

March 2004

Minutes March 15, 2004

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MINUTES OF A MEETING OF THE UNIVERSITY SENATE

1. Senator Spiggle officially called the regular meeting of the University Senate of March 15, 2004 to order at 4:03 p.m. in Room 7, Bishop Center. ← -- -- **Formatted: Bullets and Numbering**

2. The Minutes of the February 9, 2004 meeting of the University Senate were approved as written. ← -- -- **Formatted: Bullets and Numbering**

3. Report of the President ← -- -- **Formatted: Bullets and Numbering**

President Austin gave an update on the university housing situation. He has asked Interim Vice President Saddlemire to examine the price of on campus housing and reported on measures taken to alleviate the Fall 2004 housing crunch. President Austin also reported on the state budget as it effects the University. There is a small increase in Storrs based incoming freshman SATs from the 20,000+ applicants. Over half of these applications are from out of state. We will keep freshman enrollment at 3,100 for the Fall of 2004. Athletics is pleased with the retention of the Big East in the Bowl Championship Series which will have significant implications on the athletic budgets. Also in athletics, Notre Dame reaffirmed its commitment for five years in the Big East. President Austin entertained questions from the Senate.

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Provost Petersen reported on the importance of accommodating student athlete academic issues related to future weekday games. We will put in place ways for student athletes to meet their academic responsibilities when they play weekday games, either home or away.

Provost Petersen acknowledged Suman Singha's appointment as Vice Provost for Academic Programs. Vice Provost Singha's initial duties will include overseeing implementation of the Academic Plan.

4. Senator DeWolf presented the Report of the Senate Executive Committee. ← -- -- **Formatted: Bullets and Numbering**
(See Attachment #25)

a. Senator Gramling proposed the Athletics Governance Motion affirming the Senate's support of the Coalition of Intercollegiate Athletics. ← -- -- **Formatted: Bullets and Numbering**
(See Attachment #26)

MOTION:

The University Senate hereby endorses in principle the Coalition of Intercollegiate Athletics' (COIA) "A Framework for Comprehensive Athletics Reform."

The motion carried.

5. Senator Armstrong announced the Faculty Standards Committee's upcoming "Promotion, Tenure and Reappointment Forum" on April 16th at 3:00 p.m. in Shippee Dining Hall. Provost John Petersen and Senior Vice Provost for Academic Affairs Fred Maryanski will focus on milestones in the PTR process. Breakout sessions to discuss the nuances of the PTR process specific to each school/college will be lead by Deans or their appointed designee afterward. ← -- -- **Formatted: Bullets and Numbering**

6. Senator Palmer presented the Report of the Nominating Committee ← -- -- **Formatted: Bullets and Numbering**
(See Attachment #27)

He moved the following:

a. Deletion of Chair and Member from the Enrollment Committee:

Suman Singha

b. Appointment of Chair of the Enrollment Committee:

Karl Guillard, Chair

Both motions carried.

7. Senator Zirakzadeh presented the Report of the Scholastic Standards Committee

(See Attachment #28)

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The Scholastic Standards Committee informed the Senate that the committee had received two task force reports: one dealing with the University's winter intersession program, and one dealing with plagiarism. Senators were encourage to view both reports on the Senate's website. There will be an upcoming forum on plagiarism.

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For the information of the Senate, the Scholastic Standards Committee approved NUSC 245 "The Profession of Dietetics" for S/U grading.

a. Winter Intersession Motion #1

The SSC recommends that the Senate adopt some of the guidelines suggested by the recent Task Force Report on the Winter Inter-Session.

Rationale: The need for official guidelines is prompted by the brevity of the inter-session term and the need to ensure that an appropriate degree of equivalency between courses completed during the regular semester and those completed during the intersession.

Motion: The SSC moves that the University Senate establish the following two guidelines for department heads when scheduling three-credit courses for the winter intersession.

- 1) Whenever possible, instructors should be veteran teachers, familiar with the course and able to make accommodations that will maintain the integrity of the course within the three-week time frame. The assignment of inexperienced instructors—regardless if adjunct or full-time—who have not taught the course during a regular school term is inappropriate.
- 2) Certain three-credit courses are not recommended for a three-week intersession—specifically, courses that require hours in the laboratory or studio and skills courses, such as writing “W” courses, that require students to review and revise their work. Department heads should approve such courses only after careful review of the syllabus and after discussion with the potential instructor about university and departmental standards.

Senator Mannheim moved to amend the motion by striking the word “winter” from the motion to have the motion apply to all intersession courses. Senator Majumdar seconded the motion.

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The motion carried.

Senator Gramling moved to amend the motion by adding “intensive” to describe these intersession courses. Senator Majumdar seconded the motion.

The motion carried.

Senator Smith moved to refer the motion back to committee for refinement and clarification. Senator English seconded the motion.

The motion to refer motion back to the committee carried.

b. Winter Intersession Motion #2

The SSC requests that the Senate pass the following resolution concerning 3-credit and 4-credit intersession courses. Because the motion directly involves calendar issues, it falls within the Senate's jurisdiction.

Rationale: Because of the difficulties students face in digesting a semester's worth of knowledge in less than a month, it seems unreasonable to ask students to cover more than one week's material in one day. Hence, all short sessions in the summer or winter must meet on at least fourteen separate days (i.e. 1 class day = 1 semester week), plus an additional day for the final examination whenever the calendar allows.

Motion: Any intersession equivalent of a 3-credit or 4-credit fall or winter semester course must meet the same number of hours as would be scheduled in a regular semester and must meet a minimum of 15 separate days (fourteen separate class days, plus a meeting on the fifteenth day for the final examination) whenever the calendar allows. Normally, the only exceptions will involve class days that are cancelled due to inclement weather.

Senator Majumdar moved to substitute the word "spring" for the word "winter" – this was accepted as a friendly amendment.

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Senator Majumdar moved to amend the motion to change the time frame in the parenthesis above to: (a minimum of 13 days, 1 reading day, and 1 final exam day).

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Senator Majumdar's amendment to the motion carried.
[32 in favor, 22 against, 1 abstention.]

Winter Intersession Motion #2 carried.

c. Grading and Transcripts Motion #1

The SSC requests that the Senate change the University's By-Laws dealing with an "incomplete." We recommend that henceforth, once a student's coursework is successfully completed, the "I" no longer appears as a permanent mark on student's transcript.

Rationale: The current practice of keeping "I" on the permanent transcript (for example, "IB" for a course in which a student initially received an "incomplete" but then completed the coursework and received a "B" for the course) is confusing to some graduate and professional schools. There is a stigma that accompanies the "I" that puts students at a disadvantage when competing with graduates from other colleges for jobs and admissions to graduate programs. Finally, almost none of our peer institutions keeps the "I" as a permanent mark after coursework has been completed.

Motion: The SSC moves that the University Senate make the following alterations in the current By-Laws regarding "I" grades (section II.E.12.a. of the By-Laws):

Undergraduate marking shall be done according to a letter system in which A and A- shall represent excellent work; B+, B, and B-, very good to good; C+, C, and C-, average to fair; D+, D, and D-, poor to merely passing; F, failure; I for incomplete; X for absent from semester examination (see II.E.4 below); AUD for course auditors (see II.B.4). With the approval of the Senate Curricula and Courses Committee, courses may be marked S to represent satisfactory work or U, unsatisfactory work. These courses may or may not award credit, but in neither case will grade points be awarded. With the approval of the Senate Curricula and Courses Committee, courses may be marked Y to identify non-semester related courses. When such a course is completed, a standard letter grade will replace the Y grade. If the course is not completed, the assignment of a semester grade shall be at

the discretion of the instructor and the dean of the student's school or college. The letter L is used when an instructor does not submit the grade sheet for a course in time for grade printing on the academic records. The letter N is used when an instructor does not submit a grade for a particular student. Temporary grades I, X, L, N, Y shall not suppress the calculation of either the semester or the cumulative grade point average; however in such cases, the grade point average will be bracketed on the academic record.

I, N, L & Y temporary marks are replaced on the academic record by the actual mark when submitted by the instructor. Work to convert I, N, X temporary marks to permanent marks must be completed by the end of the third week of the subsequent semester in which a student is enrolled. An N mark which remains unresolved will become N F and be computed as an F. If no grade is submitted for a grade of X, the grade will automatically revert to F and will be shown as X F.

On the academic record, the permanent letter grade submitted for an I is placed one space after the I, e.g., I becomes I B. If no grade is submitted for a grade of I, the automatic F will be shown as I F.

Senator Gatta moved to amend the motion to modify the phrase “for a grade of I” to read: “to replace the grade of I.” The motion to amend was seconded by Senator Anderson.

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The motion carried.

Senator Mannheim moved to amend the motion to remove “I” in “IF” designation. The motion to amend was seconded.

The motion was defeated.

Grading and Transcripts Motion #1 as amended carried. The Senate directs the Registrar to enact this motion immediately.

d. Grading and Transcripts Motion #2

The SSC requests that the Senate change the rules in the University By-Laws dealing with late grades. This is a fairly significant proposal. One week after the deadline for submitting grades for fall 2003, almost 3,000 (2,961, to be exact) grades had yet to be turned in.

Rationale: There are many reasons why a grade may not be submitted, but the reasons may not be obvious to readers of transcripts—say, admissions committees for law schools or medical schools. Consequently, there may be a stigma attached to the symbol when a transcript is reviewed. In addition, the PeopleSoft program is not designed to handle corrections for “L” grades; therefore, the removal of the mark must be done by hand (a very time consuming and labor intensive process for administrators and faculty). There may be a stigma attached to an “L” that is not due to a student's error or mistake (e.g., a teacher may be derelict in turning in grades on time).

Note: The Registrar's Office intends to change the legend on the transcript form, so that readers are informed that an absent grade (a blank on the transcript) means that the instructor has not yet submitted a final mark for the course.

Motion: The SSC moves that the University Senate make the following alterations in the current By-Laws regarding “L” grades (section II.E.12.a. of the By-Laws):

Undergraduate marking shall be done according to a letter system in which A and A- shall represent excellent work; B+, B, and B-, very good to good; C+, C, and C-, average to fair; D+, D, and D-, poor to merely passing; F, failure; I for incomplete; X for absent from semester examination (see II.E.4

below); AUD for course auditors (see II.B.4). With the approval of the Senate Curricula and Courses Committee, courses may be marked S to represent satisfactory work or U, unsatisfactory work. These courses may or may not award credit, but in neither case will grade points be awarded. With the approval of the Senate Curricula and Courses Committee, courses may be marked Y to identify non-semester related courses. When such a course is completed, a standard letter grade will replace the Y grade. If the course is not completed, the assignment of a semester grade shall be at the discretion of the instructor and the dean of the student's school or college. ~~The letter L is used when an instructor does not submit the grade sheet for a course in time for grade printing on the academic records.~~ The letter N is used when an instructor does not submit a grade for a particular student. Temporary grades I, X, L, N, Y shall not suppress the calculation of either the semester or the cumulative grade point average; however in such cases, the grade point average will be bracketed on the academic record.

N, L, & Y temporary marks are replaced on the academic record by the actual mark when submitted by the instructor. Work to convert I, N, X temporary marks to permanent marks must be completed by the end of the third week of the subsequent semester in which a student is enrolled. An N mark which remains unresolved will become N F and be computed as an F. If no grade is submitted for a grade of X, the grade will automatically revert to F and will be shown as X F.

Grading and Transcripts Motion #2 carried. The Senate directs the Registrar to enact this motion immediately.

e. Scheduling of Final Examinations Motion

The SSC recommends that the Senate change its By-Laws governing the scheduling of finals.

Rationale: University By-Laws currently permit non-regularly scheduled classes (e.g., classes that meet once a week for 3 hours) to hold final examinations during the final week of classes. This policy is creating havoc in some colleges and schools, in which two-hour finals conflict with important final class meetings. The SSC therefore proposes that reaffirmation of the principle of "examinations only during the final-examination week" and the elimination of the current loophole.

Motion: The SSC moves that the Senate adopt the following wording for those parts of Section II.E.12.a. of the By-Laws that deal with the scheduling of final examinations. New language in **bold**.

12. *Semester Examinations*

- a. During the semester, examinations shall be held only during regularly scheduled class periods. Permission for exceptions to this rule can be granted by the deans of the school or college in which the course is offered. Courses for which such exception has been granted shall carry a footnote to that effect in the published Directory of Classes. In the event of student absences from examinations given during the semester decisions regarding possible make-up examinations shall be the prerogative of the instructor.

Written final examinations are held at the end of each semester in all 100's and 200's courses except that the requirement may be waived at the discretion of the instructor in those courses defined as independent study courses by each department. Other exceptions to the rule may be made in the case of seminars, practicums and purely laboratory courses. In these courses and others where a convincing case can be made for final evaluation of students' work by means other than a written examination, departments can make exceptions to the rule with the approval of the dean of the school or college before the beginning of the semester in which the course is to be offered. Instructors are at liberty to give seniors oral rather than written final examinations. Examinations in courses numbered 300 and above may be given or omitted at the discretion of the instructor.

All final undergraduate examinations shall be administered at the times scheduled by the University during exam week, and at no other times. ~~No final examination shall be given except at the scheduled times to any student except those who~~ **A student who is prevented** by sickness or other unavoidable causes **from attending a scheduled exam must apply to the office of** ~~have been prevented from attending the regular semester examination. Exceptions may be made by the Dean of Students for an excuse that will authorize the student's instructor to give a makeup.~~

~~A student who is absent from a final examination, except for grave cause, whose absence from a final examination is not excused in this way shall lose semester credit in the course. A student whose absence is excused by the Dean of Students who is absent for grave cause may shall have an opportunity to take an examination without penalty, provided the absence is excused by the Dean of Students.~~

There shall be no more than five examination periods scheduled each day, covering two class periods, and each examination period shall be two hours in length. A student whose final examination schedule includes four examinations in two consecutive calendar days may request a rescheduled examination in place of one of the four scheduled examinations. A student whose schedule includes three examinations in one calendar day or three examinations in consecutive time blocks spanning parts of two consecutive days may request a make-up examination in place of one of the three scheduled examinations. In all cases **concerning the rescheduling of bunched exams**, the student must present to the instructor a note of permission **granted by the Office of the Dean of Students, whose prerogative it is** ~~which the student has obtained from the Office of Student Affairs. The Office of Student Affairs will to~~ determine which of the bunched examinations may be rescheduled.

~~In courses scheduled by arrangement the final examination will be given during the last meeting or meetings of the class except that instructors of graduate courses scheduled by arrangement may arrange the time of final examination during the examination period provided space is available and provided no student shall have over two examinations in one day.~~

Each instructor shall determine in his or her own courses the weight to be assigned to the final examination in computing the semester grade of a student.

Each instructor in charge of a course is expected to assume responsibility for proctoring semester examinations, including the final examination.

Scheduling of Final Examinations Motion carried.

8. Senator Stwalley presented the Annual Report of the Growth & Development Committee (See Attachment #29)

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He moved the following resolution:

The University Senate acknowledges and commends the expansion (the CLAS Dean, another Dean, a faculty member) of the Buildings and Grounds Committee to include greater input from the perspectives of the ultimate academic users. It also commends the Open Hearings on the Master Plan held 2/25-26/04 (and similar planned future hearings) and the continuing updating of the Master Plan website (masterplan.uconn.edu). It believes that a regular process for project

development should be developed by the Master Plan Advisory Committee and instituted as projects mentioned in 21st Century UConn begin to be developed. For example, the relevant portions of the most recent self-studies and memoranda of understanding of participating departments (or other units), relevant input on sustainable development, and the relevant portions of funded resource reallocation proposals (as outlined in the Academic Plan) might provide important input to a given project committee. The project committee might, for example, include a representative from each participating department or unit, a classrooms representative, a dean's representative, an undergraduate and a graduate student representative, a member of the Master Plan Advisory Committee and a liaison on the Buildings and Grounds Committee. It might report regularly to the Master Plan and Buildings and Grounds committees, as appropriate, with selected information on the Master Plan website. The Arjona-Monteith replacement project committee beginning in CLAS may serve as a useful model. It is believed that such a regular process for project development will significantly enhance both the projects and their acceptance by their occupants and users.

The resolution carried.

[9.](#) Senator Kurland presented the Annual Report of the Student Welfare Committee.

(See Attachment #30)

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[10.](#) Senator Jeffers presented the Annual Report of the Curricula & Courses Committee.

(See Attachment #31)

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[11.](#) Senator Jeffers presented the Report of the Curricula & Courses Committee.

(See Attachment #32)

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A. The committee recommends approval of the following new 100-level courses:

- **CSE 133 Object Oriented Design and Programming**

Proposed catalog copy: CSE 133. Object Oriented Design and Programming Spring Semester. Three credits. Three class periods of lecture and one 75 minute laboratory period per week. Prerequisite: CSE 123C or CSE 110C. Not open for credit to students who have passed CSE 124. Principles of object oriented programming including classes, polymorphism, encapsulation and information hiding, and inheritance. Principles of object oriented design. Program debugging and documentation techniques. Implementation and simple analysis of algorithms for sorting and searching. Event-driven programming and the use of libraries for user interfaces. Introduction to computer history. Programming assignments.

The motion carried.

- **CSE 134. Data Structures and Introduction to Algorithms**

Proposed catalog copy: CSE 134. Data Structures and Introduction to Algorithms Fall Semester. Three credits. Three class periods of lecture. Prerequisite: CSE 133 or CSE 124C. Students who have passed CSE 124C will receive only 2 credits for CSE 134. Fundamental concepts of data structures and the algorithms that proceed from them. Implementation and use of linked lists, stacks, queues, trees, priority queues, heaps and graphs. Emphasis on recursion, abstract data types, object oriented design, and associated algorithms and complexity issues. Design using specifications and requirements. Basic computer organizations, including memory organizations and allocations issues. Programming assignments.

The motion carried.

- **PLSC 125 Insects, Food and Culture**

Proposed catalog copy: PLSC 125. Insects, Food and Culture First Semester. Three Credits. Three class periods. Introduction to the fascinating world of insects and their ubiquitous interactions with people. Role of insects in food and fiber production; insects as food; impact of insects on human health, commerce and history; and insects as inspiration sources for art, music, film and literature around the world.

The motion carried.

- B. The committee recommends the following 200-level course for inclusion in Group 4b (arts) of current general education courses.**

- **GERM 284 German Film in Cross-Cultural Perspective**

Proposed catalog copy: GERM 284. German Cinema in Cross-Cultural Perspective. Either Semester, three credits. Cross-cultural comparison of film genres using examples from German film history and other cinematic traditions.

The motion carried.

- C. For the information of the Senate, the following courses are approved for being "open to sophomores":**

- **BME 211 Introduction to Biomedical Engineering**
- **CSE 210W Digital Logic Design**
- **NURS 200 Clinical Science I**
- **NURS 201 Clinical Science II**

- D. For the information of the Senate, the following courses have had skill code W or P added:**

- **CSE 210W Digital Logic Design**
- **DIET 213S: Applied Community Nutrition. S=W+C**
- **HDFS 205W Understanding Research Methods in Human Development and Family Studies**
- **LAMS 290W Latin American Studies Research Seminar**
- **MMAT 287P. Capstone Design Project I**
- **MMAT 288P. Capstone Design Project II**
- **PSYC 249W Emotional/Behavioral Disorders of Childhood**

- E. For the information of the Senate, the following courses have had skill code C added:**

- **DIET 213S: Applied Community Nutrition. S=W+C**

- F. For the information of the senate, the following courses with skill codes or "open to sophomores" have been approved for changes noted:**

- **CE 287 Mechanics of Materials** - drop a prerequisite and revise description.
- **BME 261W Biomechanics** - change in prerequisite and description
- **MARN 255W. Coastal Studies Seminar** -drop a prerequisite

- G. For the information of the Senate, the following courses have had skill codes or "open to sophomores" dropped as noted:**

- **DIET 210W, DIET 210S Community Nutrition** drop W or S code
- **NURS 204 Clinical Science I** -drop "Open to sophomores"
- **NURS 207 Clinical Science IIA** -drop "Open to sophomores"

| [12.](#) Old Business – None.

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| [13.](#) New Business – None.

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A motion to adjourn was approved by a standing vote.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Kim Chambers

The following members and alternates were absent from the March 15, 2004 meeting:

Anderson, Thomas
Aronson, Lorraine
Breen, Margaret
Caira, Janine
Carstensen, Fred
Chaffin, Roger
Croteau, Maureen
Dreyfuss, Dale
Flanery, Trudy
Greger, Janet
Hightower, Larry

Holsinger, Kent
Holzworth, R.J.
Humphreys, Nancy
Hussein, Mohamed
Jain, Faquir
Lillo-Martin, Diane
Macgill, Hugh
McGavran, Dennis
Miniutti, Peter
Muirhead, Deborah
O'Donnell, James

Olson, Derek
Reyes, Xae Alicia
Saternow, Timothy
Sidney, Stuart
Taigen, Theodore
Thorson, Robert
Tremmel, Michael
Wagner, David
Woods, David