COMMITTEE: Academic Standards Committee

MEETING DATE: March 21, 2011

PERSON PRESIDING: Linda Wolfe

REGULAR MEMBERS PRESENT:

Michael Albers, Andrew Morehead, Jean Luc Scemama, Nancy Spalding, Mark Sprague, Joy Stapleton, Linda Wolfe

EX-OFFICIO MEMBERS PRESENT: George Bailey, Linner Griffin, Kirk St. Amant

OTHERS IN ATTENDANCE: Tom Crawford, Rosana Nieto Ferreira, Jeff Popke (Geography);
Maggie O’Hara (Business), Rich Ramirez (Human Ecology)

CALLED TO ORDER: 2:00 PM

ACTIONS OF MEETING:

Agenda Item: approval of minutes
Action: approved

Agenda Item: Request for FC:SO GEOG 2350. Tom Crawford, Rosana Nieto Ferreira, Jeff Popke (Geography);
Action: approved.

Agenda Item: Request for FC:HU for FORL 1060, “Global Understanding Through Literature” (Prof Sylvie Henning)
Action: approved.

Agenda Item: Report from A.Morehead on Honors College Faculty Advisory Committee.
Action: Received as Information
Proposal for recommendation to Faculty Senate: An ASC member should serve as a permanent ASC representative on the Honors College Faculty Advisory Committee.
Action: approved.
Agenda item: Removal of FC credit from HNRS 2116, 2216, 2316, 2416
Action: approved.

Agenda Item: Additional revision of Final Examination policy
Action: after discussion, proposed editorial clarification, to forward; see below.

Agenda Item: Maggie O’Hara (College of Business) and Rich Ramirez (College of Human Ecology) presented the Online Peer Review Instrument and assorted related materials.
Action: Vote (8-0, 2 abstentions) to approve instrument with modifications. Will be forwarded to the Online Quality Council for consideration.

Agenda Item: Petition for Alternative Activity to Meet ECU DE professional development requirement.
Action: Approved, with change to email contact address.

Agenda Item: List of Professional Development Activities for Online Instructors
Action: Approved, with modifications (see attached).

Next scheduled meeting April 18 (last meeting of Academic year).

ADJOURNED: 4:05 p.m.

Respectfully submitted, Nancy Spalding
Add new section to the ECU Faculty Manual, Part V. Academic Information, entitled Final Examinations.

Part V. Final Examinations

Final Examinations

The normal expectation is that the completion of both face to face and online courses will include a final examination or an alternate method of evaluating student progress. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity. If a final examination is not given during the final examination period, the scheduled day time for the exam should be treated as a regular class time with appropriate instructional activity. Online courses that do not give a final exam must use the final exam week for instructional purposes. The chair of the unit is responsible for monitoring adherence to scheduled examination requirements.

The University establishes a final examination schedule each semester to reduce conflicts in course final examination and to meet the UNC established course hour requirements. There will be no departure from the printed schedule of examinations including graduate level courses except for clinical and non-traditional class schedules, including graduate level courses. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination or an assignment in lieu of an examination on Reading Day.