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MEETING OF THE TWIN CITIES CAMPUS ASSEMBLY

WEDNESDAY, OCTOBER 16, 1996

2:00 P.M.

Whiting Proscenium Theater, Rarig Center, Minneapolis Campus

The voting membership of the Twin Cities Campus Assembly totals 179, including the President, 145 members of the faculty (including the Faculty Steering Committee), and 33 students (including the Student Steering Committee). For a quorum, a majority of the voting membership (90) must be present. Advance notice is required for amendments to the constitution and 120 affirmative votes at one meeting or 90 affirmative votes at each of two meetings, the second of which shall be the next regular meeting. Advance notice is required for amendments to the bylaws and 90 affirmative votes. Other actions require only a simple majority of the members present and voting. Amendments to motions in the printed agenda must be submitted to the Clerk of the Assembly at least 48 hours in advance of the meeting to allow for appropriate distribution. Consideration of amendments not received at least 48 hours in advance requires suspension of the rules by a majority of those members present and voting.

Any member of the faculty and any academic professional and student eligible to vote for members of the Assembly shall be entitled to speak at the discretion of the Assembly. Only elected members or alternates, the Steering Committee, and, in case of a tie, the Chair, shall be entitled to vote.

Representatives may designate any eligible alternates from their colleges, schools, and student constituencies as the alternates to serve in their places by written notice to the Senate Office prior to the commencement of any meeting of the Assembly.

ATTENDANCE RECORD

A roll of elected and ex officio members will be available at each door of the meeting room, and members are asked to sign in. A summary of attendance for the year will be included in the minutes of the last meeting of the year.

RULES

Rules will be available at the door.

I. MINUTES FOR APRIL 18, MAY 2, MAY 16, AND MAY 30, 1996 Action (2 minutes)

The Assembly minutes are available on the World Wide Web at the following URL:
www.umn.edu/usenate/tcca/tcca.html.

II. EDUCATIONAL POLICY COMMITTEE Uniform Grading and Transcript Policy Action (20 minutes)

Preamble

At its May 2, 1996, meeting, the University Senate approved a motion to ask the UMC, UMD, UMM, and UMTC campus Assemblies to consider the following proposed policy and report their actions to the University Senate during fall quarter 1996.

MOTION:

To approve the following proposed Uniform Grading and Transcript Policy:

University of Minnesota Uniform Grading and Transcript Policy

I. GENERAL PROVISIONS

- There are two distinct grading systems on each campus of the University of Minnesota, A-B-C-D-F (with pluses and minuses) and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course.
- There are, in addition, registration symbols identified and described in this policy that carry neither grade nor credit.
- No student may receive a Bachelor's degree unless at least 75 percent of the degree-qualifying residence credits carry grades of A, B, C, or D (with or without a plus or minus attached to it). Colleges and units may choose not to accept academic work receiving a D (with or without a plus or minus).
- Each college, campus, and program shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy. Any college, campus, or program may specify what courses or proportion of courses taken by its students or its prospective students must be on one or the other grading system. No campus, college, or program is required to offer a course on the S-N grading system. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.
- When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
- Except as provided in this policy in Sections I (8) and IV (5), no college may use any grading system other than the one established by this policy.
- The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes; mailed copies will include the official seal of the University imprinted on them. Students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.
- The Law School and the Medical School are exempt from the provisions of this policy, but shall report their grading systems, and any changes therein, to the Senate. Any other units which believe that the national norms of their profession require a different grading system may make application to the Senate Committee on Educational Policy for an exemption from this policy; all such exemptions must be approved by the University Senate.

II. PERMANENT GRADES FOR ACADEMIC WORK

- There are five permanent grades which shall be acceptable for the completion of a single course, which will be entered on a student's official transcript. Grades include pluses and minuses, as follows, and carry the indicated grade points. The S grade shall carry no grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program.

These definitions apply to grades awarded to students who are not enrolled in graduate programs, but the grade points are the same no matter the level or course of enrollment. It is understood throughout the University that grades at the graduate level have different meaning.

A 4.00 Represents achievement that is outstanding relative to the level necessary to meet course requirements.

A- 3.67

B+ 3.33

B 3.00 Represents achievement that is significantly above the level necessary to meet course requirements.

B- 2.67

C+ 2.33

C 2.00 Represents achievement that meets the course requirements in every respect.

C- 1.67

D+ 1.33

D 1.00 Represents achievement that is worthy of credit even though it fails fully to meet the course requirements.

D- 0.67

S -0-

Represents achievement that is **satisfactory**, i.e., is equivalent to a 2.00 and meets or exceeds the course requirements in every respect.

- There are two permanent grades given for a single course for which no credit shall be awarded and which will be entered on a student's official transcript.

F (or) N

Represents **failure** (or) **no credit** and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (see item 4). Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course. Neither the F nor the N shall carry any grade points.

Students who enroll for a course on the A-F grading system shall receive an F if such grade is warranted; students who enroll for a course on the S-N system shall receive an N if such grade is warranted.

- In connection with all symbols of achievement, and especially for the S, instructors shall define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C [2.00]).
- Every student shall have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which shall be the ratio of grade points earned divided by the number of credits earned with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

All special grade point averages calculated at the request of a college or unit, if approved by the appropriate chancellor, provost, or vice president, will be accommodated by the Office of the Registrar in such a manner that they do not appear on the student's official transcript or any unofficial transcript which might be issued.

III. OTHER TRANSCRIPT SYMBOLS

- There shall be a temporary grade I, **incomplete**, awarded to indicate that the work of the course has not been completed.

The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements during the student's next period of enrollment.

For undergraduates and adult special students, work to make up an I must be submitted within 72 hours of the last final examination of the student's next period of enrollment at the University; if not submitted by that time, in the sixth week of the next term the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course.

When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

- There shall be a symbol T, **transfer**, posted as a prefix to the original grade, to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.
- There shall be a symbol V, **visitor**, indicating registration as an auditor or visitor, which shall carry no credit and no grade.
- If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript.

There shall be a symbol W, **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus. The W will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through sixth week of class (second or third weeks of summer sessions). Withdrawal in the seventh or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must extenuating non-academic circumstances justifying late withdrawal.

Each student may, once during his or her undergraduate enrollment, withdraw from a course without college approval, and receive the transcript symbol W, after the sixth week of class and at any time up to and including the last day of class for that course.

- There shall be a symbol X, indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each X when the student has completed the sequence.
- There shall be a symbol K, assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

IV. OTHER PROVISIONS

- In those instances when a college or campus permits a student to repeat a course, (a) all grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. Section (IV [1] [b]) of this policy shall not apply to courses using the same number but where students study different content each term of enrollment; all such courses falling under this provision must be approved by the college.
- Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.
- All grades for all courses each period (quarter or semester) shall be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term.

4. This grading system shall go into effect fall quarter 1997, thereby replacing all previous University, campus and college grading systems except those of the Law School and the medical schools. Its grades, symbols, and provisions may not be applied retroactively to any grades or symbols awarded before that time. Each transcript will clearly identify the procedures under which it was produced and will be maintained and released under policies in effect during the time of the student's registration.
5. Only the Senate Committee on Educational Policy shall have the authority to grant to individual colleges or campuses permission to use alternative grading methods outside the provisions of this official University system, for a specified period (but no longer than five years), and only for the purpose of experimenting with a new grading system for possible system-wide adoption. Such permission may be granted if the proposal does not interfere significantly with the registration options of students from other colleges, campuses, and programs. Such alternative systems shall be reported for information to the University Senate as soon as permitted and, after the specified period, shall be re-evaluated, either to be discontinued, or with Senate approval on recommendation from the Senate Committee on Educational policy, made part of the system-wide policy. Except for the provisions of this section 6, no college or program may use any grading system except for the one contained in this policy.
Because alternative grading systems, once used, must be maintained by the University for decades afterward (to preserve the integrity of the transcripts), the Senate Committee on Educational Policy will rarely grant permission for alternative grading systems. It will consider doing so only when (1) those who propose it can make a persuasive case that the alternative is a more accurate and effective way to measure and record student academic performance, and (2) there is strong reason to believe that the proposal will be useful to all colleges and campuses of the University (except the Law School and medical schools).
6. The chancellors and provosts shall resolve disputes between and among colleges and campuses should procedures developed for this grading system result in unacceptable complications for students registering across college lines or across campuses. They should bring to the Senate Committee on Educational Policy issues they are unable to resolve informally through negotiation, with recommendations for resolution.
7. A student shall have the right to petition the college scholastic committee or other appropriate body concerning any of the provisions of this policy.

LAURA COFFIN KOCH, Chair

III. EDUCATIONAL POLICY COMMITTEE

Twin Cities Undergraduate Course and Curriculum Committee Action (20 minutes)

MOTION:

To amend Article III of the Bylaws of the Twin Cities Campus Assembly to add a new Bylaw 9, as follows:

ARTICLE III. TWIN CITIES CAMPUS ASSEMBLY COMMITTEES

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9. UNDERGRADUATE COURSE AND CURRICULUM COMMITTEE

The Undergraduate Course and Curriculum Committee shall establish guidelines and procedures, within the framework of the educational policies adopted by the Senate and Twin Cities Assembly, to review all undergraduate course proposals that have been approved by the appropriate college curriculum committee in order to consider factors that would affect curriculum and policies across collegiate units and across the campus as a whole.

Membership

The Undergraduate Course and Curriculum Committee shall be jointly appointed by the Twin Cities Assembly Committee on Committees and the Provosts of the Twin Cities campus and shall be composed of tenured or tenure-track faculty and students. It shall have 19 faculty members: 1 from each college (appointed by the curriculum committees); 3 dean designees (appointed by the provosts — two from Arts, Sciences, and Engineering and one from Professional Studies), 3 undergraduate students (appointed by the Committee on Committees), and ex officio representation as specified by vote of the Assembly.

The chair shall be a tenured faculty member, shall be appointed by the Provost for Arts, Sciences, and Engineering, in consultation with SCEP, and shall serve as an ex officio member of the Educational Policy Committee. Until September 1, 2000, the position of the chair shall be a 50-percent time funded appointment.

Duties and Responsibilities

- a. To develop guidelines for use by college curriculum committees. The criteria for course approval shall include policies adopted by the University Senate and the Twin Cities Campus Assembly, including but not limited to those that govern the relationship between credits and contact time, the relationship between credit and student academic effort, time constraints for completion of a degree program, and the number of credits necessary for graduation.
- b. To review all undergraduate majors and program proposals. This includes reviewing the overall undergraduate curriculum of the Twin Cities campus, including programs offered, the breadth and sufficiency of course offerings, and the requirements of the programs (including those established by the Council on Liberal Education).
- c. To settle disputes regarding possible duplications in courses that have been approved by college curriculum committees and proposed for the change to semesters. This includes consideration of the similarity between and among courses that are offered in more than one college. The committee will determine, with consultation from the college curriculum committees, faculty proposing the courses, and college administrators, the necessity of offering similar courses and whether one or several courses shall be offered. Such disputes will ONLY be considered when brought to the TCUCCC by one or more collegiate units. Recommendations of the committee shall be forwarded to the Provosts.
- d. To establish timelines for submission of course proposals to the committee.
- e. To report to the Assembly Committee on Educational Policy and the Twin Cities campus provosts.
- f. To recommend to the Committee on Educational Policy such actions or policies it deems appropriate.
- g. To submit an annual report to the provosts and to the Assembly.

COMMENT:

The Assembly Committee on Educational Policy (ACEP) received a suggestion from the Change to Semesters Coordinating Group that it should consider recommending the establishment of a Twin Cities campus undergraduate course and curriculum committee. ACEP, after discussing it, was persuaded that there are several reasons that such a committee should be established.

Following comments at the Assembly meeting of May 2, ACEP revised the charge to the committee and now presents it for action by the Assembly.

(1) All courses proposed for the semester system should be reviewed to ensure adherence to the Semester Conversion Standards, other Senate policies, and to guard as much as possible against course duplication and overlap.

(2) The committee would review majors and programs for semester system implementation.

(3) The committee would establish guidelines for use by the college curriculum committees in the approval of semester courses.

(4) Once semester courses have been established, the committee would be responsible for adjudicating disputes between colleges about curriculum and course offerings when brought forth by collegiate units.

(5) The committee will NOT duplicate the work of college curriculum committees, nor would it, except in rare instances, review the substantive content of courses. (For example, an exception might be when two colleges appear to be offering courses with the same content.)

(6) This proposal goes beyond the impending change to semesters. It responds to issues of the University's financial environment and the belief of ACEP that the Twin Cities campus needs to be financially responsible. This issue has been raised by the Steering Committee on RCM in its identification of the need to "establish or assign to a permanent academic committee the responsibility to monitor the consequences of the proposed changes to program offerings, research and curriculum of the institution."

The temporary funding for the chair's position, staff and general support, and summer salary supplements for (1997) for the membership, will be provided by central administration.

LAURA COFFIN KOCH, Chair

IV. OLD BUSINESS

V. NEW BUSINESS

VI. ADJOURNMENT

MEETING OF THE UNIVERSITY SENATE WEDNESDAY, OCTOBER 16, 1996

3:00 p.m.

Whiting Proscenium Theater, Rarig Center—Twin Cities Campus

Conference Center AB—Crockett Campus

Bohannon Hall 90—Duluth Campus

Science Auditorium—Morris Campus

The voting membership of the University Senate totals 200, including the President, 155 members of the faculty (including the Faculty Consultative Committee), and 44 students (including the Student Consultative Committee). For a quorum, a majority of the voting membership (101) must be present. Advance notice is required for amendments to the constitution and 134 affirmative votes at one meeting or 101 affirmative votes at each of two meetings, the second of which shall be the next regular meeting. Advance notice is required for amendments to the bylaws and 101 affirmative votes. Other actions require only a simple majority of the members present and voting. Amendments to motions in the printed agenda must be submitted to the Clerk of the Senate at least 48 hours in advance of the meeting to allow for appropriate distribution. Consideration of amendments not received at least 48 hours in advance requires suspension of the rules by a majority of those members present and voting.

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RULES

Rules will be available at the door.

I. MINUTES FOR APRIL 18, MAY 2, MAY 16, AND MAY 30, 1996 Action (2 minutes)

The Senate minutes are available on the World Wide Web at the following URL: www.umn.edu/usenate/u_senate/univ_senate.html.

II. PRESIDENT'S STATE OF THE UNIVERSITY ADDRESS (1 hour)

III. ADJOURNMENT

For distribution at the Twin Cities Campus Assembly Meeting - October 16, 1996

"The Faculty Senate leadership declared in September that it had to postpone all considerations of the tenure code by the Faculty Senate and by its committees in order to comply with the cease and desist order. That order for the status quo is still in effect. Why have they now decided to bring the tenure code considerations back in front of the Faculty Senate in obvious violation of their own position and that of the status quo order? While the Law School is not under the cease and desist order, the Faculty Senate, as a 'defacto' part of the Administration is. The Law School faculty can keep the negotiation window open to their hearts content, and can keep the Faculty Senate informed of their negotiations, but the Faculty Senate cannot participate in such negotiations directly without violating the law. Because the Regents have decided to violate the status quo order on their own, does not mean that the Faculty Senate should follow suit."

Rick Purple
Medical School Senator