

SUU Faculty Senate Minutes - meeting 5 December 2002

Present: Brian Heuett, Joe Baker, Robert Eves, Virginia Stitt, Rea Gubler, Marty Larkin (proxy for Steve Heath); Mike Grady, Ben Davidson (LRT Revision Committee), Curt Bostick, Steve Barney, Kenny Laundra, Mike McGarvey, Judy Higbee (proxy for Jerry Bowler), Ed McNicoll (proxy for Sarah Smith), Janet Seegmiller, Darin Wadley, Karen Atwood (proxy for Deb Hill); Abe Harraf, Steve Evans (also proxy for Kathy Black), Ty Redd, Ron Martin, Martha Hyder, Henry Brimmer (proxy for Eric Brown), and Roy Johnson.

Senate meeting called to order at 3:31 p.m. by Brian Heuett, President.

Robert Eves moved that the minutes from 21 November 2002 be approved; 2nd by Joe Baker; discussion; passed unanimously

Brian Heuett reported on the Board of Regents meeting mandating

a) that four year institutions collaborate on core curriculum and courses without penalty when transferring. This will go to the Deans to work out, probably at a two or three day conference. It will be a two to three year process.

b) an issue that the President and Provost of the higher education institutions push acceptance of @ time release (or two courses) for the president of the Faculty Senates and a 1/4 time release (or one course) for the president elects.

Robert Eves reported on the Board of Trustees meeting this past Tuesday, regarding the draft policy of two scenarios for definition of Mission Statements - one with Weber and one without Weber. Faculty input is sought. Discussion followed; appears that many hope that we (SUU) create our own scenario, which the Provost and Deans would then have opportunity to review.

Tuition increase was discussed.

January meeting of the Board of Trustees will probably vote on draft form of the Mission statements.

Joe Baker reported a balance of \$13,411.58.

Committee Reports

Constitution Committee, chaired by Steve Barney, met with the Presidents regarding changes to the constitution; President Bennion will draft a request to charge the committee with reworking the constitution. Various members of the committee have already started to work on various sections.

LRT, revision committee, chaired by Ben Davidson, has been meeting weekly. The Post Tenure Review Policy will be worked on. The tenure policy is being revised. The faculty evaluation document which is being worked on by Tom Cunningham and his committee will plug into the LRT document. Brian Heuett suggested that the committee work on the Leave document first; then the Post-Tenure Review; then Tenure policy. It is the hope of the committee to have a single set of forms that will work throughout the process of employment at SUU. It was suggested that legal council look at it when it is

finalized. It appears there are about 83 pages for tenure. Discussion of due dates for various aspects of the LRT process and the elimination of various committees be considered.

Provost Harraf spoke to us about the four-year programs, in preparation to focus on proposed mission statement and the subsequent question of where SUU will put their limited resources. Weber and the UCAT institutions who are trying to offer degrees, are commuter schools. Remedial work is covered by state funds which do not come to us. The question of competing with UCAT, Dixie, and SLValley was discussed. Trustee Leavitt and Ivan Peterson have sent word that the financial information regarding the approval of a tuition increase is accurate. We basically have no choice left to cut; if vertical cuts become necessary it will affect programs. The students of SUU are willing to ask for a 30% increase of tuition, with academic advising, is nearly equal to the administrations list. The commissioners and Regents still must OK the increase. SUU's percentage rate is high, but the base increase is not as much as say, UVSC. We must have increase or we risk doing nothing, which will mean another reprioritization. The Provost also spoke to us about a grid that is being developed for scheduling of classes; a finals schedule; incompletes; courses being offered that aren't even in the catalogue.

After discussion of the role of a mission statement for the university it was moved by Robert Eves and 2nd by Rea Gubler that a special meeting of the SUU Faculty Senate be set for 9 January at 3:30 p.m. to draft a mission. Discussion of getting faculty input by the beginning of the semester and drafts being set to all SUU faculty, the motion passed unanimously.

OLD Business

Reminder from Brian Heuett that we must get policies moved through the Senate this year. Please read and be ready to discuss policies as they come up.

Final exam policy (copy in appendix): Robert Eves moved that we accept the policy as written; Ty Redd 2nd, discussion. \$100 only harms the non rich students, it is not a deterrent. The question was raised as to where the fee would go - Abe Harraf said it would go to faculty development.

Discussion as to whether chairs should oversee policy. Ron Martin suggested that there be no early or late finals. Motion called; Accepted 14, opposed 6; abstained 1.

Robert Eves moved that the \$100 fee be reduced to \$50. Ron Martin 2nd. Vote: 12 in favor; 4 opposed; 3 abstained. Karen Attwood moved that the word @must@ replace @may@; Henry Brimmer 2nd; 11 in favor; 3 opposed; 4 abstained. Kurt Bostick moved that we delete the line involving the chair; Steve Barney 2nd; 11 in favor; 7 opposed; 2 abstained.

NEW Business

Transfer Credits Policy (attached in appendix) - following Regents Policy Robert Eves moved that we accept the statement with in inclusion of @by the appropriate department@; Ty Redd 2nd; vote was unanimous in favor.

Joe Baker moves that we leave out section G, paragraph 5, 3rd bullet completely out of

the document; Curt Bostick 2nd, passed unanimously.
Spelling on E.1. advisor pointed out for correction.

Motion for Executive Session was made by Joe Baker; the motion was seconded by Robert Eves; the motion for executive session carried in the affirmative by unanimous vote of the Senate.

APPENDIX

FINAL EXAMINATIONS

PURPOSE: Establish policy on final examinations

POLICY:

1. Final examinations are part of the contact hour criteria for a credit-bearing class. Faculty are responsible to meet their assigned classes during the final examination week.
2. Regular final examinations for spring, fall, or summer semesters are held for a designated period of time at the close of each session or semester. Final examinations for a class may not be held outside the designated time assigned to each course without permission of the respective Dean.
3. When an individual student needs to take a final examination at a time other than that published in the final exam schedule, they may request permission from the faculty member to do so. Department chairs will sign-off on the request in order to monitor such exceptions. If permission is granted, students are to be charged a \$50 unscheduled final examination fee, payable at the cashier's office. Once paid, the student will present a receipt to the faculty member prior to sitting for the unscheduled final exam. The fee is placed into account number 3-17800 and is earmarked for faculty development.
4. Students who demonstrate that their final exam schedule includes more than three examinations on a given day may request to re-schedule additional examinations for another day and time without fee payment. Every effort will be made by faculty to honor the student's request.

UNDERGRADUATE TRANSFER CREDITS

I. PURPOSE: To establish policy and procedures on undergraduate transfer credits

II. REFERENCES

Utah Board of Regents Policy R461, Admissions, Access and Articulation

Utah Board of Regents Policy R463, Credit by Examination

Utah Board of Regents Policy R465, General Education

Utah Board of Regents Policy R467, Lower Division Major Requirements

Utah Board of Regents Policy R471, Transfer of Credit

Utah Board of Regents Policy R472, Course Numbering

Utah Board of Regents Policy R473, Standards for Granting Credit for Course Work Completed at Applied Technology Centers

III. POLICY

A. General. The Registrar's Office awards transfer credit according to guidelines in regental and institutional policies. It reserves the right to accept or reject credits earned at other institutions of higher education. In general, it is University policy to accept credits earned at institutions fully accredited by their regional accrediting association, provided that such credits have been earned through university-level courses appropriate to the student's degree program at the University.

1. The University subscribes to (1) statutory mandates regarding transfer credits, (2) statewide policy on transfer and articulation among Utah public colleges and universities, and (3) articulation agreements between the University and other institutions.

2. General Education Transfer Credits from Utah System of Higher Education (USHE) Institutions.

a. Graduates of Utah's accredited community colleges holding the Associate of Arts (AA) or Associate of Science (AS) degree will not be required to complete additional general education requirements at SUU.

b. Students who have completed general education requirements from other four-year colleges and universities in the USHE with a 2.00 or higher GPA, as certified by the former institution's registrar, will not be required to complete additional general education requirements at SUU.

B. Class Standing. A student's class standing is determined by the total number of transfer credits awarded by the University, not by the number of years of college study or the completion of an associate degree.

Freshman	0 – 29 semester credits
Sophomore	30 - 59 semester credits

Junior	60 – 89 semester credits
Senior	90-122+ semester credits

Satisfying University graduation requirements depends not only on the number of credits completed—a minimum of 122 for most programs—but also on completing all college and major requirements.

C. Quarter vs. Semester Credits. SUU operates on a semester calendar system and awards semester credit. To convert quarter credits to semester credits, multiply by two-thirds. To convert semester to quarter credits, multiply by 1.5. For example, a student who earned 45 credits at an institution on a quarter calendar would have earned 30 quarter credits at SUU.

D. Transfer Credit Evaluation.

1. After an admitted student pays the application fee, the Registrar's Office completes a course-by-course evaluation of transfer credits for general education. One copy of the evaluation is given to the student. The information recorded on the transfer credit evaluation—including the transfer of credits and the transfer GPA—becomes part of the student's permanent record at SUU. The evaluation is not an official transcript.
2. The official SUU transcript—which is sent out to other institutions—does not include the transfer GPA. Transfer grades are not included in the SUU GPA.
3. The appropriate academic department evaluates major and minor courses. If a student applies to an academic program with special admission requirements, transfer course work and the transfer GPA may be considered.

E. Applying Transfer Credit to Degree Requirements.

1. Before a student registers for classes at the University, s/he should meet with an academic adviser in the major/minor to plan a program of study. The adviser determines how transfer credits may be used to meet SUU degree requirements.
2. For example, suppose the Registrar awards a student 120 transfer credits, but only 100 of those credits can be applied toward graduation requirements in a student's degree program. Credits that do not apply to specific requirements may still be used as electives toward meeting the minimum SUU credit total required for graduation.

F. Alternative Credit Options. SUU may award general credit for work or life experience. Consult the catalog for information on portfolio credit for life experiences. Students may also arrange to challenge specific courses via credit by examination if the same knowledge has been gained through independent study outside a formal educational setting.

G. Specific Restrictions on Transfer Credit

1. **Concurrent Enrollment.** Additional credit restrictions may apply when students enrolled in high school have been awarded college-level credit by another college or university, and the course work was completed on the high school campus rather than the college campus. Contact the Office of Admissions for more information.

2. **Community college credit.** A maximum of 65 semester credit hours from non-baccalaureate course work may be applied toward the credits required for the bachelor's degree. All of the credits transferred from two-year colleges may be used toward graduation requirements, but a student must still complete minimal course work requirements at SUU.

3. **Military credit.** Credits earned in Armed Forces Training Schools (AFTS) and through U.S. Air Force Institute (USAFI) and Defense Activity for Non-traditional Education Support (DANTES) may not exceed 30 credits. Official transcripts or DD-214 or DD-295 forms must be submitted, and credit will not be awarded until after the student has enrolled. Scores received in such course work are not included in the transfer GPA. No credit is awarded for occupation codes.

4. **Residency requirement.** The University requires that at least 20 upper division credits (for majors) and 50 percent of the credit hours required for the major and minor be completed in residence at SUU.

5. **Courses Receiving No Credit.** The University reserves the right to deny credit for courses that are not compatible with those offered in its baccalaureate degree programs. Some general categories of courses never receive transfer credit. Examples include:

- Courses below college level (usually numbered below 1000)
- Repeated courses or courses with duplicate subject content
- Course work earned at an institution that did not hold at least candidacy status with its regional accrediting association when the course work was taken
- Courses that provide instruction in a particular religious doctrine
- Mathematics courses considered below college level, including basic math
- Courses offered for non-credit continuing education units