

Final Recommendations from the Subcommittee on Faculty/Senate Oversight of Courses

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I. MEMBERS:

Senate Council Members:

- DeShana Collett, Professor in College of Health Sciences, Dept of Physician Assistant Studies, Subcommittee Chair.
- Shannon Oltmann: Associate Professor in College of Communication and Information, School of Information Science
- Leslie Vincent: Senior Lecture in Gatton College of Business, Department of Marketing and Supply Chain
- Michael Hawse: Student Body President doubling majoring in Political Science and US Culture and Business Practice
- Davy Jones: Professor Emeriti in College of Medicine Toxicology and Cancer Biology

II. CHARGE:

The Senate Council appointed a committee to make recommendations related to the appropriate or suitable governance structures for courses that require Senate oversight, that are currently not homed in a college.

The subcommittee has convened on several occasions and during each of those meetings, we ensure we are utilizing the GRs (GR IV, VIII.E, & XI), ARs (AR1:4.III.F), and Senate Rules (SR 3, SR 6) to guide and inform the committee's discussions and recommendations. Additionally, the subcommittee invited and engaged the necessary stakeholders in our discussion before rendering final recommendations.

III. FINDINGS:

III.A Foundational Framework

1. Relating to Regulations and Rules. Given the current regulatory structure outlined in the Senate Rules, the following foundational Senate rules were provided as guidance for which compliance issues have been raised.
 - a. The University Senate must possess and exercise decisional jurisdiction over **all** Senate numbered courses. (GR IV.C.3; SR 3.2 *et seq*)
 - b. Proposals for changes to courses and related educational policies (*including EAP 599, courses with the prefixes HMN, UK, EXP, NES, UKC, and any other Senate numbered courses homed outside of a college*) are initiated by the vote of a Senate-identified **faculty body** that acts in the manner of a voting department faculty. (SR 3.2.2.3.1.1)
 - c. There must be a person who is the "**responsible dean**" for student academic offense cases (SR 6.4.2.2 *et seq*) and for educational policy purposes. (SR 3.2.2.3.2.2)
 - d. The individual identified as the "dean" must report to the Provost when functioning in the capacity of this purpose.
2. Relating to Shared Governance Principles. In addition to the foundational policies of the University Senate, the subcommittee recommends including foundational shared government principles related to the faculty body and the "responsible dean".

- a. The person who is the “**responsible dean,**” for the purposes of EAP 599, of courses with the prefixes HMN, UK, EXP, UKC, and of any other Senate number courses homed outside of a college, shall provide an annual report to the Senate on the academic status and issues of those courses. (“ensuring accountability to all vested stakeholders”; Strategic Plan)
3. Each committee for EAP, HMN, UK, EXP, NES, UKC, and similar courses outside of a college shall
 - a. Be a majority of faculty, with not more than 50% at or above the title of department chair
 - b. Include a student representative
 - c. Only the faculty members (GRVII.E.3-5) vote on the educational policy items
 - d. Be approved by the University Senate to fulfill this function.

III.B Findings Concerning Specific Courses, Academic Administration and Educational Units

The subcommittee initially identified several credit-bearing courses of organizational structure that were not in compliance with the current regulatory structure found in the University Senate Rules. To identify all Senate-numbered courses that are currently homed outside of a college, the subcommittee requested and received from the UK Registrar’s Office an inventory of all classes offered at UK over the last eight years. The inventory included the educational units or other units currently named in SAP as the home unit for each course.

The subcommittee initially identified in its first report a number of courses that did not have a Senate-concurred faculty body and did not have an identified individual who is designated as the responsible Dean for educational policy and academic offenses. The organizational structure must include an individual identified as the “dean” who must report to the Provost. See [original proposal to Senate Council 11/15/21](#).

Since the original report proposal, the subcommittee has identified additional

1. Courses without a faculty body
2. Aspects of some Centers impinging on Senate educational oversight
3. Courses that are no longer offered or which need an SAP correction, but for which no currently recognized entity exists that is responsible for submitting deletion/action
4. Courses that have listing errors in SAP related to incorrect course home (i.e., Undergraduate Admissions, Office of Enrollment Management)

In summary of findings, all of the courses and situations identified by the subcommittees are enumerated below:

1. Courses without a Faculty Body and Responsible Dean (academic and educational policy):

- [EAP 599, NES 333](#) (focused on international studies)
- [HMN prefix](#) (focused on students in Gaines Center activities)
- [UK 101/201](#) (focused on ‘student orientation’)
- [UK 110/125](#) (focused on ‘academic preparation’)
- [UK 300](#) (focused on students in Chellgren Center activities)
- [EXP prefix and UK 150](#) (focused on experiential learning)
- [UKC prefix](#) (UK Core)

2. Aspects of Some MDRCs and Administrative Centers Impinging on Senate Educational Oversight

MDRCs (educational unit centers, GR VII.C.5)

- Gaines Center for the Humanities (undergraduate)
- Biomedical Informatics Institute
- Center for Interprofessional Health Education

Administrative Centers (GR VII.B.2)

- Chellgren Center
- MBA Center

3. Updates and Corrections Needed for SAP Concerning a Responsible Unit and Certain Courses:

a. Center:

1. "MBA Center" – The following courses were listed as being homed in an "MBA Center"

- B&E 650
- MBA 645, MBA 646, MBA 647, MBA 648, MBA 650, MBA 660

b. Courses no longer offered but SAP does not identify a currently existing responsible unit

1. These courses are no longer offered due to CPE KAR 2:020 which includes policy on eliminating required non-credit bearing coursework

- UK 090, UK 095, UK 096
- UK 120, UK 130

c. Courses with home department unit listed incorrectly in SAP

- NES 333
- HS 500

4. SAP Inventory Home Units

The current course inventory lists **Undergraduate Education** as the most recent **college** for most courses homed outside of an educational unit. There are also incidences where no college unit is listed for courses homed outside of an educational unit. (I.e., EAP, Lewis Honors College, Undergraduate Admissions). In addition, there are various designations in SAP for the home **department** unit for UKC, EXP, UK, HMN, EAP, and NES courses. These designations may or may not reflect current or anticipated University academic organization.

The home college and department units are currently listed in SAP for the following courses.

Most Recent Class College	Most Recent Class Department	Class Prefix
Undergraduate Education	Academic Enrichment	UKC
Undergraduate Education	Experiential Education	EXP
Undergraduate Education	University Wide	UK
Undergraduate Education	Gaines Center	HMN
	Education Abroad	EAP
	Lewis Honors College	HON
	Undergraduate Admissions	HS 500 NES 333

5. Concomitant Changes to Senate Rules

The subcommittee tasked to the SREC to propose appropriate changes to the Senate Rules to effectuate the recommendations proposed by the subcommittee (see Recommendations section V and [Appendix 4](#)).

IV. RECOMMENDATIONS

The subcommittee proposes the following recommendations.

IV.A. Recommendation for Faculty Committee/Council and Dean Responsible for Courses Homed Outside a College

The affected courses:

- EAP 599 (focused on international studies)
- HMN prefix (focused on students in Gaines Center activities)
- UK 101/201 (focused on 'student orientation')
- UK 110/125 (focused on 'academic preparation')
- UK 300 (focused on students in Chellgren Center activities)
- EXP prefix (focused on experiential learning)
- UKC prefix (UK Core)

The *subcommittee recommends* that the Senate **approve, in concept**, the use of a faculty committee (with the following parameters identified by the subcommittee) as the 'faculty body' of the above courses, for Senate purposes and **approve, specifically**, the seven (7) submitted documents of academic delegation for specific course groups.

Conceptual Parameters for a Committee 'Faculty Body'. It shall

- A. Be a **majority** of faculty, with not more than 50% of those faculty at or above the title of department chair.
- B. Include a student representative or other mechanism of student input to the committee on matters of proposals about the course content.
- C. Only the faculty members (GRVII.E.3-5) vote on the educational policy items.
- D. Be approved by the University Senate to fulfill this function.

Submitted Documents of Academic Delegation to Committee Faculty Bodies for Specific Course Groups.

In this regard, the subcommittee developed a template guideline (attached here as [Appendix 1](#)). A person respectively officially overseeing each of the seven (7) activity areas of courses that are bullet-listed above has provided pertinent information about the respective faculty body and responsible dean.

The information in the respective seven (7) submitted documents (attached here as a single file in [Appendix 2](#)) will enable the University Senate to make an informed decision to approve the proposed faculty body/dean identities and functions.

IV.B Recommendation Concerning Some Aspects of MDRC and Administrative Centers Impinging on Senate Educational Oversight

MDRCs (educational unit centers, GR VII.C.5)

1. Gaines Center for the Humanities (undergraduate)
2. Biomedical Informatics Institute
3. Center for Interprofessional Health Education

Administrative Centers (GR VII.B.2)

4. MBA Center
5. Chellgren Center

Multidisciplinary Research Centers and Institutes (MDRC/I)

1. Gaines Center for the Humanities. The Gaines Center is a multidisciplinary research center (MDRC) kind of educational unit, with an emphasis on undergraduate research, and is homed at the Provost's Office. As such, the Gaines Center activities and its faculty governing body can operate in 'alignment' with HMN prefix courses, though the Gaines Center does not officially home these courses (these courses being also homed 'at the Provost Office'). The **subcommittee recommends** that the Senate Council advocate that the Provost identify an appropriate 'academic organization' within the Provost Office that can effectively support the coordinated activities of the Gaines Center and HMN courses and identify a responsible dean for academic and educational policy.
2. Biomedical Informatics Institute. The Biomedical Informatics Institute is a multidisciplinary research institute kind of educational unit, with an emphasis in graduate and professional research. Having been homed at the Provost's Office, it has been a part of the University's educational programming that operates within the Provost's Office auspices. The **subcommittee recommends** that the Senate Council advocate that the Provost either identify an appropriate 'academic organization' within the Provost Office that can effectively support the graduate and professional research activities of this educational unit, or transfer (through Senate/Board processes) it to an organizational environment that can provide that effective support
3. Center for Interprofessional Health Education (CIHE). The CIHE is a multidisciplinary research center kind of educational unit that have become primarily emphasizing 'instruction on how to deliver health professional instruction.' Having been homed at the Provost's Office, it has been a part of the University's educational programming that operates within the Provost's Office auspices. Because its activities were recently determined to no longer be those of a 'primarily research center,' there was a separate proposal submitted and **endorsed by the Senate (12/13/21)** to change the center to an "administrative center."

Administrative Centers

4. 'MBA' Center and BE/MBA courses. The "MBA Center" is an administrative center (not an educational unit center) in the Gatton College of Business and Economics. The subcommittee determined (from information provided by the Registrar) that some B&E/MBA courses (see III.B.3.c, above) are identified in SAP as being 'homed' in an 'MBA Center.' Further investigation by the subcommittee ascertained that actually the courses are actually homed at the level of the college, not homed in an "MBA Center." The subcommittee **recommends** that the Senate Council request the Registrar to update SAP to show that the courses are homed at the level of the college (see also IV.C. below).
5. Chellgren Center. The Chellgren Center is an administrative center (not an educational unit center), with an emphasis in undergraduate education and research. UK 300 is homed in the Provost's office, as is the Chellgren Center. As such, the Chellgren Center activities can operate in a manner to align its resources in support of UK 300, though the Chellgren Center does not officially home these courses. The subcommittee **recommends** that the Senate Council advocate that the Provost identify an appropriate 'academic organization' within the Provost Office that can effectively support the coordinated activities of the Chellgren Center and UK 300 and identify a responsible dean for academic and educational policy.

IV.C Updates and Corrections Needed for SAP Concerning a Responsible Unit and Certain Courses:

The subcommittee recommends that the Senate Council direct the Registrar Office to make the following corrections.

1. Center:

The subcommittee determined (from information provided by the Registrar) that some B&E/MBA courses are identified in SAP as being 'homed' in an administrative 'MBA Center.' Further investigation by the subcommittee ascertained that actually the courses are homed at the level of the college (B&E), not homed in an "MBA Center." The *subcommittee recommends* that the Senate Council request the Registrar to update SAP to show that the courses are homed at the level of the college. Courses: B&E 650, MBA 645, MBA 646, MBA 647, MBA 648, MBA 650, MBA 660.

2. Provost Area Courses No Longer Offered Due to Replacement with Subsequent Current Courses:

The subcommittee determined (from information provided by the Registrar) that several courses identified in SAP are auto-populated and listed as currently offered courses. Further investigation by the subcommittee ascertained that the courses are however, being auto-populated and they are no longer being offered for various reasons listed below. The *subcommittee recommends* that the Senate Council request the Registrar to update SAP course inventory accordingly.

- Due to the CPE KAR 2:020 (see [Appendix 3](#)) which includes policy on eliminating required non-credit bearing coursework the following courses are no longer offered and have been replaced with credit-bearing courses. The *subcommittee recommends* that the Senate Council request the Registrar to update SAP course inventory by deleting the **UK 090, 095, 096, 120, and 130** course offerings.
- **UK 090, 095, 096** are no longer offered and have been replaced by the adoption of MA 111
- **UK 120, 130** are no longer offered due to the adoption of UK 125: APP Reading and Writing which utilizes national standards of best practices by integrating Read and Writing content.

3. Provost Area Course UK 100 Needs Deletion Due to New Use of UKC Prefix

UK 100 should no longer be offered; however, the course has been identified as a current offering in which there are students enrolled and grades rendered for sections of UK 100. After discussions with the listed instructors of record and A&S Associate Dean Anna Bosch, the subcommittee determined the college did not wish to list any course offerings under **UK100 but rather UKC 100**. The *subcommittee recommends* that the Senate Council request the Registrar to update SAP course inventory by deleting UK100 course offering and correctly reflect the previous sections offered under UK 100 be listed in the inventory under to UKC 100.

4. Provost Area Course UK 301 – Needs Deletion Due to No Longer Used

According to information provided by the Registrar, UK 301 has not been taught in the 10 years since 2012. Apparently, it has been auto-populating into the class scheduling system, and there no longer exists the previously responsible entity that would remove this auto-population and submit through Senate oversight a request to the Registrar to delete the course from the University inventory. The *subcommittee recommends* that the Senate Council request the Registrar to update SAP course inventory by deleting UK 301.

5. Provost Area Course with Home Unit Listed Incorrectly in SAP:

NES 333: This course is currently listed as being homed in the department of Undergraduate Admissions (courses cannot be homed in Undergrad Admission) but after discussions with Sue Roberts, it appears this course is managed through the UK Internationalization Center. Further investigation by the

subcommittee ascertained that the course is being auto-populated and rolled over each semester/term. The **subcommittee recommends** that the Senate Council request the Registrar to update SAP course inventory accordingly.

- Remove Undergraduate Admissions as the home college for NES 333 and replace with the same home college designation as SAP uses for EAP courses. (The proposed faculty body document for EAP courses includes NES 333).

6. **HS 500** should no longer be offered; however, the course has been identified as a current offering in which there are no students enrolled and grades have not been rendered for the course sections. After discussions with CHS Associate Dean Karen Badger, the subcommittee determined the college did not wish to offer HS 500 or (cross listings of AT 500, PT 500, PAS 500, CLS 500). The **subcommittee recommends** that the Senate Council request the Registrar to update SAP course inventory by deleting the HS 500 (and cross listings of AT 500, PT 500, PAS 500, CLS 500) course offering.

IV.D SAP Inventory of Home College and Department Units

The current course inventory lists **Undergraduate Education** as the most recent college for most courses homed outside of an educational unit. There are also incidences where no college unit is listed for courses homed outside of an educational unit (i.e. EAP, Lewis Honors College, Undergraduate Admissions). In addition, there are various designations in SAP for the home department unit for UKC, EXP, UK, HMN, EAP and NES courses. These designations may or may not reflect current or anticipated University academic organization.

The following course prefixes currently listing Undergraduate education as the college home and the following departments.

Most Recent Class College	Most Recent Class Department	Class Prefix
Undergraduate Education	Academic Enrichment	UKC
Undergraduate Education	Experiential Education	EXP
Undergraduate Education	University Wide	UK
Undergraduate Education	Gaines Center	HMN
	Education Abroad	EAP
	Lewis Honors College	HON
	Undergraduate Admissions	HS 500
	Enrollment Management	NES 333

SAP Designation for Home College Unit

The **subcommittee recommends** that the Senate Council endorse the designation “Provost Office” as the “college” of these courses, for coding in SAP, for Senate course approval forms, and for other similar purposes.

SAP Designation for Home Department Unit

The subcommittee has identified several issues with the home department designation in SAP for currently prefixed UKC, EXP, UK, HMN, EAP, and NES courses. However, this occasion of review of these courses, their academic oversight, and their organizational homing offers an opportunity for the Senate Council to make assessment for any warranted changes. The **subcommittee recommends** that the Senate Council, in collaboration with the Provost, assess whether any changes are warranted in the designation of the department home unit (eg.

whether there should even be a designation on home department) in SAP for UKC, EXP, UK, HMN, EAP, and NES courses, in view of the current or anticipated University academic organization.

V. Concomitant Changes to Senate Rules

The subcommittee tasked to the SREC to propose appropriate changes to the Senate Rules to effectuate the recommendations proposed by the subcommittee. Those SREC recommendations are transmitted here to the Senate Council as [Appendix 4](#).

VI. Reports on Status of Outside of College Courses

The *subcommittee recommends* that the respective chair of the faculty body overseeing out of college coursework provide an annual report to the Senate on the academic status and operation of those respective courses.

VII. Instructors of Record for Outside of College Courses

During its investigation on the status of outside of college courses, the subcommittee has become concerned that there may be Instructors of Record assigned to these courses who do not have a regular, part-time, or Adjunct faculty status. The subcommittee has included the relevant UK rules and regulations relating to Faculty as the Instructor of Record in [Appendix 5](#). The *subcommittee recommends* that the Senate Council assess whether this warrants additional inquiry.

Appendix 1

Parameters for Faculty Committee/Council and Dean Responsible for Courses Homed Outside a College

Each committee for courses with prefixes EAP, HMN, UK, EXP, UKC, NES and similar courses outside of a college shall:

- A. Be a **majority** of faculty, with not more than 50% of those faculty at or above the title of department chair.
- B. Include a student representative or other mechanism of student input to the committee on matters of proposals about the course content.
- C. Only the faculty members (GRVII.E.3-5) vote on the educational policy items.
- D. Be approved by the University Senate to fulfill this function.

Template of Proposal on Faculty Committee/Council and Dean Responsible for Courses Homed Outside a College

1. Put Course Prefix Here: (e.g. HMN)

2. **Responsible Dean:** State that “The person identified by the Provost to act as “dean” of the course(s) For purposes of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2).”

3. Responsible Faculty Body

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefix.

(E.g. Faculty Advisory Committee (FAC); International Advisory Council (IAC); etc.)

(b) Nature of Memberships on the Committee/Council

What is the number of faculty, staff, and student members (or other mechanism for student policy educational input)? Which members have administrative titles at/above the level of department chair; which member is the chair; which members have voting status on education.

(c) Selection/Appointment of the members of the committee/council

How are candidates for appointment to the committee solicited, nominated, or otherwise identified? (Please include that current committee/council members’ input on the appointment of new members). Who makes the final decision for the appointment?

(d) Terms of Memberships

How long is the term of members for each category of member (faculty, staff, and students)? What are conditions, if any, on reappointment to consecutive terms? Described staggered memberships, if any.

(e) Functions and Responsibilities of the Committee/Council

Include in the description of the function and responsibilities that the committee/council serves in the manner of a department/college faculty, on matters of educational policy matters for the course. The description must include the authority of the committee/council to initiate or to disapprove and stop, proposals concerning educational content and related educational policy for the course(s).

Describe the process relationship of the committee/council to the official who will act as “dean” for the purpose of submitting proposals about the course to the University Senate.

If the course committee works in close alignment with a center or with another committee, include a description of that alignment, including how the alignment does not abrogate the authority of the committee to initiate or disapprove and stop, proposals on the educational content of the course. (This provision does not preclude the “dean” from utilizing input from other officials or committees in developing the dean’s administrative opinion about an educational policy proposal about the course).

(f) Procedures for Meetings of the Committee/Council

Include information on the scheduling, notice, agenda, voting (including voting/nonvoting status of members on educational policy matters), and minutes.

Appendix 2

On the following pages are seven (7) sequential Word documents

Proposal to Senate Regarding Faculty Body and Dean Responsible for International Experience Courses

Outside of a College

1. Course Prefixes:

EAP, NES

2. **Responsible Dean:** The person identified by the Provost to act as “dean” of the course for purposes of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. Responsible Faculty Body

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefix

UK International Advisory Council (IAC)’s subcommittee- the Education Abroad Committee (EAC)

(b) Nature of Membership of Council

Currently, there are 20 regular IAC members. Of these, currently, 4 appear to have administrative titles at or above the level of department chair. 17 are faculty members, 3 are professional staff members. There are staggered terms, so the whole IAC does not potentially turn over at the same time. There are currently no student members of the IAC. We are working to add a student member. There are ex-officio members. There is no Chair. All regular members may vote. Only faculty members will be permitted to vote on educational policy items, in compliance with GRVIE.3-5.

The EAC is comprised of six faculty committee members, one of whom is the committee chair. Of these, one appears to have an administrative title at or above the level of department chair. One is a professional staff member with a teaching appointment. There are a couple of transitions underway (as of January 2022), but we will ensure that a majority of voting EAC members are regular faculty members without an administrative appointment at the chair level or higher. There are staggered terms, so the EAC does not turn over at the same time. There are generally one or two additional ex-officio members, including necessary representatives from the UKIC. Only faculty members will be permitted to vote on educational policy items, in compliance with GRVIE.3-5. For educational policy matters, student input will be sought from the Education Abroad Peer Ambassador (EAPA) student ranks. If needs be, the EAPAs can designate a representative to serve on the EAC.

(c) Selection/appointment of memberships on council

For the IAC, each college dean is invited to nominate a person to represent their college. The final decision to invite/appoint members to the IAC is made by the Associate Provost for Internationalization.

The EAC is comprised of members of the International Advisory Council along with other strategically important University faculty and staff members. Current members of the EAC

provide input on the appointment of new members. Members of the EAC are appointed by the Associate Provost of Internationalization and the Executive Director of Education Abroad & Exchanges.

(d) Terms of Membership

IAC members' terms are 2 years with the possibility of reappointment. For the EAC, members are appointed for a 3-year term and may be reappointed. The Associate Provost shall appoint a committee member of the EAC to serve as chair for a two-year term who may be re-appointed for an additional term. Upon completion of service, the outgoing Chair will remain on the EAC for an additional one year. Members not appointed are considered ex-officio members of the committee with voting privileges. The Executive Director of Education Abroad & Exchanges may appoint up to four ex-officio members with voting privileges. Each ex-officio member is appointed for an initial 3-year term and may be reappointed. The presence of at least four EAC committee members is required to ensure voting quorum.

(e) Functions and Responsibilities of Council

The IAC was established in 2009. The IAC's original charge was: *"Acting in an advisory capacity to the Provost and to the Associate Provost for Internationalization, the International Advisory Council will, through the work of its subcommittees, guide the implementation of the Strategic Plan for Internationalization. Specifically, the IAC will: seek and facilitate promising international grant opportunities, and in particular those that would maximize our existing research strengths; facilitate student participation in the abroad component of joint/dual degrees; develop student learning outcomes to serve as the foundation for the establishment of future certificates, minors, and other curricular planning; facilitate the creation and approval of internationally focused courses throughout the curriculum of each College, where feasible; identify faculty and staff who are willing to recruit international undergraduates and/or graduate students while traveling abroad; work with the Office of Institutional Research, Planning, and Effectiveness in order to analyze data and recommend improvement; and, create a plan for manageable growth across all areas of international activity."*

The EAC is a subcommittee of the IAC, also established as such in 2009. It has as its mission statement: *"The EAC serves to provide on-going advice and guidance to UK Education Abroad & Exchanges (EA) on all aspects of program development and review, enrollment management, policy setting and adherence, curriculum integration, strategic and long-term planning, and continuing quality evaluation of EA programming."* The EAC's charge is: *"1. Provide on-going advice and guidance to UK Education Abroad (EA) on all aspects of program development and review, enrollment management, strategic and long-term planning, and continuing quality evaluation of EA programming. 2. Maintain and facilitate recurring funding related to education abroad, including but not limited to the Education Abroad Program Development Grant, the Outcomes Assessment Research Grant, and the Education Abroad Site Visit Grant. Funding amounts to be determined in consultation with UK Education Abroad. 3. Review existing protocols and policies that govern education abroad programming and advocate as needed for revision or new approaches. 4. Advance curriculum integration efforts and best practices in education abroad programming to include design, delivery and evaluation. 5. Pending availability of funds, the EAC shall be allocated a modest budget from UK Education Abroad for the purposes of program evaluation, assessment and/or development."*

The EAC serves in the manner of a department/college faculty on matters of educational policy relating to EAP courses. The EAC has the authority (delegated by the IAC) to initiate or to disapprove and stop proposals concerning educational content and related educational policy for all EAP courses.

The EAC and the IAC are advisory and the Associate Provost for Internationalization will coordinate and communicate with the Provost's Office (specifically under current organizational structure this will most likely be with the Senior Associate Provost for Administration and Academic Affairs) who will act in the manner of a "dean" for the purpose of submitting proposals about EAP courses to the University Senate.

(f) Procedures for Meetings of the Committee/Council

The IAC meets once per semester. The agenda is circulated beforehand. As stated above, all regular members may vote. Educational policy matters pertaining to EAP courses are delegated to the EAC.

The EAC meets 3-4 times per semester. Meeting times are scheduled by EA in consultation with committee members. The agenda is co-developed by the EAC chair and the Executive Director for Education Abroad & Exchanges and circulated to all members beforehand.

Proposal to Senate Regarding Faculty Body and Dean Responsible for Gaines Center-Aligned Courses

1. Course Prefix

HMN

2. Responsible Dean: The person identified by the Provost to act as “dean” of the course for purposes of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. Responsible Faculty Body:

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefix

The Faculty Advisory Committee (FAC) for the UK Gaines Center for the Humanities

(b) Nature of Memberships on the Committee/Council

The Gaines Center for the Humanities Faculty Advisory Committee (FAC) shall be composed of at least ten (10) members of University Faculty broadly representative of the University’s colleges. At least one member shall be a lecturer or senior lecturer with a primary appointment in any college. The Committee will also have (1) current Gaines Fellow from the senior class represented. The Director of the Gaines Center shall chair meetings of the Gaines Center Faculty Advisory Committee.

(c) Selection/Appointment of the members of the committee/council

Members of the Gaines Center FAC shall be selected from members of the University Faculty. Members may also be nominated, including self-nominations, to serve on the board. The Director may appoint up to 10 persons, from the University Faculty members who have a vested interest in the success of the Gaines Center, to effectuate as may be necessary the broad representation of the University’s colleges on the Faculty Advisory Committee. Student representative will be selected via a vote from the senior cohort. The same student shall also be asked to serve on the Kentucky Humanities Foundation Board Inc. The appointing officer will ensure the input of the voting members of the committee concerning proposed appointment of new voting members.

(d) Terms of Memberships

Faculty members of the FAC shall serve for a three-year term and may serve consecutively for no longer than six years total. After serving for six consecutive years, a faculty member can serve again after one year. For the initial year of the FAC, members will be selected for staggered terms of one, two, and three years to ensure that the entire FAC doesn’t rotate off all at once. Those selected for terms of less than three years may subsequently serve for two full terms. In the event a member does not serve a full term, a special selection shall be held for a member to complete the term. Selections shall normally be made at the end of the Spring semester, with terms beginning with the following Fall semester.

(e) Functions and Responsibilities of the Committee/Council

The Gaines Center Faculty Advisory Committee (FAC) has the functions and responsibilities of both a departmental and a college faculty (acting as unit faculty), to act on behalf of the members of the Gaines Center for the Humanities, as specified below, in educational policymaking or advising the Director of the Gaines Center on matters that affect the academic direction and intent of the Gaines Center.

- The FAC will approve educational policies of the Gaines Center, including matters such as academic requirements, curricula, course offerings in the HMN series, Gaines Center courses offered by departments of other colleges, undergraduate research, service-learning programs associated with the Gaines Center. In accordance with the policies and principles in the Governing Regulations and the University Senate Rules, it shall make recommendations to the University Senate on educational matters that require the approval of that body.
- The FAC will brief the University Senate (via the Director of the Gaines Center), on the activities of the Gaines Center, including the teaching and content of all courses and sections selected to fulfill the program requirements.
- The FAC will suggest potential improvements, which will enhance the Gaines Center and its impact on the undergraduate curriculum.
- The FAC is vested with the right to vote on all questions on which their opinion is solicited in the form of a motion.

(f) Procedures for Meetings of the Committee/Council

Regularly scheduled meetings of the FAC shall be held at least 2 times from September to April. The Director of the Gaines Center may call special meetings as and when necessary. The Director of the Gaines Center shall call a special meeting of the FAC within two to four weeks of the receipt of the request for such a meeting signed by at least five voting members of the FAC stating the purpose of the meeting. The Director of the Gaines Center shall call special meetings of the FAC if so desired by the Provost.

Written notice of two weeks shall be given to all members for a meeting of the FAC. The Director of the Gaines Center may, however, give a shorter notice in case of emergency or special circumstances.

The Director of the Gaines Center shall prepare, post, and distribute to members of the FAC, the agenda for meetings of the FAC one week in advance, except in emergencies and special circumstances. Members of the FAC may submit to the Director of the Gaines Center items for the agenda at least ten days in advance of the meeting for which such items are intended, including a brief statement of the matter, specific motion or action suggested, and its consequences or implications. The FAC may by majority vote to amend or to modify the agenda, including the deletion or addition of items.

A majority of the FAC shall constitute the quorum for FAC meetings.

Minutes shall be kept of all FAC meetings. The recorder will distribute the minutes of the FAC and the Gaines Center's office will hold a master file of minutes available for inspection to all members of the FAC and other authorized persons.

The FAC shall make decisions by a majority vote of FAC members present and voting at any FAC meeting, except amending the rules of the FAC, which shall require a majority of the Regular members of the FAC

and additionally the Director, and the Provost. There shall be no voting by proxy. Twenty-five percent (25%) of the members of the committee present and voting can order a vote by roll call, or a mail ballot. A secret ballot vote shall be taken at the request of any voting member of the faculty. In case of voting by ballot, the faculty shall appoint a teller for the counting of votes.

Proposal to Senate Regarding Faculty Body and Dean Responsible for UKC Prefix Courses

1. Course Prefix: Academic Preparation & Placement courses with a “UK” prefix

UKC

2. **Responsible Dean:** The person identified by the Provost to act as “dean” of the course for of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. **Responsible Faculty Body:**

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefix.

Senate UK Core Education Committee

(b) Nature of Memberships on the Committee:

The 12 voting members are appointed by the Senate Council, including 10 faculty members and 2 student members.

(c) Selection/Appointment of the members of the committee

The Senate Council appoints members according to the Senate Rules. The Senate Council will ensure the input of the voting members of the committee concerning proposed appointment of new voting members.

(d) Terms of Memberships

Faculty members have staggered three-year terms and may be reappointed once. Student members are appointed annually.

(e) Functions and Responsibilities of the Committee/Council

The functions and responsibilities of the Senate UK Core Education Committee are described in the Senate Rules (SR 1.4.3.3). In performing these functions, the SUKCEC will also act as the unit faculty with respect to these courses.

(f) Procedures for Meetings of the Committee/Council

The SUKCEC is a University Senate committee and follows the meeting procedures of other Senate committees.

Proposal to Senate Regarding Faculty Body and Dean Responsible for UK Prefix APP Courses

1. Course Prefix: Academic Preparation & Placement courses with a “UK” prefix

UK 125: APP Reading and Writing

UK 110: Pass/Fail University Course: Title To Be Assigned (Fall 2021 “ALEKS Learning Lab” assigned title)

2. **Responsible Dean:** The person identified by the Provost to act as “dean” of the course for of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. Responsible Faculty Body:

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefix.

Faculty Advisory Committee

(b) Nature of Memberships on the Committee:

The Faculty Advisory Committee for UK-prefix courses is comprised of the following members, in regards to educational policy-making activities of the committee (e.g., change in course content, closing of courses, establishment of new courses).

Dr. Erica Whitaker
Dr. Brad Elliot
Dr. Ann Leed
Dr. Stefan Bird-Pollan
Dr. Debra Aaron
Dr. Jeff Huber
Dr. Marget Schroeder
Dr. Carmen Agouridis
Dr. Kalea Benner
Dr. Adriane Grumbein
Dr. Laura Darolia

Dr. Troy Cooper
Dr. Anna Bosch
Dr. Sarah Ballard
Christine Harper
Dr. Rae Loftis
Jordyn Manczyk
Dr. McCormick
Dr. Rachael Deel
Dr. Molly Reynolds
Dr. Bailey Ubellacker
Dr. Jeff Rice
Dr. Brandi Frisby

(Note: please enter the number of members at the respective blank)

9 Faculty from colleges that provide UK prefix instruction (voting members)

6 Faculty with administrative status at/above department chair (voting members)

2 Staff/Staff with Adjunct faculty appt. teaching in UK-prefix courses (nonvoting members)

1 Representative from Office of Institutional Diversity (nonvoting members)

1 Student representative(s) (nonvoting member(s))

4 UK-prefix course staff administrators (nonvoting members)

The majority of the committee are faculty, with no more than 50% of those faculty being persons with appointment at/above the level of department chair.

(c) Selection/Appointment of the members of the committee

Committee members are appointed by the administrative officer appointed by the Provost to serve as “dean” of the courses. The dean of the courses may in turn utilize subordinate officers in the exercise of the committee appointment process. The dean of the courses will ensure the input of the voting members of the committee concerning proposed appointment of new voting members.

(d) Terms of Memberships

The appointed committee members serve 2-year terms (with options for seat renewal with the dean’s approval).

(e) Functions and Responsibilities of the Committee/Council

This committee collectively reviews the curriculum and associated student learning outcomes and annual assessment outcomes. The committee by majority vote approves proposals (or disapproves and stops such proposals) concerning the establishment, termination, change to the courses, and other related course educational policy. Such proposals approved by the committee are submitted for University Senate approval through the Senate-prescribed process.

Committee members will also serve as representatives in their respective colleges and departments with regards to revision to the courses and bring appropriate needs to the committee’s attention.

The committee also reviews instructor selection processes and credentials, training of instructors, explore enrollment numbers and associated analytics.

(f) Procedures for Meetings of the Committee/Council

The committee meets twice a semester. Meeting notes will be available via the committee website after conclusion of each meeting. Annual reporting about the UK-prefix courses will also be available at the committee website and a report may be presented annually to the University Senate at their request.

Proposal to Senate Regarding Faculty Body and Dean Responsible for UK Prefix Orientation Courses

1. Course Prefix: Academic Preparation & Placement courses with a “UK” prefix

UK 101: Academic Orientation

UK 201: Academic Orientation for Transfers

2. **Responsible Dean:** The person identified by the Provost to act as “dean” of the course for purposes of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. Name of Responsible Faculty Body:

(a) **Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefix.**

Faculty Advisory Committee

(b) **Nature of Memberships on the Committee:**

The Faculty Advisory Committee for UK-prefix courses is comprised of the following members, in regards to educational policy-making activities of the committee (e.g., change in course content, closing of courses, establishment of new courses).

Dr. Jennifer Osterhage

Dr. Brandi Frisby

Dr. Kelley Hodgson

Dr. Kim Anderson

Dr. Meg Marquis

Dr. Ruth Adams

Dr. David Kaiser

Dr. Helen Turner

Dr. Sarah Ballard

Dr. Katherine McCormick

Dr. Molly Reynolds

Dr. Rachael Deel

Dr. Rae Loftis

Jordyn Manczyk

(Note: please enter the number of members at the respective blank)

 3 Faculty from colleges that provide UK prefix instruction (voting members)

 3 Faculty with administrative status at/above department chair (voting)

 3 Staff/Staff with Adjunct faculty appt. teaching in UK-prefix courses (nonvoting)

 1 Representative from Office of Institutional Diversity (nonvoting members)

 1 Student representative(s) (nonvoting member(s))

 3 UK-prefix course staff administrators (nonvoting members)

Note: This committee will begin official meetings Spring 2022

The majority of the committee will be faculty, with no more than 50% of those faculty being persons with appointment at/above the level of department chair.

(c) Selection/Appointment of the members of the committee

Committee members will be appointed by the administrative officer appointed by the Provost to serve as “dean” of the courses. The dean of the courses may in turn utilize subordinate officers in the exercise of the committee appointment process. The dean of the courses will ensure the input of the voting members of the committee concerning proposed appointment of new voting members.

(d) Terms of Memberships

The appointed committee members will serve 2-year terms (with options for seat renewal with the dean’s approval).

(e) Functions and Responsibilities of the Committee/Council

This committee will collectively review the curriculum and associated student learning outcomes and annual assessment outcomes. The committee by majority vote approves proposals (or disapproves and stops such proposals) concerning the establishment, termination, change to the courses, and other related course educational policy. Such proposals approved by the committee are submitted for University Senate approval through the Senate-prescribed process.

Committee members will also serve as representatives in their respective colleges and departments with regards to revision to the courses and bring appropriate needs to the committee’s attention.

The committee will also review instructor selection processes and credentials, training of instructors, explore enrollment numbers and associated analytics.

(f) Procedures for Meetings of the Committee/Council

The committee will meet twice a semester. Meeting notes will be available via the committee website after conclusion of each meeting. Annual reporting about the UK-prefix courses will also be available at the committee website and a report presented annually to the University Senate at their invitation.

Proposal to Senate Regarding Faculty Body and Dean Responsible for Chellgren-Aligned Courses Outside of a College

1. Course Prefix:

UK 300

2. Responsible Dean: The person identified by the Provost to act as “dean” of the course for purposes of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. Responsible Faculty Body

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefixes

Chellgren Faculty Advisory Committee

(b) Nature of Memberships on the Committee:

The Chellgren Faculty Advisory Committee is comprised of five faculty: four faculty who are Chellgren Endowed Professors, and the fifth (Endowed Chair) who is also Chair of the Chellgren Center (who chairs the committee).

(c) Selection/Appointment of the members of the committee

Candidates for Endowed Professorships submit competitive applications that outline a specific three-year project designed to enhance undergraduate excellence. Successful applications are selected by a committee of faculty and are endorsed by the Chellgren Chair and the Provost before being submitted to the UK Board of Trustees for appointment. The Provost submits to the Board of Trustees a recommendation on appointment of the Chair of the Chellgren Center.

(d) Terms of Memberships

The appointed committee members will serve 3-year terms.

(e) Functions and Responsibilities of the Committee/Council

This committee is responsible for education planning, programming, policies, curriculum and assessment for UK 300. The committee by majority vote approves proposals (or disapproves and stops such proposals) concerning the establishment, termination, change to UK 300, and other related course educational policy. Such proposals approved by the committee are submitted for University Senate approval. The officer identified by the Provost and concurred by the Senate to act as “dean” for the courses serves for that purpose to transmit course proposals into the Curriculog or other Senate-approved process.

(f) Procedures for Meetings of the Committee/Council

The committee will meet as needed for educational policy purposes relating to UK 300. Minutes of such courses will be recorded and shared with committee members. The Chair will be available to annually report to the University Senate about the course.

Proposal to Senate Regarding Faculty Body and Dean Responsible for Experiential Learning Courses

Outside of a College

1. Course Prefixes:

EXP
UK 150

2. **Responsible Dean:** The person identified by the Provost to act as “dean” of the course for purposes of student academic offense (SR 6.4.2.2) and for educational policy (SR 3.2.2.3.2.2)

3. Responsible Faculty Body

(a) Name of the Faculty Educational Policy Committee/Council Responsible for the Course(s) in the Prefixes

Faculty Advisory Group

(b) Nature of Memberships on the Committee:

The Faculty Advisory Committee for EXP-prefix courses is comprised of the following members, in regards to educational policy-making activities of the committee (e.g., change in course content, closing of courses, establishment of new courses).

4 - Faculty from colleges that provide EXP-prefix instruction (voting members)

2 - Faculty with administrative status at/above department chair (voting members)

3 - Staff/Staff with Adjunct faculty appt. teaching in EXP-prefix courses (nonvoting members)

1 - Student representative(s) (nonvoting member(s))

3 - EXP-prefix course staff administrators (nonvoting members)

1 - member from the Office for Institutional Diversity (nonvoting)

The majority of the committee will be faculty, with no more than 50% of those faculty being persons with an appointment at/above the level of department chair.

(c) Selection/Appointment of the members of the committee

New committee members may be nominated by a voting member of the committee and appointed following a majority vote by voting members of the committee. During the next call for nominations for committee members, a motion will be introduced to include a student representative. The appointing officer (the officer identified by the Provost and concurred by the Senate to act as “dean”) will ensure the input of the voting members of the committee concerning proposed appointment of new voting members.

(d) Terms of Memberships

The appointed committee members will serve 1-year terms (with options for renewal).

(e) Functions and Responsibilities of the Committee/Council

This committee is responsible for experiential education planning, programming, policies, curriculum, and assessment for EXP prefix courses. The committee by majority vote, approves proposals (or disapproves and stops such proposals) concerning the establishment, termination, change to the courses, and other related course educational policy. Such proposals approved by the committee are submitted for University Senate approval. The officer identified by the Provost and concurred by the Senate to act as “dean” for the courses serves for that purpose to transmit course proposals into the Curriculog or other Senate-approved process.

The committee will also assist as appropriate in Strategic Planning and SACSCOC accreditation processes.

(f) Procedures for Meetings of the Committee/Council

The committee will meet quarterly with the Experiential Education Working Group. [Meeting minutes will be recorded and shared with committee members and the committee will vote to approve the minutes from the prior committee meeting at the beginning of each committee meeting.] Annual reporting about the EXP-prefix courses will also be available at the committee website and a report presented annually to the University Senate.

Appendix 3

13 KAR 2:020. Guidelines for admission to the state-supported postsecondary education institutions.

<https://apps.legislature.ky.gov/law/kar/titles/013/002/020/>

Section 7. College Course Placement.

- (1) A student demonstrating academic readiness shall be placed in credit-bearing courses in their respective curriculum pathway. The student shall not be required to enroll in a developmental course.
- (2) A student who does not demonstrate academic readiness shall be administered an academic readiness placement exam only in the area in which the student does not meet the benchmark.
- (3) A degree-seeking student admitted to a college within the KCTCS system may be required to enroll in no more than one (1) developmental course in the curriculum pathway in areas for which the student has not met the academic readiness standards. A student shall have access to a corequisite or credit-bearing content course in the curriculum pathway of study within the first academic year of enrollment.
- (4) An undergraduate degree-seeking student enrolled in a public university shall be placed in a corequisite course in the curriculum pathway in any areas for which the student has not met the academic readiness standards. A student admitted to a public university shall not be required to enroll in or complete a developmental course in any academic readiness area.

Appendix 4

Places in Senate Rules to be Revised to Incorporate Policy on Who is the “Dean” and Who is the “Faculty Body” of Courses Homed Outside a College

I. Background

The Senate Council Subcommittee on Faculty Oversight of Courses is proposing to the Senate policy concerning courses that are homed outside of a college (currently, UK-prefixed courses; EXP courses, HMN courses, and EAP 599). Some of these courses are taught by staff homed outside of a college.

The policy proposed by the Senate Subcommittee is that the “Dean” responsible (i) for educational policy of the course, and (ii) for academic discipline processes about a student in relation to the course, shall be the officer identified by the Provost, and concurred by the Senate, to act as the “Dean” for these purposes. In addition, the proposed policy is that the “faculty body” responsible for educational policy of the course (in the manner of a department faculty responsibility), shall be the committee approved by the Senate to be the faculty body for the courses for this purpose.

The Senate Subcommittee and Senate Council have requested that the SREC assist in proposing wording for the Senate Rules that would codify the above policies, in the event that the Senate approves the above policies. Below are sections of the Senate Rules that the SREC may identify for revision, and proposed revisory wording is offered. The yellow highlight is added here to draw attention to the reference to “dean” about which the proposed wording is directed.

II. Policy concerning who is the Dean and faculty body for course educational policy purposes

1.4.1 STRUCTURE OF UNIVERSITY SENATE COMMITTEES

[US: 2/13/89, US: 2/3/2003]

The University Senate may perform its functions directly, through the Senate Council or through either the Standing Committees or ad hoc committees of the Senate. The Senate may also establish Senate Advisory Committees and may delegate any of its authority or responsibility to the Graduate School or the faculties of Colleges, Schools, Departments, Centers and Institutes (GR IV.B)

For courses homed outside of a college, the Senate may designate faculty committees to be responsible for those courses in a manner similar to educational unit faculty. Those committees shall annually report to the Senate Council on the academic status and operation of their courses.

3.2.2 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES

3.2.2.1 Definitions

[US: 5/7/2012]

If changes to a course are being proposed as a part of a new academic program or change to an academic program, then those course changes shall be incorporated into the proposal for academic program change that is processed pursuant to SR [Error! Reference source not found.](#)

A change in course content that does not affect (i) use of the course to satisfy program requirements; (ii) course number; (iii) course credit hours; or (iv) course title, is not considered as a change to an academic program and shall be processed according to SR 3.3.

In the course change procedures prescribed in SR 3.2.2, the “Dean” of courses homed outside of a college is the officer appointed by the Provost, with concurrence of the Senate, to act in the prescribed manner. For these courses, the faculty body responsible for the course content, learning objectives, etc. and for taking the educational policy actions below, in the role of a department faculty or graduate faculty, is the committee approved by the Senate to act as such for the respective course.

8.1. CHANGES IN THE PRINTED SCHEDULE

Any deviation from the published schedule of classes must be authorized by **the dean** of the college in which the change is to be made upon recommendation of the department chair. The dean shall report the change to the Registrar, who is responsible for publication of the class schedules. If the course is homed outside of a college, then the responsible dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course.

III. Policy concerning who is the Dean for academic offense cases

6.4.2.2 Responsible chair and dean

In general, the prefix of the course in which a student is enrolled determines which chair and **dean** are responsible for handling a case of an academic offense alleged to have been committed by that student in that course. However:

6. If the course is homed outside of a college, then the responsible dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course.

IV. Policy concerning the Instructors of Record (when the course homed outside of a college is being taught by an Instructor of Record also homed outside of a college)

5.1.4 Audit

If an auditor fails to attend the requisite number of classes, the Instructor of Record may request that the Dean **of the instructor's college** award the grade of W for that course and the Dean shall report the grade to the Registrar. For situations in which both the course and Instructor of Record are homed outside of a college, the Dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course.

5.1.6 Changing Grades

An Instructor of Record may change a mark once it has been reported to the Registrar's Office only if (1) the change is made within one year of the date of the original grade and (2) only in the case the original grade was in error. Reports of all such grade changes shall be sent to the Registrar's Office with a copy to the dean of the college in which the instructor is assigned. For situations in which both the course and Instructor of Record are homed outside of a college, the Dean is the officer appointed by the Provost, with concurrence of the Senate, to act as the responsible Dean of the course.

5.2.5.7.4.1 Conflicts affecting faculty

In the case of conflicts or undue hardship for an individual instructor, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chair of the department and with the concurrence of the dean of the college. For situations in which both the course and Instructor of Record are homed outside of a college, the concurrence shall be sought from the officer appointed by the Provost, with approval of the Senate, to act as the responsible Dean of the course.

[US: 4/28/86]

Appendix 5

Senate Rules that reflect the above policies that faculty are the responsible, supervising Instructors of Record ensuring the quality of instruction. Note, the responsible position for assignment of grades is an inseparable part of responsibility for ensuring the quality of instruction.

3.2.1.3.2.1.1 Community-based learning experiences

These are for-credit courses in which students apply, and thereby achieve greater mastery of, theoretical knowledge in real-world settings **under the supervision of a faculty member**

3.2.1.3.2.1 Definitions

For the purposes of experiential learning activities created and delivered from a unit faculty (SR3.2.2.3.2), the following apply.

3.2.1.3.2.2.2 399 Departmental field based experiential education

May be repeated to a total of 30 hours. To provide the opportunity for students with the **approval of a faculty member** and the department chairman--or his/her designee--to earn credit for work- study experience.

5.1.7.5.1 Requirements

The SRWAC may consider petitions to withdraw only from a semester in which all grades are final. It may not consider withdrawal from a course for which the current grade is an I, or otherwise incomplete. Students with I grades for courses in the semester for which they are seeking a retroactive withdrawal **should work with faculty members** to change the I grade to a letter grade before seeking the retroactive withdrawal.

2.1 Acceptable excuses

Major Religious Holidays. Students are responsible for notifying **the Instructor of Record** in writing of anticipated absences due to their observance of such holidays. **Faculty shall give students the opportunity** to make up work (typically, exams or assignments) when students notify them that religious observances prevent the students from doing their work at its scheduled time. **Faculty should indicate** in their syllabus how much advance notice they require from a student requesting an accommodation. **Faculty shall use their judgment** as to whether the observance in question is important enough to warrant an accommodation, although the presumption should be in favor of a student's request. The Offices of Institutional Diversity, the Dean of Students, and the Ombud are available for consultation. [US: 2/14/11]

5.2.5.7.4.1 Conflicts affecting faculty

In the case of conflicts or undue hardship for **an individual instructor**, a final examination may be rescheduled at another time during the final examination period upon the recommendation of the chair of the department and with the concurrence of the dean of the college.