

UNIVERSITY FACULTY SENATE

SUMMARY OF AGENDA

November 1, 1993

- I. **ADOPTION OF THE AGENDA**
- II. **APPROVAL OF THE MINUTES:** October 4, 1993
- III. **REMARKS BY VICE PROVOST ANDERSEN**
- IV. **ANNOUNCEMENTS:** Senate President Scott
- V. **OLD BUSINESS**
 - A. Recommendation to amend the Faculty Handbook relative to Examinations and Tests
- VI. **NEW BUSINESS**
 - A. Resolution on compliance with University Principles
 - B. Introduction of new business






University of Delaware

UNIVERSITY FACULTY SENATE
219 McDOWELL HALL
NEWARK, DELAWARE 19716

(302) 451-2921
(302) 451-2922

October 21, 1993

TO: All Faculty Members

FROM: Thomas S. Angell, Vice President 
University Faculty Senate

SUBJECT: Regular Faculty Senate Meeting, November 1, 1993

In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, November 1, 1993 at 4:00 p.m. in room 110 Memorial Hall. The agenda will be as follows:

AGENDA

- I. Adoption of the Agenda.
 - II. Approval of the minutes of the Senate meeting of October 4, 1993.
 - III. Remarks by Vice Provost Andersen.
 - IV. Announcements: Senate President Scott
 - V. Old Business
- A. Recommendation from the Coordinating Committee on Education (J. McLaughlin, Chairperson), to amend the Faculty Handbook on Examinations and Tests. This item was originally brought before the Faculty Senate on September 13, 1993 and returned to the Coordinating Committee on Education. Words to be added are indicated in bold type. Words to be deleted are indicated in italics and brackets. See Attachment 1 for the current wording.

RESOLVED, that the Examinations and Tests Policy in the Faculty Handbook at II. "Selected Academic Policy Statements," subsection 2. "Examinations and Tests," page II-3 be amended as follows:

2. Examinations and Tests

[Final examinations should be given] Faculty exercise academic judgment in determining appropriate methods of evaluation in courses. However, the University sets the academic calendar and includes an examination week as the final week in a semester. Except in unusual circumstances, faculty are expected to use the examination week for evaluation and instructional purposes. Faculty should give the last examination in a course during that week according to the printed schedule issued by the *[Records]* Registrar's Office. *[By prior arrangement with the department chairperson (or dean), the faculty member may use alternative means of evaluation]*. Courses following very different instructional and evaluation formats, e.g., clinical experience, individual research, laboratory or student teaching, will not be restricted in this regard. If unusual circumstances exist, the department chair or dean will be informed of the method and timing of the final course assessment. Because the University does not operate with a formal honor system, faculty are responsible for proper monitoring of examinations and tests.

MIDDLE PARAGRAPH REMAINS UNCHANGED EXCEPT THAT "REGISTRAR'S OFFICE" replaces [RECORDS]

No examination, hourly examination, test, or quiz counting for *[33 and one-third]* 25 percent or more of the semester's grade for any class (except laboratory exams) shall be given during the last five class days of any regular semester.] There shall be a break of at least 24 hours, designated Reading Day(s), at the beginning of Finals Week. No examinations, tests, or quizzes may be given on Reading Day(s), to allow students to review for upcoming finals and to complete projects.

VI. New Business

- A. Resolution forwarded without recommendation by the Committee on Undergraduate Studies (M. Keefe, Chairperson), but with the recommendation of the Executive Committee regarding disestablishment of programs which adopt policy that violates published principles of the University of Delaware.

WHEREAS, the University of Delaware is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, gender, religion, ancestry, national origin, sexual orientation, veteran status, age, or disability in its educational programs, activities, admissions or employment practices, therefore be it

RESOLVED, that the University Faculty Senate will initiate disestablishment procedures should any program adopt a policy that directly violates the published principles of the University of Delaware.

- B. Such items as may come before the Senate. (No motion introduced under new business, except a motion to refer to committee, shall be acted upon until the next meeting of the Senate.)

TA/rg

Attachments:

1. Page II-3 of the Faculty Handbook

II. SELECTED ACADEMIC POLICY STATEMENTS

Faculty members are employed to carry out the educational objectives of the University and are subject always to the responsible and adequate performance of the duties for which they were retained.

Instruction is the most fundamental of the educational objectives of the University. The University fails in its primary mission unless it is able to foster the acquisition of knowledge and skills in its students. Research is of value in its own right, but its presence in the academic program is justified mainly insofar as this research contributes to excellence in the learning of its students. Moreover, a number of service activities within the University so complement the learning of students and faculty that they in fact constitute essential parts of the University's academic program. This is especially true of the services provided by the Library and the Office of Academic Computing and Instructional Technology. It is the stated objective of the University to foster the total intellectual, social, and emotional growth of its students, hence extra-course educational activities must be considered as integral parts of the educational program of the University.

The following policies and guidelines with regard to faculty responsibilities in teaching and research have been selected for inclusion in this handbook.

1. Holding Classes

It is expected that all classes will meet as scheduled. In the event of illness, the chairperson (or dean) should be notified in advance of the class so that alternative arrangements can be made. Authorization to miss classes for any other reason must be obtained in advance from the department chairperson (or dean).

2. Examinations and Tests

Final examinations should be given according to the printed schedule issued by the Records Office. By prior arrangement with the department chairperson (or dean), the faculty member may use alternative means of evaluation. Because the University does not operate with a formal honor system, faculty are responsible for proper monitoring of examinations and tests.

To minimize conflicts for students with other scheduled University courses and activities, a required examination, test or quiz (excluding make-up examinations for individuals and regularly scheduled final examinations) may be given only during regularly scheduled class or laboratory hours associated with that course, with the sole exception of common examinations given for multi-section courses when these various sections have different scheduled meeting times. For these permissible common examinations, the examination dates and times must be determined sufficiently far in advance that they will be printed in the Registration Booklet for that term. The Records Office will treat these examination times as schedule conflicts for students seeking to register for another course meeting at the same or overlapping times.

(Rev. 2/3/86)

No examination, hourly examination, test, or quiz counting for 33 and one-third percent or more of the semester's grade for any class (except laboratory exams) shall be given during the last five class days of any regular semester. No examinations, tests, or quizzes may be given on Reading Day, to allow students to review for upcoming finals and to complete projects.

(Rev. 5/4/92)

COMMITTEE ACTIVITIES REPORT

Academic Appeals, Committee on (Palaniappa Krishnan)

Discussing one academic appeal

Budgetary and Space Priorities, Committee on (Henry Reynolds)

The Committee did not meet this month.

Committees and Nominations, Committee on (Frank Dilley)

1. Filling committee vacancies
2. Appointing task forces (Smoke-Free University)
3. Reviewing processes for reviewing standing committees

Diversity and Affirmative Action, Committee on (Hilton Brown)

1. Discussing plans for an ad hoc committee (or committees) on invited speakers
2. Discussing freedom of Artistic Expression Policy

Faculty Welfare and Privileges, Committee on (Harrison Hall)

Discussing revision of hearing procedures to cover terminations

Graduate Studies, Committee on (Paul Hooper)

1. Discussing new graduate program in Biomechanics and Movement Science
2. Discussing M.A. in Foreign Languages and Pedagogy
3. Discussing revisions and additions of concentrations on transcript for MBA Program
4. Discussing requirements and standards for doctoral dissertations
5. Discussing determining "in-state" tuition for graduate students
6. Discussing library borrowing durations for graduate students
7. Discussing third-year funding for minority graduate students
8. Discussing revised Graduate Program Policy Statement for Marine Studies
9. Discussing changes in M.A. and Ph.D. programs for Political Science and International Relations
10. Discussing Food Science concentration for Ph.D. Program in Animal Science

Honorary Degrees, Faculty Senate Advisory Committee on (Donald L. Peters)

No items currently before committee

Instructional Computing and Research Support Services, Cte. on
(Alexander Cheng)

Discussing issues of this committee taking the major responsibility for academic computing in the University.

Library Committee (Bernard Herman)

1. Discussing graduate student borrowing privileges
2. Discussing electronic media and interlibrary loan

Student Life, Committee on (Brent Thompson)

Revising policy on plagiarism

Undergraduate Studies, Committee on (Michael Keefe)

1. Discussing permanent status for AFROTC
2. Discussing permanent status for Engineering Technology
3. Discussing multicultural courses
4. Discussing student transcripts

/wc