

Idaho State University
Academic Standards Council
Minutes

Wednesday, November 19, 2008
3:00 PM
Faculty Senate Conference Room, REND 301

In Attendance: Germino, Stowe, Krumwiede, Denner, Wabrek, Selvage, Enos, Ford, Johnson, Steiner, Jensen, A. Frantz, B. Frantz.
Excused: Mickelsen, Swetnam (sabbatical)
Absent: McKenzie
Non-voting: Hertz, Allen, Wallace, Wasden (Office Assistant)

1. Announcements

a. Clarification of the draft policies released by Academic Affairs

Catherine Wallace gave an update on the draft policies released by Academic Affairs. The system is working the way it is supposed to. They recently released five policies including: University Faculty Appointments Policy; ISU Faculty Workload Policy; Promotion, Tenure and Periodic Reviews Policy; Administrative Units – The Academic Departments and Department Chairs Policy; and Faculty Sabbatical Leave Policy. It also includes one MAPP policy for review regarding Children in the Workplace. These policies have been posted to the Academic Affairs website under a password protected link. The login and password for this site is the usual ISU user account.

The policies are intended to be re-written incorporating faculty input and will eventually be added to the faculty handbook to either replace or add to policies already in there. Changes to policies are required to be submitted no later than the close of business on January 23, 2009.

Once all the feedback has been received, another draft will be rewritten and then the Office of Academic Affairs and the Faculty Senate will look at it again next semester to finalize and again ask for more faculty input. Wallace stated that this is the faculty's chance to craft the policies that they want. Everyone is asked to please encourage as much feedback as possible. If you have any troubles accessing the website, please contact the Faculty Senate Office.

b. Update from Advisory Council

Peter Denner commented that he had the opportunity to sit in as a substitute on the Advisory Council. At this meeting, Council Chairs met with Senate leadership and upper Administration to discuss Council activities and get feedback and questions. Denner gave feedback to the committee on the Councils that presented at the Advisory Council meeting.

The Faculty Professional Policies Council discussed how they were looking at Reed Gym and the fee structure for non-students, such as faculty and staff to use the gym.

The Curriculum Council is taking a strong stand on some programs that appeared to have based their NOI on people who were non-ISU faculty. The committee felt that the people constructing programs should be highly qualified employees that have a commitment to ISU and its standards.

The Cultural Affairs Council held some of its own projects with money that would have been otherwise claimed and made some returns on investments. The Council also felt that it had enough proposals for this year and that it expected to spend the money, which they were encouraged to do so, but if the money did not get spent it could be carried forward or used elsewhere.

The Council for Teaching and Learning is currently focused on advising and revising admissions for the University. They are also focused on retention appropriate training for faculty.

The Campus Planning Council is working on a massive report that was sent to the Senate. Some key items were highlighted that they wanted to make sure were not overlooked in the report. Denner did not have a copy of the highlighted items, but said that everyone on the Advisory Council was impressed with what the Campus Planning Council was able to accomplish.

The Budget Council said they have been busy looking at credit hour histories and encouraged people to help their departments figure out where the required budget reductions will come from.

Denner also informed the Advisory Council of what the Academic Standards Council is doing and they already knew what the Council had accomplished, so there was no new news to report.

2. Continuing Business

a. Subcommittees' updates

1) ISU Transcript Credit Policies subcommittee

Marcella Enos reported that the committee met with Marilyn Davis, the Dean of the College of Technology, to get a summary of answers to questions they had previously asked concerning the Paramedic program in regards to exempt credit. The committee is now at a point where they can start looking at what kinds of coursework, work experience, professional technical training and exams should be counted as ISU credit toward academic degrees.

The committee also invited Debbie Ronneburg (Director of Student Services) and Jennifer Atteberry (Chair of Curriculum Council) to guide the committee with some of their input.

The committee continues to work hard and their next meeting is December 10, 2008.

2) Admissions Requirements subcommittee

Larry Ford reported that the subcommittee met once and is working to get admissions procedures from several of ISU's peer institutions. He commented that the University of Montana had a very nice policy so the subcommittee asked Laura McKenzie to pull a random sample of applicants and run them through the University of Montana's procedure; they actually turned out. The subcommittee felt that if GPA and test scores came close to our current policy, it would be easy to adjust those upwards later if we decide to be more selective. Ford commented that they hoped the results of the sample would be available tomorrow morning (November 20) and they would be ready to make a recommendation.

Matt Germino commented that other institutions in the region were not much different in their minimal standards compared to ISU.

- b. Scholastic Appeals Board procedural changes – Nov 6th revisions for Council’s review/approval

Alan Frantz pointed out an error on the scholastic appeals handout. Item number four: Composition of a Scholastic Appeals Board; fourth bullet should read “alleged **infraction**” not “alleged fraction”.

Margaret Johnson asked for clarification on page one, item number one, part 2b. Should the last sentence read “Associate” Dean of Pharmacy or “Assistant” Dean of Pharmacy? Joe Steiner clarified that it should read “Associate” Dean of Pharmacy in both places.

Peter Denner drafted his own version, which he passed out to the council members, along with a copy of the appeals petition. He incorporated the petition information into his version and gave a verbal overview of the process as he interpreted it.

Johnson commented that more time is needed to review Denner’s copy of the draft and compare it to other drafts.

Larry Ford commented that he would like to see scholastic appeals as a very rare process and he felt that today’s draft turned every dispute into a scholastic appeal.

Raz Stowe agrees with Johnson that more time is needed to discuss that draft. He felt that the Council should identify the procedure that it wants.

ACTION: Johnson moved **to table discussion until the next meeting** in order to give everyone a chance to read through the materials. Motion was seconded by Marcella Enos. The Council members voted. All were in favor of the motion. No discussion. The motion was **passed**.

Ford asked Wallace to correct the two errors mentioned earlier in the discussion.

- c. Revised draft Early College Program questionnaires for ISU Departments/Faculty and High School Teachers

Catherine Wallace gave an overview of the purpose and the background of the questionnaire. Margaret Johnson commented that the questionnaire only existed for the purpose of considering whether there are any academic standards issues relating to the Early College Program. She stated that there were not any specific problems to be solved but that they were asked to look and see if there needs to be some sort of policy in place.

Larry Ford commented that are two types of forms; one with faculty chair questions and the other with adjunct faculty questions. He foresees a problem with the adjunct faculty questionnaire because he feels that the adjunct faculty would not know the answers to many of the questions. He also feels that it is too densely packed which could result in not many questionnaires coming back.

The question was then asked if the questionnaire should be simplified. In response, committee members felt that the adjunct faculty portion should be shortened considerably with the effort to keep it to one page.

ACTION: Alan Frantz moved **to table discussion on the Early College Program questionnaires** in order for Larry Ford to work with Steve Adkison to revise and bring

back to the Council when ready. Motion was seconded by Raz Stowe. The Council members voted. All were in favor of the motion. No discussion. The motion was **passed**.

Larry commented that if anyone has suggestions in regards to the questionnaire, to email them to him.

d. Readmissions Policy

JoAnn Hertz had nothing to report as of yet. Her committee is looking at possibly instituting a commitment to the policies already in place for readmission and dismissal. They felt that the readmission petition process is good as it is, but it tends to not be followed. The committee is working towards a commitment to the policies already in place.

3. New Business

e. Advising

Alan Frantz had heard at a general assembly that President Vailas had made a reference to some advising changes but did not go into any detail. He was not sure if the President was referring to the “Be Advised” program or something else and thought the committee should learn what those changes are. JoAnn Hertz directed the conversation to Larry Ford for faculty perspective.

Ford commented that he felt that everyone is in agreement that advising is the key to serving and retaining students. He is pleased with the response from ISU faculty to the “Be Advised” campaign. Students are seeking out faculty more and faculty members have been very knowledgeable and helpful directing students where they need to go.

In a report sent out today compared to one year ago, Ford commented that registration is up 5.4 percent in almost every category, approximately 6 percent for sophomores, and almost 20 percent for freshmen. Students are getting in, getting advised, and getting registered. He also stated that formal procedures for advising have not changed nor has anything been made mandatory that was not already mandatory before. Ford then turned the time back over to Hertz to explain what is done in the Academic Advising Center.

Hertz stated that the Academic Advising Center will take responsibility for all new freshmen who may or may not have declared a major and will require that they have two mandatory advising sessions through their office for general and policy information. They will also be responsible for all undecided students up to 58 credits. The Academic Advising Center will also be responsible for students who are underprepared such as new freshman, transfer students, or students on probation at all levels across the University. At this point, the only strategy being used for students on probation across the University is to have all of them participate in a mandatory advising session online. In doing this they have found is that there has been a significant decrease in the continued number of students on academic probation.

A. Frantz commented that what Hertz explained has been going on at the University for a long time. His interest in this issue came when the President of ISU treated the “Be Advised” campaign as if it were something new, when it actually was something the college has already been doing. Ford commented that the President may not have been aware of what ISU was already doing.

Ford also commented that the “Be Advised” campaign has also increased the workload of faculty and staff. So many more students are seeking advisement that

advisors have to take their lunch at their desk and sometimes stay late, but agreed that this better advising plan has helped with the retention of students.

Dennis Krumwiede commented that he has a child going currently through the advising process and has received some awesome advice. He then asked if high school students who are pondering going to ISU receive any information with the steps they should go through to get registered. Krumwiede has noticed that there is a hole in the process where new students are not sure what to do next after being accepted.

Ford commented that it is an issue that the recruiters should be handling and that they should not only be soliciting new students but also answering questions about what to do next. He also agrees that ISU has a major hole compared to our competitors and if we are hearing that potential students are not being contacted, we need to let Scott Teichert know.

Council members commented that our competitors continually recruit and contact potential students in our area far more often and/or better than ISU does. Potential students say that they are not receiving any contact or information from ISU recruiters but are receiving communications weekly/monthly from Utah State, Montana State, Boise State, etc.

Krumwiede also made the comment that a high school counselor was telling students that ISU was a last resort for an education. Something which he disagrees with because he feels we have a fantastic University. He reiterated that we need to let counselors know that we are very proud of our school and ask them to pass it along to the students. Germino also commented that this is also a good time to recruit out-of-state students and that ISU provides a very good education for a relatively economical cost compared to most colleges in the western United States.

Hertz commented that she has asked to be on the Teaching and Learning Council because she knows that faculty members are very interested in moving forward on retention through faculty advising. She stated that in the past, advising did not take first priority with faculty and students did not seek out advising. Her understanding is that President Vailas is saying that it is our responsibility to reach out and make sure students are welcome, wanted, and noticed.

Ford also commented that the Center for Teaching and Learning is looking at what the proper role is and is not for faculty members in respects to advising.

Hertz said that she will take the council's comments, concerns, and ideas back to Scott Teichert and work on possibly sending out some information to potential and incoming students about registration, college information, and what to do once they get accepted to ISU.

Ford also commented that a faculty member on the Council for Teaching and Learning felt that no credit was given for advising. If retention is important and advising is critical for retention, then explicit credit and recognition for significant involvement should be included in the proposed Faculty Workload Policy.

f. Banner – which policies need further review prior to implementation?

Laura McKenzie was excused and not in attendance to give an update on Banner. Larry Ford gave a brief update on the HR function. Faculty is now required to report sick leave online. There is also training going on for time approvers.

- g. Priority Registration issues – are these under the purview of this Council?
Meeting time has almost expired. Discussion tabled until next meeting.
- h. Travel Policy
The policy was emailed out in July and is not final yet. There is still opportunity to comment. If you believe that any part of the policy is inappropriate, please make your views known. Please send any comments to Catherine Wallace.

4. Adjournment: 4:35 p.m.

The next meeting is scheduled for **Wednesday, December 17, 2008 at 3:00 p.m.** in the Faculty Senate conference room.

Respectfully submitted,

Lindsay Allen
Recording Secretary
College of Technology

Catherine Wallace
Administrative Assistant 1
Faculty Senate Office

Approved by Academic Standards Council: February 4, 2009
Accepted by Faculty Senate: February 9, 2009