

University of Nebraska at Kearney

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Academic Affairs Committee Minutes

Faculty Senate

11-15-2012

November 2012 Academic Affairs Minutes

University of Nebraska at Kearney Academic Affairs Committee

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Faculty Senate Academic Affairs Committee
Notes from Meeting
Thursday, November 15, 2012
Academic Affairs Conference Room, Founders Hall

Present: Sylvia Asay (CBT); Debbie Bridges (CBT); Kim Elliott (Academic Affairs); Whitney Nelson (Student Government); Rick Miller (NSS); Rochelle Krueger (Library)

Absent: Wyatt Hoback (NSS); George Lawson (FAH); Kenya Taylor (Academic Affairs); Kim Schipporeit (Registrar); Janice Fronczak (FAH); Miechelle McKelvey (COE);

Lack of quorum so no official business was conducted – sole agenda item (#17) will be considered at next meeting (January, 2013). Committee members present discussed the following items:

1. **Incompletes:** Wozniak and Miller shared the issue of “Incompletes” raised at the November Faculty Senate meeting. The following is information regarding UNK’s policy on Incompletes (provided by Kim Schipporeit, Registrar’s office):

All grades of Incomplete must be resolved within the one year timeframe unless the faculty member issues to the student in writing, a deadline earlier than that. The faculty member of record can choose to place any restrictions on the incomplete such as what must be done to complete the work for the class and the timeline for submitting assignments (one week, one month, etc.) as long as it is in writing and does not exceed the one year limit.

Any deadlines from the faculty (which are provided to the student in writing and are less than one year) supersede the institutional policy.

Currently, there is no standard form nor any other approval required before an Incomplete can be awarded. It is solely at the discretion of the faculty member.

INCOMPLETE REMOVAL

All course work assigned must be completed before a grade is awarded. The mark of "I" (Incomplete) is reserved for conditions in which a student has been unable, due to circumstances beyond his/her control, to complete the course by the end of the term. Unless an extension of time is granted in writing by the Office of Student Records and Registration, an incomplete must be removed within twelve calendar months. If the coursework is not completed during this time then the "I" will convert to an "F" on the student's transcript and cannot be changed other than by re-registering for the course.

If an extension is desired, the student must initiate a written request for a specific time of extension, must exhibit extenuating circumstances beyond his/her control, and must make the request in advance of the twelve-month expiration. The request must be supported by a written endorsement from the course instructor, or the department chairperson in the absence of the instructor, and submitted to the Office of Student Records and Registration prior to the expiration of the twelve month period.

2. **Office Hours:** Wozniak and Miller shared the issue of “office hours” raised at the November Faculty Senate meeting. The discussion focused on: what constitutes of office hours, how many are required, and whether or not faculty members must be present on campus during those office hours. Faculty Senate referred the issue to the Faculty Senate Welfare Committee; Wozniak will request Lawson (member of both the Welfare Committee and Academic Affairs Committee) to keep FSAA in the information loop.

Next subcommittee meeting will be on Wednesday, January 9, 2013 at 3:30 p.m. The next full meeting will be on Thursday, January 17, 2013 at 3:30 p.m.

Respectfully submitted,
Debbie Bridges

Academic Affairs Subcommittee 11/7/2012 (cancelled due to limited agenda items)
Academic Affairs Full Committee 11/15/2012 (lack of quorum; no action taken)

NUMBER, REQUEST, LEVEL, SPECIFIC REQUEST, DEGREE/COURSE, PROGRAM/COURSE,
TITLE, DEPT, COL, REASON

#17, Alter, Course, Number, ART 226, Non Western Survey I: Art in India, China and Japan, ART, FAH,
This course should always have been at the 300-400 level. This is a simple housecleaning effort. New
Number: ART 331.