

MEMORANDUM

TO: President Edward T. Foote II

FROM: *EA* George C. Alexandrakis *GEA.*
Chairman, Faculty Senate

DATE: January 25, 1991

SUBJECT: Faculty Senate Legislation #89012(B) - AMENDED
Deadline for Adding and Dropping Courses

The Faculty Senate, at its meeting of November 5, 1990, voted to approve the amended version of Faculty Senate Legislation #89012(B). The text of the legislation is as follows:

The last day to add a course will be the day following the third meeting of Tuesday-Thursday classes.

This legislation is now forwarded to you for your approval.

2/1/91

George,

GCA/b

cc: Provost Luis Glaser

Approved.


ET

CAPSULE:

Faculty Senate Legislation #89012 (B) - AMENDED Deadline for Adding and Dropping Courses

RESPONSE BY THE PRESIDENT:

DATE: 2/1/91

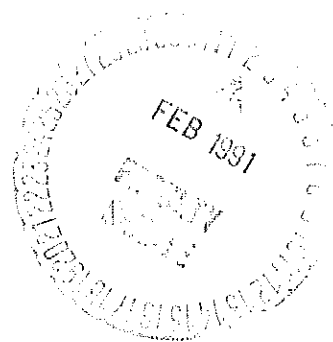
APPROVED: Yes 

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: Provost

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



Edward T. Foote II
President

M E M O R A N D U M

January 31, 1991

TO: George C. Alexandrakis

FROM: Edward T. Foote II

Enclosed are the following recent Faculty Senate proposals with my decisions as shown:

1. Faculty Senate Legislation #89012(B) - Amended
Deadline for Adding and Dropping Courses
Approved.
2. Faculty Senate Legislation #89013(A)
Establishment of Librarian Faculty Category
Approved and forwarded to the Board of Trustees
via its Academic Affairs Committee.
3. Faculty Senate Legislation #90002(B)
Proposed Master of Arts in Liberal Studies Degree
Approved and forwarded to the Board of Trustees
via its Academic Affairs Committee.
4. Faculty Senate Legislation #90003(D)
Resolution on Part-Time, Overtime Teaching Compensation
Not approved.

ETF:LLS
cc: Luis Glaser
Enclosures

MEMORANDUM

TO: George Alexandrakis, Chair

FROM: Paul Posnak, Chair pro tem *PP*
Academic Standards Committee

DATE: October 5, 1990

SUBJECT: Faculty Senate Legislation #89012 (B), Deadline
for Adding and Dropping Courses. Change to Faculty
Senate Legislation #88014 (B) Extension of Drop Date
without a "w" grade.

Pursuant to a meeting on September 19 of the Academic Standards Committee, the committee would like to propose a change in Faculty Senate Legislation #89012 to read:

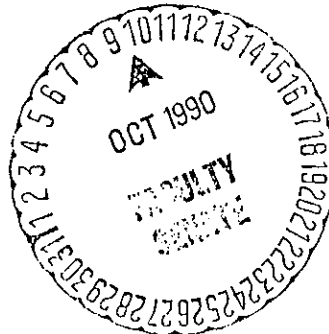
"The last day to add a course will be the day following the third meeting of Tuesday-Thursday classes."

This change is consistent with students' expressed need to have a little more than one week of classes to add a class. It also would be more consistent with Legislation #88014 (B):

"The last day to drop a course without "w" grade will be the day following the fifth meeting of Tuesday-Thursday classes".

Thank you for your kind attention and prompt consideration.

PP/ew






Executive Vice President and Provost

M E M O R A N D U M

September 5, 1990

TO: Academic Standards Committee,
Faculty Senate
via George Alexandrakis, Chair
Faculty Senate

FROM: Ross Murfin 
Vice Provost for
Undergraduate Affairs

SUBJECT: Faculty Senate Legislation #89012 (B)
Deadline For Adding and Dropping Courses
Change to Faculty Senate Legislation #88014 (B)
Extension Of Drop Date without a "W" grade

At the request of your chairman pro tem, Howard Pospesel, I am suggesting that Faculty Senate Legislation #89012 (B) be changed simply to read:

The last day to add a course will be the day following the third meeting of Tuesday-Thursday classes.

This gives the students what they wanted, namely, a little more than a week to add classes. (You may remember that, last fall, the "last day to add" date came before a few classes had even met.) In addition, by specifying that the last day to add should be the day after the third meeting of Tuesday-Thursday classes, the legislation is made more consistent with existing legislation #88014 (B), which states that:

The last day to drop a course without "W" grade will be the day following the fifth meeting of Tuesday-Thursday classes.

I know that the President much prefers the existing, Tuesday-Thursday language to language referring to "the 6th weekday of the semester." He feels that, no matter how carefully "weekday" is defined, unnecessary confusion will ensue.

I will be happy to discuss my suggested revision, as well as the reservations I have with the as-yet-unsigned version of legislation #89012 (B), at the next meeting of your committee.

RCM:sk

cc: Edward T. Foote
Luis Glaser
Howard Pospesl

FILE COPY

MEMORANDUM

TO: President Edward T. Foote II

FROM: George C. Alexandrakis
Chairman, Faculty Senate

DATE: May 9, 1990

SUBJECT: Faculty Senate Legislation #89012(B) -
Deadlines for Adding and Dropping Courses
(Change to Faculty Senate Legislation #88014(B) -
Extension of Drop Date Without a "W" Grade)

The Faculty Senate, at its meeting of April 30, 1990, voted to approve Faculty Senate Legislation #89012(B) - Deadlines for Adding and Dropping Courses. The text of the legislation is as follows:

The last day to add a course without the permission of the instructor will be the 6th weekday of the semester.

The last day to add a course with the permission of the instructor will be the 14th weekday of the semester.

The last day to drop a course without a "W" will be the 14th weekday of the semester.

This legislation is now forwarded to you for your action.

GCA/b

cc: Provost Luis Glaser
Dr. Thompson Biggers
Mr. Robert Fuerst



MEMORANDUM

TO: President Edward T. Foote II

FROM: George C. Alexandrakis *GEA*
Chairman, Faculty Senate

DATE: June 23, 1989

SUBJECT: Faculty Senate Legislation #88014(B) -
Extension of Drop Date Without a "W" Grade

The Faculty Senate, at its meeting of May 8, 1989, voted to approve Faculty Senate Legislation #88014(B) - Extension of Drop Date Without a "W" Grade. The text of the legislation is as follows:

The last day to drop a course without a "W" grade will be the day following the fifth meeting of Tuesday-Thursday classes.

This legislation is now forwarded to you for your action.

GCA/b

cc: Provost Luis Glaser
Professor Thompson Biggers,
Associate Director of Enrollments

CAPSULE:

Faculty Senate Legislation #89012 (B) - Deadlines for Adding and Dropping Courses (Change to Faculty Senate Legislation #88014(B) - Extension of Drop Date Without a "W" Grade)

RESPONSE BY THE PRESIDENT:

DATE: _____

APPROVED: _____

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

issues as they progress; 4)that the smoking policy has been reconsidered and modified; and 5)that the Issues Committee's work has been impressive with several good ideas emerging.

The President announced the following: 1)that he would approve the Librarian Faculty legislation; and 2)that Dr. Rita Bornstein, Vice President for Development, has been selected as the new President of Rollins College.

Academic Standards Committee Report on Drop and Add Dates

Professor Jane Connolly presented a summary of the recommendations from the Academic Standards Committee on drop and add dates. There was discussion on the interpretation of a "W" grade on transcripts and the length of time to be adopted for dropping courses. It was *moved* and seconded to amend the Council's motion to approve the recommendations by approving the Committee's first three recommendations. The fourth recommendation regarding the drop date with a "W" will be returned to the Academic Standards Committee for further study. The *amendment carried. The motion as amended carried.*

Proposed Charter Legislation for Librarian Faculty (Second Reading)

Professor Susi Seiler presented the proposed legislation with two corrections which had been approved by the Senate Council. The last sentence of Section 2.1 should read "Regular faculty ... shall constitute a majority of that faculty." The *motion, as recommended by the Senate Council, carried.*

Proposal to Establish a University-wide Freshman Seminar Program

Vice Provost Ross Murfin presented the background of two committees which have worked on devising proposals to establish a University-wide Freshman Seminar Program. He explained that it would be beneficial to faculty and students alike and would enhance the student retention efforts. The process of selecting students for the program and measuring the effectiveness of the seminar were discussed. The Vice Provost solicited suggestions and recommendations for the proposal which will be discussed further during the Fall semester. The President recommended that the Freshman Seminar Program be implemented as soon as possible to give the freshman student a better experience with the regular faculty of the University.

Proposed Change of Name for the Department of Geological Sciences

The Chairman announced that the faculties of RSMAS and the College of Arts and Sciences have approved the proposed change of name for the Department of Geological Sciences to the Department of Earth, Marine, and Atmospheric Sciences. Professor Emiliani presented the background of the current undergraduate Marine Science program and the rationale for changing the departmental name. He suggested keeping the academic program under an interdepartmental committee. It was *moved* and seconded to change the name as requested by the department.

SENATE COUNCIL MEETING

April 23, 1990

PRESENT: Professors Alexandrakis, Awad, Carlebach, Clasby, DeSantis, Dreyer, Eckstein, Forman, Neider, Posnak, and Seiler.

ABSENT: Professor Burgess, Clingan, and Lopez-Gottardi.

Call to Order

The meeting was called to order at 2:00 p.m. by the Chairman. An excused absence was approved for Professor Brass. The minutes of March 19, 1990 were amended as follows: Before the Executive Session a sentence should be added indicating that the Executive Session minutes are on file in the Senate office. The minutes of April 9, 1990 were approved as submitted.

Academic Standards Report on Drop and Add Dates

Professor Connolly summarized the recommendations of the Academic Standards Committee on Drop and Add Dates as follows: First, the last date to add a course without permission of the instructor will be the sixth weekday of the semester to fulfill the requirement that all classes have met. Second, the last date to add a course with the permission of the instructor will be the 14th weekday of the semester. Third, the last day to drop a course without a "W" will be the 14th weekday of the semester. Fourth, the last day to drop a course with a "W" will be the 39th weekday of the semester. It was *moved* and seconded to accept the recommendations. The *motion carried unanimously*.

Academic Standards Committee Report on the Bachelor of Continuing Studies Degree

Professor Knoblock summarized the recommendations of the Academic Standards Committee. The Committee made the following recommendations: First, to change the name of the Bachelor of Continuing Studies to Bachelor of Liberal Studies and to transfer its academic home and supervision of the degree to the College of Arts and Sciences. Second, to establish a supervisory committee with elective representatives from the departments specified in the general requirements, with additional representatives appointed by the Dean of Continuing Studies in consultation with the Dean of the College of Arts and Sciences. Third, to allow administrative supervision of the degree to remain in the School of Continuing Studies. If the program is transferred to the College, present fiscal arrangements will remain in force, but may be modified by joint agreement of the Deans of the College of Arts and Sciences and the School of Continuing Studies. Fourth, to eliminate the present Faculty Manual language describing the School of Continuing Studies and make the School an administrative unit, without a faculty, charged with non-credit programs, special non-degree programs, and administrative responsibility for joint degree programs with other schools for adult and non-traditional students.

FS 4/30/90
880161

Add and Drop Dates

A Report of the Faculty Senate Academic Standards Committee

8 March 1990

The Academic Standards Committee recommends the adoption of this policy concerning deadlines for adding and dropping courses:

The last day to add a course without the permission of the instructor will be the sixth weekday of the semester.

The last day to add a course with the permission of the instructor will be the 14th weekday of the semester.

The last day to drop a course without a "W" will be the 14th weekday of the semester.

The last day to drop a course with a "W" will be the 39th weekday of the semester.

Rationale:

1. The University should have a unified policy concerning deadlines for adding and dropping courses that has been ratified by the faculty.
2. Student Government has asked that the last day to add a course without the permission of the instructor not precede the first meeting of any course. The ASC believes this to be a justified request and has proposed the earliest deadline that satisfies the request.
3. Last year Student Government asked that the last day to drop a course without a "W" follow the fifth meeting of Tuesday Thursday courses. The Senate adopted a policy satisfying this request. The recommendation above satisfies that concern in language consistent with the other deadlines.
4. The ASC believes there should be an extended period for adding courses with the permission of the instructor. The present class schedule does not provide for this.

¹Will Betsch, Jane Connolly (co-chair), Michael Connolly, Marion Jefferson, Dennis Kam, John Knoblock (co-chair), William Pardo, Paul Posnak, Howard Pospesel, Kenneth Smith, Richard Thurer, Benjiman Webb.

²In this policy, "weekdays" exclude Saturdays, Sundays, and University holidays. The spring 1990 semester contains 69 weekdays.

5. The ASC believes that the last day to add a course with the permission of the instructor should coincide with the last day to drop a course without a "W".
6. The proposed deadline for dropping courses with a "W" reflects current practice.



M E M O R A N D U M

January 18, 1990

TO: Mr. Troy Bell, SG President
Ms. Beth Susi, Speaker, SG Senate

FROM: William R. Butler
Vice President
William R. Butler

RE: USG Action #89-045
-A Bill to Extend the Ad Period-

Please be advised that this Bill is currently under review by the Provost's office and the Faculty Senate. I expect favorable action on the Bill in the near future. However, I am requesting an extension of an additional 30 days so the Faculty Senate can have sufficient time to respond properly the Legislation.

Thank you for your consideration.

WRB/mf

cc: Dr. Ross Murfin
Dr. Thompson Biggers
Dr. George Alexandrakis ✓
(w/ attachments)

RECEIVED

NOV 27 1989

VP FOR
STUDENT AFFAIRS



MEMORANDUM

To: Dr. William Butler
Vice-President for Student Affairs

From: Ravi J. Brammer, ^{RSB} Commuter South Senator and
Vice Chairman, Community and Public Relations

Re: Action #89045 - A Bill to Extend the Add Period

Date: November 21, 1989

What is most important to one's having a successful semester is having a class schedule that one is happy with. If one does not enjoy the classes one takes, then there is no motivation to dedicate energy to these classes. It is my belief that one should have the utmost opportunity to choose classes that one will be happy with. The current add period does not provide sufficient time to do so. At present, the period runs from the first day of classes - Thursday - to the following Wednesday at 4:30 pm. This provides less than a full week in which to evaluate classes. For classes on MWF there are three periods to evaluate; for TR classes, only two. In the case of single day classes there is only one chance to evaluate. For classes that are late Wednesday only, i.e. 5:00 pm. or 6:25 pm., one is given no opportunity at all.

An extension of the add period will give students the extra opportunity to assess their classes more clearly and choose the ones that work for them.

cc: Dr. Craig Ullom
Beth Susi