Committee on Instruction
9 October 2003
Meeting Minutes

Participants: M. Bennett, E. Bevilacqua, R. Blaskiewicz, C. Davis, J. Ellis, K. Limburg, C. Murphy, D. Raynal, G. Scott, R. Smardon, and K. Stribley.

1. Call to Order at 2:04pm

2. Meeting minutes are posted at: http://cww.esf.edu/coi/meetings.htm. Corrections to M. Bennett

3. Subcommittee Reports
   o Subcommittee on General Education – J. Ellis reported that the committee met and acted on a petition from a student
   o Subcommittee on Instructional Quality – no report
   o Subcommittee on Academic Standards – no report

4. Curriculum & Course Proposals -- BTC 497 has been posted to the COI review site. Actions from 2002-2003 that did not meet the deadline will be posted next week for action at the December COI meeting. C. Davis anticipates many curricular and course proposals to the COI before the end of the fall 2003 semester.

5. Discussion of "Programmatic" Topics:
   - Considered developing a policy dealing with "I" grades received by students in their final semester. The Registrar may confer a degree to an undergraduate student whose transcript contains the “I” grade if: a) the student meets degree requirements without the course in which the grade “I” appears, and b) if the grade reverted to “I/F,” the student’s GPA remained above 2.000. COI agreed to maintain the spirit of this practice. Discussion ensued regarding the appropriate use of the “I” grade and possible introduction of an administrative grade. G. Scott moved the following:
     
     A temporary grade of “NR” may be assigned by the College Registrar when the course grade is not received from the course instructor by the grade deadline.

     C. Davis seconded the motion and the motion carried.

     R. Smardon moved to approve the following policy that will become college-wide policy for incomplete grades and the “NR” grade:
     
     No degree will be conferred until all the grades of “I” or “NR” have been resolved.

     C. Davis seconded and the motion carried.

The COI recognized that the current policy for “I” grade should be college-wide, since undergraduate students may receive the grade “I” for courses that will revert to “I/U.” The new policy should integrate the introduction of the “NR” grade as follows:

Incomplete and missing grades
A temporary grade of “I” may be assigned by an instructor only when the student is passing and has nearly completed the course, but because of circumstances beyond the student’s control, the work is not completed. A temporary grade of “NR” may be assigned by the College Registrar when the course grade is not received from the course instructor by the grade deadline. Grades of “I” or “NR” must be resolved prior to the end of the semester following that in which the grade was received. At the request of the instructor and under extraordinary conditions, an “I” grade may be extended for one additional semester. If the incomplete is not resolved by the appropriate deadline, it will be changed to a grade of “I/F” or “I/U.” If the “NR” grade is not resolved by the appropriate deadline, it will be changed to a grade of “NR/F” or “NR/U.” No degree will be conferred until all the grades of “I” or “NR” have been resolved.

- Considered an equitable application of the “C” grade policy for internal and external course transfers – after much discussion the COI determined that the current policy is sufficient and the application of the policy shall be more consistent in regard to the interpretation of “non-ESF” courses.

- Considered a policy to limit semester credits for students on probation. R. Smardon moved the following:

  Students who are on academic probation may register for no more than 15 credits per semester.

G. Scott seconded the motion and it carried. D. Raynal noted he will insert a statement regarding this new policy in all letters sent to students who are placed on probation. Adherence to the policy and standard is the responsibility of the student and the advisor.

6. Other COI Business

Discussion of addressing other clusters of business. The Academic Standards Subcommittee will meet to discuss the “Graduate Advising” cluster that consists of: steering committee approval of 3B forms; guidelines for assistance in writing theses and dissertations; and advising guidelines for non-matriculated students. (C. Spuches will provide R. Smardon with information about non-matriculated students.) This subcommittee will report to the COI at the 30 October 2003 meeting.

The Instructional Quality Subcommittee will report to the COI at its 4 December 2003 meeting regarding “Academic content” and policies regarding "shared resource” courses.

G. Scott requested further discussion on the topic of XXX 132. The issues are: Faculty concerns that the course has more life issues topics that are important but not directly related to academic content. N. Murphy reiterated his statements from a meeting of the ESF Faculty, but C. Davis noted that few faculty were present to hear his comments at that meeting. M. Bennett noted that the course descriptions for XXX 132 were inconsistent, although each mentioned “campus resources available to ensure academic success” within the course description. J. Ellis suggested that exposure to “campus resources available to ensure academic success” could be a requirement met by students’ attendance at campus-wide seminars. G. Scott will take the lead on this topic and report to the COI at a future meeting.

Adjourned at 3:20 pm. Next Meeting: 30 October 2003, 2-3:30pm, 324 Bray Hall