

UNIVERSITY OF
Miami

FACULTY SENATE

MEMORANDUM

TO: President Edward T. Foote II

FROM: *X* David L. Wilson
Chair, Faculty Senate *DLW*

DATE: January 16, 1998

SUBJECT: Faculty Senate Legislation #97002(B) –
Proposal for Fall Break

1/21/98
David,
I appreciate,
Thanks.
2

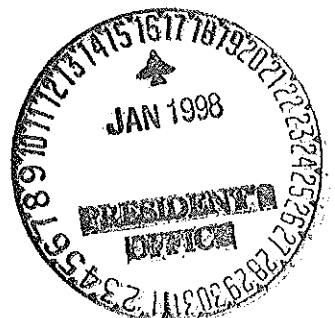
The Faculty Senate, at its meeting on December 1, 1997, voted to approve the proposed Fall Break (Faculty Senate Legislation #97002(B), beginning fall 1998. The break would initially be a one-day break in October. After evaluation of the break in terms of scheduling, an additional day may be added in fall 1999.

This legislation is now forwarded to you for your action.

DLW/b

cc: Provost Luis Glaser
Vice Provost Paul Orehovec
Vice President Patricia Whitely

325 Ashe-Admin. Bldg.
Coral Gables, Florida 33124-4634
305-284-3721
Fax 305-284-5515



CAPSULE: Faculty Senate Legislation #97002(B) – Proposal for Fall Break

RESPONSE BY THE PRESIDENT:

DATE: 1/21/98

OFFICE OR INDIVIDUAL TO IMPLEMENT: _____

APPROVED: *[Signature]* _____

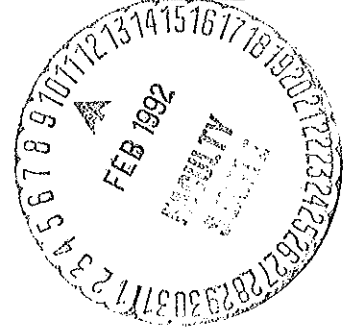
EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



FAXED
2-10-92



MEMORANDUM
February 6, 1992

Irwin P. Rajj
President

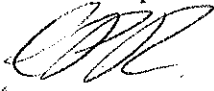
Winston P. Warrior
Vice President

Bhanu Pocha
Treasurer

Esther D. Feuer
Speaker of the Senate

Steven E. Cohen
Chief Justice

To: Dr. Shapiro, Academic Standards Committee Co-Chairperson
Dr. Ortiz, Academic Standards Committee Co-Chairperson

From: Irwin Rajj, Student Government President 

Re: Academic Standards Meeting

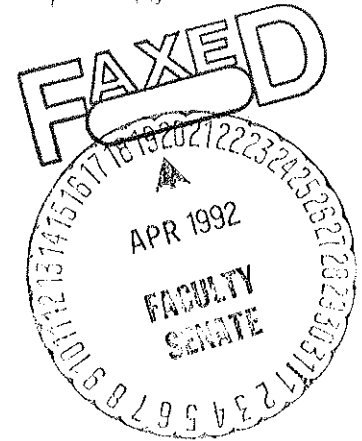
As you know, Student Government feels that the Freshmen Repeat Rule needs to be adjusted. We have also expressed our support for an October Break. I understand that the Academic Standards Committee will be discussing these issues in February. If it is possible, I would like to present the students' perspective.

I look forward to hearing from you in the near future. If you have any questions, please feel free to contact me at the Student Government office (284-3082).

IPR:arc

CC: Dr. William Butler, Vice President of Student Affairs
Dr. Craig Ullom, Director of Student Life

Pending, J.E., B.H.



MEMORANDUM

April 17, 1992

TO: David Diamond
Student Government President

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

SUBJECT: Action # 92044 - A Bill to Institute an October Break

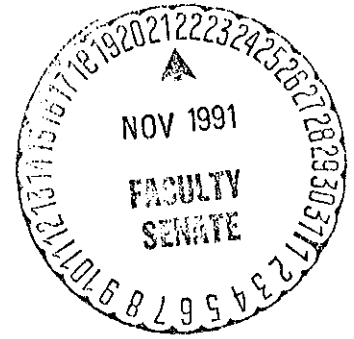
This correspondence is to request an extension on Bill #92044. I will convey the University's decision to you on this bill as soon as it is possible.

WRB/gc

cc: Provost Glaser, Executive Vice President and Provost
Dr. John Masterson, Vice Provost for Undergraduate Affairs
Dr. Scott Ingold, Assistant Dean of Enrollments
Dr. Robert Redick, Director, Residence Halls
Dr. Craig Ullom, Director, Student Life
Steve Cohen, Speaker of the Senate
Dr. William Whelan, Chairman, Faculty Senate

Pending - JE, B4

FAXED
11-22-91



Executive Vice President and Provost

M E M O R A N D U M

November 21, 1991

TO: Dr. William J. Whelan
Chair, Faculty Senate

FROM: John T. Masterson *JTM*
Vice Provost for
Undergraduate Affairs

SUBJECT: October Holiday

As you can see from the attached memoranda, Dr. Malcolm Kahn has recommended the addition of an October holiday to the academic calendar. I have asked Dean Perry and Irwin Raij to provide their views, which are attached as well.

I believe that the proposal has considerable merit and I pass it along to you for the Senate's consideration and action. Thank you.

JTM:sk
cc: Malcolm Kahn



Irwin P. Rajj
President

Winston P. Warrior
Vice President

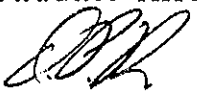
Bhanu Pocha
Treasurer

Esther D. Feuer
Speaker of the Senate

MEMORANDUM

November 1, 1991

To: Dr. John Masterson, Vice Provost for Undergraduate Affairs

From: Irwin P. Rajj, Student Government President 

Re: October Break Proposal

We, at Student Government, are very pleased to hear that the University is considering creating an October holiday. Similar to many Universities across the nation, this holiday would allow for students to get a break from classes, during the most stressful time of the semester. This break would improve student life.

After discussing this with several students in Student Government the consensus is that we are not willing to lose a reading day or take Saturday exams. We would also like to keep the two exam policy which states that no student may be forced to take more than two final exams in a day. I propose that the University begin classes two days earlier in the fall so that we can accommodate the proposed October break. This seems to be the simplest way to implement the mid-semester break.

If this break is possible, it would be a fine addition to the semester calendar. Please give me a call if you would like to get together to discuss this in more detail. I look forward to hearing from you in the near future, and thank you for giving me the opportunity to voice student opinions in this matter.

IPR:ac

cc: Dr. Luis Glaser, Provost of Undergraduate Affairs
Dr. William Butler, Vice President of Student Affairs
Dr. Craig Ullom, Director of Student Life
Dr. Joanne Nottingham, Director of Minority Affairs
Scott Ingold, Dean of Enrollment

Offices of Student Government
P.O. Box 248182
Whitten University Center, Room 240
Coral Gables, Florida 33124-6926
305-284-3082



Executive Vice President and Provost M E M O R A N D U M

October 17, 1991

TO: Irwin Raij, President
Student Government

FROM: John T. Masterson *JTM*
Vice Provost for
Undergraduate Affairs

SUBJECT: Proposed October Holiday

Dr. Malcolm Kahn, director of our Counseling Center, has suggested that we revise the University's calendar to include a three or four day weekend in October. He argues that such a weekend would give students a respite from their studies, a greater sense of control, an opportunity to visit home in the middle of a long and stressful Fall semester.

If we were to recommend this change, a concurrent adjustment -- either in reading days or in block examination scheduling -- would be required as well.

Before I make any recommendation to the Faculty Senate, I'd like to know what students think. Accordingly, I ask that you bring the issue to the Student Government and that you provide a response to this office to the following questions:

1. As representatives of the student body, do you favor the addition of a "long weekend" in October.
2. What is your feeling regarding the potential loss of one or more reading days?

Of course, I am happy to receive and consider any other advice you and your colleagues would like to offer on this and any other matter. Thank you for your consideration.


JTM:sk
cc: Luis Glaser
William R. Butler
Deborah Triol Perry
Scott Ingold
Malcolm Kahn



Deborah Triol Perry
Vice Provost and
Dean of Enrollments

MEMORANDUM

October 9, 1991

TO: John T. Masterson
FROM:  Deborah Triol Perry
SUBJECT: October Holiday

Scott Ingold and I have talked about Dr. Kahn's proposal for an October holiday. We have no strong feelings on the matter, though scheduling it without removing reading days would, of course, be next to impossible. Some thoughts on the matter, for your consideration:

- o Scott would rather see group exams done away with than reading days removed, since he believes that some students actually do utilize reading days for studying/writing papers. His point is a good one. Has anybody talked to Student Government/students about decreasing the number of reading days?
- o My question would be: will students actually use this time to go home? Can they afford the trip, or would they rather plow through the semester and get home earlier? I guess I'm sensitive to this because I would not have been able to afford the ticket home for a long weekend in addition to Thanksgiving. I do realize this is my bias, but has anyone asked our students? (Remember, too, that 50% of our students are from Florida, and many of them could go home any weekend.)

Thanks, John, for giving us the opportunity to respond to you with our thoughts.

DTP/eb
cc: Scott Ingold



Executive Vice President and Provost

M E M O R A N D U M

October 3, 1991

TO: Dr. Malcolm Kahn, Director
Counseling Center

FROM: John T. Masterson *JTM*
Vice Provost for
Undergraduate Affairs

SUBJECT: Proposal for a New October Holiday for Students

Dr. Glaser has referred your letter of September 30th to me for action. In turn, I have asked Dean Debbe Perry and Dr. Scott Ingold of our Office of Enrollments to consider your proposal in light of its possible effects on their operation. If there is a general sense that this might be a good and workable idea, we'll put it on the Faculty Senate agenda with our endorsement.

Thank you for your proposal. I shall suggest to Debbe and Scott that they contact you directly if they have any questions.

JTM:sk
cc: Luis Glaser
Deborah Triol Perry
Scott Ingold



September 30, 1991

Dr. Luis Glaser
Executive Vice President and Provost
240 Ashe

Dear Provost Glaser:

As you may recall, President Foote directed me to communicate with you regarding my ideas for a new October holiday for students that I expressed at Monday's Faculty Senate Meeting.

My understanding is that reading days before Final Exams may soon be decreased. If this change comes to pass, I would suggest that you consider the use of a day or two in October to introduce a three or four day weekend. Such a weekend would give students a respite from their studies, and a greater sense of control, and an opportunity to visit their homes in the middle of the very long and stressful Fall semester. I am told that such a break is built into the schedules of a number of other colleges and universities. At the Counseling Center, I find myself often recommending a trip home to students (especially younger ones) who are missing their families or girlfriends or boyfriends during the first semester. After all, four months is a long continuous stretch away from home for an 18 or 19 year old, especially with our increasing academic demands.

I also believe that this plan could increase the desirability of the University of Miami for students in distant areas of the country.

If you believe that this idea has any merit and could be feasible, I would be pleased to discuss the matter with you further.

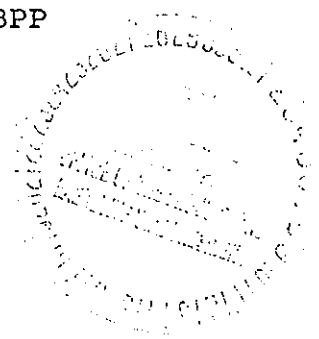
Thank you for your kind attention to this matter.

Sincerely yours,

A handwritten signature in cursive script that reads "Malcolm Kahn".

Malcolm Kahn, Ph.D., ABPP
Director

Counseling Center
P.O. Box 248186
Coral Gables, Florida 33124
(305) 284-5511



General Education Requirements

The report of the Academic Standards Committee was presented by the co-chairs, Dr. Carmen Ortiz and Dr. Mitchell Shapiro. Following discussion, it was *moved* and seconded to recommend to the Senate an amendment to the General Education Requirement legislation by revising the Arts and Humanities requirement to read "12 credits in Arts and Humanities including at least 3 credits in the Arts and at least 3 credits in Humanities". The *motion carried* by a vote of 8 in favor with 3 abstentions. Dean Murfin, College of Arts and Sciences, requested a delay until 1995 of the implementation of the Math requirement for BFA students corresponding to the waiver granted to the School of Music. It was *moved* and seconded to recommend to the Senate the delay of the Math requirement as recommended by the Academic Standards Committee. The *motion carried* with 1 opposed and 2 abstentions.

Guidelines for New Graduate Programs

Professor Seiler presented the chronology of the discussions concerning the proposed guidelines for new graduate programs. Following discussion, it was *moved* and seconded to recommend to the Senate the approval of the revised document, dated 4/91. The *motion carried* with 1 opposed.

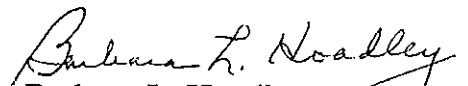
Designation of University Professor, Distinguished Professor and University Fellow

The Chair reminded the Council that the Senate had unanimously approved the establishment of the designations of University Professor, Distinguished Professor and University Fellow. The drafting committee chair will be requested to provide the Council with appropriate manual language consistent with the new bylaw concerning titles at the University.

Proposed October Break

The Chair presented a proposal for giving students a long weekend between the beginning of classes and the Thanksgiving holiday. It was suggested that classes would begin two days earlier and students would be given a break on the Thursday and Friday immediately following mid-term examinations. The Council generally disapproved the proposal.

The meeting adjourned at 5:00 p.m.


Barbara L. Hoadley
Secretary of the Faculty Senate

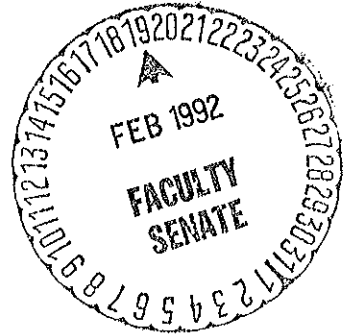
Pending, J.E

FAXED
2/19/92



MEMORANDUM

February 17, 1992



TO: Dr. William Whelan
Chairman, Faculty Senate

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

SUBJECT: Student Government Legislation

On February 7, 1992, I received from Student Government the attached correspondence pertaining to Bill #92044 regarding the creation of an October Break.

I am forwarding this legislation to you and the Academic Standards Committee of the Faculty Senate for advice. As part of your deliberations, I wish for you to consider the attached correspondence from Dr. Redick indicating that there would be a \$25,887 impact on the housing program.

Also, the Senate should consult Dr. Scott Ingold, Assistant Dean of Enrollment Services and Dr. John Masterson, Vice Provost for Undergraduate Affairs with regard to calendar implications.

According to University policy, we have 30 days to respond to Student Government unless an extension of time is requested.

Please send the response of the Faculty Senate to my office so that it can be acted upon and transmitted to the student leaders involved.

WRB/gc
Attachments

- cc: Provost Glaser
- Dr. John Masterson
- Dr. Scott Ingold
- Dr. Robert Redick
- Dr. Craig Ullom
- Irwin Rajj
- Esther Feuer

Vice President for Student Affairs
 P.O. Box 248193
 Coral Gables, Florida 33124
 (305) 284-4922

Action #92044

Category D

Authors: Irwin P. Raj
President, Student Government

Winston P. Warrior
Vice President, Student Government

Sponsor: Esther D. Feuer
Speaker of the Senate

A BILL TO INSTITUTE AN OCTOBER BREAK

Article I: The University of Miami will institute a two day break (Thursday and Friday) on either of the first two weeks in October.

Article II: The break will not effect the current exam policy. These policies include: 1)no more than two final exams on one day, 2)no Saturday exams, 3)not changing the number of reading days.

Article III: There will be no changes to the existing Registration scheduling period as a result of this legislation.

Article IV: The Faculty Senate will recommend to the faculty that mid-term exams should occur prior to the break.

Article V: The break will be instituted Fall 1992.

~~_____~~
yes

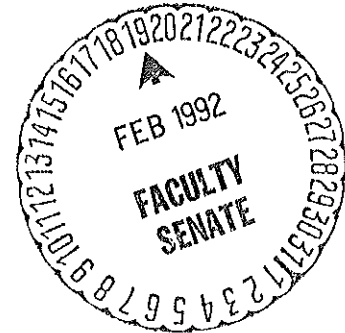
RECEIVED

FEB 14 1992

VP FOR
STUDENT AFFAIRS



M E M O R A N D U M



TO: Dr. William R. Butler
Vice President for Student Affairs

FROM: Dr. Robert J. Redick *RJR*
Director of Residence Halls

DATE: February 13, 1992

SUBJECT: Proposed Calendar Change

Student Government and the Counseling Center have proposed that the 1992-93 calendar be changed to create a four day weekend in October. As part of the proposal, they are recommending that students return to schools two days early in August.

This memo is to alert you to the fact that there are potential costs, not planned for in the 1992-93 budget, associated with this proposed calendar change. For each additional day of operation, The Department of Residence Halls faces the following costs:

Board Plan Costs/Day	\$19,675
Student Staff Costs for Desk & Security Operations/Day	1,146
Utility Costs/Day	<u>5,066</u>
Total Costs/Day	\$25,887

Thus, if the calendar is extended two additional days and if board plan food service is offered during the fall break, the Department of Residence Halls faces an expense of \$51,774, which is not provided for in the 1992-93 budget for the Department.

RJR/dm

Department of Residence Halls
P.O. Box 248044
Coral Gables, Florida 33124
(305) 284-4505
Fax # (305) 284-4956

CEIVED

FEB 7 1992

VP FOR
STUDENT AFFAIRS



Irwin P. Rajj
President

Winston P. Warrior
Vice President

Bhanu Pocha
Treasurer


Esther D. Feuer
Speaker of the Senate

Steven E. Cohen
Chief Justice

MEMORANDUM

February 5, 1992

To: Dr. William Butler, Vice President of Student Affairs

From: Irwin P. Rajj, President of Student Government 

Re: October Break legislation #92044

At the Senate meeting that you attended with Provost Glaser, you witnessed the approval of legislation #92044 regarding the creation of an October Break. The legislation reiterates some of the points that were raised in the enclosed memorandum of November 1, 1991, to Vice Provost Masterson. We are requesting that a four day weekend (Thursday-Sunday) be created, and not affect the current exam policy, which states:

- 1) No more than two final exams on one day
- 2) No Saturday exams
- 3) The amount of reading days will not be changed.

The break's intent is to allow students the opportunity to regroup after mid-term exams. We are asking the Faculty Senate to recommend that professors give mid-term exams prior to the break.

The addition of a fall break to the current University calendar would have a dramatic effect on student life. The proposed four day weekend will improve retention by giving students a "respite from their studies and a greater sense of control"¹, as well as assisting in recruitment. Currently, many Universities nationwide have implemented such a practice.

If there is anything I can do to encourage the passage of this legislation, please contact me. I look forward to hearing from you in the near future.

Enc:

IPR:arc

CC: Dr. Craig Ullom, Director of Student Life


¹ Dr. Kahn

C, Acad St file, Penning



MEMORANDUM

To: Dr. Carmen Ortiz
Dr. Mitchell Shapiro

From: W. J. Whelan
Chair, Faculty Senate 

Date: February 24, 1992

Proposed October Break

I am forwarding a memorandum and attachments from Vice President Butler, regarding the request from the Student Government for the creation of an October break.

I know that the Academic Standards Committee has this matter on its agenda for its next meeting, and that you will be talking directly to a representative of the Student Government in this respect. I had also suggested that you invite Dr. Malcolm Kahn, since it is my understanding it was he who originally suggested the break.

In this last respect, I am enclosing earlier memoranda on the same subject.

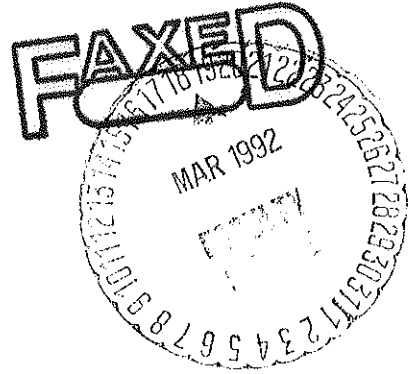
Please note the memorandum from Robert Redick, Director of Residence Halls, in respect of the overrun of \$51,774 that would be created by the additional two days that would be added to the fall semester if this recommendation is implemented. I know that Dr. Butler's memorandum of February 17 mentions the sum of \$25,887, but that appears to be the daily overrun and has to be multiplied by 2.

I look forward to learning the results of the deliberations of your Committee.

WJW\ca

cc: Vice President William Butler

Enclosures



Executive Vice President and Provost

M E M O R A N D U M

March 17, 1992

TO: Dr. William Butler
Student Affairs

FROM: John T. Masterson *JTM*
Vice Provost for
Undergraduate Affairs

SUBJECT: October Holiday

Attached is a chronicle-via-memoranda of the development of a proposal for an October Holiday. The Academic Standards Committee of the Faculty Senate has considered these documents and reported to the Senate Council their general support for the concept while expressing concern that such a holiday should not shorten the number of school days nor the number of reading days.

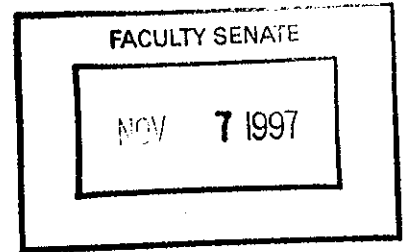
The Senate Council has asked that I refer the matter to you with their request that your office explore the impact of such a calendar change on such areas as Residence Halls, Dining Services, and Orientation. They ask that when you have concluded this study, that you bring forward a proposal that is consistent with your operations, student requests, and faculty concerns.

Thank you for taking this on. Let me know how I can help.

JTM:pan

cc: ✓ William Whelan
Luis Glaser
Irwin Raij

UNIVERSITY OF
Miami
MEMORANDUM



November 5, 1997



To: Members of the Academic Standards Committee of the Faculty Senate

Dr. Peter Bellis, English Department
Dr. Kent Burnett, School of Education
Dr. Joshua Cohn, Physics Department
Dr. Manuel Huerta, Physics Department
Dr. Joyce Jordan, School of Music
Dr. Carmen Ortiz-Butcher, Department of Medicine, Division of Nephrology
Dr. Nicholas Patricios, School of Architecture
Dr. Marydelle Polk, School of Nursing
Dr. Lawrence R. Robertson, Graduate School of International Studies
Dr. Ali Shahin, Department of Mechanical Engineering
Dr. Thomas Steinfatt, School of Communications

Dr. John Masterson, Vice-Provost
Dr. Alex McIntyre, Assistant Provost
Mr. Paul Orehovec, Dean of Enrollments

From: Andrea J. Heuson, Finance Department

Subj: Meeting of the Academic Standards Committee: 5:00 p.m. to 6:00 p.m. November 24, 1997
Dean's Conference Room, School of Business Administration

Just a note to let you know about our next meeting and bring you up to date on developments since we were last together.

First, our recommendation to shorten the time period that an NG lasts on the student's record before becoming an F passed the Faculty Senate. The discussion was heated at times but the support of the Provost, John Masterson, David Wilson and some key senators held sway.

Second, the Provost announced at the Senate meeting that he would be bringing the Fall Break proposal to them at their next meeting. He noted that we had approved of the idea and re-iterated the need to protect the number of class days in the semester. He also mentioned that the Fall Break will probably be phased in in two steps, with a one-day break in place for next year.

Third, the memo from Student Government to Pat Whitely giving the rationale for the Fall Break that is mentioned in the attached minutes is enclosed here.

Fourth, the article from Kent Burnett that documents the correlation between grades and course evaluations is also enclosed.

Department of Finance
P.O. Box 248094
Coral Gables, Florida 33124-6552
305-284-4362
Fax 305-284-4800

Fifth, don't forget to attend Paul Orehovec's presentation on the incoming Freshman class. He will give the same information at 8:30 a.m. and 4:00 p.m. on Tuesday, November 11th at the Faculty Club.

Paul will also attend our next meeting on the 24th. This is a week later than we usually meet to accommodate his schedule. We will distribute an agenda and a meeting reminder as the date draws closer.

The Dean's Conference Room is one floor above our previous meeting location. It is in the same corner of the building as the earlier room but on the side closest to the Student Union.

cc: Faculty Senate Office
Dr. David Wilson
Dr. Steve Cantrell

Minutes of the Faculty Senate Academic Standards Committee Meeting
October 20, 1997

Members Present: Peter Bellis, Kent Burnett, Joshua Cohn, Manuel Huerta, Joyce Jordan,
Nicholas Patricios, Marydelle Polk, Lawrence Robertson, Ali Shahin,
John Masterson, Alex McIntyre

Guests Present: Dr. Scott Ingold, Registrar, Bill McElrath, Assistant Dean of the School of
Business

Fall Break: Jonathan Brill and Laurie Martin, representatives of Student Government, presented three possible scheduling options for the proposed Fall Break. The options are distinguished by the number of class days lost, with option one requiring classes to start two days earlier, option two mandating a reduction of two days in the school calendar, and option three combining options one and two so that school begins one day earlier and one class day is lost.

Dr. Ingold prefers option one since no classes will be lost. Since it will bring freshman to campus earlier it may allow their parents to purchase cheaper airfares that include a Saturday night stay.

The committee expressed strong feelings about the need to protect the number of class hours and discussed the impact of starting the semester earlier on classes that meet one day per week.

Dr. Masterson explained that the bill and our recommendation should be forwarded to Pat Whitely in Student Affairs. She will forward it to the Provost's Office and it will eventually be presented to the Senate.

The committee voted unanimously to support the bill to institute a Fall break with the stipulation that no class hours be lost. The student government representatives supplied us with a copy of a memo to Pat Whitely explaining the rationale for the Fall Break. Andrea will distribute this to the committee.

Misuse of the NG: Scott Ingold and Bill McElrath explained the various reasons that an NG designation can occur. It appears that many of the instances result from instructors inadvertently or intentionally leaving lines blank on the final grade rolls. Various options for correcting this were discussed. Many members argued that incomplete roll sheets should be rejected by Enrollment Services but this penalizes the other students on the roll. Others argued that blanks be immediately recorded as "F"s but this penalizes the marginal student who passes the class but does not realize it because the instructor has made a recording error.

After much discussion, the committee voted unanimously to present a recommendation to the full Senate that would change the time period an NG remains on the student's record before turning to an F from one calendar year to one full academic semester. This will be forwarded to the Senate for voting at their next meeting.

In addition, the committee and the administration will take concrete steps to try to reduce the number of NG grades from the current level of 1200 or so per year. The Registrar's office will prepare a report for distribution to Deans and Department Chairs identifying professors and sections where NG grades appear. The committee will also send a memo to Department Chairs asking that care be taken to avoid the submission of roll sheets with missing entries. Finally, we will ask the Registrar's Office if it is possible to

print **LEAVE NO BLANKS** on the bottom of each grade roll below the signature line in bold letters.

Grading Standards Report:
to address the following issues:

Nick Patricios reported that the sub-committee has met and decided

1) an update of the 1996-97 report using newer data. This will not take place until spring because Mary Sapp's office is understaffed and cannot prepare the data.

2) an analysis of the correlation between grades given in a class and student evaluation scores. Kent Burnett and John Masterson noted that existing research has established a weak link between grades and student evaluations. Kent will send Andrea an article for distribution to the committee.

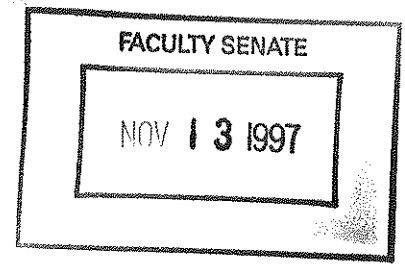
3) an analysis of how other institutions are addressing the issue of grade inflation.

4) an attempt to correlate student performance as measured by grades and graduate admission test performance.

5) an analysis of issues raised by departments in response to the earlier memo from the committee asking for feedback on last year's report: Andrea gave a few replies from departments to the sub-committee. She will forward any others as they become available. Andrea reported that the Dean of the School of Business has promised to distribute records of grade distributions by professor to allow peer pressure to come into play for colleagues whose grading policies are overly lenient.

Admissions Standards Report: The committee has decided to request the same data from Mary Sapp's office as was used in last year's report. Andrea will request this information.

Paul Orehovec will make a formal presentation on the characteristics of this year's freshman class at the Faculty Club on November 11th at 8:30 a.m. and 4:00 p.m. In the past Paul has also delivered this report to our committee at a separate meeting. Kent Burnett noted that he has found Paul's sessions quite informative in the past. The committee decided that we would each try to attend one of Paul's sessions. Then we would ask him to be present at our next meeting to discuss the results on an informal basis.




Executive Vice President and Provost

CDFH

MEMORANDUM

November 11, 1997

TO: Dr. David Wilson
Chair, Faculty Senate

FROM: Luis Glaser
Executive Vice President
and Provost 

SUBJECT: Fall Break

Enclosed herewith please find the material regarding fall break. I think this is a good proposal; it comes with the approval of President Foote, John Masterson, Pat Whitely, and of course the Senate Academic Standards Committee. I am sending it to you as a matter of information; I do not believe this requires Senate approval. We will proceed to implement it at this time, unless I hear otherwise from you.

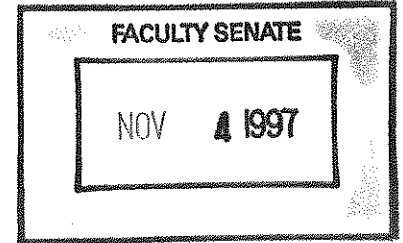
LG:nh

Enclosure

cc: President Edward T. Foote II
Dr. John T. Masterson
Dr. Patricia A. Whitely



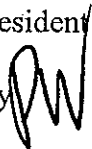
CDFHI



MEMORANDUM

October 30, 1997

TO: Dr. Luis Glaser
Executive Vice President and Provost

FROM: Patricia A. Whitely 
Vice President

SUBJECT: Fall Break Legislation

As you are aware, the Student Government Senate has passed several pieces of Legislation concerning the addition of a fall break to the 1998-99 Academic Calendar.

On October 20th, Student Government met with the Academic Standards Committee of the Faculty Senate about their Legislation. At the conclusion of the meeting, they received unanimous support from the Committee for Fall Break with the stipulation that class contact hours would not be reduced. I have attached a memorandum from Dr. Andrea Hueson, Chair of the Academic Standards Committee, for your information.

Based on recent discussions with student leaders, faculty, and Student Affairs' colleagues, I would like to recommend the following action for the 1998-99 Academic Year:

The University would begin Orientation on Saturday, August 22nd, and classes on Wednesday, August 26th; therefore, the weekend of October 10th, 11th and 12th would be designated as Fall Break 1998. We would not have classes on Monday, October 12th, but all offices would be open. Obviously, this would not reduce the class contact hours. In keeping with the current orientation schedule, it may necessitate some academic and administrative offices to be open on Sunday, August 23rd. This new schedule would enable families to have the benefit of an entire weekend to move in their sons or daughters.

Vice President for Student Affairs
P.O. Box 248193
Coral Gables, Florida 33124-4602
(305) 284-4922
Fax: (305) 284-3749

In summary, I would recommend that we approve the above schedule for Fall 1998, and meet in November of 1998 to evaluate the plan and possibly add an additional day in Fall 1999.

Please let me know if you need any additional information.

PAW/nlr
Attachment
cc:

Mr. Jonathan Brill
Dr. Andrea Hueson ✓
Dr. John T. Masterson
Mr. Richard Walker



MEMORANDUM

October 21, 1997

To: Patricia Whitely
Vice-President of Student Affairs

From: Andrea J. Heuson *AJH*
Chair, Faculty Senate Committee on Academic Standards

Subj: Student Government Proposal to Institute a Fall Break

The Faculty Senate Academic Standards Committee met yesterday afternoon. After hearing a presentation by the leaders of student government and completing a detailed discussion of the practical and educational issues involved in instituting an October Break, the committee voted unanimously in favor of the first option presented by student government. As you can see on the enclosed sheet, this option would institute the break without reducing the number of classes. My sense of the committee's opinion is that it would be unwilling to support either of the other two options, (which insert the break in the schedule by reducing class contact hours).

Please let me know if you need additional information from me on this topic. If this issue goes before the Faculty Senate, I will be happy to accompany the presenters to provide insights on the debate that took place at the Academic Standards Committee.

By Fax and Campus Mail



**Fall Break Options
Presented to the Faculty Senate
Academic Standards Committee
October 20, 1997**

Delineated below are three options to attain a Fall Break

Option 1 - Begin Classes Two Days Earlier

The academic school year shall resume two days earlier with classes beginning on Tuesday. The additional class days allow a two day holiday to be placed in the calendar in the month of October. No contact hours would be lost. Financial concerns relating to professors would not be an issue since they are under contract beginning August 15.

Residential colleges would open on Friday instead of Sunday. Currently, as many as 30% of the residential college beds are filled prior to Sunday. (There would be a limited financial impact on the residential colleges.)

Option 2 - Reduction of Class Days

By faculty senate action, decrease the number of required class days from sixty-nine to sixty-seven but still start and finish school at the same time. There would be no financial impact on residence halls with this option.

Option 3 - Hybrid Model

This option combines both models. By Faculty Senate action, reduce the number of required class days by one and begin classes one day earlier. Under this option, only one contact hour is lost and there is an extremely limited impact on residence halls. Residence halls would open on Saturday and classes would begin on Wednesday.



MEMORANDUM

November 26, 1997

To: Dr. David Wilson
Chair, Faculty Senate

From: Andrea J. Heuson *AJH*
Chair, Faculty Senate Committee on Academic Standards

The Faculty Senate Academic Standards Committee recommends in favor of the establishment of a two-day Fall Break with a concomitant adjustment of the University Calendar to insure that the number of class days remains at current levels.

Rationale:

This addition to the calendar has been proposed by Student Government and endorsed by the Senate Committee and the Vice-President for Student Affairs. The proposed legislation indicates our approval of the concept in principle with the stipulation that class contact hours are not reduced. Implementation of the recommendation would be left up to the appropriate areas in the administration.

FS 12-1-97
Minutes

Approval of the Minutes

The next to last sentence in the section dealing with new promotion/tenure forms, page 3 of the minutes of November 3, was amended to read "It was noted that, ...covered each tenure file, as well as some files for promotion, track transfer, and initial appointment. The amended minutes were approved. Excused absences were approved for Professors Buffington, Hector, Lokeshwar, Lopez-Gottardi, Mash, Serafini, Shapshak, Warren and Waters.

Proposed Legislation for Fall Break

Professor Wilson introduced Professor Andrea Heuson, Chair of the Academic Standards Committee, to present the background of the proposed legislation. She stated that the committee agreed to the idea of a fall break but was adamant about not losing any student contact hours during the semester. Dr. Patricia Whitely, Vice President for Student Affairs, introduced Jonathan Brill, USBG President, and Laurie Martin, graduate student in Physical Therapy, who have worked on the proposal for the past year. They responded to some of the concerns expressed by the faculty. Following further discussion of the advantages and disadvantages of a fall break, it was *moved* and seconded to recommend to the administration the adoption of a one or two day Fall break for all students beginning Fall 1998 semester and being reviewed after the 198 season. The *motion carried*. It was suggested that the Chair appoint a committee to re-examine the calendar issue and the possibility of a week long break.

In response to a query about the last date to withdraw from a course, Professor Wilson said that the Academic Standards Committee still has to consider the matter and report to the Senate.

Amendment to Faculty Senate Legislation #93003(B) - Revision to *Faculty Manual* Bylaws, Section B4.12


The ad hoc committee to implement the Tenure Review Board's recommendations proposed extending from 30 days to 45 days the deadline in which the Board must certify to the President whether or not, in its opinion, an unjust decision has been made ... The administration has agreed to the extra two weeks, in view of the number of cases being examined by the Board. It was *moved* and seconded to approve the revision to Section B4.12. The *motion carried*.



MEMORANDUM

December 11, 1997

TO: Jonathan Brill
President, Student Government

FROM: Patricia A. Whitely 
Vice President for Student Affairs

SUBJECT: Senate Legislation #98013

Please inform the Student Senate that Student Government Bill #98013 – A Bill to Institute an October break has been approved with the following stipulations:

1. A one day Fall Break will be initiated in October, 1998
2. The Associate Deans believe that the Fall Break should be held on a Friday, due to lab scheduling and the fact that we already have a Monday holiday in the Fall semester.
3. We will evaluate Fall Break in terms of scheduling and may include an additional day in Fall, 1999.
4. All University offices will remain open during the Fall Break Friday.

I know you have worked hard and long on this initiative. Hopefully, this time will allow students a chance to catch-up in mid-semester.

PAW/gc

cc: Provost Luis Glaser, Executive Vice President and Provost
Dr. John Masterson, Vice Provost for Undergraduate Affairs
Mr. Richard Walker, Director of Student Life and University Center
Ms. Laurie Martin, Former Speaker Pro Tempore
Dr. Scott Ingold, Associate Dean of Enrollments and Registrar



Faculty Senate Meeting

December 15, 1997

Dr. Wilson called the meeting to order at 3:15 p.m. He announced that the President is returning from out of town and hopes to arrive in time for the McLamore Award ceremony. The Provost will be a little late for the meeting.

A decision has been made to make the Fall Break, approved at the December 1 Senate meeting, fall on a Friday. This will take place during Fall 1998, and the issue of what days and when it would occur in the future is still under consideration. The Chair will appoint a committee to discuss this and other issues related to the calendar. Some administrators who deal with calendar matters will be included on the committee as ex-officio members. It was suggested that the length of final exams should also be discussed.

The minutes of the December 1 Senate meeting were approved as submitted. Excused absences were approved for Professors Alkana, Berman, Browning, Chandar, Fishman, Ginsburg, Schumm, Shapshak, Thurer, Warren and Waters.

Report from the Ad Hoc Committee on the School of International Studies

Professor George Alexandrakis presented the ad hoc committee's report and following recommendations, as revised: 1) because of its interdisciplinary nature, close collaboration is required with several other schools; 2) a Steering Committee for undergraduate curriculum and programs in the School International Studies, chaired by the Dean, and including representatives from related schools appointed by their school councils, should be established; 3) a Bachelor of Arts in International Studies (BAIS) should be awarded; 4) search committees for faculty appointments will include one or more representatives selected from and by departments with relevant disciplines; and 5) all School of International Studies graduates will be required to have an Arts and Sciences second major. Professor Alexandrakis explained the committee's position with respect to the names of the proposed departments, i.e., Department of Geography and Regional Studies and the Department of International and Comparative Studies. The Committee also recommended that Dean Kanet's letter to the ad hoc committee, as well as the committee's report, be made a part of the legislative history regarding the establishment of the School of International Studies. Should the two differ, the interpretation agreed upon is that in the Committee report.

school. The Chairs should also receive copies of the report, to be shared with their faculties. The Senate Office will also maintain a copy of the report. Since the Academic Affairs Committee of the Board has had its last meeting for the year, Professor Wilson suggested that the Board members receive the material, and then during the fall the Committee could entertain questions from the Board concerning the information. He also suggested that Dean Orehovec and the Senate Academic Standards Committee should make a joint presentation to the Board of Trustees to discuss the data and goals mutually agreed upon between the Faculty Senate and the administration. Provost Glaser commented that the number of inquiries and applications have increased significantly over the past two years. Last year the Senate's Academic Standards Committee recommended that SAT scores should be increased by ten points. This was accomplished and the University is committed to continue that increase during the next year, according to Provost Glaser. He stated that high school class rank has increased and the SAT scores have remained flat for a period of time. He cautioned that the SAT scores of minority students tend to be lower than those of other students and need to be interpreted according to the group being evaluated. It was *moved* and seconded to accept the report. The *motion carried*.

Approval of the Name for the Center for Research on Sports in Society

The Chair informed the Senate that the Arts and Sciences faculty has approved the proposed name for the Center for Research on Sports in Society. It had been ascertained that this Center is not the kind with appointed faculty. There being no further comment from the Senate, it was *moved* and seconded to approve the name. The *motion carried*. Professor Wilson said that the administration is interested in revisiting the issue of centers as presently defined, probably next fall.

Change of Name and Status of the Advanced Diploma in Performance

The Chair introduced Associate Dean David Boyle, School of Music, to give the history of the Advanced Diploma in Performance. The proposal had received the approval of the School of Music department chairs, the School of Music Council, and the Graduate School Council. It was *moved* and seconded to approve the proposal. The *motion carried*.

Report from the Calendar Committee (First Reading)

Professor Yacoub presented the Calendar Committee's report and recommended scheduling a two-day break during fall 1999. He explained that such things as teaching days, reading days, finals, holidays, opening of the dorms, and the break between semesters were all taken into consideration when planning the new break. Discussion followed. It was suggested that the information should be shared with colleagues in preparation for a vote on May 4. The Provost spoke in favor of interspersing exam days with reading days in an effort to help the students better prepare for their exams.

The Academic Standards Committee recommends adoption of the following proposal:

In order to accommodate a Fall Break, the University would begin Orientation on Saturday, August 22nd, and classes on Wednesday, August 26th; therefore, the weekend of October 10, 11 and 12 would be designated as Fall Break 1998. There would be no classes on Monday, October 12, but all offices would be open. This would not reduce the class contact hours. In keeping with the current orientation schedule, it may necessitate some academic and administrative offices to be open on Sunday, August 23. This new schedule would enable families to have the benefit of an entire weekend to move their sons or daughters into the dormitories.

MEMORANDUM
October 20, 2000

To: Mr. Lawrence Goldberg
Chair, Faculty Senate Academic Standards Committee

From: Shane Weaver
Student Government President

Subj: Fall Break

Instituted at the University of Miami three years ago, fall break was envisioned to provide students a much-needed respite from the rigors of classes and midterms, while also allowing them to spend time with their families back home. However, in its current form, the one-day fall break has proven less than effective at accomplishing the former and almost impossible at accomplishing the latter. Students who do choose to go home for the break either end up having little quality time to spend with their families, and many simply miss their Thursday classes to get a head start on the break.

In reading the fall break project history files in the Student Government office, I have observed two things:

- A.) the original intent was to provide a two-day fall break, and;
- B.) several different options to provide the second day were dismissed either by the faculty or administration.

The options given were to begin the semester a day earlier, cut out a class day entirely or hold classes on Labor Day. None of these options proved workable in adding a second day. Beginning the semester a day earlier (or closing it a day later) would incur major costs to the University, financial and otherwise (i.e., bringing resident staff back a day earlier), and Dr. Whitely has adamantly stood firm on not permitting this option. Cutting out a day of class would force faculty to work in the same amount of course material in less time. However, through numerous discussions with Dr. Scott Ingold and Dr. Patricia Whitely, we are now proposing another option: cutting back the final exam period from 2 1/2 hours to 2 hours, which would free up an entire day. This option does not cost the University anything at all, as we would be working within the confines of our existing academic calendar.

Under this system, the last day of classes before the reading period would take place on a Monday, as opposed to the preceding Friday under the current system. In the fall, the extra day would be added to fall break; in the spring, it would be added to reading days. This option would also allow for the retention of group exams, which members of the faculty have ardently supported. Finally, in laying the groundwork for this proposal, I have gotten spoken to Dr. Gaines of Biology, Dr. Leblanc of Chemistry and Dr. Alexandrakis of Physics--all departments with intensive lab schedules. They have said they were willing to re-work their department's lab schedules (a major obstacle during the original fall break discussions) to accommodate the extra day of fall break, which would occur on a Thursday.

We respectfully ask that you and your committee review our proposal, and stand ready to assist you in any way possible in those discussions. If you have any questions, please do not hesitate to contact me in the Student Government office, 284-3082, or through e-mail at SGPresident@miami.edu. We sincerely thank you for your time and effort.