

Academic Council Minutes

October 7, 2008

3:00 pm.

South Administration Conference Room

Chair: Donna Dillingham-Evans

Present: Kathy Bailey, Karen Bauer, Sue Bennett, Steve Bringhurst, Bill Christensen, Mo Eckroth, Louise Excell, Carole Grady, Brent Hanson, Victor Hasfurther, Don Hinton, Gary Koeven, Frank Lojko, Tom McNeilis, Rick Palmer, David Roos, Brenda Sabey, Becky Smith, Julie Stender, Dennis Wignall, Sheila Bastian

Excused: Pam Montrallos

Absent: Carlene Holm, Randy Hunt, Pete VanValkenburg, Stephanie Brady, Dewen Denning

Agenda Items	Motions	Vote Results	Action/Discussion
Academic Council Minutes (September 2, 2008)	M: Don Hinton S: Victor Hasfurther	APPROVED	MOTION BY DON HINTON, SECONDED BY VICTOR HASFURTHER, TO APPROVE THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON SEPTEMBER 2, 2008.
Curriculum Committee Minutes (June 18, 2008) (September 9, 2008)	M: Don Hinton S: Dennis Wignall	APPROVED	MOTION BY DON HINTON, SECONDED BY DENNIS WIGNALL, TO APPROVE THE MINUTES OF THE CURRICULUM COMMITTEE MEETINGS HELD JUNE 18, 2008 AND SEPTEMBER 9, 2008, AS WRITTEN.
OLD BUSINESS – Action Items			
National Honor Society Memberships			Donna told Council members that she receives several invitations a year asking Dixie State College to join a national honor society. She asked if Council members know of any honor society memberships on campus, to please forward their contact information to the appropriate Dean. Frank said Student Services is supportive of establishing new honor society groups on campus and is willing to pay their startup charter fees.

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Purge Date	NO MOTION	POLICY REMAINS AS WRITTEN AT THE PRESENT TIME	<p>David Roos said he brought this agenda item to the Council because the people in his office have a difference of opinion of when the purge takes place. David said that he recalls that one of the reasons for changing the purge date was for retention. He said that retention and graduation rates are based on those first-time freshmen of fall third week.</p> <p>Donna said we need to look at retention numbers closely for a year or two. If we actually see a significant percentage difference it could make on our report to the Board of Regents, we probably need to reassess what we are doing</p> <p>Kathy Bailey gave the following report:</p> <p style="padding-left: 40px;">Of the 6443 students counted in 3rd week enrollment, 3% or our headcount, or 209 were purged, bringing our headcount after dropping for non-payment to 6234. I understand that in a few cases, some students have been purged from only a couple of their classes, and are still enrolled in others. This is not standard practice; usually a student is dropped from all classes.</p> <p style="padding-left: 40px;">Total FTE of those 209 purged is 88.53, so most of this FTE would have been lost if the purge was done before 3rd week.</p> <p style="padding-left: 40px;">258 students have HOLDS on their records, most of those are the 209 dropped above. 49 are still enrolled in classes.</p>

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Administrative Withdrawal	NO MOTION	POLICY REMAINS AS WRITTEN AT THE PRESENT TIME.	<p>Terry Bell sent a memo to Donna concerning the Administrative Withdrawal Policy. Terry said that when DSC changed to the Banner system, Financial Aid re-wrote their policy indicating that the institution had an administrative withdrawal policy that required instructors to drop students within the first 10 day if they had not attended class. At the end of the 2nd week, which is their “census” date, the financial aid recipient’s financial aid hours are locked at the amount they are enrolled in at that time and because teachers should drop students for non attendance that was proof that they had began attendance. After that point, their awards stay the same and we then pick up problems when we run our end of semester processes. If the award feeds across for a class that a student never attends and the teacher does not do an administrative withdrawal, the student gets money they are eligible for and the institution has an invalid financial aid award. Terry said that if we had an audit or a program review and they looked into this issue, the college could have some serious financial and eligibility issues</p> <p>Terry said that we need an administrative withdrawal policy that indicates that instructors <u>must</u> drop students for non attendance during the first 2 weeks of the semester. Currently our policy indicates they <u>may</u> drop students. As long as our policy indicates the institutions standards it will keep the institution out of trouble</p>
Academic Calendar 2009-2010 Final Approval	M: Tom McNeilis S: Mo Eckroth	APPROVED (2 opposed) Carole Grady Bill Christensen	<p>MOTION BY TOM MCNEILIS, SECONDED BY MO ECKROTH, TO APPROVE THE 2009-2010 ACADEMIC CALENDAR WITH THE FOLLOWING CHANGES:</p> <ul style="list-style-type: none"> • Start Spring Semester 2010 on January 4th • A full week for Spring Semester Break (March 14-19, 2010) <p>http://www.dixie.edu/reg/2009-2010.html</p>

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Independent Study Courses		Louise will take this issue to the Curriculum Committee for a recommendation.	Don said he is receiving several request for independent study courses. Louise Excell said, according to Sharon Lee, the issue is changing the activity type in the inventory and in order to offer the course, the inventory has to be changed. Louise said that Sharon is uneasy making these “on-the-spot” changes without an approval process through curriculum (paper trail).
<u>NEW BUSINESS (Information Items)</u>			
Night Bell Schedule			<p>Becky Smith said of the courses that go from at 5-7:20, 7 are one credit courses, 3 are two credit courses, 4 are three credit courses that end at 7:20 or 7:30 and one is the 5-hour EMT which would be exempt anyway.</p> <p>Of the courses that begin at 5:15, 44 of them are 3 credit courses that end at 7:45, 4 are biology labs of 1 credit but meet for 3 hours and end at 8:05, and the rest are either 1 credit courses that end by the correct ending time or are 3 or 4 credit courses that meet two nights a week and stay within the ending bell schedule.</p> <p>Of the courses that begin at 5:30, 5 end at 7:50, the rest fit.</p> <p>Of the courses that begin at 6, 8 are Hurricane courses that begin at 6 and end at 8:30, 1 meets at 6-7:40 two nights a week. There are 7 courses that meet two nights a week and are within the bell schedule.</p>
Change in Admissions Policy – Underage Students			<p>David Roos presented the following policy change:</p> <p>2.11.1 All other types of admissions, to include students younger than 16 years of age, will be considered on an individual basis by the Director of Admissions.</p>

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Collecting a "Grade Book" Each Semester			<p>Karen Bauer said that ever since she started at DSC (since 1993); the science department has asked that we submit grade sheets for each class or lab we teach. The reason was that if in the future there is ever any question about a student's grade, the department chair can look up the records and determine how the grade was figured. There have been instances where it was found that the incorrect letter grade was entered into the computer or that the grade was not calculated correctly. Sometimes the registrar has had a question about grades for some reason or other.</p> <p>Karen said that last year, one of the new physical science faculty members refused to submit his grade book saying that this is a violation of student privacy. Karen asked if it is a violation to collect a teacher's grade book.</p> <p>Karen was advised by the Council that as department chair she can request teacher's grade books.</p>
Place of Admissions Anti-discrimination Statement On DSC Website			David Roos agreed to make the anti-discrimination statement more visible on the college website.
Work Load Recommendations	M: Don Hinton S:Dennis Wignall	APPROVED TO MOVE FORWARD AT THE NEXT ACADEMIC COUNCIL MEETING AS ACTION ITEMS.	<ul style="list-style-type: none"> • <u>Radio Station Advisor</u> Eliminate workload release for Radio Station Advisor. • <u>Heritage Choir, Southwest Choral and Southwest Symphony</u> Change formula for calculating reassigned time for the Heritage Choir, Southwest Choral, and Southwest Symphony directorship from an ensemble formula to a set 3.0 hours of administrative reassignment for each choir per semester.

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			<ul style="list-style-type: none"> <li data-bbox="1325 245 2045 383">• <u>Nursing Faculty Lab Instruction</u> Nursing faculty teaching nursing laboratory courses will receive one workload factor for each weekly contact
<u>REMINDER:</u>			<p data-bbox="1178 431 1976 570">All programs/disciplines are to have revised their course and program outcomes by the end of Fall Semester and they are to have a written evaluation plan approved by the end of Spring Semester this year (to evaluate those objectives).</p> <ul style="list-style-type: none"> <li data-bbox="1325 610 2045 683">• DSC will be holding a First Year Experience (FYE) retreat on Career Day, November 18, 2008 <li data-bbox="1325 724 2045 862">• Faculty Required Elements in DSC Syllabi Web Link: http://new.dixie.edu/reg/faculty/index.php?page=Syllabus
Adjourned 4:50pm			