Minutes of the Meeting of the UUF Executive Committee
April 28, 2005, Room 352 Adelbert Hall

Present: Antonio Candau (Chair), Corbin Covault, Don Feke, Lynne Ford, Steven Garverick, Marshall Leitman, Lynn Lotas, Kelly McMann, Larry Parker, Sheila Pedigo, Stephen Previs, Roy Ritzmann, and Beverly Roberts

Also Present: Christine Cano, Amy Hammett, and Peter Whiting

1. Chair’s Announcements: Antonio Candau
Meeting began at 11:40 a.m. The chair announced that the agenda would have a new order, putting the most important items first, with reports following and to be discussed as time permitted.

2. The minutes of the last meeting held on March 24 were approved as distributed.

3. SAGES Update: Peter Whiting
No report at this time.

4. Old Business:
   A. Task Force on Revision of the UUF Bylaws:
   Jay Mann noted some refinement to the final wording to be voted on at the UUF General Faculty meeting on May 5.

   B. Midterm Evaluations, Student Initiative:
   Students unable to be present; hold over further discussion to fall semester.

   C. SAGES Governance and Assessment:
   Corbin Covault suggested holding over item to fall semester.

   D. Service Learning:
   Don Feke: no new report at this time; see Feb. 24 agenda for Institutional Plan for Service Learning at Case Western Reserve University. Plan to take this up again in the fall.

   E. Membership for 2005-2006 on all committees:
   List with vacancies noted distributed with agenda; to be addressed via e-mail during summer.

5. New Business:
   A. Revisions of Academic Standing Regulation: Dean Margi Robinson
   (Attachment #2 to this month’s agenda)
   Dean Robinson noted that in the past year we harmonized Academic Standing Regulations across all schools. The attachment notes the current and the proposed revision to the requirements for maintaining good academic standing for each year following matriculation. It is important that students continue to make progress as well as maintaining a good grade point average. The proposal is that students have a GPA of 2.0 or higher each semester and cumulatively and have earned a specified number of credit hours according to the number of semesters enrolled.

   ACADEMIC STANDING REGULATIONS
   Current:
   Following the first year, the requirements for good standing are:
   1) A semester grade point average of 1.75 or higher and
   2) A cumulative grade point average as follows:
      a) for students with 22-40 hours earned, a cumulative grade point average of 1.80
      b) for students with 41-59 hours earned, a cumulative grade point average of 1.90
      c) for students with 60-89 hours earned, a cumulative grade point average of 1.95
      d) for students with 90 or more hours earned, a cumulative grade point average of 2.00
Proposed revision:
Following the first year, the requirements for good standing for full-time students* are:
1) A semester grade point average of 2.00 or higher and
2) A cumulative grade point average of 2.00 or higher and
3) Progress towards degree completion according to the following table:

<table>
<thead>
<tr>
<th>Number of semesters (fall/spring) enrolled at Case</th>
<th>Semester hours earned after matriculation at Case</th>
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<td>11</td>
<td>127</td>
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<td>12</td>
<td>139</td>
</tr>
</tbody>
</table>

*For the purposes of academic standing, a student is full-time if he/she was enrolled for 12 or more hours at the end of the semester drop/add period. Semester and cumulative credit-hour expectations for good standing will be adjusted and prorated for a matriculated student who enrolls as a part-time student. For example, a half-time student must have completed successfully one-half of the minimum number of required semester hours.

UUF Committee on Academic Standing 3/3/04; revised 3/21/04

CHANGES PROPOSED BY THE UUF COMMITTEE ON ACADEMIC STANDING

Withdrawal Policy; and Grading and Good Standing Policy for the First Undergraduate Year
Dean Robinson explained the original intention of the Freshman Forgiveness Program was to encourage students to stay in a course and earn credit, but when scholarships depended on GPA some intentionally failed a course. We were forced to calculate GPA differently for scholarships. As any student has until the last week of class to withdraw, the new proposal is to rescind the “freshman forgiveness” program and have a student’s true record appear on their transcript.

After some discussion and several suggestions, the proposal was amended and was approved by a vote of 13 in favor and 1 opposed. All voted in favor of putting these two policies, as amended, on the agenda for the UUF General Faculty Meeting on May 5/05.

Withdrawal Policy
Current:
Withdrawal from Courses
After consultation with a dean in the Office of Undergraduate Studies, a student may withdraw from a course no later than the end of the 11th week of the semester and receive a grade of W. After this date, a student who withdraws from a course normally will receive a grade of F. In unusual circumstances, the dean may permit a student to withdraw from a course after the final date and receive a W. A first-year undergraduate who is subject to the grading practices for first-year students (see “Good Standing” under Academic Standing, below) may withdraw from a course after the end of the 11th week, but no later than the last day of classes.

Notice of a withdrawal from a course must be transmitted by the student to the Registrar on the appropriate form, signed by the student’s instructor, advisor, and dean. Failure to attend class or providing notice only to the instructor, does not constitute an official withdrawal from a course. Such an unofficial withdrawal normally will result in the student’s being assigned the grade of F.
A student who withdraws from the University or is dismissed during a semester will receive the grade of WD for each course for which he or she is registered at the time of withdrawal.

**Proposed:**

**Withdrawal from Courses**

**The First Undergraduate Year:**

For the first two semesters of enrollment and after consultation with a dean in the Office of Undergraduate Studies, matriculated students who are beginning their college studies may withdraw from a course at any time during the semester but no later than the last day of classes. Any course for which a grade of W is assigned will not be posted on the official transcript. This policy is not available for transfer students and does not apply to the summer session.

After the First Undergraduate Year: After consultation with a dean in the Office of Undergraduate Studies, a student may withdraw from a course no later than the end of the 11th week of the semester and receive a grade of W. After this date, a student who withdraws from a course normally will receive a grade of F. In unusual circumstances, the dean may permit a student to withdraw from a course after the final date and receive a W.

For all course withdrawals: Notice of a withdrawal from a course must be transmitted by the student to the Registrar on the appropriate form, signed by the student’s instructor, advisor and dean. Failure to attend class, or providing notice only to the instructor, does not constitute an official withdrawal from a course. Such an unofficial withdrawal normally will result in the student’s being assigned the grade of F.

A student who withdraws from the University or is dismissed during a semester will receive the grade of WD for each course for which he or she is registered at the time of withdrawal.

**Grading and Good Standing Policy for the First Undergraduate Year**

**Current:**

**The First Undergraduate Year:**

For the first two semesters of full-time enrollment, students who are beginning their college studies will earn credit and grades only for those courses completed with a grade of D or higher. Any courses for which a grade of F, W, or NP is assigned will not be included in the computation of the grade point average and will not be posted on the official transcript. This grading policy is not available to part-time or transfer students and does not apply to the summer session. In order to maintain good standing a first-time first year student must earn at Case Western Reserve a minimum of 9 hours and an average of 1.70 or higher in the first semester and a total of 21 hours with a cumulative average of 1.75 or higher by the end of the second semester of full-time enrollment.

**Thereafter:** Following the first undergraduate year, grades of F will be posted on the transcript and will be used in the computation of the grade point average.

**Proposed:**

**The First Undergraduate Year:**

In order to maintain good standing a first-time first year student must earn at Case Western Reserve a minimum of 9 hours and an average of 1.70 or higher in the first semester and a total of 21 hours with a cumulative average of 1.75 or higher by the end of the second semester of full-time enrollment.

**Rationale:**

The above proposal rescinds the first year grading policy that dropped from the official transcript and from the student’s grade point average courses in which a student earned a grade of F. For purposes of scholarship review, a scholarship grade point average is calculated that includes any F’s that do not appear on the official transcript. The committee supports this change because first year students may withdraw from a class through the last day of classes and therefore avoid inclusion of F’s in their gpa’s. The revision means that the transcript is an accurate account of a student’s enrollment, achievement, and withdrawals and eliminates the confusion engendered when the scholarship gpa (including F’s) differs from the official gpa (not including F’s).
6. STANDING COMMITTEES:
Reports from Academic Computing and Information Resources, Academic Standing, and Curriculum were attached to the agenda and received no further discussion; Undergraduate Admissions has not met since their last report.

D. Committee on Student Life, Services and Environment: Christine Cano, Chair:
The committee recommends the formation of two task forces in the coming year - a thorough review of the non-academic disciplinary process, and an examination of student course load. (See items below). The UUFXC decided to hold these items over to allow for that review next academic year and not put these items on the agenda for the UUF General Faculty Meeting of May 5.

1) A report was presented by a subcommittee charged with considering recommendations made by the University Judicial Review Committee (chaired by Clay Barnard, Vice President for Student Affairs) regarding the University's non-academic disciplinary process. The subcommittee was specifically concerned with the University Judicial Review Committee's recommendation that the composition of the University Judicial Board be changed so that students make up the majority on the Board. Its report included a review of judicial board composition and judicial procedures at several peer institutions. After considerable discussion, the SLSE Committee approved the major recommendation of the University Judicial Review Committee: to wit, that the University Judicial Board be composed of three students and two administrators (all voting members). The SLSE Committee was not prepared to take action on a number of less substantive changes proposed by the Judicial Review Committee.

Having approved the Judicial Review Committee's recommendation regarding Judicial Board composition, the SLSE Committee nonetheless wishes to recommend that a comprehensive review of University judicial policy and procedures (applying to issues outside of academic integrity) be initiated by a task force that would adequately represent the constituencies concerned. Such a task force would include students, representatives of the SLSE, representatives of the Office of Undergraduate Studies and representatives of the Office of Student Affairs. It would not focus exclusively on the question of Judicial Board composition but would be charged with conducting a thorough review of the non-academic disciplinary process (a review which the University Judicial Review Committee was initially asked to undertake).

2) After repeated discussion of the question, the Committee on Student Life, Services, and Environment also recommends that a task force be convened to examine the problem of student course load. The issue arose once again this Spring during a discussion of undergraduate sleep deprivation. A task force could consider, for example, whether the University should limit the number of semesters in which students are permitted to take an overload; whether students should pay additional fees for course loads exceeding 18 credits; and the role of faculty in assuring that work is distributed evenly throughout the semester wherever possible. We recommend that the task force include students, faculty members, a representative from the Office of Undergraduate Studies, a representative from the Office of the University Registrar, and possibly a representative from University Counseling Services.

7. A. There was no report from the Faculty Senate
   B. There was no UCITE report

8. UPDATES FROM CONSTITUENT FACULTY EXECUTIVE COMMITTEES
Reports were included with the agenda from the College of Arts and Sciences, the Case School of Engineering and the Weatherhead School of Management. No reports from the schools of Medicine and Nursing.

5. B. The agenda for the UUF General Faculty Meeting on May 5 was approved unanimously.

Notes taken and transcribed by Lynne Ford