

Minutes of the
Faculty Senate Meeting
Friday, 1 March, 2002
Gosnold 202, 3:00pm

Members present: Senators Bradie, Broschious, Catanzaro, Game, Keeling, Marshall, Mazzarella, Mullen, Purtle, Siochi, Underwood, Weiss, Winder, Wymer.

Senator Keeling arrives at 3:30 p.m. Senator Game arrives at 3:50 p.m.

Members absent: Senators Kidd, Schell

- I. Call to order: President Siochi called the meeting to order at 3:05 p.m.
- II. Approval of Faculty Senate Minutes as amended.
- II. Presidents Report
 - A. Faculty Senate President Siochi reported on the Senate Executive Committee (SEC) meeting with President Tribble and Chief-of-Staff Perry that occurred on February 26, 2002. Senator Siochi reported that:
 1. President Tribble wanted the Senate's opinion on making all salaries more than 60,000 made public, which would be revised twice yearly and would be available through the CNU web page. The SEC suggested that the transparency offered by making salaries public could be good for the institution.
 2. President Tribble wanted the Senate's opinion on making the Executive Planning Committee (EPC) functional as defined in the University Handbook. President Tribble, Chief-of-Staff Perry and the SEC talked about the advantages and disadvantages of making this committee functional. The SEC suggested getting the entire Faculty Senate recommendation on reinstating this committee.
 3. President Tribble wanted the Senate's opinion on making the Budget Advisory Committee for University Planning (BACUP) functional as defined in the University Handbook. President Tribble, Chief-of-Staff Perry and the SEC talked about the advantages and disadvantages of making this committee functional. Chief-of-Staff Perry suggested that the original BACUP committee was too large and that the faculty did not have much representation on the committee. President Tribble suggested that the current Budget Advisory Committee (BAC) chaired by Dr. Bartels that was composed of equal number of faculty and staff, was a very effective committee. President Tribble suggested that the Faculty Senate should consider keeping the BAC in place of BACUP. The SEC suggested getting the entire Faculty Senate recommendation on which committee to use.
- IV. Committee Reports
 - A. Senator Purtle reported on the work of the Leadership Committee.
 - B. Election Committee report. The list of the new structure for committees will be passed to Provost Summerville. The Handbook changes will be made to reflect these changes.

1. Because of the restructuring of the University into the College of Liberal Arts and Sciences and the School of Business, the Faculty Senate Constitution will have to be amended to accommodate the new structure for electing Faculty Senators. Amending the Faculty Senate Constitution requires a vote of the general faculty.

V. Old Business.

- A. Senator Purtle proposed amending the Faculty Senate Constitution to replace section XVII, B, 3, b in the University Handbook. The following proposal will be forwarded for general faculty vote. Seconded by Senator Mazzarella.

Faculty Senate Resolution SR2002-04

The Faculty Senate shall consist of fifteen members from four academic areas of the university: The School of Business (Accounting, Management and Marketing, and Economics and Finance); Liberal Arts (Communications Studies, English, Fine and Performing Arts, Modern and Classical Languages, Philosophy and Religious Studies and Library Science); Science and Technology (Biology, Chemistry, and Environmental Science, Mathematics, Nursing, Physics, Computer Science & Engineering); Social Science and Professional Studies (Education, Government and Public Affairs, History, Psychology, Recreation, Sociology and Social Work). Membership shall consist of three at-large members from the area of business and four at-large members from the areas of liberal arts, science and technology, and social sciences and professional studies. Members shall be nominated and elected by the faculty of their respective academic areas. All full-time instructional faculty are eligible to vote for Senate members. No department shall have more than two members elected to the Senate. At least two of the three senators for business and three of the four senators for each of the other areas must be tenured members of the faculty.

Motion Passed Unanimously.

- B. Discussion of reinstating the Executive Planning Committee (EPC). The Senate noted that Senate President Siochi is the only faculty that sits on this Committee. The Senate argued that this committee should be reinstated. Additionally, the General Faculty voted that this Committee should be made functional.
- C. Discussion of reinstating BACUP or using BAC.
 1. Senator Keeling noted that President Tribble seemed willing to use either committee structure.
 2. Senator Mazzarella noted that he does not like the fact that faculty elected none of the members of BAC.
 3. Senator Wymer pointed out that the BAC was composed of ten members and five of these members are faculty. A faculty member also chairs BAC. BACUP was composed of 14 members and only four are faculty. BACUP was chaired by the Chief-of-Staff.
 4. Senator Purtle suggested that one of the roles of the Leadership Committee is to establish some principles of shared governance.

5. Senator Underwood proposed:
Faculty Senate Resolution SR2002-05
The current BAC continues to function as an ad hoc committee for two years. At the end of two years the Faculty Senate will reevaluate the committee structure.
Seconded by Senator Catanzaro.
For: Senators Bradie, Broschius, Catanzaro, Keeling, Marshall, Mullen, Purtle, Underwood, Weiss, Winder, Wymer.
Against: none.
Abstain: Senator Mazzarella.
Motion Passes.

- D. Discussion of Academic Status Committee recommendations. President Siochi suggested breaking the Academic Status Committee recommendations down into topics and voting on each separately.

Senator Game Arrives 3:50pm

1. Policy for Withdrawal from courses
 - a. Senator Mazzarella suggested that instructors should have the prerogative to award W up to the end of the semester. Instructors have a better understanding of the course material and what is needed for individual students than does the dean. Additionally, by allowing students only five (5) withdrawals during their academic careers at CNU will keep down the abuse of using withdrawals.
 - b. Senator Catanzaro argued that by nine weeks into a course students and instructors should have a good feel for which students should drop the course. By keeping students whom eventually withdrawal in our courses too long detracts from the energy that we put into other students.
 - c. Senator Mullen stated that the Academic Status Committee recommended pushing the withdrawal date from 7 weeks as was suggested by the original administrative committee to 9 weeks, but that the Academic Status Committee felt that CNU needed to increase rigor in allowing withdrawals.
 - d. Senator Keeling stated she was uncomfortable with preventing faculty from awarding a grade of W in the last half of the courses because odd exceptions do occur.
 - e. Senator Purtle suggested that unusual exceptions would probably be made by the deans and that a nine-week period of allowing students to withdraw was very generous.
 - f. Senator Game suggested that excluding the grade of W would alter the way he deals with students and may alter the way he teaches classes. He argued that he should be allowed to structure courses in the way that he feels best to teach the material rather than structuring his courses to meet arbitrary policies.
 - g. Senator Mazzarella proposed removing the sentences on not

allowing withdrawals after the ninth week. No one seconded the proposal. Motion did not pass.

- h. Senator Weiss proposed keeping the section on allowing only five course grades of W during a student's academic career at CNU, but keeping the rest of the current policy. Senator Mazzarella seconded the motion.

For: Senators Game, Keeling, Mazzarella, Weiss.

Against: Senators Bradie, Broschious, Catanzaro, Marshall, Mullen, Purtle, Underwood, Winder.

Abstention: Senator Wymer.

Motion does not pass.

- g. Senator Catanzaro proposed to accept the recommendation from Academic Status Committee. Seconded Senator Underwood.

For: Senators Bradie, Broschious, Catanzaro, Keeling, Marshall, Purtle, Underwood, Winder.

Against: Senators Game, Mazzarella, Weiss, Wymer.

Abstention: Senator Mullen.

Motion passes. (See attached)

2. Policy for Medical/Administrative Withdrawal

- a. Senator Broschious moved to accept the recommendation from the Academic Status Committee. Seconded by Senator Bradie.

Vote unanimous.

Motion passes (See attached).

3. Policy for the temporary grade of Incomplete

- a. Senator Mazzarella proposed removing the following paragraph from the recommendation from the Academic Status Committee.

The student must make the request in writing to the instructor. The request must include documentation of the circumstances of the emergency. If the instructor agrees to the temporary grade, the instructor creates an Incomplete Grade Contract. The contract details the work to be completed and the reason for assigning the grade of incomplete. The instructor must give the student one copy and forward the student's request along with the contract to the dean of the college or school. An additional copy of the Incomplete Grade Contract will be submitted with the course grade sheet to the Registrar.

Seconded by Senator Weiss,

For: Senators Broschious, Catanzaro, Game, Keeling, Marshall, Mazzarella, Mullen, Weiss, Wymer.

Against: Senators Bradie, Purtle, Underwood.

Abstention: Senator Winder.

Motion passes (See attached).

- b. Senator Mazzarella proposed substituting Extensions of Incompletes will require the dean's approval with Extensions of Incompletes will require the departmental chair's approval. Seconded by Senator Weiss.
For: Senators Game, Keeling, Mazzarella, Weiss.
Against: Senators Bradie, Broscious, Catanzaro, Mullen, Purtle.
Abstention: Senators Marshall, Underwood, Winder, Wymer.
Motion does not pass.

- c. Senator Winder proposes accepting the recommendation of the Academic Status Committee as amended. Seconded Senator Underwood.
For: Senators Bradie, Broscious, Catanzaro, Keeling, Marshall, Mullen, Purtle, Underwood, Winder, Wymer.
Against: Senators Game, Mazzarella, Weiss.
Motion passes. (See attached)

4. Policy on Academic progress.

- a. Senator Mazzarella proposed rewording the recommendation from the Academic Status Committee to:

Academic progress must be sufficient to support graduation within a maximum of six (6) years after matriculation. Students who fail to meet this requirement will be dismissed from the University. Students who foresee extenuating circumstances that will make graduation in six (6) years impossible, may appeal to the Academic Status Committee for an extension of the graduation date.

Seconded by Senator Weiss.

Motion passes unanimously. (See attached)

5. Policy on Permission to take underload.

- a. Senator Weiss proposes to reword this section to read:

PERMISSION TO TAKE UNDERLOAD

Students are expected to carry at least the minimum course load of 12 credit hours per semester. Graduating seniors, with fewer than 12 credit hours remaining to satisfy degree requirements, may request an underload including part-time status for their last semester. Students who wish to take fewer than 12 credit hours in their last semester must apply to the appropriate academic dean.

Students admitted as freshmen are admitted as full time students. Students who enter CNU as transfer students can be admitted as part-time students. The request to be part time is part of the admission application.

Students who need to change from full-time to part-time status must request permission from the appropriate academic dean. In order for the number of part-time students to be taken into account in enrollment and academic planning decisions, students must register their intention to be part-time by (month/day) preceding the academic year in which the part-time status is desired. Part-time students may not live in university housing.

Seconded by Senator Wymer.

For: Senators Bradie, Broschius, Catanzaro, Game, Keeling, Marshall, Mullen, Purtle, Underwood, Weiss, Winder, Wymer.

Against: Senator Mazzarella.

Motion passes.

6. Senator Wymer proposes to accept the recommendations from the Academic Status Committee for the Policy on Academic Warning, minimum Standards for Academic Continuance, Academic Probation, Academic Suspension, Academic Dismissal, Academic Reinstatement, Academic Amnesty, Academic Forgiveness, and Grades for repeated courses. Seconded by Senator Keeling.

Motion passes unanimously. (See attached).

E. Senate Nominees for the Task Force on Curriculum and Academic Life

1. Senator Underwood reported on the nominations to the task force. The Nominations committee recommended twenty faculty names be forwarded to Provost Summerville.
2. Senator Mazzarella objected to several of the faculty on the nomination list.
3. Senator Game argued that the list of nominees should include critics of the Administration.
4. Senator Underwood argued that the Senate Nomination committee did not use a litmus test for recommending names.
5. Senator Mazzarella moved to remove several of the faculty on the nomination list because he believes they do not represent the general faculty. No second.

Motion does not pass.

6. Senator Catanzaro moved to accept the nominations to the Task Force on Curriculum and Academic Life. Seconded by Senator Purtle.
For: Senators Bradie, Broschius, Catanzaro, Keeling, Marshall, Mullen, Purtle, Underwood, Winder, Wymer.
Against: none.

Abstentions: Senators Game, Mazzarella, Weiss.

Motion passes.

VI. New Business

- A. Faculty Senate President Siochi noted the Death of President Tribble's Mother. Senator Siochi moves the following Resolution. Motion Seconded by Senator Marshall.

President Tribble,

None of us can ever fully repay the life that we owe our mothers. Know that the Faculty at Christopher Newport University truly shares your grief. Please accept the condolences of the entire university community.

Motion passes unanimously.

VIII. Adjournment.

Senator Bradie moved for adjournment, Senator Underwood seconded. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Dr. Timothy R. Marshall
Faculty Senate Secretary

ATTACHMENTS

Faculty Senate Resolution SR2002-06

PROPOSED POLICY FOR WITHDRAWAL FROM COURSES

Only five course grades of *W* are permitted during a student's academic career at CNU. The sixth and subsequent *W*s will be computed as *F*s in the grade point average.

During the withdrawal period, which lasts from the end of the schedule change period to the ninth week of the semester (see Academic Calendar), students may withdraw by completing a Withdrawal form obtained in the Office of the Registrar. *Withdrawals* will be recorded with a grade of *W*.

Students who are considering withdrawing from a course should know that graduate and professional schools, as well as future employers, may discount academic performance if it is apparent that withdrawing from courses was used as a mechanism for avoiding poor grades. For this reason, a student should make this decision carefully and only after consulting with the academic advisor and the professor. The *Withdrawal* form must be signed by the professor.

A student who stops attending a class and who does not complete a *Withdrawal* form will be assigned the earned grade in that course. A grade of *W* cannot be assigned after the ninth week. (See below for medical and administrative withdrawals)

PROPOSED POLICY FOR
MEDICAL/ADMINISTRATIVE WITHDRAWAL

Students who wish to withdraw from the semester for medical reasons must submit a letter to the Office of the Registrar. The letter must be written by a physician certifying that the student is incapable of completing the academic work for the semester due to medical reasons.

In other circumstances requiring the student to withdraw from the semester, a letter and documentation requesting an administrative withdrawal must be submitted to the dean of the student's college or school. That dean must approve the request.

Upon approval of the request, all grades for the semester in question will be noted as *M* on the student's transcript. The *M* will not be counted toward the maximum course withdrawals permitted.

Students may not exercise the medical/administrative withdrawal option to withdraw from individual courses.

PROPOSED POLICY FOR THE TEMPORARY GRADE OF INCOMPLETE

A grade of Incomplete, *I*, may be given by the instructor when exceptional circumstances prevent the student from completing required assignments or from taking the final examination.

If the grade of I is given in the fall, it must be removed within six (6) calendar weeks from the beginning of the following spring semester. If the grade of I is given in the spring or summer semesters, it must be removed within six (6) calendar weeks from the beginning of the following fall semester. (NOTE : The deadline for submitting the grade change will be listed in the semester calendar). If a grade change form is not submitted by the deadline, the grade of I will automatically convert to a grade of F.

Extensions of Incompletes will require the dean's approval.

PROPOSED POLICIES FOR ACADEMIC PERFORMANCE

CLASSIFICATION OF DEGREE SEEKING FULL- AND PART-TIME STUDENTS

1-30 credits.....Freshman
31-60 credits.....Sophomore
61-90 credits.....Junior
more than 90 credits.....Senior

CONTINUANCE STANDARDS

The University expects students to make reasonable progress toward earning a degree. The University evaluates academic standing in terms of both academic progress and academic performance. Students must demonstrate the incentive and ability to meet the minimum progress and performance standards in order for the University to justify their continued enrollment.

Academic progress must be sufficient to support graduation within a maximum of six (6) years after matriculation. Students who fail to meet this requirement will be dismissed from the University. Students who foresee extenuating circumstances that will make graduation in six (6) years impossible, may appeal to the Academic Status Committee for an extension of the graduation date.

Academic performance is measured by the grade point average (GPA). Students are expected to maintain a minimum grade point average of 2.0 each semester, both overall and in their major field of study. Academic performance standards will be applied only to the CNU grade point average.

PERMISSION TO TAKE UNDERLOAD

Students are expected to carry at least the minimum course load of 12 credit hours per semester. Graduating seniors, with fewer than 12 credit hours remaining to satisfy degree requirements, may request an underload including part-time status for their last semester. Students who wish to take fewer than 12 credit hours in their last semester must apply to the appropriate academic dean.

Students admitted as freshmen are admitted as full time students. Students who enter CNU as transfer students can be admitted as part-time students. The request to be part time is part of the admission application.

Students who need to change from full-time to part-time status must request permission from the appropriate academic dean. In order for the number of part-time students to be taken into

account in enrollment and academic planning decisions, students must register their intention to be part-time by (month/day) preceding the academic year in which the part-time status is desired. Part-time students may not live in university housing.

ACADEMIC WARNING

Any student whose semester or overall grade point average falls below 2.00 will receive an academic warning. The warning will appear on the grade report but not on the permanent academic record. Students who receive an academic warning are strongly urged to consult with an advisor to develop strategies for improving performance.

MINIMUM STANDARDS FOR ACADEMIC CONTINUANCE

(Current standards with slight changes to reflect new class standing designations)

CREDIT HOURS ATTEMPTED	MINIMUM GOOD STANDING	PROBATION	SUSPENSION
12 - 30	1.70	<1.70	n/a
31 - 60	1.80	1.70 - 1.79	< 1.70
61 - 75	1.90	1.80 - 1.89	< 1.80
76 - 90	1.98	1.90 - 1.97	< 1.90
91 or more	2.00	1.98 - 1.99	< 1.98

ACADEMIC PROBATION

Any student who has attempted fewer than 12 credit hours will not be subject to probation or suspension rules. Attempted credit hours are those for which a student has enrolled in and earned a permanent grade. Attempted credit hours are cumulative.

- Any first-time freshman student who has attempted from 12 to 30 credit hours and whose cumulative grade point average falls anywhere below minimum good standing will be placed on academic probation.
- Students who have attempted more than 30 credit hours will be placed on academic probation when the cumulative grade point average falls below minimum good standing. (See table.)
- While on academic probation, students may not enroll in more than 13 credit hours. The notation "Academic Probation" will appear on the student's permanent record. Credit for courses taken at other institutions while on probation may not be transferred to CNU.

ACADEMIC SUSPENSION

Second-year freshmen and upperclassmen will be suspended in the first semester in which they do not meet the minimum standards for continuance. Students who are academically suspended may not register for any class at the University during the suspension period. The notation "Academic Suspension" will be placed on the suspended student's permanent academic record. Credit for courses taken at other institutions while on suspension may not be transferred to CNU.

Students who have been suspended and who wish to return to CNU must:

- Make an advising appointment with the Academic Advising Center before November 1 for a return in the spring semester and before April 1 for a return in the summer or fall semester;
- Register for the semester immediately following their suspension semester; and
- Register for no more than 13 credit hours.

Returning students must develop a plan of study in conjunction with the Academic Advising Center. This plan of study will indicate the credit hour limits the students must observe, and a schedule of courses to be taken each semester. If the student follows this contract and earns at least a 2.0 term GPA, then the student will not be suspended a second time even if the cumulative GPA is below that for minimum good standing. If the student does not follow the plan of study, or does not earn a 2.0 or higher term GPA, then the student will be dismissed. When a student's cumulative GPA is above that eligible for suspension, the contract is considered complete. A cumulative GPA of 2.0 is required for graduation.

Academically suspended students who do not return for two or more consecutive semesters (excluding summer terms) must apply for readmission through the Office of Admissions. These applications will be judged by the admission standards current at the time of application for readmission.

ACADEMIC DISMISSAL

Students who fail to meet minimum standards for continuance will be academically dismissed from the University upon receiving the second academic suspension. The notation *Academic Dismissal* will be placed on the dismissed student's permanent academic record. Students who have been academically dismissed from Christopher Newport University may not apply for readmission to the University for at least five calendar years. Such applicants' academic records at CNU will be considered as part of the relevant materials for readmission to the University.

ACADEMIC REINSTATEMENT

Removed

ACADEMIC AMNESTY

Removed

ACADEMIC FORGIVENESS

CNU students who have been reinstated or readmitted after not taking courses at CNU for a period of two or more years may apply for academic forgiveness by applying to the Registrar. The student must be currently enrolled at CNU and have completed at least 12 credit hours with a 2.00 grade point average. The Registrar will act on the behalf of the Academic Status Committee to have the past academic record at CNU forgiven. The forgiveness policy applies to the entire academic record prior to readmission and not to selected courses. The record of forgiven courses will remain on the student's permanent record, but it will be noted that these courses have been forgiven. Such forgiven courses will not fulfill any academic requirements nor will they be computed in the grade point average.

Individuals exercising this option are cautioned that forgiveness pertains only to the previous record at CNU and does not affect transfer credits earned at other institutions in any way.

PROPOSED POLICIES ON GRADES FOR REPEATED COURSES

For courses that are repeated, only the grade, credit, and grade points for the most recent course enrollment will be counted toward graduation requirements and included in the computation of grade point averages. Any course taken at CNU may be repeated no more than twice (total of three enrollments). Courses completed at CNU with a grade of D or F cannot be repeated at another institution. Students who, after their third attempt, do not successfully complete a course required for a specific degree at CNU will not be allowed to graduate with that degree. Students who fail to successfully complete a mandatory general education course after three enrollments will be dismissed from CNU.

Courses retaken after graduation will not replace grades previously earned, thus both grades, grade points, and credits will be reflected in the cumulative and CNU totals on the student record.