

Executive Committee Minutes
Monday, October 14, 2002
4:00 P.M.
(Approved)

Chairperson Lane Crothers called the meeting to order at 4:00 p.m.

Present: Carolyn Bathauer, Paul Borg, Vic Boschini, Al Bowman, Nicole Clemmons, Lane Crothers, Eileen Fowles, Jack Howard, Mark Liguinas, Khalid Razaki, Jim Reid

Unexcused Absence: Ryan Allen

Approval of Executive Committee Minutes of 09/30/02

Motion XXXIV-29: By Senator Liguinas, seconded by Senator Razaki, to approve the September 30, 2002 Executive Committee minutes. The minutes were unanimously approved.

Communications (Oral):

09.06.02.03A Faculty Caucus Budget Statement. Forwarded to the Planning and Finance Committee members for reference in their deliberations of the University's budget processes.

10.10.02.01 From Barb Todd, Director of Alumni Services: Future Alumni Leader Award – Call for Student Nominations

Communications (Distributed):

08.13.02.02A From Administrative Affairs Committee: Freedom of Expression Policy. The policy has not yet been received by the Senate office from the Administrative Affairs Committee, but will be distributed to the Senate by Friday, October 18, 2002.

Proposed Agenda for Academic Senate Meeting of October 23, 2002 at 7:00 p.m.

Call to Order

Roll Call

Approval of Minutes of October 9, 2002

Chairperson's Remarks

Student Government Association President's Remarks

Administrators' Remarks

Committee Reports

Action Item:

09.27.02.01 Lab School Senate Representative Proposal (Rules Committee)

Information Item:

08.13.02.02A Freedom of Expression Policy (Administrative Affairs and Budget Committee)

Communications

Adjournment

Motion XXXIV-30: By Senator Borg, second by Senator Razaki, to approve the agenda. The agenda was unanimously approved.

Discussion:

Disability Concerns – Delivery of Examinations to Students with Disabilities – Follow up with Director of Disability

Concerns and Vice President of Student Affairs

Senator Razaki: I received a notice describing the new policy for delivery and pick up examinations for students with disabilities. The reason given for the policy change was that, in the past, certain faculty members have not had examinations available at the scheduled pick-up times. I don't feel that this policy change is the proper solution to the problem. As a faculty member, it is not my job or duty to see that the examinations are delivered or picked up.

There were three options given in the notice: 1) deliver the test to the Office of Disability Concerns; 2) send the test by e-mail to the office; 3) send the test by fax to the office. We are very careful about our exams and I certainly do not trust faxing or sending them by e-mail. The only option that I would trust would be walking it over and bringing it back myself and I certainly don't think that that is my job.

The other objection that I have is that the policy was put in place by the Provost, Director of Disability Concerns and the Vice President of Student Affairs without consulting the faculty.

Ann Caldwell, Director of Disabilities Concerns: This is not a policy, but a revised procedure. The *policy* is that we must provide tests in alternative formats for disabled students. This procedural change came about because we have had, over the past several years, students sitting in our office waiting to take exams and faculty members have not made those exams available. Now that faculty have the option of faxing and sending the exams by e-mail, there have been no problems at all in obtaining exams for our disabled students. The fax in the Office of Disability Concerns is in a locked room and only two people have access to that fax. We do have students who deliver the exams back to the faculty.

Senator Crothers: Your memo does not make mention of the security of the fax in your office.

Senator Razaki: Why can't your student workers pick up the exams?

Dr. Caldwell: We don't have any student workers to do this because of budget constraints.

Senator Howard: I have had the experience of a student not making arrangements with the Office of Disability Concerns, although I had put forth the effort to make sure that the exam was available in that office for the student. Information on the whole process should be supplied to faculty members. We should not have to provide an exam until we are notified.

Ann Caldwell: If you know how I can reach faculty, please tell me. What I can place in a memo is not always the same as having a discussion with a faculty member about why we made the changes. Secondly, we are going to have students who are not going to inform people like they should. I don't know how we can control that. The student that has not given us three days notice prior to an exam would not be allowed to take the exam.

Senator Borg: When the letter from Disability Concerns is given to the students to deliver to the faculty, that is the point at which you could find out which faculty members need to make special accommodations. You could then either set up appointments or send out information to those faculty members to inform them about how the procedure works.

Dr. Caldwell: We can very easily target those faculty members.

Senator Razaki: I really resent the fact that the faculty were not consulted about this.

Provost Bowman: This procedural change occurred after the end of the spring semester during the summer. Had it been a regular semester, we would have had a conversation with the Senate. When Al and I discussed this with Dr. Caldwell, the solution sounded reasonable to both of us because it involved faxing exams to her office to a secure fax. The piece that assured me that it would work was that their fax is secure and that after the exam was taken, someone from her office would deliver the exam back to a department.

Dr. Caldwell: I will include with the letter given to the student, which the student delivers to the faculty member,

another letter explaining the mechanics of the procedure.

Senator Reid: Perhaps you could also make a follow up call to the faculty member.

Adjournment

Motion XXXIV-31: To adjourn. The motion was approved by standing vote.