

# INDIANA STATE UNIVERSITY EVANSVILLE

8600 University Boulevard  
EVANSVILLE, INDIANA 47712

## INTER-DEPARTMENTAL MEMORANDUM

TO: ALL FACULTY

DATE: September 7, 1978

FROM: R. M. Small, <sup>and</sup> Chairman, Faculty Council

SUBJECT: Faculty Council Meeting, Wednesday, September 13, 1978  
2:30 p.m., Library - 100

### A G E N D A #3

1. Approval of Previous Minutes
2. President's Remarks
3. Findings on proposed withdrawal policy changes.
4. Announcements

cpm

SESSION 3  
MINUTES OF THE 1978-79  
FACULTY COUNCIL MEETINGS

Time: September 13, 1978; 2:30 p.m., Library - 100

Members Present: Robert M. Small, Chairman; Professors Cook, Edwards, Gehring, Mussard, Petranek, Pohl, Rivers, Robinson

Ex-officio Present: Vice President Robert L. Reid

Others Present: Ruth Hahn, Robert Harper, Kenneth Settle

1. Approval of Previous Minutes

The minutes of Session 2 were approved.

2. President's Remarks

President Rice was unable to attend the meeting.

3. Findings on proposed withdrawal policy changes

Dr. Small asked each representative to report on their findings.

Humanities - Dr. Mussard reported that the Humanities Advisory Council supported the simplification of the withdrawal policy. The only alternative to the proposed change they offered was that the advisor continue to sign the withdrawal form and use his judgement in referring students to the Counseling Center.

Allied Health - Mr. Robinson reported that the Allied Health Division supports removing the signature of individual instructors but strongly insists that the signature of the Division Chairman remain.

Business - Mr. Edwards reported that 1. some of the faculty members felt some notation should be made on withdrawal failing or withdrawal passing, 2. a number felt the division still needs to be involved, 3. two individuals felt the instructors should be involved in the withdrawal process for example, a lot of students withdraw because they think they are failing when actually they are not.

Engineering Technology - Mr. Cook said his division feels that the instructor's signature should be removed and replaced by either the academic advisor or the counseling center. They felt there was no need for the Division Chairman to sign the form.



3. Findings on proposed withdrawal policy changes (continued)

At-Large Representative - Dr. Petranek discussed the proposed change with several faculty members. He reported that the general feeling was to simplify the procedure and eliminate the signature of the instructor. It was felt however, that adding the signature of the counseling center would not help. Individual faculty members felt that the academic advisor's signature is the only one necessary.

Social Science - Dr. Gehring felt that we should do what we can to meet student needs. He lauded efforts to advise students when they are withdrawing from the university.

Science & Mathematics - Dr. Pohl reported that the majority of her division liked the three signature requirement of Counseling Center, Academic Advisor and Division Chairman.

Education - Dr. Small's division endorsed eliminating the instructor's signature, but retaining the Division Chairman's signature. Dr. Small reported that his division felt a student should be allowed to withdraw from a single class or the university anytime during the semester providing that he was graded withdrawal failing or withdrawal passing after the mid-term period.

Mr. Harper explained that the main idea for submission of the proposed change was to make it easier for a student to withdraw.

Members of the council felt they should take action and not send this proposal into committee. Dr. Small called for a motion.

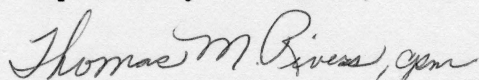
Dr. Mussard made a motion that we delete the need for each instructors signature for total withdrawal from the university. Dr. Petranek seconded. The motion carried.

4. Announcements

1. Dr. Mussard announced that he has submitted a new grading proposal for consideration at the next council meeting.
2. Dr. Small will inform President Rice and John Deem of the motion passed today.

The meeting was adjourned at 3:20 p.m.

Respectfully submitted,



Thomas M. Rivers  
Secretary

Approved 9/27/78