

Minutes of the Faculty Senate Meeting  
APRIL 4, 2005

Present: M. Baum D. Boerth E. Carreiro  
L. Cheng E. Fisher D. Georgianna P. Gibbs  
J. Griffith Y. Kim G. Koot R. Kowalczyk  
S. Krumholz K. Langley R. Laoulache J. Leffers  
H. Michel A. Mollo E. Ojadi S. Peterson  
D. Prentice D. Rancour M. Roy F. Scarano  
B. Singh K. Stokesbury L. Sun  
E. Winiarz M. Zarrillo

Excused: M. Anderson D. Bergeron L.. Bianco D. Borim  
K. Gramling B. Jacobskind S. Leclair  
J. Marlow N. O'Connor S. Scott S. Sousa  
J. Stauder

Absent: B. Barnes P. Currier Q. Fan A. Gunasekeran  
A. Hausknecht F. Karakaya O. Khalil K. Manning  
P. Szatek L. Travers H. Xu

Guests: P. Bacdayan K. Randall Haley M. Santow

K. Langley, acting for Susan Leclair, Senate President, opened the meeting at 3:35 pm.

1. Minutes of the March Senate Meeting

1.1 J. Griffith moved to accept the minutes of the March 2, 2005 Senate meeting. E. Fisher seconded. Motion carried.

1.2 J. Griffith moved to accept the minutes of the March 23, 2005 Special Senate meeting. E. Winiarz seconded. Motion carried with two absentions.

2. Senate Steering Committee Report

a. Letter forwarded to the Provost and Chancellor about the MPP vote at the March 23<sup>rd</sup> meeting.

b. Task force has been appointed to review service learning.

3. Committee Reports

3.1 Student/Faculty Academic Affairs Committee D. Boerth and M. Santow-

Three recommendations: Posthumous degree policy; policy on final-week testing and final exams; and policy on Minimum class size. (full report-Addendum A)

a. Recommendation of the SFAAC -Posthumous degrees

- SFAAC endorsed the granting of posthumous degrees under the conditions specified in the proposed policy from the Office of the Provost.
- Granting of posthumous degree should follow established degree granting procedure as closely as possible.
- The student major department should initiated the certification process.
- The Chair will approve and forward the certification papers to the College Dean.
- The certification will be submitted to the Chancellor who is the granting officer of all University degrees.

Moved E. Ojadi, seconded A. Mollo

“The Provosts’ office shall notify the student’s major department that the department has the authority to initiate the certification process for the posthumous degree.”

Motion carries with one nay vote.

b. Policy on Final-Week Testing and Final Exams

The policy as presented to the SFAAC read:

- Scheduling of any test during the last week of classes in any fall or spring semester is prohibited.
- Take-home finals should not be due on or prior to the last day of classes.
- Final examinations are to be administered in the classroom in which classes have been held unless other arrangements are made with the Registrar and with the approval of the department chair.

The SFAAC recommends amending the policy as follows: “Scheduling any final examination or cumulative final test during the last five instructional days in any fall or spring semester in is prohibited.”

Discussion: Concern that you can’t run a lab exam in the allotted time.

Motion to approve SFAAC recommendation and bullets 2 and 3; moved, J. Griffith, seconded S. Peterson.

Following further conversation, J. Griffith says he would accept the following amendment:

“Exceptions to this policy will only be permitted if:

1. They are proposed by the faculty member of a course;
2. They are approved by the department Chair;
3. They are agreed to by the college Dean; and
4. The exam in question will not fit in the time allotted for the final exam (ie., must exceed three hours in duration.)”

Motion carried.

c. Minimum class sizes. Policy from Provost on Sept. 23, 2004

Committee collected additional information; spoke with R. Panofsky; consulted with students; sent a brief survey to chairs and dept. heads. As result the SFAAC recommends the following:

They do not recommend adopting the proposed policy. Instead they recommend the following:

- a. specific enrollment and course cancellation criteria, including minimum class sizes shall be determined by dept. and/or program chairs and deans for each program of study. Established criteria for each department/program shall be forwarded to the Office of Academic affairs and the Registrars Office.
- b. Overall average departmental enrollment rather than enrollments in individual courses shall be used in determining whether and which courses are to be cancelled.
- c. specific needs and requirements of majors and minors must be considered when a particular course is subject to cancellation.

Discussion: Why is this something we need? R. Panofsky: Wanted to not make it up each semester, have consistency across colleges, and offer the Dean’s an overarching policy.

Committee thought it would be better to have the conversation about class sizes begin at the department level. Thought that a “one size fits all” wouldn’t work.

J. Griffith doesn’t know what problem we are trying to solve. G. Koot says it should be between the Dean and the Chair and it should happen BEFORE registration, during the planning stage. Once a course is listed, it shouldn’t be cancelled.

E. Fisher moves that we remove second sentence in a. and change the word “criteria” to “decisions.”

Motion that we accept report as modified. E. Fisher moved, H. Michel seconded.

Substitute motion. G. Koot moved, D. Prentiss seconded:

“While we thank SFAAC for their hard work, we do not think there is a problem as class sizes are determined by the chairs and deans and are determined in advance of registration.”

D. Boerth cautions that he thinks that if we accept this motion, we will be giving the Provost the opportunity to simply impose his idea.

Motion carried with one Nay vote. Be it noted “the SFAAC will continue to monitor the impact of this policy and report to the senate.”

Other committee reports were continued for future meetings.

E. Ojadi moved to adjourn at 5:10 PM. E. Fischer seconded. Motion passed.

## **Addendum A**

### **Student and Faculty Academic Affairs Committee**

March 21, 2005

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#### Posthumous Degree Policy

The SFAAC endorsed the granting of posthumous degrees under the conditions specified in the proposed policy from the Office of the Provost. The Committee recommends the approval of the policy with the following amendments to the Procedure. The certification for regular university degrees follows an established procedure. The granting of posthumous degree should follow this procedure as closely as possible. Since the origin of certification rests with departments and chairs, the student major department should initiated the certification process. The Chair will approve and forward the certification papers to the College Dean. Following the Dean's approval, the certification will be submitted to the Chancellor who is the granting officer of all University degrees.

#### Policy on Final-Week Testing and Final Exams

The SFAAC found the proposal too strict since it would eliminate the possibility of non-cumulative quizzing or administering the last regular test of the semester during the

last week of classes. However, the Committee agreed that cumulative final exams should not be given during the last week of the term. The SFAAC recommends approval of the policy with amendment of the first sentence of the proposed policy to read, "Scheduling any final examination or cumulative final test during the last week of classes in any fall or spring semester is prohibited." The Committee also added the definition of the last week of classes as the "last five instructional days of the semester." The recommended wording of the policy is, "Scheduling any final examination or cumulative final test during the last five instructional days in any fall or spring semester is prohibited."

### Policy on Minimum Class Size

In October 2004, the President of the Faculty Senate forwarded a policy on minimum class size proposed by the Office of Academic Affairs to the SFAAC for review. The Committee considered the issue of minimum class size at several of its scheduled meetings. Final discussion and recommendations were reached after solicitation of comments and input from Chairs, Directors, and Deans on the policy proposed by the Office of Academic Affairs. Most (11 out of 14 respondents) saw no need for the policy and pointed out numerous negative impacts on their programs. From the Committee's consideration and the written contributions from Programs and Colleges the following points were noted:

- 1) There was little or no need for the policy. The current procedure seemed to be working. Namely, course enrollments are currently reviewed and appropriate course cancellations determined by Chairs, Deans, and Registrar's Office.
- 2) The policy would have a significant adverse impact on upper division and graduate courses in many programs.
- 3) Cancellation of required courses for majors would make it difficult for students to complete their major or at least would delay graduation by one or more semesters.
- 4) The proposed policy would adversely impact or eliminate such programs as the Honors Program, the START program, and minority and women's studies programs, as well as most graduate programs.
- 5) Considerable concern about maximum course sizes was registered.

Based on these considerations the SFAAC recommended against establishment of the proposed policy. Instead, the Committee recommends the following:

- 1) Specific enrollment and course cancellation criteria, including minimum class sizes, shall be determined by department/program chairs and deans for each program of study. Established criteria for each department/program shall be forwarded to the Office of Academic Affairs and the Registrar's Office.
- 2) Overall average departmental enrollments rather than enrollments in individual courses shall be used in determining whether and which courses are to be cancelled.
- 3) Specific needs and requirements of majors and minors must be considered when a particular course is subject to cancellation.

