**Senate Rules and Elections Committee**

**Feb. 26, 2013**

**Jones (Chair), Grossman, Pienkowski, Wood**

**1. UK Core Committee**

**The SREC met with and answered questions from Christopher Thuringer in relation to developing Senate Rule language about the UK Core curriculum.**

**2. Faculty Trustee Election**

**The SREC discussed and determined the status of certain administrative positions in relation to eligibility in the upcoming Faculty Trustee election.**

**3. The SREC determined that when the HCCC has approved program changes for a health professional program that requires amending University Senate Rules, the necessary change in wording to the Senate Rules must be submitted to the University Senate for final approval. The SREC is available to help develop a red/blue track changes or similar presentation of original wording and new wording, for Senate action.**

**4. Revision to SR 5.4.3.1**

**The SREC discussed the draft revision submitted by Asso. Provost Ben Withers. The SREC made the following edits to one paragraph.**

In case in which a degree program has specified a course offered by another educational unit as satisfying part or all of the GCCR, ~~In cases in which another unit is offering the courses for the degree program (e.g., WRD 203: Business Writing for majors in the College of B&E)~~ the degree program will conduct the review and make recommendations to the unit offering the course to help implement any needed revisions.

Administrative Note: The SREC also communicated to Dr. Withers “it occurs to me that the above has the flavor of empowering unit A to force unit B to “implement any needed” changes in a course offered by unit B simply because unit A wants to use the course toward the GCCR. I don’t think this was the intent. Can you tweak the above to have less of such a flavor? Tx.”

**5. The SREC offered editorial suggestions on a draft charge to the Advisory Committee for Graduate Composition and Communication Requirement. This charge will be placed at a new SR 1.3.3.5.1, and the charge to the UK Core Committee will be placed at SR 1.3.3.5.2. The table of contents to the Senate Rules will also be modified to reflect this new organization of material.**

**6. Procedures for Withdrawal/Dropping From Classes or Semester Enrollment**

**The SREC discussed the current procedure by which students electronically withdraw/drop individual classes. Withdrawing/dropping from a class is a different academic situation from entirely withdrawing from the enrollment at UK for the semester. The “myUK” procedure for a student to electronically withdraw from an individual classes is a ‘one-step’ process as this site. In order to prevent a student from ‘back door’ withdrawing from enrollment in the University entirely, this single step class drop process does not allow the final class to be dropped in the single step manner. Instead, the first window requires the student to click to transfer from the first step window to a second step window, before the drop in class (= withdraw from University) action is effected. The problem is that many students do not click to go to the second window, so they stop attending that last class without having withdrawn from the class and they get an “E” on their transcript. The students then swarm to the Senate Retroactive Withdrawal Committee to try to get an after-the-fact withdrawal from the class to replace the “E” grade.**

**The SREC recommended that the “myUK” site be reprogrammed so that when there is one remaining class, a student who logs in to try to withdraw from that class is immediately taken to the ‘withdraw from the University’ window.**

**7. Form Relating to I Grades,**

**The SREC edited the wording submitted by the SAASC to update the Senate Rule on forms for I grades (SR 5.1.3.2) to the following final form.**

Each department is responsible for recording information for each incomplete, specifying 1) the student: name and student number, 2) the course number: number, hours of credit, semester, year, instructor of record, 3) work to be completed and basis for grading, 4) time frame for completing the incomplete (not exceeding 12 months), 5) documentation that the student has been advised of the conditions for removing the incomplete. This information ~~should~~ shall be filed with the department chair or chair’s designee. It is preferable that the information be signed and dated both by the student and the instructor of record. A standard form ~~should be~~ **is** available ~~in a PDF form at~~ at the University Senate website, but each department is welcome to create its own form and scheme for recording this information.”