic Affairs: Mark of ‘I’ Policy (Attachment B)

XI. Announcements

XII. Adjournment
CONSTITUTIONAL AND OPERATIONAL COMMITTEES

Budget and Appropriations – Ron Beaschler

No report.

Academic Affairs – Firas Hassan

Academic Affairs has two items of business for Council:
The first is the second reading of the Common Syllabus Content Policy. (Unfinished Business, see Attachment A)
The second is a first reading on a suggested change of the Mark of ‘I’ Policy. The suggested changes and rational
behind it is explained in the attached document. (New Business, see Attachment B)
Two additional items to report:
1. The academic affairs committee had met with Chad Shepherd, Director of Student Conduct, Lee Ann Hall, Director of
Business Services, Jennifer Lambkin, Director of Student Involvement to discuss student travel policy.
2. The academic affairs committee received a suggested credit hour definition for clinical. This will be included in the
next round of definitions that includes co-ops and internships.

Student Activities – Jenny Walton

No report.

Personnel – Michele Govekar

Personnel will meet Monday the 17th; agenda includes review of joint meeting we had with Budget & Appropriations,
plus consideration of policy question regarding faculty liability.

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 on Friday, February 7, 2014 to discuss the budget reductions and
concerns about the committee's future for 14-15.

International Affairs – Brian Keas

No report.

Religious Affairs – David MacDonald

Religious Affairs Committee has met twice so far this semester, in order to consider the application of Ohio Northern
Christian Apologetics as an approved student organization. We are very near a resolution in this matter, and hope to
help the group approve its constitution by the end of the semester. The committee is also working with student
volunteers from the Junior and Senior classes to begin planning Baccalaureate, which will take place on Saturday, May
10th, at 4:30 p.m. More details will follow.

General Education – Julie Hurtig

No report.

OTHER COMMITTEES

Student Senate – Joseph Railey
Student Senate held elections for the Presidency and College representatives January 28-30. New College representatives joined Senate last Wednesday and the new President and Vice President were sworn in on Sunday. Additionally, Senate's new Cabinet met for the first time on Monday. For those that work with cabinet members, they should be getting in contact soon. Brian Bruin (Senate Vice President) and I are looking forward to seeing where Student Senate goes this year and to working with the University administration.

*Health Services Advisory Committee – William Ballard*

No report.
Common Syllabus Content Policy

1. Catalog information: class name, number, number of credit hours, prerequisites, general education tags, course description, meeting time(s), meeting place.

2. Instructor information: name, contact information, available office hours

3. Course materials & resources (plus where they may be obtained)

4. Course goals, objectives, outcomes

5. Course calendar (includes major assignments & due dates, dates of major exams, date & time of final exam)

6. Grading policy, attendance policy, rules concerning late assignments, missed tests, excused absence policy

7. Policy regarding academic dishonesty
   The University expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The University also expects cooperation among administrators, faculty, staff, and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders. The University Code of Academic Student Conduct is found in Appendix C of the Student Handbook: http://www.onu.edu/student_life/student_conduct/student_handbook
   Additional information regarding the faculty member’s policy for academic dishonesty can be added here.

8. Special accommodations policy:
   Students requiring particular accommodations because of physical and/or learning disabilities should contact their Dean’s office prior to or during the first week of classes. For additional information, see: http://www.onu.edu/student_life/disability_services

9. Other policies unique to course/instructor (laptops, cell phones, leaving during a class, etc.)

For an example course syllabus check the following link:

https://www.onu.edu/files/sample_engl_12221_syllabus.pdf
Changes to Policy on marks of “I” (Incomplete)

In going through the Course Catalog to make revisions for the upcoming academic year, I found the blurb about marks of "I" (Incomplete) and how they get removed and what happens when they are not removed (the work does not get completed). The sentence highlighted in blue should be removed as there should never be an instance where the "I" should remain on the permanent record if we follow the policy in the two lines above that.

Below are the wordings in each of the handbooks and course catalog about the mark of "I". Note that in the student handbook, this sentence (or one similar) is absent.

We propose that the sentence about making the mark of “I” permanent be removed from the course catalog, and the part-time and full-time faculty handbooks.

Page 23 of the Course Catalog

Marks of “I” not removed within 12 weeks of the next regular semester in which the student is enrolled will be recorded as “F” or “U”. Extensions of incompletes can be approved by the dean of the college of registration for a specific period on the recommendation of the course instructor. In any event, after one year has elapsed from the end of the semester for which the mark of “I” is assigned, the mark of “I” cannot be removed and remains on the permanent record.

3.1.3 page 53 FT Faculty Handbook
2.3 page 19 PT Faculty Handbook

All "I" (Incomplete) grades are to be removed within twelve weeks after the beginning of the next regular semester in which the student is enrolled unless the time is extended by the dean of the college in which the student is registered. If the student does not complete the required work in the allotted time the grade will be recorded as an "F" or "U", if "S/U" is appropriate. In any event, after one calendar year has elapsed from the end of the term for which the mark of "I" is assigned, the mark of "I" may not be removed and remains on the permanent record.