

# Academic Council Minutes

September 2, 2008  
3:00 pm.

South Administration Conference Room

**Chair:** Donna Dillingham-Evans

**Present:** Kathy Bailey, Karen Bauer, Sue Bennett, Steve Bringhurst, Mo Eckroth, Louise Excell, Carole Grady, Brent Hanson, Victor Hasfurther, Don Hinton, Gary Koeven, Frank Lojko, Tom McNeilis, Philip Lee, Tom McNeilis, Pam Montrallo, Becky Smith, Sheila Bastian

**Excused:** Brenda Sabey

**Absent:** Bill Christensen, Carlene Holm, Stephanie Brady, Dewen Denning

Agenda Items	Motions	Vote Results	Action/Discussion
Academic Council Minutes (June 24, 2008)	M: Carole Grady S: Becky Smith	Approved by Email Vote on 6/30/2008  APPROVED	<b>MOTION BY CAROLE GRADY, SECONDED BY BECKY SMITH, TO RATIFY THE MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON JUNE 24, 2008, AS APPROVED BY EMAIL VOTE ON JUNE 30, 2008.</b>
<b>NEW BUSINESS – Information Items</b>			
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. Donna indicated that some of our disciplines on campus have established honor groups. She asked Council members to please send her contact information if they know of a discipline that has established an honor group on campus. Donna said it is reasonable to have general honor's societies on campus as long as we have someone to sponsor them and see to their activities.

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<p><b>Purge Date</b></p>		<p>Donna said we are trying to clean up our policies and will add these two policies to the list of that need to be cleaned up.</p>	<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>A question was brought up concerning if the Administrative Withdrawal Policy and Purge Policy should say the same thing? (See below)</p> <p><b>Purge Policy</b>  <u>17.7.2 A purge for students in full-term semester classes will take place after the twenty-first day of classes.</u></p> <p><b>Administrative Withdrawal Policy</b>  <u>44.1.2 If faculty administratively withdraw students who fail to attend, they must do so prior to the end of the third week of the term. It remains, however, the students responsibility to ensure the accuracy of their class schedule and to drop courses they do not intend to complete.</u></p> <p><u>44.2.4 Neglecting to pay tuition and fees for any given semester by the end of the third week of the semester. This type of administrative withdrawal has been referred to previously as a "purge".</u></p>

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Administrative Withdrawal			<p>Terry Bell sent a memo to Donna concerning the Administrative Withdrawal Policy. Terry said that every semester when she is checking grades she is reminded how dangerous our satisfactory progress policy is for our financial aid recipients.</p> <p>Terry said that when we changed to the Banner system they 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. At the end of the 2<sup>nd</sup> week, which is their "census" date, they 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 that they may. As long as our policy indicates the institutions standards it will keep the institution out of trouble.</p>
Academic Calendar for 2009-2010			<p>David Roos presented the Academic Calendar for 2009-2010 to the Council as an information item that will come forward as an action item at the next Academic Council meeting.</p>
Impact of Probationary Faculty Evaluations in the New Promotion and Tenure Policy			<p>Don Hinton said the new Promotion and Tenure Policy requires that all first and second year faculty are required to be evaluated every fall and spring semester for their first four semesters. In Don's division there are twenty three faculty that will need to be evaluated spring semester. Don said this will take some planning because of the increased workload.</p>

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<b>Monday Only Classes</b>			<p>Donna said the policy allows for a Dean, Associate Dean or Chair of the department to conduct the evaluations.</p> <p>Don Hinton said that he has had several faculty ask why we start the semester on a Tuesday. Don indicated that we have a fair number of courses that are Monday only courses. In the fall, particularly when students have a Monday only class, they miss the first Monday because everything starts on Tuesday. They miss the second Monday because it is a holiday. By the next Monday we are already in the third week of the semester before the instructor sees his students for the first time. This takes a great hit on the instructor and students in Monday only courses.</p>
<b><u>REMINDER</u></b>			<p>It was suggested that we talk to Student Services to see if they can come forward with a proposal to start on Monday.</p> <p>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>
<b>Independent Study Courses</b>			<p>DSC will be holding a First Year Experience (FYE) retreat on Career Day, November 18, 2008</p> <p>Don is receiving several requests for independent study courses. We have arranged for some of those requests. Don feels that it is very difficult to get the type of rigor and instruction that needs to go into a course.</p> <p>Louise Excell indicated there are some curricular problems with this. Sharon said it forces her to go into banner and make a whole new course – not approved by the Curriculum Committee - for each independent study course.</p>
Adjourned: 4:25 pm	M: Don Hinton S: Becky Smith	<b>APPROVED</b>	<p>Don will look at workload relative to the numbers.</p> <p><b>MOTION TO ADJOURN BY DON HINTON, SECONDED BY BECKY SMITH.</b></p>