

9-12-2011

## Scholastic minutes 09/12/2011

Scholastic Committee

Follow this and additional works at: [http://digitalcommons.morris.umn.edu/schol\\_com](http://digitalcommons.morris.umn.edu/schol_com)

---

### Recommended Citation

Scholastic Committee, "Scholastic minutes 09/12/2011" (2011). *Scholastic Committee*. 1.  
[http://digitalcommons.morris.umn.edu/schol\\_com/1](http://digitalcommons.morris.umn.edu/schol_com/1)

This Minutes is brought to you for free and open access by the Campus Governance at University of Minnesota Morris Digital Well. It has been accepted for inclusion in Scholastic Committee by an authorized administrator of University of Minnesota Morris Digital Well. For more information, please contact [skulann@morris.umn.edu](mailto:skulann@morris.umn.edu).

University of Minnesota, Morris  
Scholastic Committee Meeting #1

The Scholastic Committee met at 10:30 on Monday, September 12, in Imholte 217.

Members of the 2011-2012 Committee (*italicized* if present)

<i>Page, Michelle</i> (Chair)	FAC Education
Berberi, Tammy	FAC Humanities
<i>Braegelmann, Chad</i>	PA Edu
<i>Christensen, Erin</i>	USA
<i>Dingley, Clare</i>	Registrar (ex off)
<i>Donovan, Molly</i>	STU
<i>Gross, Steve</i>	FAC Social Science
<i>Ladner, Hilda</i>	PA
<i>McBrady, Dillon</i>	STU
<i>Ng, Peh</i>	FAC SCEP
<i>Robinson, Jake</i>	STU
Stewart, Dennis	FAC Social Science
<i>Wyckoff, Peter</i>	FAC Science
First year student	tba
Dean designate	tba (ex off)
Executive Assistant to the Committee: Dorothy De Jager (x6011)	

Agenda:

1. Introductions

2. Report from the Chair

The Dean will be attending the meeting on September 26. Next week we will discuss what we wish to send to the Dean and what we would like to receive from the Dean.

Purpose and history of the committee:

A. Membership

The Scholastic Committee consists of fifteen members, including six faculty members (one the UMM representative to the Senate Committee on Educational Policy), four students, one USA staff member, two P&A members (one from the athletic staff), and two *ex officio*, non-voting members—the VCAA/dean or his/her designee and the registrar.

B. Responsibilities

The Scholastic Committee develops, reviews, and recommends policies affecting the quality of education. It is concerned with such matters as admissions, academic progress, academic advising, student academic honesty, scholarship, and graduation. It has the power to grant exceptions to academic regulations when the spirit of such regulations has been satisfied. The committee admits students and evaluates transfer credit in accordance with standards established by the campus assembly.

--*UMM Constitution*, Section 7 Scholastic Committee

Scholastic Committee oversees and enforces academic policies. In practical terms, this means that we are concerned with things like:

- making polices related to general education and graduation
- overseeing Morris Academic Alert
- overseeing probation and suspension

- overseeing Academic Integrity
- Admissions reports to us and we collaborate with them on practices/issues/data collection-dissemination
- transfer credits
- enforcing the deadlines for signing up for or dropping classes
- granting exceptions to policies due to hardship, institutional responsibility and meeting the spirit of the requirement.

Vice Chair Position – because of the steep learning curve for the chair of Scholastic, the committee received approval from the past Executive Committee (now Membership) to name a vice-chair from the fall faculty membership if one agrees, or from outside the committee if necessary, to shadow the chair in preparation to assuming the chair the following year. The vice chair is part of the SC executive group. Michelle Page welcomes a volunteer for this position.

Petitions: each year, the full committee re-evaluates and provides a well-defined set of common situations that result in a petition administratively approved by the executive group of Scholastic. The 2011-2012 Scholastic Committee empowered the Executive Staff and Chair to approve specific requests on behalf of the committee:

- add/withdraw from a course after the deadline due to system error, if documented in PeopleSoft
- waive a maximum of two credits of the GER 60 when transfer credit is involved
- waive the 30 credit senior year residency requirement when  $\frac{3}{4}$  of the credits for the major and for general education were completed at UMM.
- waive ArtP for native dances publicly performed by American Indians
- cancel/adds to change sections or correct sequence placement
- approve late registration in Th 1060/1070 (play performance/crew)
- waive FL and IP for non-native speakers of English

The following courses are open to enrollment after the essential deadline each semester. Note that the first five exceptions require approval from the faculty teaching the course.

Directed Studies (1993. . .4993): to last day of instruction

Internships, Practica: to last day of instruction

Out-of-sequence classes: to last day of instruction

Senior Project/Seminar: to last day of instruction

Theatre Production (Th 1060 or 1070): The list of students (with name, ID number, and 5-digit class number) will be sent to the Scholastic Committee within one week of the auditions. Requests to register for Th 1060 or 1070 received after that date will not be approved.

Continuing Education Courses in Extended Sessions: to first class meeting day

Student who wish to petition the committee meet initially with the Executive Staff (Dorothy).

- Administrative approvals are processed according to the guidelines above. The Executive Staff maintains a list of these petitions and action by the executive group, and reports this to the committee each semester. Students are given the option of appealing a denied petition to the full committee.
- All other cases: the student and Executive Staff prepare a formal petition to be submitted to the full committee at the next meeting. This practice was instituted early in the history of UMM, because of the difficulty students had with formulating the request and providing supporting evidence.

The petition is placed on the committee agenda for action.

The chair stated that much of the data that comes before this committee is confidential and bound by FERPA policy. Agreeing to serve on the committee requires commitment to this confidentiality.

3. Request for event scheduling during final exam period.

To: Scholastic Committee

From: Janet Ericksen, on behalf of UMM Symphonic Winds

Re: End of Semester Concert

The Symphonic Winds Ensemble requests to permission to perform on Dec. 10, 2011, the day after classes end for the semester. The rationale for this request is as follows:

- In December of 2006, Symphonic Winds performed on the weekend before the last week of classes. Since then, we have been forced to move from that (for us) highly desirable date by the rather uncompromising Carol Concert. The weekend before that first weekend in December is Thanksgiving. The weekend before Thanksgiving is too close to our previous Symphonic Winds concert to enable us to adequately prepare our concert music. This situation should rectify itself in a year or two, when the academic calendar will adjust and shift by one week, allowing for a second weekend in December during the regular academic year.
- A vote was taken among Symphonic Winds students. They voted almost unanimously in favor of performing the last fall concert on the Saturday immediately following the last day of instruction. Since there are no other weekend days available (see explanation above), the only alternative to perform a concert would be on a weeknight at 7:30. Since such a timing would prevent most family members and friends of our ensemble members from attending (especially during that time of the year, featuring most unpredictable weather), the students were quite adamantly in favor of the above-mentioned Saturday afternoon performance. *[end of request]*

Discussion: The committee's goal since policy review and update in 2009 has been compliance.

Policy: Classes and Events During the Study Day/Finals Week Period  
<http://www.policy.umn.edu/Policies/Education/Education/EXAM.html>

1. No classes will be permitted after the last scheduled day of instruction for that term/semester for any course that normally includes undergraduate students. Instructors may not schedule classes on Study Day.
2. Instructors may not hold a regular class during examination week (which can interfere with students' other exams) and may not hold a class during the first hour of the examination period and then conduct the final examination during the remaining hour(s).
3. No University-sponsored extra-curricular events, which require the participation of students, may be scheduled from the beginning of Study Day to the end of Finals Week. Exceptions to this policy may be granted ONLY by the Senate Committee on Educational Policy. Instructors must provide an alternative and timely opportunity for students to complete course requirements they were unable to complete because of an absence permitted by this policy.

The petition was sent to the Humanities division chair by a faculty member who is no longer here, and forwarded to Scholastic at the beginning of fall 2011. For students enrolled in Mus 1300 (Symphonic Winds), it violates #1 and for the audience and broader university it violates #3.

1. There are alternate times available to offer this event.
2. The rationale suggests that this is a matter best resolved within the discipline.
3. The committee was concerned with the issue of protecting students from outside pressures during the final exam period.

Recommendation: Deny the request, forward it to the Senate Committee on Educational Policy (SCEP), the final authority.

The form to submit future requests will be made available on the Scholastic website.

The committee endorsed the following note to campus presented by the chair that is sent to faculty at the beginning of each semester.

“Colleagues:

On behalf of the Scholastic Committee, I would like to remind everyone of the university policy related to events scheduled during study day and final exams. The university policy is as follows:

“No University-sponsored extra-curricular events, which require the participation of students, may be scheduled from the beginning of Study Day to the end of Finals Week. Exceptions to this policy may be granted ONLY by the Senate Committee on Educational Policy. Instructors must provide an alternative and timely opportunity for students to complete course requirements they were unable to complete because of an absence permitted by this policy.”

<http://www.policy.umn.edu/Policies/Education/Education/EXAM.html>

In Spring 2011 the Scholastic Committee and the Senate Committee on Educational Policy approved procedures for the Morris campus. In order to process requests for policy exceptions in a timely manner, such requests should be submitted to the Scholastic Committee at [scholcom@lists.umn.edu](mailto:scholcom@lists.umn.edu) or sent to 204 Behmler. Scholastic Committee reviews campus requests and relays them to SCEP. While SCEP has not relinquished its right to rule on these requests, it has assured the Scholastic Committee of timely pro forma rulings.

In keeping with the policy, please refrain from scheduling events that require student participation during Study Day and Finals Week and submit any requests for exceptions early so that they may be considered. Thank you.”

A brief explanation of the Fall 2011 agenda items will be prepared and distributed to the committee for the next meeting.

- a) Review of where SC is without the Secretary position
  - i) What has fallen through the cracks (not receiving data, catalog changes, . . .)
  - ii) Develop automatic processes to get needed data from Doug Williams
- b) IELTS scores – request recommendations from Int’l Student program advisors and from Admissions. Consider additional assessment of skills upon arrival at UMM, based on score.
- c) Send email to all faculty re required activities during Study Day/Finals
- d) International student questions
  - i) Report on the Summer Intensive English program at UMM
  - ii) P3 → MELP
- e) Report from Jen Z on the MNSCU practice concerning suspended student admission
- f) Effect of Academic Integrity violations on student awards
- g) Leave of Absence for students/readmission (Registrar)
- h) Changes necessary to Academic Alert/Mid-term Alert policies as a result of Pharos
- i) Advisor One Stop web page for Scholastic Committee issues tied to our policy page
- j) Continue to educate the campus about academic integrity
- k) Track 4-year math data

Submitted by Dorothy De Jager