

Action Item for Senate Council Arising from Feb. 13, 2022 SREC Meeting

Senate Rules Relating to Prep Week and Reading Days

Background

At its December 2021 meeting the SREC determined that editorial clarification is needed to make more clear the meaning of current Senate Rules on prep week (including reading days). The SREC drafted edited wording that only clarifies current meaning, does not change current meaning. The SREC views that the draft clarified wording would be an effective template for the Senate Council to consider whether at this time any actual policy changes ought also be made.

Recommendation

The SREC agreed to transmit the following ‘clarification while preserving current meaning’ revised wording below, with the recommendation that the Senate Council determine if it is warranted at this time for the Senate to make any substantive policy changes. With respect to one possible policy change, the SREC draws to the Senate Council’s attention that the meaning of the current SR wording/meaning enables the Instructor of Record to disseminate a take home final exam on a reading day, as long as the students are not required to react to the disseminated final exam until after the end of the reading days period. Does the Senate Council think this this needs any policy adjustment?

5.24.5.6 Prep Week and Reading Days

[US: 4/10/06; 4/13/2009; 2/8/21]

To help students prepare for their final exams, certain instructional activities are restricted during Prep Week, a period defined as the last week of instruction of a regular semester and the last three days of instruction of a summer session or winter intersession. Additional restrictions apply to Reading Days, defined as the last two days of Prep Week in a regular semester. There are no Reading Days during a summer session or winter intersession.

~~*The Prep Week rule applies to ALL courses taught in the fall semester, spring semester, summer session, and summer-winter intersession, including those taught by distance learning. In addition, if a course is taught or in a format that has been compressed into less than one semester or session, and the course overlaps with Prep Week as set in the regular University calendar, then this rule applies to that course as well. ~~The However, this~~ rule does not apply to courses in professional programs in colleges that have University Senate approval to follow a nonstandard calendar, as authorized in SR 2.1.4(4). [SREC: 3/15/2012; 8/9/2019]~~

5.24.5.6.1 Examinations and Quizzes

Instructors must not schedule examinations or quizzes, including final examinations, during Prep Week, with the following exceptions:

~~1. Instructors may distribute take-home final examinations, but students must not be required to return the completed examination before the regularly scheduled examination period for that course.~~

- ~~1. Except during Reading Days, instructors may schedule oral/listening examinations and lab practicals during the first three days of Prep Week, provided such examinations are~~

scheduled in the syllabus AND the course has no final examination or assignment that acts as a final examination.

2. Instructors may schedule make-up examinations or make-up quizzes anytime, including, if the affected students agree to it, on Reading Days (SR 5.2.5.2.2, SR 5.2.5.6.5).

4-3. Instructors may distribute take home examinations. DRAW to SC attention.

~~3. Instructors may schedule make-up examinations or make-up quizzes anytime, including Reading Days with student consent.~~

~~4. Except as provided in (1), (2), and (3) above, instructors must not schedule written examinations or quizzes, including final examinations.~~

5.24.5.6.2 Class Participation and Attendance Grades

~~Except during Reading Days, instructors may grade student participation and require attendance during Prep Week, but not on Reading Days.~~

5.24.5.6.3 Homework

~~Except during Reading Days, instructors may collect regularly assigned graded homework during Prep Week, but not on Reading Days, provided the homework was scheduled in the syllabus. However, instructors may collect make-up homework on Reading Days if the affected students agree to it (SR 5.2.5.2.2, SR 5.2.5.6.5).~~

5.24.5.6.4 Projects, Papers, and Presentations

~~Except during Reading Days, instructors may collect projects, papers, and presentations during Prep Week, but not on Reading Days, provided such assignments were scheduled in the syllabus AND the course has no final examination or assignment that acts as a final examination.~~

5.24.5.6.5 Make-Up Assignments

Instructors may schedule make-up assignments that replace, substitute for, or satisfy earlier required interactions anytime (SR 5.2.5.2.2), including, if the affected students agree to it, on Reading Days with student consent.

5.42.5.6.6 Review Sessions

Instructors may offer review sessions anytime, including on Reading Days, #as long as attendance is not required or graded and the instructor does not discuss or provide new material.