

Minutes
Educational Affairs Committee
June 4, 1991

The committee met at 11:00 a.m. in the Dean's Conference Room at the College of Business Administration. Members present included Karen Kuers, David Radcliffe, Stanley Longman, Sharan Merriam, Ileana Arias, Betty Whitten, Dan DerVartanian, Delmer Dunn, and Bruce Shutt. Dr. Whitten presided over the meeting.

The minutes of the May 20 meeting were approved as presented.

Dr. Whitten discussed the "dead days" proposal. She indicated that some persons present at the Faculty Conference expressed hope that the committee would change its proposal to one that recommends, rather than requires, dead days. Ms. Kuers indicated a preference for leaving the recommendation as it is. Dr. Radcliffe agreed. The consensus of the committee was not to change the committee's recommendation.

Dr. Whitten provided a copy of correspondence between her and Dr. Dwight Douglas regarding the procedures used by the University for considering student dishonesty cases. The letter was in response to a letter written by Dr. Whitten for the committee on this matter. Among other suggestions, Dr. Douglas suggested that a committee be formed to study the matter. Dr. Whitten indicated that she believed that another committee to study the matter was not needed. Committee members agreed. Dr. Whitten appointed a subcommittee to recommend procedures to deal with this issue. Dr. Arias will chair the subcommittee. Other members will be Dr. Radcliffe, Ms. Kuers, and Dr. Whitten.

The committee then discussed improving advising. Dr. Whitten indicated that a subcommittee consisting of herself, Dr. DerVartanian, Dr. Dress, and Dr. Dunn would meet during the summer to frame some questions to deal with on this question during fall quarter. Dr. Shutt indicated that the new degree advising system should assist advisers to do a better job.

The committee discussed listing when courses would be offered in the *University Bulletin*. Some of the problems of scheduling were discussed. Dr. Radcliffe suggested that new courses should be required to indicate which quarter the course would be offered. Departments might be permitted to list a course as unspecified. The committee concluded that those responsible for the *Bulletin* should ask instructional units to indicate when courses should be offered.

The committee discussed the definition of major, minor, and concentration. No action was taken.

Dr. Shutt asked what the committee had done with Dr. Douglas's request for a policy on what kind of instruments could be used in taking examinations. Dr. Whitten assigned the matter to the subcommittee that will be considering academic honesty during the summer.

The committee adjourned at 12:10 p.m.