

Faculty Senate – Academic Affairs Council

Meeting Minutes

Tuesday, April 18, 2023 – 2:00 PM

107 Lab of Mechanics

Note taker: **Jessica Hurst** (See notes taken in Red below)

Members attending: Tom Brumm, Rahul Parsa, Terri Boylston , Jodi Sterle, Ann Marie VanDerZanden, Karl Bolser, Sunghyun Kang, Jennifer Schieltz, Jessica Hurst, Abby Dubisar

Absent: Anita Micich, Ann Lent, Chris Schwartz

Others attending: Shawna Saad, Associate Registrar

1. Call to Order – 2:05 pm

2. Approve Minutes – enclosed

- Jodi moved to approve minutes
- Jennifer second to approve minutes

Voting results: Unanimous – 9 approved; 0 oppose; 0 abstain

3. Old Business

a. Out of Term Schedule Change Policy - amended to change end date of Period 3 to Friday of week 15

Contact: Terri Boylston tboylsto@iastate.edu

Guest speaker: Shawna Saad, Associate Registrar

Discussed terminology of a Course Drop = Withdrawal if dropped after Period 1 with a “W” on permanent record, but when they want to unenroll in all classes = Leave of Absence; these are terms in Workday and cannot be changed. (see “*Out of Term Schedule Change Proposal_Final Draft_2023-04-11*” document). Faculty discussed and asked questions. All questions were addressed prior to vote.

- Terri moved to approve the Out of Term Schedule Change policy changes
- Jodi second to approve the Out of Term Schedule Change policy changes

Vote results: Unanimous – 9 approved; 0 oppose; 0 abstain

This will now move on to Faculty Senate.

b. Waitlisting Policy

Contact: Terri Boylston tboylsto@iastate.edu

Guest speaker: Shawna Saad, Associate Registrar

Discussed Waitlist Policy changes and updates. Faculty discussed and asked questions. All questions were addressed prior to voting. See Waitlist Policy Q & As at the end of this agenda document.

- Terri moved to approve Waitlisting Policy
- Karl second to approve Waitlisting Policy

Vote results: Unanimous – 9 approved; 0 oppose; 0 abstain

This will now move on to Faculty Senate

c. Scholastic Recognition - Replace Top 2% Recognition with President's List, which recognizes students with 2 consecutive semesters (24 credits) of a 4.00.

Contact: Terri Boylston tboylsto@iastate.edu

Terri discussed the need for this recognition and the benefits to students. Summer session and Winter term do not count as a part of the 24-hour credits. See “Scholastic Recognition 2023-04-11” document). All faculty discussed and all questions were answered prior to voting.

- Terri moved to approve Waitlisting Policy
- Jodi second to approve Waitlisting Policy

Vote results: Unanimous – 9 approved; 0 oppose; 0 abstain

This will now move on to Faculty Senate

4. New Business/Discussion item

a. CELT?

- See “*Student Services Survey REPORT*”
- Ann Marie VanDerZanden presented for Sara Marcketti (Director of CELT)
- Discussed issues that students were facing regarding inconsistent on-line course offerings
- Discussed from a faculty perspective on how challenging it is to teach on-line classes, as it has been viewed at “extra” teaching and not properly identified on PRS

5. Committee Reports – meeting adjourned at 3:10 pm and we did not have time for reports

- FS Curriculum Committee – Brumm
- Academic Standards – Boylston
- Outcomes Assessment – Hurst

- d. Student Affairs – Sterle
 - e. Student Government – Roberts
6. Good of the order
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Next Meeting: N/A for Spring 2023

Waitlisting Policy:

- Will the drops (and the messages to the students on the waitlist) occur in real-time or as a batch? Yes, the notification that a waitlisted seat is now open will happen in real time to individual students that meet the criteria for enrollment.
- Concerns if the emails go to junk mail. (is it possible to send a message once they sign up to confirm they will get emails?) This will be a notification like all other WD notifications, which is where students will do most of their business. Once a student has ensured WD notifications are not going to junk mail, there should be no further concerns regarding this issue. Additionally, students with the Workday App on their phone will get a push notification.
- Are instructors/departments able to see the waitlist during the registration period? This will help in making decisions as to whether another section should be added for that semester. Visibility of waitlists will be available to end users who have the proper security access to view this information, including instructors and key department/college staff.
- The big question was regarding overrides to the waitlist (I know we discussed this - I remember Olive Garden).
 - Can students be signed in by the instructor allowing a student to by-pass the waitlist? No, the ONLY way a student could be added into a course in front of a waitlisted student, is through the add override process, which would need to be approved by the college (just as it is done today). Only users with appropriate security set-up will have access to add a student into a course in this way and this is limited to the Office of the Registrar and key users within each college (as it is set up today).
 - What is the process for exceptions? Will be given higher priority if it is critical for their degree program? The student would complete an add override request, which would route through the appropriate approval levels, and then be processed within the Registrar's Office.
 - Suggestion - to amend the first bullet to include: 'Exceptions may be made based on need'. My only comment is what is considered need? Will there be any clear parameters on this?