University of Northern Iowa Faculty Senate Meeting Agenda, January 28, 1991

University of Northern Iowa. Faculty Senate.
AGENDA
UNI FACULTY SENATE MEETING

Board Room, Gilchrist Hall, 3:30 p.m. Monday, January 28, 1991

1. Call to Order

2. Announcements
   2.1 Call for Press Identification
   2.2 Comments from Administrative Officials
   2.3 Professor Emeritus status for:
       Arnold Freitag, Industrial Technology
       Elizabeth Ann Martin, Library Science
       Jean A. Trout, Educational Psychology and Foundations

3. Reports
   3.1 Writing Enigma Committee

4. Calendar

5. New/Old Business
   5.1 Academic Policy Regarding Incompletes
   5.2 Final Exam Period Policy Implementation

6. Docket
   6.1 500 440 Recommendation 3 of April, 1990 Report from the University Writing Committee
       [see page 7 of 500 435 and p 9 Senate Minutes #1426]
To: Senators
From: John C. Longnecker, Chair
University Faculty Senate
Re: 1. Academic Policy Regarding Incompletes
     2. Writing Enigma
Date: January 21, 1991

1. With this memo you will find a request that the Senate re-examine the policy for undergraduates' incompletes. It is the feeling of the Chair that this could be sent to the Educational Policies Committee with an appropriately short return time for a recommendation.

2. The Chair has failed in its attempt to provide the promised recommendation or list of alternatives. The Chair will, prior to the debate on Recommendation 3, announce that the rules of debate to be followed will include:

   1. Debate must be germane to the question.
   2. The motives of those involved will not be allowed to be a matter of the debate.
   3. All remarks will be addressed through the Chair.
   4. Members of the Senate have the primary right to the floor and will be given the first opportunities.
   5. Each speaker has the right to the floor twice during the debate. The second time will not occur until all have had the opportunity to speak the first time.

The Chair will also ask for unanimous consent to adopt the following special rules:

   1. Each speech will have a time limit of two minutes; a ten-second warning of the expiration of the two minutes will be given by the Chair.
   2. In order to determine the order of speakers, the Chair will ask for those who wish to speak in favor to identify themselves by a show of hands and, following the recording of those by the Senate Vice-Chair, do likewise for those opposing. Speakers will be alternated pro and con. Someone subsequently wishing to speak should identify themselves to the Vice-Chair.

bj
TO: Mr. John Longnecker, Chair
    University Faculty Senate

FROM: Marlene Strathe

DATE: January 8, 1991

RE: Academic Policy Regarding Incompletes

As you will note from the attached, the Graduate Council approved
a new policy regarding incompletes which now appears in the
Catalog but will not be effective until fall 1991. As Mr. Leahy
notes this differs from our treatment of undergraduates and some
consideration should be given to a university policy. I do not
believe this a matter for the Curriculum Committee and the
Educational Policies Commission normally is convened only by
Senate request. Thus, I ask you to bring this item to the
attention of the Senate for disposition.

/c

Attachment
TO: Dr. Strathe

FROM: Robert D. Leahy, Registrar

RE: Incompletes

DATE: 10/25/90

Last year the Graduate Council approved a new policy for graduate students receiving an incomplete (I). The time to make up the incomplete was changed to six weeks after the start of the fall semester for incompletes awarded spring and summer and six weeks after the start of the spring semester for those awarded in the fall. The previous policy was an all University policy and allowed six months to make up the incompletes from the time it was awarded.

Another change was the requirement of having to complete a contract for each incomplete awarded, a copy of which was to be kept by the student and the instructor. The third copy was to be turned into the Registrar’s Office with final grades.

This change was to be effective fall 1990, however, because of the delay of this change appearing in print in the University catalog the Graduate Council has delayed implementation until fall 1991. Attached is a sample of the form that was to be used this fall except it would have been a three part form.

While I support the changes made by the Graduate Council I am concerned that this is not an all University policy. When implemented there will be confusion as to when the contract is required and when the last date is to have the incomplete made up. I request that you submit, during this year, to either the Educational Policies Commission or the Curriculum Committee, a proposal to consider making this an all University policy. There may need to be some discussion with the Graduate Council if differences arise in order to achieve an all University policy.

There are too major issues. One, the date the incomplete is to be made up and the other, the use of the contract. Each semester over 600 incompletes are awarded and over fifty percent of these are not made up and turn to an "F". I believe requiring a contract to be completed would result in fewer incompletes being awarded and a higher percent being made up. I think it is worth a try.

RDL:njr

attachment
The granting of "I" to a graduate student will occur with the filing of an "Incomplete Grade Contract" with the Registrar. This form is to be completed by the instructor of the course indicating: a) what must be done to satisfy the course requirements for a letter grade, and b) the agreed upon date by which the requirements must be completed. The form must be signed by the instructor, the student, and graduate coordinator (or department head). The time limit for completion will be six weeks after the start of the next academic year semester (6 weeks after the start of Fall for those issued in the Spring and Summer; 6 weeks after the start of Spring for those issued in the Fall). This form is to be submitted with the final class list and grade report and will be retained by the Registrar.

Student Name ___________________________ Date ________________

Student Number ___________________________

(To be completed by the instructor and submitted with the final class list and grade report)

Course Number _______ Section ___ Title __________________________

Credit Hours ____ Special Assignment(s) to be completed: __________________________

Deadline date for work to be completed if earlier than Graduate College deadline:

______________________________

This contract must be signed.

______________________________ Date __________________________

Student Signature

______________________________ Date __________________________

Instructor Signature

______________________________ Date __________________________

Graduate Coordinator (or Department Head)

Student Copy

Instructor Copy

Registrar