

Faculty Senate Minutes

October 25, 2010

Senators in attendance: Bill Barry, Kris Bartanen, Dan Burgard, Fred Hamel, Rob Hutchinson, Kristin Johnson, Lisa Johnson, Savannah LaFerrière, Tiffany Aldrich MacBain, Dan Miller, Steven Neshyba (Chair), Elise Richman, Ross Singleton, Amy Spivey, Keith Ward

Guests in attendance: Skylar Bihl, Marta Palmquist Cady, Julie Christoph, Julia Looper, Megan Johnson

The meeting started at 4:00.

- I. *Approval of the minutes of October 11, 2010: Elise Richman made a motion to approve minutes.* Bill Barry made a correction on the wording of Item IV: "...who can report violations of academic integrity." Ross Singleton *was* present. Kristin Johnson identified herself as the person responsible for making the motion to charge LMIS. Ward noted a typo on page 4: "turni" should be "turn." **M/S/P**

- II. *Announcements:*
 - a. *Summary of the status of the pass-fail policy (Neshyba):* In order to provide direction to University Registrar Brad Tomhave regarding setting new registration settings based on the new pass-fail policy, Sarah Moore pieced together a summary of the pass-fail policy from previous meeting minutes. ASC passed a complete prohibition of pass-fail in 2008-2009, which was struck down by the Senate. In response, the ASC made a more limited policy: to take a course pass-fail, (1) the student had to be a junior or senior and (2) the course could not BE in the major or minor area of study. These two stipulations came to Senate for approval on March 1, 2010. A motion to take these two stipulations to the full faculty for approval was denied, and Chair Cannon asserted that the ASC changes would go into effect at that time. At the same Senate meeting, Anderson-Connolly also raised a motion regarding instructor permission for P/F. The Senate returned to this motion at its March 22nd, 2010, meeting, but did not endorse it. At the full faculty meeting on May 3rd, 2010, Anderson-Connolly again made a motion regarding instructor permission; this was voted down at the faculty meeting on October 4, 2010. At that meeting, a motion to impose caps limiting the number of students who take a given course Pass-Fail was approved. We now have 3 qualifications: (1) The student has to be a junior or senior; (2) the course cannot be in the major or minor area of study, and (3) instructors may impose caps to limit the number of pass-fail students. Barry said he thought Haltom made a motion to delay implementation of the ASC policies. Bartanen said Haltom put a delay on the incomplete policy. Neshyba noted that in May 3, 2010, minutes of the faculty meeting, Haltom made a motion to adjourn and called for delay during the pass-fail discussion. Former Senate Chair Cannon had already said in March of 2010 that the ASC pass-fail policy was in effect. Barry wondered if the faculty had delayed implementation; Neshyba said the faculty can't delay if 30 days had passed. Bartanen said Moore traced through all the minutes and came to the conclusion that

the three qualifications listed above are in effect. The delay at the May 3 faculty meeting was made regarding removing anonymity of students taking courses pass-fail. Barry is concerned that there has not been any faculty discussion of these two motions from the ASC: (1) a student must be a junior or senior to take a course pass-fail, and (2) the course cannot be in the major or minor area of study. Barry asked if all three pass-fail qualifications are in effect. Neshyba said Sarah Moore's reconstruction from the minutes would suggest they are. Barry said he is not sure if all 3 are in effect. ASUPS President Miller said he discussed these issues at Student Senate retreat and they're considering drafting a student resolution about the pass-fail and incomplete policies. The students don't understand where the impetus came from for these policies. Bartanen said the ASC minutes would have much of this discussion about the impetus and reasoning for these. Hamel said he hasn't seen a lot of student opinion regarding these issues and wants more student input. It was agreed to defer clarification of this issue to the next meeting after an opportunity to review relevant minutes.

- b. *MLK Day of Service project* (Palmquist Cady, Bihl): Marta Palmquist Cady, Director of Student Activities, and Skylar Bihl, Social Justice Coordinator for Spirituality, Service, and Social Justice, want to inform all on campus of the MLK Day of Service this year. MLK Day (January 17, 2011) is considered a day on instead of a day off and is the only nationally recognized day of service. About three years ago Palmquist Cady and Bihl started the service component for students (as well as faculty and staff) to get involved on the Monday before spring semester begins. Appendix 1 of the minutes contains the list of service sites for the MLK Day of Remembrance. In an email dated 26 October, 2010, Bihl adds that "the link to all of the Martin Luther King Jr. Celebration and Service information is <http://www.pugetsound.edu/student-life/spirituality-service/martin-luther-king-jr-day/>. This link provides general information about the celebration at Puget Sound as well as links to the Day of Service page and the Keep Living the Dream Awards page and nomination form." For the 25th anniversary of the observation of the holiday, Palmquist Cady and Bihl want to increase participation. They encourage the campus community to bring their families and to come in morning and/or afternoon. This year it will be in Schneebeck Concert Hall and will include Mayor Strickland and former mayor Rice of Seattle. E-mail mlk@pugetsound.edu to request more information.
- c. *Senate Scheduling* (Neshyba): The next Senate meeting is on November 15, in three weeks. There is a faculty meeting on November 16, and there is another Senate meeting on November 22.
- d. Hamel announced that the Race and Pedagogy Conference starts Thursday night. Elise Richman is arts chair for conference and described the numerous arts events during the conference.

III. *Special Orders*: None.

IV. *Reports of committee liaisons*

- a. *Faculty Advancement preference for a Bylaw change* (Bartanen): Bartanen reported that the Faculty Advancement Committee (FAC) would prefer a more substantive change to

the Bylaws regarding the co-chair/serial chair issue. The FAC will draft the language for an amendment that will be more robust than just adding “(s)” to “chairperson.”

- b. *Curriculum Committee*: Hamel reported that the Curriculum Committee voted 13-2 to reject the new proposal that the Curriculum Committee review all independent study proposals. Hamel said there is detailed discussion in the October 6 Curriculum Committee minutes.
- c. Neshyba said he is puzzled that there are so few liaison reports during Senate meetings and that all the news comes in committee reports at end of year. He would like to invite committee chairs to come to a Senate meeting to inform the Senate of their future plans for the year.
- d. Richman reported that the Institutional Review Board (IRB) is rewriting their entire policy, but it's in flux right now. She asked if “in progress” updates are appropriate. Neshyba said he would like to have “in process” updates. Richman said the IRB is working to insure they are meeting federal ethical code and are determining if people need to take an NIH-generated test in order to fulfill ethical codes. She also reported that the IRB is trying to figure out how stringent their policy regarding research in foreign countries should be.
- e. MacBain asked if liaisons reporting more frequently would remove the need for Neshyba to invite chairs of committees to the Senate. Neshyba thinks it is valuable make the relationship between Senate and committees more interactive. He urges liaisons to read minutes and talk to chairs by phone. Some committees are still in the process of focusing their missions. Lisa Johnson asked if it is too heavy-handed to have chairs present. She worries they might feel they have to defend what they're working on. Barry is not in favor of requiring people to attend more meetings or making Senate agendas longer. MacBain suggested a gathering for chairs to meet with members of the Senate.

Bartanen made a motion to move Item VI before Item V.

VI. *Report from the Ad Hoc Childcare Task Force (Julia Looper and Megan Johnson)*

- a. The Childcare Survey was sent out this past week. They have a meeting scheduled next week (November 4). Response has been good—on the first day there were almost 200 responses. They want to inform the campus of what's available in the community and the flexibility of these accommodations. They will incorporate these items into the report. There is an MOT student working on a thesis regarding what is available in the community. Spivey asked what kind of assistance they will have in compiling the data. Looper and Johnson reported that Institutional Research will help compile the data. They reported that the CES Childcare List has been moved to LoggerJobs on the CES website. Neshyba asked about their meeting schedule. Looper and M. Johnson reported that they met a couple of times in the spring to determine their priorities. Then they began working on the survey. Kathleen Campbell of the Registrar's Office put a lot of work into writing the survey over the summer. This semester they've been editing the survey. Neshyba asked who the members of the committee are. Current members are:

Julia Looper, Megan Johnson, Kathleen Campbell, Jennifer Barlow, Allison Cannady-Smith, Tomi Johnson, Leslie Saucedo, and Diane Kelly. Looper and M. Johnson reported that the survey was sent to faculty, staff, and graduate students. Neshyba asked what the timeline or objective is. Looper said their objective is to gather facts—what’s available in the community and what the needs are.

V. *Follow-up on Academic Standards policy on Incompletes*

- a. Neshyba reported that the ASC formulated a policy change for incompletes in their end-of-year report. There were four elements of the policy: (1) the work must be completed by Friday of Week 1, (2) the instructor must submit the grade by end of the Add period, (3) changes to these deadlines can only be approved by petitioning the ASC, and (4) if the Registrar has not received the grade by end of the Add period, a grade of F will be recorded. Neshyba received a report yesterday from Gary McCall (attached to the minutes as Appendix 2).
- b. The Senate returned to the tabled September 13 motion by Ward to rescind the ASC Incomplete policy. **Hamel made a motion to take Ward’s motion off the table. Ward seconded. M/S/P.**
- c. The September 13 motion reads: **“Moved (Ward) and seconded to rescind the ASC action that moved deadline for an “Incomplete” from midterm to the first Friday of the first week of the following semester.”** Spivey spoke in favor of rescinding the ASC policy. Barry was not in favor of rescinding because he feels the faculty don’t know they can set an earlier deadline; he was not aware of the ability to set earlier deadline until this semester. Miller doesn’t feel that the data used by the ASC support the policy they created. Lisa Johnson spoke in favor of the motion, stating that petitioning the ASC seems to be an unnecessary formality. MacBain spoke in favor of rescinding the policy out of concern over the limits of the Senate’s knowledge on the information that motivated the policy change. Burgard sees no reason to move the deadline. Hamel thinks a less stringent policy is more favorable. One Nay, many Ayes. **M/S/P.**
- d. Moved (Ward) that **the deadline for incomplete grades be moved forward to the end of the 4th week of the semester and faculty must submit grades no later than the due date for midterm grades in the same semester.** Barry seconded. MacBain asked why we would make a new deadline and not simply rescind. Ward said he is responding to the problems identified by the ASC and Academic Advising—that the work of students taking incompletes in one semester negatively impacts their work in subsequent semesters because it carries too far into the semester and interferes with midterms and papers. Ward said the ASC looked at policies at comparable institutions and found that we have a more generous policy, and there is some external data that suggests inconsistency with other institutions. Barry is concerned that they aren’t offering hard data. He said the issue for him is not if the student earns a higher grade on the incomplete, but if the student successfully moves on to the current semester. Lisa Johnson asked Ward if he was suggesting that the deadline move to week 4, or if he wanted to retain the petition process as well. Ward said his intent was to rescind the entire ASC Incomplete Policy and return to the previous policy. MacBain said that

according to the previous policy, faculty can choose to set an earlier deadline, which would address the ASC's concern over students carrying over their work too far into the next term and performing poorly as a result. Miller isn't convinced that the date is the issue. He says the reason for the incompletes may not be fixed by changing the date. Spivey asked why we don't send it back to the ASC with this as a recommendation. Burgard, speaking against the motion, said that all 100 students requesting incompletes must have 100 different reasons for incompletes. He said that all we may be doing is making the ASC deal with requests for extensions. Burgard thinks we should make faculty more aware of the fact that they can set earlier deadlines than week 8. Kristin Johnson asked if the Senate had charged the ASC to look into the Incomplete Policy. She also asked how the Senate creating this policy affects relationship between Senate and ASC. Hamel pointed out the difference in the amount of time a student has when completing an incomplete from Fall versus Spring. This has to do with when the university is in session; faculty are generally available during the summer, but campus closes for most of Winter Break. Bartanen said she believes this policy originates with the ASC charging themselves and that the data came from Academic Advising. She reminded faculty that incompletes are designed to be given when there are *small* amounts of work remaining incomplete. MacBain indicated that it has begun to appear that the problems some students experience with incompletes originates with faculty not following the guidelines for issuing incompletes. Ward asked Barry, based on Spivey's comment, if, given the structure of the governance system, we should send this back to the ASC. Barry said we could ask the ASC what they think about what we've done. Neshyba said we can have the liaison communicate what we discussed to the ASC. Barry will be at the ASC tomorrow and could ask them about the four-week deadline. We took a vote on changing the student deadline to Week 4 and leaving the faculty deadline at Week 8. A few Ayes, many Nays. **M/S/F.**

- VI. *Discussion of charges to the Ad Hoc Committee on Benefits.* To be taken up at a later meeting.
- VII. *Adjournment:* Adjourned at 5:34.

Respectfully submitted,

Rob Hutchinson
Scribe of the Day

Tiffany Aldrich MacBain
Secretary

Appendix 1.

(From Marta Palmquist Cady, Monday, 25 Oct. 2010)

Martin Luther King Jr Day of Service and Celebration

January 17, 2011

Sign up at mlk@pugetsound.edu

THANK YOU!

Listed below are the agencies we are going to as well as the description of the project, the time and the number of volunteers needed. If you have any questions or want to sign up, please contact mlk@pugetsound.edu

1. NORTHWEST FURNITURE BANK

2650 Bay Street – Tacoma, WA 98421

Description of Work Needed:

Three areas to assist in:

- 1) Assemble IKEA furniture;
- 2) Help with deliveries and pick-ups by following the NWFB truck
- 3) Shopping with clients with NWFB volunteer

Time Needed: by 9:00am

10 to 15 Volunteers Needed

2. Gateways for Youth and Families Volunteering

714 South 27th St. – Tacoma, WA

Description of Work Needed:

Volunteers will help build and enhance a Memorial playground for abused foster children.

Time Needed: 9:00 AM until you decide (noon or 2:00pm or 4:00pm)

75 Volunteers Needed

3. HABITAT FOR HUMANITY of TACOMA/PIERCE COUNTY

Description of Work Needed:

Habitat is hosting this event **just for us**. We will assist in the building of a home. Previous training is required before the date of this event. Training date will be sometime in November or December and we will e-mail you.

Time Needed: 9:00AM – 3:00PM

30 Volunteers Needed

4. PUGET CREEK RESTORATION SOCIETY

Description of Work Needed:

Volunteers will work on restoring, protecting, and enhancing the Puget Creek/ Puget Gulch area.

** Please wear clothes that can get dirty, work/hiking boots, and no shorts or cutoffs.

Time Needed: 1:00PM – 4:00PM

50 Volunteers Needed

5. TACOMA RESCUE MISSION—Tyler Street Family Campus

Description of Work Needed: Landscape and gardening.

** Please wear clothes that can get dirty, work/landscaping boots

Time Needed: 1:00-4:00pm **10 volunteers needed**

6. TACOMA RESCUE MISSION—Adams Family Campus

Description of Work Needed:

Landscape and gardening. ** Please wear clothes that can get dirty, work/landscaping boots

Time Needed: 1:00-4:00pm **10 volunteers needed**

7. TACOMA RESCUE MISSION—Good Neighbor Café

Description of Work Needed:

Clean, sort, organize, and help prepare food for the next meal. This shift is their in-between meal time, so they need help organizing food donations and cleaning.

Time Needed: 1:00-4:00pm

10 volunteers needed

8. TACOMA RESCUE MISSION- Adams Family Campus Fun Event for the Children

Description of Work Needed:

Volunteers will work with children to organize and run a fun event for the children of the Adams Family Campus of the Tacoma Rescue Mission.

Time Needed: 1:00-4:00pm

10 volunteers needed

9. LAGRANDE GARDEN

Description of Work Needed:

Volunteers will work to enhance and provide space for many low income/immigrant gardeners, as well as members of the general community. Gardening and pruning the gardens.

Time Needed: 1:00-4:00pm

10 volunteers needed:

10.FRANKE TOBEY JONES 5340 North Bristol – Tacoma, WA 98407

Description of Work Needed:

Volunteers will work to enrich and extend the quality of life senior members living in the Franke Tobey Jones community.

Time Needed: 1:00-4:00pm

10 volunteers needed

11.METRO PARKS—Snake Lake 1919 S Tyler St, Tacoma, WA, 9840

Description of Work Needed:

Pruning of Snake Lake trails. Wear clothes that you can get dirty in!

Time Needed: 1:00-4:00pm

15 volunteers needed

12.PIERCE COUNTY STREAM TEAM—1801 E. 56th Street – Tacoma, WA

Description of Work Needed

Volunteers will work to enrich and improve local water quality and stream habitat to achieve better local streams, forests, and wildlife in Tacoma and Pierce County. We will do this in conjunction with the First Creek Middle School

Time Needed: 1:00-4:00pm

30 volunteers needed

Appendix 2. ASC Comments on Incomplete Policy (From Gary McCall, Sunday 24 Oct. 2010)

ASC comments on Incomplete Policy

At the Sept 13 Senate meeting, a senator expressed concerns over the Incomplete Policy the ASC passed in 2009-10, which moves the deadline for completing and submitting Incomplete grades to early in the semester that follows the Incomplete. These concerns and others were addressed further at the Oct 11, 2010 Senate meeting.

The concerns over the new Incomplete policy were:

- 1) adds a faculty burden during an already busy first week of classes because this incomplete coursework must be graded, etc.
- 2) makes (unfair) assumptions about students that request an Incomplete and the quality of the student's work. Also, there is less time for a student finish work for a Fall Incomplete (4-5 wks) than a Spring Incomplete (3 months), this means an inherent element of unfairness is built into the policy.
- 3) assumes that students procrastinate completing the Incomplete with a deadline that is ~6 weeks into the semester (referring to the former policy)

Accompanying data provided by the Registrar examined the past five years of Incomplete vs. "on time" grades were used to address these concerns and support the following assertions.

- 1) Of the approximate 10,000 grades assigned each semester, only 1% are initially designated as Incomplete. The ASC recognized instances can occur in which a faculty member feels an additional burden to grade materials and submit the final grade during the first two weeks of classes of the ensuing semester. Thus, the new policy was expanded to allow a faculty member to initiate a petition to extend the deadline for an Incomplete.
- 2) While assumptions about the quality of a student's academic work was not a driving force behind the policy change, the data support that student's who request Incompletes perform lower academically based on overall GPA. Students granted Incompletes have a mean GPA of 2.2 as compared to 3.2 for students completing courses on time. Not surprisingly, grades awarded for Incompletes are disproportionately D and F grades (26% of grades are below a C-) whereas only 2.6% of grades are below a C- in students who complete courses on time.

With regard to the imbalance of time available to complete a Spring vs. Fall Incomplete grade, the data support that students score below a C- more often (30 vs 23%) when the ensuing grade is completed in the Fall semester. Moreover, the incidence of F grades is generally HIGHER with MORE time, i.e. Fall Incompletes are less likely to get a F grade than are Spring Incompletes. Thus, students performed worse, not better, when they had the summer months available to finish an Incomplete.

3) The data from Spring 2010 Incomplete grades shows that of the 57 Incompletes awarded, 22 had completed their courses as of 9/13/10 (and thus within the deadline of the new policy) and no grades were below a C-. The data from past semesters strongly suggests that students who have yet to complete their Incomplete from Spring will disproportionately receive D and F grades. Thus, it seems that the “better” students get the work done earlier (and are not penalized by the new policy) whereas the potentially poorer student takes longer to finish the Incomplete; whether this is due to procrastination or other life challenges, can’t be discerned by the data. We also can’t say for sure the students likely to receive lower grades under the old (existing) policy will score higher with the new policy, but one might speculate they could have more time to focus on the current semesters courses, and are therefore well-served by this intent of the new policy.

Summary and a word on the background for the policy change.

The fundamental motivating factor to revise the policy was that it did not serve the academic interests of our students to have a deadline that extended so far into an ensuing semester. This supposition was based on numerous historical observations by the Academic Advising office that students seemed to struggle academically while carrying the additional load of the coursework from a prior semester’s Incomplete(s). The data provided support this supposition. These are poorer than average students, based on GPA, and they more likely to receive a grade below a C-, and especially F, in courses assigned as Incomplete. Limited data from Spring 2010 indicate that students completing their work earlier in the ensuing semester will perform better, and support the argument that giving poorer students more time (and thus carrying a residual load) will likely be academically counterproductive. Inasmuch, the new policy does not penalize the better student and intends to better serve the interest of the struggling student.

In terms of the earlier deadline becoming a burden to faculty, the new policy allows for a faculty member to petition for an extension to the deadline in the event an unforeseen burden on their time is imposed. Allowing the faculty to request an extension also addresses other concerns raised in the ASC’s deliberations on the policy change. These concerns related to the student’s potential inability to complete the work and/or request the extension themselves due the original problem lingering, especially in the case of the shorter break between Fall and Spring semesters. The Registrar and Academic Advising offices both have offered “safety net” procedures that could be implemented in terms of notifications to students, faculty, and faculty advisors that a deadline was approaching for submitting the incomplete coursework with the intent of allowing adequate time to request extensions if necessary.

The ASC also considered our Incomplete policy relative to selected peer institutions. Generally, our prior policy with a deadline at mid-semester, was the most lenient. The higher the academic reputation of a school, the more likely the deadline for submitting Incomplete work would occur *prior to* (Reed, Whitman in some instances) or early in the ensuing semester (Lewis and Clark, Willamette). In this respect, our new policy is consistent with a more rigorous academic standard, a stated desire of Puget Sound and a specific interest of the ASC.

I hope this information can assist the Senate in its deliberations over the recently changed policy on Incomplete grades.

Sincerely,

Gary McCall

ASC Chair 2010-11