

MINUTES

Academic Standards and Events Committee

Meeting of February 10, 1994

Present: K. Blankenship, T. Bodnovich, D. Decker, L. Hugenberg,
H. Kim, S. Russo, S. Schulick, P. Schuster.

1. Meeting called to order 12:05 p.m.
2. Minutes of February 10 meeting approved.

NEW BUSINESS

3. Honors Sections Approval Process.

A letter from the Honors/ICP Committee was distributed. This committee is recommending that it be given permission to approve honors sections of existing courses.

The Academic Standards Committee supports this position, but suggests that the Honors/ICP Committee exclude (1) emphasis on communication skills and (2) state of the art technology as distinguishing characteristics of honors sections. The Academic Standards and Events Committee believes that these two items are important for all courses, not just honors sections.

Russo will contact Geneva Kornbluth, chair of Honors/ICP Committee, regarding this information.

4. University Honors.

The Senate Executive Committee will shortly be requesting the committee to investigate criteria for awarding honors to graduating students. Hugenberg will investigate criteria used by other state universities.

OLD BUSINESS

5. Incomplete Grades.

Committee reached consensus regarding the proposed revised policy on incomplete grades.

There was a discussion about who should approve an incomplete grade. On the one hand, instructors should have

Academic Standards and Events Committee
Meeting of February 10, 1994

final authority over all grades. On the other hand, incomplete grades could be assigned by limited service instructors who may not be here to see that the work is completed. There was consensus that it should either be just the instructor, or the instructor and the department chair. Russo will poll several chairs for their opinions.

6. COMMENCEMENT.

Scott Schulick, President of Student Government, presented the students' perspective on commencement.

There was consensus that the committee should support any reasonable recommendations of the students, since the commencement ceremony is intended to honor and recognize graduating students. The comfort of the participants and audience should be considered in any changes.

It was suggested that diplomas be passed out at commencement.

7. PLUS/MINUS GRADING.

Bodnovich will request that Hoover distribute information.

NEXT MEETING

8. If the committee is assigned additional work within the next week, another meeting will be scheduled on March 10. Otherwise the committee will have its next meeting in Spring quarter.

9. Meeting adjourned 12:50 p.m.

Minutes recorded by: Tom Bodnovich,
Computer & Information Sciences

DRAFT

INCOMPLETE GRADE POLICY

An incomplete grade of "I" may be given to a student who has been doing satisfactory work in a course but, for reasons beyond control of the student and deemed justifiable by the instructor, had not completed all requirements for a course when grades were submitted. A written explanation of the reason for the "I" and a date (which must be within one year) by which all course requirements will be completed, must be forwarded to the Office of the Registrar for inclusion in the student's permanent record, with copies to the student and department chairperson.

The instructor will initiate a grade change upon completion of the course requirements. If no formal grade change occurs within one year, the "I" automatically converts to an "F". If graduation occurs within the one-year time period, the Incomplete Grade will be converted to an "F" before graduation.

Department chairs are granted authority to convert grades of "I" into final grades in cases where instructors may have severed connections with the University or have become incapacitated before converting the grade.