



Texas Tech University

The Faculty Senate

April 5, 1985

TO: Members of the Faculty Senate
FROM: Evelyn Davis, President
SUBJECT: Agenda for meeting #69, April 10, 1985

The Faculty Senate will meet on Wednesday, April 10, 1985, at 3:30 p.m. in the Senate Room of the University Center. The agenda is as follows:

- I. Introduction of guests
- II. Approval of the minutes of the March 6, 1985 meeting
- III. The Faculty Senate has received \$1,500.00 from the Ex Students Association to be used for faculty development. We have been asked by Dr. C. Len Ainsworth to transfer this money to the budget which supports Faculty Mini-Development Grants.
- IV. Committee Reports
 - a. Faculty Senate Academic Programs Committee - Dixon (see attachment)
 - b. Faculty Senate Study Committee D - Owens (see attachment)
 - c. ad hoc Committee on University Status & Progress - Sullivan
 - d. ad hoc Committee on Financial Exigency Policy & Procedures - Aycock
 - e. Committee on Committees - Welton
 - f. Executive Committee report on meeting with President Cavazos on April 1 - Davis
- V. Update on election of Hearing Panel for Tenure Advisory Committee
- VI. Old Business
- VII. New Business

Motion on Senate officers meeting with President Cavazos
Havens (see attachment)

A Report of
Academics Program Committee of the Faculty Senate

DATE: 3/25/85

The Academic Programs Committee met with Dr. Virginia Sowell on Monday 3/18/85 to discuss the matter of the University Calendar and several other issues presented during the last Faculty Senate Meeting. The following conclusions resulted from this meeting:

1. University Calendar

The University Calendar is limited by the coordinating board general common calendar. (see attachment)

The University is presently working on the 1988 calendar. The limitations placed by the coordinating board to the development of the calendar suggest to the committee that significant input on the part of the faculty would not produce much change.

2. The Dead Week/Dead Day issue

According to Dr. Sowell the Dead Day was deleted in order to allow an extra day after each Easter during the spring semester. The teaching days for both fall and spring semester are kept to the same number of teaching days as much as possible. An extra dead day in the spring would reduce the teaching time for that semester. "Approximately fifteen weeks of teaching time is scheduled for both fall and spring semesters."

3. Grade report deadlines are changed without notice.

According to Dr. Sowell "The notices of when grades are to be in are available in the schedule of classes. We try not to change these but sometimes adjustments in schedules or other factors influences the times the grades should be reported."

4. Can we get a valid class roll after add/drop?

The 12th class day roll is the valid official class roll. Any student who does not appear on that roll should be instructed to go to the Registrar immediately and should not be permitted to continue in class. This is seen as a protection for the student. As any student who misses enrollment by the 12th class day may face substantial financial penalties for late registration. (\$70.00 per credit hour and \$90.00 late fee) These fees are assessed because the University cannot obtain State support for a student following the enrollment deadline and the fees are intended to require the student to accept the entire financial burden for his or her education that semester. (see attachment)

5. Can we get registration cards to the departments before the students show up for registration?

Registration cards are distributed to the departments. Departments may take responsibility for assuring that the cards arrive in time.

6. Why can't we have a absence column on the roll sheets?

According to Dr. Sowell, "It was decided that the absence column was not needed since nothing is done with the information as far as the registrar's office is concerned. Those who need to report absence to the departments, etc. could possibly do so through Xeroxing grade books or other procedures."

7. We are letting students late register too late.

Approximately 200 students fall into this category. Whether they should be allowed or not is a question which might be discussed by the Senate. The administration views the University as, on one hand, servants of the citizens of Texas and it is our responsibility to accomodate exceptional cases through late registration as much as possible. On the other hand there can be academic problems as a result of students entering courses late in the semester. The instructor has the right to deny admission should the instructor feel that it would be academically unsound for the student to begin work. The committee felt that the decision to accept or deny admission to a student should be left to the individual instructor.

8. We need an accurate instructional load report.

Dr. Sowell pointed out that it may not always be as accurate as it should be. It is the responsibility of the individual colleges to turn in correct instructional load reports.

9. The Committee discussed an issue presented by Mr. Jim Noble, President of the Student Association. Mr. Noble was exploring the possibilities of publishing the student evaluations of faculty at Texas Tech. He asked that the Committee consider this issue and provide a statement of its attitude toward such a publication. The Committee discussed the proposition and then particular issues such as the difficulty of collecting such data, the possibility of a standard evaluation form for the University, and the general nature of such a publication. The committee concluded that there is merit in the idea of published student evaluations given that there is a properly developed and properly administered form.

General Provisions
Common Calendar
251.04.02.001

Under the authority of Section 61.058, V.T.C.A. the Coordinating Board Texas College and University System has adopted Rule 251.04.02.001 to read as follows:

001. Common Calendar. Beginning with the Fall Semester, 1973, the Common Calendar for public junior and senior colleges and universities shall be as follows:

Year	Fall Semester First class day Not later than the week of	Spring Semester First class day Not later than the week of	Summer Session Not later than
1973-74	Sept. 4	Jan. 14	June 3
1974-75	Sept. 3	Jan. 20	June 2
1975-76	Sept. 2	Jan. 19	May 31
1976-77	Aug. 30	Jan. 17	May 30
1977-78	Aug. 29	Jan. 16	June 5
1978-79	Sept. 5	Jan. 15	June 4
1979-80	Sept. 4	Jan. 14	June 2
1980-81	Sept. 2	Jan. 19	June 1
1981-82	Aug. 31	Jan. 18	May 31
1982-83	Aug. 30	Jan. 17	May 30
1983-84	Aug. 29	Jan. 16	June 4
1984-85	Sept. 4	Jan. 14	June 3
1985-86	Sept. 3	Jan. 20	June 2
1986-87	Sept. 2	Jan. 19	June 1
1987-88	Aug. 31	Jan. 17	June 5

(b) All private junior and senior colleges and universities shall be immediately notified of the action taken by the Coordinating Board on the Common Calendar.

(c) It should be made clear in contracts or letters of agreement with staff and faculty that salaries and wages will be paid a specific number of times for the semester or academic year, with the first payment being made on or about October 1.

(d) Tuition and other income collected from the students for the Fall

Semester should be reported as income for the fiscal year beginning September 1, regardless of when the income was actually received.

(e) A semester normally shall include at least 15 weeks for instruction and one week for final examinations or a total of 16 weeks instruction and examinations combined. Every Fall Semester will end before Christmas but not later than December 23.

(f) The summer session shall be considered an integral part of the college year and maximum use should be made of the summer session. Each of the two summer terms shall include no less than 5-1/2 calendar weeks including registration, instructions, and final examinations. Colleges may register students for a normal load for each 5-1/2 week summer term. Colleges and universities may schedule summer enrollment periods longer or shorter than 5-1/2 weeks but the amount of credit given must be proportional.

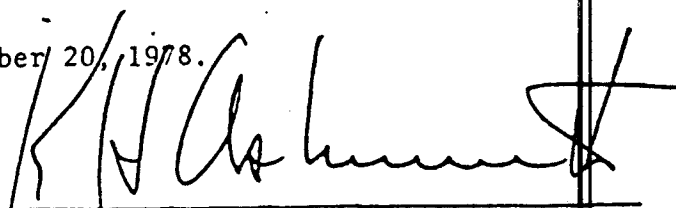
(g) Each college and university shall establish its own dates for orientation, registration, holidays, final examinations, and the end of each semester and summer term consistent with Sections (e) and (f) above.

(h) Continuing and substantial efforts shall be made to encourage public schools to start their first activities of a school year on the third Monday in August and to complete all activities in a period of forty-one weeks.

(i) The Texas Education Agency shall be notified of the calendar adopted and be encouraged to study the possible further coordination of school and college calendars.

(j) Nothing in these recommendations shall be interpreted to preclude experimentation and innovation by any institution looking toward full utilization of facilities on a year round basis.

Issued in Austin, Texas on October 20, 1978.




Kenneth H. Ashworth
Commissioner of Higher Education

January 10, 1985

TO: Academic Deans, Directors, Chairpersons and Area Coordinators

FROM: John R. Darling



Preliminary class rolls and official class rolls should be utilized to insure that students are properly registered in classes they are attending. This is a procedure for both students and faculty members to make sure that the class roll accurately reflects the class enrollment.

Please have each preliminary and official class roll for both class and lab periods checked the first two weeks of class to insure that all students are properly registered. If a student is not listed on a class roll or does not have a receipt from the Bursar, the student must not be allowed to attend class.

Because of failure to check rolls consistently the first two weeks of class, some students have previously been assessed late payment penalties and fees of approximately \$70. per credit hour. Board of Regents and state policy require these fees; however, many students can avoid such payments if they are made aware of problems through class roll checks.

Please see that each of your faculty is made aware, before classes begin, of the importance of the above issue.

AGENDA ITEM VII.

Motion by Murray Havens, Political Science

"I move that the Faculty Senate officers continue meeting with the President of TTU by mutual agreement so long as such meetings produce beneficial results. Such meetings are not to substitute for the President's responsibilities in Section 4, Article IV of the Constitution of the Faculty Senate of Texas Tech."



Texas Tech University

The Faculty Senate

TO: Members of the Faculty Senate
Report of Faculty Senate Study Committee D

FROM: Mary Owens, Chair

DATE: April 3, 1985

RE: Recommendations for student registration

After reviewing the recommendations from the University Committee on Admissions and Retention, the following revisions are suggested to help improve the registration system.

Advising is an integral part of the registration procedure and the need for flexibility is necessary.

Recommendations for advising are as follows:

- (1) Advisees should make appointments with their advisors before their scheduled registration time.
- (2) One or more evenings should be scheduled for advisement. This is most appropriate when done by classification (freshmen, sophomores, etc.)
- (3) A designated advisor with time scheduled from 8-5 and designated room in each department should be scheduled before or during registration.
- (4) Students with undesignated college or major are advised in the Dean's office in the College of Arts & Sciences. Two advisors are available from 8 to 5. These students should be encouraged to make appointments before scheduled registration times to avoid long waiting lines.
- (5) Computer displays of open courses should be available in each department.
- (6) Some accommodation for evening registration should be made available.
- (7) The request for change in registration (add-drop) should include an alternate add section so the student will not need readvisement if the course is closed.
- (8) A large screen displaying closed courses should be made available in the registrar's office to avoid students waiting in a long line only to find out the course or courses are closed.