

9-18-2008

Council on Academic Affairs Minutes, Sep 18, 2008

Eastern Kentucky University

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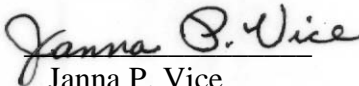
EASTERN KENTUCKY UNIVERSITY

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Provost's Office
Associate Provost
Academic and Faculty Affairs

Coates 212
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-8812

TO: Members of the Council on Academic Affairs

FROM: 
Janna P. Vice
Associate Provost

DATE: September 15, 2008

RE: Meeting—Council on Academic Affairs

The Council on Academic Affairs will meet on Thursday, September 18, 2008, at 1:30 p.m. in the Martin Room.

The agenda and attachments are available through the Council on Academic Affairs Web site at: www.academicaffairs.eku.edu/committee/academic_council/.

If you cannot attend the meeting, please contact Rick McGee either by phone at 622-1247 or e-mail rick.mcgee@eku.edu.

COUNCIL ON ACADEMIC AFFAIRS MINUTES
September 18, 2008

Members Present: Onda Bennett, Rich Boyle, Ed Davis, Tina Davis, Michael Foster, Verna Freer, Gary Kuhnhenh, Kim Naugle, Benton Shirey, Sherwood Thompson, Liz Throop, Janna Vice (Vice Chair), Mixon Ware, Deborah Whitehouse

Members Absent: Allen Ault, Steve Byrn, Claire Good*, E.J. Keeley, Sandra Moore, Rodney Piercey, Jaleh Rezaie
*indicates prior notification

Non-Members Present: Sue Cain, Margaret Moore, Gerald Pogatshnik, Linda Turner

Dr. Janna Vice called the Council on Academic Affairs to order at 1:30 p.m. on September 18, 2008.

Approval of the Minutes – August 21, 2008
The minutes were approved as distributed.

ACTION ITEMS

Originator(s)

- 1. Subsequent Degree Requirements*** ***Office of Enrollment Mgmt.***
CAA voted to postpone consideration of this proposal until the October meeting, pending revision of language in the proposal.
- 2. General Studies Degree as Subsequent Baccalaureate*** ***Office of Enrollment Mgmt.***
The CAA voted against the proposal to disallow a General Studies degree from being earned as a Subsequent Baccalaureate degree. Therefore, the current policy allows a General Studies degree to count as a Subsequent degree.

DISCUSSION ITEMS

Originator(s)

- 1. Coursework Transfer After Dismissal*** ***Office of Academic Affairs***
Proposed revision of policy was introduced for discussion. Upon review, the CAA requested revision of language used in the justification section of the Impact Statement. After revisions, this item will be brought back for consideration by the CAA.
- 2. Declaring a Major*** ***Office of Academic Affairs***
CAA members asked how the regulation would impact the need for additional academic advisors at the college level. This item will be reviewed by Enrollment Management and data will be provided at the next CAA meeting in October.
- 3. Baccalaureate Degree Requirements*** ***Office of Academic Affairs***

A CAA request was made that language used for this policy be clear in noting that the proposed 120 hours is not a maximum number for a Baccalaureate degree. Programs will have an option to choose 120 or more. The proposal will return to the CAA as an actionable item on October 16, 2008.

4. ***Undergraduate and Graduate Course Load*** *Office of Enrollment Mgmt.*
The proposal stating the maximum number of credit hours a student can carry during regular and summer sessions was introduced for discussion. This proposal will return as an actionable item in October.
 5. ***Latin Honors*** *Office of Enrollment Mgmt.*
The policy requiring 64 credit hours be earned at ECU in order to graduate with Latin honors was discussed. This policy will be brought back to the CAA as an actionable item in October.
 6. ***Academic Standing Minimum Scholastic Standards*** *Office of Enrollment Mgmt.*
A revised handout was distributed proposing new Academic Standing Levels as proposed by the University Retention & Graduation Task Force. This proposal will return as an actionable item at the October CAA meeting.
-

INFORMATION ITEMS

1. **Board of Regents** action items from the September 6, 2008 meeting:
 - Revision of First-Time Freshmen Admission Standards approved contingent upon Faculty Senate approval.
 - CPE approval of Globalization and International Affairs major reported to Board of Regents
2. **Faculty Senate** approved the following CAA items on September 15, 2008:
 - Master of Arts in Education – Elementary Education – Program Revision
 - MAEd in Secondary Education – Program Revision
 - Master of Arts in Teaching – Program Revision
 - Applied Computing M.S. – Program Revision
 - Geosciences M.S. – Program Suspension
 - Entrepreneurship Minor for Non-Business Major
3. Preparation of CAA materials should adhere to the following format:
 - Department Name or Prefix, and Page Numbers, should be placed at the bottom center of each page in the proposal. This format will assist the Faculty Senate in their review of the proposals.
 - Proposals should be in context of the *Catalog*. *Catalog* page numbers, Major program, CIP code, and complete information are needed for CAA consideration.

GOOD OF THE ORDER

1. Liz Throop was re-elected to represent the Chairs' Association on the Council on Academic Affairs.

Council on Academic Affairs was adjourned at 3:45 p.m.



EASTERN KENTUCKY UNIVERSITY

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Office of Academic Affairs and Research
Office of the Dean
University Programs

201 Keen Johnson
521 Lancaster Avenue
Richmond, Kentucky 40475-3163
(859) 622-2222 Fax (859) 622-5018

TO: Council on Academic Affairs

FROM: Sherry Robinson
Special Assistant to the Provost for Academics, Policy, and Governance

DATE: September 4, 2008

RE: Agenda Items for 9/18/08 Council on Academic Affairs meeting

The following items are being submitted from the Office of Academic Affairs to the Council on Academic Affairs for consideration at the September 18, 2008 meeting:

Revision of Coursework Transfer after Dismissal regulation

EKU's current policy, which does not allow students who are dismissed from EKU to transfer coursework back to EKU that is taken during dismissal, does not conform to best practices. Our state peers and benchmarks do not penalize students in this way. If students are able to demonstrate success in coursework, they should be able to transfer that coursework to EKU regardless of their circumstances. Further, students are more likely to return to EKU if they can transfer coursework taken during a dismissal.

Revision of Declaring a Major regulation

Students would be required to declare a major during the semester in which they register for their 45th hour.

Revision of Baccalaureate Degree Requirements Dismissal regulation

The baccalaureate degree requirement for a minimum of 128 hours would be revised to 120 hours. Degree programs that wish to use the 120 hours would have that option but degree programs that want or need more hours would still have the ability to require more hours.



University Policy Impact Statement

Date Sep 2, 2008 Check One: Revision of Existing Policy New Policy

Policy Number (If known) _____ Policy Name Coursework Transfer After Dismissal

Originator(s) Graduation and Retention Task Force, Enrollment Management

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

EKU's current policy does not conform to best practices. Our state peers and benchmarks do not penalize students in this way. If students are able to demonstrate success in coursework, they should be able to transfer that coursework to EKU regardless of their circumstances. Further, students are more likely to return to EKU if they can transfer coursework taken during a dismissal. This proposal was recommended by the Retention and Graduation Task Force.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

The proposed change honors EKU's "most central core value" of student success by allowing students who have been able to achieve passing grades while on dismissal to transfer that coursework to EKU and by enabling these students to "finish what they started." The proposed change is also consistent with EKU's transfer policy.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

No significant resources are needed to implement the policy change and maintain compliance.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

<u>Council on Academic Affairs</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Faculty Senate</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Provost Council</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Mar 28, 2008</u>
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____

Executive Policy Group Only
 Board Approval Required

Additional Pages Attached # of additional pages

Print Form

Coursework Transfer after Dismissal (Revision)

Current wording: (Pg. 44 current catalog)

During a dismissal period, a student will be ineligible to enroll for any credits at Eastern Kentucky University; furthermore, the University will not accept any transfer course work earned during this period.

Proposed wording:

During a dismissal period, a student will be ineligible to enroll for any credits at Eastern Kentucky University; ~~furthermore, the University will not accept any transfer course work earned during this period.~~ however, course work earned at another regionally-accredited university during this period will be considered for transfer to ECU. Students should consult with their advisor or college for the applicability of course work taken at another institution to their degree program at ECU.



University Policy Impact Statement

Date Sep 2, 2008 Check One: Revision of Existing Policy New Policy

Policy Number (If known) _____ Policy Name Declaring a Major

Originator(s) Graduation and Retention Task Force, Enrollment Management

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

1. Currently, undeclared freshmen at EKU are advised at a ratio of 400 advisees to 1 academic advisor.
2. Students associated with a major or a college are retained at higher rates.
- ~~3. General Studies in a chosen college could be an appropriate option for students who are uncertain about their major.~~

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents
 Cite relevant official statements from EKU or external sources.

The proposed change honors EKU's "most central core value" of student success by encouraging retention and graduation.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

No significant resources are needed to implement the policy change and maintain compliance.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

<u>Council on Academic Affairs</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Faculty Senate</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Provost Council</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Mar 28, 2008</u>
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____

Executive Policy Group Only
 Board Approval Required

Additional Pages Attached # of additional pages

Print Form

Declaring a Major (Revision)

Current wording: (Pg. 50 current catalog)

. . . Students must officially declare a major prior to registration during the semester in which they are registered for their 60th hour.

Proposed wording: (Effective Fall 2009)

. . . Students must officially declare a major prior to registration during the semester in which they register for their 45th hour.



University Policy Impact Statement

Date Sep 2, 2008 Check One: Revision of Existing Policy New Policy

Policy Number (if known) _____ Policy Name Baccalaureate Degree Requirements

Originator(s) Graduation and Retention Task Force, Enrollment Management

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

1. All but three of EKU's benchmarks require between 120-124 credit hours.
2. Murray State University requires 120 hours.
3. A number of states are setting the maximum hours at 120 and 124.
4. Some EKU degrees require 25-45 hours in free electives.
 (See attached sheet.)

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents
 Cite relevant official statements from EKU or external sources.

The proposed change honors EKU's "most central core value" of student success by encouraging retention and graduation.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

No significant resources are needed to implement the policy change and maintain compliance.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

<u>Council on Academic Affairs</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Faculty Senate</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Provost Council</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Mar 28, 2008</u>
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____

Executive Policy Group Only
 Board Approval Required

Additional Pages Attached # of additional pages

Print Form

Baccalaureate Degree Requirements

Justification for Proposed Changes or for New Policy (continued from page one)

5. Financial indebtedness becomes a factor for seniors, especially as tuition costs continue to rise.
6. Degree programs that wish to use the 120 hours would have that option but degree programs that want or need more hours would still have the ability to require more hours.

Baccalaureate Degree Requirements (Revision)

Current wording: (Pg. 48 current catalog)

To qualify for a baccalaureate degree, students must satisfy the following requirements:

3. Complete a minimum of 128 semester credit hours, with at least 43 hours at the 300 level or above.

Proposed wording: (Effective Fall 2009)

3. Complete a minimum of 120 semester credit hours, with at least 43 hours at the 300 level or above. Because degree requirements may differ, students should refer to the Catalog for the requirements for specific programs.

TO: Council on Academic Affairs

FROM: Gary Kuhnhehn, Interim Assoc. VP for Enrollment Management

DATE: September 18, 2008

RE: Agenda Items for September 18, 2008 CAA Meeting

I. Subsequent Degree Requirements

Postponed

The catalog policy language regarding Subsequent Degrees (section **Subsequent Degrees**, pg. 49 of the Undergraduate Catalog) is currently being interpreted by the University community in two distinct ways. This is resulting in inconsistent application of the policy. Enrollment Management therefore requests a vote from the CAA for clarification of this policy. The language in question notes, **“A subsequent baccalaureate degree requires at least 32 approved hours beyond those required for the earlier degree.”**

Vote Requested:

A vote in favor would clarify the catalog language to state:

Hours earned prior to the awarding of a first baccalaureate degree may be counted toward the minimum required to earn a subsequent baccalaureate degree. At least 25 percent of the total credits counting toward the subsequent baccalaureate degree must be awarded by Eastern Kentucky University.

II. General Studies Degree as Subsequent Baccalaureate

CAA Disapproved

It is requested that the CAA vote on a policy regarding an EKU General Studies degree being earned as a subsequent baccalaureate degree.

Vote Requested:

A vote in favor would recognize the following condition:

An EKU General Studies degree may not be awarded as a subsequent baccalaureate degree if the student's first baccalaureate degree was earned at Eastern Kentucky University. Students who have earned their first baccalaureate degree at another institution may receive an EKU General Studies degree as a subsequent degree.

III. Undergraduate and Graduate Course Load

Affirm adherence to the University standard of a maximum course load of 21 credit hours per semester for undergraduate students and 15 credit hours for graduate students.

The standard of 21 hours for undergraduates has been in force since 1943. Prior to that, the maximum course load was 19 hours.

“Students with an established record of superior quality may take a maximum of 19 hours provided the application is properly approved at the time of registration.” Pg. 47, *1940-41 Eastern Kentucky University Undergraduate Catalog*.

Current *Undergraduate Catalog* language:

“A student who has established superior records may be permitted to enroll for more than 18 hours by the dean of the college of the student’s first major. The absolute maximum load is 21 credit hours.” Pg. 46, *2008-09 Eastern Kentucky University Undergraduate Catalog*.

Current *Graduate Catalog* language:

“During the fall and spring term the normal full-time course load for a graduate student is 9-12 credit hours. Exceptional graduate students may request dean’s permission to register for additional course work, up to a maximum enrollment of 15 credit hours.” Pg. 31, *2008-09 Eastern Kentucky University Graduate Catalog*.

Discuss maximum course load for summer semester.

Current *Undergraduate Catalog* language:

“Ten semester hours is considered a normal load for the summer term. Twelve credit hours is the maximum enrollment allowed for the summer term. For enrollment verification purposes, 10 credit hours and above is considered full time summer status for undergraduate students, 6 credit hours is full time summer status for graduate students. However, for financial aid purposes and loan consideration, full-time status is twelve or more semester hours in any academic term. A student who has established a superior academic record may be permitted to enroll for more than 12 hours by the dean of the college of the student’s first major. The absolute maximum is 15 hours.” Pg. 46, *2008-2009 Eastern Kentucky University Undergraduate Catalog*.

IV. Latin Honors

The Latin Honors designations have been in place since 1984-85. Prior to that, the only designations were “With Distinction” and “With High Distinction.” Pg. 24, *1982-84 Eastern Kentucky University Undergraduate Catalog*.

The current *Catalog* language states:

“All students earning Latin honors must earn at least 64 credit hours at Eastern Kentucky University...” *Pg. 49, Eastern Kentucky University Undergraduate Catalog.*

Occasionally, some transfer students do not meet the requirement of 64 credit hours earned at Eastern Kentucky University and are disappointed they will not receive Latin Honors. Does the University wish to maintain this policy? If so, a vote of affirmation is requested. If not, what revisions or exceptions would be made to the policy?

V. Academic Standing Minimum Scholastic Standards

(University Policy Impact Statement will be distributed at the CAA meeting.)

The current minimum scholastic standards are complicated and very difficult for students, faculty, and administrative staff to interpret. The proposed revisions would limit the academic warning period to first semester new freshmen, revise terms and language regarding this regulation, and set the GPA minimum to 2.0 each semester.



EASTERN KENTUCKY UNIVERSITY
Formulation and Adoption of University Policies and Regulations

Last Updated April 2008
Policy Reference 1.1.1
Policy Reference 1.2.1

University Policy and Regulation Impact Statement

Date Sep 17, 2008 Check One: Policy Regulation
 Check One: Revision of Existing New

Policy or Regulation Number (If known) _____ Policy or Regulation Name Academic Standings

Originator(s) Retention and Graduation Task Force and Enrollment Management

Justification for Proposed Changes or for New Policy/Regulation (Attach additional sheet if necessary)

The current minimum academic standings are complicated and very difficult for students, faculty, and administrative staff to interpret. The regulation outlined below for implementing academic standards are reflective of our benchmark institutions and includes appropriate terminology for students not meeting minimum academic standards.

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

The revision makes academic expectations and standings clear to students, faculty, and staff . The revised regulation is reflective of our benchmark institutions.

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

Technical assistance will be needed to revise academic standing codes. The catalog and Academic Advising and Retention and Registrar's web sites will need to be updated to reflect the new regulation information.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken.

<u>Enrollment Management (Registrar, Advising and Adm</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>October 14, 2007</u>
<u>Provost Council</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>March 28 , 2008</u>
<u>Council for Academic Affairs</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Other	Date <u>September 18, 2008</u>
<u>Faculty Senate</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Other	Date _____
<u>President</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Other	Date _____
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____

Attach additional page if necessary.

Office of Enrollment Management
Academic Standing Minimum Scholastic Standards
September 18, 2008

Below are the proposed new Academic Standing Levels per the University Retention & Graduation Task Force.

The current information is found on page 44 of the 2008-09 *Undergraduate Catalog*.

Minimum Academic Standards

Good Academic Standing: Students are expected to maintain at least a 2.0 cumulative grade point average (GPA). The actions described below pertain to students whose GPA falls below 2.0. Once a student's cumulative GPA returns to 2.0 or above, they are once again in good academic standing.

Academic Warning (pertains to first-year students only): First semester new freshmen will be placed on academic warning if they receive a GPA less than 2.0 at the conclusion of their first semester at the University. During the second semester of study, freshmen on academic warning may not enroll in more than 16 hours (during either fall or spring terms). Freshmen on academic warning may not enroll in more than six hours during a full summer term.

Academic Probation: Beginning with the second semester of study at ECU, students will be placed on academic probation if their cumulative GPA at the end of the semester is less than 2.0. While on academic probation, students may not enroll in more than 13 credit hours (in either fall or spring terms). Students on academic probation may not enroll in more than six hours during a full summer term.

Academic Suspension: At the end of a semester on academic probation, students who do not earn a 2.0 term GPA and whose cumulative GPA remains less than 2.0 will be placed on academic suspension. Students may be placed on academic suspension a total of three times. Students on academic suspension may not enroll in courses at ECU during the period of suspension. The suspension period for a second academic suspension is one calendar year, and a third academic suspension is for two calendar years. Previously suspended students will be placed on Academic Probation upon return to ECU if they have a cumulative GPA of less than 2.0.

Academic Dismissal: Students returning to the University at the end of a third academic suspension must earn and maintain a term GPA of 2.0 or better each semester. Students returning after a third academic suspension will be academically dismissed from the University if they have a term GPA of less than 2.0 at the end of any semester. Students who are academically dismissed may not enroll in courses at ECU for five calendar years.

If students believe their academic suspension was the result of catastrophic circumstances beyond their control, they may appeal the academic suspension to the University Readmission Appeals Committee. The appeal must be in writing and students must provide appropriate documentation supporting the appeal. Students may not appeal an academic dismissal.