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Sent to Pres' Office 4-8-69
Discussion: Second half of proposal from Div. of Lang. Lit. & Speech dealing with absences was discussed. With several revisions, motion was made by Dr. Sackett to adopt the statement for the Catalog; Motion seconded by Dr. Miller. Motion discussed. Motion made by Mr. Ginther to amend the proposal. Motion to amend seconded by Mrs. Popp. Motion carried. Motion made by Dr. Oliva to amend the motion. Motion to amend seconded by Mr. Ginther. Motion made by Dr. Sackett to amend the amendment. Motion to amend seconded by Dr. Miller. Motion did not carry. Motion made by Dr. Hamilton to table the motion. Mr. Ginther seconded the motion to table. Motion carried.

Minutes of the meeting of the Faculty Senate, Tuesday, March 18, 1969, at 3:30 p.m., in the Office of the Dean of the Faculty.

Members Present; Mr. Ginther, Mr. Schroder, Dr. Thomas, Dr. Hamilton, Mrs. Popp, Dr. Sackett, Miss Christopher, Dr. Miller, Mrs. Theis, Dr. Witten, Dr. Oliva, Mr. Dalton, Mr. Finnin and Dr. Garwood, Chairman.

Members Absent: None.

Also Present: Mr. Kellerman and Miss Lois Ruder.

The meeting was called to order by Dr. Garwood, Chairman.

INCOMPLETES AND ABSENCES. The Senate resumed its discussion of the proposal received from the Division of Language, Literature and Speech. At the previous meeting, the Senate acted upon the first half of the proposal which considered incompletes. The second part of the proposal, which deals with absences, is as follows:

"Proposed catalog statement: The student is required to attend all class meetings on time, beginning with the first day of classes. Excessive absences may result in lower grades or in failure. Some offices (Health, Registrar's, Dean's, Dean of Students, etc.) may inform instructors of reasons for students' absences, but these absences are not excused. If the student's participation in organized college activities, etc., should require his missing a class period, it is his responsibility to notify his instructors in advance and, if they consent, to arrange to make up the work he will miss. If he misses a class period because of illness, a death in the family, etc., it is his responsibility to see his instructors and, if they consent, to arrange to make up the work he has missed. Instructors are under no obligation to allow students to make up tests, papers, or other assignments which are missed because of absences, though instructors may allow students this privilege if in their opinion there is good reason. If a student has a paper due on a day he is ill, he should make every reasonable effort to send the paper in time for it to arrive by the hour it is due. If a student misses a class for any reason whatever, he is responsible for what goes on in class on that day; he is responsible for the information presented if it should be called for on a test, and he is responsible for meeting any assignments made."

Dean Garwood made two observations regarding the proposal. (1) If a student misses a class for any reason, i.e., it might be sickness, an authorized absence off campus representing the College in athletics, music, debate, etc., the instructor

would make the decision as to whether any tests missed should be made up. It is conceivable that some instructors might penalize the student by refusing to give make up tests any time the student is absent from his class. Thus, theoretically, it would appear that the proposal would be less than equitable as far as the student is concerned. (2) From the point of view of administering such a rule, it would create many situations for Division Chairmen and those in administration as no doubt there would be many appeals from the decisions made concerning absences by faculty members.

Dr. Sackett suggested that the phrase "if they consent" be omitted from lines 7 and 10. After some discussion, Dr. Sackett suggested in line 1 the words "is required to attend" be changed to "responsible for attending." He moved that the statement for the Catalog be adopted. Motion was seconded by Dr. Miller. The motion was now discussed.

The question was raised as to the need for spelling out how an absence might be handled. The present Catalog statement is rather general and it appears to have worked quite well. The proposed statement would place the student in a very compromising position.

Dr. Sackett pointed out that if a student misses a class an excessive number of times, the faculty member should have the freedom to handle this as he wishes. The statement would inform the student as to his responsibility for attendance and permit the faculty member to handle his classes as he saw fit.

Mr. Finnin said that from the point of view of the student, the class should be so interesting that he would want to attend. Why should he be penalized for not attending a class which is not interesting and where the instructor merely reads from his lecture notes and books day after day? He said this occurs on the campus. Yet if a student misses such a class, he might have his grade lowered for his absence.

One Senate member observed that if a student did not want to attend a class, he should go to the Registrar's Office and drop from the class. Why should the tax payers spend their tax dollars for education and not have the students attend the class? If the student does not want to attend class, perhaps he should leave college and get into something else.

The question was raised as to what the proposed statement intended to do. Dr. Sackett said that the intent of the statement was to spell out for students and faculty alike their responsibility as far as attendance is concerned.

It was moved by Mr. Ginther that we amend the proposal by striking out the sentence which states "Excessive absences may result in lower grades or in failure." Motion to amend was seconded by Mrs. Popp. Motion carried.

Dr. Oliva moved that we amend the motion by striking out the last ^{three} sentences which read as follows:

"Instructors are under no obligation to allow students to make up tests, papers, or other assignments which are missed because of absences, though instructors may allow students this privilege if in their opinion there is good reason. If a student has a paper due on a day he is ill, he should make every reasonable effort to send the paper in time for it to arrive by the hour it is due. If a student misses a class for any reason whatever, he is responsible for what goes on in class on that day; he is responsible for the information presented if it should be called for on a test, and he is responsible for meeting any assignments made."

The motion to amend was seconded by Mr. Ginther.

In the discussion which followed, the present Catalog statement was reread. The question was raised as to whether an instructor would be forced by the administration to give a make up test to a student who had missed class. Dean Garwood said that in instances such as this that the Division Chairman and the instructor generally work this out together. It was pointed out that in the freshmen English course student assignments are sometimes late and students want a great deal of individual help when they have missed class.

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Dr. Sackett said the reason for the proposal was that the instructors are uncertain of administrative support when challenged by students regarding make up examinations. Dean Garwood assured Dr. Sackett that if the student missed an examination without sufficient reason, the administration would support the instructor completely in refusing to give a make up examination.

Dr. Sackett moved that we amend the amendment by restoring the last two sentences which were to be struck from the proposal. Dr. Miller seconded the motion to amend. The motion did not carry.

The motion was passed to amend the motion by striking out the last three lines. The amended proposal was now read. It reads as follows:

"Proposed catalog statement: The student is responsible for attending all class meetings on time, beginning with the first day of classes. Some offices (Health, Registrar's, Dean's, Dean of Students, etc.) may inform instructors of reasons for students' absences, but these absences are not excused. If the student's participation in organized college activities, etc., should require his missing a class period, it is his responsibility to notify his instructors in advance and to arrange to make up the work he will miss. If he misses a class period because of illness, a death in the family, etc., it is his responsibility to see his instructors and to arrange to make up the work he has missed."

The philosophy of absences was again discussed. Is there need to spell out definitely in the Student Handbook or in the Catalog the policy on absences and cuts? The statement as it now appears in the Catalog is rather general and permits a considerable amount of freedom on the part of the instructor. It appears that some instructors regard an absence from class as something the student should be penalized for. Other instructors do not recognize in absences a reason for penalizing a student. In both these two extremes there are variations.

Dr. Hamilton moved to table the motion. Mr. Ginther seconded the motion to table. Motion carried.

The meeting adjourned at 4:30 p.m.

John D. Garwood, Chairman

Lucille Drees, Recorder