Deans’ Council Agenda
November 30, 2004

I. End of semester notes:

- Last day to withdraw from a single class – December 6
- Please remind instructors to record conditions of completing an "I" on the grade sheet. Also be aware of the current "I" guidelines which became effective summer 2003 session:

  "I" symbol. An incomplete may be given (at an instructor's discretion) to a student whose grade average is passing, but who did not complete a course at the end of a term. The time allowed for completion of a course in which a student has received a grade of "I" may not exceed one calendar year. During that year the student is not permitted to re-enroll in the course.

  Changing an "I". It is the responsibility of the student to satisfy requirements for completion of the course. It is the responsibility of the instructor to submit a "Grade Correction" form to the Registrar. If by the end of one calendar year no change in grade has been submitted by the instructor, the grade of "I" will become permanent. After a grade of "I" has become permanent, a student may re-enroll in the course. In no case will an "I" be changed to a grade of "F" after a student has graduated.

  - Please remind instructors that recording a date of last attendance for "F"s awarded for nonattendance is most helpful to VA and some other areas.
  - Because of the way the calendar is scheduled this year, grades are due one hour before the campus closes for the Holiday Break. Some staff will end up having to be in over the break to run reports, etc. It would be most helpful if instructors would submit their grades via CAMSIS as early as reasonable. None of the reports can be run until ALL of the grades are electronically submitted.
  - Finals are to be given during the designated final exam time, with the exception of laboratories which are during the last laboratory session unless other arrangements are made by the instructor.

II. Summer sessions and budgets
Questions and answers

III. Discussion of scheduling challenges related to CNC, Duncan, ITV, etc.
I plan to have a meeting soon with some of the parties involved in the mechanics of producing the schedules with these interwoven entities. What can we do from the academic side to smooth out the process?

IV. Around the Table.

Deans only:

V. Post-tenure review:

- I had recommended we look for some volunteers for the first round. Though the call has not gone out, you have provided names of faculty who have volunteered. We need to make sure that list is current, is of the appropriate size, and also look at the process. The section from the Handbook is attached.
Calendar notes
December 6, Monday - Last date to withdraw from a class
December 12, Sunday, 2:00 – 4:00 pm – Holiday reception at Cameron House
December 13, Monday, 6:00 – 8:00 pm – Holiday reception at Cameron House
Would like Deans/Library to attend one or the other so both are covered.
Week of February 7 – Homecoming Week

Nomination information
Creativity in Motion/Thatcher Hoffman Smith Prize from OU College of Arts and Sciences: Field open – looking for a creative project. Focus is on the process itself, not a completed project.