FCAS Meeting April 5, 2013: Minutes

Time: 2 – 3 PM

Place: JCLONG 217

Attending Members:

Jim Bowring - Computer Science (Chair)

María Colomina-Garrigós - Hispanic Studies

Mike Duvall – English

Gretchen Mclaine – Theatre and Dance

Rhonda Swickert – Psychology

Attending ex-officio Members:

Leize Gaillard - Undergraduate Academic Services

1. Approval of Minutes: the Minutes from March 22, 2013, were approved.

2. Review of two petitions for courses elsewhere: after discussion, FCAS attending members agreed to deny both petitions.

3. Update from FCAS Chair regarding Foreign Languages Alternatives issue: Deborah Mihal, Director of Snap, has sent FCAS a packet that addresses questions and concerns the Committee has and also includes other changes that the Snap office would like to be made to the Master List of alternative courses to language study. The packet will be posted in OAKS and will be discussed at the next meeting.

Adjourned at 2’40 pm.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting March 22, 2013: Minutes

Time: 2 – 3 PM

Place: JCLONG 217

Attending Members:

Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigós - Hispanic Studies
Mike Duvall – English
Gretchen Melaine – Theatre and Dance
Martha Stackel - Library
Rhonda Swicket – Psychology

Attending ex-officio Members:

Lynn Cherry- Associate Dean of Undergraduate Studies, Director of UAS
Deborah Mihal – Director of SNAP
Michelle Futrell- Undergraduate Academic Services
Leize Gaillard - Undergraduate Academic Services

1. The Minutes from March 15, 2013, were approved.

2. Deborah Mihal’s Presentation regarding Foreign Languages Alternatives issue:

Deborah Mihal, Director of SNAP for the past two and a half years, explained how the Master List of alternative courses to language study (for students with learning disabilities) is supposed to be reviewed every three years. Each semester SNAP creates a list of courses offered each semester (courses offered three years on a one-time basis are not included. They sometimes add courses offered in special topics). However, it has not been reviewed since 2005. She asked how FCAS would like to proceed with amendments.

Lynn Cherry observed that in order to find out all the specific criteria that was first used to select courses we would have to go back to the late seventies. Departments were asked at that point in time what courses were appropriate as a language alternative. There has always been negotiation.
She recalled that, in either the eighties or nineties, Bobby Lindstrom brought the Master List to FCAS to periodically review it and the same rationale was used at that time. Because there are so many departments, the criteria had to be very clear and that is why there is a need for FCAS to review it.

J. Bowring asked how can FCAS review it if we do not know the courses. Why not send it to department Chairs instead?

L. Cherry responded that it is the Director of Snap that reviews those courses and then FCAS gives an oversight of the process.

D. Mihal clarified that it is the overall procedure, the overall process, that FCAS needs to review.

Following this clarification, FCAS went over the wording in bold of the Master list: D. Mihal asked that the word “advisor” be replaced by “Snap administrator” and the the phone number be removed as well; D. Mihal also suggested that a bullet point #4 be added (“the student must consult with an administrator from Snap”); It was also suggested that “the alternative to language study program” be replaced with “the foreign language requirement”; the last bullet in last page needs to be changed as well: right now it says that after taking Span 190, students need to take 12 more credit in foreign language when in reality they only need to take two more courses since Span 190 is a class for high beginners of Spanish. The Snap office is having difficulty with the Registrar’s office so D. Mihal will come back with changes in verbiage to address this particular issue; Deborah also talked about the need to get more math alternative courses and wants FCAS to agree on approving two additional courses permanently.

L. Cherry added that all changes approved need to go to the Senate because it is a curricular oversight issue, both for adding and removing courses.

R. Swickert commented that she is comfortable with reviewing the wording but regarding the approval of the rationale for approving courses she would rather defer to the Snap office, since they are the experts. D. Mihal reassured her that FCAS only conducts the oversight of the process.

J. Bowring asked Deborah to provide a copy of the last approved version (2005) with all of the changes she proposes marked on it, to include dropped and added courses, changes to the requirements, and the new math/computer science change. This way FCAS will have a record of how we got to the 2013 proposal (from 2005) and have a starting point for our deliberations to approve and/or modify. His intent is that we will file a FYI with the Faculty Senate.

D. Mihal will finalize the criteria for alternative courses to Math so that FCAS can use it for the additional courses that Snap is asking to be added. Finally she wanted to let FCAS know that her office is piloting Snap Math 103 but that they will not necessarily need approval by FCAS.
Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós
Secretary
FCAS Meeting March 15, 2013: Minutes

Time: 2 – 3 PM

Place: JCLONG 217

Attending Members:

Von Bakanic – Sociology and Anthropology
Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigós - Hispanic Studies
Mike Duvall - English
Martha Stackel - Library
Rhonda Swickert – Psychology

Attending ex-officio Members:

Leize Gaillard - Undergraduate Academic Services

1. The Minutes from 8 February, 2013, were approved.

2. Senior Coursework Elsewhere: Decision on language.

Members agreed on what to reply to the student asking for clarification on denial.

3. Senior Coursework Elsewhere: Decisions: 1

Members agreed to deny the petition (the student did not provide sufficient justification).

4. Foreign Languages Alternatives Issue:

Members acknowledged the e-mail from the Director of the Center for Disability Services, Ms. Deborah Mihal, asking FCAS to revise the Master List of courses approved as alternatives to the foreign language requirement (for students with certain types of disabilities). J. Bowring had not received the e-mail and that is why this was not part of the original agenda. As FCAS members started to wonder what the Committee’s role would be, V. Bakanic recalled how the criteria to select the different alternative courses to foreign languages would have students first take two courses on world culture awareness and, subsequently, two more courses focused on a particular geographical area. R. Swickert pointed out that it might be just the wording at the end of the
document that FCAS might need to revise. J. Bowring said he would contact Dr. Cherry for clarification and then Ms. Mihal to have her talk to FCAS about their role in this process.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting February 8, 2013: Minutes

Time: 2 – 3 PM

Place: JCLONG 217

Attending Members:

Von Bakanic – Sociology and Anthropology
Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigós - Hispanic Studies
Martha Stackel - Library
Rhonda Swickert – Psychology

Attending ex-officio Members:

Michelle Futrell- Undergraduate Academic Services
Leize Gaillard - Undergraduate Academic Services

1. The Minutes from 11 Jan, 2013 and 25 Jan, 2013 were approved.

2. Late Withdrawal decisions: 2

Regarding the case where additional information was requested to justify the student’s selective withdrawal, FCAS members in attendance decided to deny the petition.

On the second case, some members expressed their inclinations to deny the petition. J. Bowring asked members to vote online.

3. Senior Coursework Elsewhere: Decisions: 1

Members attending decided to ask the student to clarify what courses she would like to have approved. FCAS is also asking the student to submit her transcripts.

4. Presentation by Michelle Futrell on “Good Standing” followed by discussion:

After much discussion, M. Futrell decided to withdraw her request.
Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting January 25, 2013: Minutes

Time: 2 – 3 PM

Place: JCLONG 217

Attending Members:

Von Bakanic – Sociology and Anthropology
Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigós - Hispanic Studies
Mike Duvall - English
Rhonda Swickert – Psychology

Attending ex-officio Members:

Leize Gaillard - Undergraduate Academic Services

1. Withdrawal decisions: 1

After much discussion regarding one particular case, FCAS members in attendance agreed to ask the student for additional information to justify her selective withdrawal. L. Gaillard will contact the student in question.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting 11 January 2013: Minutes

Time: 1 – 2 PM

Place: JCLONG 217

Attending Members:

Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigos - Hispanic Studies
Mike Duvall - English
Martha Stackel - Library
Rhonda Swickert – Psychology

Attending ex-officio Members:

Dawn Bare-Registrar's Office
Catherine Boyd-Registrar's Office
Lynn Cherry- Associate Dean of Undergraduate Studies, Director of UAS
Lynne Ford- Associate Provost for Curriculum and Academic Administration
Michelle Futrell- Undergraduate Academic Services
Leize Gaillard - Undergraduate Academic Services

1. The Minutes from both Nov. 16 and 30, 2012, were unanimously approved.

2. A new meeting time, 2-3pm, on every other Friday, was unanimously approved.

3. Senior Coursework Elsewhere Scope of FCAS responsibilities:
   a. Presentation by Lynne Ford, Dawn Bare, Catherine Boyd, Lynn Cherry
   b. Discussion
With regard to the FCAS request for justification of jurisdiction on a particular case of Senior Coursework Elsewhere (where a student is seeking 15 hours of transfer credit and where 10 of these fall in the “Senior Coursework” category, and since FCAS thought the student must have 87 hours to be considered a “senior” for the purpose of this petition and only had 82 at the time he took the courses in question), D. Bare explained how “when deciding if the coursework should be reviewed as “Senior Coursework,” the Registrar looks at earned hours at the time of the petition (in this case 82) PLUS the hours under review. If this number is OVER 87, then it is considered senior course work.” Then, it was explained how the Registrar can only approve 7 hours out of the 15, and both D. Bare and L. Ford explained how the institution needs FCAS to decide whether only 7 hours can be taken outside. At that time, it had been over 87 hours outside and that is why the Registrar sent it to FCAS.) A discussion followed on where were those 7 hours taken and the need to clarify the 9 hours earned in Bio 490 (since the Catalog says it is a 1-4 hour course). It was noted that even if FCAS denied the transfer of more than 7 hours outside, the student could still transfer a total of 12 hours [5 of the hours would be reviewed as regular transfer credit (82 to 87), and 7 of the hours would be approved by the Registrar as Senior Coursework Elsewhere, to count towards the 37 senior hours.

D. Bare also pointed out how the Registrar's Office will not post those credits until students are approved 60 hours in residence.

L. Cherry observed how there might have been a gap in keeping Minutes at FCAS meetings in the past and how often Minutes were kept in the UAS Office. She stressed the importance of keeping and posting Minutes.

4. Senior Coursework Elsewhere Decisions:

On the first case discussed above, J. Bowring asked FCAS members to vote. On a second case, R. Swickert would like to see if there is a record of exchange credit since it was not attached to the application (and is, therefore, in violation of the request).

5. Withdrawal decisions:

Regarding a particular case, some FCAS members want the student to explain her selective withdrawal. L. Gaillard will write the student asking her to reconsider petitioning withdrawal from the two courses she took in the Fall of 2012.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting 30 November, 2012: Minutes

Time: 1PM - 2PM

Place: JCLONG 221

Attending Members:

Von Bakanic - Sociology and Anthropology

Jim Bowring - Computer Science (Chair)

María Colomina-Garrigós - Hispanic Studies

Mike Duvall - English

Gretchen McLaine – Theater

Rhonda Swickert - Psychology

Attending ex-officio Members:

Michelle Futrell – Undergraduate Academic Studies

Leize Gaillard -Undergraduate Academic Services

Meeting:

1. The Committee agreed to have the last meeting of the semester on this day and to resume duties on January 11, 2013.

2. LOA Policy: M. Futrell reported on Lynn Cherry’s concerns regarding the Change to the LOA requirements proposal FCAS submitted to the Faculty Senate. Having previously served as Director of Undergraduate Academic Services (prior to Deb Vaughn), L. Cherry raised one major issue: Students who have <2.00 GPA are not considered to be in Good Standing academically. M. Futrell referred her to the Catalog and they could not find where that statement is articulated. The only section she can find relates to Minimum Academic Standards. This is the 1.50, 1.80 and 2.00 criteria based on earned hours used by both UAS and Fin Aid to determine probation status. Cherry indicated to Futrell that those criteria were only in place to determine probation and did not relate to academic standing. She stated that students with GPA <2.00 about above the 1.50 or 1.80 (based on earned hours) were considered to be on academic warning. Futrell can’t find any language to that effect in the catalog either, and does not know if it went before the Faculty Senate when it was changed. Based on these concerns, M. Futrell decided to
remove our proposal from the Senate agenda until she has an opportunity to present historic information on this issue to FCAS.

R. Swickert asked whether this gets recorded in their official transcripts for every semester. M. Futrell responded affirmatively.

V. Bakanic suggested that we should clarify the policy in both the Student Manual and the Catalog.

3. Late Withdrawal Petitions:

One petition was approved and two were denied.

4. Senior Coursework Elsewhere petitions:

On the case of the student who is asking for a Senior Coursework Elsewhere Petition retroactively and that FCAS decided to send it back to the Registrar's Office -since the Committee is not aware of whether there is a policy on how to proceed with such a case and since it does not sure of whether they have jurisdiction over this matter, the Registrar’s office asked FCAS to reconsider since they claim that “Senior Petitions that are submitted after course work has already been completed are evaluated in the same manner as petitions received before course work at another institution.” FCAS is not disagreeing to the transfer of credits. However, the Committee still thinks we are not the right venue to do so. FCAS agreed on suggesting the transfer of the requested credits but not under the 737 rule -or the Senior Coursework Elsewhere Petition.

One appeal was denied on the basis that the student needs a minimum of 60 hours in residence, at CofC, in order to be eligible to petition for a Senior Coursework Elsewhere.

5. Three-Year Option for Readmits Case:

The petition was denied based on the fact that the student’s GPA does not add up to the minimum GPA of 2.5

For future reference, J. Bowring reminded everyone that there are significant digits after the dismal point.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting 16 November, 2012: Minutes

Time: 1PM - 2PM

Place: JCLONG 221

Attending Members:

Von Bakanic - Sociology and Anthropology
Jim Bowring - Computer Science (Chair)
María Colomina-Garrigós - Hispanic Studies
Mike Duvall - English
Gretchen McLaine - Theater

Attending ex-officio Members:

Leize Gaillard - Undergraduate Academic Services

Meeting:

1. LOA Policy New Catalog Wording: M. Futrell's proposed changes were accepted, and FCAS voted in favor of removing "Qualitative Standards" from the wording.

2. Two petitions for late withdrawal were approved and one appeal was denied.

3. Senior Coursework Elsewhere Petition: a student is requesting 15 credit hours that were taken at MUSC. The Biology Department has approved to transfer those credits. However, the courses were taken prior to his senior year. Since FCAS is not aware of whether there is a policy on how to proceed when a student retroactively asks for a Senior Coursework Elsewhere Petition and since they wonder whether they have jurisdiction over this matter, the Committee decided to send the case back to the Registrar's Office so that they clarify what the procedure is. In case there is no policy, FCAS may write one and send it to the Faculty Senate.
G. McLaine suggested creating an e-mail address for future FCAS Chairs to use.

4. After a change suggested by L. Gaillard, the Minutes from the Nov. 2 meeting were unanimously approved.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós
Secretary
Meeting:

1. Review and Discussion of a Proposal to Change the Leave of Absence Policy: replacing the “cumulative GPA of 2.0 or above Standard” in order for students to be eligible for a Leave of Absence with “Students who are in Good Academic Standing (meeting Minimum Scholastic Attainment Standards)”

J. Bowring contacted Lynn Cherry to inquire about how we should proceed about the Proposed Change to LOA Policy. Michelle Futrell said it will have to go to the Senate. M. Stackel added the Curriculum Committee sends their changes to the Senate.

M. Futrell from UAS explained the reasons behind the proposed change. As the Catalog states, a student with 0-19 earned credit hours meets the Minimum Scholastic Attainment (and therefore, is considered to be in Good Academic Standing) with a 1.5 or higher; a student with 20-59 earned hours meets the Minimum Scholastic Attainment with a 1.8; and a student with 60 or more earned hours, needs a 2.0 to be considered in Good Academic Standing.

M. Futrell also noted that Financial Aid has its own standards for eligibility and although they use the same GPA Standard, they use one more category: Pace to Completion.

J. Bowring pointed out how there are two Standards being used and suggested making the proposed change universal. The Committee agreed that this is a good opportunity to make the Catalog more coherent. J. Bowring is going to contact Don Griggs, Director of Financial Aid, in
order to discuss it and come to an agreement on the phrase to reference that standard for the LOA Policy.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigós

Secretary
FCAS Meeting 21 September 2012: Minutes

Time: 1PM - 2PM

Place: JCLONG 221

Attending Members:

Von Bakanic - Sociology and Anthropology
Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigos - Hispanic Studies
Mike Duvall - English
Gretchen McLaine - Theater
Martha Stackel - Library
Rhonda Swickert - Psychology

Attending ex-officio Members:

Leize Gaillard - Undergraduate Academic Services

Meeting:

The minutes from the Sept. 7 meeting were unanimously approved.

Two withdrawal petitions were decided. A third one will be given further consideration.

Jim Bowring announced that Michelle Futrell from UAS has finished posting previous minutes. From now on FCAS will be able to track past cases.

Adjourned.

Respectfully submitted,

Lola Colomina-Garrigos
FCAS Meeting 7 September 2012 : Minutes
Time: 1PM - 1:40 PM
Place: JCLONG 221
Attending Members:
   Von Bakanic - Sociology and Anthropology
   Jim Bowring - Computer Science (Chair)
   Maria Colomina-Garrigos - Hispanic Studies
   Mike Duvall - English
   Martha Stackel - Library
Absent Members:
   Gretchen McLaine - Theater
   Rhonda Swickert - Psychology
Attending ex-officio Members:
   Leize Gaillard - Undergraduate Academic Services

1. The minutes from August 24, 2012, were unanimously approved.
2. Decided one withdrawal petition.

3. The Committee was approached by email thread to the chair, Jim Bowring, by Burton Callicott, Chair of the Academic Planning Committee, regarding the potential consideration of several issues by FCAS. Since it remains unclear whether these issues should be addressed by FCAS, as Lynne Ford noted in the email thread, the Committee prefers to wait for a formal charge by the Faculty Senate. FCAS is willing to review any issues in collaboration with other Committees upon the Senate request.

The meeting was adjourned at 1:40PM.

Respectfully submitted,

Lola Colomina-Garrigos
Secretary
FCAS Meeting 24 August 2012 : Minutes
Time: 1PM - 2PM
Place: JCLONG 221

Attending Members:

Von Bakanic - Sociology and Anthropology
Jim Bowring - Computer Science (Chair)
Maria Colomina-Garrigos - Hispanic Studies
Mike Duvall - English
Gretchen McLaine - Theater
Martha Stackel - Library

Absent Members:
Rhonda Swickert - Psychology

Attending ex-officio Members:
Michelle Futrell - Undergraduate Academic Services
Leize Gaillard - Undergraduate Academic Services

Meeting:

1. Introductions
2. The chair presented the committee’s charge from Faculty By-Laws Article V, Section 3.B.6.
3. Michelle Futrell and Leize Gaillard presented and demonstrated the new system for managing petitions and voting via a special OAKS classroom they have created.
4. The two outstanding petitions were viewed and discussed. During the discussion it became evident we needed a policy governing the voting of faculty members who had signed course-withdrawal paperwork for a student. The Chair made this motion:
   a. In the event that a committee member has signed course-withdrawal paperwork for a student, the committee member shall be recused from voting.
   b. This motion was passed unanimously.
5. The committee agreed to meet every two weeks as needed on Friday from 1PM to 2PM in JCLONG 221, beginning 7 September 2012.
6. Maria Colomina-Garrigos volunteered to be secretary.
7. Adjourned