FACULTY SENATE

MEETING #593 AGENDA
SST 103
THURSDAY, November 15, 2018
12:50 PM to 2:20 PM

Call to Order

1. **Approve Faculty Senate Meeting #592 Minutes from October 18, 2018**
2. **Accept FSEC Report from November 8, 2018**
3. **Administrative Reports**
4. **Officer and Committee Reports**
    - **Bill 424**
5. **Miscellaneous/Additional business**
    - **Handbook Chapter 8**
    - **Copyright Policy**

Adjourn

Proxies for Senate meetings must be a Senate-eligible individual from the same academic unit. No individual may carry more than one proxy.
PLEASE SEND PROXIES TO LAUREN BAKER: facsen@uah.edu

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

DETERMINATION OF RIGHTS IN COPYRIGHTABLE MATERIALS POLICY

Number 02.01.~~XX~~68

Division Academic Affairs

Date December 2017

Purpose A clear and up-to-date Rights in Copyrightable Materials Policy is important for the dissemination of creative research; for faculty, staff, and students to receive proper credit and remuneration; and consistency with the University of Alabama system is important so individuals from the three campuses are working within common standards.

Policy It is the policy of The University of Alabama in Huntsville to encourage the creation of copyrightable works by its faculty and employees. Such works are an important contribution to the University's pedagogical, scholarly, and public service missions.

Procedures

A. Ownership of Copyright

1. Except as provided below, faculty and employees of the University who are the authors of copyrightable works shall own the copyrights in those works, regardless of whether those works constitute "works for hire" as defined in the Copyright Act. "Employees" include students who receive salaries, grants, or other compensation from the University.
2. "Copyrightable works" includes, without limitation, computer software, online course materials, multimedia, films and videotapes, in so far as they fall within the subject matter of copyright. To the extent that such works embody patentable inventions, rights to those inventions shall be determined by The University of Alabama in Huntsville Patent Policy (*Faculty Handbook*, Appendix G).

B. Exceptions

1. If the University contributes extraordinary resources to the creation of a copyrightable work, the respective rights of the author and University to that work

shall be negotiated at the time such resources are provided. "Extraordinary resources" means facilities, equipment, funding, release or re-assigned time or other assistance exceeding the resources normally provided to faculty or employees in a particular department. It shall be the responsibility of the dean at the time such "extraordinary resources" are provided, to notify the faculty member and negotiate the terms. Those terms may include assignment of copyright, license of rights, or division of royalties. If negotiations do not occur, or if the negotiations do not come to a mutually agreeable resolution, then the copyright shall be owned by the University and the same division of royalties as utilized for patent income shall be used.

2. If a copyrightable work is funded, in whole or in part, by a contract or grant from an agency outside the University, copyright shall be assigned in accordance with the terms of the contract or grant. The individual faculty member or employee who is working on the contract or grant and who is developing the copyrightable works is required to execute any documents necessary to assign copyright ownership in accordance with the contract or grant.
3. If a copyrightable work is commissioned by the University, meaning that a faculty member or employee receives supplemental compensation from the University to prepare a specific copyrightable work, rights to that work shall be according to terms negotiated at the time of the commission. Those terms may include assignment of copyright, license of rights, or division of royalties. If negotiations do not occur, or if the negotiations do not come to a mutually agreeable resolution, then the copyright of the commissioned copyrightable work shall be owned by the University and the same division of royalties as utilized for patent income shall be used.
4. Copyright in "institutional works" shall be owned by the University. An "institutional work" means either (a) a work prepared at the direction of the University for the use of the University in conducting its own affairs (for example, University handbooks, press releases, and software tools); or (b) a work that cannot be reasonably attributed to a single author or group of authors because it is the result of contributions or revisions by numerous faculty members, employees, or students of the University. Textbooks and other course materials prepared by a faculty member shall not be considered "institutional works".
5. Video or online courses shall not be sold, leased, rented or otherwise used by a current University employee in a manner that competes with the offerings of the University, unless the transaction has received the prior approval of the Provost or his/her designee.
6. When the University assigns one or more faculty members to create electronic course materials, rights to those materials shall be negotiated at the time of such assignment. Negotiations shall include the faculty member(s), the appropriate dean(s) and any employee who will make a significant contribution of ideas or expression to the materials. Terms to be negotiated may include assignment of copyright, license of rights, and division of royalties. If negotiations with all of the

individuals who made significant contributions of ideas or expression to the materials do not occur, or if the negotiations do not come to a mutually agreeable resolution with all of the individuals who have made a significant contribution, then the copyright, license of rights, and royalties shall be owned by the University and the same division of royalties as utilized for patent income shall be used.

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7. Any copyrightable work of potential commercial value shall be disclosed at the earliest practicable time by the author to the author's department chair or immediate administrative supervisor. For those works that are owned by the University or in which the University has an interest, the author shall cooperate with officials of the University and of any organization to whom the University assigns rights to such works in the registering of copyrights as well as in licensing the works.

C. Administration

1. Except as otherwise set forth, the administration of these policies shall be the responsibility of the Office for Academic Affairs.

~~1.~~ The ~~Intellectual Property Rights~~Rights in Copyrightable Materials Committee shall be a standing committee composed of six~~6~~ members, equally apportioned between faculty (chosen by the Faculty Senate) and administration (appointed by the ~~P~~president or his/her designee).

~~1.~~ The committee shall~~:~~

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~~c. s~~serve as a forum for discussion of University copyright policy~~,~~ and recommend~~ed~~ changes as appropriate.~~, and~~

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2. ~~mediate any disputes over intellectual property rights that may arise.~~

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~~d.~~3. Disputes over copyrightable material or agreements dealing with copyright issues should be resolved using the General Grievance Policy given in Appendix E of the Faculty Handbook.

Review Academic Affairs will review this policy every five years or sooner as needed.

Approval

Campus Designee	Date
Chief University Counsel	Date
Vice President for Research and Economic Development	Date
Provost and Executive Vice President for Academic Affairs	Date

APPROVED:

President	Date

FACULTY SENATE EXECUTIVE MEETING
November 8, 2018
12:50 P.M. ENG 117

Present: ***Kathy Morrison, Lori Lioce, Carmen Scholz, Gang Wang, Mike Banish, Jeff Weimer, Vladimir Florinski, Tim Newman, Christina Carmen, Laird Burns***

Absent: Monica Dillihunt, David Johnson

Ex-Officio: Provost Christine Curtis

- Faculty Senate President Mike Banish called the meeting to order at 12:52 pm.
- **Meeting Review:**
  - **Chapter 5 was voted on to stay the same as the January 2018 version.**
  - **Chapter 8 was voted to be sent to Undergraduate Curriculum Committee.**
  - **Copyright Policy was tabled with open discussion.**
  - **Bill 423 was voted to be sent to Finance and Resources Committee.**
  - **Bill 424 was amended and passed for full senate agenda.**
- **Administrative Reports**
  - Provost Christine Curtis
    - The President is on his way to Tuscaloosa.
    - The Executive Plaza planning is proceeding. They put out an RFP in October for a planner. They have received eight responses. They are interviewing three. They should make a decision soon. I would suggest you and your colleagues have a discussion and list what would be key elements in Executive Plaza. I have heard suggestions of Upper Classman and Graduate housing. I have heard senior housing, restaurants, and grocery stores. From your point of view, what would enhance the university? The President uses examples of Tuscaloosa and Toomer's Corner at Auburn. We need a place for students to go. Be thinking about that, so that you can give your input.
      - Laird – Is the planning committee for the university involved?
      - Provost – I am not sure. I feel sure he will seek their input.
    - Commencement is on Thursday, December 6th. Engineering and Science will be in the morning and everyone else in the afternoon. Jan Davis will be our speaker.
    - Morton Hall is under renovation.
    - The new parking lot near Spragins Hall is open.
    - Conversation is continuing with Greg Smith about the lighting on campus. We have gotten the point across that we need lights on from dusk to dawn. They have been working since the decision was made to get the sensors working. Part of the problem is unresolved, it could be underground. If lights are out, you need to report them to facilities.

- I have charged the Dean's to work with the faculty and see if there is anything that can be removed. Some journals have been here for a long time and may not serve the new faculty. We need to narrow down those to our current need.
    - Vladimir – I was asked to mark the journals that I work with. The Department Chair passed that down.
    - Jeff, Mike, Carmen, Tim – We have not heard anything.
    - Mike – Is this a printed list?
    - Provost – No, it is a long spreadsheet that was emailed to them.
    - Mike – Can you email the list to us?
    - Provost – Yes, I can.
- I am going to the BOT meeting tomorrow. There isn't a lot on the agenda.
- On Saturday, I will be in New Orleans at the APLU. They have set up an initiative for universities to form a collaborative. We are supposed to jointly work on student success. Alabama is in one group. UAB is another group. We are in another group with NJIT, Michigan Tech, and one other. The four of us all have colleges of engineering and science. The others seemed to be more STEM focused than us. We have had three conference web calls. We are trying to come up with areas that we want to work on. The other three have issues with gender diversities. We don't really have that as a university wide. One of our issues is advising. I put forth retention and progress toward graduation. That is our key issue. I may not win on the issue 3:1, but we do need more discussion on diversity.
    - Jeff – Is the idea of this meeting for you to come back with action items to further these things?
    - Provost – Yes, that is why I want to push our key areas. I don't know that we can add more.
    - Jeff – How do we translate back the action items?
    - Provost – APLU has no authority. If you want a good reputation carried out. My goal is that what is agreed too is within our scope.
- The gift agreement for the scholarship that was the resolution has come back from the Office of Counsel. A scholarship page is being worked and the Faculty Senate Scholarship will be a part of that page. November 27th will be a day of giving.

➢ **Officer/Committee Reports**

- Mike Banish, President
    - Brent, Janet, and Amber came last time to discuss Degree Works. There were a few faculty that had concerns. It was explained to me that Degree Works is the gold standard for students. Our concern is that it allows our students to further isolate themselves. It keeps them from visiting a faculty member or advisor. We are struggling with our six year graduation rate; this is a way to disengage students.
        - Carmen – That is in light to our analysis of why students leave. We have students that are introverts. This plays into their hands.
        - Provost – That is just one part. It is a degree audit system to replace CAPPS. CAPPS was bought with Banner in 2006. There are 875 universities that use Degree Works. Anyone that works with banner has Degree Works. From a processing standpoint, we had to move to the current standard. Brent negotiated and we got it back down to the 2006 price. It is still expensive, but we can't be the only university without it.

- Lori – The positive of using it is that it is super easy. You can coordinate online and go in together.
- Mike – It is how we roll it out. Do we need to make them show that have had some communication with advisors?
- Provost – That is a big discussion with APLU about advising. There is a lot of work we need to do.
- Tim – I think that we had a situation when I came where I saw everyone. Then it moved out to the advising center. It has since then moved to online. I have students that are not engaged. I have students who won't look at me in lecture. I have issues with attendance. I think we have more students that are shy. We have too many students come in and they get lost in the crowd. As we grow, we will start to see this happening more. I think we have to make certain that students cannot override what their advisors have set up. I have graduate students come in and we discover a gap in their undergraduate knowledge. We won't uncover that if we don't meet with them. We can't let them change a decision the advisor makes.
- Carmen – Neither can the advisors change what the faculty has said. That is a disservice to the students. I can tell every first of September who will not make it. It is those who didn't take Organic. The reason is the advisor overrode it.
- Lori – Will there be the ability to place authority?
- Provost – The authority stays the same.

▪ Another issue are the crosswalks. We had two students ran into cars on their bicycles last month. I have yet to see cars stop the full length of time or not stop at all at Holmes. I have yet to see a UAH policeman give out tickets for this. They are heavily concentrated on parking.
- Provost – That is parking, not the police.
- Laird – They need to reinforce the crosswalk.
- Provost – The length of time has increased. The city owns the crosswalk and sidewalks on both sides of Holmes. The city has to put up the signs for cyclist to dismount and walk across. The cars can proceed when clear.
- Mike – A policeman sitting there with a radar gun and ticket book would cause the cars and bicyclist to be more responsible.

o Laird Burns, President Elect
▪ I am going to Tuscaloosa for the BOT meeting.

o Carmen Scholz, Past President
▪ One thing was brought to me in regards to the President search committee, is there a person of color on the committee?
▪ Provost – Yes, three.
▪ Carmen – I have been asked why the PO's over $1K are getting delayed.
▪ Provost - I only receive what goes through the Dean's accounts.
▪ Carmen – The opinion if the research faculty is that it goes through you.

o Tim Newman, Parliamentarian
▪ I looked at the Chapter 5 that came back. We have been in the handbook revision process for eight years now. I am the senior person part of the process. I think that is surprising that we sit still with no revised handbook. In the case of Chapter 5, I had a negotiation with the President. There was one issue that separated us from

administration. Many have negotiated the same issue and we understand we won't get our way. There was only one issue that separated it. It is very sad to me that we sit here with five additional issues with Chapter 5. When you are in a long term negotiation, you don't bring up issues. I feel that my time has been wasted and I am resentful to that. It's not appropriate due to the number of hours worked on this. This is not the proper way to conduct negotiation. I think this process has been a horrible process, not on the faculty side. The faculty has worked with good faith.

- Lori Lioce, Governance and Operations Committee Chair
  - Gang and I have received good feedback on the surveys.
- Gang Wang, Undergraduate Curriculum Committee Chair
  - We approved the first batch of forms.
- Jeff Weimer, Finance and Resources Committee Chair
  - We have 66 project proposals. The student solicitation is open until December 3rd. Faculty final submission will be open soon and be open until December 21st. The committee next spring will start the review process.
  - Christina – How does the 66 compare to last year?
  - Jeff – We had 50 or so last year.
  - Laird – We funded all those last year.
  - Jeff – We did add a few questions on the submission form in regard to teamwork and interdisciplinary.
- Vladimir Florinski, Personnel Committee Chair
  - I was asked to collect data on classes. I have partial data so far for some colleges but not all. My college for example, they were 21% this year and 60% last year.
- Christina Carmen, Ombudsperson
  - Dr. Ho requested a statement to the executive.
- David isn't here to receive great thanks along with Dr. Scholz for Bill 424. The rework was very nice.
  - Lori - I thought that Science Direct was continuing. Does it need a new name?
  - Jeff motions that this bill is brought for discussion. Laird seconds.
  - Jeff – I am concerned about putting the EG specifically, line 20. I am concerned about the specific "EG Athletic Programs. Laird seconds. Ayes carry. 1 opposes.
  - Jeff – I have to think about this in terms of stating the budget specifically will be curtailed on line 20. I am concerned that this is a confrontational approach. I support the approach. I am concerned about the word "absolutely." Maybe use "can be."
  - Mike – Take some time to think about it. I motion for an amendment to remove "for 2019" from the title. Laird seconds. Ayes carry.
  - Christina – I think one foundational issue that has filtered over for Science Direct is their budget doesn't increase similarly to other departments on campus. I think their budget needs to be equal to other budgets.
  - Mike – I would like to separate that out. I think we can bring forward another resolution about their budget. I am calling for a vote.
  - Provost – It would seem to me at line 34 would be in the subjective.
  - Laird – I make a friendly amendment to change the grammar in line 34.
  - Mike – All those in favor. Ayes carry.
- Handbook Chapter 5

- Jeff – I motion that we reject this and that nothing be done further on any revisions until the entire handbook is accepted. We have an accepted chapter 5. The idea to revisit what was accepted shouldn't be accepted. Tim seconds.
- Laird – Tim was talking about January 2018 we go back to that version or the old version?
- Provost – I worked it and sent it through the system office/legal. The President then said that the interim VP for Research needs to accept it.
- Mike – All those in favor of Jeff's motion to return to 2018 version.
- Jeff – I am motioning we hold the 2018 version until all the chapters are accepted.

- Chapter 8
  - Provost – I started reading the chapter and realized that there have been things done since it was sent to you in February 2017. We need to change that within this chapter. I then sent it to the President. The Office of Counsel asked to be removed as the point. They want it to go to Disability Services, then Provost Office, and then Office of Counsel. I listed in the email the different area was formatting.
  - Mike – My suggestion for Chapter 8 is to assign it to a committee. I would guess Undergraduate Scholastic Affairs. You all have a copy of chapter 8. You have your committee list; have them take it to their faculty. I believe that every faculty needs to have input on. I am going to assign it to Faculty and Student Development so they can lead the discussion in faculty senate. This is a lot of how we deal with students.
  - Provost – There were some things in here that referred to the catalogue but they aren't in there anymore. Ask you committee to confirm that it is up to date.
  - Laird – 8.3.1 Grading System, my son came here from Michigan State and they downgraded his GPA. If I have two students, they have the exact undergraduate education. If they come to UAH with everything identical and receive an 89 on every assignment. One gets a 3.5 GPA and one gets a 3.0 GPA. That half a point matters a lot. I think we have a list of peer institutions to see what they do. From mathematical standpoint, we disadvantage our students.
  - Mike- There are two points. If you have an A-, you have a 4.0.
  - Lori – Degree Works wouldn't recalculate it?
  - Jeff – That would fall in banner.
  - Provost- There was a resolution from SGA. Is anyone clear on it?
  - Tim – They wanted to do away with plus and minuses, only ABC.
  - Mike – Students then withdrew their request with us.
- Copyright Policy:
  - I have been asked to put a hold on the policy. Some colleges would like a fresh look at it. Please send it out.
  - Tim – Did we vote to assign Chapter 8 to undergraduate Scholastic? Jeff motions. Laird seconds. Ayes carry.
  - Laird – I think there is an unintentional flaw in the policy? It has to do with it being the Dean's responsibility to negotiate rights. The default is if it doesn't happen, it defaults to the university even if the faculty is negotiating in good faith.
  - Provost – If the Dean doesn't negotiate, there should be an appeal. I completed the policy and sent it on for signatures. It hit the Office of Counsel and they asked that be included.
  - Mike – I recall that if followed Tuscaloosa's policy.
  - Provost – We don't know when UA was last reviewed by the Counsel.

        - Mike – It was a recent policy.
        - Provost – The Office of Counsel has experience with copyright and they stopped it.
        - Tim – There is a huge loop hole in the policy now. The wording has to be revised. I think it needs to say that the Dean must negotiate and it be documented.
        - Mike – This will be tabled with an open discussion.
    - Bill 423:
        - Carmen – We have Bill 423 that was the readdress for OIT policies. While this was on the table, OIT resolved the whole issue. I am asking that we put it on the senate meeting and it be voted for first reading and motion for reconsideration.
        - Mike – I motion to reconsider Bill 423. Jeff seconds. Ayes carry. I would like to motion to send Bill 423 to Finance and Resources. Tim seconds. Ayes carry.
    - Mike – We have been told that a statement has been added to the scholarship matrix page stating scholarships can be revoked after the first semester.
        - Provost – My understanding is that every student is given the chance through the summer to get a 3.0. They are then evaluated and if it is impossible to recover their GPA it can be pulled. It's a realistic thing to not keep a student that has done so poorly that they can't get a 3.0 GPA.
        - Mike – I just think it is a harsh statement. It seems to be that we are taking students scholarships away. If their scholarship is taken away they will then leave, and that will go against our retention and graduation rate.
        - Provost – That student would be lost at the end of spring semester. If you were controlling the funds, it isn't fiscal management to continue that student.
        - Mike – How many policies do we have? 220? There isn't one to cover this. It seems strange that all of the sudden a statement pops up without faculty input.
        - Provost – You can discuss that with the VP in charge of that. I was sent some information in the middle of the summer. One question was what happens to a student that is ill? The answer was handling it case by case. Another was will a student below 3.0 GPA and can recover by summer? Yes. Then a big question popped up in October. The other thing that has changed is the housing was provided to more students. Now you have to have a perfect score and 4.0+ to get housing for only two years. I tell them the reason was we don't have the housing. The other reason they removed it was supply and demand. We have enough demand without providing a scholarship for it.
        - Mike – I will ask the President to address the statement and why there isn't a policy. We can also invite the VP for Student Affairs.
        - Provost – I think it would be wiser to discuss this with the President and let him proceed.
- Meeting adjourned at 2:27 pm.

FACULTY SENATE MEETING
October 18, 2018
12:50 P.M. SST 103

Present: ***Chris Allport, Milton Shen, Sophia Marinova, Laird Burns, Kevin Bao, Dilcu Barnes, David Stewart, Amy Guerin, Holly Jones, Joe Conway, David Johnson, Andrei Gandila, Carolyn Sanders, Deborah Heikes, Shuang Zhao, Jeff Neuschatz, Christina Steidl, Mike Banish, Yu Lei, Fat Ho, Earl Wells, Sherri Messimer, Gang Wang, Christina Carmen, Angela Hollingsworth, Elizabeth Barnby, Lori Lioce, Robert Griffin, Carmen Scholz, Robert McFeeters, Jeff Weimer, Tim Newman, Shangbing Ai, Seyed Sadeghi, Monica Dillihunt, Paul Whitehead, Ron Schwertfeger, Gabe X, Eric Mendenhall***

Absent with Proxy: Meong-Moo Yoo, Ron Bolen, Jennifer Palmer, Katherine Morrison, Harry Delugach

Absent without Proxy: Kirolos Harleem, Francis Wessling, Vladimir Florinski

Guest: Dr. Brent Wren

- Faculty Senate President Mike Banish called the meeting to order at 12:50 pm.
- **Meeting Review:**
  - **Bill 426 passed second reading unanimously.**
- **Approve Faculty Senate Meeting Minutes #591, September 27. Laird Burns moves. Carmen Scholz seconds. Ayes carry.**
- **Accept FSEC Report October 4. Tim Newman moves. Carmen Scholz seconds. Ayes carry.**
- **Guest Speaker:**
  - Dr. Wren
    - Christine asked if I would share some information on Degree Works. I know some of you know about the move. Since my first year in my role, I heard about the need to improve this area. The program within Banner is CAPP. This is very cumbersome and not user friendly. Other institutions that have swapped programs have continued to speak about Degree Works. At first this was costly financially and timely. About a year ago, we had extreme negotiations and made the move. I want to update you on where we are and what it is does. The handout answers several FAQ's. Degree Works at the core is a web based program. It allows us to track where we are at any time. Also, it lets us audit in any area. All those auditing and tracking functions are very valuable to us. I am most excited about the fact it electronically lays out a road map for each student. It lets departments know demand for certain courses. It takes away the guess work. We had to pick a catalog year for the launch. We started with 2017-2018 year. It is only two catalog years in. So this feature won't be utilized until a couple years in. It is Banner and catalog

driven. Everything built in the program is done by what you submit. It automatically updates the student's information when course changes are made within Banner or the catalog. It is color coded to show track where they are. It will also track their GPA. We started over a year ago with the implementation process. We are now in the scribing process. We have had to have training for IT and now we are offering user training. Anyone that wants to learn how to use this are welcome to come. These will continue to be offered. We want everyone to get in and use this semester as a way to make sure that it is working. We are hoping to roll this out to the students January 2019. We will still be continuing to improve the system through the spring.

- Sophia – Will we be able to do some data mining? Can we see how successful we are in certain course programs?
- Dr. Wren – Maybe. I am not sure.
- Tim – One thing we have seen with other tools is we were told certain requirements can't be there anymore. Is that the case now? A few years ago undergraduate prerequisites were completely removed. This caused a big problem. Will this be a problem again?
- Dr. Wren – I think from my knowledge, the graduate school didn't want that. We don't put graduate prerequisites on the course. When an undergraduate student comes in, we evaluate their transcripts. At the graduate level, we don't do that. As far as going back and determining what prerequisites are needed for graduate, I would need a new staff.
- Tim – We aren't very pleased with the removal. I have heard the reason before, and I do not accept it. With this package are we going to see more of this?
- Dr. Wren – I wouldn't think so. From my understanding this is a very robust package.
- Jeff – Will the new package put undergraduate prerequisites on graduate courses?
- Tim – We should control the software, it not control us. As faculty we feel disenfranchised. If an external entity is driving this, I have a problem with that.
- Dr. Wren – We will be using this package.
- Laird – In business school, we are going to have to address this with advising and Department Chairs. I run into this problem and have to go through the college and figure out how to get advising to sync requirements. I like the forecasting piece. One challenge we have been thinking about on the senate side is forecasting classrooms.
- David – Has this package come before the senate for review?
- Mike – No.
- David – So we don't have any input from the faculty? This is a violation of faculty senate bylaws.
- Dr. Wren – I didn't know that faculty approves every computer software that comes on campus.
- Mike – We don't approve every software but we are changing the audit process without faculty input.
- David – That is a huge issue.

- Mike - I received a note the other day that we are dropping students who have less than a 3.0 GPA from scholarships at the end of their first semester. This is news to me and two Deans. With your permission, I will email the Provost. Is that ok?
    - Lori – Is this official?
    - Mike – This is a rumor that it has happened to a couple of students.
    - Jeff – Don't some scholarships require specifics?
    - Mike – We usually drop at 24 hours, not 12 hours.
- Mike - I have also received complaints about the new purchasing system. Anything over $1,000 has to be approved and this is taking over a week. I am not sure how serious this is so please check to see within your departments how big the issue is.
    - Member – Is this per item or total purchase?
    - Mike – It is if the PO is more than $1,000. That is the signature authority policy.
- Mike - I have been asked to be on the President search committee. I do not know the final committee composition. I have asked the committee chairs to reach out and provide feedback on what attributes we want. I promise to be as transparent as possible.
    - Tim – Does this mean the position is officially open?
    - Mike – I have no idea. I have just been asked to serve on the committee. After the preliminary meeting, we will have more information.
    - Sophia – What attributes will be searchable?
    - Mike – Experience? We need to have conversations.
    - Christina – How many Presidents have we had? How many have been white? How many have been men? I love white men, but a change would be nice.
    - Mike – I fully agree. A diverse pool would be good.
- Mike - I would like to know if the faculty senate would like to volunteer in the community. I have done some work with girls and their dads. We did CASA ramp builds. It is a great environment and it is kid friendly. If you interested, let me know. It makes UAH faculty stand out.
- Mike -I will remind you at the UnitedWay is coming up. The last two administrations are not appreciative of how we donate. I encourage all of you to donate. It puts UAH's name out there.
    - Carmen – Do we have some way of knowing how much we donate?
    - Mike – We used to have that published. I have no clue.
- Mike - I fell in a classroom last week. I felt it was unsafe and am going to write the Provost. If you have other rooms that you think is fundamentally unsafe, email me.

- **Officer/Committee Reports**
    - Carmen Scholz, Past President
        - No report.
    - Laird Burns, President Elect
        - Mike asked me to set up a tracking system. We are setting something up so we can track bills and there location. We want visibility for this.
            - Jeff – That is something that is internal to faculty senate?
            - Laird – We will probably have some that can edit. Then the faculty senate will have read rights.
    - Christina Carmen, Ombudsperson
        - No report.
    - Jeff Weimer, Finance and Resources Committee Chair

        - The RCEU program's deadline was tomorrow, but has been moved to Wednesday. Project proposals are due at that time. The Google forms and drive are only accessible through UAH Google. The student reviews will be posted soon.
            - Laird – Do you know the count?
            - Jeff – I think yesterday it was eight.
            - Laird – We have funding know for 30?
            - Jeff –Yes.
            - Laird – We have funding and it will be funded.
            - Jeff – You can write a proposal and receive solicitations from students. Before you write the final submission, you must talk with students and see who will move forward. You have this time and do so.
            - Laird – We would have six or eight students apply for the same position.
            - Sophia – Last time we had a lot of students.
            - Jeff – This may be a process that would be preferred but not necessary. As you look at one section, look to see what requirements and preferences you want from the students. This allows you to rank and eliminate students. Sometimes students ignore that and don't meet your requirements. This gives you at least a way to show that this student meets my requirements and it highly preferred.
    - Gang Wang, Undergraduate Curriculum Committee Chair
        - Our committee approved seven and is reviewing four more.
            - Mike – I appreciate that your committee is asking questions.
    - Tim Newman, Parliamentarian
        - No report.
    - David Johnson, Faculty and Student Development Committee Chair
        - No report.
    - Lori Lioce, Governance and Operations Committee Chair
        - David and I are working on a questionnaire to assess best practices in student retention. It will go back through our committees and will be brought to you. Elections are coming up in spring faculty senate for President-Elect and Ombudsman.
    - Monica Dillihunt, Undergraduate Scholastic Affairs Committee Chair
        - No report.
- Bill 426
    - This is a response from the executive committee back to the President.
        - Jeff – The response states that UA and UAB do not give compensation. Will board rule 108 be thrown at us? I would like to know thoughts to come back against that.
        - Mike – The Board of Trustees, the Chancellor, Ron Gray and Brent Sexton state that we are all different institutions. They recognize that they are different,
        - Jeff – My concern is that the feeling is if UA and UAB aren't doing that, we shouldn't do that.
        - Mike – This bill was voted on and passed executive committee. Carmen motions to move forward. Ayes carry. Bill passed second reading unanimously.
        - Mike- Motion to reconsider. Laird moves. David seconds.
        - Member – In the fairness paragraph, the second sentence, please explain.
        - Mike – That does need a comma and a small "t". Is there unanimous consent? Yes.
        - Member – "90% or greater "is that for certain number enrolled?

- Mike – So it should say 90% or greater for classes that have an enrollment cap.
- Tim – I think you want something to state mandate or maximum enrollment.
- Carolyn – Do we need to define retention rate?
- Mike – Let's hope we don't have to get there.
- Member – The top paragraph, I think we need a comma after "level." Bottom paragraph, change included.
- Tim – In the middle of the paragraph, I think you mean "unrecognized".
- Mike – All in favor for the reconsidered bill, ayes carry.

➢ Registration and Scheduling Policy
  - This is our comments back.
    - Sophia – Are there pertinent changes in the policy?
    - Mike – Not that I know of.
    - Tim – Where is the thing on veterans?
    - Laird – Six was veterans.
    - Mike – Some days were changed.
    - Carmen – Can we get an update on the Dean of Students?
    - Mike – I don't think we have one.
    - David J. – The Provost told us that was for the Student Affairs.
    - Tim – Where does this go if there isn't a Dean?
    - Sophia – Ten weeks seems a little late in the semester.
    - Carmen – We usually let them flunk two exams.
    - Mike- If I look under late withdrawal, why do they have extenuating circumstances?
    - Jeff- I think we do need that.
    - Mike – Then on down, we have exceptional circumstances. The problem is we ask them to tell us about their medical issues. We are asking the students to write down personal issues.
    - David J. – I think that is handled confidentially with the Dean of Students.
    - Carolyn – I think privacy only goes so far in this situation. We need something on record.
    - Member – When I was Associate Dean in Engineering, we didn't write this down for record. They had to at least show documentation. We never wanted that to be a part of their record.
    - Member – I have a question about procedures. Is this only for undergraduate? We never list our graduate students.
    - Mike – I think they go to regular registration. If you want to request a date for graduate students, we are open.
    - Carolyn – I say yes.
    - Mike – We want graduate students included in this.
    - Tim – Clarification on this policy?
    - Mike – I will write a letter back saying the faculty senate has concerns about the vacant Dean of Students position and graduate students aren't listed.

➢ Visiting Scholar:
  - Member – Page 4, second bullet – would it be appropriate to say they should have a terminal degree.
  - Mike – It seems the procedures are reversed. The person who wrote this must have not had a visiting scholar.
  - Sophia – Does it sound too formal?
  - Mike – Yes, and it's backwards in reality.

- David – I would like for it to be read by the Director of Humanities.
- Mike – On page 5, second bullet -there is conflict with page 4.
- Laird – I think they are saying they didn't actually hire someone.
- David J. – I think they are saying they can't provide a salary.
- Mike – This says no financial compensation.
- David J. – I think it needs clarity.
- Mike – On page 5, fifth bullet – it says sign the UAH patent agreement. On page 6, it says they are not employees. Let me read you Board Rule 109. There is nothing in board rule 109 about a visitor signing our patent policy. If they aren't allowed compensation, we wouldn't require anything from them.
- Laird- You are saying they aren't employees, but want a employee profile?
- Mike – I will write the Provost with our comments. Jeff moves. Member seconds. Ayes carry.

- Motion to adjourn at 2:17.

CHAPTER 8

8. INSTRUCTIONAL AND STUDENT POLICIES

8.1. Curriculum

8.1.1. University Catalogs

Course descriptions and degree requirements are specified in the undergraduate and graduate catalogs, which are published annually online. Instructors should be familiar with the catalog descriptions and prerequisites for the courses they are teaching.

8.1.2. Course Numbering System

Range of Numbers Level of Course

001-099 Noncredit
100-199 Freshman
200-299 Sophomore
300-399 Junior (upper level)
400-499 Senior (upper level)
500-599 Graduate credit, with undergraduate credit awarded in some departments
600-699 Graduate
700-above Graduate, Ph.D. level

8.1.3. Changes in Catalog

A change that originates in an academic department or program that involves undergraduate programs and that affects catalog copy will become effective and may be implemented only when the following procedure has been completed: the proposed change has been recommended by the academic department or program, reviewed and approved by the department chair, reviewed and recommended by the college curriculum committee, reviewed and approved the dean of the college, reviewed and recommended by the Faculty Senate Undergraduate Curriculum Committee, and approved by the Provost. Changes affecting the graduate program originate in an academic department or program and are reviewed and approved by the department chair. Such changes are reviewed by the college curriculum committee which forwards its recommendations to the dean of the college, who reviews and approves the changes. The dean of the college forwards the changes to the Graduate School Dean who refers the changes to the Graduate Council, The Graduate Council reviews the changes and gives its recommendations to the Graduate School Dean who reviews, approves, and forwards the recommendations to the Provost for review and approval.

Changes that do not originate within an academic department or program but that do affect undergraduate degree requirements can be proposed to the Undergraduate Curriculum Committee of the Faculty Senate for its review and recommendation and then to the Provost for approval.

8.1.4. Changes in Curriculum

Proposals for undergraduate curriculum changes or new undergraduate programs are initiated in the department or program and approved by the department chair. The proposals are reviewed and approved by the college curriculum committee and college dean, then forwarded to the provost with recommendations. Proposals then are referred to the Undergraduate Curriculum Committee of the Faculty Senate for review and recommendations. The Undergraduate Curriculum Committee submits its recommendations to the Provost for approval. Proposals for graduate curriculum changes or new graduate programs are initiated in the department or program and approved by the department chair. The proposals are reviewed by the college curriculum committee and college dean and then forwarded to the Graduate School Dean for consideration by the Graduate Council. The Graduate Council reviews and makes recommendations regarding the proposals to the Graduate School Dean. The Graduate School Dean reviews the proposals, approves, and makes recommendations to the Provost. The Provost should be notified if a proposal for a new program, degree, concentration or certificate is being contemplated. All curriculum changes are approved by the Provost.

8.1.5. Exceptions to Academic Requirements

For specific general education requirements identified with academic departments (e.g., English composition, world history, mathematics, foreign language), refer to the chair of the department responsible for required courses that are involved (e.g., English composition to English Department, world history to History Department).

For requirements that are less well-specified or involve combinations of disciplines (e.g., mathematics/science, social sciences, mixed language options), refer recommendations of the student's advisor (and/or department chair) to the appropriate dean. For an exception to be granted, all the deans of colleges involved must concur with the recommendation of the student's advisor and/or department chair.

For exceptions to University-wide regulations applicable to all students such as residence requirements, 30 percent upper-level rule, total hours, grade-point average, etc., recommendations must be made by the chair of the student's major department or college for non-departmentalized colleges, concurred with by the dean of the college, and approved by the Provost.

8.2. Classes

8.2.1. Scheduling of Classes

A timetable of classes for fall and spring semesters is made available prior to early registration. Schedule timetables typically include the time, room assignment, and instructor for each course. The schedule for each department or program is prepared by the chair or coordinator and forwarded to the dean of the college to allow for resolution of class conflicts between departments. The timetable is then reviewed in the Office of Provost to resolve scheduling problems among colleges, to assure scheduling patterns convenient to students, and to spread classes appropriately across the day and the week. Deviations from the published schedule (additions, deletions, time changes, etc.) are recommended by the chair or coordinator, with approval of the dean, and notice to the Provost.

8.2.2. Academic Advising

Faculty members may be expected to perform advising duties at registration and throughout the academic year. Faculty advising assignments are made by the department or program chair.

Faculty members who serve as academic advisors should be familiar with current University requirements and policies. Basic information can be found in the University catalog.

8.2.3. Faculty Class Attendance

Faculty members are expected to conduct each of their classes as scheduled. Faculty members are required to notify the department chair before missing scheduled classes, in advance, where practicable. Faculty members are expected to make prior arrangements for the conduct of a missed class if possible. Classroom work missed because of a faculty member's absence has to be made up as soon as possible and in the manner deemed most appropriate by the instructor in consultation with the chair or coordinator. Faculty members are encouraged to make full use of the learning management system to provide students instructional material, class assignments, supplemental learning material, etc. to continue the teaching and learning process while the faculty member is absent or when the University is closed because of unforeseen circumstances. Planned cancellation of classes requires the prior written approval of the department chair and dean (for non-departmentalized colleges).

8.2.4. Student Class Attendance

The University does not have a mandatory attendance policy. Students are responsible for all work missed when absent, and no makeup work should be given unless the student provides an acceptable excuse to the instructor. An instructor may impose an attendance requirement, especially if a significant portion of the course depends on class participation. If imposed, such an attendance policy must be included in the course syllabus.

8.2.5 Missed Classes for Official University Activities

Students who participate in official University sanctioned student activities (such as Higher Education Day, music tours, student design competitions, intercollegiate athletic competitions, and other similar extracurricular activities), must be allowed to make up, without penalty, any work missed as the result of participating in these activities. It is the responsibility of the student to present to his or her instructors notice and verification of authorized participation in such activities and to make arrangements, no later than one week in advance, to complete any work that will be missed. Individual instructors retain the authority to determine how students in their classes will avoid academic penalties for the resulting absences.

Only activities approved by the Office of the Provost will be considered to be official University sanctioned activities. Any activity that is not expressly approved by the Office of the Provost will not be considered a University sanctioned activity. Faculty or University employees in charge of such activities shall file, with the Office of the Provost, a list of students and the dates they request the students be exempted from class. Athletic practice sessions and other practices, which are sometimes scheduled at the same time as a course that a student must take, are not officially sanctioned. Deans, department chairs, directors and faculty may check any names against the list by contacting the Office of the Provost.

8.2.6.Schedule Adjustments

After the beginning of an academic term, students seeking to change their course schedules must follow the Schedule Adjustment Process. Schedule adjustments fall into six categories: Drop/Add, Late Addition, Credit/Audit, Withdrawal, Late Withdrawal, and Retroactive Withdrawal. The definitions and procedures that govern the Schedule Adjustment Process are given Policy 02.01.13 Registration and Schedule Adjustments. In some cases, the instructor’s and chair’s approval is required such as changing a class section after the sixth day of class for regular

semesters and shorter times for shorter terms and approval for a student to add a class section after the deadline for the given term, which also needs approval from the Office of the Provost. When graduate students are involved, the Graduate School Dean must also approve late class additions. New international students who want to register after the deadline must obtain approval from the International Student Advisor, and in the case of graduate students, the Graduate School Dean. Approvals for late registration for new international students will include the respective academic units.

8.2. 7. Syllabi

During the first week of a class, the instructor must provide each student with a written outline of the administrative information for the course. Such an outline should include: goals/objectives of the course, course content, text or other materials required or recommended, methods of evaluation (including values of each assignment and mechanisms for determining final course grades), any modifications of student code of conduct, a statement that the University follows the standards of the Americans with Disabilities Act Amendments Act (ADAAA, 2008) and the Association for Higher Education and Disabilities (AHEAD) and fully supports providing access to all students with documented disabilities, faculty office location and scheduled office hours and location. For the student code of conduct, consult the *Student Handbook* (http://www.uah.edu/dos/student-conduct/handbook). Syllabi for all courses are required to be posted on the UAH learning management system.

8.2. 8. Office Hours

A faculty member is expected to maintain office hours in order to be available to students, other faculty members, and administrative officers at regular places and times. A regular schedule of office hours and electronic availability (email, discussion boards, chat rooms, etc.) should be established for each course taught and the times known to students, advisees, and the departmental office. Office hours should be posted in the departmental office and outside the faculty office.

Faculty should consult with the department chair, program coordinator, or dean for building use policy and availability of keys, locks, lights, office equipment and off-hours heating and cooling.

8.2.9. Copyrighted Materials

The University's policy on copyrighted materials is given in Appendix H of the UAH Faculty Handbook and as 02.01.68. Determination of Rights in Copyrightable Materials Policy. The bookstore will assist faculty members in securing copyright clearance for classroom materials to be included in course packs. Questions regarding the Copyright Policy should be directed to the Office of the Provost.

8.2.10. Field Trips

Certain courses lend themselves to field trips for demonstration purposes. In general, such trips are permissible if they do not interfere with attendance in other classes. The proposed trip must be cleared with the department chair (or equivalent) and the dean of the college. Travel authorizations must be submitted and approved by the department chair and dean for all individuals who are involved in the field trip. For assistance regarding the need for signed releases for participating students, contact the College's Dean's Office or the Office of the Provost. Such contact should be made as soon as possible to facilitate timely preparation and completion of releases, if required. All due caution should be taken on such trips to safeguard the students. If car pools are used for transportation, they should be required to return to the campus at the completion of the trip.

8.3. Grading Policies and Examinations

8.3.1. Grading System

The grading system at UAH includes grades of (A, B, C, D, F, I, X, W, S, U, P, AU, and N). Instructors have the option of augmenting the course grades of A, B, C, and D with the symbols "+" and "-" signifying, respectively, high and low achievement within the assigned letter grade. These augmented letter grades become part of the student's permanent record and appear on transcripts, but augmentation of a letter grade does not affect its value for the purposes of GPA computation. Faculty should be aware that many graduate schools and professional schools recalculate the student's GPA to include +/- grades which can impact the student's competitiveness. Course grades should be posted for each course in the learning management system so that the students have access to their grades during the semester.

A Superior achievement: Four quality points given per semester hour.

B Above average achievement: Three quality points given per semester hour.

C Average achievement: Two quality points given per semester hour.

D Passing work: One quality point given per semester hour.

F Failing work: No credit given; no quality points assigned.

I Incomplete: Assigned by the instructor when a student, because of extenuating circumstances, has not satisfied a course requirement. The deadline for a student to remedy a grade I is the last day of class of the next term enrolled or one calendar year from the date of the grade, whichever occurs first. If the grade of I is on a student's record past the deadline or at the time of graduation, it is treated as an F.

X Excused absence from Examination: Assigned by the instructor when a student completes all course requirements except the final examination. This grade becomes an F unless the examination is completed by the time of the announced deferred examination date given on the University's Academic Calendar at the beginning of the semester of the next regular enrollment of the student of the last day of the next term enrolled whichever occurs first. If the grade is of X is on a student's record at the time of graduation, it is treated as an F.

W Withdrawal. Recorded by the Office of the Registrar when a student withdraws from a course.

S Satisfactory work: Applicable to noncredit courses and to some specified credit courses. Will not be counted in the GPA.

U Unsatisfactory work: Applicable to noncredit courses and to some specified credit courses. It will be counted as an F and computed in the GPA for undergraduates, but not graduate students.

P Passing work: Assigned in some courses. See Pass-Fail Option in the Catalog.

AU Audit: No credit given; no quality points assigned.

N No grade: Assigned by the Office of Student Records when a grade is not reported by the instructor.

8.3.2 Mid-term Grades

Faculty teaching freshman and sophomore level courses (except Co-operative Education) are required to report on student progress at mid-semester. Mid-term grading is accomplished via the Banner system. The Registrar turns on the mid-term grading system about the fifth week of class and asks instructors to enter grades by the seventh week of the regular semester. (Instructors should assign and evaluate a sufficient amount of class work early enough to provide meaningful reports). Reports are electronically distributed to students and to the student's advising office after the seventh week of class. For maximum benefit to students, faculty should schedule adequate exams and assignments well in advance of the mid-semester reports.

8.3.2. Confidentiality of Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student educational records. To implement this law, the University has formulated and adopted a written institutional policy governing the handling of these records. A student's privacy interest in his or her records is further protected by FERPA against unauthorized disclosure. The University may not, without the student's written consent, release educational records or any personally identifiable information contained in them to other individuals or agencies. Disclosure to the following parties, however, is specifically excepted by the Privacy Act from this rule: (a) administrative and academic personnel within an institution who have a legitimate educational interest; (b) officials of institutions in which the student seeks to enroll; (c) persons or organizations to whom the student is applying for financial aid; (d) accrediting agencies; (e) organizations conducting studies relating to tests, student-aid programs or instruction; (f) certain federal and state government officials; (g) any person where the disclosure is required for compliance with a judicial order or proper subpoena; (h) appropriate persons where a health or safety emergency affecting the student exists; and (i) parents of a dependent student if dependency is proven. As to some of these parties, additional conditions must be met in order for the disclosure to be allowable in the absence of a written consent from the student. Personally identifiable information will be transmitted by the University to a third party only on the condition that the recipient not permit any other party to have access to it without the student's consent. The University may release directory information to others without the necessity of obtaining permission from the student. For a description of what constitutes directory information, see the *Student Handbook* (http://www.uah.edu/dos/student-conduct/handbook). Questions about the Family Educational Rights and Privacy Act should be directed to the appropriate dean or to the Office of the Provost.

8.3.3. Students with Disabilities

Under the Americans with Disabilities Act, the Americans with Disabilities Amendments Act, and Section 504 of the Rehabilitation Act of 1973, the University must provide reasonable academic accommodations for qualified students with disabilities. Any student who has a documented condition that substantially limits his or her learning activities can request coordination of appropriate academic support services through the University's Disability Support Services

(DSS) office. The function of DSS is to collaborate with students, faculty, and staff to ensure appropriate services are provided to students registered with the DSS office. If a student self-identifies to a member of the campus community, the student must be given a referral to DSS.

The University relies on faculty to provide access to all of its programs and activities to students with disabilities. As members of the campus community, faculty members are required to adhere to relevant disability laws. The University accepts only those students who are qualified for admission regardless of their disabilities. Accommodations are provided for eligible students in order to provide equitable access so that students with disabilities have an equal opportunity to succeed in their academic pursuits. Students must register with the DSS Office and provide appropriate medical documentation of disability to be eligible for services. Faculty members are not legally allowed to ask students if they have a disability. For those students registered with the DSS office, faculty are not legally allowed to ask about the nature of the disability. If students choose to disclose their disability, this information should be treated confidentially.

Instructors are to announce procedures for arranging academic accommodations at the beginning of each semester and include the information in the course syllabus. DSS is available to provide consultations via email or phone to any faculty member. The “Information for Faculty” section of the DSS website has been developed to support faculty as they work with students with disabilities https://www.uah.edu/dss/faculty-resources/faculty-guidelines (Questions about compliance to policies related to students with disabilities should be directed to the Disability Support Services Office.)

8.3.4. Make-up Exams

Students who are unable to take announced quizzes and examinations because of illness or extenuating circumstances should report to their instructor. The faculty member may require verification of the illness or extenuating circumstance before administering a make-up examination. Absences from a scheduled final examination without prior arrangement with the course instructor (except in extenuating circumstances) will be classified unexcused, and a failing grade may be assigned. An X is to be assigned as a temporary grade in a course in which the student has an excused absence from a final exam. If the faculty member does not wish personally to conduct the makeup of the final examination, he or she should contact Instructional Testing Services and provide a copy of the makeup final examination which will be administered by that office. The date of the makeup exam is normally the first Saturday following the beginning of the next semester/term or summer term and is noted as the Deferred Exam Date on the official calendar.

8.3.5. Final Exam Policy

The University expects each faculty member to give a final examination unless the nature of a particular course precludes the administering of a final examination. The semester/term calendars distributed specifies the schedule of final exams. For fall and spring regular semesters, there is a separate final exam date. For shorter terms (e.g., 5 or 7 week semesters) the final exam date is the last day of class. Any change to the final exam schedule must be approved in writing and in advance (where practical) by the department chair. If changes are approved, the department chair will notify the Office of the Registrar of the schedule change.

Students have the right to review their final examinations with faculty members. For this reason, final examination papers must be kept on file for one calendar year. Continuing full-time faculty and graduate teaching assistants may keep these papers in their offices. Part-time faculty should turn in exam papers to the departmental office. In addition to the final examination, other examinations are administered and outside work assigned in a manner deemed appropriate by

the instructor. Sufficient work should be assigned and evaluated prior to midterm to permit students to assess clearly their progress in the course.

8.3.6. Final Exam Rescheduling for Students

Any student whose final examination schedule is such that he or she is scheduled to take three or more examinations during a single day has the right to have one examination, typically the middle one, rescheduled. The date and time of the rescheduled examination must be by mutual agreement between the student and the affected faculty member and must be agreed upon by the end of the thirteenth week of classes. It is the student's responsibility to notify his or her instructor of the conflict, and it is the instructor's responsibility to verify that the conflict actually exists. If a student is scheduled to take four examinations during a single day, then the same procedure applies except that the student then has to right to have both the second and the third examinations rescheduled.

8.3.7. Reporting of Grades

Final grades are filed electronically by faculty members or designee, as required by FERPA. Faculty must meet the grade report deadline, which is posted in the semester/term academic calendar. Faculty are required to submit mid-term grades for 100-and 200-level courses in the current Banner grading system.

8.3.8. Changing of Grades

A student who believes the grade received in a course is inaccurate is permitted to request a change of course grade by utilizing the Academic Appeals process (Policy 02.01.12). Appeals of grades must be submitted within 30 days of the completion of the semester/term in which the course in question was offered. As a rule, grades may be changed only by submission by the instructor of a Change of Grade form containing a written explanation of the error. Grade changes for X or I to a letter grade are also submitted on a Change of Grade Form. The Change of Grade form must be approved by the chair of the department or equivalent and received in the Office of the Registrar no later than two semesters from the date the original grade was assigned.

The Academic Appeals Policy 02.01.12 establishes a consistent procedure for graduate and undergraduate academic appeals. An academic appeal may be filed by a student against University personnel including instructional personnel, administrators, or staff members at the University. Resolution of a student’s appeals, unless otherwise specified, shall begin with the University official whose decision is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain. Appeals related to course grades must be filed within 30 days of the end of the semester/term in which the grade was earned.

Appeals of a final course grade or other final comprehensive evaluations must be based upon one or more of the following:

1. Arithmetic or clerical error.
2. The course grade was assigned on a basis other than performance in the course.
3. The instructor used standards that were different from those allowed for other students in the same class, or different from those allowed in departmental/college/school policies if specific departmental/college/school grading policies exist.
4. Changes in course requirements or grading components as defined in the course syllabus.
5. A substantial or unannounced departure from the instructor’s previously articulated standards was used in assigning the grade.

8.3.9. Public Posting of Grades

Instructors are neither required nor encouraged to post grades publicly. If they choose to do so, FERPA guidelines must be followed.

8.3.10.Class Records

Faculty members must maintain grade records for one year after the completion of a course. Faculty members are encouraged to keep multiple copies of grades in separate locations during a term, and to double check final grades once they are entered and submitted in Banner. Upon termination of services with the university, the faculty member is to turn in grade records to the department chair or program coordinator, who maintains such records in accordance with institutional policy and the federal Family Educational Rights and Privacy Act (FERPA).

8.4. Policy Formation

The University must preserve the primacy of shared academic governance in planning, development, and implementation of policies. Faculty should have input into departmental and institutional priorities as well as the institutional mission. The faculty, subject to review and approval by the Provost, President and Board of Trustees, has responsibility for the conduct of faculty affairs, curriculum planning, and scholarly activities.

Senate Bill 424: Science Direct Continuation at UAH Library

Whereas: The UAH Library budget experienced only minor budget increases over the past decade, and

Whereas: The Library is now in a fiscal position that may cause the cancelation of subscriptions to major data bases, as subscription rates rise constantly and library budget increases do not keep up with rising subscription costs.

Whereas: If subscriptions to a major data base such as Science Direct was cancelled many journals currently available immediately to the university community would instead only be available through Inter Library Loan; and

Whereas: losing access to major data bases will negatively impact the research capabilities of the UAH scholarly research community including undergraduate and graduate students and will be fundamentally disruptive to UAH, which is a research-intensive university, with

Whereas: Junior faculty is especially vulnerable as they are in the process of building their research programs; and

Be it therefore resolved that:

The President of UAH and the UAH administration ensure that all subscriptions to major data bases currently held by UAH will be maintained, unless it can be shown that one or more of such data bases were not accessed within a one year time frame. And be it further resolved that:

The budget of other, non-academic, programs within the university will be curtailed in favor of maintaining a comprehensive library that provides unrestricted access to journals most often used by the UAH faculty.

And be it further resolved that:

The UAH President contact the Alabama Congressional Delegation to request that the U.S. Congress investigate the monopoly or near-monopoly of scientific journals that publishers like Elsevier have assembled, and the monopolistic/oligopolistic price increases that said publishers are engaging in.

And be it further resolved that:

The UAH President formally requests the University of Alabama System Chancellor to contact the Alabama Congressional Delegation to request that the U.S. Congress investigate the monopoly of scientific journals that publishers like Elsevier have assembled, and the monopolistic price increases that said publishers are engaging in.

And be it finally resolved that:

The UAH Faculty Senate President, in said person's role as Faculty Representative to the System Board, is to seek opportunities to alert Board members of the impact on UAH Faculty if there were a loss of major data bases.