

# FACULTY SENATE

## ACTIONS TAKEN 2001-2002

### OCTOBER 2001

#### Motion for an academic component to all Internships

**Motion from the Academic Affairs Committee:** That the policy regarding internships in the Dictionary of Academic Regulations be amended as follows (additions in **bold** , deletions marked out ).

INTERNSHIPS: Mary Washington College offers its students a program of academic internships, which allows qualified students to work in positions where they may apply and expand their knowledge under expert guidance. Cooperating academic departments at the College supervise the interns and award academic credit (normally three credits, more in exceptional and approved cases) for the experience. No more than six internship credits may count toward the minimum number of credits required in a major. Each academic department has determined how many internship credits may count in a specific major program. Some programs permit the counting of six credits; some will count three credits; and some will count no internship credits at all. Internship credits that cannot be counted in the major program will be counted as elective credits. An internship may be taken for either graded or pass/fail credit. This determination is made by the faculty sponsor and is subject to departmental guidelines. **All internships must include a significant academic component. This component is determined by the faculty sponsor in collaboration with the student, and is subject to departmental guidelines. Examples of appropriate academic components will vary by department, but might include a research paper, a reflective paper relating the internship with the rest of the major, a journal or log, a portfolio, or a public presentation.** No more than twelve credits in academic internship experiences may be credited toward the credits required for graduation. Only degree-seeking students who have completed 58 credits with an overall 2.00 GPA are eligible. Twelve of the 58 credits must have been earned at MWC.

#### MINIMUM Time Commitment Required for Internship Credit

Credit is awarded according to work assignment and time commitment. Students should note that time commitment alone does not determine the number of credit hours awarded. **THE NUMBER OF HOURS PER WEEK IS DETERMINED BY EACH DEPARTMENT; THE NUMBERS BELOW INDICATE MINIMUMS. Internships receiving more than three credits require special approval, as noted below.**

CREDIT HRS.	HRS. PER WEEK	HRS. PER SEMESTER
1	4 <del>3</del>	56 <del>42</del>
2	8 <del>6</del>	122 <del>84</del>
3	12 <del>9</del>	168 <del>126</del>
4 or more	16	224

(based on 14 wks.)

[Sections on application procedure, requirements for approval of internship credits, and special internship provisions remain unchanged]

The motion as amended passed unanimously.

### NOVEMBER 2001

Academic Affairs: Motion regarding Academic Calendar:

**That the Faculty Senate adopt the following resolution:**

**RESOLUTION:** The Faculty Senate of Mary Washington College requests that, effective Fall, 2003 with the adoption of the new Academic Catalogue, each Fall semester begins on the second Monday that falls after the 15th of August and each Spring semester begins on the second Monday that falls after the 1st of January.

The motion was passed unanimously without discussion after it was read by Mr. Vasey.

Academic Affairs Committee: Motion on Pass/Fail

The Senate passed the substitute motion:

**"That effective Fall, 2003 with the adoption of the new Academic Catalogue, the Dictionary of Academic Regulations be changed to the following:**

**The decision to take a course pass/fail must be made no later than the end of the sixth week of the semester. If the decision was not made at registration, the student must go to the Office of the Registrar within the first six weeks to change a course from graded to pass/fail or from pass/fail to graded credit."**

Academic Affairs Committee: Motion regarding auditing courses.

The Senate passed the following motion:

**"That effective Fall, 2003 with the adoption of the new Academic Catalogue, the section on Auditing a Course in the Dictionary of Academic Regulations be changed to the following:**

**AUDITING A COURSE. A full-time, degree-seeking student may audit a class (sit in for no credit) by completing the "Auditor's Registration Form" in the Office of the Registrar the day after the end of the "add period." Part-time students and non-degree students may also audit courses by paying appropriate fees. Auditing may be permitted by written permission of the instructor only, in non-restricted courses in which space is available."**

Faculty Organization Committee: Motion on Parliamentarian of the Faculty Senate

The Senate passed the following motion: that Appendix A of the Faculty Handbook be amended as follows

#### **A.2.4.4.**

**By the fall of each year, the Faculty President solicits nominations for a Faculty Senate Parliamentarian. The Parliamentarian may or may not be a member of the Faculty Senate. The Faculty Senate elects a Parliamentarian from the nominations. The Parliamentarian will serve a one-year term as Parliamentarian of both the General Faculty and the Faculty Senate.**

Faculty Organization Committee: Motion on appointing members of the curriculum advisory committees:

The Senate passed the following motion, that Section 2.3.4 of the Faculty Handbook be amended as follows:

**2.3.4.1 Appointments to Curriculum Advisory Committees** Each year, at the same time it solicits preferences for standing committee membership, the FOC polls members of the faculty on their preferences for possible appointments to curriculum advisory committees. The FOC maintains a list of

current committee members and monitors faculty eligibility. Each spring, the FOC makes 7 appointments to the curriculum advisory committees and forwards the names of those appointed to the committee chairs. The FOC will forward the list of those faculty who have expressed an interest in serving on curriculum advisory committees to the chairs of the curriculum advisory committees. In making appointments, the FOC considers expressed committee preferences; time since previous committee service; current service on other committees; and how the committee in question is likely to function in the immediate future; and any recommendations for appointments made by the curriculum advisory committee chairs.

**2.3.4.1.1. Membership Terms on Curriculum Advisory Committees** Members of all curriculum advisory committees serve staggered three-year terms, and are not eligible for reappointment to the same curriculum advisory committee for two academic years following such a term. Faculty may not serve on more than one curriculum advisory committee concurrently. Service on curriculum advisory committee does not affect a faculty member's eligibility for appointment to a standing committee, but it may influence standing committee appointments in that no faculty member should be burdened with excessive committee responsibilities. Usually, two concurrent committee assignments, one standing and one advisory, curriculum advisory or *ad hoc*, constitute the maximum committee service expected of an individual faculty member. For this reason, curriculum advisory committee chairs and the FOC will consult with each other during the spring semester regarding committee appointments before any such appointments are finalized.

**2.3.4.1.2 Chairs of Curriculum Advisory Committees** During the spring semester, each curriculum advisory committee elects a chair from its faculty membership to serve the following year (unless the committee is to be chaired by a program director). The chair-elect will notify the FOC chair immediately of his or her election. No member may chair a committee upon which he or she has not served previously for at least one year; however, a member may serve as chair for more than one year during any single term of service. At the discretion of the committee chair, a committee secretary may be elected based on committee member preference and workload distribution. The curriculum advisory chair will forward the name of the committee secretary to the FOC chair.

**2.3.4.1.3 Interruption in a Term of Service** If a faculty member is unable to serve part of a term on a curriculum advisory committee (due to such factors as academic leave or illness), a temporary replacement will be appointed by the FOC and forwarded to the committee chair. the committee chair for the duration of his/her absence. This replacement will serve for the duration of the faculty member's absence. Upon return, an absentee faculty member will complete the original three-year term. Faculty members who are appointed as temporary replacements on curriculum advisory committees are eligible for consideration for a three-year term on the same or another curriculum advisory committee.

**2.3.4.2.1 General Education Committee** The This committee consists of six five faculty members appointed by the FOC; the committee's chair (in consultation with the FOC) and, as non-voting members, a representative from the Office of Academic Affairs (as named by the Dean), a representative the Office of the Registrar, and a representative of the Office of Academic Services. The FOC will choose members Members will be chosen so that at least four of the eight general education goal areas are represented. . . .

**2.3.4.2.2 Environmental Awareness Committee** The committee consists of six five faculty members appointed by the FOC the committee's chair (in consultation with the FOC) . Three of the members should represent departments that offer courses fulfilling the environmental awareness ATC requirement. . . .

**2.3.4.2.3 Global Awareness Committee** The committee consists of six five faculty members appointed by the FOC. committee's chair (in consultation with the FOC) . Three of the members should represent departments that offer courses fulfilling the global awareness ATC requirement. . . .

2.3.4.2.4 **Race and Gender Intensive Committee** The committee consists of six five faculty members appointed by the FOC. the committee's chair (in consultation with the FOC) . Three of the members should represent departments that offer courses fulfilling the race and gender intensive ATC requirement. . . .

2.3.4.2.5 **Speaking Intensive Committee** The committee consists of the Director of the Speaking Intensive Program, the Coordinator of the Speaking Center, and six five faculty members appointed by the FOC committee's chair (in consultation with the FOC) who represent a balanced range of disciplines and who are active in the Speaking Intensive Program. . . .

**Writing Intensive Committee** The committee consists of the Director of the Writing Intensive Program, the Director of the Writing Center, the ENGL 101 Coordinator, and six five faculty members appointed by the FOC committee's chair (in consultation with the FOC) who represent a balanced range of disciplines and who are active in the Writing Intensive Program. . . .

Faculty Organization Committee: Motion on making curriculum advisory committee procedures and deadlines available.

The Senate passed the following motion, that section 2.3.4.2 of the Faculty Handbook be amended to add the following underlined phrases:

2.3.4.2.1 **General Education Committee** . . . .6 Make available through the summer memo and the MWC website the procedures and deadlines for proposing courses to the general education committee.

2.3.4.2.2 **Environmental Awareness Committee** . . .  
.5 Make available through the summer memo and the MWC website the procedures and deadlines for proposing courses to the environmental awareness committee.

2.3.4.2.3 **Global Awareness Committee** . . .  
.5 Make available through the summer memo and the MWC website the procedures and deadlines for proposing courses to the global awareness committee.

2.3.4.2.4 **Race and Gender Intensive Committee** . . .  
.5 Make available through the summer memo and the MWC website the procedures and deadlines for proposing courses to the race and gender intensive committee.

2.3.4.2.5 **Speaking Intensive Committee** . . .  
.5 Make available through the summer memo and the MWC website the procedures and deadlines for proposing courses to the speaking intensive committee.

2.3.4.2.6 **Writing Intensive Committee** . . .  
.5 Make available through the summer memo and the MWC website the procedures and deadlines for proposing courses to the writing intensive committee.

Faculty Organization Committee: Motion on Speaking Intensive committee chair.

The Senate passed the following motion, that section 2.3.4.2.5 of the Faculty Handbook be amended to add the following underlined phrase:

2.3.4.2.5 **Speaking Intensive Committee** . . . The committee chair is the Director of the Speaking Intensive Program or one of the appointed faculty members. The committee's duties are to: . . .

**FEBRUARY 2002**

The Senate defeated a motion to substitute a newly developed SQOI for the currently used SIR II, by a vote of 13 to 11. (In the meeting of the full faculty in March, the motion to overrule the Senate's action failed, with a tied vote.)

#### General Education

The Senate passed the following motion on the issue of changing the cap on courses in General Education:

**Substitute Motion: To adopt and implement the General Education Committee Recommendations (shown below) in the November 28th report and to have the General Education Committee report back to the Senate no later than the February 2003 meeting.**

#### **GENERAL EDUCATION COMMITTEE RECOMMENDATIONS**

**FIRST**, the Committee invites departments whose courses currently carry general education credit for Goal Areas 2, 4 and 5 to review the courses they currently offer in these goal areas and assess, in light of the "Hydorn-Morello Report," how successfully their courses are helping students meet their general education goals.

**SECOND**, the Committee invites proposals from academic departments for modifications (e.g., additions or deletions) of the courses they now contribute to General Education Goal Areas 2-6. The Committee will adhere to the following procedure in considering requests for modifications to General Education Goal Areas 2-6:

1. Requests for deletion of courses from the General Education Curriculum and applications for courses to be added to the General Education Curriculum will be received by the Committee until the end of the Spring 2002 semester (N.B.: Existing courses that are proposed for general education credit would be sent to the General Education Committee; proposed courses would, before they could be considered for general education credit, be submitted to the Curriculum Committee for approval). It will be incumbent on proposing departments to conduct holistic assessments (a thorough review and analysis that addresses, for example, frequency of offering, staffing ability, role of the course in the departmental and general curriculum, and equipment and facilities needs) of the effect new current general education offerings would have on current offerings.
  2. The Committee will review proposals in the fall 2002.
  3. The Committee will apply the criteria developed in 1994 for evaluating proposals for general education courses (these criteria, drawn from the 1994 Implementation Report, are attached).
  4. The Committee will report its actions on proposals at the end of the fall 2002 semester.
  5. Changes proposed for General Education Goal Areas 2-6 will be submitted for final faculty approval not later than the February 2003 meeting of the faculty senate.
  6. This schedule will allow for careful consideration and decisions in time for inclusion in the next academic catalogue (2003-2005).
  7. Currently enrolled students would be eligible to take any new courses approved for any of the general education goal area to satisfy general education requirements.
- Within this process, there would continue to be a "cap" to the number of courses that carry general education credit for goals 2 - 6. This new cap might be the same or higher than the current 60 course cap, but once the number of general education courses is set in this round of proposals, that new cap would remain in place for 5 years.

Application coversheets and guidelines will be available from: Carter Hudgins, Chair, General Education Committee, Department of History, Monroe Hall, chudgins@mw.edu

Faculty Organization Committee motion to amend Appendix A of the Faculty Handbook

The Senate passed the following motion, that the underlined be added, and the crossed-out deleted:

Motion:

A.2.4.2

**President-Elect** In the first year of the Faculty Senate, the faculty will elect a President-Elect. Thereafter, the faculty will elect a President-Elect from among its members every other spring semester . year at the March General Faculty Meeting . If the in-coming President-Elect is already a department senator, FOC will request the department to elect a replacement. If the in-coming President-Elect is already an at-large senator, FOC will conduct a special election in order to fill the vacated seat . The President-Elect will serve a two-year term. The President-Elect will serve as an at-large senator until installed as Faculty President with the same membership and voting privileges as the other Faculty Senators. The President-Elect may also run for Secretary of the Faculty or for one of the other at-large senator seats, but the ballots will be counted in the order of President-Elect, then Secretary of the Faculty , then at-large senator. Once elected, a faculty member's name is not further considered and subsequent votes for him or her are not included in the count of votes cast for Secretary of the Faculty or for at-large senator.

A.2.4.3

**Secretary** The faculty will elect a Secretary of the Faculty from among its members every other spring semester. If the in-coming Secretary is already a department senator, FOC will request the department to elect a replacement. The Secretary will serve a two-year term. The Secretary is not a voting member of the Faculty Senate. The Secretary of the Faculty may also run for President-Elect or for one of the other at-large senator seats, but the ballots will be counted in order of President-Elect, then Secretary of the Faculty, then at-large senator. Once elected, a faculty member's name is not further considered and subsequent votes for him or her are not included in the count of votes cast for at-large senator. The College will hire a part-time employee to serve as the Secretary/Archivist for both General Faculty and Faculty Senate meetings. In the absence of the Secretary, the presiding officer shall appoint a substitute *pro tempore* . In preparing minutes of the Faculty Senate meetings, the Secretary/Archivist will work with the Faculty President. In the formulation and implementation of measures passed by the Faculty Senate or the General Faculty involving changes to the Faculty Handbook, the Secretary of the Faculty will work with the Assistant Vice President for Academic Affairs.

Faculty Affairs Committee: Motion opposing hiring new renewable term appointments.

The Senate passed the following motions:

**Motion: The Faculty Affairs Committee moves that the Faculty Senate reaffirm the faculty's opposition to hiring new renewable term appointments at Mary Washington College.**

**The Faculty Senate President instructs the Faculty Affairs Committee to put the same motion at the general faculty meeting in March.**

(At the March meeting of the full faculty, the clear majority endorsed the Senate vote.)

Faculty Affairs Committee: Motion regarding years with no salary increases

The Senate passed the following motion, that the Faculty Handbook be amended to read as follows:

**If no money is appropriated for salary increments in a year or in successive years, the next salary adjustment will be based on the average merit level (3.7.1.1) attained since the last year in which salaries were adjusted.**

**If the motion passes the current Faculty Handbook item numbered 5.1.2.1.5 would become 5.1.2.1.6.**

APRIL 2002

Motion from the Academic Affairs Committee:

The Senate passed the following motion modifying the final exam schedule:

A) That effective in Spring 2003, the final examination schedule be redesigned to include four exam times per day in the following exam slots:

8:30-11  
12-2:30  
3:30-6  
7-9:30.

B) That exams will be scheduled on a day that the class regularly meets.

C) That there will be no Friday evening or Saturday exams.

D) And that the following changes be made to the Academic Handbook, under "EXAMINATIONS, FINAL":

[in the main paragraph:]

Examinations are scheduled for three two-and-one-half hours and should not interfere with subsequent examinations.

[and in the subsection on examination conflicts:]

Students who have more than two examinations scheduled on the same day may elect to have one exam **the extra exam(s)** rescheduled.

Writing Intensive Committee Motion to alter catalogue description of the WI requirement:

The Senate passed the following:

**Rewording of description of ATC Requirements for WI in college catalogue (p. 49).**

New language underlined.

**"Writing Intensive.** Four courses designated as Writing Intensive beyond the Goal 1 requirement. Students who exempt English 101 through SAT scores must take another WI course to satisfy the five-course requirement. "

Writing Intensive Committee Motion to amend policy on awarding WI credit for transfer courses:

The Senate passed the following:

The Writing Intensive Committee moves that the current policy on approval of WI credit for transfer courses, approved by the faculty in 1993, be revised as follows: (excised language struck; new language underlined)

"Transfer students should receive transfer credit towards the requirement only for specific writing and writing intensive courses (W, WI, WAC) that they successfully complete elsewhere. All other courses must be submitted to the WI Committee by the student in order to receive approval of WI credit. "

Four motions from the BLS Committee were returned to the Committee.

A motion from the Academic Affairs Committee to create minors was tabled.